



## **NWB Group Ltd Health and Safety Policy**

### **POLICY STATEMENT OF INTENT**

NWB Group Ltd acknowledges and accepts its legal responsibilities for securing the health, safety, and welfare of all its employees, sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the 'Company' to adhere to the Health & Safety At Work Act 1974 (section 2.2) by -

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing a safe place of work and safe access and egress
- Providing for the safe use, handling, storage and transport of all particles and substances providing a safe working environment
- Providing adequate and sufficient information, instruction, training, and supervision
- Providing adequate welfare facilities at all places of work
  
- Providing adequate resources, financial or otherwise, to ensure health & safety is given equal prominence with other business objectives.

NWB Group Ltd will ensure that the Management Team are actively engaged in the Management of Health and Safety, this being facilitated by their training and subsequent communications.

The 'Company' will also enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. This being achieved by employees being trained to appropriate levels based on their scope of work activities.

Consultation with employees will be achieved by direct consultation or by their applicable representatives.

Support, co-operation, and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

NWB Group Ltd accepts its responsibility for the health and safety of other persons who may be affected by our activities including clients' employees, other contractors, members of the public and this will be mitigated by the implementation of our Safe Systems of Work, Supervision and Training.

The 'Company' also accepts responsibility for any affects our activities may have on the environment and will adopt best practises accordingly.

The allocation of duties for safety matters and associated arrangements which will be made to implement this Statement of Intent Policy are set out in our full Health & Safety Policy and as such these will be underpinned by our engagement of an External Health & Safety Adviser (Watson & Watson Health & Safety Consultants Ltd).

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

## RESPONSIBILITIES FOR HEALTH AND SAFETY

### Managing Director:

Jeff Williams has overall responsibility for health and safety within the company, and will ensure that

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- Suitable financial provision is made for Health & Safety obligations
- The company is aware of and kept abreast of changes to Health & Safety Legislation and take appropriate action where deemed necessary
- Appropriate information and instruction is provided to employees
- Work is planned to take into account Health & Safety issues
- That staff at all levels receive appropriate training
- Suitable systems are in place to monitor, assess and control risks posed by the company's activities
- The company's Health & Safety Policy is communicated and is readily available for employees
- He sets a personal example when visiting site by wearing appropriate protective equipment and adhering to site rules
- He actively promotes at all levels the company's commitment to effective Health and Safety Management

### Management/Supervision:

The person responsible for Health & Safety is Jeff Williams, with suitable assistance as required from Watson & Watson Health & Safety Consultants Ltd.

*(Watson & Watson Health & Safety Consultants Ltd's contact being Mr. Peter Watson of Watson CMIOSH MIIRSM AIEMA and the W&W Team)*

Jeff Williams having Health and Safety Experience enables him to discharge their responsibilities.

Along with the Management/Supervisory Team, Jeff Williams will undertake and be responsible for -

- Communicating the 'Company's' Health & Safety Policy and ensure that the HSE's Health & Safety Law Poster is completed and posted in applicable work areas
- Monitoring the implementation of the Health and Safety Policy and Arrangements throughout the company and reviewing its appropriateness/adherence by carrying out regular Health & Safety Audits/Inspections, these at our various places of work

- Reviewing Health and Safety Legislation at regular intervals and implement any new requirements pertaining to the company's undertaking
- Record and investigating accidents, dangerous occurrences, and work-related ill health, and subsequently based on the findings implementing preventative/corrective actions
- Collate and report any reportable accidents, dangerous occurrences, and work-related ill health as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013
- Ensure that suitable and sufficient Risk Assessments, Safe Systems of Work, and Method Statements are carried out, and that they are suitably communicated
- Ensure that all work equipment is suitable and fit for purpose, and that suitable maintenance programs are adopted and recorded
- Ensure that all employees are suitably trained to carry out their work activities, this in accordance with their role
- Ensuring that employees are adequately Supervised, and that the Supervisor is suitably trained
- Consult with employees either directly or via an elected representative on health and safety matters
- Liaising with Managers/Supervisor, Employees, Sub-Contractors, and specialists as and when appropriate

### **Employees:**

The Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999 requires all Employees to –

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with the Employer (Supervisors and Managers or any other authorised person), so far as is necessary, to ensure that the Employer complies with his/her statutory obligations e.g. report hazards or defects in control measures, attend training or provide medical samples for analysis.
- Not interfere with or misuse anything provided to secure health and safety e.g. wedging fire doors open, misusing fire extinguishers, removing first aid equipment without authority.
- Use any equipment, materials or substances provided to him or her in accordance with any training and instructions.

- Within the limits of their training and instruction inform their Employer, (e.g. supervisory staff) of any: -
  - ◆ Situation that represents a serious and immediate danger
  - ◆ Shortcoming in the employer's protection arrangements
- Report all health and safety concerns to the Employer

All Employees have a duty to assist by: -

- a) Taking a pro-active role in assessing the Company's Health & Safety performance and suggesting ways (via their immediate Manager/Supervisor or Safety Representative – as applicable) in which improvement can be made.
- b) Using the appropriate protective equipment (e.g. eye protection, hearing protection, respiratory equipment etc.) as required for the job, this in line with their training.
- c) Keeping personal tools and equipment in good condition.
- d) Immediately reporting any defects in plant and equipment, together with any unsafe acts to their immediate Manager/Supervisor.
- e) Operating only plant and equipment and carrying out tasks for which they have been trained and are familiar.

It is important that all employees feel capable of doing the tasks for which they are assigned. If any person is in any doubt, then he/she should inform his/her immediate Manager/Supervisor.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Communication/Consultation:**

To meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following -

- The content of this Health & Safety Policy
- Any health and safety arrangements/rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology
- Changes to work arrangements i.e. shift patterns, hours of work, welfare etc

Employees will be communicated/consulted on the above either directly via regular Safety Meetings, Toolbox Talks, e-mails, or via their appointed representative.

Jeff Williams will be responsible for this and will co-ordinate communications and consultations accordingly - as required.

### **Training:**

All employees will be given training appropriate to their responsibilities/job role in accordance with the Management of Health and Safety at Work Regulations. Training requirements will be identified and will be provided for the following situations -

- Induction training for new employees (Health and safety awareness, company procedures, Asbestos etc), this also as applicable to include Site Work Inductions
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility – skill set training.
- PPE & RPE use
- Hazardous Substances use and control
- Manual Handling
- Asbestos Awareness
- *Other as identified in the Companies Training Matrix*

Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training, normally via Toolbox talks, but more formally if required, will be undertaken to keep employees up to date with legislation and industry best practice.

Jeff Williams will be responsible for identifying training requirements, implementation of appropriate training and the keeping of appropriate records.

### **Evacuation & Emergencies:**

It is the Company's policy to take account of fire hazards in the workplace and this will be facilitated by Jeff Williams ensuring that a suitable Fire Risk Assessment is in place.

All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's Permit to Work Systems, no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Managers/Supervisors are responsible for keeping their operational areas safe from fire by carrying out daily/weekly workplace inspections, issuing Hot Work Permits (*as applicable*), and ensuring that their staff are trained in proper fire prevention practices and emergency procedures – these will include -

### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the assembly/muster point
- Do not re-enter the building for any purpose until the all clear has been given

### **ACTION UPON HEARING THE FIRE ALARM**

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the assembly/muster point and await instructions
- Do not leave the assembly/muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

### **Work Equipment:**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by Jeff Williams or a suitably trained Manager/Supervisor to ascertain that the equipment is suitable for its intended use/work environment.

Thereafter a suitable Risk Assessment will be carried out and documented for each piece of new equipment, this with the resulting findings and control measures being communicated to all users.

No employee will be permitted to use work equipment for which they have not received specific training and their competency of use proven.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment's maintenance or inspection will be based on the applicable Health & Safety Regulations, Manufacturer's Guidance, and Industry best practice.

Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy kept on file – such records will be kept for the life of the equipment.

Further to employee training, they will be trained in the Pre-use Inspection requirements for specific equipment and informed that they must not misuse work equipment or remove any guards that are in place to minimise a specified risk.

If faults or damage are found on any equipment during the Pre-use Inspection regime or during use thereafter, users are to stop using the work equipment and report the fault immediately to their Manager/Supervisor.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

#### **Personal Protective Equipment & Respiratory Protective Equipment (PPE/RPE):**

Appropriate Personal Protective Equipment as identified when carrying out Risk Assessments will be issued to employees as and when necessary for their work activities. This at no cost to the employee.

Training will be provided for employees on the safe use, storage and maintenance of the relevant Personal Protective Equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

To further underpin the use and maintenance of PPE, the Management Team will carry out regular employee PPE inspections and take appropriate action based on the findings.

Employees will be made aware that they have a legal duty to wear PPE as specified in relevant Site Rules, Risk Assessments and Method Statements. And if they have concerns regarding their issued PPE i.e. fit or damage/defects they must stop work and report their concerns to their Manager/Supervisor immediately.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

#### **First Aid and Accident Reporting:**

Adequate first aid provision will be made at every place of work occupied by the Company; this being determined by carrying out a suitable assessment of hazards/risks presented in the work location/area. The subsequent findings will be acted upon in determining the numbers of Appointed Persons/First Aiders, First Aid Equipment/Facilities etc accordingly in each work location/area.

Names of Appointed Persons/First Aiders and the locations of First Aid Boxes (etc) will be communicated and signage posted in each work location/area, this making them readily identifiable to employees and other persons alike.

On Project Sites – as applicable, arrangements will be made with Client/Principal Contractor to use their first aid facilities etc prior to commencement of work activities, these agreed arrangements will be communicated during the Site Induction process.

Where this is not applicable, a member of the Management Team will be nominated as the Appointed Person/First Aider and a First Aid Box supplied along with an Accident Book - the first aid box being suitable to the total number of employees on site and the risks posed.

Site Managers/Supervisors will be responsible for this and ensuring that First Aiders are made available during our work activities.

Head Office Arrangements – the First Aid Box and Accident Book are located in our main office and Jeff Williams is responsible for its contents and update.

The Appointed Person/First Aider is Jeff Williams.

All accidents MUST be reported to the Manager/Supervisor in charge and the details recorded in the Accident Book, thereafter all accidents will be investigated and appropriate action taken based on the findings – this to prevent re-occurrences wherever possible and in adherence to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Serious accidents i.e. where hospital treatment (etc) is required must be reported to the External Health and Safety Advisor as soon as possible after the incident.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):**

Certain injuries (accidents), diseases, and dangerous occurrences are reportable to the HSE's Incident Contact Centre under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. To facilitate this the Managing Director/Senior Manager must be notified as soon as practicable after incidents causing the following injuries -

- Fractures, other than to fingers, thumbs, and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system, or other vital organs
- Any scalping requiring hospital treatment



- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- *For a list of work-related ill health conditions, the HSE's website will be referenced*

All accidents/incidents will be investigated by Managing Director/Senior Management and/or the Health and Safety Advisor, and as applicable the Safety Representative with the following objectives

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- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident/incident. The aim of the investigation will be to seek to answer the following questions -

- WHAT caused the accident/incident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

As applicable to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 subsequent notification will be given by the appropriate means and the Managing Director/Senior Management will subsequently cooperate in any HSE investigations.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

#### **Risk Assessments & Safe Systems of Work:**

Jeff Williams and our Managers/Supervisors (and as required assisted by the retained External Health & Safety Advisor) will carry out and record Risk Assessments, the findings of such being communicated to all concerned parties with control measures being implemented and monitored accordingly.

In addition to this and as required, in line with employee training Dynamic Risk Assessments will be carried out by Supervision/Employees; these covering work activities which are classified as nonstandard.

Further to this and based on the findings of Risk Assessments, hazards will be considered and Safe Working Methods established/developed (Safe Systems of Work / Permit to Work / Method

Statements) this to minimize the potential risk of injury (etc) to employees and others alike who may be put at risk by our work activities.

With regards to the established/developed Safe Working Methods, our Management Team /Supervisory Team and Employees will be suitably trained in the implementation, monitoring/control, and adherence thereto.

The control of hazards/risks will be facilitated by adequate supervision and where it is identified that an activity has not been suitably Risk Assessed and/or Safe Working Methods established the work activity will be suspended until such time suitable assessments/work methods have been established and implemented.

Established Risk Assessments and Safe Working Methods will be reviewed at least annually or sooner in the event of changes taking place.

Jeff Williams will ensure employees are provided with appropriate instruction and training on Risk Assessments and the development of Safe Working Methods of working and will coordinate the review of such.

### **Monitoring and Reviewing Health & Safety Performance**

NWB Group Ltd assumes responsibility for compliance with and implementation of all relevant statutory health and safety legislation. In doing so, the NWB Group Ltd will continually monitor and review the performance of direct employees and Contractors working on their behalf.

The Management team will hold regular (daily or weekly as appropriate) site meetings with direct employees and Contractors to review progress and discuss any issues or concerns they may have in relation to the works.

It is the responsibility of the Site supervisors and team leaders to escalate any site issues to NWB Group Ltd as appropriate.

The Site Manager / Supervisor will carry out routine (daily/weekly) site inspections to ensure work is being carried out in accordance with the planned Schedule of Works and associated Method Statements. Resulting inspection notes/reports will be circulated to all relevant parties and identified issues acted upon in a timely prioritised manner.

In addition to this, a nominated person from the Management Team will carry out recorded Site Inspections, these being focused on the Auditing of documentation and the Site Activities being undertaken at the time of the inspection. The resulting Site Inspection Report will be circulated to all concerned parties and identified issues acted upon in a timely prioritised manner with the Management team overseeing and ensuring completion thereof.

### **Hazardous Substances (COSHH):**

Before any Hazardous Substances are used during a work process, a Manufacturing Safety Data Sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks posed by the use of the substance – this in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).

The Management Team will then assess if there are safer alternative substances available if the substance is proven to present an unacceptable risk. If there is no other safer alternative substance available, the Manufacturing Safety Data Sheet will be used to write a COSHH Assessment and the findings/control measures of which will be communicated to all users of the substance.

COSHH Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, worker's health, and emergency actions.

Managers/Supervisors will brief staff on any hazard or substance precautions, with written records being in an accessible location within each area/department.

An inventory of all substances and materials hazardous to health is held at the office – a COSHH Register, this will be used to both record all approved substances and to aid in the review of the COSHH Assessments.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

### **Manual Handling:**

The company will endeavour to eliminate Manual Handling Operations wherever possible, thereafter where this is not possible the company will strive to reduce and assess such operations accordingly, this being in line with the Manual Handling Operations Regulations 1992.

Where manual handling operations cannot be eliminated, each task will be risk assessed using the TILE acronym, this to determine suitable control measures which will be communicated to all employees and implemented accordingly.

Considered control measures to be adopted but not exclusive to will be –

- The provision of 'Lifting Aids'
- Reduction of the weight (Load)
- Reduction of the carrying distances
- Reduction of the frequency of the operation
- Operational Ergonomics - positioning of the Load so that it is at waist height, eliminates the need for twisting etc
- Improvements made to the work environment i.e. ground conditions, lighting etc
- Modification of the Load i.e. use of carrying straps, harnesses, handles etc
- Selection of suitable persons to carry out the operation, this excluding vulnerable persons etc
- Adoption of dual lifting techniques
- Manual Handling Training
- Supervision
- *Other as applicable to the Manual Handling Operation*

Manual Handling Assessments will be reviewed in the event of any changes taking place or in the event of an injury or incident, this is to ensure that they remain suitable and sufficient.

Jeff Williams will be responsible for organising training, assessing risk, and updating the Manual Handling Policy, and ensuring staff are conversant with the Companies Policy and Arrangements.

### **Health Surveillance:**

Requirements for Health Surveillance will be identified within our completed Risk Assessments and subsequently suitable arrangements implemented. The purpose of which is to further preserve our employees' health and wellbeing after suitable control measures have been implemented.

Health Surveillance will take two formats, these being –

1. Health Surveillance Questionnaires, which will be conducted on the engagement of new employees and thereafter (existing) employees will be asked to complete on a regular basis as applicable to their job function. This type of surveillance being employed where the risk of ill health is deemed to be low.
2. Engagement of a Health Surveillance Provider, these services being engaged where completed Risk Assessments have indicated the need to have a more comprehensive assessment of an employee's health, the frequency of which will be determined by the level of risk/s posed.

*\*The findings of either type of Health Surveillance will be treated as confidential, as per GDPR.*

Any adverse findings of Health Surveillance will be escalated according to the relevant medical authorities and in the interim period the employee's risk of further exposure will be suitably managed until the medical authority have advised.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

### **Control of Asbestos:**

It is NWB Group Ltd Policy to ensure that their employees and/or other persons alike are not knowingly exposed to Asbestos (ACM's), and Safe Systems of Work in accordance with the Control of Asbestos Regulations 2012 will be implemented.

To facilitate this, all work carried out by NWB Group Ltd will initially be assessed for the presence of Asbestos (ACM's), and as applicable to the scope of work the Client/Principal Contractor will be asked to provide either a copy of an Asbestos Management Survey or an Asbestos Demolition, Refurbishment Survey, this is dependent on the scope of work to be undertaken by ourselves.

The findings of the Asbestos Management Survey/Asbestos Demolition, Refurbishment Survey will be acted upon accordingly and underpinned by a site/workplace inspection, whereby the Asbestos Management Survey/Asbestos Demolition, Refurbishment Survey will be used to identify the risks posed by the planned work activity.

Where the risks posed dictate unsafe planned work in the area of the ACM's, NWB Group Ltd will liaise with the Client/Principal Contractor so that prior to the commencement of works suitable control measures are adopted e.g. a Licensed Asbestos Removal Company is engaged.

As applicable, where ACM's are removed etc, NWB Group Ltd will require that a 'clean air certificate' is produced prior to their commencement of works.

Where the planned work activity can be carried out without disturbing the ACM's, NWB Group Ltd will document in an Asbestos Risk Assessment / Method Statement suitable controls measures, these being communicated to all employees (etc) and implemented prior to the commencement of work activities; implementation of control measures to be the responsibility of the Site Manager /Supervisor.

To ensure further that all employees (etc) are aware of the presence of ACM's, such information along with the associated Asbestos Risk Assessment/Method Statement will be communicated during the Site Induction.

All site Employees will be Asbestos Awareness Trained and conversant on actions to take on discovering suspected ACM's.

**Note** - Discovery or suspected presence of ACM's in any premises where NWB Group Ltd are working will result in the incident being reported to the Senior Management Team and the Client/Principal Contractor immediately, and all work suspended until the facts of the ACM's are established and appropriate control measures put in place.

Jeff Williams will be responsible for the adherence to the Control of Asbestos during our work activities.

#### **Construction (Design and Management) Regulations 2015:**

To ensure that the CDM Regulations are adhered to our Senior Management Team will liaise with all Duty Holders prior to the commencement of our work activities, this is to ensure that suitable arrangements and procedures have been/are being implemented.

All constructive inputs and suggestions will be implemented as instructed by the Client/Principal Designer/Principal Contractor.

Prior to the start of work, our Site Manager/Supervisor will liaison with relevant persons (usually Client/Principal Contractor) to establish the manner in which work will proceed and to ensure that as per the CDM Regulations all aspects are adhered to.

All works therefore, will be planned in such a way that they can be carried out within the constraints of and in the spirit of these regulations, guidelines, and advice notices.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

### **Co-operation and Coordination – CDM Regulations:**

As per the Construction (Design and Management) Regulations 2015, employees will be familiarised with the Client's / Principal Contractor's / Site's Procedures and this will be facilitated by attending a Site Induction prior to their commencement of work.

Site Inductions will include as a minimum –

- Site Access & Security
- Emergency Procedures
- Welfare Arrangements
- Hazardous areas
- High-risk work activities which require a Permit to Work systems
- First Aid Arrangements & Accident Reporting
- Specific Client/Site Procedures and Specific Instructions
- etc

In addition to this all works will be coordinated by the appointed Site Manager/Supervisor attending the Client's/Principal Contractor's site meetings, this to ensure that all planned site work activities are controlled, coordinated, and scheduled.

Where NWB Group Ltd are visiting sites, which are not controlled by a single Client or a Principal Contractor the Site Manager/Supervisor will coordinate and inform other trades working in the planned work area the work schedule, scope of their work, associated risk and controls; this with the controls being agreed and thus coordinating all work activities.

NWB Group Ltd will consult with employees regarding work-related issues on a regular basis this being either directly or through their named representative.

Consultation with employees will be carried out by our Senior Management Team and as applicable by the appointed Site Manager/Supervisor when working on site.

Communications and consultations with employees will be documented and records kept of any issues raised.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

### **Work Patterns:**

Work will be planned to ensure that the workforce is not exposed to unnecessary hazards and risks. This will include ensuring that hours worked are proportionate, that all Site Risk Assessments are completed, and communicated out before commencement, and that all staff are trained for the work in hand.

Managers/Supervisors will undertake checks of work as part of their overall audit programme.

Jeff Williams will co-ordinate this from a top level and delegated to each Manager/Supervisor accordingly.

#### **Site Security:**

Employees will be familiarised with the Client/Principal Contractor's procedures during their Site Induction when first attending site.

Client's/Principal Contractor's site procedures and specific instructions will always be followed, this being controlled and monitored by our Site Manager/Supervisor.

NWB Group Ltd is never nor will ever be Principal Contractor under CDM regulations. All site security responsibilities lie with the Client/Principal Contractor and NWB Group Ltd will ensure so far as is possible that such arrangements are adhered to or if issues are identified that the Client/Principal Contractor are informed as soon as possible.

Should NWB Group Ltd be on site for longer than one day each Manager/Supervisor will ensure that any tools, equipment and so on will be stored in a safe & secure manner, ensuring everyone's safety is maintained – this in accordance with and by liaising with the Client/Principal Contractor.

Jeff Williams will co-ordinate this from a top level and delegated to each Manager/Supervisor accordingly.

#### **Welfare Arrangement:**

We recognise our responsibilities in relation to Welfare Provisions for employees, this being as per the Workplace (Health, Safety and Welfare) Regulations 1992 and Construction (Design and Management) Regulations 2015.

On our premises there are toilet facilities, a food warming area with hot and cold running water, plus equipment to heat food, and a cold storage facility to store food. Adequate lunch and other breaks are provided. And we recognize our responsibilities to maintain these facilities accordingly.

In accordance with the CDM Regulations and with respect to site based employees, prior to contracts commencing we will liaise with the Client/Principal Contractor to ensure that Welfare facilities are provided and are adequate, and that our employees will have access to them. If this is not the case, we will undertake the responsibility of providing facilities as required.

Ultimate responsibility for this lies with Jeff Williams but is delegated to each Site Manager/Supervisor on a job by job basis.

#### **Mental Health at Work:**

The company wishes to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health

and wellbeing. Jeff Williams believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

The company aims to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Employees must feel that mental health and wellbeing issues will be taken seriously if they admit to being under too much pressure / having a problem. An open and understanding attitude will encourage individuals to be open and say what the problem is, and therefore will be implemented throughout NWB Group Ltd.

#### **Coronavirus (COVID-19):**

NWB Group Ltd take the Coronavirus (COVID-19) pandemic very seriously and believe that the health and wellbeing of our Employees, Contractors, Sub-Contractors, Customers/Clients, and the Public are of the utmost importance.

With regards to this, NWB Group Ltd will continually monitor the Government's, NHS and other recognised Authorities guidance/advice and take this into consideration when acting upon/implementing both mandatory (Legislation) and recommended guidance/advice – this with the Government's guidance/advice taking precedence.

In addition to this, NWB Group Ltd's Senior Management Team will liaise with our Customers/Clients and as developments take place act accordingly on agreed actions, this to continually support and adhere to both our Customers/Clients implemented precautions/control measures and our own.

With respect to our current operations, the Management Team will apply current Government (Legislation) guidance/advice as applicable to our workplace and work activities, this being facilitated by –

- Communicating our Coronavirus (COVID-19) Policy to our employees and all concerned parties alike
- Establishing a Coronavirus (COVID-19) Risk Assessment, this to be reviewed as developments take place and amended
- Based on the Risk Assessment's findings and wherever possible –
  - Suspend (nonessential / high risk) business operations
  - Allow our employees to work from home



- The Coronavirus (COVID-19) Risk Assessment is to be communicated to all our employees and in the event of developmental/changes taking place it is to be amended and recommunicated accordingly – this ensuring so far as is possible their continued health and wellbeing
- *As required*, develop, and communicate to our employees COVID-19 Safe Systems of Work, these being trained out and monitored by our Supervisory Team
- The Supervisory Team monitoring all precautions/control measures implemented - to ensure that they are adhered to
- Making known to employees their responsibilities and actions to take in the event of any concerns raised
- Providing suitable PPE and cleaning/sanitising materials/equipment - whilst their availability allows and if stocks are exhausted review the risks posed and continuation of business work activities accordingly
- Delivering regular COVID-19 Toolbox Talks to our employees, this to ensure that they are aware of the current Government's (etc) guidance/advice, precautions/control measures adopted and developments within our Company
  
- With regards to Contractors/Sub-Contractors working on our site/s or on our behalf, the Management Team will require them to –
  - Provide a suitable Coronavirus (COVID-19) Policy and a Coronavirus (COVID-19) Risk Assessment which covers their work activities
  - Communicate their Coronavirus (COVID-19) Policy and their Coronavirus (COVID-19) Risk Assessment to their employees and all concerned parties alike
  - As per their Coronavirus (COVID-19) Risk Assessment implement all precautions/control measures and monitor adherence
  - *As applicable*, develop suitable COVID-19 Safe Systems of Work and monitor adherence thereto
  - Delivering regular COVID-19 Toolbox Talks to their employees, this to ensure that they are aware of the current Government's (etc) guidance/advice, precautions/control measures adopted and developments within their Company
  - Maintain regular communications regarding developments

NWB Group Ltd acknowledges that they have a 'Duty of Care' to our employees and all persons affected by our work activities. Engaged Contractors/Sub-Contractors are required to demonstrate this same level of care and in the event of Contractors/Sub-Contractors found to be not discharging a suitable level of care their continued engagement working on our sites or working on our behalf will be reviewed.

This Policy will be reviewed as Government (Legislation) guidance/advice is updated and recommunicated to all parties.

Jeff Williams will be responsible for implementing and overseeing the adherence to these arrangements.

**Policy Review:**

This Policy will be kept up to date, particularly as the business changes in nature and size.

To ensure this, the Policy and the way in which it is implemented will be reviewed at least annually or sooner if circumstances change – this may include changes to legislation.

In addition to this, the Management Team will review our Risk Assessments, COSHH Assessments, Method Statements, Safe Systems of Work and Procedures at regular intervals – again at least annually or sooner if circumstances dictate.

With regards to site operations, Site Safety Inspections (etc) will take place at suitable intervals, this as the business identifies the requirements and/or as requested to do so by our Clients/Principal Contractors.

Jeff Williams will be responsible for the Auditing, Reviewing and Updating of our Policies, Arrangements, Procedures and Systems as required, this with assistance as requested from our retained Health & Safety Consultants