



**Lavin and Sons Construction Limited
13 Portland Road
Birmingham
B16 9HN**

HEALTH & SAFETY POLICY AND PROCEDURES

INTRODUCTION

The *Health and Safety at Work etc Act 1974* and other specific health and safety legislation, contains the most important provisions for organisations and employees.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of employees at work.
- To protect people other than employees at work against risks to their health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also, to prevent people from coming into contact with such products, either inadvertently or deliberately.
- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

1. POLICY

What the Law Requires

The Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to Policy implementation.

A full review is to be undertaken from time to time to ensure high standards and commitment are maintained.

REVIEW & AMENDMENTS RECORDS

CHANGE REVISION No	DATE	BRIEF DESCRIPTION OF CHANGE	SECTION(S) INVOLVED
New policy	08/02/2021	NEW POLICY	Complete Policy & Procedures



Lavin and Sons Construction Limited
13 Portland Road
Birmingham
B16 9HN

HEALTH AND SAFETY GENERAL POLICY STATEMENT

At LAVIN AND SONS CONSTRUCTION LIMITED, we recognise our duties under the **Health and Safety at Work etc Act 1974** and associated regulations. We will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

LAVIN AND SONS CONSTRUCTION LIMITED recognises its duty, so far as is reasonably practicable;

- to make regular assessment of the hazards and risks created in the course of our business;
- to make regular assessment of the procedures implemented to reduce the risk of COVID-19
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to review annually and revise, as necessary, this policy;
- to provide adequate resources for its implementation; and
- to provide the resource to give this policy effect.
- to commit to continued improvement of our health & safety management systems

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees and advisors recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature

Date

Position.....



Lavin and Sons Construction Limited
13 Portland Road
Birmingham
B16 9HN

ENVIRONMENTAL STATEMENT

It is the policy of LAVIN AND SONS CONSTRUCTION LIMITED to do all its business in a way as to lessen or eliminate any adverse effect on the environment.

In order to achieve this, the company will:

- use all good environmental practices in its day to day operations.
- use material from sustainable sources.
- use registered waste disposal companies for removal of all waste streams.
- ensure all company vehicles meet all emission standards.
- always maintain high standards of cleanliness in respect of litter and waste packaging.
- ensure any cleaning agents used are of a biodegradable nature.
- ensure any chemicals that are used do not present an environmental hazard.
- limit to a minimum and strive to eliminate all emissions to the atmosphere e.g. dusts and carbon dioxide.
- limit to a minimum the use of electricity and gas supplies and to eliminate any wastage.
- stop the use of any chemicals that have a detrimental effect on the ozone layer.
- consider all environmental impacts of new equipment or new work undertaken.
- lessen the impact of any nuisance noise and to work within set hours in residential areas.
- respect all clients' policies aimed at a better environment.
- Commit to continual improvement of our environmental management Systems

Signed: **Position:**

Date:

2. ORGANISATION & RESPONSIBILITIES

INTRODUCTION

The legal provisions require that we, as the employer, identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of LAVIN AND SONS CONSTRUCTION LIMITED have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is taken into account when designing and implementing systems and procedures.

Management also have a responsibility and duty to ensure that:

Our employees are aware of and understand the Health and Safety General Policy.

Our employees are aware of and understand the health and safety rules relating to their work.

Our employees are adequately instructed, trained and supervised.

Our employees are made aware of the hazards and risks associated with their work activities.

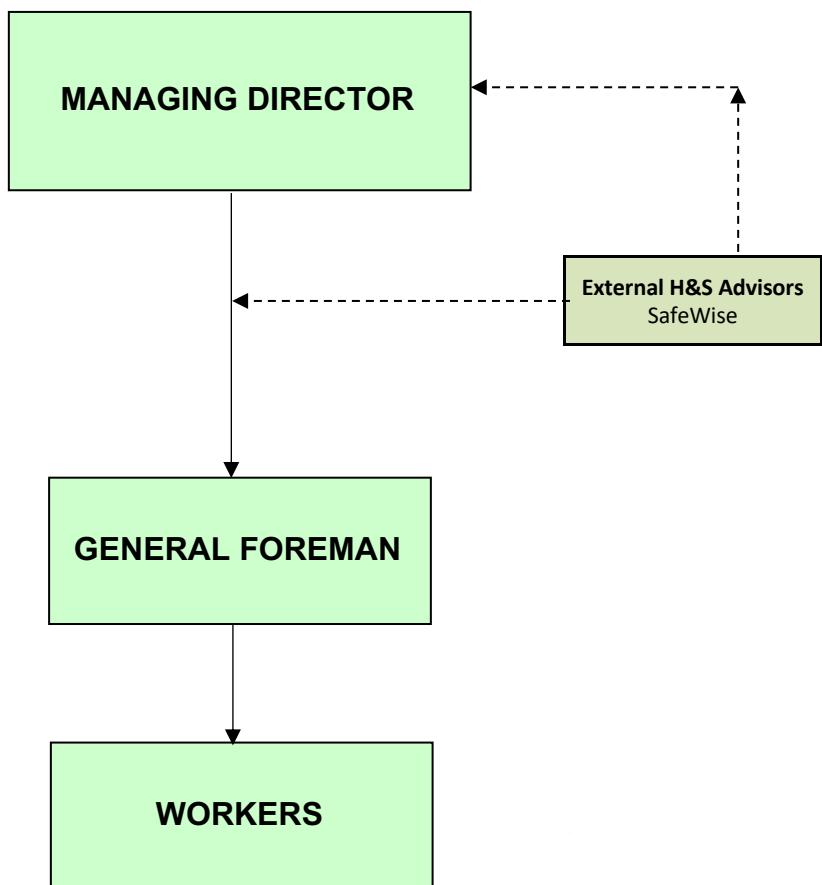
Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

We recognise that external safety advisors act in a consultancy capacity only, but they do assist us with the provision of documentation, advice and training to help us comply with health and safety legislation. However, we retain ownership of and remain responsible for the management of health and safety in our workplace and the protection of our employees and others who may be affected by our acts or omissions

ORGANISATIONAL STRUCTURE

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has responsibility for the implementation of the Health & Safety General Policy and who is accountable for areas of responsibility



MANAGEMENT RESPONSIBILITIES

Introduction

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual management responsibilities are allocated. These are deemed the most important responsibilities to be undertaken by Managers, for which they are held accountable. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

Key Responsibilities

To ensure we fulfil the objectives outlined in the General Policy, the organisational structure indicates all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

Health and Safety Key Responsibilities List

The **MANAGING DIRECTOR** key responsibilities are assigned in the form of responsibility and monitoring sheets as follows.

RESPONSIBILITIES	ACHIEVED BY
I will ensure that I keep abreast of any <u>legislative changes</u> and that I am familiar with legislation applicable to this organisation.	This will be achieved by keeping up to date with any legislative changes or industry specific requirements using the assistance of External Advisors -. I will utilise other professional bodies and equipment suppliers, as necessary, to assist.
I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure the organisation's <u>Health and Safety Policy</u> is developed and brought to the attention of all of the employees.	This will be achieved by regular meetings and discussions with the relevant Managers as required. The Health and Safety Policy will be communicated to all employees, either individually or on a group basis.
I must ensure that any Health and Safety Policy developments are brought to the <u>attention of the employees</u> .	This will be achieved through effective participation with fellow Managers and communicating pertinent findings to employees, under my control, either individually or on a group basis.
I will ensure that situations which pose <u>occupational health</u> risks to employees are suitably and sufficiently dealt with in the appropriate manner.	This will be achieved by obtaining Occupational Health advice, where necessary, to provide professional advice relating to particular hazards and the control measures required.
I must ensure that all Managers within the organisation carry out regular <u>monitoring of health and safety</u> matters.	This will be achieved by all Managers completing the Responsibility Monitoring Record Sheets
I must ensure that <u>adequate funding</u> is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.	This will be achieved by providing, so far as is reasonably practicable, sufficient financial resources to meet our statutory obligations.
I will ensure that <u>adequate control measures</u> are in place to deal with issues relating to <u>transport</u> within the organisation.	This will be achieved by undertaking a risk assessment relating to transport issues with the implementation of suitable control measures.
I must ensure that the organisation has sufficient <u>Employers' and Public Liability Insurance</u> cover for the extent of the business undertaking.	This will be achieved by obtaining the necessary valid cover and ensuring that a copy of the Employers' Liability Insurance Certificate is prominently displayed.
I must encourage a positive <u>health and safety culture</u> within the organisation, to reduce the risk of injury or ill health to employees	This will be achieved by regular meetings and discussions with the relevant Managers as required. I will provide the necessary supervision, information, instruction and training for the tasks undertaken by employees. Contractors and visitors to our premises will also be included, as necessary

Health and Safety Key Responsibilities List

The **MANAGING DIRECTOR** key responsibilities are assigned in the form of responsibility and monitoring sheets as follows.

RESPONSIBILITIES	ACHIEVED BY
I will ensure that any <u>electrical installations and any electrical equipment</u> used within my undertaking are suitable in terms of design, installation and maintenance. I will also ensure that I meet the requirements regarding testing of electrical systems or equipment.	This will be achieved by identifying all the electrical equipment and installations within my control. If required, I will also appoint the services of a competent person to assist me with my duty.
I must ensure that coordinated arrangements are in place to deal with <u>fire and other emergency situations</u> .	This will be achieved by implementing a procedure that will enable a safe evacuation of the premises to take place, when required. In most cases Fire & emergency arrangements will be under the Principle Contractors Control
I will ensure that there is adequate provision of <u>First Aiders (or) 'Appointed Persons'</u> and first aid equipment.	This will be achieved by ensuring that there are a sufficient number of first aid trained personnel and first aid kits. In most cases First Aiders will be employed by the Principle Contractor
I must ensure the organisation has effective arrangements to deal with health and safety issues, hazards and emergencies that may arise as a result of our undertaking. I need to ensure that regular <u>monitoring of health and safety performance</u> is carried out.	This will be achieved by regular meetings and discussions with relevant Managers as required. I will ensure regular workplace inspections are undertaken and the required Safety Records completed. (As a minimum this will be undertaken annually).
We will ensure that were <u>identified Occupational Health Surveillance</u> will be implemented for all operatives who are routinely exposed to risks such as: Noise, Vibration, Dust, Fumes	This will be achieved by engaging occupational Health practitioners to carry out surveillance

Health and Safety Key Responsibilities List

The **MANAGING DIRECTOR** key responsibilities are assigned in the form of responsibility and monitoring sheets as follows.

RESPONSIBILITIES	ACHIEVED BY
I will ensure that there are regular <u>documentation checks</u> to ensure that all tasks are carried out in a safe manner. This will be carried out at least annually.	This will be achieved by the use of a health and safety monitoring programme, risk assessment, health and safety documentation and an annual review.
I will ensure that <u>transport</u> within my control is effectively managed and monitored to reduce the risk of harm.	This will be achieved by monitoring transport activities to ensure that control measures are being fully implemented. Wherever possible, this will include segregation measures to separate pedestrians from areas that pose a risk of harm.
I will ensure that adequate provision is made to assess and control the risks associated with <u>young persons</u> .	This will be achieved by carrying out a risk assessment of tasks undertaken by young persons and ensuring that regular monitoring takes place.
I will ensure that all <u>accidents and incidents</u> are thoroughly investigated and necessary documentation is completed. This will include accident investigation and may include reporting to the appropriate authorities.	This will be achieved by following the accident investigation procedure. I will report, as required, any necessary notifications under statutory reporting requirements.
I will be actively involved in <u>communicating safety information</u> to all staff under my control.	Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means. Such meetings will be minuted or recorded.
I will ensure that all <u>work equipment</u> provided by the organisation is suitably and sufficiently designed, maintained, inspected and tested to meet all statutory requirements and industry standards.	This will be achieved by ensuring that safe working procedures are taken into account prior to the purchase or hire of any equipment. I will also ensure compliance with any statutory maintenance, inspection and testing requirements and will keep maintenance records as appropriate.
I will ensure that any <u>personal protective equipment</u> provided is suitable and sufficient for the required protection. It must be correctly CE marked and issued, free of charge, with the necessary information, instruction and training for its correct use, fitting and storage.	This will be achieved by undertaking a risk assessment of necessary personal protective equipment requirements and the provision of suitable personal protective equipment to relevant employees.

Health and Safety Key Responsibilities List

The **MANAGING DIRECTOR / GENERAL FOREMAN** key responsibilities are assigned in the form of responsibility and monitoring sheets as follows.

RESPONSIBILITIES	ACHIEVED BY
I will ensure that documented <u>risk assessments</u> are completed, to cover all work activities. I will ensure that control measures arising from such assessments are being actioned and that records of such actions are completed in respect of the assessments.	This will be achieved by the carrying out of risk assessments, as required, and acting upon the findings by providing employees with adequate information about the significant findings of the assessments. Monitoring the implementation of control measures will take place. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on those carrying out work activities.
I will ensure that <u>safe systems of work</u> established as a result of the findings of a risk assessment are adhered to and communicated to the staff under my control.	This is achieved through induction and other appropriate training, supervision and monitoring of employees to ensure they are adhering to the agreed safe working practices.
I will ensure that regular <u>monitoring of the workplace</u> is carried out and that high standards of housekeeping and controlling waste are applied and maintained.	This will be achieved by regular monitoring of the workplace.
I will ensure that all <u>hazardous substances</u> present within my area of control are handled, used and stored in the correct manner according to a safe system of work.	This will be achieved by carrying out individual substance risk assessment. I will identify the controls that must be implemented and establish a safe system of work based on the outcome of the assessment.
I will ensure that areas under my control that pose a risk of <u>hearing damage</u> are assessed. I will ensure that suitable noise control measures are devised, enforced and reviewed.	This will be achieved by undertaking a risk assessment of the work areas that may pose a risk of hearing damage. Any necessary control measures will be implemented.
I will ensure that all employees under my control are made aware of all the <u>welfare facilities and security arrangements</u> .	This will be achieved by instructing employees in the arrangements for welfare facilities and security issues at induction.
I will ensure that <u>waste materials</u> are suitably stored awaiting collection and that adequate arrangements have been made to dispose of waste.	This will be achieved by ensuring that adequate arrangements have been made with a waste disposal contractor to remove waste from the site.
I will ensure that adequate <u>access</u> and <u>egress</u> to and from the workplace is available.	This will be achieved via risk assessment of work areas and work activities.
I will ensure that <u>slips, trips and falls</u> and other potential workplace hazards are avoided by the implementation of safe working procedures and workplace maintenance.	This will be achieved via regular workplace inspections and risk assessment.

Health and Safety Key Responsibilities List

The **MANAGING DIRECTOR / GENERAL FOREMAN** key responsibilities are assigned in the form of responsibility and monitoring sheets as follows.

RESPONSIBILITIES	ACHIEVED BY
I will ensure that all site operatives receive <u>site specific induction</u> and training and receive sufficient instruction on how to perform their activities in a safe working manner	By holding site specific inductions at the start and ensuring operatives sign as to their understanding of its contents
I will ensure that all site operatives receive the proper <u>PPE</u> for their tasks as detailed in the site specific risk assessments	By allocating and checking PPE at the start of each job
I will ensure that all employees receive adequate <u>training</u> to enable them to carry out their work tasks. This will include suitable and sufficient training at induction.	This will be achieved by carrying out training needs analysis to establish areas that present a risk to health and safety; this will include an induction training package. Records of all training given will be maintained.
I will ensure that up to date <u>records of employee training</u> are maintained.	This will be achieved by ensuring that all training is recorded and reviewed.
I will be actively involved in <u>communicating safety information</u> to all staff under my control.	Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means. Such meetings will be minuted or recorded.
I will ensure that all <u>equipment</u> is used in accordance with agreed and / or documented safe systems of work.	This will be achieved by the implementation and monitoring of safe systems of work to cover specific and general work equipment use.
I will ensure that <u>manual handling</u> activities under my control are adequately assessed and suitable control measures are identified and implemented.	This will be achieved by carrying out Manual Handling Risk Assessments for individual activities, as necessary. Where the handling task cannot be removed, training and monitoring of the persons involved will be undertaken.
I will ensure that situations which pose <u>occupational health</u> risks to employees are suitably and sufficiently dealt with in the appropriate manner	This will be achieved by Monitoring HAV trigger times and Noise levels at the work face where required.

Health and Safety Key Responsibilities List

The **Safety Advisors** key responsibilities are assigned in the form of responsibility and monitoring sheets as follows.

RESPONSIBILITIES	ACHIEVED BY
To discuss and <u>advise on matters affecting health, safety and welfare:</u>	Review Health & Safety Policy. Inspect contractors Welfare provisions when instructed. Advise on any Health & Safety matters which require addressed.
To notify the contractor of any significant changes to <u>Health & Safety Legislation:</u>	Maintain IOSH membership. Regularly check for and relay new safety legislations & updates.
To carry out regular <u>site inspections</u> on instruction from the contractor. Submit site safety reports and any actions required to the Contractor:	Ensure advisors are available to carry out site safety inspections when instructed to do so.
To immediately contact the MD if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the <u>stopping of any operation:</u>	Direct contact with the MD from site.
To advise of <u>safety training requirements</u> for new entrants and all employees.	Identify and search for appropriate training providers courses when instructed to do so by the contractor.
In accordance with the agreed criteria, to carry out investigations into and report on, <u>accidents, dangerous occurrences and near misses;</u> (RIDDOR)	When instructed to do so by the contractor. Obtain accident witness reports and record the accident scene, Take photographs where necessary. Provide an accident investigation report for the contractor
On instruction, to check site documentation is being completed correctly and where necessary to ensure <u>that risk assessments and method statements are available;</u> and site conditions are adequate.	On instruction by the contractor complete site safety audit on safety management systems and site conditions. Provide a report for the contractor
To carry out <u>inspections of offices</u> and workshops as required by the contractor.	On instruction by the contractor complete Office safety audit on safety management systems and workshop conditions. Provide a report for the contractor

INDIVIDUAL RESPONSIBILITIES AND MONITORING

Organising

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain this level at LAVIN AND SONS CONSTRUCTION LIMITED we have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership of management is necessary to ensure a positive approach which is supportive of the health and safety of our employees and others that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

Monitoring

To ensure the involvement of management, record sheets have been provided to Monitor the Implementation of the responsibilities

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed.

All record sheets are to be reviewed back up the management chain to the person with overall responsibility for health and safety in LAVIN AND SONS CONSTRUCTION LIMITED. Completed record sheets can be found in Section 10 of this Health & Safety File

Audit

Health & safety Management systems will be audited annually by an external advisor. Audit details can be found at the end of this Health & Safety File.

3. SPECIFIC ARRANGEMENTS

1. ABRASIVE WHEELS
2. ACCESS EQUIPMENT
3. ASBESTOS
4. CONSTRUCTION DESIGN MANAGEMENT (CDM 2015)
5. CONFINED SPACES
6. CONSULTATION
7. CONTROLLING WASTE
8. CONTROL OF CONTRACTORS
9. COVID - 19
10. ELECTRICAL SAFETY
 - ELECTRICAL INSTALLATIONS
 - PORTABLE ELECTRICAL APPLIANCES
11. FIRE / EMERGENCY
12. FIRST AID
13. HAND TOOLS
14. HAZARDOUS SUBSTANCES (COSHH)
15. LEPTOSPIROSIS
16. LIFTING EQUIPMENT (*LOLER*)
17. LEGIONNAIRES' DISEASE (NON COOLING SYSTEMS)
18. LONE WORKING
19. MANUAL HANDLING
20. OCCUPATIONAL HEALTH
 - *HAND ARM VIBRATION (HAV)*
 - *MANAGING NOISE RISK*
 - *DERMATITIS*
21. PERMITS TO WORK
22. PPE
23. RIDDOR
 - *ACCIDENT AND INCIDENT REPORTING*
 - *ACCIDENT INVESTIGATION*
 - *ACCIDENT REPORTING PROCEDURES*
24. RISK ASSESSMENTS
25. SLIPS, TRIPS AND FALLS
26. STRESS IN THE WORKPLACE
27. SUBSTANCE & ALCOHOL USE / ABUSE
28. TRAINING
29. VISITORS
30. WELFARE /WORKING ENVIRONMENT
31. WORKING AT HEIGHT
32. WORK EQUIPMENT (*PUWER*)
33. YOUNG PERSONS
34. FATIGUE MANAGING THE RISKS
35. WORKPLACE VIOLENCE
36. OCCUPATIONAL ROAD RISKS
37. PROTECTING THE PUBLIC
38. WELLBEING AND MENTAL HEALTH
39. WORKING FROM HOME

Responsibility for undertaking these arrangements has been delegated to key personnel. These responsibilities can be found in the Key Responsibilities section of our Health & Safety Policy. Means for monitoring these responsibilities can be found at the end of the Policy.

1. ABRASIVE WHEELS

We own and use abrasive wheels on our sites/premises and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as adequate guarding and information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Identification of the abrasive wheels in use in the facility.
- Assessing the risks involved.
- Maintenance of abrasive wheels (information and maintenance records can be found in the Site Safety File).
- Ensuring that abrasive wheels kept in storage, are stored in the correct manner.
- Formal training on the use and setting of abrasive wheels (training records can be found in the Site Safety File).

Regulations:

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

PUWER 98, which covers the selection and use of work equipment in general, revoked the remaining provisions of the Abrasive Wheels Regulations 1970 (these dealt with the training, competence and appointment of people to mount abrasive wheels).

2. ACCESS EQUIPMENT

We recognise due to inherent dangers involved that there is a requirement to control Access equipment (e.g. ladders and steps etc.) on our sites/premises. We realise we must ensure the equipment meets the established industry standard and ensure that the integrity of this equipment is monitored and maintained. We have the facility to instigate control measures.

The measures will include:

- Identification of the access equipment in use.
- Assessing the risk involved.
- Maintenance of access equipment (information and maintenance records can be found in the Site Safety File).
- Training on the use of access equipment (training records can be found in the Site Safety File).
- Installation of the safe working procedures.
- Ensuring that faulty or defective access equipment is taken out of use and any repairs necessary are undertaken by a competent person.

For Mobile Elevated Work Platforms (MEWPS) see also - 15. LIFTING EQUIPMENT

Regulations:

The Provision and Use of Work Equipment Regulations 1998 (PUWER)
The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

3. ASBESTOS

We recognise we have a legal obligation to deal with asbestos encountered during our works due to inherent dangers involved. We realise we must identify areas that may contain asbestos so that we can prevent any inadvertent contact with the substance. We have the facility to instigate control measures.

If during the course of construction operations on site where asbestos is found (or suspected) to be present in any form, any operation which may cause disturbance of the material must **STOP**. The contaminated area must be cordoned off, and screened with appropriate signs.

The Client/Principal Designer/Principal Contractor must be informed immediately.

Controlled removal of asbestos may only be undertaken by a licensed contractor. When a sub-contractor is employed to remove the asbestos, the Director or Supervisor/Appointed Person is responsible for ensuring that the sub-contractor holds an Asbestos Licence (issued by HSE) and is an approved contractor. A copy of the licence must be obtained and displayed on site.

It is the responsibility of the sub-contractor to give notice (14 days) to the HSE before work commences.

Under no circumstances should a sub-contractor be employed to remove asbestos unless the company has seen the original sub-contractor's licence and obtained a copy.

The sub-contractor must provide a written method statement before work commences.

Training: Asbestos Awareness. (Training records can be found in the Site Safety File). We will ensure that all employees likely to come into contact with asbestos in their normal duties receives Asbestos Awareness training

Regulations:

The Control of Asbestos Regulations 2012

4. CONSTRUCTION (Design and Management)

Principal Contractor's duties

We as an organisation fully recognise the legal requirements and hazards associated with construction work. The Construction (Design and Management) Regulations 2015 place specific duties upon key individuals and organisations.

When the organisation is a designated Principal Contractor within the scope of the legislation these measures will include:

- Ensuring that the construction phase is planned, managed and monitored and matters of health and safety are coordinated during this time.
- Ensuring when the design, technical and organisational aspects are being decided they are taking place simultaneously or in succession.
- Ensuring that principals of prevention have been taken into account when estimating completion dates for work.
- Ensuring that co-operation and co-ordination of work is conducted, so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Ensuring suitable site inductions are provided, steps are in place to prevent access by unauthorised onto site and facilities comply with the requirements and are provided throughout the construction phase.
- Ensuring that any persons appointed must have the necessary skills, knowledge experience and training
- Ensuring that any sub-contractors appointed have the organisational capacity to conduct their tasks and perform their duties
- Ensuring that planning has taken into account risks to all those affected- workers, member of the public and the clients employees if working in an occupied premises.
- Ensuring that leadership skills are visible through the actions of their managers.
- Ensuring that pre-construction information and key design information identifying risks are managed during construction work, which will help in the drawing up of the construction phase.
- Ensuring that those engaged in work are capable of doing so, effective, preventative and protective measures are in place to control risks, the right plant, equipment and tools are provided to carry out the work.
- Ensuring that matters are liaised with the principal designer during the duration of the project.
- Ensuring that workers are engaged and consulted on health and safety matters.

Regulations:

The Construction (Design and Management) Regulations 2015 (CDM)

CONSTRUCTION (Design and Management)

Contractor's duties

We as an organisation fully recognise the legal requirements and hazards associated with construction work. The Construction (Design and Management) Regulations 2015 place specific duties upon key individuals and organisations.

When the organisation is a designated contractor within the scope of the legislation these measures will include:

- Ensuring that any persons appointed must have the necessary skills, knowledge experience and training & ensuring the ongoing refresher training is provided to the required levels.
- Ensuring that any sub-contractors appointed have the organisational capacity to conduct their tasks and perform their duties
- Ensuring adequate Welfare Facilities are provided by the Principal contractor
- Ensuring all operatives receive a site induction
- Ensuring that co-operation and co-ordination of work is conducted, so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Ensuring that all identifiable hazards and risks are reported accordingly.
- Ensuring that the general principles of prevention are taken into account and implemented accordingly for all duties conducted via the risk assessment process.
- Ensuring that all work duties are correctly planned, managed and monitored.
- Provision of information to the workers.
- Ensuring that there are adequate welfare facilities for the workers from the beginning of every project.
- Co-operation with the principal contractor in planning and managing work, including reasonable directions and site specific rules.
- Provide details to the principal contractor of any contractor who is engaged in connection with conducting the work.
- Provide any information needed for the health and safety file.
- Informing the principal contractor of problems with the construction phase plan.
- Informing the principal contractor of reportable accidents, diseases and dangerous occurrences.

Regulations:

The Construction (Design and Management) Regulations 2015 (CDM)

5. CONFINED SPACES

We may undertake work involving confined spaces. We recognise we have a legal duty to control work being carried out in confined space conditions in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the Site Safety File).
- Providing atmospheric monitoring when appropriate.

Regulations:

1. *The Confined Spaces Regulations 1997*

6. CONSULTATION

This is accomplished by consultation sessions between employees and management in the form of ToolBox Talks and by pre-arranged formal safety meetings. Employees are encouraged to elect health and safety representation amongst themselves. We have the facility to instigate these consultation meetings.

- These meetings take place on a formal and informal basis.
- The content of the meetings will be documented where possible

Consultation takes place with the company on a regular basis in the form of toolbox talks / formal meetings.

Regulations:

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employees) Regulations 1996

7. CONTROLLING WASTE

We recognise the hazards involved due to the build-up of waste within our facility and understand that some of the requirements fall under environmental legislation which outside the scope of this documentation. We have the facility to instigate control measures.

These measures will include:

- Ensuring that waste is removed on a regular basis.
- Ensuring that controlled waste is securely stored to prevent contact with those that may be affected by the associated hazards.
- Ensuring that controlled waste is removed by a licensed waste management company.
- Ensuring that combustible waste is secured and away from sources of ignition.
- Ensuring that waste handling procedures do not cause unacceptable housekeeping conditions.

Regulations:

The Waste (England and Wales) Regulations 2011

8. CONTROL OF CONTRACTORS

We recognise we have a legal duty to control contractors who carry out tasks on our sites/premises. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the contractor undertakes a risk assessment of the task to be done.
- Ensuring the contractor develops a method statement that meets our requirements.
- Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).
- Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.
- Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.
- Ensuring that all work is carried out within the scope of a Permit to Work
- Assessing the risks involved and the control measures that are required to be put into place.
- Ensuring that contractors wear the personal protective equipment that is required for the work being carried out and / or use of equipment.
- Providing information and instruction to all persons who may be affected by the work being carried out.

Regulations:

***The Construction (Design and Management) Regulations 2015 (CDM)
The Management of Health and Safety Regulations 1999 – Regulation 11***

9. COVID-19

We recognise our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. We will implement procedures to reduce the spread of COVID-19 in our workplaces and to minimise the risk to employees, contractors, and visitors. We recognise our employees will require health screening as part of a health surveillance programme. In some instances ([Where employees have underlying health conditions](#)) a re-allocation of work tasks may be required.

We have the facility to instigate control measures.

The measures will include:

- All employees will complete a private & confidential Occupational Health Monitoring (OHM) Questionnaire with procedures put in place where it is identified that the employee has an underlying health condition which has been identified by Public Health England as High risk when exposed to COVID-19.
- Carrying out COVID-19 Risk Assessments for working in offices, Sites and workshops were required.
- Provide ongoing information, instruction, and training on COVID-19 through Risk assessments, signage, and online training.
- Implementing work from home requirements and staggered start finish times.
- Implement strict cleaning programme for work premises before during and after work.
- Provide pop-up handwashing stations, providing soap, water, hand sanitiser and tissues. Encourage staff to use them.
- Stagger break times for employees. Limit capacity of communal rest areas.
- Where possible re-arrange office and workshop layouts with floor markings and one-way systems to minimise employee contact throughout the day
- Prepare for the use of digital and remote transfers of material where possible rather than paper format. Use e-forms and e-mails. Restrict the use of printers.
- Implement procedures to restrict the number of non-essential visitors to work premises.

We will keep up to date with government advice and will review our COVID-19 Arrangements on a weekly basis while social distancing guidelines are in place.

Regulations:

The Coronavirus Act 2020

The Management of Health and Safety Regulations 1999 – Regulation 6

10. ELECTRICAL SAFETY

We recognise we have a legal duty to control the use of electrical equipment on our sites. This equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

➤ **ELECTRICAL INSTALLATIONS**

- Ensuring that all electrical installations and wiring conforms to the established legal standards.
- Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in house or undertaken by an external provider) have reached the necessary competency level.
- Maintenance and testing of fixed electrical installations and wiring

➤ **PORTABLE ELECTRICAL APPLIANCES**

- The identification, visual inspection and testing of portable electrical appliances (portable appliance testing (PAT), test records can be found in the Site Safety Files

We will ensure that all suitable and sufficient control measures are put into place when required for both portable appliances and fixed installations.

Regulations:

The Electricity at Work Regulations 1989

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

11. FIRE / EMERGENCY ARRANGEMENTS

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (e.g. evacuation, firefighting equipment and major spillages). We have the facility to instigate control measures.

The measures will include:

- Identifying situations that require procedures to be put into place.
- Assessing the risks involved
- Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of firefighting equipment.
- Liaising with the relevant emergency services.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training for all relevant persons (training records can be found in the Site Safety File).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the Site Safety File).
- The development and implementation of safe systems of work to combat emergency situations.

Regulations:

CDM 2015

The Regulatory Reform (Fire Safety) Order 2005 (FSO) sets out the law on construction site general fire safety.

12. FIRST AID

We recognise our duty of care and legal requirement for first aid provision on our sites and premises. We understand that we must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place e.g. provision of First Aiders or 'Appointed Persons'
- Implementing and monitoring the control measures.
- Ensuring that emergency procedures are developed and implemented.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Ensuring that all operatives are properly instructed and trained on the emergency procedures, personal protective equipment and other safety measures, e.g. ensuring that body fluids are cleaned up in the appropriate manner (training records can be found in the Site Safety File).

Regulations:

The Health and Safety (First-Aid) Regulations 1981

13. HAND TOOLS

We own and use several items of hand tools on our sites/premises and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as monitoring the condition, maintenance and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that hand tools, appropriate to the work being carried out, are provided.
- Maintaining the tools.
- Ensuring that faulty or defective tools are taken out of use and any repairs necessary are undertaken by a competent person.
- Assessing the risks involved and the control measures that need to be put into place.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training on the use of the tools and personal protective equipment and other safety measures (training records can be found in the Site Safety File).

Regulations:

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

14. HAZARDOUS SUBSTANCES

Our business requires contact with the use of hazardous substances. Due to the inherent dangers involved we recognise our duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of our activities or exist in the form of microbiological hazards. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products within the facility, so as to decide whether they pose a significant risk of harm
- When we purchase or acquire products we request a copy of the safety data sheet (SDS) from our suppliers. This enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled to the recognised standard and are stored in the appropriate containers.
- Identifying the activities where hazardous products are generated as a result of the process and require control measures instigating. This will also include microbiological hazards
- Assessing the risks involved and the control measures that need to be put into place.
- Implementing the control measures, which include ensuring that copies of the completed Coshh assessments are available at the point of use. We will ensure that all employees are made aware that they should not use a hazardous substance before a Coshh assessment has been carried out
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the Individual Responsibilities section of Organisational responsibilities and the means for auditing these responsibilities can be found in the Key Responsibility check sheets

Regulations:

The Control of Substances Hazardous to Health Regulations 2002 (COSH)

15. LEPTOSPIROSIS

Although there are many forms of occupational health risks we recognise, due to the nature of our business that situations may arise that may pose a significant risk of our employees being exposed to the Leptospirosis bacteria. When this situation arises we instigate control measures.

The measures will include:

- Identifying the tasks that pose an increased risk of contact with the disease.
- Assessing the risks involved and the control measures that need to be put into place.
- Ensuring that our preventive measures are enforced and adequate
- Ensuring that our employees are not exposed to unnecessary risks.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the Site Safety File).

Regulations:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

16. LIFTING EQUIPMENT

Due to inherent dangers involved and the statutory inspection requirements that there is a requirement to control the use lifting equipment. We comply with the legislative requirements that apply to issues such as inspection / condition monitoring, correct storage and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that an inventory of all the lifting equipment is kept.
- Ensuring that the lifting equipment meets the design requirements for the task it is being used.
- Ensuring that a competent person correctly maintains the lifting equipment.
- Arranging inspection and examination by a competent person in accordance with the statutory requirements.

*Lifting Equipment – Mandatory Thorough inspection at least 12 monthly
Lifting Accessories – Mandatory Thorough inspection at least 6 monthly*

- Ensuring that faulty or defective equipment is discarded in the correct manner. This may require the equipment to be taken out of use to enable repairs to be undertaken by a competent person.
- Ensuring that, when appropriate, the Enforcing Authorities are informed in compliance with the regulatory requirements (forms for recording the issue can be found in the Site Safety File).
- Assessing the risks involved and the control measures that need to be put into place.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Formal training in the use of the lifting equipment and any personal protective equipment and other safety measures (training records can be found in the Site Safety File).

Regulations:

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

17. LEGIONNAIRES DISEASE (Non-Cooling Systems)

Our business requires the use of water distribution systems and plant Due to the inherent dangers involved we recognise our duty to control the risk of exposure to Legionnaires Disease.

What is it?

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious legionnaires' disease.

Who is most at Risk?

The risk increases with age, but some people are at higher risk, e.g., people over 45, smokers and heavy drinkers, people suffering from other poor health issues

Where is it found?

The bacterium Legionella bacteria are common in natural water sources such as rivers, lakes and reservoirs but they may also be found in purpose-built water systems, such as cooling towers, evaporative condensers, hot and cold-water systems and spa pools. If conditions are favourable, the bacteria may multiply, increasing the risks of legionnaires' disease, and it is therefore important to control the risks by introducing appropriate measures. Outbreaks of the illness occur from exposure to legionella growing in condensers, hot and cold-water systems

How is it contracted?

Legionnaires' disease is normally contracted by inhaling small droplets of water (aerosols) containing the bacteria. Certain conditions increase the risk from legionella

- (a) *the water temperature in all or some parts of the system may be between 20–45 °C, which is suitable for growth;*
- (b) *it is possible for water droplets to be produced and if so, they can be dispersed;*
- (c) *water is stored and/or re-circulated;*
- (d) *there are deposits that can support bacterial growth, such as rust, sludge, scale, organic matter and biofilms.*

It is important to control, so far as is reasonably practicable, the risks by introducing measures which do not allow proliferation of the organisms in the water distribution systems and plant, we have procedures in place to assess and manage the risks These procedures include:

- *Completing a risk assessment of our water systems and plant using a Competent Water treatment company or Legionella specialist. This will be reviewed and updated where there has been change or every 2 years.*
- *Agree monitoring and maintenance of our water systems and plant based on the results of these findings.*
- *Complete weekly flushing of little used waters taps, and this should be recorded in our site logbook.*
- *Carry out monthly temperature checks on the furthest away or sentinel taps and 10% of all on rotation, so every 12 months, they will all have been done.*
- *Showers heads should be descaled quarterly and flushed regularly.*
- *Cold water tanks should be checked for cleanliness and temperature every 6 months. Record these in site logbook.*
- *Cold water sentinel outlets should be 20 degrees c within 2 minutes of flushing and hot water should be 50 degrees c within a 1-minute flush. Clarifiers should supply water at 60 degrees and return at least 50 degrees*
- *Review the effectiveness of the scheme every 12 months*

Regulations:

The Management of Health and Safety at Work Regulations 1999 (Management Regs)

18. LONE WORKING

Due to the nature of our business situations may arise whereby employees may have to work alone. Where possible we discourage this practice, but sometimes this becomes unavoidable. When this situation does arise we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Establishing emergency contact procedures.
- Ensuring that regular contact is made with the lone worker.
- Implementing the control measures.
- Ensuring that safe working practices are produced and implemented.

Regulations:

The Management of Health and Safety at work Regulations 1999

19. MANUAL HANDLING

Due to the nature of our business situations may arise whereby manual handling tasks become unavoidable. Where possible we discourage manual handling and provide suitable mechanised equipment. When an unavoidable situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved through a “**TILE**” Risk Assessment and the control measures that need to be put into place.
- Ensuring that safe working practices are developed and implemented.
- Providing and maintaining suitable and appropriate manual handling equipment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training on manual handling, the safe working practices, equipment and use of personal protective equipment and other safety measures (training records can be found in the Site Safety File).
- Implementing and monitoring the control measures.

NOTE: A “**TILE**” risk assessment considers the following factors in relation to Manual Handling Tasks

*Task
Individual
Load
Environment*

Regulations:

The Manual Handling Operations Regulations 1992

20. OCCUPATIONAL HEALTH

We recognise our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. If our risk assessments deem it necessary, we will introduce procedures to monitor employees who are, or may be, exposed to health and wellbeing risks whilst carrying out their work activities. We recognise our employees may require referring for health screening as part of a health surveillance programme. In some instances (some chemical, biological and physical agents) this is a mandatory requirement. We have the facility to instigate control measures.

The measures will include:

- Hazards that have the potential to cause ill health to our employees, or anyone who may be affected by our work activities, are identified in our risk assessments. These assessments will identify any occupational health issues that require controlling.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake their normal work activities.
- Assessing the risks involved and the control measures that need to be put into place.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of PPE & RPE can be found in the Site Safety File).

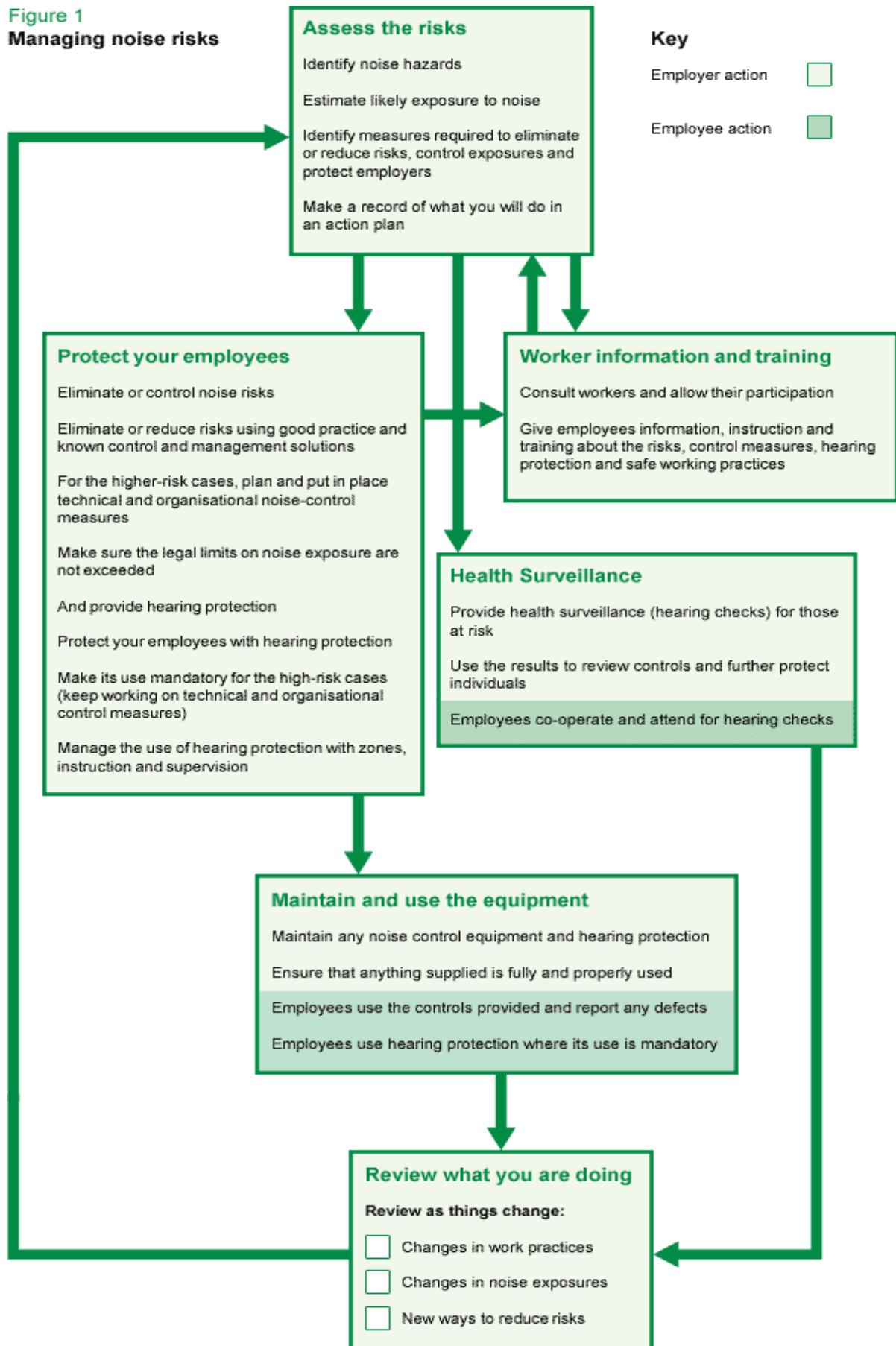
Specific Hazards to be considered when carrying out Risk assessments

- ❖ Noise
- ❖ Hand Arm Vibration
- ❖ Dermatitis
- ❖ Construction Dusts

Regulations:

Management of Health and Safety Regulations 1999 – **Regulation 6**
The Control of Noise at Work regulations 2005
Control of Vibration at Work Regulations 2005
Health and Safety (Display Screen Equipment) Regulations 1992

Figure 1
Managing noise risks



❖ NOISE

Due to the nature of our business situations may arise whereby the noise levels rise above the recognised accepted legislative standard. We recognise the requirement to control the exposure of our employees to high noise levels. When this situation arises we instigate control measures. The measures will include:

- Identifying the areas and tasks that may pose risk of hearing damage.
- Undertaking a full and comprehensive noise assessment if necessary
- Assessing the risks involved and the control measures that need to be put into place.
- Setting into place the control measures identified in the risk assessments to either remove or control the risks
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training on the use of personal protective equipment and other safety measures
- Providing health surveillance for all personnel that are exposed to high noise levels.
- Training for all relevant persons

Regulations: The Control of Noise at Work regulations 2005

❖ HAND ARM VIBRATION

Although there are many forms of occupational health risks we recognise, due to the nature of our business that situations may arise that may pose a significant risk of hand arm vibration syndrome. When this situation arises we instigate control measures. The measures will include:

- Identifying the tasks where vibration transmitting tools or materials are in use.
- Assessing the risks involved and the control measures that need to be put into place.
- Ensuring that our tools are maintained to a high standard.
- Ensuring that our employees are not exposed to vibration that exceeds the current recommended exposure levels.
- Ensuring that our employees are provided with sufficient facilities to enable them to keep their hands warm.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Issuing appropriate safety equipment to the personnel involved
- Training on the use of personal protective equipment and other safety measures

❖ DERMATITIS

Although there are many forms of occupational health risks we recognise, due to the nature of our business that situations may arise that may pose a significant risk of Skin irritation and allergies. When this situation arises we instigate control measures. The measures will include:

- Identifying the tasks where Irritant substances/materials are in use.
- Assessing the risks involved and the control measures that need to be put into place.
- Ensuring that our employees are not exposed to substances that exceeds the current recommended exposure levels.
- Ensuring that our employees are provided with sufficient facilities to wash
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Issuing appropriate safety equipment and PPE to the personnel involved
- Training on the use of personal protective equipment and other safety measures

❖ CONSTRUCTION DUSTS

Although there are many forms of occupational health risks we recognise, due to the nature of our business that situations may arise that may pose a significant risk of respiratory problems through exposure to Construction dusts. When this situation arises we instigate control measures. The measures will include:

- Identifying the tasks where Construction dusts are produced.
- Assessing the risks involved and the control measures that need to be put into place to reduce hazards
- Ensuring that our employees are not exposed to substances that exceeds the current recommended exposure levels.
- Ensuring that our employees are provided with sufficient facilities to wash
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Issuing of and training on how to use appropriate PPE and RPE
- Provide Face Fit testing for all operatives who are likely to wear tight fitting dust masks/ respirators. (All operatives will Be clean shaven during testing and while wearing the dust mask/respirator)
- Ensuring the face fit certificates and any PPE training certs are held on the site the operative is working at all times.

❖ DISPLAY SCREEN EQUIPMENT

DSE user

An employee who habitually uses display screen equipment as a significant part of their normal work, whether they are employed at their employer's workstation, at a workstation at home or another employer's workstation. It is appropriate to classify a person as a DSE user if they:

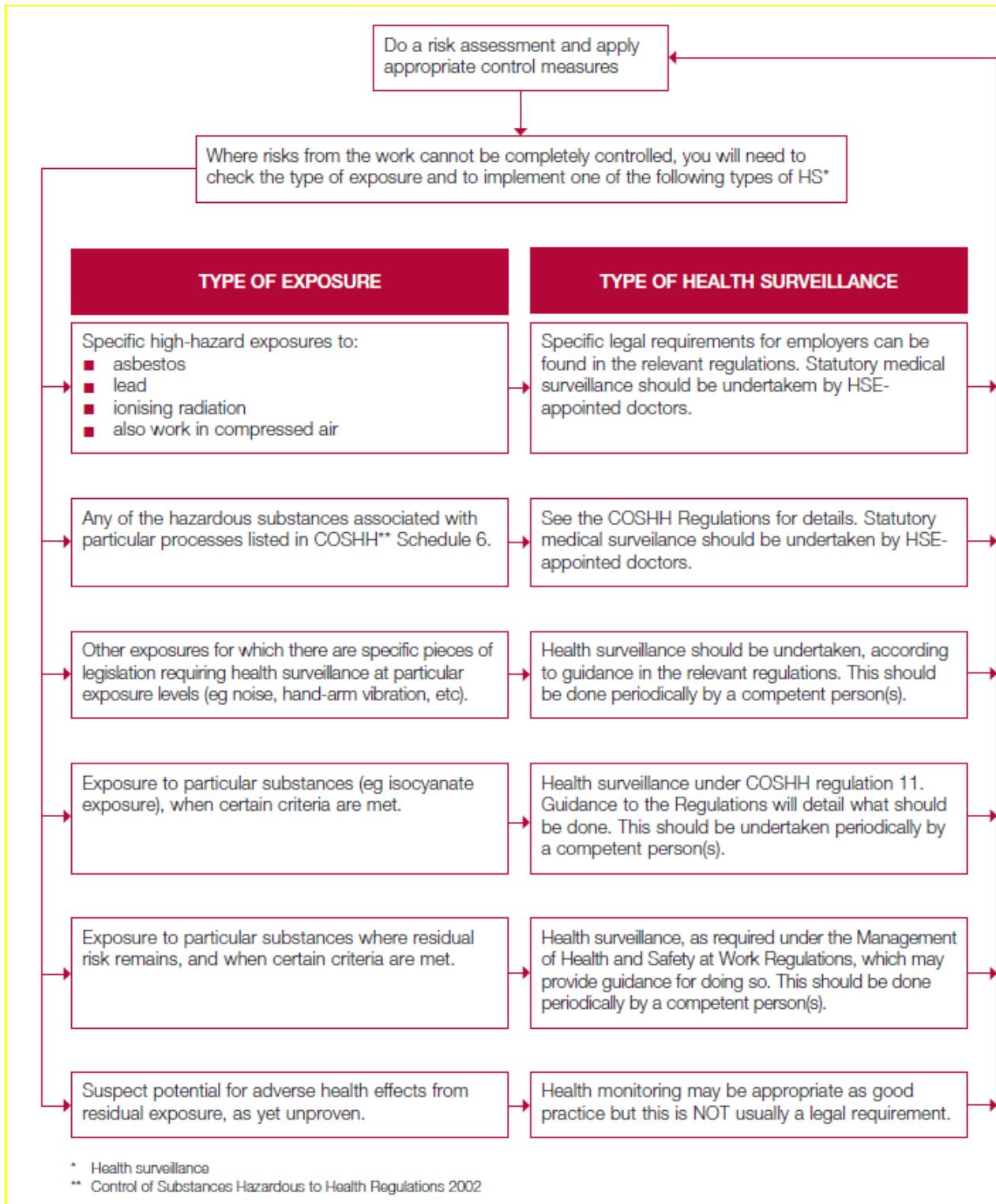
- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- Have to transfer information quickly to or from the DSE;
- Need to apply high levels of attention and concentration; or
- Are highly dependent on DSE or have little choice about using it; or
- Need special training or skills to use the DSE.

Training for DSE users

The employer has a responsibility to provide suitable and sufficient training for DSE users on the risks associated with using DSE and associated safe behaviour and practices. The following is an overview of what user training should include;

- Risks associated with DSE work such as: upper limb disorders (including neck, arm, elbow, wrist, hand and finger pain) often referred to as repetitive strain injury or 'RSI'; back ache; fatigue and stress; eyestrain and headaches;
- The importance of good posture and changing position whilst sat at the DSE;
- How to adjust furniture to avoid risks;
- Organising the workstation to avoid awkward or frequently repeated stretching movements;
- Avoiding reflections and glare on or around the screen;
- Adjusting and cleaning the screen and mouse;
- Organising work for activity changes or breaks;
- Who to contact for help and advice or to report problems or symptoms to;
- How to assist in risk reduction via the risk assessment process by completing DSE risk assessment checklists.

Health Surveillance: Decision-making map



* Health surveillance

** Control of Substances Hazardous to Health Regulations 2002

21. PERMITS TO WORK

Due to the nature of our business high risk situations may arise whereby extra control measures must be introduced in the form of a Permit to Work system. These permits specify the controls that must be implemented so as not to give rise to hazardous situations. When this situation does arise we instigate control measures.

The measures will include:

- Identifying the issues that would necessitate a permit to work.
- Liaising with the contractor / worker involved.
- Assessing the risks involved and the control measures that need to be put into place (a copy of the completed risk assessments should be filed with the **Permit to Work** form in the appropriate place).
- Approving the work
- Ensuring that control measures are implemented and monitored (method statements and safe working practices should be filed with the **Permit to Work** form in the appropriate place).
- Ensuring that safe working practices are developed and implemented.
- Where required, issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Provision of information to all persons who might be affected by the work.

Regulations:

The Management of Health and Safety at Work Regulations 1999 – Regulation 3

22. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Due to the nature of our business situations may arise whereby the use of personal protective equipment becomes unavoidable. We realise that this should form the last resort as a control measure, but this becomes the only viable option in many cases. When this situation does arise we instigate control measures.

The measures will include:

- Providing suitable and sufficient personal protective equipment that meets European Standards (CE marking),
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the Site Safety File).
- Training on the use and maintenance of personal protective equipment and use of personal protective equipment (training records can be found in the Site Safety File).
- Providing appropriate storage for personal protective equipment (PPE) when it is not in use.

Regulations:

The Personal Protective Equipment at Work Regulations 1992 (PPE)

23. RIDDOR

➤ ACCIDENT & INCIDENT REPORTING

We understand our legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. We realise we must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner. We have the facility to instigate control measures.

The measures will include:

- Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority e.g. Health and Safety Executive or Local Authority.
- Recording all accidents onto our accident book
- Ensuring that all relevant incidents are reported in accordance with RIDDOR Regulations

➤ ACCIDENT INVESTIGATION

We recognise our duty to undertake accident and near miss investigations so that we can prevent re-occurrence of the same incidents. We have the facility to document our findings and instigate the necessary action and control measures.

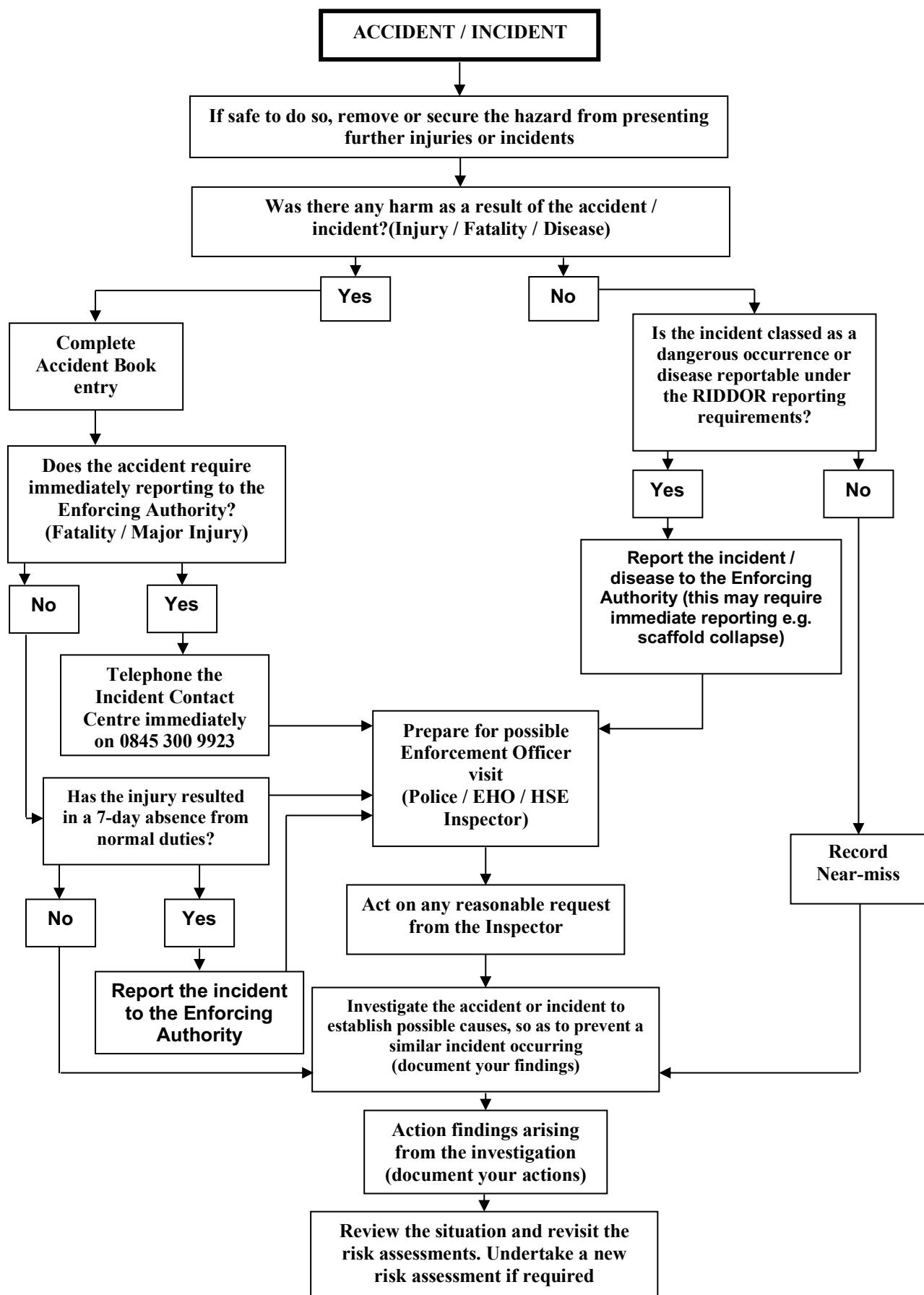
The measures will include:

- Identification of the cause of accidents / incidents.
- Investigating each occurrence to identify causes and control measures to prevent a re-occurrence (Accident / Incident Investigation form can be found in the Site Safety File).
- Ensuring that all relevant incidents are investigated.

Regulations:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

REPORTING AND INVESTIGATION PROCEDURE



24. RISK ASSESSMENTS

We understand the benefits of undertaking suitable and sufficient risk assessments. We also recognise we have a legal obligation to undertake risk assessments of all activities that pose a risk and are connected with our business undertaking. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place
- Implementing and monitoring the control measures.
- Ensuring that the risk assessments are documented.
- Ensuring that the risk assessments are linked to the tasks.
- Ensuring that safe working practices are developed and implemented.
- Ensuring that the risk assessments are made available to the employees involved.
- Ensuring that those involved in risk assessment training are identified and recorded (training records can be found in the Site Safety File).

Regulations:

The Management of Health and Safety Regulations 1999 – Regulation 3

25. SLIPS, TRIPS AND FALLS

We recognise our duty to ensure that the premises are maintained to an acceptable standard. This will involve good housekeeping and organisation. This is to ensure that situations do not arise that may cause slips, trips and falls on our premises. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises and identify any actions necessary.
- Assessing the risks involved and the control measures that need to be put into place
- Ensuring that safe working practices are developed and implemented.
- Providing information, instruction and training to all persons who might be affected within the facility.
- Providing signage to indicate the presence of the hazard.

Regulations:

CDM 2015

26. STRESS IN THE WORKPLACE

Due to the nature of our business, it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. We recognise our legal duty to ensure we control situations that are likely to heighten the risk of the condition. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Implementing and monitoring the control measures that have been identified.
- Ensuring that the workloads are not excessive.
- Ensuring that employees are provided with the necessary counselling and occupational health practitioner facilities when necessary.

Regulations:

The Management of Health and Safety Regulations 1999 – Regulation 6

27. SUBSTANCE AND ALCOHOL USE / ABUSE

We recognise the health and safety implications posed by employees that may be involved with substance and alcohol use and abuse. We have a low tolerance policy towards employees that are involved in these activities, but also realise our duty to assist those that have a genuine problem. When this situation does arise we instigate the following procedures.

These procedures will include:

- Identifying those affected.
- Identifying the use / abuse problem.
- Deciding whether to invoke the disciplinary procedures.
- Ensuring that adequate supervision is provided so as to monitor the actions of those affected.
- Implementing and monitoring the control measures. We the employer or any of our clients, may carryout random Drug & Alcohol testing on our sites. Should the employee refuse when the employer or client has good grounds for testing, they may face disciplinary action.
- Providing health surveillance and / or counselling as appropriate.

Regulations:

The Management of Health and Safety at Work Regulations 1999
The Misuse of Drugs Act 1971

28. TRAINING (INFORMATION, INSTRUCTION & TRAINING)

We recognise the benefits of training within our organisation and the legal requirement to provide information, instruction and training. We have the facility to instigate control measures.

The measures will include:

Identifying the tasks for which training must be provided to ensure that our employees achieve the necessary level of competence to carry them out.

The provision of training in the use and / or maintenance of equipment and machinery (training records can be found in the Site Safety File).

Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases, this requires approved certification.

Ensuring that only properly trained and competent persons use the equipment and machinery (training records can be found in the Site Safety File).

Assessing the risks involved and the control measures that need to be put into place

Setting into place the control measures identified in the risk assessment.

Training on the use of personal protective equipment and other safety measures (training records can be found in the Site Safety File).

Provide regular ongoing Health & Safety training

Regulations:

The Management of Health and Safety Regulations 1999 – Regulations 10, 13, 15

29. VISITORS

Due to the nature of our business and the inherent dangers involved we realise our duty to control access to our facility by visitors. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and introduced by visitors and the control measures that need to be put into place.
- Implementing and monitoring the control measures.
- Ensuring that all visitors read the safety and emergency rules that are relevant to them and sign the **Visitors Book** to say that they have done so.
- Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.
- Ensuring that personal protective equipment is used where required.

Regulations:

The Management of Health and Safety at Work Regulations 1999 – Regulation 12

30. WELFARE / WORKING ENVIRONMENT

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities. We have the facility to instigate control measures.

These measures will include:

- Ensuring an assessment is undertaken of the general workplace condition.
- Ensuring the workplace is adequately ventilated and temperature controlled where possible.
- Ensuring that the workplace lighting meets a satisfactory standard.
- Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis, so as not to give rise to blocked access routes and possible slips, trips and falls etc.
- Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate.

Regulations:

The Workplace (Health, Safety and Welfare) Regulations 1992

31. WORKING AT HEIGHT

Before carrying out any work at height we will follow the following Hierarchy of control:

1. Avoid working at height if possible
2. Use an existing safe place of work
3. Provide work equipment to prevent falls
4. Mitigate distance and consequences of a fall
5. Instruction and training and/or other means.

If Working at height is unavoidable, we have a **duty** to ensure the health, safety and welfare of our employees and others against the risks involved in working at height.

We do this by:

- Nominating senior staff members to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height.
- Developing and implementing procedures, control measures and Safe Systems of Work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Following our risk assessments, procedures, control measures and Safe Systems of Work in practice.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the Individual Responsibilities section of Organisational responsibilities and the means for auditing these responsibilities can be found in the Key responsibility check sheets

Regulations: ***The Work at Height Regulations 2005***

32. WORK EQUIPMENT

We recognise due to the inherent dangers involved that there is a requirement to control the use of work equipment provided to our employees. We realise we must comply with the legislative requirements that apply to issues such as guarding, applications and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the equipment provided is suitable and sufficient for the relevant task.
- Ensuring that equipment is subjected to planned maintenance
- Ensuring that faulty or defective equipment is placed out of use and secured, until properly repaired by a competent person.
- Ensuring that only properly trained and competent persons use the equipment (training records can be found in the Site Safety File)
- Assessing the risks involved and the control measures that need to be put into place
- Setting into place the control measures identified in the risk assessment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in Site Safety File).
- Training on the use of personal protective equipment and other safety measures.

Regulations:

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

33. YOUNG PERSONS

We recognise the legal requirement to undertake a risk assessment of the tasks undertaken by young persons. When this situation does arise we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place.
- Ensuring that the control measures identified are put into place and implemented.
- Restricting the work activities of young person's where failure to do so is likely to result in injury.
- Ensuring that all relevant persons are informed of the activity and risks involved.
- Ensuring that the young person is managed / supervised by persons who are trained and competent.
- The provision of information, instruction and training to all relevant persons (training records can be found in the Site Safety File).

Regulations:

The Management of Health and Safety at Work Regulations 1999 – Regulation 19

34. FATIGUE – MANAGING THE RISKS

Fatigue is a perceived state of 'weariness' caused by prolonged or intensive exertion. Fatigue results in slower reactions, memory lapses, absentminded slips, 'losing the picture', lack of attention etc.

We recognise due to inherent dangers involved that there is a requirement to manage the risk of fatigue in our workplace. We will ensure, so far as reasonably practicable, that we maintain good base shift patterns and monitor changes to the shift patterns and overtime worked on an individual basis for those involved in major hazard work, and have agreed to install reasonable limits to control fatigue risks

We realise we must comply with the legislative requirements that apply to issues surrounding fatigue in the workplace. We have the facility to instigate control measures.

These measures will include:

Night Shifts

Not applicable to our current business model. Review if any changes.

Early Starts

- Moving early shift starts before 6am forward (e.g. 7am not 6am start).
- Limit the number of successive early starts i.e. before 7am (to 4 maximum if possible)
- Shifts involving an early start will be shorter in length to counter the impact of fatigue later in the shift.

Shift length

- If 12-hour shifts worked then no overtime worked in addition.
- Avoid long working hours (more than 50 hours per week).
- If 8/10 hour shifts then no more than 4/2 hours additional overtime to be worked.
- Restrict 'back to backs' with 8 hour shifts and avoid entirely with 12 hour shifts.

Rest Periods and Travel times

- Allow minimum of 12 hours between shifts and avoid 'quick return' of 8 hours if possible. (Rest period between shifts should permit sufficient time for commuting, meals and sleep.)
- Plan some weekends off, advisably at least every 3 weeks.
- Consider travelling time of workforce.

Regulations:

The Working Time Regulations 1998

The Management of Health and Safety at Work Regulations 1999

35. WORKPLACE VIOLENCE ARRANGEMENTS

We recognise that our employees work regularly with colleagues and come into contact with other trades, suppliers and visitors to site, there may also be occasions where they have to interface with the general public. It is our policy that instances of work-related violence, including verbal abuse, to our staff will not be tolerated and all employees have the right to be treated with consideration, dignity and respect.

We define work-related violence as: any incident in which an employee is abused, threatened or assaulted by a colleague, contractor, supplier or member of the public in circumstance arising out of the course of his/her employment.

All managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it.

Responsibilities:

Managers have a responsibility to act in a way that does not incite or increase the likelihood of violence. Any manager found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

More specifically, Managers should:

- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Record details of the incident where appropriate and give all employees involved in the incident full support during the whole process.
- Respond to and, where possible, resolve incidents, ideally before they escalate.
- Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- Encourage other staff members to support their colleagues including those that might have witnessed the incident. If victims are particularly traumatised by the event, provide support where possible, such as time off work or changes to their tasks.
- If an investigation is needed, work with the police and offer any assistance needed.

All Employees have personal responsibility for their own behaviour and for ensuring that they comply with this policy. Staff should take positive action and, for example, contact a manager if they think a colleague might be at risk. Don't accept instances of work-related violence directed towards you or your colleagues. Any employee found to be encouraging or inciting violence or abusive situations may be subject to disciplinary action.

Training:

All staff, including new staff, will be briefed on our policy and procedures.

Staff will also be briefed on the likelihood of workplace violence on specific sites, how to prevent work-related violence, reporting procedures and what to do following an incident. This may be through formal training or a briefing from managers, depending on the risk potential for the staff members.

Regulations

The Management of Health and Safety at Work Regulations 1999

36. OCCUPATIONAL ROAD RISKS

We recognise that we have a legal duty to put in place suitable arrangements to manage health and safety. We are also aware that more than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time (Department for Transport figures) Health and safety law applies to work activities on the road in the same way as it does to all our work activities.

We have arrangements to evaluate the risks to our drivers and implement procedures to reduce the harm from those risks so far as reasonably practicable.

Arrangements include:

- Assessing and prioritising the risks from work-related road safety in your organisation.
- Producing a health and safety policy covering, for example, organising journeys, driver training and vehicle maintenance.
- Making sure there is top-level commitment to work-related road safety in our organisation.
- Clearly setting out everyone's roles and responsibilities for work-related road safety. Those responsible will have enough authority to exert influence and be able to communicate effectively to drivers and others.
- Consulting with our employees and providing training
- Monitoring performance to ensure our work-related road safety policy is effective and has been implemented.
- Encouraging our employees to report all work-related road incidents or near misses.
- Review of our performance and learn from our experiences
- Legal and planned maintenance of all company vehicles
- Health Surveillance; Critical worker medicals for drivers of HGV's and Plant

Regulations

The Health & Safety at Work etc. Act 1974

37. PROTECTING THE PUBLIC (ARRANGEMENTS)

We recognise that we have a legal duty to put in place suitable arrangements to conduct our work in such a way as to ensure, so far as reasonably practicable, that persons not in our employment are not exposed to risks to their health & safety from our undertakings. This includes protecting the public, visitors and other contractors.

We have procedures in place to evaluate the risks to those affected by our works and implement suitable control measures. Those control measures include:

Segregation

The purpose of works segregation is to protect people/public from encountering hazards that are present where work is or has been carried out. It is essential therefore that all work areas are clearly defined and physically separated, and that appropriate signage is in place to warn of hazards and restrictions to access. Risk assessment will be used to determine the control measures necessary for effective segregation of works.

Fencing Systems

At all times it is essential that a fencing system is used for segregation that is proportionate to the nature of the construction activities, hazards and risks present.

e.g. 2m close mesh fencing (Heras fencing), full solid hoarding fence or suitably designed pedestrian barriers. Regardless of the type of fencing used operatives must ensure that it is adequately secured and maintained, to do this, daily (or periodic) inspections and remedial actions to reinstate. Risk assessment will be used to determine the control measures necessary for effective fencing systems.

Signage

Suitable and appropriate signage must always be displayed in prominent positions around the works, including as necessary:

Warning signs



Prohibition signs



Information signs



Pedestrian access

Safety signs



Banksmen

Banksmen may be used to direct traffic and members of the public when site vehicles are exiting and entering the site, banksmen may also be used as an additional control measure to fencing when required by site conditions.

Construction Dust

When carrying out work which generates construction dusts, you must ensure a suitable means of dust suppression is employed to keep dust to a minimum, this may include installation of suitable screens or enclosures or the use of water spraying systems or extraction systems. Risk assessment will be used to determine the control measures necessary to eliminate, reduce and/or control dust emissions.

Legislation

The Health & Safety at Work Etc. Act 1974: Regulation 3

38. WELLBEING AND MENTAL HEALTH

We recognise that mental health and wellbeing is as important as physical health. We understand that we must ensure adequate arrangements are provided for dealing with mental health issues and improving the general feeling of wellbeing throughout the workplace. We have the facility to instigate control measures.

The measures will include:

Promoting a positive mental health culture, shying away from old-fashioned and out-dated stigmas, and will provide support to all employees through:

- mental health awareness campaigns
- training for staff, for example Mental Health First Aid training
- providing access to an employee assistance program
- ensuring that all staff are able to work in an environment which is suitably adjusted to support their needs.

Developing the “Wellbeing Forum”

Our greatest assets are our associates. We will create an environment where our associates feel valued; have a purpose; feel a sense of belonging and are in control

Our forum objectives:

- To provide a regular opportunity for discussion and a means of consultation regarding all well-being matters.
- Consider well-being initiatives proposed by associates,
- Provide a budget to support those identified as promoting wellbeing and acting as the ambassadors for health and wellbeing across the company
- Identifies opportunities for promoting and sharing the positive benefits wellbeing initiatives in the workplace
- Design and drive awareness initiatives and campaigns
- Assessing the risks involved with mental Health issues and the control measures that need to be put into place e.g. provision of MH First Aiders.

39. WORKING FROM HOME

We recognise that more of our associates are working from home as a consequence of Social distancing during the COVID-19 outbreak and that it is likely that working from home will become a more regular occurrence in the years ahead

We understand that we must ensure adequate arrangements are provided for ensuring the good health and wellbeing of associates while they are carrying out their work activities at home.

The arrangements will include:

Our Responsibilities

We are responsible, by law, for the health and safety of all associates, including those working from home.

- We will ensure each employee feels the work they are being asked to do at home can be done safely
- We will ensure associates have the right equipment to work safely
- We will ensure managers keep in regular contact with associates under their control, including making sure they do not feel isolated
- We will ensure reasonable adjustments are made for any associate who has a disability are made for an employee who has a disability

Our Associates responsibilities

Employees also have a responsibility to take reasonable care of their own health and safety. Anyone working from home should keep in regular contact with their manager. They should also tell their manager about:

- any health and safety risks
- any homeworking arrangements that need to change

Looking after mental and physical health

We have also implemented “Wellbeing and Mental health Arrangements!

It is likely that associates could be experiencing a high level of stress and anxiety. We will actively encourage associates to take regular breaks, for example to avoid sitting at a computer for too long.

They should also try to do other things to stay mentally and physically active outside of their working hours. This might include things like cooking, exercise, watching favourite TV programmes or other hobbies.

4. EMPLOYEE RESPONSIBILITIES (RULES AND PROCEDURES)

INTRODUCTION

Health and safety law lays down specific responsibilities on us to secure your health and safety whilst at work. The legislation also requires that we protect others who are not our employees but may be affected by our activities.

Health and safety legislation not only places general duties on Managers but also on you to look after your own health and safety and that of others who may be affected by your acts or omissions.

To ensure you are aware of the legal provisions and your responsibilities we have provided the relevant information regarding our rules and procedures for your protection whilst at work. These are included within this Employee Safety Handbook.

INFORMATION FOR EMPLOYEES

We are fulfilling our general duties and responsibilities for the provision of information to you and to your representatives on all aspects of health and safety at work by displaying or issuing various documentation as follows:

The Health and Safety Law Poster.

The displaying of information relating to safe working procedures.

Making available information on the results of various risk assessments carried out and the control measures to be put in place.

EMPLOYEE RESPONSIBILITIES

RESPONSIBILITIES

As an employee of the organisation you have a legal duty to take reasonable care of yourself and others and ensure that you co-operate with management on points of health and safety.

Ensure that you comply with all the emergency arrangements that are communicated to you.

You must ensure that you report all accidents, near misses or damage to machinery and property as soon as possible. You must co-operate with any accident / incident investigations that you are requested to assist with.

You must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.

You must carry out your tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for you. Should you feel that there are situations that may pose a hazard; you have a duty to report such findings to management.

You have a duty to ensure that any personal protective equipment provided for your protection is worn, maintained and stored in the correct manner as directed by management.

ACHIEVED BY

Co-operate with your management on points of health and safety, including attending any health and safety training that may be deemed necessary to undertake your task. Make yourself familiar with the specific arrangements of the Health and Safety Policy that may affect you.

Ensure that you take notice of the procedural arrangements for action in the event of an emergency and keep yourself updated with any changes that may be communicated to you.

It is important that you inform those in control of the organisation's first aid or the emergency contact, so that effective action can be taken as soon as possible. Failure to report accidents, incidents or damaged equipment, may give rise to the same or similar incident arising again.

Carry out your tasks in a safe manner and follow any safety rules provided and have a general understanding of your limitations, in so far as the tasks you are employed to carry out.

Make yourself aware of the tasks you are required to undertake. If there is anything you are unsure about you must ask.

Follow any specific instructions to wear, maintain and store personal protective equipment as per the manufacturer's instructions.

CONSULTATION

To enable you to raise issues of concern relating to health and safety issues in our workplace consultation has to take place between us.

This is accomplished by consultation sessions between employees and management in the form of tool box talks (on the job) and by pre-arranged formal meetings. These meetings take place on a regular basis and the content of meetings is documented.

We consult with our employees on a one to one basis over matters concerning health and safety.

