

HEALTH, SAFETY AND WELFARE POLICY

THE CASEY GROUP LTD AND SUBSIDIARIES



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HEALTH, SAFETY AND WELFARE POLICY

The Casey Group of Companies covered by this policy, includes

The Casey Group Limited

P Casey & Co. Ltd

P Casey (Land Reclamation) Ltd

P Casey Enviro Ltd

Casey Plant Services Ltd

P Casey (Developments) Ltd

SECTION ONE

HEALTH AND SAFETY STATEMENT

COMPANY HEALTH & SAFETY POLICY STATEMENT

THE HEALTH AND SAFETY AT WORK ETC ACT 1974

The Company recognises that under the Health and Safety at Work etc. Act. 1974, the Company has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, all members of the public and all users of its premises.

The Board of Directors of the Company accepts this duty and it will continue to be the policy of the Company, as it has always been, to give the greatest importance to these matters, considering that health, safety and welfare is a management responsibility at least equal to that of any other function. It is equally the legal duty of every employee to take responsible care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work and to co-operate with management in ensuring the safety, health and welfare of employees as a whole.

The Board and management of the Company believe that, given such care and co-operation by employees, it is possible for it to conduct its operations in such a way that injury to employees, and loss or damage to property can be reduced to a minimum. To achieve this, the Company will continue to make available health and safety training, to provide personal protective equipment and to regularly review its safety organisation and procedures.

The company maintains ISO45001 certification.

Managing Director:

Mr. C P Casey

Date:

18th March 2020

HEALTH AND SAFETY AT WORK POLICY STATEMENT

The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees, and to enable these statutory duties to be carried out, it is the policy of this Company, so far as is reasonably practicable, to ensure that responsibilities for health, safety and welfare are properly assigned, accepted and fulfilled at all levels of the Company, and that all practicable steps are taken to safeguard the health, safety and welfare of all Company employees and visitors to the premises or operations under our control.

It is the intention of our Company, so far as is reasonably practicable, to ensure:

- a) The provision and maintenance of plant and systems of work are safe and without risks to health, safety and welfare.
- b) The provision of a safe place of work, with safe access and egress at all times.
- c) The provision of a safe working environment that is without risks to health, safety and welfare.
- d) Adequate information is available to ensure safety and absence of risks in the use, handling, storage and transport of all articles and substances used at work.
- e) Provision of adequate welfare facilities and arrangements for welfare at work.
- f) The provision of any necessary information, including information on legal requirements, to ensure the health, safety and welfare of all our employees.
- g) The provision of competent and adequate supervision, as is necessary, to ensure the health, safety and welfare of all our employees.
- h) The provision of adequate instruction and training, as is necessary, to ensure the health, safety and welfare of all our employees.
- i) The use of the best practical means of preventing noxious or offensive substances from entering the atmosphere and making any substances that do enter the atmosphere harmless or inoffensive.
- j) Insofar as is reasonably practicable, the conduct of our activities does not endanger persons not in our direct employment who may be affected by operations under our control, e.g. employees of sub-contractors or the public in general.
- k) Consultation with workplace appointed health and safety representatives.
- l) Consultation with all employees on matters relating to health, safety and welfare.
- m) No levy will be charged, or will permit any employee to be charged, for anything required to be provided by statute.

SECTION TWO

HEALTH AND SAFETY STRUCTURE AND RESPONSIBILITIES

INTRODUCTION

The Health and Safety at Work etc. Act 1974, requires that the ultimate responsibility for health and safety in each workplace lies with the highest management, but in practice duties have to be delegated and it is this delegation that forms the administration and control of the policy.

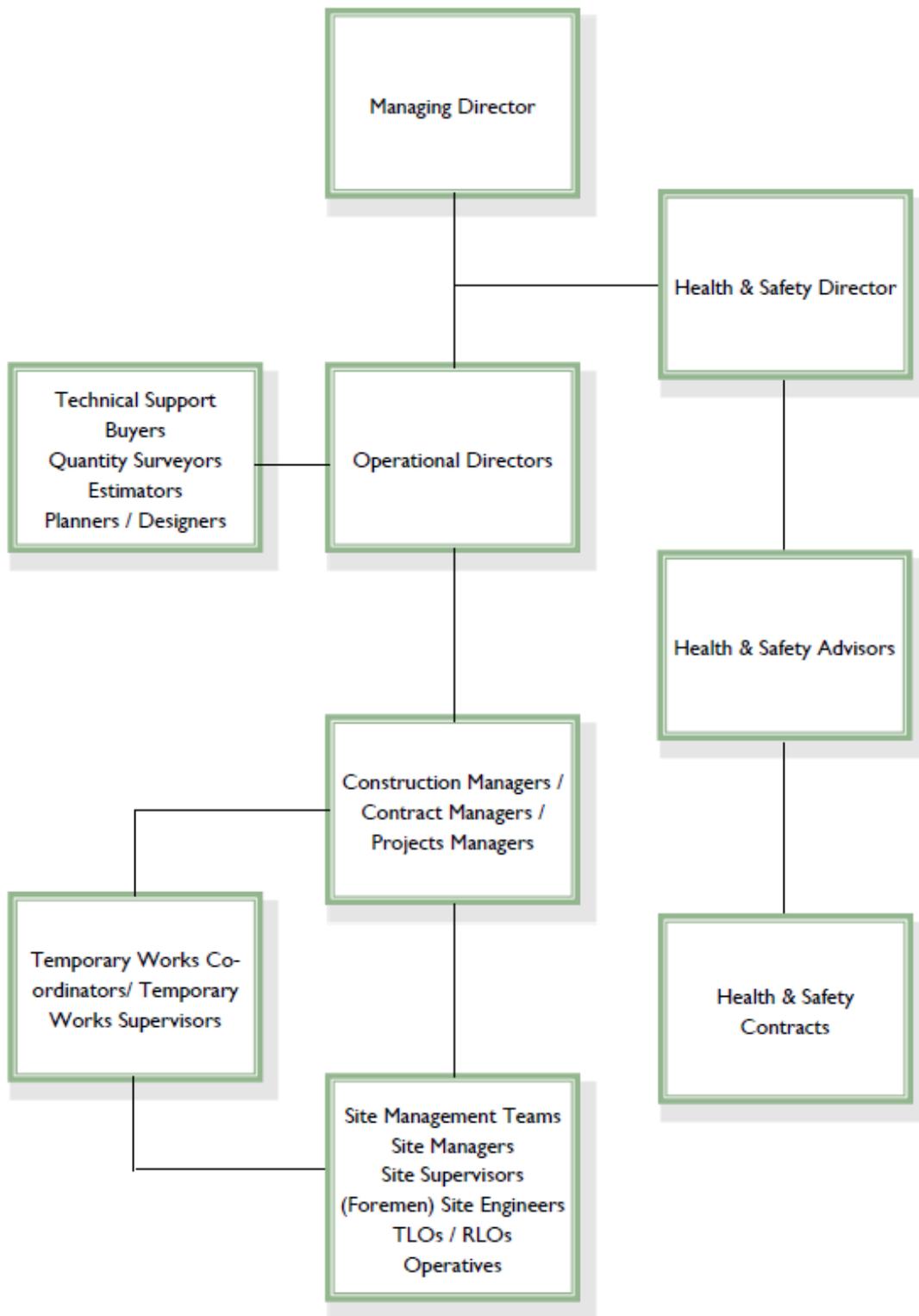
All persons within the company must know what lines of communication and levels of responsibility exist to ensure that health, safety and welfare matters are dealt with efficiently.

Certain individuals have been allocated specific responsibilities and are required to monitor their areas of control and the performance and activities of subordinates to ensure that acceptable standards are maintained.

The Company will, in order to implement this, aim lay down certain procedures, details of which follow this statement.

The management structure shown relates directly to health, safety and welfare and not necessarily to other management functions.

HEALTH & SAFETY MANAGEMENT STRUCTURE



HEALTH AND SAFETY RESPONSIBILITIES

DIRECTORS

Have responsibility for:

1. Ensuring that the objectives of the Health, Safety and Welfare Policy are fully understood and observed by all levels of management and employees.
2. Continually monitoring the effectiveness of the Health and Safety Policy and procedures and ensuring that any necessary changes are made and maintained in line with development.
3. Seeking to generally improve the record of the Company in respect of health, safety and welfare matters.
4. Carry out un-announced visits and audits to assess compliance with regards to health, safety and welfare matters in the workplace. Provide written advice and instruction where breaches of statutory legislation and good practice occur.
5. Taking a direct interest in the policy and publicly supporting all persons enforcing the policy.
6. The reprimanding of any employee failing to satisfactorily discharge the duties and responsibilities allocated to him/her in respect of health, safety and welfare matters.
7. Ensuring that adequate communication channels are maintained, so that information concerning health, safety and welfare matters which may affect any or all employees is communicated to them and any matter concerning health and safety brought up by an employee is directed to the appropriate member of management so that any necessary action can be taken.
8. Discussions with the Company Health, Safety and Welfare Advisors regarding new legislation, regulations and relevant codes of practice.
9. Delegating responsibilities for health, safety and welfare matters to the appropriate level of management as identified within the Health and Safety Policy and ensuring that they are adequately trained and instructed to undertake these responsibilities.
10. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
11. Promoting and setting a personal example by adhering to health, safety and welfare regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

GROUP HEALTH AND SAFETY ADVISORS

Have responsibility for:

1. Overall enactment of the Company Health, Safety and Welfare Policy.
2. Keeping up to date with the requirements of relevant Acts, Regulations and all new and current legislation.
3. Advising management and supervisors of their duties and responsibilities imposed by legislation.
4. Advising management and supervisors on:
 - Accident, damage and loss prevention
 - Improvements to existing methods.
 - Suitability, from a health, safety and welfare viewpoint, of new and hired plant and equipment and the validity of all test and thorough examination certificates.
 - Changes in legislation.
5. The carrying out of health, safety and welfare audits to monitor whether:
 - Safe systems of work are being used.
 - All regulations are being observed.
 - Plant and equipment are in a safe condition.
 - Welfare and first aid arrangements are being maintained.
6. Liaising, where necessary, with main contractors, sub-contractors and others, towards co-ordinating safe conditions.
7. Developing throughout the Company an understanding that injuries, damage and wastage have a direct and adverse effect on the Company.
8. Investigating accidents and dangerous occurrences and reporting and recommending means of preventing recurrences.
9. Advising and making recommendations on the provision and use of personal protective equipment and plant.
10. Maintaining a regular and efficient programme of workplace inspections.
11. Ensuring that periodic tests, inspections and maintenance are carried out.
12. Liaising with the Health and Safety Executive and Local Authority Environmental Health.

13. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
14. Promoting and setting a personal example by adhering to health, safety and welfare regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

SENIOR MANAGEMENT (CONSTRUCTION / CONTRACTS / PROJECT MANAGERS)

Have responsibility for:

1. Participating in the Company's Health, Safety and Welfare Policy and advising on or recommending amendments, as necessary. Ensuring that the requirements of the relevant statutory provisions, including the management of Health and Safety at Work Regulations, are met and are incorporated into the Company health, safety and welfare procedures.
2. Seeking to prevent injury to persons involved in or affected by our operations by planning safe methods of work.
3. Ensuring that assessments of the risks to health, safety and welfare of employees, and anyone else who may be affected by any work activity, are undertaken prior to the relevant work activity commencing.
4. Ensuring that all staff are informed of the Company's Health, Safety and Welfare Policy and that they receive adequate instruction and training regarding its effective implementation.
5. Ensuring that means of implementing the policy are available within the Company.
6. Making proper allowance in the preparation of tenders for safety provisions in the methods of work proposed.
7. Using their experience to point out potential hazards and advise staff on appropriate precautions.
8. Seeking to reduce the damage and waste to Company property, plant and equipment.
9. Ensuring they are aware of, observing and ensuring that, the requirements of the health, safety and welfare legislation and the relevant statutory provisions, including The Management of Health and Safety at Work Regulations are implemented.
10. Liaising with the Company Health, Safety and Welfare Advisors on all matters relating to health, safety and welfare.
11. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
12. Promoting and setting a personal example by adhering to health and safety regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

SITE MANAGERS / SITE SUPERVISORS

Have responsibility for:

1. Understanding the Company's Health, Safety and Welfare Policy, along with Company health, safety and welfare procedures and is familiar with the requirements of relevant statutory provisions, including The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.
2. Assessing the risks to health and safety of employees, sub-contractors and others who may be affected by the work activity and recording the significant findings of the assessment.
3. Making arrangements for putting into practice the health, safety and welfare measures that follow from the risk assessments, including planning, organisation, and control, monitoring and reviewing of procedures.
4. Giving clear guidance to all subordinates and ensuring that all sub-contractors comply with the Company standards of health, safety and welfare, when on site.
5. Planning and maintaining a tidy site, organising the work to be carried out with the minimum risks to operatives, equipment and materials.
6. Checking that plant is maintained in a good, safe condition, including critical appraisal of sub-contractors' and hired plant.
7. Ensuring that all cranes and lifting gear are tested / certificated and properly equipped for the duties to be carried out.
8. Completing, as necessary, all statutory registers held on site.
9. Ensuring that suitable and sufficient protective equipment is available used and properly cared for.
10. Setting up suitable and adequate first aid arrangements on site.
11. Preparing for serious accidents by knowing, in advance, where to obtain medical help and ambulance services and liaising with the Fire Service on such matters as fire prevention.
12. Ensuring that suitable and sufficient fire extinguishers are available on site.
13. Advising and co-operating with the selection and release of operatives from site for health, safety and welfare safety training.
14. Setting a personal example by wearing personal protective equipment at appropriate times whilst in the workplace.
15. Promoting and setting a personal example by adhering to health, safety and welfare regulations at all times whilst in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - PLANNERS/DESIGNERS/DESIGN CO-ORDINATORS

Have responsibility for:

1. Reading and understanding the Company's Health, Safety and Welfare Policy, along with Company health, safety and welfare procedures, and familiarity with the requirements of all relevant statutory provisions, including The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.
2. Where appropriate, eliminate or control all hazards at source by either eliminating them or making all necessary recommendations to adequately control them. Where risks are reduced and controlled, detailed records must be kept to substantiate decisions taken.
3. Maintain close liaison with estimators to ensure tender figures are adequate to cover all safe methods of work and adequate welfare facilities.
4. Keep abreast of best practice, ensuring employment of competent sub-contractors, whilst ensuring that all substances, materials, plant and equipment specified are suitable for the work to be undertaken.
5. Ensure that all works are programmed, sequenced and phased within an adequate timescale.
6. Promoting and setting a personal example by demonstrating a clear commitment to health, safety and welfare matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - BUYERS

Have responsibility for:

1. Reading and understanding the Company's Health, Safety and Welfare Policy and all other current relevant statutory provisions.
2. Ensuring that all equipment or materials purchased by the company are to the standards required by Company policy and The Health and Safety at Work Act 1974 and relevant standards.
3. Ensuring that all suppliers are requested to provide full information on any potential hazards associated with any equipment, substances or materials supplied, along with details of any necessary precautions required. They must always ensure this information is readily available prior to delivery on site and that all information is passed on to the relevant site supervision.
4. Ensuring that all suppliers are fully informed of any site constraints, such as proximity hazards, restricted delivery times, safe access routes, road widths etc. and any safe working loads of plant used for handling materials on site, so that materials are delivered to site in suitable sizes and loads.
5. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - ESTIMATORS/QUANTITY SURVEYORS

Have responsibility for:

1. Reading and understanding the Company's Health, Safety and Welfare Policy and all other current relevant statutory provisions such as the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER '98), the Control of Asbestos Regulations 2012 and the Construction (Design and Management) Regulations 2015.
2. Ensuring tender figures are adequate to cover safe methods of work and adequate and suitable welfare facilities.
3. Ensuring that all potential sub-contractors provide the Company with suitable and adequate proof of competency, as required by the Construction (Design and Management) Regulations 2015, prior to any sub-contractor being appointed. This includes requesting and receiving for review, the following:
 - Health and Safety Policy Statement.
 - Job Specific Risk Assessments and Method Statements.
 - Completed Pre-Contract Questionnaire.
 - Liability Insurance Certificate.
 - Health and Safety Code for Contractors - Acknowledgment Slip.
4. Reporting immediately to site management any unsafe working practices observed whilst visiting sites.
5. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TECHNICAL STAFF - SITE ENGINEERS

Have responsibility for:

1. Reading and understanding the Company Health, Safety and Welfare Policy and all other current relevant statutory provisions and ensuring that this information is brought to the attention of all employees under their control.
2. Ensuring that information affecting the health, safety and welfare of any person on site is brought to the attention of the Construction / Projects / Contracts Manager or Site Manager, in particular:
 - Suitability, from a health and safety viewpoint, of new and hired plant and equipment and the validity of all test and thorough examination certificates.
 - The existence of overhead electricity cables.
 - The existence of underground services.
 - Ground conditions affecting the stability of excavations or safety of site operatives (soil condition, water table levels or existence of toxic or harmful substances, gases etc).
3. Carrying out your own work in a safe manner and taking all necessary precautions when working on or near public roads and highways.
4. Ensuring that records are maintained of any underground services installed on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
5. Obtaining all available relevant information from statutory authorities regarding underground services before allowing any excavation procedures to commence.
6. Ensuring that all necessary precautions are taken when employing laser-surveying equipment, as required by Company policy.
7. Ensuring suitable eye protection is provided to chainmen using masonry nails for setting out purposes.
8. Ensuring that any design calculations for unusual scaffolds, falsework, etc. are independently checked and approved.
9. Reporting immediately to site management any unsafe working practices observed whilst on site.
10. Promoting and setting a personal example by demonstrating a clear commitment to health, safety and welfare matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TEMPORARY WORKS CO-ORDINATORS (TWC)

Have responsibility for:

1. Reading and understanding the Company's Health, Safety and Welfare Policy, Temporary Works Procedures and all other relevant statutory provisions.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Construction, Contracts, Projects or Site Manager.
3. Liaising between Designers and Contractors to ensure the success and effectiveness of any temporary works.
4. Ensuring adequate design input is requested and carried out prior to engaging works on site.
5. Ensuring that any residual risks assumed during construction such as loadings and construction methods are discussed and included.
6. Ensure a safe system of work is provided and implemented as necessary.
7. Ensure the temporary works are safely constructed, and where necessary subsequently dismantled.
8. Ensure that permanent works are able to support temporary works.
9. Provide formal permission to load or dismantle.
10. Ensure that drawings, calculations and other relevant documents relating to the final design of the temporary works are recorded and kept on file for inspection.
11. Ensure where required a design check is carried out by someone not involved in the original design – for concept, structural adequacy and brief compliance.
12. BS 5975 recommends that a Temporary Works Supervisor (TWS) be appointed on larger sites or where a Project / Contracts Manager considers it necessary. In the event a TWS is appointed to handle the day to day responsibilities he or she will be responsible to the TWC.
13. Promoting and setting a personal example by demonstrating a clear commitment to health, safety and welfare matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

TEMPORARY WORKS SUPERVISORS (TWS)

Have responsibility for:

1. Reading and understanding the Company's Health, Safety and Welfare Policy, Temporary Works Procedures and all other relevant statutory provisions.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Construction, Contracts, Projects or Site Manager.
3. Liaising fully with the Temporary Works Co-ordinator and Designers and Contractors as necessary to ensure the success and effectiveness of final temporary works.
4. Ensuring adequate design input is obtained, understood and carried out prior to engaging works on site.
5. Ensure a safe system of work is provided and implemented as necessary.
6. Ensure the temporary works are safely constructed, and where necessary subsequently dismantled.
7. Advise the Temporary Works Co-ordinator of any changes or unforeseen conditions.
8. Not changing any detail without consultation with the Temporary Works Co-ordinator and other relevant parties.
9. Promoting and setting a personal example by demonstrating a clear commitment to health, safety and welfare matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

CUSTOMER LIAISON / RESIDENT LIAISON OFFICERS

Have responsibility for:

1. Reading and understanding the Company Health, Safety and Welfare Policy and all other current relevant statutory provisions.
2. Ensuring they attend all personal safety training courses available to them and follow the Company guidelines on safe practices whilst visiting occupied properties.
3. Ensuring at all times that they are polite, tactful and diplomatic in their dealings with customers / residents, whilst always mindful of their own health, safety and welfare.
4. Ensuring that suitable arrangements are made with the Site Manager so that he / she is always aware of where you are going and how long you will be expected to be.
5. Reporting immediately to site management any unsafe working practices observed whilst in the workplace.
6. Promoting and setting a personal example by demonstrating a clear commitment to health, safety and welfare matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

OPERATIVES / PLANT OPERATIVES

Have responsibility for:

1. Co-operating with the Company at all times in connection with duties imposed on the Company by the Health and Safety at Work etc. Act 1974 and associated legislation.
2. Working within the safe system of work specified by the Company.
3. Using, in the proper manner, the correct plant, machinery, equipment and tools for the work in hand.
4. Reporting immediately, any defective plant, machinery, equipment or tools to their Supervisor / Manager.
5. Avoiding improvisation, which usually entails risks.
6. Wearing and using the necessary personal protective clothing or equipment when on site.
7. Taking reasonable care for the health, safety and welfare of themselves and any other persons who may be affected by their operations.
8. Not intentionally or recklessly interfering with, or misuse of, anything provided in the interests of health, safety and welfare.

Plant Operatives

In addition to the above, plant operatives must:

1. Ensure that you know and operate your machine in accordance with both legal and manufacturers requirements.
2. Make daily inspections of your machine prior to starting work and complete the Daily Plant Sheet.
3. If your machine is classed as a Lifting Appliance, ensure that you complete the Weekly Statutory Inspection Sheet.
4. Ensure that when operating your machine other persons are well clear, especially if reversing or slewing.
5. All towing operations must be carried out in accordance with the Company Towing Procedure.
6. Check, prior to starting work, with the Site Manager or General Foreman, the location of underground or overhead power lines.
7. Do not operate mobile phones whilst operating plant, wait until the vehicle / machine is stationary and in a safe position.

HEALTH AND SAFETY RESPONSIBILITIES

OFFICE STAFF

Have responsibility for:

1. Co-operating with the Company at all times in connection with duties imposed on the Company by the Health and Safety at Work etc. Act 1974 and associated legislation.
2. Using, in the proper manner, the correct equipment for the work in hand.
3. Reporting immediately, any defective fittings, furniture or equipment.
4. Avoiding improvisation, which usually entails risks.
5. Taking reasonable care for the health, safety and welfare of themselves and any other persons who may be affected by their operations.
6. Not intentionally or recklessly interfering with, or misuse of, anything provided in the interests of health, safety and welfare.
7. Wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare rules when visiting sites and relevant workplaces.

HEALTH AND SAFETY RESPONSIBILITIES

HEALTH AND SAFETY CONTACTS (REPRESENTATIVES OF EMPLOYEE SAFETY)

Have responsibility for:

1. Raising the profile of health, safety and welfare. N.B. The role of a Health and Safety Contact carries no additional legal responsibilities, other than those of any other employee.
2. However, in order to assist the Company in meeting its health and safety obligations, a Contact is asked to:
 - Liaise with the Management Team.
 - Continually monitor the standards of health, safety and welfare in the workplace and play a part in enforcing health, safety and welfare requirements.
 - Assist, if necessary, in investigating accident or dangerous occurrences in the workplace.
 - Represent employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities.
 - Attend Health, Safety and Welfare Meetings:
 - Periodic site health, safety and welfare meetings
 - Periodic health, safety and welfare committee meetings
 - Site meetings following an accident or incident investigation
3. Promoting and setting a personal example by demonstrating a clear commitment to health, safety and matters and by wearing the appropriate personal protective equipment or clothing and adhering to health, safety and welfare regulations when in the workplace.

HEALTH AND SAFETY RESPONSIBILITIES

COMPANY VEHICLE DRIVERS

Have responsibility for:

1. Carrying out routine checks on their vehicles (e.g. oil, water, lights and brakes) on a daily basis.
2. Not overloading or misusing the vehicles in their care.
3. Reporting defects to their Site Supervisor or the Company Plant Department immediately.
4. Returning vehicles to the Company Plant Department for all repairs and routine servicing.
5. All repairs and servicing must be carried out in strict accordance with manufacturers instructions and recommendations.
6. Being in possession of a full driving licence for the category of vehicle they are driving.
7. Not driving under the influence of alcohol or drugs.
8. Not smoking in Company vehicles.
9. Using mobile telephone equipment in strict accordance with the Company Vehicle Policy and statutory requirements.

HEALTH AND SAFETY RESPONSIBILITIES

SUB-CONTRACTORS

Have responsibility for:

1. Ensuring their works are adequately resourced, planned, organised and supervised.
2. Ensuring they co-operate with the Principal Contractor, and other contractors, at all times.
3. Ensuring that all their employees have received relevant adequate training.
4. Ensuring that their staff and operatives comply with site rules.
5. Ensuring work is carried out in accordance with the relevant statutory provisions whilst taking account the health, safety and welfare of other site users and the public in general.
6. Ensuring that all plant and equipment brought onto site is safe and in good working condition, fitted with all necessary guards and safety devices and with any necessary certificates available for inspection. Information on noise and vibration levels of plant, equipment or operations to be carried out by the sub-contractor's employees must be provided to the Company on request.
7. Ensuring any injury sustained or damage caused by the sub-contractor's employees is reported immediately to the Site Manager.
8. Ensuring sub-contractor's employees comply with any health, safety and welfare instructions issued by the Company.
9. Providing suitable welfare facilities and first aid equipment in accordance with the regulations for their employees unless arrangements have been made with the Principal Contractor to share the facilities available on site.
10. Keeping their work areas and activities tidy and for removing all debris, waste materials, etc., as work proceeds.
11. Not sub-letting work without written permission from the Company in advance.

SUB-CONTRACTORS SELECTION AND CO-ORDINATION

Prior to a sub-contractor appointment, the sub-contractor must submit to the Company for review and assessment the following information:

1. Health and Safety Policy Statement.
2. Job Specific Risk Assessments and Method Statements.
3. Completed Pre-Contract Questionnaire.
4. Liability Insurance Certificate.
5. Health and Safety Code for Contractors - Acknowledgment Slip.

6. Copies of test certificates for all items of plant or machinery to be employed on site.

7. Copies of Training Certificates for all plant operators to be employed on site.

Prior to a sub-contractor starting work on any site, site management will brief the sub-contractor about relevant hazards, precautions to be taken and the divisions of responsibility. This will be carried out either by written notifications or verbally at a subcontractor start up meeting.

Items that require to be discussed prior to the sub-contractor commencing work on site include:

- a) Company Safety Policy Statement
- b) Relevant parts of the Construction Phase Plan, including any specific conditions or restrictions
- c) Details of any site-specific hazards and risks
- d) General Site Rules, including any conditions or restrictions
- c) Discuss arrangements for induction training
- d) Identify hazards / hazardous work and discuss appropriate precautions and work methods.
- e) Consider what plant and equipment is necessary and agree who provides, maintains, uses and inspects it
- f) The consequences of non-compliance with health, safety and welfare requirements

SECTION THREE

HEALTH AND SAFETY ARRANGEMENTS

Abrasive Wheels - Changing of Discs/Wheels

Only trained and competent personnel may use this equipment. The person who changes the abrasive disc must be trained and competent in the task. Operatives who use this equipment must have undertaken a face-fit test.

When using a grinder, consideration must be made for the provision of dust extraction, damping down, induced ventilation and exhaust systems as part of the working procedures.

Access - Hydraulic Access Platforms

There are many types of access platforms available and for some jobs they may provide a more suitable alternative to ladders, scaffolding, staging, suspended cradles or platforms, but employees should follow some basic rules.

Never attempt to operate an access platform unless you have been properly trained and authorised to do so. Ensure that the base is on firm, level ground, follow the manufacturer's instructions with regard to outriggers, screw jacks, stabilisers, maximum safe working load, wind loading and tyre pressure. Any defects must be reported immediately to your Site Manager and the equipment isolated to prevent use until rectified.

Access - Use of Harness

For some operations, even though all practical steps have been taken, there may still be a risk of persons falling. In such cases, harnesses must be used and secured to a solid anchor, following adequate training on its use.

Accident/Incident Reporting and Investigation

All serious accidents, incidents and diseases will be fully investigated, recorded and reported in line with standard Company Procedures and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accidents must be reported as soon as possible to the Health and Safety Department by telephone and recorded by the Site Manager directly into the accident book which will then be forwarded to the Health and Safety Department with all requisite forms, photographs and paperwork, at the earliest opportunity. All reports must remain confidential.

For the purposes of this policy, brief definitions are required.

Accident: an unplanned event which causes injury to persons, damage to property or a combination of both.

Incident: an unplanned event which occurs but does not cause injury to persons.

Near-Miss: an unplanned event, which does not cause injury or damage, but could have.

All site/office personnel must report all accidents, near-misses and incidents, no matter how minor, whilst carrying out work activities on behalf of the Company, to their Site Manager or the Health and Safety Department.

Alcohol and Drugs

The Company's Alcohol and Drugs Policy requires that employees will at no time drive any vehicle, operate any machinery or carry out any other tasks, when in an unfit state due to the consumption of alcohol or drugs, or the use of drugs, prescribed prescription or other. This will be deemed as gross misconduct and disciplinary action will be taken.

Asbestos

The Company acknowledges the health hazards from exposure to asbestos and will protect employees and other persons as far as reasonably practicable by minimising exposure through the use of proper control measures and work methods supported by awareness training of employees.

No operative will work on a refurbishment project without having Asbestos Awareness training.

No work shall commence without assessment of the potential exposure of employees and other to asbestos. As a result, a suitable safe system of work shall be made before work commences.

Any employee who suspects the presence of asbestos products in the work area should cease all work operations immediately and report to the person in charge.

Blood-Borne Viruses

The main blood-borne viruses of concern are HIV which causes AIDS and Hepatitis.

It is unlikely that you will become infected through everyday social contact with another worker who have a blood borne virus, they are mainly transmitted through direct contact with infected blood or other bodily fluids particularly through open wounds, damaged skin, skin abrasions or through splashed to eyes nose or mouth.

The Company will encourage employees who have been diagnosed as HIV positive or with Hepatitis, to obtain counselling advice and support from a responsible person. Disclosure of such information will be treated in utmost confidence and employment rights will not be affected.

The Company will take all suitable precautions to secure the safety of such personnel whilst at work and of those working in close contact with the infected person.

Bomb Threats

Employees must immediately report any suspect package or telephoned bomb threats to management.

Cartridge Operated Tools

The Company will ensure that operatives using cartridge-operated tools will be over the age of eighteen years, received training to be deemed competent and should not suffer from colour blindness.

A full assessment of the tool is to be carried out to determine the intended use of cartridge operated tools, including procedures for storage, disposal, methodology, appointed person etc. prior to any work operations commencing. Appropriate PPE must be worn, including the appropriate safety goggles and ear protection.

Communication and Consultation

Communication and consultation are important part of effective health, safety and welfare management.

Ongoing communication and consultation include:

- Pre-Start and Weekly Meetings
- Site Inductions
- Toolbox Talks
- Newsletters
- Notice Boards
- Workplace Health and Safety Contacts and Meetings (Representatives of Employee Health, Safety and Welfare)
- 'One to One' Meetings and 'On the Job Chats'

Compressed Gas Cylinders (Transportable Gas Containers)

The Company acknowledges that health and safety hazards may arise from the receipt, transport, distribution, storage, use and/or disposal of any compressed gas cylinder or as contained within it. It is the intention of the Company to ensure that any risks are reduced to a minimum. Adequate training will be given and the correct information on safe working procedures will be supplied to each employee handling compressed gas.

Confined Spaces

Operatives must not enter or work inside a confined space unless the operative is specifically skilled, trained and certificated in accordance with the Confined Spaces Regulations. All confined space work must be undertaken via the 'Permit to Work' procedure and supervised by others.

Construction (Design and Management) Regulations (CDM)

The regulations apply to all construction projects no matter how small, but many key duties only apply to notifiable projects, namely where the construction phase lasts more than 30 days and have more than 20 workers working simultaneously at any point in the project or involves more than 500 person days.

The form F10 must be displayed on site.

Our existing health and safety management system has evolved to enable us to meet our obligations and to assist our clients to comply with their duties and responsibilities imposed by the regulations.

Contaminated Land

Building, construction and engineering works can often involve the redevelopment of land which has been contaminated by industrial processes once carried out on the site in the past, or by materials stored or tipped there. In some cases, naturally occurring contamination may be present. Contamination may be a potential health risk to those working on the site or to members of the public, unless adequate precautions are taken.

Therefore, all works on contaminated land will be planned, organised and delivered with the provision of suitable work practices, personal protective equipment, welfare facilities and environmental controls.

Control of Substances Hazardous to Health (COSHH)

All substances (solvents, chemicals, cleaning agents etc.) will be assessed for possible health effects before being used within the Company. Safety requirements will be identified by reference to the relevant suppliers/manufacturers' hazards information sheets. The findings of these assessments will be recorded and all necessary information concerning the hazards and precautions relating to the substance will be made available to all employees likely to be exposed to its effects and also nominated First Aider in order for them to give appropriate treatment.

No substances will be used without the availability of the appropriate hazard information or without the approval of the competent person responsible.

Wherever substances used are likely to give rise to harmful atmosphere appropriate precautions will be taken to minimise this by use of suitable ventilation and extraction. Such equipment will be inspected and regularly maintained in accordance with COSHH Regulations.

Where appropriate the atmosphere will be monitored to check the effectiveness of the control measures adopted.

Demolition

To ensure that demolition can be carried out safely, a careful preliminary investigation must be made, which includes surveys for the presence of asbestos containing material and isolation of power sources.

Competent persons trained and experienced in this type of work must be appointed to carry out and supervise the work.

Where cutting reinforced concrete, steelwork or ironwork forming part of the building or structure is involved, the advice and expertise of a structural engineer must be taken, if necessary, to prevent unplanned collapse.

Disabled Persons

The Company aims to provide full and fair opportunity for employment of disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be afforded every opportunity for maintaining their position or for retraining if required. It is recognised that those employees who require extra equipment, facility or assistance, both routinely and in an emergency will have such needs met.

Discipline

The Company has established and maintains an agreed disciplinary procedure in order to support the Health and Safety Policy and to ensure its effective implementation.

Where an employee is found to be in breach of Company Health, Safety and Welfare Policy, rules or regulations, appropriate action will be taken in accordance with the discipline any procedure.

Display Screen Equipment

The Company acknowledges that the expanding use of technology will lead to the introduction of more Visual Display Equipment and, therefore, has established procedures to conduct assessments on the risks to health on existing workstations and new facilities prior to their introduction to the Company.

Assessments will include analysis of ergonomics, seating arrangements, lighting and work area as well as general environmental conditions. The users of the equipment will be informed of the findings of the assessment and provided with any training and instruction as required. Employees who are users of display screen equipment will be entitled to a free eye test from a Company nominated optician by obtaining a voucher from the Health and Safety Department. A 'user' is defined as an employee who habitually uses this equipment as a normal part of their work.

Driving Company Vehicles or on Company Business

As a driver of a Company vehicle you represent the Company on the road. You must observe the Highway Code. You must always drive defensively and courteously. Dangerous or aggressive driving is unacceptable behaviour and may be considered as misconduct.

Whilst driving on Company business you must exercise a duty of care to other road users. All drivers must recognise the need for journey planning, regular breaks during long journeys and the care and maintenance of the vehicle being used. The use of mobile phones via hands-free kits is actively discouraged unless it is safe to do so. The Company does not expect or encourage anyone to make or receive a call when driving.

You are required at all times to wear the seat belt provided when travelling in a company vehicle.

Please refer to Vehicle Safety for more information.

Electrical Systems and Work Equipment

The primary objective of the regulations is the avoidance of danger by prohibiting live working, unless it can be technically justified.

Electrical systems must be installed, inspected and tested by competent personnel in compliance with the Electricity at Work Regulations and the current edition of the I.E.E. Wiring Regulations. Only trained and competent persons will be authorised to work on electrical equipment and distribution systems.

Electrical Contractors are to be members of an appropriate professional association, i.e. National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA), The Institute of Electrical Engineers (IEE).

Portable electrical equipment (i.e., drills, circular saws, jig saws etc.) must be of 110v supply, tested and inspected in accordance with the Provision and Use of Work Equipment Regulations.

Contractors must provide their operatives with all necessary information and training to operate electrical work equipment in a safe manner.

Appropriate rules and safe systems of work will be developed subject to the degree of risk involved. Equipment will be monitored to ensure safe use. Management will ensure that only trained and competent persons test, repair and maintain equipment.

Records of distribution, servicing and repair of Company owned equipment is held by the Plant Hire Department, which also maintains equipment.

Fixed installations will be examined every five years and portable equipment will be examined on a regular basis (the frequency will depend on use and risk). All portable equipment will be checked at least annually.

Electrical contractors will be checked for competence and written certification evidence will be obtained prior to commencement on site.

Emergencies and Drills

The Company has established and maintains procedures that are to be followed in the event of serious and imminent danger to employees or others as a result of work activities. In order to ensure the effective operation of these procedures, the Company has appointed sufficient competent persons who have been trained in their implementation in so far as they relate to supervising the evacuation from the premises.

Warning systems and evacuation procedures will be thoroughly tested on a regular basis to ensure they are sufficient and properly maintained.

Management will, as part of new employee's induction training, provide information as to site/office emergency procedures.

The Company will also ensure that only adequately trained employees or authorised visitors will be allowed access to areas which are deemed to have potential to create serious or imminent danger.

In order to fulfil its legal obligations, the Company will prepare a plan tailored to meet the requirements of the site/office and its surroundings and will include the positions of fire appliances.

All employees will familiarise themselves with their working environment and nearest emergency exit routes. The plan will be reviewed and updated as required.

Environmental Awareness

It is the intention of the Company to manage carefully all activities to reduce any potential environmental effects to a minimum. All employees are encouraged to demonstrate a continuing commitment to

environmental performance as well as compliance with all statutory requirements for environmental protection.

Excavations

Precautions will be taken to avoid contact with underground services and will ensure excavations do not collapse by use of support shoring and by use of barriers to prevent persons falling into excavations. Some excavations may constitute being a confined space and require additional controls.

All projects will operate a 'Permit to Work' system, following inspection of existing service drawings a CAT and Genny will be used at all times prior to excavation.

Eye Protection

Suitable eye protection will be worn for relevant activities, for example those using powered handtools, breaking out works, grinding and burning activities.

Fire Precautions

The Company has a procedure which identifies the steps to take in ensuring that the Fire Safety Regulations, both in offices and on site are complied with. The Company operates procedures for the carrying out of a fire risk assessment to prevent the risk to any person during the works from fire or explosion.

First Aid

Adequate provisions and arrangements will be made in accordance with the Health and Safety (First Aid) Regulations. With regard to the number of employees at a location/site the nature of the work and arrangements (if any) provided by the client/principal contractor, the Company will provide as appropriate, first aid boxes, appointed persons, first aiders and other first aid facilities.

Forklift Trucks / Telehandler

Forklift trucks are potentially dangerous machines and great care should be exercised wherever they are used. The machine should be in good condition and should be properly maintained during its use on site. It should be operated by a competent person over the age of 18 years, who holds a certificate of training achievement.

Forklift Trucks are to be operated sensibly, consistent with the type of load and conditions prevailing.

Gas

All relevant work involving gas installations must be carried by trained and competent persons only, i.e. Gas Safe Registered Engineers, and completed in accordance with design specifications and manufacturer's instructions.

Gas Safety Tests and Inspections must be carried out in accordance with our Company Gas Safety Procedures.

Head Protection

All construction sites are designated hard hat unless otherwise stated by the Site Manager. The Company provide safety helmets, and these must be correctly used and worn by employees, as specified by the specific site rules or site management.

Health and Safety Procedures Manual

The Company maintains a Health and Safety Compliance Manual which is provided to each workplace. The Manual will be developed in an ordered manner to incorporate advice on relevant subjects. In case of doubt as to the proper procedure or legal requirements for particular situations, the Health and Team should be consulted. The detailed arrangements in the Health and Safety Procedures Manual will be reviewed, revised and extended as necessary.

Health Surveillance

Employees will undertake Occupational Health Surveillance as required by any risk assessment or regulations.

Hearing Protection

Under the Noise at Work Regulations, the Company is required to carry out assessments to determine work activities where employees must be provided with suitable and adequate hearing protection and also when it must be worn.

Protection is only to be provided as a last resort, wherever possible the noise is to be suppressed.

As stipulated within the regulations, the provision and use will be in accordance with the prescribed action levels of 80dB(A) and 85dB(A).

For noise levels of 80dB(A) and above, suitable hearing protection (ear defenders), usually in the form of ear plugs or earmuffs, will be available to employees. At levels of 85dB(A) and above employees must wear suitable and sufficient hearing protection.

Hi-Visibility Clothing

Hi-Visibility clothing must be worn when on site and be kept clean and in good repair to aid visibility.

Hot Work Activities

Consideration will be given to fire prevention and control at all times and no hot work activities will be carried out unless authorised by the Site Manager using a 'Permit to Work' system.

Equipment, such as suitable fire extinguishers and heat mats, must be available or used within the actual work area during all hot work activities.

On completion of work an inspection must be carried out no less than 1 hour after any hot work for signs of heat, smouldering material etc. Hot work must not commence or be undertaken if this requirement cannot be met.

Housekeeping

The Company expects work carried out by its workforce to be in a clean and orderly manner. Materials should not be stacked or stored where they either impede access/egress or the safe working of other operatives.

All waste materials arising from the execution of the works must be cleared by Contractors, in accordance with the project waste management requirements on a regular basis.

Induction and Training

The Company considers inductions and training to be important elements in the management of health, safety and welfare.

New employees or employees new to a site or workplace receive will receive an Induction. The purpose of the Induction is to introduce employees to their new workplace. During the Induction employees will be given important information regarding health, safety, welfare. As part of the Induction the employee should be given a tour of the site / workplace and their attention drawn to emergency procedures, hazardous areas or specific site rules etc.

Formal health, safety and welfare training requirements will be identified by the Management Team in consultation with the Health, Safety and Welfare Team to meet the needs of the employee, the business and current relevant legislation.

Inspections and Monitoring

Managers and supervisors will ensure that regular inspections are carried out to ensure that work operations are being carried out in accordance with the location risk assessments / method statements and Company Health, Safety and Welfare Policy. These inspections will take into consideration the work operations taking place and the location conditions prevailing at the time. Site inspections and audits will be carried out in accordance with our Health and Safety Compliance Manual which contains a suite of inspection forms covering work at height, excavations, plant and equipment, welfare, workplaces etc.

Our Health and Safety Department and Directors will check compliance during a programme of announced and unannounced workplace visits as and inspections.

Ionising Radiation

The Company recognises that work involving the use of ionising radiation may have a detrimental effect on the health, safety and welfare of persons exposed to them. It is the intention of the Company to minimise any risks arising from such work. The benefits from the use of ionising radiation must be considered alongside the detrimental effects it may have on persons exposed to them. If the risk in using ionising radiation is justified, then the risk should be minimised by limiting exposure of persons, monitoring personal exposure to ionising radiation to ensure no person exceeds their limit of exposure, and having proper contingency arrangements to mitigate any loss of control of ionising radiation.

Landfill (Gas and Waste)

Landfill sites present specific risks and hazards, which include landfill gas and waste. Works on landfill sites must be planned, organised and carried out under the supervision of a relevant COTC (Certificate of Technical Competence) holder.

Landfill Gas: landfill gas can be flammable and explosive. Landfill gas installations must be installed and maintained to meet DSEAR (Dangerous Substances and Explosive Atmospheres Regulations). A Permit to Work is required for certain works. For example, those involving sub-contractors and/or hot works. Smoking is strictly prohibited on landfill sites.

Landfill Waste: landfill waste can present risks and hazards from the actual waste mass, which can for example include contamination and sharps. A high standard of personal hygiene and cleanliness of welfare facilities is required on landfill sites. Suitable personal protective equipment must be provided and worn at all relevant times.

Lasers

The majority of laser systems are potentially hazardous. These hazards relate to the class of laser used and the way the laser is used within the system, the location of the laser, the skill and experience of those who use the system and possible access by others who do not. It is the intention to ensure that the hazards arising from the use of lasers are reduced to a minimum and that any possible risk to health is avoided.

Lead

Where possible, the Company will minimise the exposure to lead by use of proper control methods and work practices supported by training of employees. Respiratory protective equipment will only be used to control exposure where other means cannot provide adequate control.

The effectiveness of the control measures used require the work area to be kept clean; smoking, eating and drinking not being permitted within the same location.

Legal Register

The Group ensures legal compliance by monitoring the UK Government Law Database website and reviewing the aspects and impacts of current legislation on our business. <http://www.statutelaw.gov.uk/Home.aspx>

Legionellosis

All reasonable steps will be taken to identify potential Legionellosis hazards in the workplace and prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of Legionellosis, they should report their concerns to a responsible person so that the Company can take the appropriate measures to eliminate or reduce risks.

Leptospirosis / Weil's Disease

Leptospirosis (Weil's disease) is clearly a risk associated with working near/on drainage and sewers and is transmitted to people from contact with urine from infected rats and cattle. All operatives and visitors shall receive an induction which must identify the risks of Weil's disease. Suitable protective equipment should be provided and worn by site operatives where there is a risk of Leptospirosis. Compliant welfare facilities must be provided with responsible personal hygiene practices followed at all times.

Lifting Equipment

All lifting procedures and equipment will conform to the Lifting Operations and Lifting Equipment Regulations (LOLER).

All lifting equipment owned by the Company, i.e., chains, slings, hooks, shackles etc., will be tested before first being put into use with certificates kept on file. The user, before use, should visually inspect tackle on site. The equipment will be examined at intervals specified by the regulations with the results of the examination recorded in the prescribed manner. A lifting plan will be provided when required.

Lighting

All work areas will be illuminated as necessary, sufficient to permit safe execution of the work.

Lone Working

The Company will ensure, as far as reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health, safety and welfare.

Solitary working exposes employees to certain hazards and our intention is to remove the risks from these hazards or where complete elimination is not possible, to reduce them to an acceptable level.

Particular consideration will be given to the remoteness or isolation of workplaces and communication.

Manual Handling

The Manual Handling Operations Regulations outline how to deal with risks to the safety of employees who have to carry out manual handling in the course of their work activities.

Manual Handling Operations must be assessed to reduce any risk that may be inherent to the operation, avoid the need to carry out manual handling as far as possible and where a risk is identified, implement measures to reduce that risk.

Method Statements

Safety work method statements will be developed for all activities which represent significant risk to health and safety. Induction of these statements shall be recorded on each statement by those carrying out the works.

Migrant Workers

The Company is committed to ensuring the health, safety and welfare of its migrant workers as far as is reasonably practicable and recognises that migrant workers might be particularly vulnerable to risks to their health, safety and welfare.

While generic precautions taken to protect the health, safety and welfare of the workforce as a whole will, in many cases, also protect migrant workers, it will also be necessary to implement specific advice, guidance and control measures to ensure the protection of migrant workers. The Company also acknowledges relevant legislative provisions and confirms the organisation's commitment to compliance with these provisions.

Mobile Telephones

Hand-held mobile phones are not to be used when driving a Company vehicle. Hands-free equipment should only be used when it is safe to do so. Mobile phones can be used on site when there is no risk to others and as directed by site management.

Mobile Towers

Towers shall be kept in good order. A competent person will erect and inspect the tower regularly to see that the structure has not been altered in any way. Should parts become damaged they should be replaced before the tower is used again.

Near Miss Reporting

A Near Miss is where an accident or incident could have occurred but didn't due to one or more factors. The Company require all Near Misses to be reported, recorded and to be reviewed by the Health and Safety Department.

New and Expectant Mothers

Female employees are advised to notify their Manager of their pregnancy to ensure their tasks will not cause any detrimental health effect to themselves and their unborn child. All such information will be in the strictest confidence and as a result, changes of work or routine may have to be introduced to reduce any risk identified.

Noise

The Company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The Company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible. In addition, suitable hearing protection will be provided by the employer following assessment and as a last resort of controlling the noise exposure.

Permit to Work

The Company operates a Permit to Work system for non routine work. Typical examples, may include:

- Asbestos
- Confined Spaces
- Crushers, Screeners and Shredders:
- Deep Excavations
- Demolition
- High Voltage Electricity
- Gas
- Hot Works
- Buried Services
- Overhead Electric Cables

Permits to work are designed to check that all eventualities have been considered when planning and organising such work activities are an important means of minimising and managing the risks involved.

Personal Hygiene

Personal hygiene is of paramount importance in all industries. Many medical complaints can be reduced if the standards for personal hygiene are in place and when operatives are encouraged to use and treat with respect the provisions available in their place of work. Welfare arrangements will be provided at each site.

Personal Protective Equipment (PPE)

As required by the Personal Protective Equipment at Work Regulations and in accordance with Company policy requirements and procedures, suitable personal protective equipment (PPE) will be supplied together with training, instruction and supervision in the use of the equipment.

Plant Operation

Plant may only be used by competent and trained personnel. Where equipment is required to be used internally, alternative means must be sought, and where not possible mechanical means of extracting fumes must be in place.

Plant Maintenance

All necessary plant and equipment will be provided and maintained in good working order by the Company and will be suitable for the purpose for which it is supplied. Where any work equipment may give rise to a specific risk, then the Company will provide all necessary training and instruction on its safe operation and any precautions to be taken. Should the risk be significant, the Company will restrict its operation, including any maintenance or servicing, to specifically nominated persons. Such equipment will meet all relevant British and European Standards. Electrical and mechanical safety standards of the equipment provided will be checked periodically and any necessary maintenance or repairs to damaged or worn equipment must be notified to management as soon as it is discovered.

Quarries

Quarries by their nature present specific risks and hazards, which can include quarry faces, stockpiles, pooling water. Works in quarries must be planned, organised and carried out under the supervision of a relevant COTC (Certificate of Technical Competence) holder.

Risk Assessments

The Company has developed and maintains a system of risk assessment that is performed on all relevant processes and activities in order to identify all associated hazards to anyone who may be affected and determine actions and responsibilities to eliminate or control the risks.

Roof Work

All working areas will be provided with edge protection. The only exception to this may be on flat roofs when work is at a safe distance from the roof edge with suitable barriers to warn and prevent people going too close to the edge, or for work on a sloping roof which is of short duration.

Fall arrest equipment will be worn as necessary, and safe access and egress is to be provided at all times.

Scaffolding (Tube and Clip / Modular)

Scaffolding shall only be erected and dismantled by competent persons with the appropriate and recognised certification, i.e., The Construction Industry Scaffolders Record Scheme (CISRS).

A scaffold design or TG20:13 compliance sheet along with a handover certificate must be on site prior to accepting handover.

Selection and Monitoring of Subcontractors

Any subcontractor used by the Company must have been vetted and authorised on the Company prior to use.

Smoking

The Company operates a no-smoking policy. Smoking is not allowed within any part of the offices and only allowed in designated external areas on site.

Stress

The Company realises that stress can lead to mental and physical ill health and aims to ensure that employees are not made ill by the work undertaken. The Company provides a confidential 24/7 Employee Assistance Programme.

Sun Protection

Skin cancer is the most common form of cancer and is an occupational hazard for people who work outdoors. The Company provides sun block to reduce the effects of harmful UV Radiation. T-Shirts should be worn as a minimum.

Temperature

The Company acknowledges that problems can arise within both natural and artificially created environments. It is our policy to ensure that employees are provided with a comfortable working environment suited to the type of work being undertaken. Where air conditioning systems are installed, these will be maintained regularly, and employees will be advised on how best to use them in order to ensure effectiveness. We will endeavour to keep areas that do not have air conditioning systems and are subject to temperature variations throughout the day within a comfortable range.

Temporary and Casual Staff

The Company will take the necessary measures to ensure the health, safety and welfare of any temporary and casual staff in our employment.

Temporary Works

Temporary works may consist of trench support, falsework or structural support of existing buildings. The size of temporary works may vary from major structural support to simple propping in existing buildings. Each item of temporary works shall be assessed and classified by the Project Team in accordance with the Company Temporary Works Procedures.

Underground/Overhead Services (including Accidental Contact / Strikes)

When the Company is engaged in activities which may be in close proximity of known or unknown underground or overhead services. The Company will take all appropriate steps to minimise the risk of injury to personnel or damage to such services whilst work activities are ongoing.

Safe working practices will include the preparation of detailed risk assessment and method statements prior to any work activities commencing, in addition to the use of service layouts, radar surveys and cable detection tools as required.

Any cable/pipe which is struck is to be reported to the Health and Safety Department so that lessons can be learnt to prevent re-occurrence.

Use of Ladders

All reasonable actions will be taken by the Company to ensure the safety of employees who work with ladders. Any activity using ladders will be risk assessed to determine the most suitable ladders. Control measures will be introduced to reduce the risks to minimum and information and training will be provided to employees. Defective ladders are not to be used and any defect is to be reported to the person in control of the site. Ladders should only be used where work is of short duration and where reasonably practicable.

Vehicle Reversing

The risk of collision is greatly increased when reversing a vehicle. Extra care should be taken whilst carrying out these manoeuvres and in case of poor visibility or risk to pedestrians you should obtain assistance from a Banks person.

Vehicle Safety

Your Manager will assess work related driving with particular attention being given to the overall length of a working day, driving time, realistic scheduling, breaks, cubic and weight capacity of a vehicle and seating requirements.

The seating capacity of the vehicle must not be exceeded, and seatbelts must be worn at all times. All materials and equipment should be loaded behind the vehicle's bulkhead and secured in such a way as not to endanger passenger safety in the event of hard braking or in an accident. It is the driver's legal obligation to ensure their vehicle is loaded correctly, securely and within the permissible design weights. If a driver feels unsure about any of these aspects, they should discuss it immediately with their Manager.

Please refer to Driving Company Vehicles or on Company Business.

Vibration

Precautions will be taken on the selection of power tools, in particular those designed to reduce or create less vibration. Vibration monitoring will be carried out on high risk activities.

Violence

Acts of violence can cause pain, distress and even disability or death. Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employee's health through anxiety or stress. The Company considers violence towards employees and the risk of violence to be a serious matter and recognises and accepts that it has both a moral and legal responsibility to prevent or reduce the risk of violence at work. Serious incidents of violence by employees involving assault on another person being dealt with in accordance with the Company's Disciplinary Procedure.

Visitors and Guests

All visitors and guests will be given a site-specific induction and be required to sign a visitor's register. Visitors and guests must be escorted at all times whilst on the Company's premises, unless in an office environment.

Waste Management and Pollution Control

The Site Manager will ensure that all waste is disposed of in line with all current legislation.

The Company fulfils its duties under the legislation by:

- preventing anyone from dealing with waste illegally
- preventing the escape of waste
- ensuring waste is only transferred by an authorised person
- ensuring an accurate description of waste is provided when the waste is transferred, and a transfer note is completed

Suitable skips and disposal equipment will be used to contain waste materials and the waste will be disposed of regularly. In adverse weather conditions arrangements will be put in place to prevent waste from blowing around site or contaminating surroundings.

Welding

The Company will provide and use cylinder trolleys to ensure ease of transport and safe storage whilst cylinders are in use. Flashback arrestors will be fitted to all welding, cutting and heating equipment. Appropriate

welding screens and display safety notices will be required whenever electric arc welding is being undertaken to protect other persons from the effects of ultra-violet radiation and the spread of sparks.

The Company will consider fire prevention and control at all times when working on site and will use a 'Permit to Work' system. A fire extinguisher must be available within the actual work area during all hot work processes.

Welfare Facilities

Suitable and sufficient welfare facilities must be available for use. Minimum requirements will include sanitary conveniences, washing facilities, provision to heat water, drinking water, and accommodation for drying of clothing, facilities for changing clothing, facilities for rest, and facilities for the heating of food.

Working at Heights

Where it is necessary to work at height, precautions must be taken to prevent persons falling, e.g., guard rails and toe boards. In addition, barriers or other effective means must be used to prevent persons working below from being struck by falling materials/tools. A variety of methods may be used for working at height, the order of preference being:

- Permanent railed platform scaffold
- Scaffold tower/Mobile scaffold
- Mobile elevating work platform
- Podiums

Ladder/stepladder: these should only be used as a means of access unless the requirements of the ladder are of short duration. Stepladders are to be used as a last resort.

Young People

The Company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young person's will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Policy Monitoring and Review

This Policy will be monitored for compliance and will be reviewed annually.