

# Health & Safety Policy

Prepared under Section 2(3) of the Health and Safety at Work Act 1974

General statement of policy  
Organisation and responsibilities  
Arrangements

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## **HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of this Company that its operations will be executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and all other persons likely to be affected by its operations, including sub-contractors and the public by;

- consulting with our employees and others who we may control on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring safe handling and use of substances
- providing information, instruction and supervision for employees
- ensuring all employees are competent to do their tasks, and to give them adequate training
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

The only acceptable, minimum standard for health and safety, and for welfare facilities, will be full and proper compliance with the requirements of legislation.

The policy requires and expects all levels of management and supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible.

The Company believes that everyone is jointly responsible for the reduction of workplace accidents, injury and reduced productivity due to failures in the control of Health and Safety. The Company believes that active participation of all members of staff is essential to maintain the highest standards of Health, Safety and Welfare, therefore reducing the incidence of injury to the lowest reasonably practicable.

It is the policy of the Company that at each place of work the manager is responsible for implementation of the Company safety policy. This policy will be available for each employee at every place of work, and each new employee and labour only sub-contractor will be inducted into the Company safety policy.

The Company will seek to ensure that companies with whom it contracts or subcontracts have a similar high standard.

The Company, through suitable and sufficient risk assessment of process or equipment used, shall ensure that adequate controls are implemented to reduce the risk of injury to the lowest reasonably practicable. The Company shall identify the risks and opportunities posed by its operation(s).

The Company shall only provide suitable and sufficient protective equipment to employees as a last resort, or as part of a suite of control measures.

The objective of this Company's Safety Policy is to reduce accidents at work and to create a safe and healthier working environment.

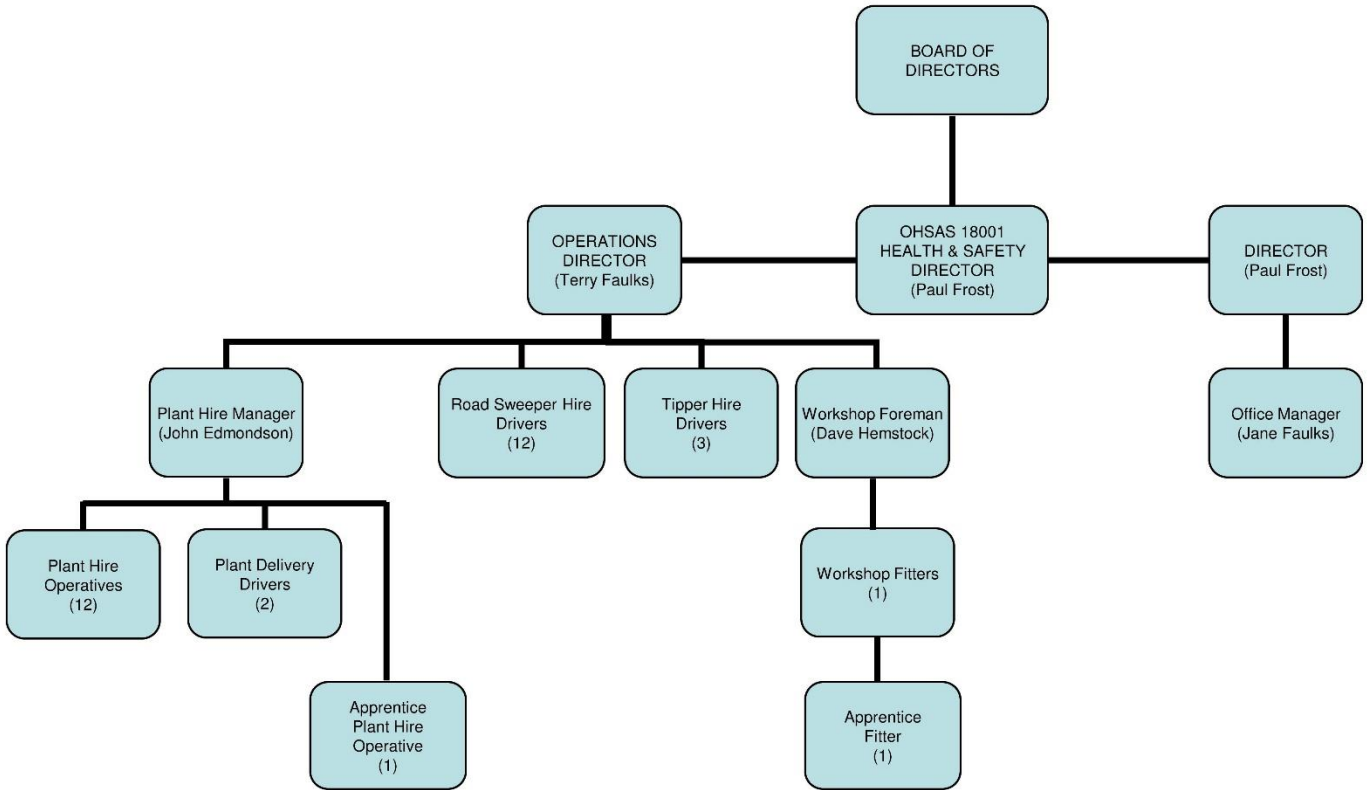
The Company will undertake formal review to achieve continual improvement with respect to the Health, Safety & Welfare affecting employees and those affected by the Company's activities, through audit (both internal and external), inspection, regular review/update and client/employee involvement/feedback.



P.A. Frost  
Company Director

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**Health and Safety Personnel Organisation Chart**



### **Company Organisation and Responsibilities**

The **Director** responsible for the Health and Safety (Mr P Frost) reporting to the Board will;

- Comply with the requirements of the Company Health and Safety Policy, leading by example.
- Monitor this Safety Policy and ensure that it remains current by revision as necessary.
- Ensure that the policy is being adhered to and that appropriate changes are being made as they arise.
- Identify training gap analysis with respect to Health and Safety and provide resources as necessary
- Know the requirements of relevant statutory provisions and safe working practices and ensure that staff under their control are also conversant with same and have, or will receive adequate training
- Make provision at tendering and planning stages that adequate allowance is made for health, safety and welfare facilities, and equipment, so far as is foreseeable and reasonably practical
- Ensure that Health and Safety Performance is raised at Board level
- Insist that sound working practice is observed and take appropriate action where it is not
- Ensure that suitable and sufficient risk assessments are undertaken, and implement and communicate the necessary controls to all affected persons
- Ensure that all employees are aware of their own responsibilities
- Receive and act upon safety advice given by professional safety advisors

The **Director** responsible for daily operations (Mr T Faulks) reporting to the Board will;

- Comply with the requirements of the Company Health and Safety Policy, leading by example.
- Ensure that the policy is being adhered to and that appropriate changes are being made as they arise.
- Ensure that Health and Safety Performance is raised at Board level
- Ensure that all employees are aware of their own responsibilities
- Provide adequate resources are available for the day to day running of the operational business
- Ensure all operational staff are adequately trained and certificated (where necessary) to allow them to discharge their duties safely as required by the Directors and business requirements
- Ensure that all plant and equipment is routinely maintained and proactively/reactively repaired as necessary

**Site Manager/Supervisor/Foreman** reporting to the Director responsible for the Health and Safety will;

- Know, understand and apply the requirements of the relevant regulations and safe working procedures applicable in their safety areas of responsibility
- Supply and ensure helmets are worn by everyone and will organise the work so that it is carried out with the minimum of risk to people and that equipment, materials and sites are left as safe as reasonably practicable
- Apply, where applicable, safe practices and advisory procedures and ensure that adequate information and instructions, rules and notices are issued, displayed and enforced
- Plan, and maintain a tidy site and the safe delivery, stacking and positioning of plant and materials, ensuring adequate access and egress at all times
- Comply with approved safe procedures particularly when working near over-head or underground services, in excavations or at heights, and prohibit at all times the taking of unnecessary risks
- Identify workplace hazards and communicate to the Director without delay if not easily and swiftly controlled
- Bring to the attention of all personnel, the results of risk assessments, controls and procedures required to ensure safe working practice
- Ensure that all sub-contractors, other contractors and persons on site know their legal and moral responsibilities
- Report all accidents and near misses to the Director
- Check all plant and equipment are maintained and in a safe serviceable condition
- Provide and use protective equipment and clothing and promote high standards by setting a good example.

**All Employees and Operatives (including labour only sub-contractors) reporting to their Site Manager/Supervisor/foreman :-**

The Law requires all employees, and persons self-employed, to be aware of their duties and obligations and to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions

The company expects a reasonable and responsible attitude from everybody towards meeting their health and safety obligations at work

It is an offence to intentionally or recklessly misuse or interfere with anything the Company uses or provides to comply with safety legislation

Responsibilities are to:-

- Make themselves familiar with all the rules, notices and procedures made known to them and ask the foreman/supervisor if in doubt about any safety matter
- No employee shall attempt to operate machinery, tools or equipment, or use materials or substances that they have not been trained or authorised by the Company to use
- Use the correct tools and equipment for the job and keep such tools and equipment in good condition, reporting any defects to the foreman/supervisor
- Make proper use of all protective clothing and other safety devices issued to them. Employees must not wilfully damage or misuse any equipment provided for the purposes of Health and Safety
- Develop a personal concern for one's own and others safety and suggest ways of eliminating hazards
- Not take unnecessary risks, and report all unsafe acts, dangerous incidents, accidents and near misses to the foreman/supervisor
- Immediately report any defects in equipment, safety devices and protective clothing, or additional un-controlled hazards encountered in the course of their work in order that necessary repairs or remedial action may be taken.
- All employees shall exercise care when working in shared workspaces to ensure their activities do not create hazards for other staff or visitors.
- Employees shall abide by all security or safety rules enforced by the Company.
- Employees shall ensure that they are aware of emergency procedures, restricted areas or other specific hazards that may affect them during their work.

Employees must always work in a responsible manner, keeping the workplace tidy and promoting good work practices at all times

Where employed **Safety Consultants** will:-

- Carry out site inspections as they have been contracted to do by the Company
- Inspect any Company site with the person in charge of the site where possible, and point out faults on site to the agent
- Submit reports of their findings to the Head Office management as well as the person in charge of the site
- Keep senior management abreast of legislation as and when it comes about or as altered from time to time, and will enforce it from a practical point of view, within their terms of reference. These terms include the power to stop the job if they consider there is imminent risk of injury
- Deal with accidents as requested by the Company

## **Duties Under the Health And Safety at Work Act 1974**

Primarily this Act is an enabling or framework Act, allowing Directives from the EU to form Regulations or Guidance on specific areas/topics. All persons at work, except domestic servants in private households, are covered by the Act, which also covers all Health, Safety and Welfare problems in the workplace. The Act also encompasses the protection of the public where they may be affected by the activities of persons at work.

### General Duties of **Employers to their Employees**

Employers have a duty to ensure the Health and Safety and Welfare at Work of their Employees, particularly by :-

- Providing and maintaining machinery, equipment etc. and systems of work that are safe and without risks to health
- Arranging safe and healthy systems of use, handling, storage and transport of machinery, equipment or appliances and solid, liquid or gaseous natural or artificial substances
- Providing whatever information, instruction, training and supervision is necessary to ensure health and safety at work
- Maintaining and workplace under their control in a healthy condition and providing and maintaining means of access to and from the workplace that are safe and without risks to health
- Providing and maintaining working environments which are safe without risks to health and have adequate facilities and arrangements for the welfare of employees whilst at work

### General Duties of **Employers and Self-Employed to persons other than their Employees**

Employers have a duty to carry out their work in such a way that persons not in their employment who may be affected by it are not exposed to risk to their health or safety. This section provides protection to anyone (including members of the general public) who might be affected by work activities as well as the employees of other employers concerned with the work. In a similar way the self-employed person must carry out his work in such a way that he does not create for himself, or any other person, risks to Health and Safety. The duties are qualified by the phrase "so far as is reasonably practicable"

Section 3 also indicates that regulations may be made requiring employers and self-employed persons to give people (not their employees) who may be affected, information about such aspects of their work is being carried out as might affect their Health or Safety

### General Duties of **Employees at Work**

Employee's duties are:-

- the employee must take reasonable care for the Health and Safety of himself and others who may be affected by his actions or omissions at work. They must always work in a responsible manner, keeping the workplace tidy and promoting good work practices at all times
- he must co-operate with his employer or anyone else where it is necessary to enable them to comply with their statutory duties.
- not to interfere with or misuse plant or equipment provided under a statutory requirements in the interest of Health and Safety at Work.
- Make proper use of all protective clothing and other safety devices issued to them. Employees must not wilfully damage or misuse any equipment provided for the purposes of Health and Safety.
- Immediately report any defects in equipment, safety devices and protective clothing, or additional un-controlled hazards encountered in the course of their work in order that necessary repairs or remedial action may be taken.
- No employee should attempt to use any equipment that is, or is suspected to be, faulty or unsafe. Such equipment must be quarantined and the manager be notified immediately using the Company hazard report form.
- No employee shall attempt to operate machinery, tools or equipment, or use materials or substances that they have not been trained or authorised by the Company to use.

- All employees shall exercise care when working in shared workspaces to ensure their activities do not create hazards for other staff or visitors.
- Employees shall abide by all security or safety rules enforced by the Company.
- Employees shall ensure that they are aware of emergency procedures, restricted areas or other specific hazards that may affect them during their work.
- Employees shall report all accidents, (causing injury or not) or near misses, as soon as is practicable to their immediate line manager.



**ARRANGEMENTS**

The following arrangements have been developed to control the areas of risk in implementing the Company's Health and Safety Policy. Periodic reviews will take place of these arrangements to ensure continual improvement and compliance with the Policy and current legislation.

These arrangements must be read and implemented as necessary. Responsibility for implementation is defined in the 'Organisation' section of this Policy.

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## **ARRANGEMENTS**

### **1 Risk Assessment/Method Statements**

The Management of Health and Safety at Work Regulations 1999 require a suitable and sufficient assessment of the risks to the Health Safety and Welfare of all employees and those affected by the Company's operation.

Risk assessments and safe working practices shall be developed and adopted for all activities for which significant hazards and risk have been identified. Specific control measures generated by the risk assessment process shall be recorded and suitably conveyed to all those affected. All assessments and controls shall be subject to annual review (or sooner if there is significant change). Any significant changes will be communicated to all those affected.

The Management of Health and Safety at Work Regulations 1999 also require that the employer must be informed by employees if they become pregnant, have given birth in the preceding six-months or is breast feeding. Following formal notification, the employer then has a duty to undertake a specific risk assessment of the employees work duties. Suitable control measures shall be implemented to reduce the risk of injury to the mother or unborn child. This assessment shall be subject to regular dynamic review during the pregnancy, and controls shall be altered accordingly.

The preparation of a method statement is an important part of the planning and communicating vital health and safety information to those who will be doing the work and others, such as main contractors, who have an interest in how the job will be carried out. The method statement will describe in a logical sequence exactly how a work activity is to be carried out in a manner which is safe, proper and in the correct order of work without risk to health. The method statement will reflect the findings of the risk assessments for the same job. The means selected for controlling risk will influence the method of carrying out the job.

The amount of detail in a method statement will depend on the size and/or complexity of the work, with a simple job requiring a simple statement and repetitive tasks being covered by standard sheets.

Safety Method Statement should be written in a manner that those using the document can clearly understand the details of the job and its health and safety requirements. The format should:-

- Form a single document with clear headings and sub-headings
- Follow a logical sequence
- Include labelled diagrams where applicable
- Be capable of adaptation In case of change to sequence of operations etc.
- Be clearly marked with the date of preparation and revision number, so that the issue being used can be readily identified

## **2 Inspections and Audits**

Regular inspections of the workplace shall be the responsibility of the Director who shall ensure that all work procedures, tools, equipment and the workplace are free from hazards that may lead to a risk of injury. These inspections shall be documented.

Periodical audits of Company documentation shall be undertaken. Deficiencies in documentation that could lead to the risk of injury or prosecution will be communicated to the Directors as soon as is reasonably practicable for action to be taken. Any changes in control measures will be effectively communicated to all employees affected.

Fire alarm tests shall be undertaken on a quarterly basis which shall be documented.

The Company shall undertake at least one formal evacuation from each of its premises per year.

Fire extinguishers and fire blankets shall be visually checked on a quarterly basis (and where necessary cleaned) and formally serviced and inspected on an annual basis by a competent person.

Emergency lighting shall be subject to regular monthly short function test, six monthly 1 hour test and annual full discharge test, all of which require documenting.

Reactive monitoring through Investigation of accidents, incidents, ill-health and complaints (whether causing injury, loss, or 'near miss') will highlight weaknesses in standards and help to analyse poor performance. The results of such investigations shall be notified to those as appropriate.

Reviews will take place throughout the course of the works at milestone points, so that lessons learnt in terms of standards that were set and those actually achieved can be taken forward

## **3 Welfare and First Aid**

The Company shall ensure that adequate provision is made for the purposes of sanitation, taking meals and breaks. Additional facilities may be provided should the risk assessment process suggest additional controls. It is the responsibility of all employees to ensure that the facilities provided are kept clean and safe to use at all times.

First Aid facilities will be made available, inclusive of a first aid kit of suitable size, which shall be replenished and monitored by the senior first aider.

A certified 'Appointed Person' is required on each site with appropriate training to cope with any site specific special hazards. Contact location information shall be posted in all buildings. Good site practice should encourage all site personnel to be trained in basic emergency aid.

To avoid unnecessary duplication of facilities where employees of more than one employer are working together, arrangements may be made to share facilities.

Self employed persons must provide adequate first aid equipment for themselves. To avoid duplication shared facilities may be used.

Notices outlining the First Aid arrangements, and the pictorial identity and location of first aid staff will be brought to the attention of all employees and visitors.

Should there be any changes to the first aid arrangements, all employees shall be notified.

#### **4 Fire Prevention and Emergency Procedures**

The Company shall provide and maintain suitable fire extinguishers according to the fire risk and type found in the workplace. 'Fire fighting' equipment should be checked on a 12 monthly basis by a recognised body and these checks should be recorded. Specific staff shall be trained in their appropriate usage.

Premises and sites under the control of A E Faulks Ltd shall be maintained in an order to limit the risk of fire starting. In the event of a fire, the assembly point shall be clearly marked; the locations along with emergency procedures shall be posted in all buildings. Adequate means of escape, and measures to control all classes of fire shall be provided at all times.

Fire evacuation training shall be undertaken and monitored at least once per annum.

The appointed Health and Safety Co-ordinator should check that the fire safety equipment is in the correct place and in satisfactory condition that self closing doors are satisfactory, signs are in place and clean and that escape routes are unobstructed. These checks should be recorded.

In the event of a fire the first priority of any employee is to raise the alarm whilst leaving the premises in an orderly fashion. On hearing the alarm the fire marshals shall manage the evacuation and notification of the emergency services.

In all cases the first consideration is to the safety of all persons, no attempt should be made by any individual to tackle the situation if it puts them or others at risk by so doing.

Prior to work commencing on site the emergency services will be informed of the scale and nature of the works, noting any particular hazardous operations being undertaken. Emergency contact numbers, address and where applicable directions, shall be posted in the first aid area along with the accident, emergency and evacuation procedure to be followed.

Induction training for all site workers and visitors, will include details of emergency procedures, and qualified site first aid personnel.

#### **5 Housekeeping and Waste Disposal**

All work areas shall be maintained in a clean and tidy fashion. All floors, walkways and emergency egress routes shall be kept clear at all times.

Management shall be responsible for ensuring high standards of tidiness are maintained. This can be achieved by the 'picture perfect' system, whereby a picture is taken of the workplace in its ideal preferred level of cleanliness. This picture is to be matched by close of play at the end of the week. Employees shall be given adequate time to achieve the 'picture perfect' scenario. This system can be augmented by prizes or other incentives to maintain performance.

All waste shall be disposed of in the appropriate manner in accordance with local or national waste Regulations. Where waste is removed from site by a registered waste carrier, waste transfer notes shall be retained by the Company.

#### **6 Threats to the Environment**

All threats to the environment are to be reported to the Site Operations Manager. Substances spilt shall be identified and the appropriate PPE, equipment and materials issued to contain the spillage to minimise risk to health and the environment. Any contamination due to the spillage shall be removed from site as soon as possible. The Environmental Agency shall be informed immediately. The incident and action taken shall be recorded in the site diary.

## **7 Reporting of Accidents, Injuries and Near Misses (including those reportable under RIDDOR)**

All injuries, regardless of severity must be recorded in the accident book. The details of any first aid administered shall be recorded by the first aider. Data protection Act then requires all personal details and treatment received to be securely, stored separately, accessible to specific staff only. Completed accident books shall be kept.

All accidents or prescribed dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) shall be reported to management immediately, using the Company accident/incident/dangerous occurrence/near miss form.

Near miss incidents (non-injury but with potential to have caused injury) shall also be reported and recorded using the Company accident/incident/dangerous occurrence/near miss form.

It is not usually practical to investigate every minor accident, but those involving major or serious injuries to persons and major damage to plant and equipment will require a full investigation may be undertaken by management, involving all interested parties, in order to identify root causes and implement further controls as necessary to prevent reoccurrence. Any additional controls shall be communicated to all employees.

In the event of a fatality, major injury or dangerous occurrence, the following procedure shall be adopted;

1. Inform immediately the Director responsible for Health and Safety who will contact the Safety Advisor as necessary.
2. The scene should be quarantined and where possible, cordoned off. A scene visitor's book shall be opened, documenting all persons who enter the scene, the time in and out and purpose at scene.
3. Unless there is an immediate risk of further injury or damage, the scene should be left untouched until instructions to clear the scene are given by the HSE or Police Service. Where it is not possible to preserve the scene, photographs and measurements shall be taken prior to moving tools or equipment.
4. Notify as soon as is practicable, the HSE on [www.hse.gov.uk](http://www.hse.gov.uk).
5. Identify and obtain statements from all potential witnesses.
6. Where applicable, notify the relatives of the injured party (although this is usually done by the Police Service in the case of fatality).
7. Ensure that Accident book and accident/incident/dangerous occurrence forms are completed.
8. Ensure a F2508 report form is forwarded to the HSE on [www.hse.gov.uk](http://www.hse.gov.uk) within 15 days.

In the case of injury, work related ill health results in an employee being absent from work (or unable to perform their normal duties) for more than 7 days, the Director with responsibility for Health and Safety shall inform the HSE Incident Control Centre by completing the relevant form on line found at [www.hse.gov.uk](http://www.hse.gov.uk)

All contractors operating on sites which are under the CDM Regulations must notify both the enforcing authority and the principal contractor of any reportable accidents

### Hazard reporting

If an uncontrolled hazard is identified, in the first instance, report it verbally to Mr. P Frost, Director for action.

IF this hazard poses imminent risk or the verbal notification of the hazard is not controlled after a reasonable amount of time without feedback, it can be reported formally using the hazard report form located in your handbook or as part of the Health and Safety Management System.

## **8 Training**

The Company recognises the principle of training staff for the job as part of safe working practice, and it is our policy to help them improve their work performance/quality and develop their potential by such information, instruction, training, supervision and education as is necessary from time to time to ensure their health and safety.

It is the Company's policy to help develop all employees to the full extent of their abilities. Wherever possible therefore, jobs will be filled by promotion or transfer within the Company. Training shall be given appropriate to the individual employees work requirements and seniority.

The Company shall make use of both external bodies, and HSE guidance to ensure its employees are able to operate equipment and work in a safe manner.

All new employees shall be given a full induction to working processes and emergency procedures as soon as is practicable after starting work, certainly within 1 week.

Management shall develop a training matrix for the entire Company allowing a gap analysis to be undertaken, therefore allowing resources to be directed as necessary to reduce the training and competence gap.

The Site Manager shall ensure all documentation as listed below is displayed and maintained in a proper manner and are easily accessible to all personnel.

- The Company Health & Safety Policy
- Risk assessments
- COSHH assessments
- Noise assessments
- A copy of the Employers liability Insurance certificate.
- Statutory forms and notices displayed as necessary, such as, the Health & Safety Law poster.
- A list of persons responsible for aspects of health & safety on site, e.g., first aiders, fire wardens.
- Locations of telephones for emergency use and relevant emergency numbers.
- The site emergency plan or procedure.

The Site Manager must be aware and have copies of:-

- The competence of each operative with respect to his job function, i.e. Operators licence, etc.
- The records of testing of any lifting equipment, i.e. Chains, Shackles. Etc.
- The records required of plant.

## **9 Young Employees**

Young workers are seen as particularly at risk because of their possible lack of awareness of existing and potential risks, immaturity and inexperience. Additional procedures for new employees under 18 years old :-

- Inform employees that they must not operate any plant (including dumpers, operating hoists or other mechanical driven lifting appliances), give signals to any crane driver, use any power tools or equipment unless being trained under direct supervision of a competent person.
- Entering a confined space or any excavation requiring support unless authorised by their supervisor.
- The Personnel Department will have the responsibility to enter the employees name in the General Register, F31/36, complete and send form 2404 (located at the back on the General Register) to the local careers office.

## **10 Hazardous Substances**

All hazardous substances used by the Company during its operations shall be subject to formal assessment by a competent person. A manifest of all such assessments shall be kept together with a copy of the manufacturers Safety Data Sheet (for each product or substance).

The manifest shall be formally reviewed annually, while the individual COSHH assessments themselves will be reviewed after significant change i.e. changes to company use of the substance, new substances being used or changes to the formulation of the substance by the manufacturer. (List not exhaustive). Records will be kept in a suitable format. Any changes will be notified to all staff or interested parties.

All employees shall be made aware of any significant hazards that could not be controlled by other means than wearing PPE. Additional training will be given where necessary.

Staff are required to follow any safety instructions detailed in the specific COSHH assessment or manufacturer's instructions.

Substances carrying hazchem warning symbols must not be transferred to unlabelled containers, and must only be stored in accordance to information given on manufacturers Safety Data Sheet or COSHH assessment.

Where applicable, suitable health surveillance shall be undertaken and records shall be kept in compliance with the Data Protection Act.

The action needed as a result of a hazardous substance being identified will be determined, and the relevant prevention and / or control measures implemented. These measures will be maintained and monitored.

## **11 Manual Handling**

The risk of injury due to manually handling items is recognised by the Company and all measures will be taken to reduce the risk of injury occurring.

Where weights outside the general guidance are to be lifted, or otherwise manually moved, a thorough assessment shall be undertaken by a competent person, the results of which shall be documented and communicated to all affected staff.

Staff shall be trained in safe lifting techniques. Where practicable, mechanical lifting aids shall be utilised.

Where practicable, items purchased or delivered will be in quantities suitable for employees to move without risk of injury.

Poorly thought out or badly performed manual handling activities are the cause of many injuries to construction workers.

A suitable and sufficient assessment of work activities that involve manual handling shall be carried out to identify any hazard to employees which might be encountered during their work. Control measures shall be put in place, either to remove the hazard or, where this is not possible; to reduce the risk of injury resulting from manual handling activities, as far as is reasonably practicable. Use of mechanical means to carry out such activity is the best solution.

## **12 Work Equipment and Machinery**

No unauthorised or untrained persons shall be permitted to operate any machinery or equipment on behalf of the Company.

All guards and safety devices shall be fitted, correctly positioned and their operation be checked before any equipment is operated or energised. Any missing or defective guarding must be reported to the line manager for immediate repair or replacement. The equipment shall not be used until the repairs or replacements have been undertaken and the operation checked.

It shall be the responsibility of the management to ensure that all hired equipment is in good order and that all relevant safety instructions are supplied. The management shall ensure that employees are suitably trained before using hired equipment.

Where electrical equipment is used outside, 110 volt shall be used in preference. All electrical tools shall be maintained and tested by a competent person.

No alteration or repair shall be made to any electrical system or work equipment unless by a competent person.

Maintenance records shall be kept for each piece of equipment.

The Company undertakes to employ sound and well maintained plant and equipment suitable for the job which is to be undertaken. All operatives will be adequately trained in the use and safe operation of plant and equipment.

Inspection and servicing, as specified by the manufacturer, shall be carried out at the proper intervals by a competent person. All faults and defects are to be reported on the appropriate service sheet. Emergency repairs must be correct and leave the plant or equipment safe to use. Permanent repairs will be affected as soon as possible. Safety guards/devices where fitted shall be maintained in good working order. Defective and unsafe plant and equipment shall be removed to a position where it has to be repaired before it can be brought back into use.

Work equipment to which The Lifting Operations and Lifting Equipment Regulations 1998 (as amended) apply, must be subjected to a schedule of thorough examinations as outlined in those regulations.

Mobile work equipment must comply with The Provision and Use of Work Equipment Regulations 1998 i.e. roll-over protection systems (ROPS) and falling object protection systems (FOPS). Hired in plant and equipment shall be thoroughly checked before use, and suitable instruction given to the hirer.

## **13 Operational Failure**

The following serious operational failures must be reported immediately to the Site Operations Manager who will arrange for the necessary action to be taken to correct the failure within 24hrs.

- Machine breakdown
- Lack of labour resource
- Access route closures

The incident and action taken shall be recorded in the site diary.



## **14 Contractors and Suppliers**

Whenever work is to be contracted out on behalf of the Company, only those contractors who meet the Company's Health and Safety criteria shall be permitted to work on the Company's premises or on their behalf.

All contractors shall be issued with the Company sub contractor questionnaire at tender stage. On suitable response, the contractor will be added to the preferred list of contractors. Any contractor who fails to supply adequate information or fails to co operate with the Company will not be offered work or will be removed from the preferred contractor list.

The contractor shall supply information on any hazards that they may create during their works and supply suitable and sufficient risk assessment/method statements detailing suitable controls for the hazards.

The Company shall supply to all contractors relevant information with regard to the hazards and risks that the contractor may encounter when working on the Company site(s).

## **15 Customers and Members of the Public**

The Company recognises that it has a duty of care to keep safe anyone who comes into contact with the Company's activities.

When working in public places, suitable warning notices shall be used to inform others of the potential hazards presented due to the work activities.

All visitors (anyone who is not an employee) to company sites must report to reception on first entering the site/premises. The 'responsible person' on site for the safety and welfare of a visitor will ensure that all health and safety rules and procedures are followed to ensure their protection while on site.

Company employees at all levels are required to take all reasonable precautions to ensure their health, safety and welfare when visiting other locations. They are also required to observe the safety procedures of the host organisation, and to avoid any hazardous situations.

## **16 Lone Working**

Occasionally, employees may be required to work alone. When ever this is the case, the Company shall ensure that employees have access to a telephone, or personal alarm device and be issued with an appropriate list of emergency contact numbers. Regular contact shall be maintained throughout the working day.

When staff are required to work outside core hours, appropriate contact details shall be made available, and employees shall be required to make regular contact.

When an employee does not contact or respond, the Company will implement their procedures for the location of the employee which may include involvement of the police service.

## **17 Electrical Equipment**

All electrical equipment shall be used in the appropriate manner.

Fused extension cables shall be used instead of multi head plug-in, which could lead to fire or electrocution.

Portable electrical appliances shall be subject to formal test on an annual basis. However, portable items that are used on site, or frequently transported may require test on a six-monthly basis.

In addition to the formal test, all employees shall be responsible for non-intrusive visual inspections of electrical equipment under their control. Any damage or defects must be reported to their line manager for repair or replacement by a competent person. Where practicable, the equipment should be isolated from electrical supply pending repair or replacement.

All fixed electrical installations (those that cannot be unplugged and relocated) shall be subject to five-yearly inspection and test by a competent person.

## **18 Display Screen Equipment**

If an employee uses a display screen workstation for more than one hour continuously on a daily basis, then a full ergonomic assessment of the individual, workstation, and environment shall be formally assessed.

The majority of the Company assessment form is self assessed by the individual user, the responses will be reviewed by the line manager, and in some cases external Safety consultants.

All users shall receive information and training to allow them to adjust the workstation to their individual requirements.

When the individual is designated as a user under the Display Screen Equipment Regulations, an eye test relating to the display screen focal length shall be regularly undertaken (on the users formal request) by the Company preferred optician. Where it is identified that the individual requires corrective lenses for use purely at the display screen, the Company shall provide the corrective lenses with Company selected frames. Should employees wish to upgrade the frames, they do this at their own cost.

Assessment to be reviewed two yearly, unless there is significant change or an incident occurs.

## **19 Personal Protective Equipment (PPE)**

Protective clothing and other safety equipment relevant to the work being undertaken shall be supplied by the Company if deemed necessary. When not in use, this equipment shall be stored away from the hazard in lockers etc or equivalent provided by the Company.

Employees have a legal duty to wear such equipment, and wear or utilise it in an appropriate manner. Visual inspection shall be undertaken by the employee prior to using the PPE. Any defects and damage must be reported to the line manager and work is not to continue until repair or replacement has been effected.

Attention shall be given to ensure that different types of PPE are compatible with each other to avoid the possibility of a dangerous situation i.e. hearing protectors fitted to a safety helmet.

Adequate training and instruction will be given in the correct use and limitations of equipment issued.

## **20 Consultation**

The Company recognises that in order for a positive safety culture to operate within all aspects of the Company's operations, full and open consultation with employees on all Health and Safety matters shall be viewed as the minimum standard required.

The positive Health and Safety views of all employees shall be welcomed to ensure continual improvement of standards and procedures. This is achieved by the creation of a Health and Safety forum. Representatives from each department canvass their colleagues and bring their comments for discussion to the Health and Safety forum, to be held quarterly. They can also report back and update their colleagues on the outcome of the meeting and any relevant updates.

Employees may wish to utilise the anonymous hazard reporting scheme to raise concerns of a Health and Safety nature.

Consultation and co-ordinating with employee's or their representatives and committees and other workers is essential to:

- To create and maintain a safe and healthy environment
- Ensure accurate information, instruction and guidance is provided
- Facilitate the exchange of ideas and views through two-way communication
- Reduce misunderstandings
- Improve management decision-making, and workers performance and commitment
- Reduce costs

Adequate time must be made available to provide the opportunity to give information as well as receive it and to ensure communications reach all personal involved. Communication methods shall be reviewed regularly and arrangements improved where necessary.

## **21 Violence at Work**

Employees are instructed not to put themselves at risk from violence at work. Violence, regardless of the form it takes, must be reported immediately to the line manager or senior manager as appropriate when a full investigation will be undertaken. Violence resulting in a major injury or 7-day injury is reportable to the HSE/Local Authority under RIDDOR 2013.

## **22 Occupational stress**

The Company recognise that work related stress has a detrimental effect not only to the individual, their colleagues and family but also the operation of the Company as a whole.

The Directors shall strive to achieve a balanced workload, on an individual employee basis so as to reach optimum output without incurring the detrimental effects of stress.

Regular personal development meetings shall be arranged to discuss and identify work or personal issues, and implement suitable controls before they become problematic.

This issue will also be addressed as part of the risk assessment process.

## **23 Noise at Work**

The Company has a duty to prevent damage to the hearing of all staff and visitors.

An assessment of noise exposure shall be undertaken by a competent person where it is thought likely that the lower exposure value 80 dB(A) has been exceeded. As a very rough guide, the lower exposure value is likely to be exceeded if there is difficulty hearing clearly when someone is talking using a normal voice at a distance of two-meters.

It is the Company's policy to ensure the provision of suitable ear protectors on all equipment emitting noise levels in excess of the lower exposure action value of 80dB(A). Its use will be the individual's choice, following full explanation of the potential risks.

Once the upper action value 85dB(A) is exceeded, measures shall be taken to reduce the noise exposure as low as reasonably practicable. Where it is not possible to reduce the noise levels Statutory notices stating 'Hearing protection must be worn' and 'you are entering a mandatory hearing protection zone'. All staff and visitors shall be issued with suitable hearing protective equipment, and management will ensure it is worn.

The Company shall strive to reduce noise exposure through isolation, reduced time exposure, work rotation, engineering controls and effective purchase policy etc. Where necessary and deemed the most reasonably practicable control, suitable hearing protection will be issued.

The Company will pay due regard, and comply with, any noise action levels and permissible hours of working imposed by the Client.

## **24 Asbestos**

The Company shall identify all asbestos containing materials in premises they control, where reasonably practicable.

Any asbestos containing materials identified following a survey shall be

- Removed, encapsulated or otherwise sealed under strictly controlled conditions, by a licenced contractor, where the asbestos is found to be in poor and/or dangerous condition.
- Be managed, and regularly inspected (for signs of damage or deterioration where action may be required in 1 above) where the asbestos is in good condition and poses no risk.

When refurbishment or other structural work is proposed, contractors shall be made aware of asbestos containing materials in writing.

Safe working methods shall then be required from each contractor prior to commencing work. The safe working method shall be reviewed by the safety advisor or other equivalent competent person. Methods that do not show due diligence will be rejected, and the contractor will not be permitted on site. All work shall be subject to a permit to work system.

All employees shall be notified of the presence and location of asbestos containing materials.

## **25 Smoking**

Smoking is prohibited in all enclosed and substantially enclosed parts of the workplace. This includes all Company vehicles and plant. Please observe signs and notices for location of designated smoking areas.

## **26 Vibration at Work**

The Company shall assess where necessary, the potential of injury induced by vibration. Where it is identified that exposure exceeds the action limit, the Company shall where practicable, reduce the daily employee exposure below the action value of 2.5m/s<sup>2</sup>.

Where employees remain at risk, the Company shall undertake regular health surveillance, where necessary, employing occupational health professionals.

Whole-body vibration, as the name suggests, is vibration or jolting of the whole body through the surface that is supporting the body, such as a machine seat or floor. Whole-body vibration, which often results from driving or operating some types of construction plant and vehicles, has the potential to cause back injury or make an existing back condition more painful.

The company will comply with The Management of Health and Safety at Work Regulations 1999 (as amended) and The Control of Vibration at Work Regulations 2005 by carrying out risk assessments and then either eliminating the hazard or to put control measures into place to reduce the risk to health and safety arising out of the hazards (where exposure to vibration is at or above the exposure action value or the exposure limit value), as far as is reasonably practicable.

## **27 Drugs and Alcohol**

The consumption of illegal substances and alcohol shall not be permitted at work (or prior to and during work hours). Any member of staff thought to be under the influence will be removed from their job, pending occupational health analysis. Positive result will be viewed as gross misconduct and will involve dismissal through the Company disciplinary procedures.

Employees must notify senior managers if they have been prescribed medication that may have an adverse effect on their ability to drive or operate machinery.

## **28 Company Cars and other Company Vehicles**

Only members of staff authorised by the Management may drive vehicles owned or hired by the Company. These members of staff must hold a current driving licence for the type of vehicle being driven. Copies of individual employee's driving licences shall be obtained and monitored by management. Employees shall notify management with regard to changes to their licence (penalty points etc). Employees also have a duty to notify management if they have been prescribed medication that may have an adverse effect on their ability to drive.

The Company will ensure the roadworthiness, servicing, maintenance, repair and MOT of all Company vehicles.

The employee shall drive in a safe and responsible manner at all times, so as to not put their life or others at risk. The employee shall undertake a visual check on a daily basis. All defects must be reported to the manager responsible for repair or replacement immediately. The vehicle should not be driven if by doing so puts their life or others at risk.

The use of hand held mobile phones is not permitted. Those with hands free facility should be set to voicemail, and messages picked up at their destination. Where it is urgent to take a call using hands free, it is advised that the driver pulls over where safe to do so, or make the call as short as possible.

The Driver shall wear a suitable seatbelt at all times.

## **29 Emergency Procedures Whilst Driving**

Do not leave the scene, unless instructed to do so by a police officer.  
Call the Transport Director immediately, or as soon as is practicable.

If you are involved in a crash or stop to give assistance use your hazard warning lights to warn other traffic:

- Ask other drivers to switch off their engines and stop smoking
- Arrange for the emergency services to be called immediately with full details of the incident location and any casualties (on a motorway, use the emergency telephone which allows easy location by the emergency services. If you use a mobile phone, first make sure you have identified your location from the marker posts on the side of the hard shoulder)
- Move uninjured people away from the vehicles to safety; on a motorway this should, if possible, be well away from the traffic, the hard shoulder and the central reservation
- Do not move injured people from their vehicles unless they are in immediate danger from fire or explosion
- Do not remove a motorcyclist's helmet unless it is essential to do so
- Stay at the scene until emergency services arrive
- If you are involved in any other medical emergency on the motorway you should contact the emergency services in the same way.

## **30 Work at Height**

It is recognised that some work at height is a necessary part of work. All reasonably practicable steps shall be taken to avoid the need to work at height. Where this is still unavoidable, as far as is reasonably practicable, work will be done from fixed or temporary work platforms erected where necessary by competent persons shall be used.

In all other cases a suitable and sufficient assessment of the risk of injury will be undertaken. General fall prevention measures shall be used in preference to personal protection.

Work shall only be undertaken from a ladder where it is not practicable to use other means of access. Use of a ladder shall be undertaken by trained staff, tied or footed, at 1:4 angle.

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

The Company has all relevant procedures in place to act as a Sub-Contractor to ensure full compliance with the relative requirements within The Construction (Design and Management) Regulations 2015.

Refer to Company CDM 'Construction Phase Health and Safety Plan' and supporting documentation.

## **32 Confined Spaces**

Under The Confined Spaces Regulations 1997, a confined space can be either:

- A space which is substantially, though not always entirely, enclosed or
- A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Entry into a confined space will be controlled by a Permit to Work and, where considered necessary, a separate Permit to Enter. All personnel entering a confined space must be specifically trained for that type of confined space and the use of respiratory protective equipment.

### **33 Accommodation and Welfare Facilities**

Environmental, welfare and other related facilities will be maintained to a standard which is at least that required by The Construction (Design and Management) Regulations 2015.

Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supply, lighting, storage, sanitary conveniences, noise and the prevention of overcrowding.

When the Company shares its workplace with other users it will insure co-operation so that all parties are clear of their responsibilities.

### **34 Excavations**

An excavation may also be a 'confined space' within the meaning of The Confined Spaces Regulations 1997

Before carrying out excavation work a risk assessment is required to identify any hazards associated with the work.

Control measures shall be put in place, either to remove the hazard or, where this is not possible; to reduce the risk of injury resulting from manual handling activities, when hand digging as far as is reasonably practicable. The risk assessment must include consideration of the following hazards; collapse of the sides; underground services; contaminated ground; fall of materials, persons, plant or equipment into the excavation; confined spaces; flooding; overhead services; moving plant-injury to persons; lifting operations; undermining adjacent structures or services and surcharging the sides of the excavation.

There is no minimum depth at which an excavation must be supported; it depends on the soil. Safe means of access and egress must be provided at all times.

### **35 Demolition**

Safe demolition is a very complex and technical skill requiring detailed planning and supervision. It is imperative to ensure that written risk assessments and method statements are developed, communicated and understood to ensure that a safe system and safe place of work is adopted and maintained throughout.

Where asbestos is present, the necessary planning, actions and notifications must be implemented

Noise, dust, vibration and fire control need to be addressed before and during the demolition operation.

Wherever possible demolition materials shall be salvaged and recycled. Before any materials are removed from site, both access and egress from the site for vehicles must be agreed.

### **36 Utility Services**

The location of all underground and overhead services must be identified before work starts. Examples of common services are those that carry gas, electricity, water, telecommunications, sewer and top water drains.

Prior consultation with utility companies and principal contractor will be necessary in most circumstances to establish a safe method of work to be devised.

Where appropriate, the route, where established, should be identified with paint, tape or markers. Trial holes should be dug carefully by hand to establish the exact location and depth of buried services.

It will always be assumed that services are 'live' unless proven otherwise.

Where it is appropriate, a formal 'Permit to Work' system should be employed. Accidental damage to any service must be reported immediately to the relevant authority.

### **37 Health Surveillance of Safety Critical Workers**

The Company shall identify staff that will require regular health surveillance for Safety Critical Workers. A third party specialist Occupational Health contractor will be used.

Staff will be regularly re-assessed to ensure their fitness to work is maintained.

HGV Drivers are health assessed as part of their licence renewal.

### **38 Fatigue at Work**

Construction work involves high-risk activities. To work safely, construction workers must be physically and mentally alert. This means that fatigue is a potential risk. Fatigue is a state of physical and/or mental exhaustion which reduces a person's ability to perform work safely and effectively. Fatigue reduces alertness. This may lead to errors, and an increase in workplace incidents and injuries.

Both employers and employees have a responsibility to manage fatigue in the workplace.

The Company shall take all practicable steps to reduce the risk of fatigue. These include:

- Ensuring drivers of vehicle that come under EU rules adhere to the tachograph driving hours.
- Ensuring workers adhere to the Working Time Regulations.
- For shift working:
  - Making sure working hours are not too long. Working time should not exceed 12 hours per shift, with a maximum door to door time of 14 hours.
  - Not working in excess of 72 hours per week (for employees who have 'opted out' to the limit of an average 48 hour working week as determined by the Working Time Regulations).
  - A continuous rest break of 11 hours between booking off from a shift and booking on for the next shift. This may be reduced to 9hrs rest three times between any two weekly rest periods.
  - At least one day of rest per week, this may be averaged out over two weeks.
  - Night working shall not exceed an average of 8 hours in a 24 hour period, averaged over a reference period of 17 weeks as defined by the Working Time Regulations.
- For split shift working (periods of work split up over the day):
  - Monitoring shall be undertaken using the HSE's 'Fatigue and Risk Index Calculator'. The fatigue index shall not exceed 50.
- Feedback shall be sought from staff about how tiring they find their working patterns and where necessary adjustments made to their working pattern accordingly.

Employees must take all practicable steps to keep themselves, and other people around them safe.

Employees should:

- Arrive in a state fit for work, having done everything possible to get good sleep and rest.
- Take reasonable steps to ensure that their sleeping environment, nutrition, use of caffeine, alcohol, drugs and medications, and their travel arrangements do not adversely affect their ability to carry out their duties safely.
- Inform their line manager if a task is beyond their capability.
- Communicate with your line manager if they start showing the signs and symptoms of fatigue. Examples of fatigue include feeling constantly tired, having little energy, feeling sluggish, falling asleep at work, inability to concentrate, the need for extended sleep during days off work etc.
- Make line managers aware of other workers who may be fatigued.
- Adhere to the working hours stated above.

Measurement of the effectiveness of these processes and procedures will be carried out via continuous monitoring and audit. Should this monitoring process reveal a departure from the procedures then appropriate action will be taken.

### **39 Radon Gas**



The Company shall actively monitor for the presence of naturally occurring radioactive Radon gas. In particular, ground floor offices and the inspection pit. Increased levels may result in immediate steps being taken to manage occupational exposures pending any decision to reduce the radon levels by engineered means. A Radiation Protection Adviser with radon experience will be consulted in order to recommend action to be taken to reduce potential exposure.

#### **40 Prevention of Unauthorised Access**

Staff operating vehicles or plant on behalf of a main contractor shall assume that the principal contractor has the responsibility to prevent unauthorised site access. This shall be confirmed prior to work commencing on site.

If preventing unauthorised site access is the responsibility of A E Faulks Ltd, then they will act accordingly (i.e. when acting as Principal Contractor) by maintaining a secure site boundary, provide suitable designated access points and adequate health & safety and information signage.

Drivers to ensure vehicle keys are removed when not in the cab and vehicles are locked and secure when unattended. During out of hours plant shall be locked and where necessary anti-vandal shutters attached.

If the use of the vehicles ancillary equipment requires the vehicle engine to remain running, i.e while using the gully sucker or pressure lance on a road sweeper, additional measures should be taken to prevent unauthorised access to the cab e.g. support of a suitable person or by use of an additional door key.

#### **41 Publicising the Company Safety Policy**

The contents of the Company Safety policy will be communicated to all employees in the following ways;

- at induction,
- by prominently displaying on the workplace noticeboard,
- individually via the Company's HR online portal. Staff without access to the portal will be issued with hard copies.

Any significant changes or updates shall be communicated to all employees.

**Safety Rules**

1. Only trained employees are to use any plant, vehicles or equipment.
2. Trainees or apprentices shall be fully supervised at all times whilst at work.
3. No food or drink is to be consumed whilst operating work equipment.
4. Fire exit routes must be kept clear at all times.
5. All work equipment is to be used appropriately in accordance with training.
6. All safety equipment and safety devices must be used at all times.
7. All employees will be issued with appropriate personal protective equipment, which must be worn without question, maintained and inspected.
8. Personal protective equipment must be kept clean and stored appropriately when not in use.
9. Only licenced and authorised employees shall be permitted to drive Company vehicles. Employees must comply with the highway code without exception.
10. All accidents shall be entered into the Company accident book, regardless of severity. Managers should be informed by the 1<sup>st</sup> aider if the accident is RIDDOR reportable.
11. The entire site is designated as non smoking.
12. Only competent persons shall be permitted to inspect safety equipment.
13. When requested, employees must attend Health and Safety training.
14. Employees must notify their line manager without delay if they have concerns about equipment, safety procedures or co-workers Safety performance.
15. No employee shall consume alcohol or illegal substances on the Company premises or prior to, or during work.
16. Employees shall not expose themselves, or others, to risk of injury whilst at work.
17. Employees must act within the safe systems of work, generated through risk assessment

Abeyance of site rules shall be monitored by the 'responsible person', and the necessary action taken to ensure compliance.

Security arrangements shall reflect the size and nature of the works. Particular attention shall be paid to visitors, children and trespassers. All reasonable steps will be taken to ensure that only authorised persons are allowed into the premises.

Breaches in security shall be immediately notified to the 'responsible person' for action.

## **Regulatory body and other essential contact details**

### **The local HSE inspector or Local Authority Enforcement Officer**

HSE  
900 Pavilion Drive  
Northampton Business Park  
Northampton  
NN4 7RG  
Tel; 01604 738300  
Fax: 01604 738333

### **Employment Medical Advisory Service**

You can find information and guidance on workplace health issues on the HSE website under various topics or industries. There is also information on how to make a workplace complaint. If you cannot find the information you require via the HSE website, you can contact the Employment Medical Advisory Service by submitting a written request for information to the appropriate HSE office listed above. Your request should include your name, contact address (email or postal) and details of the information you require.

### **Consultant Safety Advisor**

Peter Nicholls **CMIOSH FIIRSM OSHCR**



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