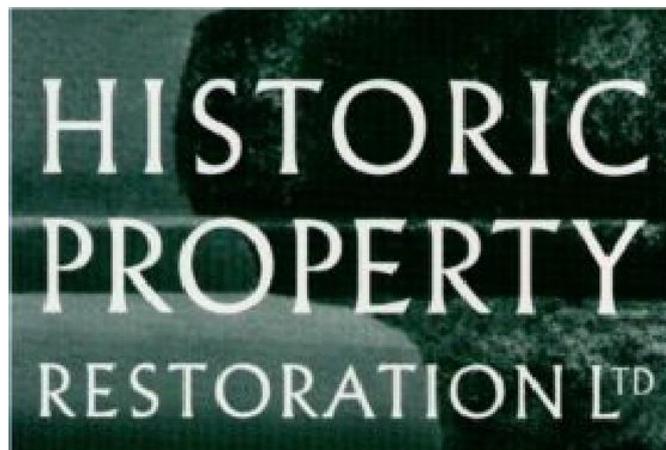


# HISTORIC PROPERTY RESTORATION LIMITED



## Health and Safety Policy

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Sandgate Hall, Albion Road, North Shields, Tyne & Wear. NE30 2RQ  
Telephone: 0191 2570808 Fax: 0191 2587533  
[www.hprltd.co.uk](http://www.hprltd.co.uk)

# About this policy

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Historic Property Restoration (HPR) employs over five persons and has a legal duty to prepare a written health and safety policy. Policy documents are the most effective means of demonstrating management commitment and support with regard to health and safety and are considered to be the centre piece of company's health and safety. This document reflects our aspirations and commitments etc in this respect.

## The Policy is divided into three parts:-

### Part A

This makes a general declaration based on our obligations under the Health and Safety at Work etc Act 1974.

### Part B

This deals with organisation and the chain of responsibility within HPR for health, safety and welfare.

Employees also have a duty to take care of themselves and others who may be affected by their work activities, acts and omissions, and to co-operate with us in respect of health, safety and welfare.

### Part C

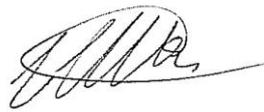
This deals with the arrangements that have been made by HPR. It identifies the particular hazards that are applicable to our specific activities.

## Reviewing Procedure

This Policy will be formally reviewed every 12 months by the Company's Board of Directors.

The Directors will also consider alterations and amendments, which become essential between review dates.

**Policy Reviewed**

<b>Date</b>	<b>Name</b>	<b>Signature</b>
<i>11/12/20</i>	<i>John Gibson</i>	
<i>28/11/19</i>	<i>John Gibson</i>	
<i>23/11/18</i>	<i>John Gibson</i>	
<i>09/11/17</i>	<i>John Gibson</i>	
<i>22/9/16</i>	<i>John Gibson</i>	
<i>28/2/16</i>	<i>Chris Green</i>	
<i>27/1/16</i>	<i>John Gibson</i>	 
<i>28/2/15</i>	<i>John Gibson</i>	
<i>22/9/14</i>	<i>John Gibson</i>	

# Part A: General Health and Safety Policy

## General Statement

It is the policy of Historic Property Restoration to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

## The Organisation's Responsibilities

The organisation will ensure that:

- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

## Employees' Responsibilities

Employees must ensure that they:

- co-operate with management to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed on behalf of Historic Property Restoration.



**John Gibson**

**Health and Safety Director**

Date: 11/12/2020

# Part B: Responsibilities and Duties

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- Chain of Responsibility
- Schematic company health and safety structure
- The Company's Duties
- The Safety Director's Duties
- Contract Manager's Duties
- Site Manager's and Foreman's Duties
- Operative's Duties
- The Building Safety Group: Health and Advisers' Duties
- Contractors' Duties and Declaration
- Declaration – Employees

**Note:**

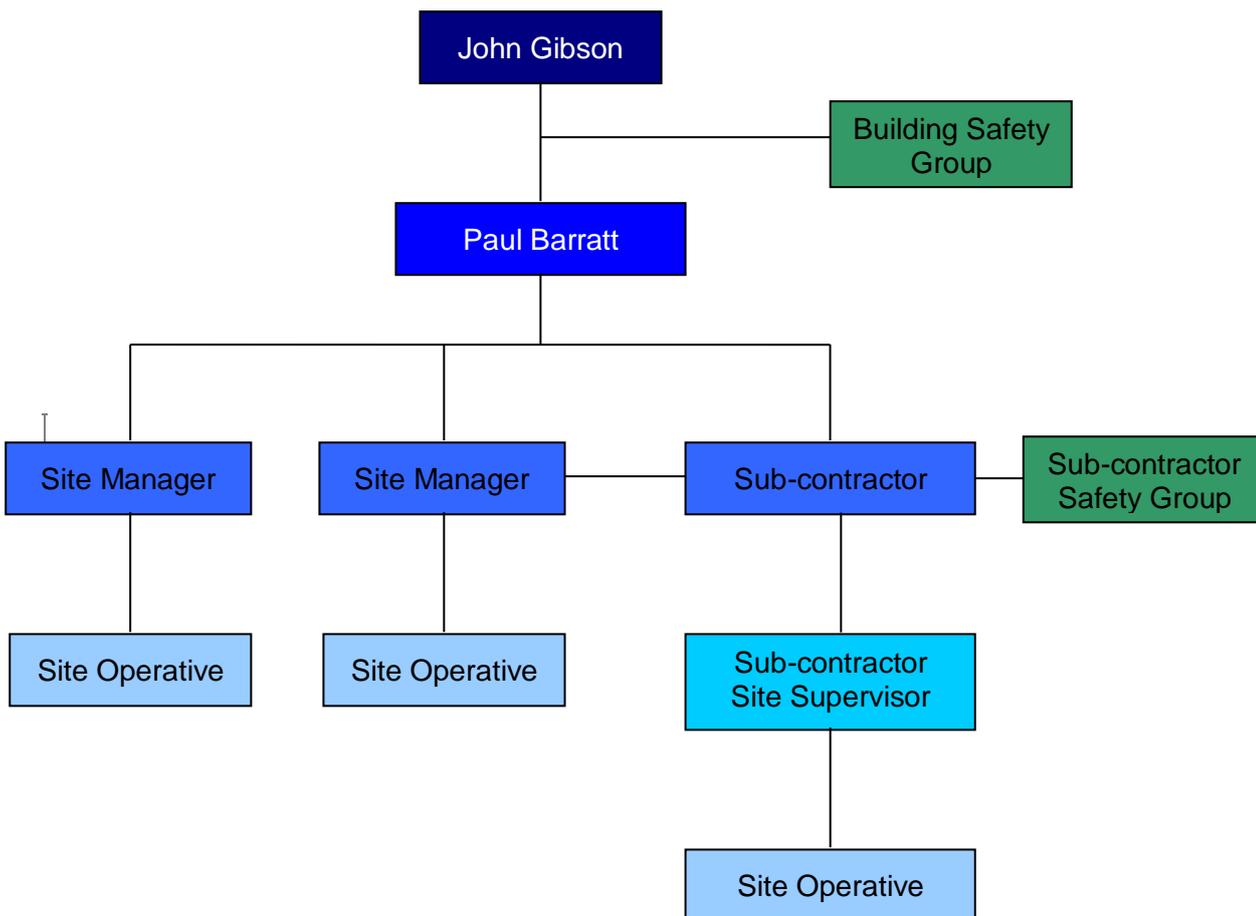
**The company and individual duties required by the *Construction (Design and Management) Regulations 2015* are set out in the arrangements section on page 18.**

## Chain of Responsibility

The chain of responsibility will, 'So far as is reasonably practicable', be:

- the overall responsibility for health and safety lies with the **Board of Directors**;
- the Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company;
- the company's health safety and environment adviser, the **Building Safety Group Limited**, will advise on health, safety and environmental matters, and carry out obligatory monitoring of registered sites and facilities;
- managers will be responsible for the organisation of health, safety and environmental obligations on their site/facility and within their departments;
- site/facility managers and foremen are responsible for implementing this policy and the requirements of all health and safety legislation; and
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the *Health And Safety At Work etc. Act 1974* and other relevant legislation.

### Schematic Company Health and Safety Structure



## The Company's duties

The Company's duties will, 'so far as is reasonably practicable', be:

- to observe the requirements of the Health and Safety at Work etc Act 1974;
- to provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- to carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required;
- to ensure that appropriate personal protective equipment (PPE) is provided;
- to provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- to consult with the company's employees on health and safety matters;
- to promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- to liaise closely with the Building Safety Group Ltd;
- provide adequate first aid and welfare arrangements for employees whilst at work;
- to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR);
- to ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work;
- to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- to prevent any person working whilst under the influence of alcohol or drugs; and
- to provide satisfactory levels of finance, human resources, time etc to ensure health and safety at all times.

## The Safety Director's Duties

The Safety Director's duties will, 'so far as is reasonably practicable', be:

- to keep the Board of Directors advised as to their responsibilities;
- to ensure adequate financial arrangements are made to meet statutory requirements;
- to ensure that an effective management system is in place for the management of health and safety within the company and the system is periodically audited;
- to ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- to ensure all employees receive adequate and relevant training;
- to provide a visible management commitment to higher standards of health and safety;
- to ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- to monitor the effectiveness of this Policy and to make revisions as necessary;

- to analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken; and
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.

When the company is acting as Principal Contractor, the Safety Director is responsible for ensuring a system of management to effectively control and co-ordinate the activities of contractors.

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## The Contract Managers Duties

The Contract Manager's duties will, 'so far as is reasonably practicable', be:

- to monitor the implementation of this policy, the client's safety requirements and statutory responsibilities;
- to ensure adequate financial provision is made for health and safety;
- to ensure that the Building Safety Group Limited is notified of our sites;
- to assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- to ensure co-ordination and co-operation between all parties involved in construction;
- to encourage good health and safety practises;
- to ensure site supervisors are competent;
- to ensure sites are adequately protected and signed;
- to ensure that members of the public, affected by the Company's operations are adequately protected;
- to ensure that statutory notices are displayed;
- to ensure provision of adequate welfare facilities;
- to set a good personal example by wearing the appropriate personal protective equipment;
- to ensure that relevant information, instruction, supervision and training is provided, monitored and recorded;
- to ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and
- to monitor the maintenance of all relevant site safety records.

When the company is acting as principal contractor, the Contracts Manager is responsible for ensuring:

- Co-operation between contractors;
- The development of the Construction Phase Plan and the provision of information and direction to contractors;
- The provision of information to the Principal Designer for inclusion in the Health AND Safety File; and
- The laying down of site rules, where appropriate.
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## Duties of Site Managers:

The Site Manager's duties will, 'so far as is reasonably practicable', be:

- to comply with this policy and enforce it on site;

- to organise and co-ordinate site work with minimum risk to health and safety;
- to ensure a suitable and sufficient Construction Phase Plan is in place and is kept up to date;
- to ensure a procedure for worker engagement and consultation is put in place;
- to ensure that all operatives are competent;
- to ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date;
- to ensure that operatives are given precise instructions in respect of health and safety;
- to ensure that the storage of materials and substances are safe and, comply with statutory requirements;
- to maintain site accommodation and welfare facilities in a clean and hygienic state
- to maintain a tidy organised site;
- produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas;
- to ensure that all work equipment is used for the purpose designed, properly maintained and safe to use;
- to ensure the requirements of the *First Aid Regulations 1981* are met;
- to ensure the site rules with regard to personal protective equipment are observed and to set a good personal example;
- to implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book;
- to meet and liaise with visitors to the site and co-operate with statutory authorities;
- to appoint a competent person to take charge during his temporary absence;
- to rectify defects notified by the BSG Safety Adviser, HSE Inspector or clients representatives;
- to ensure that adequate induction training is given;
- to closely supervise young persons and ensure risk assessments in respect of them have been produced and available; and
- Ensure that a fire risk assessment is completed; a fire plan produced and complied with.

### **All Operatives are required:**

To comply with this Policy, in particular to:

- co-operate with management to enable all statutory duties to be complied with;
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- Engage in the consultation process;
- to work in compliance with risk assessments and method statements appropriate to their work;
- to comply with all safety signs regarding site safety and personal behaviour;
- to only use suitable work equipment for which they are trained and

- authorised to operate or use providing such proof as required;
- to immediately report defects in equipment and machinery to their Site Supervisor;
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it;
- to report any accident, dangerous occurrence or near miss to their Site Supervisor;
- to avoid improvised arrangements and suggest safe ways of eliminating hazards;
- not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- to ensure that suitable guards are in position whilst plant and equipment are in use;
- to make unattended plant safe and secure, to switch off and remove keys etc.;
- to dismount from dumpers whilst they are being mechanically loaded; and
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

### **Building Safety Group Limited Health and Safety Advisers' Duties:**

BSGs Safety Adviser's duties will, 'so far as is reasonably practicable', are:

- to advise member companies, when required, on health and safety matters in advance of construction operations;
- to carry out regular site inspections in the company with the member's Site Supervisor;
- to discuss and advise on matters affecting health, safety and welfare;
- to notify the member's Site Supervisor of all defects found and provide a written report;
- to notify the company Safety Director if serious defects are continually not remedied;
- to immediately contact the Safety Director if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- to advise of safety training requirements for new entrants and all employees;
- in accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- to check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available; and
- To carry out inspections of offices, workshops and joinery shops as required by the company.

### **Contractors and the Self Employed**

The main duty of a contractor under The Construction, Design and Management Regulations 2015, is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

Contractors and the self-employed, who are working for this company, will be required to signify that:

- They are conversant with the *Health and Safety at Work Etc. Act 1974* and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015 Under Contractor Declaration.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, **two** weeks before their intended start date on site where possible.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

**Contractor Declaration**

I ..... hereby declare:-

All my employees are conversant with the requirements of the *Health and Safety at Work. Act 1974*, all codes of practice and other statutory regulations and requirements, That we will conduct our operations and activities in accordance with the provisions therein, and the Construction, Design and Management Regulations 2015.

.  
Risk assessments, method statements, etc. will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance. Risk assessments, etc. will be available to and within the knowledge of, my employees.

Company: .....  
Signed: .....  
Position in company: .....  
Date: .....

## Employees Declaration

I (print name in full).....

Employed by (name and address of employer).....

.....

Declare that I have received a copy of the above mentioned health and safety policy:  
and:

- I have read it;
- I understand it;
- I agree to work according to those conditions and provisions.
- 

Signed: .....

Witnessed: .....

Date:.....

Or:

- I have had the above health and safety policy read to me.
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions.

Signed: .....

Signature of person reading and explaining policy: .....

Date:.....

# Part C: Arrangements for health and safety

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## Appendix A

### The Construction (Design and Management) Regulations 2015 – Duties

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; Principal Designer; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Safety Director, and the co-operation of all members of management and staff is required.

#### Duty holders under the Regulations

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- Clients (all projects): anyone having construction work carried out on their behalf.
- Principal Designers must be appointed on all projects where there is more than one contractor engaged, to plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties, prepare and provide relevant information to other duty holders, liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
- Designers (all projects): those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the Function performed and not to a job title.
- Principal Contractors must be appointed to all projects where there is more than one contractor engaged. Principal contractors are usually the main or managing contractor and their role is to plan, manage and co-ordinate Health & Safety while construction work takes place.
- Contractors (all projects): businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well partnerships and the self-employed).
- Workers (all projects): all those who carry out work during construction, alteration, maintenance or demolition (e.g. bricklayers, scaffolders, plumbers, electricians and painters).

#### Clients Duties:

A client is an organisation or individual for whom a construction project is carried out. Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to the contractor, on a single contractor project or the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. The client has a major influence over the way a project is procured and managed. CDM 2015 makes the client accountable for the impact their decisions and approach have on health, safety and welfare on the project.

Where the range and nature of risks to health or safety involved in the work warrants it, the management arrangements will also include the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout, what is expected from the design team in terms of the steps

they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built.

If we occupy the position of Client we will take ownership of these arrangements and ensure they are communicated clearly to other duty holders. Where the construction work on site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days the project is notifiable to the HSE. We will give notice in writing to the Executive as soon as is practicable before the construction phase begins. We will prepare a clear "client's brief" as a way of setting out the arrangements. We will make sure that suitable arrangements for managing the project are in place by:

- Assembling a project team proportionate to the size of the project and risks arising from the work. Appointing Designers including the Principal Designer (in writing) and Contractors including the Principal Contractor (in writing).
- Ensuring the roles, functions and responsibilities of the project team are understood. Take necessary steps to ensure that any appointed principal designer and principal contractor comply with their separate duties by requiring regular written updates.
- Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion;
- Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- Ensuring all team members co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations.
- Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout.
- Ensuring that workers are provided with suitable welfare facilities for the duration of construction work and that there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensuring the arrangements for commissioning the new building and a well-planned hand-over procedure to the new user are in place.

#### **Principal Designer Duties:**

The role of Principal Designer (PD) is to plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project. The duties of the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If the PD appoints other designers, they are responsible for ensuring that the other designers have the relevant skills, knowledge, training and experience to deliver their work.

If we occupy the position of Principal Designer will manage health and safety during the preconstruction phase by:-

- Assisting with the project set up
- Assisting with compiling the pre-construction information
- Co-ordinating the pre-construction phase
- Co-ordinating other designers and overseeing design decisions
- Preparing the pre-construction information

We will fulfil our duties during the construction phase by:-

- Liaising regularly with the principal contractor

- Communicating regularly with the client
- Preparing the health and safety file

### Designers Duties:

A Designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

'Designers' can be architects, consulting engineers, interior designers, temporary work engineers, chartered surveyors, technicians, specifiers, Principal Contractors and specialist contractors.

Manufacturers supplying standardised products for use in any construction project are not Designers. However, the person who selects the product is a Designer and must take account of health and safety issues arising from the installation and use of those products. Designers' earliest decisions fundamentally affect the health and safety of construction work.

These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital to address health and safety from the very start.

If we occupy the position of Designer, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

In particular Designers should:-

- understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions
- have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design;
- check that clients are aware of their duties
- co-operate with others who have responsibilities, in particular the Principal Designer
- take into account the general principles of prevention when carrying out design work
- Provide information about the risks arising from their design.
- Co-ordinate their work with that of others in order to improve the way in which risks is managed and controlled.

### Principal Contractor Duties:

The principal contractor is the contractor in overall charge of the construction phase.

They are appointed by the client and there should only be one principal contractor for a project at any one time. The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site and must be capable of carrying out the role and have the right skills, knowledge, training and experience. This will depend upon the nature of the work and the range and nature of health and safety risks involved. The principal contractor is normally a contractor so will also have contractor duties.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. In particular:

As Principal Contractors we will:

- Ensure the construction phase is properly planned, managed and monitored
- Prepare a Construction Phase Plan which will outline the duties of Site Managers and set Key Performance Indicators against which the site will be measured.

- Implement the plan, including facilitating co-operation and co-ordination between contractors
- Review, revise and refine the plan and check work is being carried out safely and without risks to health
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times either by site security fencing with a lockable gate and adequate signage to inform members of the public, visitors and any other party that unauthorised access is forbidden
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken and the amount of personnel expected to be on site at any one time.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract;
- Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available afterward;
- Ensure safe working and co-ordination and co-operation between contractors by holding regular co-ordination meetings, which will include all contract Supervisors;
- Prepare and enforce site rules by informing all site personnel, via site induction, of the site rules, prominently displaying the rules on site and monitoring compliance.
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings to be part of the agenda for site meetings.
- Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records;
- Ensure that the workforce is consulted about health and safety matters. This will be achieved by adopting an open door policy and by instigating a feedback forum to be held after each regular Toolbox Talk;
- Display in a prominent position on site, the F10 (if applicable), Health & Safety at Work Law poster and a copy of the employer's liability insurance;
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE, where necessary, by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR
- Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF etc.) prior to the work commencing.
- Provide the Principal Designer with any information that is required for inclusion in the Health and Safety File by compiling relevant information throughout the project

#### **Contractors and Self Employed Duties:**

A contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a

contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety. They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. For all projects we shall:-

- If we are to be the only contractor on the project, we will check that the client is aware of their duties and whether they have any particular site rules or standards.

Prior to starting work on site we will:-

- Visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- Speak with the principal contractor to find out whether other work will take place at the same time as our work and agree how any interfaces with the other contractors will be managed.
- Ask the principal contractor whether there is any asbestos or other hazardous material on the part of the site we will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any intrusive work.
- Consider how long it will take us to organise our workers, and any plant and materials needed, so we can estimate when we will be ready to start.
- Check the proposed workforces' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workforce.
- Make arrangements to provide adequate supervision by supervisors with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities the principal contractor is providing in case we need to organise anything else.
- Check whether any first aid provided by the principal contractor is available to us and whether it will be sufficient for the work we are undertaking, the workforce involved and the location in which we are working. If no first aid is to be provided or if we consider the first aid cover to be inadequate we will make additional arrangements.
- Inform the principal contractor of any known health issues our workforce may have
- Communicate the method of work that our workforce must follow, particularly if the control measures are unusual or not obvious and focus on the work activities where there is most risk of injury or ill-health.
- We will share our method of work with the principal contractor or other contractors so they can take it into account when planning and organising their work by submitting a method statement, risk assessment or task sheet.
- Arrange for our workforce, plant and materials to arrive on site at the allocated time.

- Once on site we will manage the risks to the safety and health of our workforce and others who could be affected by our work by
- Setting a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it
- Ensuring our workforce receive site induction from the principal contractor. If there is no principal contractor then we will carry out the site inductions for our site team.
- Providing instructions to our workforce on what needs to be done and how we intend the works to be carried out, in which order and with what equipment, particularly when it involves working at height
- Providing supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work
- Briefing our workforce on what is expected of them, and consider any suggestions from them on better ways of working
- Ensuring your workforce is aware of what to do in the event of any likely emergency
- Ensuring our workforce is complying with the site rules and working in accordance with how the work was planned to be done
- Liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other plans
- Liaising with other contractors and the principal contractor and co-operate over reasonable suggestions for reducing risks to health and safety on the site.
- Carrying out regular checks on plant and equipment and, when necessary, maintaining, repairing or replacing it
- Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what we have installed at the end of our time on site.

#### Appointing Contractors:

When we appoint contractors or sub-contractors we will:-

- Check the health and safety capabilities of the people we plan to use
- Give them the health and safety information they need for the work
- Talk about the work with them before they start
- Make sure that we have provided everything agreed to (for example safe scaffolds, the right plant, access to welfare facilities and so on)
- Monitor their performance and remedy any shortcomings.
- For smaller jobs, we will look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.
- For more complicated or higher risk jobs, further enquiries will be needed. For this we will utilise our Pre-Qualification Questionnaire (PQQ) Document number MS37.

## APPENDIX B

### Information; Training, Consultation; Welfare; and Working Time

#### Health & Safety Information

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

We are advised by The Building Safety Group Ltd, which provides us with health and safety guidance, advice, support and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

#### Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- aware of their health and safety duties and responsibilities;
- competent to operate specialist tools, plant and work equipment;
- Adequately inducted.

Further training needs will be provided as identified necessary that are relevant to their work, and in conformance with this Policy.

#### Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Safety committee meetings are held quarterly and initiatives from employees for enhancing health and safety in the workplace are encouraged, and made through normal management channels Suggested items for discussion:

- Review of site inspection reports (Available from the BSG database)
- Accidents/Incidents
- HSE Enforcement action
- Current issues
- Legislative changes
- Review of systems
- Training and Competency
- Review of statistics (Available from the BSG database)

The safety committee will comprise of representatives from all tiers of the company. Minutes from these meetings will be communicated to all personnel with details of any action taken. In general the company operate an open door policy which encourages all staff to raise any concerns or issues with management.

#### Contractors

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

#### Welfare - Principal Contractor

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;

- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

### Working Time Regulations 1998

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

### Lone Working

The Company recognises that those working on the Company's business may face additional occupational risks related to lone working and will ensure lone workers are provided with effective supervision and support.

### Arrangements for Securing the Health and Safety of Workers

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing personal safety equipment, a mobile phone etc where this is felt to be desirable.
- During their working hours, all staff leaving the workplace (or working from home) should complete a 'Weekly Whereabouts' sheet.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

### Duties of Employees

Employees will:

- Take reasonable care of themselves and others affected by their actions;
- Follow guidance and procedures designed for safe working;
- Report all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Take part in training designed to meet the requirements of the policy; and
- Report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## APPENDIX C

### Safe Access; Traffic Management; Safety Signs and Signals

#### Safe Access

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
- Every place of work shall be made and kept safe for anyone at work there;
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there;
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely;
- Traffic routes will be suitable for purpose and the vehicles authorised to use them;
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained.

#### Traffic Management

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health. The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

#### Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with *The Health & Safety (Safety Signs and Signals) Regulations 1996*. They consist of:-

Warning signs	- Yellow triangular signs	e.g. "Overhead Power Lines", "Fragile Roof"
Prohibition signs	- Red round signs	e.g. "No Smoking", "No Entry"
Mandatory signs	- Round blue signs	e.g. "Eye Protection", "Safety Gloves"
Emergency signs	- Green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs	- Red rectangular signs	e.g. "Fire Extinguisher"

## APPENDIX D

### Work at Height; Scaffolding and Towers; Ladders; Roof Work; Falsework

#### Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height we will ensure that the *Work at Height Regulations 2005* are conformed with and ensure that:

- all work activities that involve work at height are identified;
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- all the necessary equipment to allow safe access to and egress from the place of work is provided;
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- regular inspections of all equipment required for working at height are undertaken;
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities; and
- Planning for emergencies and rescue are made.

#### Scaffolding and Towers

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced staff.

Where we are required to use scaffolding or towers we shall ensure that:

- they are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- a competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- the results of the inspection will be recorded in a prescribed format;
- 'Scaffold incomplete notices' will be displayed as required;
- ladders will be removed or secured to prevent unauthorised access after working hours;
- special scaffolds are subject of design or calculations;
- design drawings and calculations for special scaffolds shall be available on site for the information of the person carrying out inspections etc.;

- scaffolding will be secured against bad weather conditions and short boards secured down;
- edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired;
- no persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- when moving tower scaffolds they are pushed via the narrowest side at the bottom of the tower brakes will be set when used;
- the safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- materials will not be stored on working platforms so as to exceed the edge protection;
- all scaffold structures will be properly earthed where a risk of lightning strikes exists.

#### Ladders: including step-ladders and podium steps:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the *Working at Height Regulations 2005* has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:-

- used by trained and competent operatives only;
- subject of an inspection regime with records of inspections maintained;
- visually inspected by operatives before use;
- marked with a means of identifying them;
- Class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work;
- in good condition and free from defects;
- secured against movement;
- pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- rise at least 1 metre above a landing place;
- free from obstruction at their base area;
- used by only one person at a time;
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- maintain three points of contact at all times;
- not use the top 3 rungs when used as a work platform;
- not 'over reach';
- not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be:-

- suitable and sufficient for purpose;
- used on safe, level ground;
- used for short duration and light work;
- properly 'set up' and not inclined against walls etc.;
- Operative not to use top 2 steps or to over reach.

#### Roofing

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent, and be aware of the HSE document *HSG 33 'Health and Safety in Roof Work'*. Method statements will be prepared for the work and adhered to.

We shall ensure:-

- that all work at height is properly assessed and planned by a competent person;
- work at height will only be carried out by trained and competent operatives;
- that a safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means;
- a safe place of work will be provided with edge protection that conforms to the Regulations;
- the risks associated with fragile surfaces and falling objects are controlled;
- areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed;
- tar boilers will be fitted with fire resistant bases and sited appropriately;
- LPG cylinders will be located at least 3m away from the sources of heat;
- fire extinguishers will be available where tar boilers or hot work takes place;
- work at height will be only carried out if weather conditions permit it; and
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

#### Falsework

Falsework covers an extremely wide range of temporary support methods. In simpler and more commonplace situations, standard solutions (given in BS 5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of falsework will be clearly defined. *BS 5975* recommends that the main items for which responsibility should be established are:-

- the design brief;
- the concept of the scheme;
- the design, drawing out and specification of the falsework;
- the adequacy of the materials used;
- the control of erection, maintenance and dismantling on site;
- the checking of design and construction operations;
- the issue of a formal permission to load and dismantle the falsework.

Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. To comply with *BS 5975* a "Falsework Co-ordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The co-ordinator's duties include:-

- the co-ordination all falsework activities;
- ensuring that the various responsibilities have been allocated;
- ensure that a satisfactory falsework design is carried out;
- ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it;
- ensuring that checks are made at appropriate stages covering the more critical factors;
- ensuring that, during use, all appropriate maintenance is carried out;
- after final check, issue permission to load if this check proves satisfactory;
- when it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the falsework.

## APPENDIX E

### Demolition and dismantling

#### Demolition or Dismantling

Regulation 20 of Construction (Design and Management) Regulations 2015 states:-  
The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins.

- all persons involved in demolition work are competent
- all persons carrying out or supervising demolition works are suitably qualified
- all equipment used in lifting operations is fully tested and inspected
- loads do not become displaced or that equipment becomes overturned by thorough planning
- employees working in mechanical handling are suitably qualified
- employees are protected from harmful vibration
- all persons involved in demolition work are competent
- plant is regularly inspected and written reports compiled
- all support materials used are inspected and are of sound condition
- manual handling operations which might cause injury are prohibited unless a suitable assessment has been made and suitable control measures are in place
- suitable equipment and control measures are in place for all work at height
- employee's and others' exposure to hazardous substances, either naturally occurring or man-made, is prevented so far as is reasonably practicable
- any necessary work in confined spaces is carried out after a risk assessment and suitable control measures have been put in place
- any noise at work which is likely to cause injury is minimised.

## APPENDIX F

### Excavations and Earthworks; Confined Spaces Operations

#### Excavations and Earthworks

This organisation recognises that excavation is a hazardous operation.

'Excavation includes any earthwork, trench, well, shaft, tunnel or underground working'

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

- any excavation or part does not collapse;
- no material from the side, roof or adjacent to any excavation is dislodged or falls;
- no person is buried or trapped in an excavation by dislodged or falling materials;
- no part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
- construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
- at the start of the shift;
- after any event likely to affect its strength or stability;
- after any material unintentionally falls into the excavation;

- the person carrying out the inspection is satisfied work in the excavation can continue safely;
- tests will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found;
- safety helmets will be worn in and near excavations;
- information, instruction and training on the use of laser devices will be given;
- underground services shall be traced and steps taken to protect them;
- suitable precautions must be taken to prevent undermining or weakening of nearby structures;
- overhead power lines will be protected against accidental contact by machine;
- Underground services will be located and digging carried out by hand within 500mm.

### Confined Spaces Operations

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

It is the policy of the company to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- a risk assessment of the work will be completed;
- method statements will be compiled and available on site;
- permit to work and permit to enter schemes will apply;
- no entry into a confined space shall be permitted until we are satisfied that entry is safe;
- atmosphere testing will be continuous during the work within a confined space;
- appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- we maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
- We provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
- only suitably fit and trained personnel will be used in these operations; and

- Constant and competent supervision will be provided at the scene of operations.

## APPENDIX G

### Work Equipment and Lifting Operations

#### Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. In particular we will:

- maintain equipment in an efficient state, in efficient working order and in a good state of repair;
- ensure that all equipment and plant shall be inspected as required with records of inspections kept;
- ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary;
- ensure that persons are protected against dangerous parts of machinery;
- ensure that equipment will only be used in a stable or stabilised condition;
- suitable and sufficient lighting to be available if necessary;
- ensure employees are not carried on mobile work equipment unless it is so designed and equipped;
- ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order;
- ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts; and
- Ensure appropriate personal protective equipment is provided and worn.

#### Lifting Operations

The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects. In particular we will ensure:

- all lifting operations will be planned and supervised by a competent person;
- a method statement will be prepared before any lifting operations are commenced;
- lifting equipment will only be operated by competent and authorised personnel;
- evidence of thorough examination of all lifting equipment must be provided;
- structures and ground surfaces from which lifting equipment will operate will be suitable for purpose;
- slingers and signallers will be trained and authorised;
- barriers and fencing will be erected to protect operatives and members of the public during lifting operations;
- safe working loads must be clearly displayed and not exceeded; and
- routine inspections will be carried out every 7 days and recorded.

## APPENDIX H Protection of the Environment

### Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System. We are accredited to BS EN ISO 14001 for our Environmental Management System.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

## APPENDIX I

### First Aid

First Aid arrangements shall be in compliance with *First Aid Regulations 1981* and the Approved Code of Practice. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements shall be assessed as part of the welfare requirements.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

## APPENDIX J

### Personal Protective Equipment

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the *Personal Protective Equipment Regulations 2002*), to ensure it is properly maintained and that employees are provided with adequate information, instruction and training.

The implementation of this policy requires the co-operation of all members of management and staff.

The company will, in consultation with workers and their representatives:

- ensure PPE requirements are identified when carrying out risk assessments;
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- carry out an assessment to identify suitable PPE;
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- ensure PPE is available to all staff who need to use it;
- provide adequate accommodation for correct storage of PPE;
- provide adequate maintenance, cleaning and repair of PPE;
- inform staff of the risks their work involves and why PPE is required;
- train staff in the safe use and maintenance of PPE; and
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as instructed.

## APPENDIX K

### Control of Substances Hazardous to Health Regulations (COSHH) 2002

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:-

- Step 1** Having consulted the material safety data sheet or safety label, assess the risks to health arising from hazardous substances used in or created by your workplace activities.
- Step 2** Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.
- Step 3** Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.
- Step 4** Ensure that control measures are used and maintained properly and that safety procedures are followed.
- Step 5** Monitor the exposure of employees to hazardous substances, if necessary.
- Step 6** Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.
- Step 7** Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.
- Step 8** Ensure employees are properly informed, trained and supervised.

## APPENDIX L

### Health Surveillance, Noise, Asbestos, Management of Stress

#### Health Surveillance

##### *General*

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures may include:

- simple methods, such as looking for skin damage on hands from using certain chemicals;
- technical checks on employees, such as hearing tests;
- More involved medical examinations.

Some health and safety regulations also require employers to provide health surveillance for their employees.

The company recognises its duty to make arrangements for health protection and surveillance to be conducted and employees are required to co-operate. There may be requirements for health surveillance to continue even after cessation of the exposure, but this is for diseases that have a long latency period (such as asbestos-related disease).

It is our policy to:

- Carry out risk assessments under the *Management of Health and Safety at Work Regulations* and any other applicable Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

##### **Noise**

The *Noise at Work Regulations 2005* will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB (A) areas affected will be established, signed and protected against unauthorised entry. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB (A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

Records will be kept of exposure assessments, information, instructions and training provided, employees trained.

## Asbestos Containing Materials

### General

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

### Arrangements for Managing Asbestos in the Workplace

A Refurbishment and Demolition Survey will be carried out before commencing any work on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary ACMs will be removed prior to commencing any work.

### *If we uncover or damage asbestos materials*

If suspect materials are discovered during the course of the works then we shall follow the guidance given in 'Asbestos Essentials EM1' i.e.:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.

### Management of Stress

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- job content,
- working environment,
- relationship with others at work,

- excessive workload or working hours,
- inadequate training
- Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

## **APPENDIX M**

### **Site Emergency Procedures; Site Safety – Clients and Other Persons**

#### **Site Emergency Procedures**

Wherever we control the site, the Site Manager will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include:

- adequate fire precautions and the production of a fire risk assessment;
- that emergency procedures and contingency plans are established for dealing with such risks;
- ensuring that employees are familiar with and understand the procedures providing training as necessary;

- the control and use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.;
- our Site Manager will ensure that our employees are familiar with, understand and comply with the procedures.
- hot work will only be carried out under a 'hot work permit' scheme;
- gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted;
- a safe system of refuelling plant and portable tools, including a designated refuelling area which is situated away from any inflammable materials.

Wherever the company act as Contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

#### Site Safety – Clients and other persons

- strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not;
- where building works are carried out in conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works:
  - where possible, building work should be separate to that of the client's activity;
  - should clients and client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- assessment of hazard and risk will be carried out in respect of any work activity;
- management will monitor control measures and review the assessment as necessary;
- effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly;
- information, communication and control measures are essential matters, which need to be discussed with clients at regular meetings;
- care in detailing design should be applied to minimise any health and safety risk;
- a safe method of work will be planned and put in place prior to work commencing;
- any hazards, risks or unsafe matters identified should immediately be brought to the attention of the Site Manager for necessary action;
- all accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken;
- in the event of an incident or accident to client personnel or member of the public the Safety Adviser will be informed and carry out an investigation and report, if necessary;
- any fire plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

## APPENDIX N

### Office Health and Safety ; Visual Display Screens ; Office Fire Emergency Procedures

#### Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials;
- Protecting against or eliminating trailing electrical cables;
- Closing filing cabinet drawers;
- Keeping staircases and fire exits clear and unobstructed;
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established;
- Chemical hazards will be subject of COSHH assessments;
- Electrical hazards will be minimised by ensuring:-
  - that all cables and connections are maintained in good condition;
  - equipment is properly earthed and correctly fused;
  - sockets are not overloaded;
  - water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months

#### Visual Display Screens

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections;
- Adequate space to be provided to allow postural changes and leg room;
- All work stations should be tailored to suit individual operators and records of training kept;
- Equipment provided must be appropriate to the task;
- Work surfaces must allow for flexible arrangements;
- Work chair to be adjustable and have 5 points of contact with the floor;
- Footrest to be provided if required;
- User to take frequent short breaks away from the screen area;
- Eye sight test to be provided at request of user;
- Damaged or faulty equipment will be taken out of use and reported to management.

#### Office Fire Emergency Procedures

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;

- All staff will be instructed in the 'emergency evacuation' procedures;
- Fire and emergency escape plans are displayed throughout the office which clearly identifies the escape routes from the building in the event of an emergency. These plans identify the locations of the fire alarm points, fire extinguishers, fire blanket and the first aid kit.
- Emergency evacuation drills will be carried out and recorded;
- Alarms and fire fighting equipment will be serviced and maintained and service details recorded on each fire extinguisher.
- The names of all staff members are clearly displayed on a signboard located on the door opposite the main reception desk, with an 'in' and 'out' tag against each staff member. This is clearly visible from the reception desk. On entering the office, each member of staff updates this board to indicate their presence in the office.
- Visitors are required to sign the visitors record their presence in the office and to 'book in' and 'book out'. The visitor book is located on the main reception desk and it is the responsibility of the person on the reception desk to ensure that all visitors sign in and sign out. Visitors will be escorted from the office in the event of an emergency;
- In the event of an emergency evacuation it is the responsibility of the person on the reception desk to ensure that all members of staff who are in the office have left the building and that all visitors are escorted from the building.
- Fire hazards will be minimised by:-
  - keeping fire doors closed,
  - keeping fire extinguishers in place,
  - keeping paper and other flammable materials to a minimum, and
  - a 'no smoking' policy in conformance with the *Smoke-free (Premises and Enforcement) Regulations 2006*.

## APPENDIX O

### Driving of Motor Vehicles on Company Business

#### Company Cars, Vans and Lorries

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol; take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency vehicle arrives

#### Fork Lift Truck Safety

- Fork lift truck operations will comply with the Lifting Operations and Lifting Equipment Regulations 1998.
- Fork lift trucks will be selected that are suitable for purpose.
- Fork lift trucks will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Fork lift trucks will be immobilised and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service
- We will ensure a safe system of refuelling fork lift trucks is in place at all times.
- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
- All incidents or accidents involving fork lift trucks will be reported to the supervisor.

## APPENDIX P

### Working with Lead

Exposure to lead is potentially dangerous and the *Control of Lead at Work Regulations 2002* have been introduced to minimise those risks. The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead. Where engineered solutions to the control of this exposure cannot be achieved, operatives will be provided with the necessary respiratory protective equipment and protective clothing.

Wherever our operatives are exposed to significant exposure to lead, we will carry out medical surveillance consisting of initial screening followed by blood tests etc. as required by the Regulations.

Where there is a possibility that our operatives are likely to be exposed to lead, a risk assessment of that exposure will be carried out.

Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.

Where lead is known to be in paintwork requiring stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.

If hot work or abrasive methods are used for stripping paint, then the lead in air levels will be monitored and appropriate personal protective equipment issued and used.

Where exposure to lead is unavoidable then the *Control of Lead at Work Regulations 2002* applies and the Approved Code of Practice will be complied with.

All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.

Lead can also be found during demolition, refurbishment work and industrial re-roofing. In these instances build up of lead in the system is a possibility and health surveillance appropriate.

There are two action levels referred to in the Regulations. 'Action levels' and 'Suspension levels'. 'Action levels' are initiated when concentrations of lead in blood measured as a number in micrograms of lead for each decilitre (100 millimetres) of blood. If these are reached or exceeded we will :-

- Carry out an investigation to find out why;
- Review our control measures; and
- Take steps to reduce the operative's blood / lead concentration.

'Suspension levels' are concentrations of lead in blood (or urine) at which further exposure to lead must be prevented we will:-

- maintain health surveillance records for at least 40 years; and
- conform to the HSE guidance contained in **HS(G)53**.

## APPENDIX Q

### Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)

#### Storage and Use of Highly Flammable Liquids (HFL)

- *The Dangerous Substances and Explosive Atmosphere Regulations 2002* will be complied with at all times.
- Containers of all HFL's will be identified and properly marked.
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

#### Storage and Use of Liquefied Petroleum Gases (LPG)

LPGs (butane and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- The company complies with the *Dangerous Substances and Explosive Atmospheres Regulations 2002*.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- Except for special applications, LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Suitable fire extinguishers shall be in place.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with suitable fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:-
  - gas turned off at cylinder valve;
  - all doors and windows opened;
  - area will be vacated and Site Manager to be informed; and
  - electrical switches and telephones WILL NOT BE OPERATED.
- In the event a cylinder catches fire, the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

## APPENDIX R

### Electrical Equipment and Work

The *Electricity at Work Regulations 1989*, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

#### Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

1. Practical experience in working with electricity and an adequate knowledge of hazards.
2. Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
3. The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

#### General Safety Precautions

The risk of sustaining an electric shock can be reduced by adopting the following practices:

1. A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
2. Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
3. Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
4. Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
5. The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
6. On no account must a three-phase socket outlet be used to supply single-phase apparatus.
7. Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).

8. If it is possible to do so, we shall always use low voltage equipment.
9. The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

### Portable Equipment

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections i.e. 3 monthly may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example, in workshops and in site work, etc. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

Visual inspections by the user: Daily or before use of all hand held tools - including plugs and sockets cables, etc.

Wherever possible, persons using items of privately owned electrical equipment in a company building or construction site should ensure that each item is inspected and tested for electrical safety.

### Underground power cables

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

### Overhead power lines

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, '*Avoidance of danger from overhead electrical lines - GS6*'.

## APPENDIX S

### Manual Handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
  - The task;
  - The load;
  - The working environment;
  - Individual capacity;
  - Other factors that may affect the activity; and
  - Make full and proper use of handling aids
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

## APPENDIX T

### Risk Assessment

#### General Statement

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

#### Arrangements for Securing the Health and Safety of Workers

##### 1. Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or

reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

## 2. *Assessment of Risk*

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

### a. Likelihood

Whether the likelihood of the harm arising from the hazard is:

- i. unlikely;
- ii. likely;
- iii. highly likely.

### b. Severity

Consideration will be made of whether the severity of harm from the hazard is likely to be:

- i. slightly harmful;
- ii. harmful;
- iii. very harmful.

Reference will be made to accident book records, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

## 3. *Those at Risk*

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc are likely to be exposed, additional consideration will be given.

## **Managers' and Supervisors' Duties**

Managers or supervisors must ensure:

- a. assessments are carried out where relevant and records are kept;
- b. control measures introduced as a result of assessments are implemented and followed;
- c. employees are informed of the relevant results and provided with necessary training;
- d. any injuries or incidents lead to a review of relevant assessments;
- e. employees adhere to safe systems of work;
- f. safety arrangements are regularly monitored and reviewed;
- g. employees identified by the assessment as being at risk are subjected to appropriate health surveillance;
- h. special arrangements are made, where necessary, for vulnerable persons.

## **Employees' Duties**

Employees must ensure:

- a. they report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
- b. they comply with all instruction and training;
- c. their own health and safety is not put at risk when carrying out work activities;
- d. they use equipment and machinery in accordance with instruction and training;

- e. any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

### **Information and Training**

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

## **APPENDIX U**

### **Protection of Young Persons**

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as Slinger/Signaller/Banksman in lifting operations.

## **APPENDIX V**

### **Migrant Workers**

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK's health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- The worker's language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
- The level of information, instruction, training and supervision required in relation to the work;
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
- Perception of risk and the extent to which this may differ due to experience of another country's health and safety workplace culture;
- Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment.

These may include:-

- Ensuring each individual's competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- Appropriate levels of information, instruction and training in their own language.
- Ensuring they are supervised by a competent person who is bilingual.

## APPENDIX W

### Accidents/Dangerous Occurrence Procedures

Persons who are injured at work are responsible for entering those details in an accident book or ensuring that such details are recorded on their behalf. All such incidents will be reported to site management. Accident books will be compliant with the requirements of the Data Protection Act 1998

Where required, we will notify the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

In the case of a major accident or dangerous occurrence the Site Supervisor will telephone:

- The Safety Director, or
- The Managing Director,
- The Health and Safety Executive and
- The Building Safety Group Limited.

Arrangements will be made for a Safety Adviser to investigate the incident if circumstances merit it and prepare a written report if necessary.

### Accident and Emergency Procedures – Principal Arrangements

- Personnel trained in First Aid to be available on site at all times.
- Fully equipped first aid container, eye wash, etc. shall be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- A fire plan will be produced and displayed on site.
- Details of the fire plan will be included within site induction.
- Operatives will be instructed as to their duties i.e. how to:-
  - raise the alarm,
  - fight the fire – if appropriate and safe to do so,
  - escape and evacuate the premises,
  - go to the assembly point.
- Adequate storage will be provided in respect of highly flammable liquids, materials, fuels and liquid petroleum gases that comply with the appropriate regulations.

## APPENDIX X

### Smoking Policy

We will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the company's offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

## APPENDIX Y

### Misconduct Subject of Disciplinary Procedures:

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment

## APPENDIX Z

### The Control of Vibration at Work:

We will conform to the Control of Vibration at Work Regulation 2005. Where such exposure to vibration is likely appropriate risk assessment will take place for job specific activities. In addition to this we have, and will continue, to profile all staff who are likely to be exposed to this risk and carry out specific health surveillance as appropriate.

Hand-arm vibration (HAV) is a widespread hazard for employees in construction. HAV exposure at work can arise from the use of hand-held power tools (such as grinders or hammer drills), hand-guided machinery (such as lawnmowers and plate compactors) and hand-fed machines (such as pedestal grinders). Prolonged and regular exposure to this vibration can affect the operator's health. But the risks from vibration can be controlled and employees can be protected from ill health caused by vibration. To protect employees, and to comply with the Vibration Regulations, we have assessed the risks from vibration and have and will continue to control them.

The Vibration Regulations are designed to protect against risks to both health and safety from hand-arm vibration, ie the risk of HAVS and carpal tunnel syndrome in those exposed, and situations where vibration may affect the ability to safely handle controls or read indicators, or where it may interfere with the stability or security of structures.

The Health and Safety (Training for Employment) Regulations require trainees on relevant work training schemes in the workplace (but not those on courses at educational establishments such as universities or schools) to be treated as the employee of the person whose undertaking is providing the training. Our duties towards trainees will include all the requirements of these Regulations including assessment and control of risks, provision of health surveillance, provision of information and training and consideration of whether any trainees might be at particular risk.