

Health & Safety Policy Statement

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Introduction

The following statements within this document define and establish our Health and Safety Policy which is designed to control all areas of risk arising from all our work activities which may affect employees, others or members of the public.

This Policy details individual responsibilities and safe working practices and provides procedures to monitor the effectiveness of the Policy.

It is the intention of Inglenorth Contracting Ltd to manage the Health & Safety on all its projects with minimum risk and to prevent injury to health of any operatives/employees or any other persons affected by the operations. The effective implementation of this Policy requires the active participation from all levels of management and all parties contracted or sub-contracted to carry out any works together with any specialist operatives/employees to provide a safe place of work, which complies fully with Health, Safety and Environmental guidelines.

Inglenorth Contracting Ltd have a devoted commitment to the Environment, our Environment Policy accompanies this document.

Health & Safety Policy Statement

The Directors of Inglenorth Contracting Ltd recognise that they hold the primary responsibility for the health and safety and welfare at work of all its employees, whether they are at work on company premises or undertaking company business elsewhere.

This responsibility extends to a duty of care to cover other persons not employed by but on the premises or to those carrying out company business.

Inglenorth Contracting Ltd undertakes to conduct its business in such a way as to ensure that all reasonably practicable steps are taken to minimise the risk to clients/customers and members of the general public.

Inglenorth Contracting Ltd will comply with all statutory requirements under the Health & Safety at Work Act 1974 and any subsequent legislation that may be introduced. Inglenorth Contracting Ltd will so far as reasonably practicable:

- Employ persons who are competent in the work for which they are engaged and not a danger to themselves or to others.
- Provide such information, instruction, training, and supervision as is necessary to promote the health, safety, and welfare at work of employees.
- Provide and maintain equipment with which to work.
- Ensure safety and minimisation of risks to health, in connection with the use, handling, storage and transportation of articles and substances.
- Ensure that all employees are aware of the Company's attitude to health & safety and safety rules.
- Provide and maintain a working environment with minimum risks to health and safety which is adequate, with regard to facilities and arrangements for health and welfare.
- Instigate, provide, and maintain safe and proper methods and systems of work to minimise risk to health and safety.

It is recognised that all employees have a responsibility while at work to:

- Take reasonable care for the safety of themselves and any other person who may be affected by their acts or omissions at work.
- Comply with any duty or requirement imposed or laid down by the Company whether statutory or not, in the interest of safety, health and welfare.
- Refrain from the wilful misuse, interference, or removal of anything provided in the interest of health, safety and welfare and any action that might endanger themselves or others.

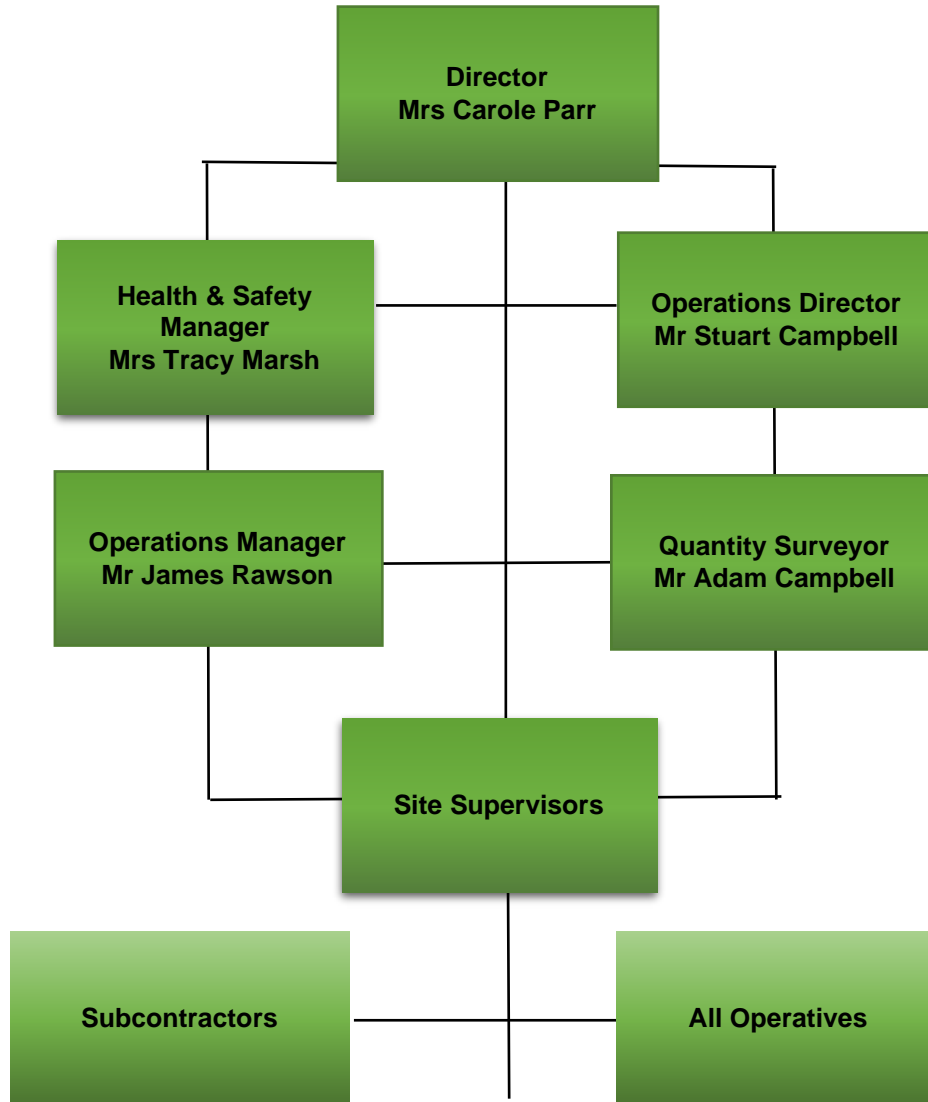
For and on behalf of Inglenorth Contracting Ltd:



Signed: Date: 4th January 2024

Mrs. Carole Parr – Director.

Company Health & Safety Organisation Chart



The overall and final responsibility for Health and Safety in the organisation is that of the Director(s), Mr Carole Parr, and Mr Stuart Campbell.

The above forementioned Director(s) are responsible for this policy being carried out.

Mr Stuart Campbell and Mrs Tracy Marsh form part of the safety committee who meet on a quarterly basis.

All staff have the responsibility to cooperate with the management named above to achieve a healthy and safe workplace and to take care of themselves and others.

Other delegated responsibilities are set out in specific areas of this policy.



All Employees

- Be familiar with the Company Health and Safety Policy
- Conform to safe working practices adopted by the Company.
- Conform to instructions given by site supervision / Safety Manager.
- Follow all Company and site safety rules.
- Take maximum care of any safety devices or personal protective equipment issued to them.
- Ensure that all hazardous substances are handled strictly in accordance with the requirements of the COSHH assessment. If in doubt – do not use.
- Operate equipment only when trained and authorised to do so.
- Report any defect in equipment to immediate supervisors and ensure that it is in a safe and secure state when left unattended.
- Do not carry out any work activity, which appears unsafe. Stop immediately and report to your supervisor.
- Report all incidents, which could result in personal injury or property damage.
- Develop a concern for safety both personally and for others and, particularly, for new employees and young persons.
- Co-operate with the Company in maintaining a safe working environment and contribute to reducing accidents.
- Report personal industrial injuries or industrial diseases to immediate supervisors and ensure that first aid treatment is received.
- Refrain from horseplay or abuse of welfare facilities.
- Suggest ways of eliminating hazards.
- Employees must not use, possess, conceal, transport, promote, or sell prohibited substances whilst on Company premises, in Company vehicles, on client premises or at the work site.
- Employees must not report for work under the influence of prohibited substances or consume alcohol in the office or on site.
- Set a personal example at all times.

Fire Warden

- In the event of the fire alarm being raised, fire wardens/ appointed person should ensure that all persons have evacuated the building.
- Ensure the emergency services are called and address of company and nature of fire is conveyed to them.
- They must make a clean sweep to physically check all area's including offices, meeting rooms, toilets computer rooms, storerooms, kitchens, canteens, workshops, stores and any other location where a person could be clear.
- If they find any person, they must instruct them to leave the building immediately no matter what their rank or position, assist them if required. If they refuse or cannot leave due to a disability do not endanger yourself but report the situation to the Fire Service at the assembly point.
- Before opening any door which you cannot see through, feel to see if it is warm, if it is, do not open it but report it to the Fire Service. Do not do anything that will endanger you or any other person, if you are not sure, get out, and report it as above.
- They should make periodic checks of fire doors, fire exits and routes, fire extinguishers to ensure all are clear and working satisfactory.

First Aider (Appointed Person)

- Ensure First Aid facilities are provided and maintained and made available to staff and visitors.
- Provide assistance to all those who require First Aid treatment.
- Call the emergency services should further assistance be required.
- Ensure statutory notices are displayed.
- Ensure all accidents are recorded in the company accident book.
- Ensure that dangerous occurrences, cases of ill health, near misses are reported to the Manager responsible for Health & Safety.



Arrangements Section

Accident Reporting Procedure

Accidents can be reported by the following methods:

- By Internet reporting use hse.gov.uk
- The specific F2508 form to be used is set out and available online.

The person responsible for investigating accidents: Health and Safety Manager (Tracy Marsh)

Person responsible for ensuring the accident record book is kept up to date is the Health & Safety Manager (Tracy Marsh).

The "Accident" book is located within the main office.

The following notes reflect the current legal requirements prescribed by Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Health & Safety (First Aid) Regulations 1981.

These notes give a brief summary only of the legislative requirements and more information must be sought if there are any doubts.

Note also that in addition, Schedule 3 of RIDDOR lists 42 diseases or medical conditions, which are notifiable.

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. All accidents, and incidents which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the company accident/incident report forms.

Accidents must also be reported to their Line Manager / Supervisor who will ensure that the Director(s) or nominated deputy is made aware of the circumstances and consequences of any accidents or incidents.

The Director or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

Alcohol and Drugs

Attending work whilst under the influence of alcohol or drugs is strictly forbidden.

Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work and may be required to provide a random alcohol or drug test sample. Following the investigation stage and depending on the outcome of the investigation may be subject to the company disciplinary procedure

Prescribed drugs may also have an adverse effect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects and are required to notify their Line Manager or Supervisor if medication is likely to affect their performance at work

House Keeping and Premises Action

The employed cleaners are responsible for the general cleaning of the office together with cleaning the kitchen area and the toilets.

The workshop operatives are responsible for the general cleaning of the workshop and yard; this includes general clean ups throughout the work periods. All staff are required to use the facilities provided for cleanliness.

The cleaners are responsible for emptying buckets and putting contents into waste disposal bags provided Workshop operatives undertake general clean ups throughout the work periods.

It is the responsibility of all staff to ensure that the canteen is kept in a sanitary condition.

Is kept kitchen area no other type of materials shall be stored here.

It is the responsibility of all staff to ensure that the toilets are kept in a sanitary condition.

Office area, all filing cabinets must be left closed.

Boxes must not be stacked too high.

Workshop benches drawers and doors must be left closed. Materials in use must not be stacked too high.

All doors must be marked up with appropriate signs for action. Keep workplaces tidy and free from obstruction.

In the event of breakdown, only suppliers / authorised / repairers should attempt to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

Checking Workshop Equipment

In the event of breakdown, only suppliers / authorised / repairers should attempt to effect repairs. No items of equipment should be left in a place, which could be deemed dangerous.

Auditing and Monitoring

Inglenorth Ltd will undertake both active and reactive monitoring to see how effectively the Health & Safety Management System is working and measure the company against its long-term goals and objectives.

Active monitoring will involve looking at the premises, plant and substances, along with people, works procedures and systems.

Reactive monitoring will be carried out through the investigation of accidents and incidents to discover why controls have failed.

The auditing and review of Health & Safety performance, required by the Health & Safety at Work Act 1974 along with the company's commitment to continuous improvement, will be carried out from the



results of monitoring and independent audits, and will be systematically reviewed to see if the management system is achieving the right results.

Comparisons will be made from internal performance indicators and the external performance of organisations with exemplary practices and high standards.

Electrical Equipment / Portable Appliance Testing (P.A.T)

The company is aware that The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition.

The frequency of inspection and testing depends upon the type of equipment and the environment it is used in.

A record and / or labelling is undertaken for monitoring and reviewing the effectiveness of the maintenance scheme – and to demonstrate that a scheme exists.

All staff should always remain vigilant and report any faults or loose connectors, to management who will arrange remedial action.

All Equipment to be used in compliance with manufacturer's instructions. Any extension leads permanently placed in what could be deemed a hazardous position, must be secured with cable guards, and incorporate the use of an RCD unit.

Electrical Equipment (Office):

- Require to be PAT tested every two years.
- Hard Wire Testing: Every five years

Electrical Equipment (Workshop area)

- Require to be PAT tested annually (hand tools should be tested every three months)
- Hard Wire Testing: Every five years
- Special note: High usage equipment should be tested every six months.

Inglenth Contracting Ltd will have a competent member of staff check all Electrical Equipment throughout the whole company, as per the above recommendations using a PAT tester, with records kept.

Machinery / Plant Maintenance

All staff should always remain vigilant and report any plant and machinery / plant faults to management who will arrange remedial action. All machinery will receive maintenance and records kept in accordance with the Provision and use of Work Equipment Regulations 1998 (PUWER 2)

Michael Burns will ensure that all Plant / Equipment is maintained in line with manufacturer's instructions and legislative standards and for ensuring all new equipment meets suitable legislative standards prior to purchase.



Scaffolding / Tower Components Checks

All staff should always remain vigilant and report any tower scaffolds - scaffolding components or board faults to management who will arrange remedial action. All scaffolding elements receive regular safety condition checks and records kept.

On Site Working

All on site working are managed by the Site Managers / Site Supervisors / Health & Safety Manager. A pre-start meeting will be held prior to the start of each project and toolbox talks will take place at regular times throughout the works phase. Key hazards and risks will be discussed fully, and any safety control required will be instated. Risk assessments for all identified hazards will be issued / explained and acknowledged by all company operatives prior to the start of the works.

Information, Instruction and Training

Inglenth Contracting Ltd will ensure that employees are provided with suitable training to enable them to carry out their duties safely and without risk to their health.

Such training will be provided on induction and periodically throughout employment to take account of changes which may result from new technology, new procedures, or any other factor. Records will be maintained of training provided to employees with refresher training dates detailed on the Company Training Matrix.

The person responsible for the training is the Health and Safety Manager. The Main training requirements for Inglenth Contracting Ltd lie within the office, the workshop / yard areas, and while carrying out client / works / maintenance activities etc.

The general administration team will ensure that all employees receive full induction training and that all training is monitored.

I.T. in general, Display Screen Equipment, Manual Handling, Machinery Safety, PPE, COSHH, Slips, Trips, Falls, General Safety Measures etc.

Specific Health & Safety training will be provided by PERSES Ltd (as required).

Records of all training are kept and updated as required. E.g., New equipment /machinery, staff turnover, new legislation etc.

Visitors and Third Parties

All visitors are required to be signed, in and out of the premises. Meeting hosts are responsible for ensuring that their visitors know what action to take in the event of a fire-alarm or incident.

Meetings held with Disabled persons should be held where possible on the ground floor.

Meeting hosts should act as a "buddy" when they have a visitor with special needs and ensure they are assisted in the event of a fire-alarm or incident. Contractors must supply a method statement and an estimated time for their works.



Asbestos

The company ensures that prior to starting any works, information is ascertained from the property owner / duty holder of the site location in relation to the "Asbestos Register" and if any asbestos containing materials have been identified. Clarification is also ascertained as to which level of asbestos survey was undertaken. An individual asbestos policy is issued to all employees during their induction training.

The Company should note the requirements of the Health & Safety at Work act 1974 and the Control of Asbestos Regulations 2012. Alterations and refurbishment work often carries with it a risk of exposure to asbestos particularly when the building being worked on was constructed more than 20 years ago. Despite careful planning and even following the controlled removal of asbestos it may still be discovered.

From 6 April 2012, some non-licensed work needs to be notified to the relevant enforcing authority and brief written records should be kept of non-licensed work, which must be notified e.g., copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

Some modernisations of language and changes to reflect other legislation, e.g., the prohibition section has been removed, as the prohibition of supply and use of asbestos is now covered by REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006).

Health Surveillance

Where appropriate for the protection of health of employees, the company will ensure that such employees are under suitable medical surveillance.

Health surveillance is considered appropriate in the following circumstances where employees are at risk from:

- noise or hand-arm vibration
- solvents, fumes, dust, biological agents, or other hazardous substances
- asbestos or lead
- ionising radiation
- operating VDU's (RSI, ULD)

Employee health records will be kept for at least 40 years from the last date of entry and should be offered to the enforcing authority if the employer ceases trading.

On reasonable notice being given, the employer shall allow any of their employee's access to the health record which relates to him/her.

All company operatives complete an annual health check form.

In the event of any additional health checks being required a third-party medical specialist will be used.



Fire and Emergency

The company is aware of its duties to provide a safe place of work for its employees and other visitors and will ensure that:

- All fire exits and fire escape routes are kept clear and suitably maintained
- There are an adequate number of suitably maintained fire extinguishers available.
- There are trained members of staff to deal with a fire or emergency and ensure safe evacuation
- Suitable fire precautions in place to ensure sources of ignition and fuel are kept apart and sources of fuel are kept to a minimum

The company will arrange for a Fire Risk Assessment to be carried out by a suitably qualified person or company.

First Aid

The company will maintain adequately first aid facilities which will include qualified first aid personnel and or appointed persons and a suitably stocked first aid kit which will be kept readily available in the main office and or site office. The identity and location of qualified first aiders will be brought to the attention of all employees.

Any Injuries, Accident or Dangerous Occurrences must be reported immediately to a safety advisor or Manager so that a thorough investigation can take place with a view to preventing their recurrence.

Any injury must be treated at once by a trained first aider. If none is available, an appointed person will take charge of the situation and ensure that suitable treatment is speedily arranged for the injured parties. Whenever first-aid treatment is given on Company premises or on site, full details must be entered into the Accident Book.

COSHH – Control of Substances Hazardous to Health

In accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), the company will ensure that employee exposure to hazardous substances is prevented or adequately controlled.

Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce.

All COSHH related substances are stored in a metal cupboard in room adjacent to the main office. Hazard sheets for all substances used are identified and held within a separate company file. All staff will be supplied with COSHH risk assessments specific to their particular job activity. Tracy Marsh is responsible for carrying out all COSHH assessments and ensuring all actions identified are implemented and will check the safety implications of all new substances before they are incorporated into the workplace.



Welfare Arrangements

The Company will provide welfare arrangements in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 as amended, and the Construction (Design and Management) Regulations 2015.

Where work is within a client's private dwelling, the Company will, prior to the commencement of work, ascertain as to whether the client will allow its employees the use of their welfare facilities. Where the work is carried out on an active site, welfare arrangements will be the responsibility of the Principal Contractor.

Young Persons

The employer shall ensure that young persons (under eighteen years of age) employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured.

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young people are prohibited from doing work which:

- Is beyond their physical capacity
- Could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health
- Could expose them to harmful radiation
- Involves accident risks which cannot be recognised by young persons; and which involves
- Risks to health due to extreme heat or cold, noise or vibration

Where the persons are under the minimum school leaving age, the employer must provide information on risks and control measures to parents/guardians before work starts.

Wherever young people, especially those below the minimum school leaving age, are exposed to hazards at work, these must be controlled, and adequate supervision must be provided at all times by competent people.

Before young people start work, they must receive effective Health & Safety induction training, including information on:

- The company's policy
- Their personal responsibilities
- Common hazards in the workplace
- Information on how to protect themselves
- Who to go to for advice?
- What to do if things seem unsafe

Generic risk assessments must be carried out before employing young persons. Things taken into consideration must include:

- The fitting-out & layout of the workplace and the site where they will work
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent
- What types of work equipment will be used and how it will be handled?

- How the work processes involved are organised
- The need to assess and provide Health & Safety training
- Risks from the agents, processes, and work

These risk assessments will be reviewed if the nature of the work changes or there is reason to believe that it is no longer valid.

Lone Working

The company will avoid the need for its employees to undertake lone working whenever possible, when this is unavoidable the company will assess risks to lone workers and take steps to avoid or control risk where necessary.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Consultation with Employees

There are regular health and safety meetings with all staff together with the dissemination of information via notice boards etc. There is regular consultation with the company safety representatives. All consultation is targeted to be delivered in good time. An individual policy in relation to consultation with employees is issued to all employees during their induction training.

General Safety Rules

- Employees must also adhere to the following:
- The Company Safety Policy, work permits where applicable, emergency procedures and other procedures **must** be followed.
- All employees whether directly employees or sub-contracted must undergo an induction prior to commencement of work.
- It is forbidden to possess or consume alcohol, drugs, intoxicants or other illegal substances in the Works or on site or to be under their influence such that safety at work is jeopardised.
- It is forbidden to indulge in horseplay, fighting or malicious damage.
- **ALL** injuries, fires, accidents or near misses must be reported to your senior manager immediately.
- Method Statements must be strictly adhered, including the use of equipment and personnel protection. In the event that they cannot be complied with, work must stop, and your manager informed, and the method statement reviewed, and any changes authorised prior to recommencing the task.
- Smoking or Vaping is not permitted in the canteen, office, kitchens, toilets or any substantially enclosed building. Specific smoking areas will be designated and identified Smoking, or any naked flame is strictly banned during the use flammable or explosive substances.



- Barricades and hazard notices must be maintained and obeyed.
- Equipment will only be operated or repaired by trained and competent personnel.
- Incorrect or faulty tools, equipment or plant must not be used; defective equipment must not be used and must be reported to a senior person immediately.
- Standard issue of Personal Protective Equipment (PPE) i.e., Safety Footwear and Hearing Protection must be worn when rules dictate by management. Additional PPE such as safety glasses and gloves may be required with particular tasks and must be worn when directed.
- Spillages are to be reported or cleaned up immediately.
- Fire exit and fire exit routes are to be kept clear at all times.
- Employees are to co-operate with management on all health and safety matters.

Cooperation, Audit and Review

It is a requirement of the 1974 Act and the aforementioned 1999 Regulations that employers undertake such communication with the workforce to enable the promotion and development of health and safety in the workplace and to monitor its effectiveness. In addition, the Health and Safety Information for Employees Regulations 1989 requires employers to provide Health, Safety and Welfare information in the form of an approved poster or an approved leaflet.

The aforementioned 1996 Regulations require employers, in the situation where there are employees (being those who are not already represented by Safety representatives under the Safety Representatives and Safety Committee Regulations 1997) to consult with those matters of health and safety (see section Consultation with Employees).

Communication and consultation will be affected through such media as inductions, toolbox talks, safety representatives, safety committees, safety review meetings bulletins and formal and informal means of communication.

In accordance with said Regulations the Safety Committee comprises employees and management representatives. The constitution will determine how the committee is run.

The Company will conduct all monitoring, auditing and reviews in line with the Health and Safety Executive's Guidance HSG65. The Company will establish a formal recorded system of inspection, monitoring and review to enable all tiers of management to assess control measures and identify problem areas. This will include weekly safety inspection reports completed by the Site supervisor, with management carrying out their own formal, independent inspection on a monthly basis, where required.

Independent monitoring and auditing by the Safety Consultant will supplement these arrangements. These findings will be reviewed, and necessary corrective action taken prior to the implementation of any site or operational changes.

As part of a continuous improvement programme, monthly audits (as part of the ISO: 9001) will be carried out by the appropriate manager to assess performance and set objectives.

Special Instruction

All staff are required to read and acknowledge this Policy together with any other health and safety documentation supplied, as they are indelibly linked to this Policy and must be adhered to.

Smoking and Vaping

It is the policy of the company that all our workplaces are smoke-free (this includes the use of Vaping and all employees have a right to work in a smoke-free environment:

- Smoking & Vaping is prohibited anywhere on company property
- This policy applies to all employees, consultants, contractors, customers and visitors
- Smoking and / or Vaping will only be allowed in designated areas where an ashtray is provided

Noise and Vibration at Work

The company is aware that operating or working near machinery & tools may expose employees to noise and vibration.

The company will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels involved in company activities and establish precautions to be taken.

The company will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate protection or control measures as necessary.

All employees are expected to fully co-operate with the use of hearing protection or other control measures and with any health surveillance provided by the company.

Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued as required following suitable assessment and adequate supplies will be maintained.

Employees are required to wear protective clothing and use protective equipment when the nature of the work demands it.

Managers will ensure that employees are advised of the relevant requirements for safety clothing and equipment and of the specific safety rules that apply to their operations.

The use of protective clothing and equipment is not a voluntary matter and managers have a duty to ensure that it is used or worn by all those entering their area.

Safety clothing and equipment must meet the statutory requirements and British Standards which are appropriate.

Personal protective equipment issued must be of a reasonable fit and is to be kept clean, properly adjusted and in good repair. Employees have a duty to ensure that lost or damaged clothing or equipment is reported promptly so that it can be replaced.

Permit to Work

Permits to work will be required as necessary for high-risk activities such as 'Entry into Confined Spaces' work on 'Live' electrical conductors, work on 'Plant and Machinery' and 'Hot Works'.

Additional permits may be required for other high-risk activities which may include 'Work at Height', etc.

These will be determined by a separate risk assessment.

Risk Assessment

The Company will carry out suitable and sufficient risk assessments of all hazards and significant risks to which its employees or others may be exposed.

The results of these assessments will be brought to the attention of the relevant employees or others who may be affected by the activities together with details of any control measures to be taken to reduce the risks.

Under no circumstances should work involving significant risks to health or safety be commenced before the appropriate information has been received and understood.

Safe Working Methods

Only operatives that have received Induction Training will be allowed to start work.

Before starting work the Line Manager will ensure that satisfactory information about the location have been made, these will include General workplace rules and instruction, etc.

If asbestos containing materials (ACM's) are discovered or other suspect materials encountered, the work must **STOP IMMEDIATELY**, and the situation reported to Company management.

No work activity will be undertaken until suitable Risk Assessments and Method Statements have been carried out and issued to relevant site personnel.

Risk Assessment and Method Statements will be reviewed if there are changes to working methods, or if the Risk Assessment and Method Statements are no longer valid.

Any changes to the proposed Risk Assessment and Method Statement must be accordance with the company procedures and agreed with the Management.

The appropriate PPE for the task must be worn when required by the activity and it must be suitable for the risks, in sound condition and fit the wearer correctly after adjustment. The PPE must be stored correctly and kept and/or maintained in a clean and be fit for use.

Specialist equipment must only be used by suitably, trained, competent, and authorised personnel.



Use of Mobile Phones

Mobile phones must not be used when operating any vehicles, or equipment.

Places of designated safety will be identified (local site rules) for safe mobile phone use.

Work at Height

The company will seek to avoid work at height however if it is required this will be properly planned and organised by a competent person and only persons who have been appropriately trained and are competent, will carry out works at height.

Due consideration will be given to using equipment and systems which will give collective protection priority over personal protective measures.

The works will be adequately supervised, and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations and records kept.

- All ladders, steps and other access equipment will be clearly identified; all working platforms must have a guardrail or other arrangements to prevent any fall where there is a risk of injury
- Ladders must only be used on a firm level base, and where they can be erected at a safe angle. No one is to use a ladder unless it is either properly secured or 'footed' by another person
- Ladders must not be used as working platforms in situations where the work requires the use of both hands, unless additional steps are taken to minimise risk
- Ladders and steps must not be used on top of tower scaffolds.

Work Related Stress

Stress in the workplace is a growing problem and it is the policy of this company to prevent work related stress using a combination of management and task related provisions, these will include:

- **Management Related:** Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support and adequate pre-planning
- **Task Related:** Well defined tasks, clear responsibilities, and proper use of skills, good control of hazards and risks and support from senior management
- Any employee displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.



Manual Handling

The company will avoid the need for its employees to undertake hazardous manual handling which pose a risk to their health.

The company will provide suitable mechanical aids which must be used whenever possible.

Employees will be provided with suitable training on safe handling techniques.

Manual handling assessments will be carried out by suitably trained and qualified persons.

Contractor and Sub-Contractors

All contractors working for the company are expected to:

- Conform to all Health & Safety regulations as laid down by Acts of Parliament.
- Establish appropriate safety, health and work procedure inspections for the job being performed.
- Properly instruct all employees in the execution of their job responsibilities.
- Enforce contractor's safety policies and the company work rules, with the latter rules governing in the event of conflict.

Display Screen Equipment (DSE)

VDU's themselves do not pose a health risk to the users and it is unlikely that eyesight disorders will be caused by use of a screen but by the whole environment in which they are. It is more probable that screen use may make the user aware of a previously undiagnosed disorder. Problems that do occur are usually as a result of the way such screens are used.

All employees must complete a VDU User Workstation Assessment. The Assessment will look at the way the employee is using the workstation, equipment, furniture, environment perspectives and any special individual needs and health history.

Information Display

It is a legal requirement that certain information is permanently displayed for the benefit and use of employees. This also applies to both the Works and the construction sites although at the latter some information and procedures may be the Clients. Where notice boards are not available an alternative must be instituted and kept available.

- Health & Safety Law Poster or leaflet entitled 'What You Should Know'
- Employers Liability Insurance Certificate
- Fire / emergency procedure / action notice
- Location of Accident book
- Location of First aid box and first aiders
- Health & Safety Policy Statement



Company Vehicles

Company vehicles are vital pieces of equipment and must be treated with respect and driven with vigilance.

Persons driving a Company vehicle must have a full driving licence. Any convictions or disqualifications must be reported as soon as possible to the company Health & Safety Manager. Only persons given permission by Management are allowed to drive a Company vehicle. No one is allowed to drive any vehicle while under the influence of drink and drugs or while excessively tired so that it may affect that person's ability to drive safely. Mobile phones may only be used on a hands-free basis in accordance with the Road Traffic Act.

Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches or involvement in any accident involving a company vehicle should be reported to the safety advisor or management as soon as reasonably practicable.

All vehicles should be kept in good order and roadworthy and should be checked daily for any defects. Any faults found should be reported immediately.

The use of handheld mobile phones whilst driving is strictly prohibited.

Vehicles should be pulled over into a safe parking spot before attempting to make or receive calls using a handheld phone.

In the event of personnel being involved in an accident where their use of a handheld phone is implicated, recompense for losses may be sought from the employee.

The use of hands-free telephones is permitted but drivers are still advised to park up before making or receiving a call if possible.

Construction (Design and Management) Regulations 2015 (CDM)

The Company will comply with the requirements and prohibitions on all sites controlled by the Construction (Design and Management) Regulations 2015.

Contracts likely to last more than 30 working days and have more than 20 workers working simultaneously at any point in the project or will involve more than 500 person days of construction shall be notified to the Health and Safety Executive as soon as is practicable before the construction phase begins.

At tender stage the Company shall ensure that sufficient resources are included in the contract sum to comply with the requirements of the Principal Designer's Pre-Tender Health and Safety Information.

The Company shall ensure on all construction work that: -

- All work is planned, managed and monitored, including that of subcontractors.
- The competence of all appointees and workers shall be checked.
- Employees shall receive the necessary training.
- The necessary physical safeguards are in place to prevent dangers in accordance with part 4 of the regulations.
- Co-operate with others and co-ordinate the work to ensure the health and safety construction workers and others who may be affected by the work.
- Ensuring adequate welfare facilities are provided.



- Provide any information needed for the health and safety file.

Specific Duties of Principal Contractors

- planning - preparing a construction phase plan that ensures the work is carried out without risk to health or safety
- managing - implementing the plan, including facilitating co-operation and co-ordination between contractors
- monitoring - reviewing, revising, and refining the plan and checking work is being carried out safely and without risks to health
- securing the site - taking steps to prevent unauthorised access to the site by using fencing and other controls
- providing welfare facilities - making sure that facilities are provided throughout the construction phase
- providing site induction - giving workers, visitors and others information about risks and rules that are relevant to the site work and their work
- liaising on design - discussing with the principal designer any design or change to a design.
- When working for a domestic client our duties shall be the same as those whilst working for a commercial client.
- The effect of the CDM Regulations is to transfer the client duties to other duty holders, which means that the principal contractor will automatically carry out the duties of the domestic client.
- The only exception is where the domestic client appoints a principal designer to perform the client's duties.
- Duties of Contractors
- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- For single-contractor projects, prepare a construction phase plan.
- Duties of Designers
- When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:
 - Construction
 - The maintenance and use of a building once it is built.