

LKC GROUP COMPANY H&S POLICY

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INTRODUCTION SCHEDULE

This document is issued for guidance by LKC Group or it's Associate Companies. Collectively referred to in this document as "the Company".

Within the document there is reference to legislation, such legislation includes: -

- Transport Act 1968
- Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972
- Health and Safety at Work etc Act 1974
- The Control of Pollution Act 1974
- Health and Safety (First Aid) Regulations 1981
- Occupiers Liability Act 1984
- Electricity at Work Regulations 1989
- Construction (Head Protection) Regulations 1989
- Environmental Protection Act 1990
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Electrical Equipment (Safety) Regulations 1994
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Disability Discrimination Act 1995
- Compressed Air Regulations 1996
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Confined Space Regs 1997
- Lifting Operations & Lifting Equipment Regulations 1998
- Employers Liability (Compulsory Insurance) Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Ionizing Radiations Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Lead at Work Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Asbestos Prohibitions (Amendment) Regulations 2003
- Building (Amendment) Regulations 2003
- Control of Substances Hazardous to Health (Amendment) Regulations 2006
- Working Time Regulations 2004
- Disability Discrimination Act 2005
- Work at Height Regulations 2005
- Drugs Act 2005
- Control of Vibration at Work Regulations 2005

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- Control of Noise at Work Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Road Transport (Working Time) Regulations 2005
- REACH Regulations 2006
- Construction (Design and Management) Regulations 2007
- Corporate Manslaughter and Corporate Homicide Act 2007
- Working Time (Amendment) Regulations 2007
- Carriage of Dangerous Goods Regulations 2007
- Site Waste Management Plan Regulations 2008
- The Health and Safety Offences Act 2008
- European REACH Enforcement Regulations 2008
- Chemicals (Hazard Information and Packaging for Supply) Regs 2009 C H I P 4
- Health and Safety Information for Employees (Amendment) Regulations 2 0 0 9
- Working Time (Amendment) (No2) Regulations 2009
- The Building and Approved Inspectors (Amendment) Regulations 2 0 0 9
- The Equality Act 2010
- Agency Workers Regs 2010
- The Motor Vehicles (Driving Licenses) (Amendment) Regs 2 0 1 1
- Control of Asbestos regulations 2 0 1 2
- Reporting of Injuries, Diseases and Dangerous Occurrences 2013 R e g u l a t i o n s
- Construction Products Regulations 2013
- The Mesothelioma Act 2014
- CDM 2015 (Draft)

HEALTH, SAFETY AND WELFARE POLICY

POLICY STATEMENT

LKC Group accept they have a statutory obligation to comply with all relevant **Statutory Health and Safety legislation, Associated Codes of Practice**, and where applicable, **European legislation**.

The Company consider the Statutory Regulations to be minimum requirements and therefore it is our intention to set and achieve the highest possible standards to ensure the Health, Safety and Welfare of all employees, contractors, sub-contractors, visitors etc. to any company premises of place of work under its control.

To achieve compliance with **The Health and Safety at Work etc. Act 1974** and all associated regulations (see introduction schedule) The Company will: -

- (i) Provide and maintain healthy and safe working conditions, safe systems of work for all employees, permanent or temporary and ensure all working environments are, so far as is reasonably practicable, safe, and free from risk to health and safety.
 - (ii) Select and maintain all plant, machinery, and equipment to ensure as is reasonably practicable, that it is safe and without risk when properly used, free from patent defect and adequate for task.
 - (iii) Provide all information, instruction, training, and competent supervision necessary to ensure, so far as is reasonably practicable, the health and safety of permanent and temporary employees.
 - (iv)** Expect all employees, permanent or otherwise, to co-operate, so far as is reasonably practicable, to enable the Company to fulfill the duties and obligations imposed upon them and for all employees to respond positively to the purpose and spirit of the **Health and Safety at Work etc. Act 1974**.
 - (v) So far as is reasonably practicable will use all efforts to protect other persons at its premises or placed of work under its control or others who are likely to be by its acts of omissions.
 - (vi) Ensure all aspects of risk assessment are addressed and regularly reviewed with all changes recorded.
- (a) The Joint Managing Directors are ultimately responsible for the Company's compliance with **all** relevant health, safety and welfare legislation and practice.
 - (b) Their joint responsibility as Managing Directors is to establish and implement the Company Health, Safety and Welfare Policy in compliance with all relevant legislation.
 - (c) They are assisted in this by a competent experienced Health and Safety Officer/Consultant appointed by Candace Electrical.
 - (d) The Company Health, Safety and Welfare Policy will be brought to the attention of all employees permanent or otherwise.

- (e) The Company Health, Safety and Welfare Policy will be brought to the attention of all contractors having business on Company premises or contractual sites.
- (f) The Company Health, Safety and Welfare Policy will be brought to the attention of sub-contractors.
- (g) Contractors are directly responsible for the health and safety behavior and activities of their sub-contractors.
- (h) Contractors and sub-contractors' employees at all levels will actively uphold the Company Health, Safety and Welfare Policy and ensure implementation of the sections relevant to their own undertaking.
- (i) In compliance with the Health and Safety at Work etc. Act 1974, all Contractors, and sub-contractors' employees shall, so far as is reasonably practicable, ensure the health and safety of themselves and others who may be affected by their acts or omissions.
- (j) Contractors and sub-contractors' employees will bring to the attention of their Foreman or Supervisor any matter regarding their health and safety and that of others who may be affected.
- (k) All necessary safe working procedures and practices will be put into place to safeguard contractors and sub-contractors' employees.
- (l) All necessary safe working procedures and practices will be put into place to safeguard visitors having business with the Company.
- (m) Those visitors having business with the Company will be the responsibility of their host

Hazards

The Company recognizes the hazards specific to their business and undertake to ensure, so far as is reasonably practicable, that the associated risks are either removed, reduced, or controlled.

Fire, Health and Safety Inspections and Risk Assessments

The Company Health and Safety Officer will regularly inspect all Company premises and contractual sites to assess risks to health and safety arising from their operations and obligations.

Accidents

All prescribed accidents, diseases and dangerous occurrences are to be reported in accordance with the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" (RIDDOR)

All accidents will be recorded in the ACCIDENT BOOK

All Accidents will be investigated, with the causes and remedial actions recorded

First-Aid

The Company maintains first-aid ARRANGEMENTS/RESPONSIBILITIES in accordance with the "Health and Safety-First Aid) Regulations 1981" to provide effective facilities for the treatment of injuries which occur at work

Training

The company will provide adequate supervision, instruction and information training on general health and safety practice and in that necessary for the safe accomplishment of the task(s).

Drugs and Alcohol Abuse

Drug and alcohol abuse will not be tolerated and will result in instant dismissal if it is suspected that such abuse has taken place.

The Company accepts that professionally prescribed drugs may be consumed for medicinal purposes or obtained over the counter and will make such individual ARRANGEMENTS/RESPONSIBILITIES to ensure that the prescribe(s), other employees, contractors and sub-contractors etc. are not affected about their health, safety, and welfare.

Consumption of alcohol, on or off Company or contractual premises during the working day, is prohibited.

Review

The Company will review and revise this policy statement where the need to change safety practices and procedures are identified, results of new research on subjects relevant to our activities, changes in the company' s organizational structure or the introduction of new processes, activities and equipment.

Gary Snaith
Managing Director
LKC Group

REVISION DATE 01/02/2022

Review due date 01/02/2023

HEALTH AND SAFETY POLICY
ORGANISATION AND REPORTING
STRUCTURE

Managing Director
Gary Snaith

Company representative
To be Confirmed

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
(AMENDMENT)REGULATIONS

The Directors will ensure that at the planning stage of all works, arrangements will be made to comply with the above requirement and any other statutory obligations imposed by the above regulations and other regulations specifically requiring risk assessments.

The Directors will ensure that wherever practicable exposure to substances classified as hazardous will be eliminated or controlled.

Any hazardous substance that is in use will be assessed taking information from the manufacturers Data Sheet, from the assessment it will be decided if the individuals using or coming in to contact with the substance will be given any health surveillance to monitor potential adverse health effects.

The Director and Supervisors will ensure that COSHH assessments are given to employees, sub-contractors or a principal contractor or other host employer as appropriate to make individuals aware of the hazards associated with a particular work process or substance to which the COSHH assessment is applicable, in addition the managers will ensure that any operative working to a risk assessment understands the assessment and the control measures to be adopted, this will be undertaken via a tool box talk on the assessment as a minimum.

The Director and Supervisors will ensure that COSHH assessments are complied with in every respect, additionally assessments will be reviewed and modified as required from time to time or where failings occur, technical or work processes change, the substance changes or in any event on an annual basis.

The Director with responsibility for health and safety will ask for advice from a Health & Safety consultant where there is any doubt concerning the writing or implementation of a risk assessment and the controls identified within.

Specific COSHH assessments will be carried out for any works that pose a significant risk to persons and are not covered by an assessment carried out for a task.

Employees must cooperate with the employer and provide information as necessary to enable the employer to comply with this arrangement to produce a COSHH assessment; this includes advising if an assessment is unsuitable or ineffective.

Employees must report any health & safety failings to the employer.

Assessments should be written identifying the hazards associated with the working process and subsequent controls identified to minimize the risks in accordance with the following hierarchy, this being:

Eliminate the substance, replace with a less dangerous one.

Reduce exposure, could be dilution of the substance or the time it is used.

Isolate the employees from the substance by enclosure.

Control exposure with ventilation or other means.

PPE provision of the correct type.

Discipline, giving of the correct information and supervision.

Employees must report any adverse health effects that are occurring through using substances or chemicals in the workplace, you must also take and use all the precautions and advice, or guidance given to you.

Everyone should look for warning labels on containers, substances can be hazardous, some substances are very hazardous and do not come with a label or a warning such as dusts, in particular some wood dusts and board material dusts can cause nasal cancers. Always ask your supervisor for the material safety data sheet for the substance you are using so you can read it.

Always check for these common labels before using a substance and take appropriate precautions to protect your health and other peoples....

Environment



Explosive



Toxic / Very Toxic



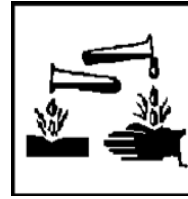
Harmful / Irritant



Flammable



Corrosive



ARRANGEMENTS/RESPONSIBILITIES

All substances which need a COSHH assessment will be identified by:

Gary Snaith

COSHH Assessments will be undertaken by

Jon Phillips

The Implementation and Monitoring of all actions identified by COSHH assessments will be checked by

Jon Phillips

ASBESTOS

It is the policy of the company not to use any materials with an Asbestos content. As Asbestos has been widely used in the past as lagging on pipe work and in insulation products such as fireproofing panels, asbestos cement roofing it is possible that during refurbishment or repair work Asbestos may be encountered.

The Company will carefully survey all works prior to commencement to determine its presence, where doubt exists the works will be tested by a specialist analyst.

The Company is aware that all types of Asbestos can be dangerous if disturbed, the danger arises when asbestos fibers become airborne and when inhaled can cause serious lung damage and cancer.

The Company will ensure that any Asbestos works will only be handled by a contractor licensed by the Health and Safety Executive under the Control of Asbestos at Work Regs 2012, It is our duty to prevent the exposure of Asbestos to employees and anyone else who may be affected by the works or to reduce exposure to the lowest reasonably practicable.

The Company will undertake Asbestos surveys at all its own buildings and record and relay all relevant information to its employees and others who may have business in the premises

All workers who are liable to disturb asbestos during their normal work will be trained so that they can recognize asbestos containing materials and know what to do if they come across them. The training will be appropriate for the work and the roles undertaken by individuals. Awareness training has been purchased as e-learning and operative to undertake prior to any refurbishment project

ARRANGEMENTS/RESPONSIBILITIES

Factory Inspection

Solo Asbestos Consultants

On Site Inspection

Ray Cartey

07833982914

Contract Managers

Awareness Training

Awareness Training Providers

Virtual College

ENVIRONMENTAL POLICY

The control of Pollution Act and the Environmental Protection Act impose a duty on everyone to prevent pollution to the environment. To fulfill its obligations, it is the policy of this Company that all work activities will be assessed about the level of risk to the environment.

This Company will seek to promote the conservation and sustainable use of natural resources and to minimize environmental pollution in all its own activities and, where possible by its influence over others.

This Company's concern for quality extends to the environment and the company has a commitment to sourcing its timber from properly managed forests and merchants as follows. We encourage and support timber suppliers who conform to appropriate environmental policies and standards relevant to their position in the sustainable wood chain. We seek to clear information about all product sources and support effective systems ensuring the soundness of forest management.

This Company will review all its policies, and services and act wherever necessary, to meet this commitment

The objective will be to minimize the environmental impact of all our operations.

- Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible.
- Steps will be taken to minimize smoke, dust, noise, and vibration nuisance. The potential for which will be identified during the assessment process.
- All waste disposals shall be carried out by registered carriers and removed to registered disposal sites.
- Wherever possible waste shall be recycled, reclaimed, or reused.
- Liquid pollutants will not be allowed to enter water courses
- FSC Chain of Custody Holder
- PEFC Chain of Custody Holder
- Maintain and Manage on Site Waste Management Plans

This policy shall apply to office functions, company travel and design functions as well as on site construction functions.

We regularly review our manufacturing processes in respect of waste minimization and recycling.

MANUAL HANDLING OPERATIONS

The Directors will ensure that materials are handled as far as possible by mechanical means. Where machinery is unavailable, or its use is impracticable a risk assessment on the lifting operation will be carried out by a supervisor and in some cases the person doing the work. All employees where necessary will receive instruction or training in the correct manual handling techniques to be used relating to their work.

A competent employee will instruct other employees in the correct handling and lifting of loads as required.

Supervisors will ensure that where required suitable quantity and types of gloves are made available and distributed to employees when required to lift or transport materials and substances which could cause injury to the hands. They will also ensure that persons carrying out manual handling activities wear appropriate footwear.

Supervisors will not require any young person or operative to lift without assistance any load, which is likely to cause injury.

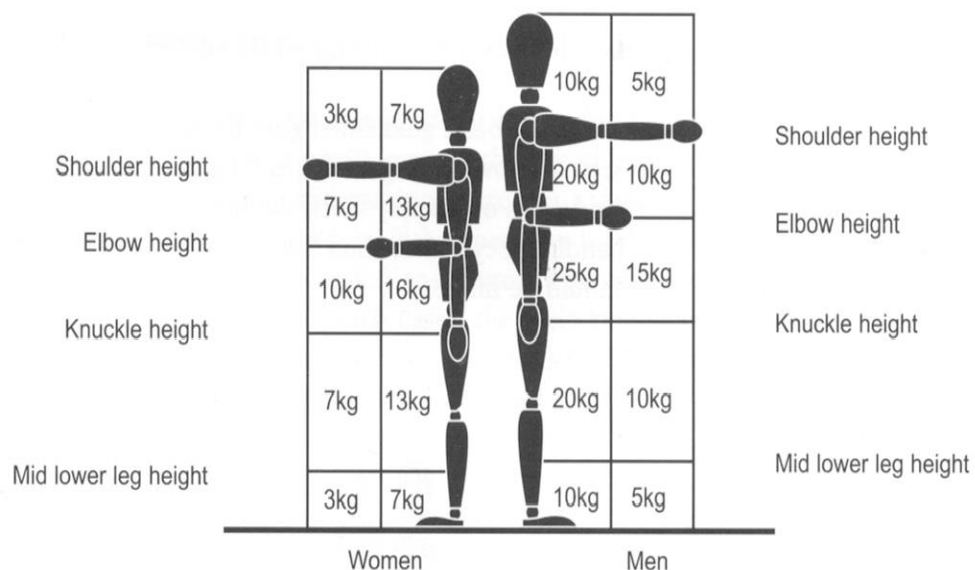
The Directors will ensure that employees are briefed into and understand any manual handling risk assessment carried out.

Manual Handling activities will be assessed by the supervisors and employees undertaking them considering the following topics:

TASK, INDIVIDUAL, LOAD, ENVIRONMENT

If any doubt arises an external consultant will be approached for clarification.

As an operative you may be required to lift, push, pull, carry, shove, or move anything, if you are you should stop and think about the best way to do the job. If there is a trolley or a barrow use it. If there is a forklift, ask the driver to move the load for you if they can. If you lift loads above the weights and at the positions shown in the picture below, stop and ask the supervisor for a risk assessment or the form to do one yourself.



All employees will receive training in Manual Handling

ARRANGEMENTS/RESPONSIBILITIES

The person Responsible for ensuring that employees are trained in the correct manual handling techniques and that these techniques are used is:

Gary Snaith

Training Provider

Safety Assistance

WORK EQUIPMENT

It is the policy of this company that all work equipment used during the company activities, whether provided by the company, on lease or loan from another company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers /supplier's instructions and at intervals set by this company. Work equipment means any machinery, appliance, apparatus, and any assembly of components which, to achieve a common end, are arranged and controlled so that they function. Where there is a specific risk associated with the use, repair, modification, maintenance, or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is in any way dangerous will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment.

Where applicable, manufacturers and or suppliers of work equipment to this company will be approached by management to supply pertinent safety instruction, training and information relating to the work equipment's function and safe usage.

The use of Portable Electrical Equipment is widespread over construction sites and within the factory. It is our policy that this equipment is PAT tested every 3 months

All Work Equipment will be maintained and serviced at regular intervals

Lifting Equipment will undergo Thorough Examinations within the timescales of the regulations

Records will be maintained and held whilst the equipment is in operational use

ARRANGEMENTS/RESPONSIBILITIES

All plant and work equipment needs will be identified by the joint managing Directors

Gary Snaith

The effective Maintenance of plant and equipment will be controlled by

Jon Phillips Works Foreman

Records kept by

Jon Phillips Works Foreman

All Identified Maintenance, inspection and testing will be implemented by

Gary Snaith Director Maintenance

Contracts operated by **the company**

All 110-volt portable electric tools to be PAT tested by trained operatives

Qualified Testers C&C Electrical

All 240-volt battery chargers used on site to be Pat Tested by trained operatives

Qualified Testers Dan Allen

Lifting Equipment Thorough Inspections

Annual Contract

All problems/defects to be reported to

Gary Snaith

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of this Company that suitable and sufficient personal protective equipment (PPE) is provided at company cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided by the Company; where practicable return it to the Company on completion and report defects or loss of PPE to the Company immediately.

PPE will only be utilized when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

This Company also recognizes that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when not in use

All Sub Contractors working on a CANDU Electrical will be expected to provide all appropriate PPE for their operatives.

ARRANGEMENTS/RESPONSIBILITIES

The Person responsible for ensuring that all PPE provided is suitable for purpose and issued free of charge, and ensuring that employees are instructed in its proper use

Jon Phillips

The person responsible for maintaining an issue record of PPE is

Works Manager

Site Managers

DISPLAY SCREEN EQUIPMENT

Excessive use of display screen equipment in the workplace presents a risk to employees whose specific tasks is the use of such equipment. Regulations regarding the use of this equipment require employer to make provision to protect their employees from the risk's hazards associated with the use of display screen equipment

The main health hazards associated with display screen equipment use is fatigue, eye strain, back and neck pains. Employers have specific duties with regards to how display screen equipment users should have their eyesight protected and their work organized.

It is the policy of this company to comply with the Health and Safety (Display Screen) Regulations 1992. To ensure that all workstations meet minimum requirements as set out in providing the best practice features this will include

- Workstations and workplaces should be designed so that sources of light such as windows skylights do not cause glare or distracting reflections on the screen
- Adjustable chairs and suitable lighting.
- Remind users to stretch, blink and change position.
- Ensure that breaks are taken before the user becomes tired
- Remember that short frequent breaks are preferable to longer infrequent breaks
- Imposed rest breaks if necessary
- Training which may be in the form of wall charts, and the use of videos, computer-based training discs, information leaflets and seminars.

Eyesight testing

In addition, employers are legally required to provide and pay for eye and eyesight tests for their employees who are users and those who are about to become users. However, eye and eyesight testing does not need to be provided for the self-employed and only needs to be given if the user requests it.

ARRANGEMENTS/RESPONSIBILITIES

The person responsible for ensuring that all work in the company offices is

Gary Snaith

NOISE AT WORK

Excessive noise in the workplace presents a risk to all personnel and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provision to protect their employees from levels of noise which could pose a risk to their hearing.

It is the policy of this Company to comply with the Noise at Work Regulations 2005, in so far as they affect our own employees and those persons not in the employ of the Company.

Where exposure is likely to reach 90dB(A) second Pa peak action level the Company must reduce it as far as reasonably practicable means other than the provision of personnel ear protectors, i.e., either the noise levels in the working environment need to be reduced or the times workers spend in noisy areas must be reduced.

Where doubt exists as to whether any machinery or plant owned or used by the Company employees has a noise output more than 80dB (A), or a peak output more than 200 Pascal's, then a noise survey will be carried out by a competent person to ascertain the actual levels.

Where the level is less than 85dB (A) no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good practice.

Where the level exceeds 85dB (A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss, and advised to wear hearing protection. The Company shall supply, maintain, and replace such protection free of charge.

Identified areas will be marked as Ear Protection Zones in accordance with BS 5378.

Employees have a duty under these regulations to wear protection provided

Routine Health Surveillance is carried out on employees

ARRANGEMENTS/RESPONSIBILITIES

Routine Noise Monitoring is carried out by appointed companies

The person responsible that no employee is exposed to a noise level above 87db(A)

Gary Snaith

Audiometry carried out by Appointed contractors

PROTECTION OF THE PUBLIC

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public because of the company's activities is to be identified in the risk assessment procedure and the control measures required preventing such injury or ill health implemented as part of the risk assessment procedure.

Source

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations, 1999

ACCIDENT RECORDING AND REPORTING PROCEDURES

All Management, Employees and Subcontractors must report all accidents, injuries, incidents, work related diseases and near misses when they occur following the line of communication in this policy, if in doubt pass all this information to the internal health & safety person, using the accident book and by using our incident report form from the Site Health & safety plan, if in doubt always telephone the office.

The Joint Managing Directors and Health & Safety Advisor will assess if the accident, disease, or incident should be reported under RIDDOR 13, if it is the Health and Safety Manager will make the report by the quickest means possible.

In the case of a major injury or a fatality the Health and Safety Manager will notify the incident immediately by telephone to the HSE.

In the event of any reportable incident, the Joint Managing Directors and Health and Safety Manager will instigate or carry out an investigation with the purpose of establishing what went wrong and the measures needed to prevent a reoccurrence. Any investigation will be carried out diligently, the findings and resulting solutions will be considered by the Directors with a view to implementation of controls to prevent a reoccurrence.

The company Directors will keep up to date a register of all reportable and non-reportable occurrences for the purpose of auditing performance every 6 months, trends will be addressed and information on findings will be provided to all employees.

All accidents that cause a personal injury must be reported to the company, no matter how minor the injury is. In addition, all near misses (**something that has happened that could have caused an injury or damage to plant, equipment or a building**) must be reported.

If you injure yourself at a workplace of one of our clients, you must also report the incident in their accident book, **but you do not** need to put your address or other personal information.

Under **LAW** the following occurrences must be reported to the HSE as well as being entered into the accident book.

If you are in any doubt seek advice from The Health and Safety Manager

1. Fatalities

You must immediately report any fatalities “occurring as a result of work activity” — whether the person killed was an employee. (egg member of the public)

You can report deaths online at www.hse.gov.uk/riddor/report.htm or make a phone

report to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday, 8.30am to 5pm).

2. Specified Injuries

- A fracture, other than to fingers, thumbs, and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe.
- Permanent loss of sight or reduction in sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system, or other vital organs).
- Scalping (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

You can report online at www.hse.gov.uk/riddor/report.htm or make a phone report on 0845 300 9923.

3. Other injuries to employees

Report injuries to employees that cause more than seven days' incapacity for work.

Record more than three days' injuries, even though these are no longer reportable.

Go online at www.hse.gov.uk/riddor/report.htm to make your report within 15 days of the

accident. You cannot use the phone service in this category.

4. Dangerous occurrences

"Industry specific" dangerous occurrences applicable to mines, quarries, offshore workplaces, and certain transport systems including railways remain reportable.

Report online at www.hse.gov.uk/riddor/report.htm. See schedule 2 of the RIDDOR (www.legislation.gov.uk/ukxi/2013/1471/contents/made) for the full list of reportable dangerous occurrences.

5. Illness

The 47 reportable "industrial diseases" under RIDDOR 95 has been reduced to 8 categories of "work related illness"

Diseases due to exposure at work to biological agents,

you need to report the listed illnesses whenever they occur — if they are work-related.

If in doubt, check with the doctor who made the diagnosis (having first got the employee's

written consent). Report illnesses online at www.hse.gov.uk/riddor/report.htm.

Illness Work Activity

Carpal tunnel syndrome- Regular use of percussive or vibrating tools

Cramp in the hand or forearm- Prolonged periods of repetitive movement of the fingers, hand, or arm

Occupational dermatitis- Significant or regular exposure to a known skin sensitizer or irritant

Hand arm vibration syndrome- Regular use of percussive or vibrating tools, or the

holding of materials which are subject to percussive processes, or processes causing vibration

Occupational Asthma- Significant or regular exposure to a known respiratory sensitizer

Tendonitis or Tenosynovitis of the hand or forearm- Physically demanding work involving frequent repetitive movements

Cancer attributed to an occupational exposure to a known human carcinogen or mutagen including ionizing radiation

Any disease attributed to an occupational exposure to a biological agent

REPORTING UNDER RIDDOR

All accident or incident reports will be kept at our offices taking into full account the implications of the Data Protection Act and personal or sensitive information collected will not be divulged to a second party without the injured person's permission.

We must report all accidents and all near misses. Every near miss has the chance of becoming an accident.

ARRANGEMENTS/RESPONSIBILITIES.

Reporting and Investigating of Factory Minor Accidents

Jon Phillips Foreman

Gary Snaith Health and Safety Manager

Reporting of Near Misses and Factory 7-day Events to Health and Safety Manager

Gary Snaith Director

Investigating of Near Misses and Factory 7-day Events to Health and Safety Manager

Gary Snaith Health and Safety

Manager

Reporting of Site Accidents/Near Misses

Relevant Site Managers and Foreman as detailed in CHSP

Investigating of Site Accidents/Near Misses

Gary Snaith Health and Safety Manager

Reporting to HSE

Gary Snaith Managing Director

FIRST AID

The Directors will ensure that adequate first aid provision is provided at all places of work; this will normally be following a risk assessment to determine the level of risk and then the provision of trained persons and first aid resources as necessary.

Employees and subcontractors will be instructed in how to obtain first aid, this information will be made available to all staff at induction or through refresher training, visitors are to be advised as necessary by the employee they are visiting.

Employees and subcontractors when arriving at a new site must familiarize themselves as to the first aid facilities including the names and location of the appointed persons at the place they are visiting.

Training will be given and kept up to date by the company if any employee is required to be a first aider or an appointed person with basic first aid skills.

All first aid persons and facilities provided will be clearly identified and maintained at each workplace by the supervisor at the workplace.

Persons who become ill or injured must report the injuries in accordance with the company procedure and consult a first aider or appointed person.

The Directors will always make available reserve personnel to cover absence and supplies for the purpose of first aid to replenish first aid kits as requested by the supervisors.

First aid boxes will contain:

Individually wrapped sterile plasters

Individually wrapped sterile eye pads

Individually wrapped sterile medium bandages

Individually wrapped sterile large bandages

Individually wrapped sterile extra-large bandages

Triangular bandages

Saline eye wash if no tap water is available

Latex free gloves

Guidance card for basic first aid

All persons should regularly check that first aid boxes are stocked, if they are not report it to the supervisor who will arrange for restocking.

First aid boxes must not contain:

Lotions or potions

Drugs or medications

Scissors or tweezers

Anyone undertaking first aid should only carry out treatment in accordance with the training they have been given.

You do not need to be a First Aider to put a plaster on! If there is no first aider present, you can find advice on what to do inside the first aid box.

If in any doubt for serious injuries dial 999 immediately.

First aid provided at a workplace is dependent on the level of risk, construction is considered a high-risk industry, there will be a first aider and an appointed person present for between 5 to 50 people on site.

The Company Provide Fully Automatic AED Facilities at the Office Site if applicable

ARRANGEMENTS/RESPONSIBILITIES.

First Aid Boxes will be provided at the Following Locations

Works Office

All Site Offices

The person responsible for maintaining and replenishing the first aid boxes

Qualified First Aiders

To be confirmed

Training Provider

A minimum of 1 appointed person will be provided at all sites of 5 or less operatives A minimum of 1 trained first aider will be provided for every 50 operatives on site

EMERGENCY PROCEDURES

To ensure the safety of employees, and any other person, it is the policy of this Company that documented procedures are put in place regarding situations presenting serious and imminent danger.

The individual emergency procedures set out clear guidance on when employees and others in the workplace should stop work and how they should move to a place of safety.

In some cases, this will require a full evacuation of the workplace. In other cases, it might mean some or the entire workforce moving to a safer part of the workplace.

Enough competent persons within the workplace will be nominated to implement those procedures that relate to evacuation of any part of the workplace.

The Directors with the Health & Safety advisor will determine the fire plan, a risk assessment will be undertaken for each workplace. In carrying out the Risk Assessment particular attention will be given to:

Flammable materials and products

Sources of potential Ignition

Methods of storage

Procedures for good housekeeping and disposal of waste

Means of fighting a fire

Means of raising the alarm

Means of escape from the premises including appropriate signage

Methods of communicating procedures to staff

Other people who could be affected by a fire

From the risk assessment the Director will ensure that provision and maintenance of a suitable means of raising the alarm in the event of a fire, suitable means of fighting a fire and suitable safe means of escape, this will include an exit route to a place of safety, and a safe assembly point.

The Director will consult with and involve the Health & Safety advisor in the decision-making process through to adoption of safe working practices laid down by industry as a fire prevention strategy.

The Director will ensure that all persons are aware of the above, in doing so the above strategies will be tested at a frequency of not less than every 6 months.

All employees and persons will be made aware of any emergency procedures at Inductions and refreshers at every workplace normally by the site supervisors or managers.

Persons expected to use fire-fighting equipment will be provided with instruction to ensure they are competent in the selection and use of any fire extinguisher.

The Directors will ensure that any firefighting equipment or means of raising the alarm provided will be inspected visually monthly and a thorough inspection yearly, with any defects being rectified immediately. Site supervisors will do this.

Site supervisors will ensure that each site has firefighting equipment, a means of escape and the means of raising the alarm works.

Site supervisors will report any defects or inadequacies to a Director for action. They will also ensure that a fire prevention strategy is always maintained on site.

Site Supervisors should make sure that fire prevention is always considered on site, all workers must help with this by cooperating with the following:

No Smoking

Correct storage of gas and flammable liquids

Prevention of rubbish build up

No hot working without a permit

Keep a good look out for fires

Do not mix chemicals unless you know what you are doing

The Company has a register for the signing in and out of staff and visitors at every workplace to identify persons that may be in the building. Everyone must cooperate and fill the register in correctly.

Everyone must cooperate by raising the alarm if you see a fire, you should not fight a fire and you should never play with or misuse a fire extinguisher.

When you walk past a fire extinguisher check it, if it's empty or it has been discharged report it to a supervisor.

Our general policy on site:

DO NOT FIGHT FIRES, STOP WHAT YOU ARE DOING, RAISE THE ALARM AND GET YOU AND YOUR CO-WORKERS OUT OF THE AREA, GO TO THE ASSEMBLY POINT.

MAKE SURE THAT SOME ONE ON SITE HAS DIALLED 999 AND ASKED FOR THE FIRE BRIGADE. REMEMBER THAT A FIRE SPREADS DO YOU NEED TO TELL PEOPLE IN AN ADJOINING PART OF A BUILDING IF YOU SEE A FIRE!

ARRANGEMENTS/RESPONSIBILITIES

Emergency Procedure Site Plans

Site Contracts Managers

Fire Risk Assessments are the responsibility of

Gary Snaith Safety Manager

Annual Maintenance of Fire Extinguishers is the Responsibility of

Gary Snaith

Weekly Inspection of the Sprinkler system is the responsibility of

Jon Phillips Works Foreman

Carrying Out Emergency Evacuations is the Responsibility of

Site Forman

Site Contract Managers

Site Managers

CONSULTATION WITH EMPLOYEES

The Health and Safety (Consultation with Employees) Regulation 1996 require the employer to consult with employees in good time on matters of health and safety in the workplace.

The Directors will maintain a strategy for regular meetings to allow all employees views regarding health & safety to be heard along with the views of any worker in the factory or on a construction site.

The Directors will consult at all levels on the following:

Changes in Legislation.

Changes in working processes. Changes in health & safety policy.

Hazards that have been realized and are inadequately controlled.

Welfare Arrangements.

Accidents that had occurred and lessons to be learnt.

Selection and use of Personal Protective Equipment.

Training Needs or Requirements.

Suggestions for Safer Working Practices.

It is the policy of The Company not to discriminate against any persons in relation to Race, Color, Sex, Age or Disability, as such from time to time we may be required to employ staff who may not be able to comprehend either written or spoken English, wherever this arises and where it does not pose a threat to the Health and Safety of themselves or others who may be affected by them, we will ensure that a person or persons able to communicate with these workers will be provided.

Prior to any meeting factory and site supervisors will discuss the agenda with all workers on site and in the office, asking for feedback positive and negative, safe, or unsafe working procedures for inclusion into the meetings.

Once the above has taken place the safety advisor will address any issues that require further action will be addressed where applicable by the Directors.

Informal on site consultation will occur on a weekly basis, workers views will be considered through consultation with the Factory and Site Supervisors, this information will be passed to the Directors following the communication flow chart in this policy.

Employees and all workers will cooperate with the employer and provide information as

necessary to enable the employer to comply with this arrangement.

Employees and all workers in the factory and on site must bring any health & safety failings up during consultation.

Individuals should not wait until they are asked about health & safety failings to report, we must all raise concerns immediately.

If there are health & safety concerns, we are all empowered to stop what we are doing, rectify the problem if we can and if not, report it.

ARRANGEMENTS/RESPONSIBILITIES

Health and Safety Consultation with employees will be carried out by

Gary Snaith Safety Manager

TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do.

Whilst appropriate qualifications are required by the Company before employment, it is not accepted that training will cease for that employee. It is the policy of this Company that all employees continue training during their employment by various methods from attending residential courses to "tool-box-talks"

All employees will receive appropriate induction training, which will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures, and an explanation of the Company Safety Policy.

An awareness of safety issues at all levels is an important feature in the promotion of the Safety Policy.

Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory, and records kept of course and qualifications

It is the policy of this company to have CSCS compliance on all site operatives

It is the policy of this company to have All Site Managers/Supervisors trained to Construction Skills SSTMS/SSSTS levels

It is the Policy of this company to carry out Asbestos awareness training on all refurbishment projects

It is the policy of this company to provide relevant PASMA and IPAF training

It is the policy of this company to ensure adequate first Aid training is maintained

ARRANGEMENTS/RESPONSIBILITIES

Induction Training will be carried out by

Office- Gary Snaith

Works Operatives- Jon Phillips

Trainees- Gary Snaith

Site Inductions - Contract Managers

Training needs will be assessed by Heads of Department

Where training needs are identified the necessary training will be arranged by
Gary Snaith Safety Manager

HEALTH, SAFETY AND WELFARE ON COMPANY PREMISES

It is the policy of this company that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on health, safety, and welfare of its employees at work. Where such duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their health and safety and welfare whilst on our premises or sites under our control. The company's risk assessment procedure will be used to identify risks to health and safety on the company premises.

The Directors will ensure that adequate welfare facilities are available at each work location in accordance with the above regulations and any HSE guidance detailing the numbers required or capacities.

If the company is working as a Principal contractor, the Directors will arrange with the before any employees are sent to site that all the necessary welfare arrangements are provided in accordance with the CDM 2007 regulations.

The Site supervisors will ensure that all planned welfare facilities are provided and maintained in accordance with the above standards.

Where the company has arranged for the use of facilities provided by another contractor or the client the Manager will report back to the Director with responsibility for Health & Safety any deficiencies in the facilities provided.

Where the company has provided the facilities, the Directors will ensure that adequate time and resources are made available to maintain the facilities.

Site supervisors will ensure that welfare facilities are maintained and are kept clean at intervals suitable for the frequency of use and conditions on site.

Employees will use all facilities provided and leave them in as clean a condition as possible.

Employees will not interfere with any facilities provided and any deficiency or defects will be reported to the Manager.

Where short-term work or general work is to be undertaken or space restrictions exist the minimum equipment will be provided by the company as follows:

**Drinking Water. Means of Boiling Water. Hand cleaner and dispenser.
Paper towels or other means of drying hands and face. Storage for protective clothing.
toilet and wash facilities. Means of Heating Food Rest and Drying Areas
Canteen facilities**

Before the work commences arrangements will be made for the use by operatives of convenient sanitary facilities throughout the duration of the works. This can be the use of the client's or other company's facilities; this will be notified to the employees before commencement.

On a construction site Schedule 2 (Construction, Design & Management Regulations 2007) will be always complied with in full.

PRINCIPAL CONTRACTOR DUTIES

The Company during its business acts as both a Contractor and a Principal Contractor, when acting as a Principal Contractor our duties are:

- ☐ To Plan, Manage and Monitor Construction to ensure that as far as reasonably practicable that it is carried out without risks to health and safety
- To Ensure that there is adequate co-operation and co-ordination between all parties
- ☐ Give reasonable directions to Contractors
- ☐ That the general principles of prevention as required by Regulation 7 are applied
- To liaise with the Planning Coordinator about ensuring the co-operation between designers during the construction phase
- ☐ To Ensure adequate Welfare facilities are provided
- ☐ Draw up and enforce site rules appropriate to the site and its activities
- ☐ Prepare a construction phase plan before the start of the construction phase
- ☐ Review, revise and refine the Construction Phase Plan throughout the works
- ☐ Provide all workers with a suitable site induction, information and training as may be necessary
- ☐ Prevent unauthorized access to site
- ☐ Display a Copy of the Project Notification
- ☐ Provide the Planning Coordinator with all relevant information for the health and safety file

CONSTRUCTION PHASE SAFETY PLAN

When drawing up a Construction Phase Plan consideration will be given to the following for inclusion:

- 1. Project Description and Programme details**
 - ☐ Project Directory
 - ☐ Extent and Location of existing records and plans relevant to Health and Safety
- 2. Management of the Works, Structure and Responsibilities**
 - ☐ Health and Safety Goals
 - ☐ Arrangements for Monitoring and Review of Health and Safety performance
 - ☐ Site Rules
 - ☐ Fire and Emergency procedures
- 3. Arrangements for controlling significant risks (where applicable)**
 - ☐ Delivery and Removal of Materials including Waste
 - ☐ Dealing with services
 - ☐ Preventing falls
 - ☐ Control of lifting operations
 - ☐ Maintenance of plant and equipment
 - ☐ Traffic Routes
 - ☐ Storage of Materials (particularly hazardous material) and work equipment
 - ☐ Removal of asbestos
 - ☐ Manual Handling
 - ☐ Use of Hazardous Material

- ☒ Noise and Vibration
- ☒ Any other significant Health and Safety risks

4. The Health and Safety File

- ☒ Layout and format
- ☒ Arrangements for the collection and gathering of information
- ☒ Storage of information

5. Welfare

- ☒ Provision of Adequate Toilet and Washing Facilities
- ☒ Rest and Canteen Areas
- ☒ Drinking Water
- ☒ First Aid Facilities

APPOINTMENT OF CONTRACTORS

The Company will assess the competence of all subcontractors before they are appointed to carry out work which comes within the scope of the Construction (Design and Management) regulations. The Directors, Managers and supervisors will only appoint Sub Contractors who can demonstrate that they have the necessary competence and resources to complete the work safely.

Site supervisors will monitor the health and safety performance of sub-contractors to ensure compliance with all current legislative or contract requirements on an individual project basis. The Company will ensure that all sub-contractors cooperate with ourselves and any Principal Contractor and input into the Construction phase plan and health & safety file.

The site managers will ensure that all sub-contractors provide information to the Principal Contractor about risks to others created by their work including acknowledgement of their understanding of the risks in carrying out their work

The Directors will ensure that all sub-contractors comply with any reasonable directions from The Company and with any relevant rules in or parts of the health and safety plan.

We will ensure that all sub-contractors inform the company about accidents and dangerous occurrences.

We will ensure that all sub-contractors provide information and training to their employees. Contractors appointed during the construction phase will be required to demonstrate they are competent to undertake the work required and that their employees have received an adequate level of training.

It is a pre-requisite that each proposed subcontractor completes an assessment questionnaire. Sub-Contractors will have to demonstrate that any works they will themselves subcontract are not carried out until these contractors have undergone our qualification process.

Advice and guidance, where requested, will be provided by our Health and Safety Consultants prior to the appointment of a contractor. Where contractors have been nominated by the Client, checks will be made on the knowledge, ability, and resources of the contractor to carry out their duties in compliance with health and safety legislation.

ARRANGEMENTS/RESPONSIBILITIES.

The checks made will be in two stages.

Stage 1:

The initial assessment as part of pre-contract or pre-engagement qualification assessing the principles identified in HSG65.

Questionnaire sent out to prospective contractors **by**

Gary Snaith Director

Stage 2:

Subject to approval of questionnaire Interview and visit to factory/site

Interview by

**Gary Snaith Health and Safety
Manager**

INFORMATION, INSTRUCTION AND SUPERVISION

Competent Health and Safety Advice is provided by:

Applicable appointed consultants

HSE Web Site

British Safety Council

CHAS

Constructionline

Safe Contractor

The Health and Safety Law Poster will be displayed in the following locations:

- Head Office Canteen
- Works Office
- On Site in the Site Office/Induction Room

The Health and Safety Policy will be displayed in the following locations

- Head Office Canteen
- Works Office
- On Site in the Site Office/Induction Room

The Company Safety Handbook will be issued:

- To all Office based employees at Initial Induction
- To all site operatives at the commencement

Annual Safety Awareness Courses

- For all Employees**

Asbestos Awareness Training

- For all operatives prior to the start of Refurbishment Projects**

Person responsible for the dissemination of information

Mr. Gary Snaith Safety Manager

Site Supervisors

RISK ASSESSMENT PROCEDURES

The Health and Safety at Work etc. Act 1974 under sub-section 2 and 3 implies the evaluation and determination of appropriate control measures to ensure the health and safety of employees and non-employees.

Risk Assessments are explicitly required by the Management of Health and Safety at Work Regulations 1999.

The Company is aware of its responsibilities to its employees, sub-contractors, non-employees, and members of the public who may be affected by its actions whilst carrying on its day-to-day business.

In this respect the company will: -

- i) Identify operations, tasks, and processes, which may foreseeably cause harm to employees or others. (Hazards)
- ii) Identify the potential hazard and the potential consequences that might then occur. (Risk)
- iii) Enable a Risk Assessment to be developed that will eliminate or reduce the exposure of the population to the risk.

The Company Risk Assessments are formulated using the following principles: -

- a) Avoidance of risk
- b) combating risk at source
- c) changing methods of work to reduce risks
- d) making use of technological developments
- e) incorporating control measures within an overall planned structure to reduce risks
- f) give precedence to controls which cover the whole activity
- g) providing training and information to all employees and self-employed persons
- h) ensuring a safety culture is in place for each project

Risk Assessments are taken prior to all work activities commencing. In most projects the pre-tender Health and Safety Plan will incorporate Risk Assessments from the client and designers. The Company will devise safe working procedures for these areas and will whenever a new activity, or any significant change occurs, produce new Risk Assessments ensuring that where risks cannot be avoided that they are kept to the absolute minimum. The review and updating of Risk Assessments is an ongoing function overseen by an Independent Safety Advisor.

MONITORING, AUDITING AND REVIEW

Under Regulation 5 of the Management of Health and Safety at Work Regulations 1999 The Company have in place ARRANGEMENTS/RESPONSIBILITIES for the effective monitoring and review of safety measures.

Site Based Monitoring

Site Managers and their supervisory staff will carry out daily safety monitoring to ensure that there is a safe place of work and all safe systems of work are being followed.

All construction sites are subject to Physical Conditions Audits undertaken by the company Health and Safety Manager at a frequency suitable for the type and size of project.

External Audit

Annual Safety Audits of the company systems are undertaken as part of company Audit Programme within the ISO Quality Assurance System.

An Annual Safety Audit is undertaken by our safety consultants.

The Audit is a comprehensive systematic audit of the safety systems and performance of the whole company.

Review

Health and Safety forms part of the Agenda for the Monthly Management Meetings

Where all audits are summarized, and actions taken

ARRANGEMENTS/RESPONSIBILITIES

To ensure that the company is complying with this Policy and that safe practices are being followed monitoring and audits will be carried out by:

Daily Monitoring

Works Foremen

Site Manager

Site Foremen

Physical Conditions Audits

Company Health and Safety Manager

External Audits

Joint Managing Directors

Heads of Departments

DESIGN

The following are general duties that are imposed on the design team and others engaged by our company and those who undertake design work, specification of materials or change designs:

Prior to commencement of our design works, we as a company shall make sure that any designer and others working on the project are competent (following the guidance in the CDM ACOP).

For each design the Directors will ensure that it is adequately resourced to address the health and safety issues likely to be involved in the design.

On commencement of each design concept or full design we will remind the client and / or check that clients are aware of their duties, the lead designer will provide an information sheet to the client.

When undertaking our design work or changing or adjusting a design, the lead designer will always look to avoid foreseeable risks to those involved in the construction and future use of the structure. In doing so, we attempt to eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain.

The Directors will ensure that with each design there is adequate information about any significant risks associated with the design, this will be, where possible provided on any design drawings or annexed to any design package.

The lead designer normally a Company Director will ensure that will co-ordinate our work with that of others to improve the way in which risks are managed and controlled, this will include coordinating with any CDM Coordinator or other designers appointed by the client.

We will constantly check that we have fulfilled our duties throughout our design works, this includes a safety audit at midterm and final inspection against design proposals by our health & safety advisor prior to construction

STATEMENT ON DESIGN RISK REGISTER

When undertaking Design elements, we will comply with the Construction, Design & Management Regulations 2007 'Design duties' as follows:

The process of eliminating hazards and reducing subsequent risks is integral with all aspects of our design, this is adopted by all our design partners.

As an integral part of design significant foreseeable risks associated with the build, use or maintenance will be identified utilizing a risk register as design progresses. This integral process will consider the need to eliminate or control a hazard measured against legislative requirements, aesthetics, buildability, sustainability, maintenance, ease of decommissioning and cost.

DESIGN

Our design risk methodology is:

Eliminate the hazard so far as reasonably practicable.

Reduce the risks associated with the hazard through design change considering collective protective measures before individual measures.

Inform clients and others about risks (unusual or not reasonably foreseeable)

Control (Passed to principal contractor, contractors and those maintaining the structure)

The CDM regulations no longer require design risk assessment in the same way that the old regulations established, to demonstrate that the above methodology is in use (now integral with being a competent designer), we will provide at finalization of design or at key stages in design a risk register. The register will demonstrate that our partners are competent and will be used as part of our quality assurance procedures ensuring that risk assessments are being undertaken for design aspects. It will identify key design decisions, significant hazards and where and with whom controls are to be established.

In addition, the register will include design statements for compliance with other Health & Safety legislation, such as the Workplace (Health Safety & Welfare) Regulations, Regulatory Reform Fire Safety Order, etc.

The Construction, Design & Management Regulations require designers to Inform about unusual risk, difficult to manage risks, or risks that are not likely to be obvious.

To achieve this designer's will:

During the construction phase:

Provide notes on the drawings or additional information if required, about unusual risk, difficult to manage risk or risks that is not likely to be obvious to the competent contractor.

Use of the structure:

Written communication where assumptions need explanation on safe use, maintenance strategies or clarification on design will be issued to the client before handover.

Maintenance:

Information will be included in the health & safety file about unusual risk, difficult to manage risk or risks that are not likely to be obvious to the competent contractor.

Decommission:

Notes will be provided on the as built drawings with supporting information in the health & safety file regarding unusual risks.

WORKING AT HEIGHT

The Directors shall ensure that any job or activity, where a person could be injured by falling even if it is at or below ground level is suitably assessed for risk.

The Directors will instruct supervisors to avoid working at height wherever reasonably practicable and where weather conditions increase the risk of a fall or falling materials. When work at height must be undertaken, we shall use suitable work equipment or other measures to prevent falls.

Where the risk of a fall cannot be eliminated the company will use work equipment or other measures to prevent a fall and then if this is not possible look to minimize the distance and consequences of a fall should one occur.

The Contracts Managers will ensure that any work equipment will be erected, dismantled, or adapted by competent operatives or by operatives under the direct supervision of a competent person.

No person is to carry out any alterations or adaptations to any work equipment without authorization from a Contracts Manager or a nominated person.

Training will be provided to all employees who will use any work equipment or means of access/ egress.

The Directors will ensure that any work equipment can be used safely on site and consider any existing floor or bearing conditions and the environment.

The company will ensure that collective fall equipment is always in place as far as reasonably practicable. The company must ensure that top guard rails or other means of protection shall be greater than or equal to 950mm as well as making sure that the intermediate guard rail does not exceed 470mm. Toe-boards need to be suitable enough to prevent the fall of any person or material.

All work equipment shall be inspected for suitability and stability before each use by a competent person appointed by the Director(s).

The company shall only use personal fall arrest equipment where that work can be performed safely and where the use of other safer work equipment is not reasonably practicable.

As individuals you should only use personal fall arrest work equipment if there is no other reasonably practicable way to carry out the work.

All work equipment must be used in accordance with the manufacturer's instructions at all times.

If in any doubt as to the use of any equipment consult with the Contracts Managers or any trained and competent person.

The area around the work equipment should be clean, clear, and free of materials/debris.

For every work at height activity always stop and consider how can this work be done safely, this includes working at height that is below 2 metres in height, more falls from height occur below 2 metres than above this height.

When selecting measures to prevent falls or to work at height we will consider and select work equipment in the following hierarchy:

Fall Prevention Collective (Handrails, Guardrails, Scaffolds, MEWPs)

Fall Arrest Collective (Air bags, bean bags, crash mats, or decks)

Fall arrest Individual (Rope, Lanyard, Harness)

Ladders, Steps, Trestles. (Strictly on a permit to work basis)

HAND ARM VIBRATION

The Directors will wherever reasonably practicably avoid the risk altogether by eliminating the exposure to vibration and finding an alternative vibration free way of undertaking the job.

The Directors will where no alternative is possible minimize the risk of exposure to vibration by reducing it to as low as is reasonably practicable (5m/s²).

The Directors shall carry out a Risk Assessment when an employee is exposed to vibration. This is to assess which control measures need to be put into place.

The Company will provide suitable Health surveillance when the risk assessment indicates either a risk to the health of employees or that an action value is exceeded.

The Company shall provide vibration reducing gloves to all employees using tools and equipment associated with vibration.

All equipment owned by the company will be maintained in an efficient working state to assist in Vibration Reduction.

The Exposure Action Value for Hand Arm Vibration is 2.5m/s² A (8). This is the daily amount of vibration exposure above which employers are required to take action to control exposure. The limit is daily over an eight-hour period.

The Exposure Limit Value for Hand Arm Vibration is 5m/s² A (8). This is the maximum amount of vibration an employee may be exposed to on any single day.

Since July 2007 the Company ensures that all new tools and equipment purchased / hired by the company comply with the regulations.

By July 2010 the Company will ensure that all work equipment already in use before July 2007 will be vibration reduced.

The tools that are likely to cause levels of vibration USED BY the Company are:

- Sanders, and other similar 'rotary' tools
- Power hammers and chisels, including 'SDS Drills' and alike.
- Woodworking machinery

If you experience pins and needles, numbness in your fingers or hands or aches and pains and blanching, tell a site supervisor straight away.

DRIVING AT WORK

The Company is committed to protecting the health, safety, and welfare users of company vehicles

To do this, we will take all reasonable steps to make sure our drivers are:

Fully competent and capable of doing their job in a way that is safe for them and other people

Properly trained and understand the importance of appropriate attitude and behavior when driving giving due consideration to other road users

Able to drive safely

Aware of the importance of good posture and know how to set their car seat correctly

Able to get safety critical information, such as recommended tire pressures, adjustment mechanisms for head restraints, and what to do if their vehicle is unsafe or breaks down

Any vehicles used for work are:

Fit for purpose and the work activity

- are properly maintained
- have any safety equipment properly fitted and maintained
- have seatbelts and head restraints fitted and used correctly
- have ergonomic considerations considered. Work-

related journeys and deliveries:

- are properly planned and scheduled, taking account of adequate time, breaks, driver fatigue and weather conditions.

Vehicle drivers are to read the individual responsibility section or the drivers handbook that relates to them specifically and work to the requirements contained within.

Drivers must not drive any vehicle they have not been trained to drive or a vehicle they do not hold a suitable license for.

The Directors will check the license entitlement of every driver of any vehicle owned or leased or hired by the company. Drivers should bring any changes in entitlement to drive or endorsements to the attention of the Directors whenever a change occurs.

Drivers will consider any vehicle as work equipment and treat it in accordance with their personal responsibilities identified in this policy.

Before each use the equipment will be checked for visible defects, any defects found will be reported to the manager responsible immediately.

Drivers of company vehicles will abide by all legislation and codes of practice for the equipment in use and the location for where it is being used. For example, the Highway Code must be followed.

Drivers are to report all traffic violations to the company secretary as soon as possible after they occur.

Drivers, if you must reverse your vehicle always check that there are no obstructions or persons behind you use a banksman if uncertain

Drivers must check to ensure that the vehicle in use is maintained in full accordance with the manufacturer's instructions and any statutory testing.

Phones will not be used whilst driving unless the mobile phone is of a type that makes it legal to use (hands free.)

Drivers will not operate any vehicle if they are under the influence of non-prescribed drugs or alcohol.

Drivers should not use vehicles if they are feeling the effects of a prescribed drug, in any of these circumstances a manager should be consulted.

Drivers must take all statutory breaks, and at least every 2 hours to avoid fatigue

Drivers must not exceed statutory speed limits for the vehicle and Road type

Drivers must take account of vulnerable road users such as, cyclists, pedestrians, motorcyclists, and highway workers

ANTI-BRIBERY & CORRUPTION POLICY

Policy Statement

The Company is committed to the prevention, detection, and elimination of all forms of corrupt business practice. The principals of the company do not tolerate any form of bribery or corruption and will strive to ensure that the company fully meets its obligations under the Bribery Act 2010 and that it carries out its business fairly, honestly, and openly.

Purpose

The company anti-bribery and corruption policy sets out the framework for the prevention, detection, and elimination of all forms of corrupt practice in the conduct of its business, to the benefit of maintaining its good reputation and its client and business partner confidence.

Scope

The Policy applies to all company principals and staff including those permanently employed by the company, temporary agency staff and consultants. The company also expects its business partners, especially those introducing business to the company Group, to promote and follow its policy or equivalent policies of their own. The company will not do business with third parties which fail to conduct business in a manner which is consistent with its anti-bribery and corruption policy.

Training & Guidance

The principals of the company are committed to allocating adequate resources to the provision of training to ensure that personnel understand their obligations under the Bribery Act, including the potential sanctions for non-compliance.

Breaches of the company anti-bribery and corruption policy will be dealt with under the company disciplinary procedures. In the event of criminal conduct the company will involve the police or other relevant enforcement agencies.

Corporate Hospitality, Promotional Expenditure & Gifts

All company principals and staff are aware that they must:

Only offer or accept gifts and hospitality that are customary and reasonable in terms of value and frequency

Never offer or accept any gift or hospitality if it may improperly influence a business decision or impair independence or judgment or give the appearance of doing so.

Incident Reporting

Personnel are encouraged to report potential breaches of the Bribery Act or the company anti-bribery and corruption policy to any Director, Manager or Supervisor of the company.

Monitoring & Supervision

Adherence to the company anti-bribery and corruption policy will be monitored regularly internally and any breaches will be reported to the Directors.

Declaration:

This policy is approved by the Managing Director

NAME: Gary Snaith

DATE: 07/01/2022

SIGNATURE:

Gary Snaith

Managing Director

LKC Group

REVISION DATE 01/02/2022

Review due date 01/02/2023