Tillbridge Lane,
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Lincoln
Lincolnshire
LN1 2DS

HEALTH & SAFETY POLICY
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### Amendments

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SECTION ONE

Group Health and Safety Policy Statement
Group Health and Safety Policy Statement

Gelder Group is committed to providing a work environment that is safe and healthy for all employees and those affected by our activities. Gelder Group’s operations shall be carried out so as to ensure, so far as is reasonably practicable, that the Health, Safety or Health, Safety or Conditions of any person or property will not be adversely affected.

Gelder Limited in order to comply with the associated regulations will:

- Identify hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work
- Ensure that effective planning, control, and monitoring of all sites are maintained
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- Recruit and appoint personnel who have the skills, abilities and competence commensurate with their role and level of responsibility
- Ensure that tasks given to employees are within their skills, knowledge and ability to perform
- Ensure that technical competence is maintained through the provision of refresher training as appropriate
- Promote awareness of health and safety and of good practice through the effective communication or relevant information
- “So far as reasonably practicable” ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.

All employees have a duty to take reasonable care for their own safety and the safety of anyone else who may be affected by their acts or omissions. Employees must also co-operate with the company in its arrangements to meet statutory safety obligations.

This Policy is monitored and reviewed on a regular basis by the Senior Management Team as required. Mr Steve Gelder M.B.E has nominated each Director to take responsible for Health and Safety within their department. Management and supervisory staff have the responsibility for implementing the organisational arrangements set out in the Company Health and Safety Manual. To assist them in this respect, the company, have appointed external Safety Advisers to visit our sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

The policy will be amended and updated to take account of business changes, methods, size and personnel. To ensure this, the policy and the way in which it has operated will be reviewed annually.

Our objectives are set to surpass the needs and expectations of our stakeholders, inspire a new generation in construction and exceed our commitment to our Vision.

Steve Gelder
CEO – Gelder Group

February 2019
SECTION TWO

Organisation and Responsibilities
Responsibilities for Health, Safety and Welfare Matters

2.2 Chief Executive Officer (CEO) – Mr Steve Gelder

The Chief Executive Officer who has overall responsibility for health and safety is responsible for ensuring that the policy enables Gelder Group to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. The CEO will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Chief Executive Officer Responsible for Health and Safety is responsible for ensuring the following:

- Prepare, display and keep up to date the Company’s Policy for Health and Safety ensuring it is brought to the attention of all employees;
- Ensure each member of staff is aware of their duties and responsibilities and the means by which they can carry them out;
- To ensure that the necessary appointments are made in the company to fulfil the requirements of this safety policy, this will include the appointment of each Director with specific responsibility for the implementation of the Health and Safety Policy within their department;
- Know the appropriate statutory requirements affecting the Company’s operations;
- Ensure that appropriate training is given to all staff as necessary;
- Ensure that sound working practices are observed as laid down by Codes of Practice, industry standards etc., and that our work is planned, the risks assessed, as appropriate, control measures implemented and the work carried out in accordance with the statutory provisions;
- Ensure that tenders are adequate to allow for proper, safe working methods, equipment necessary to avoid injury, welfare facilities, damage and wastage and, health and safety factors are fully considered in the selection of subcontractors;
- Ensure a close liaison is maintained on all health and safety related matters between the Company and others working on the site;
- Implement the investigation, reporting and costing of injury, damage and loss; encourage analysis of all investigations to discover trends and eliminate hazards;
- Reprimand any member of staff who fails to discharge satisfactorily their responsibilities for health and safety;
- Maintain a close liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the Company;
- Arrange for regular meetings with the Safety Adviser to discuss Company accident prevention, near-miss trends, performance, possible improvements, etc.


2.3 The Directors Responsible for Health and Safety

The Chief Executive has delegated each director with the responsibility for implementing and co-ordinating all aspects of health, safety and welfare within their department. Each department Director will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

Main responsibilities for Health and Safety, within their department are:

- Ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity under their control to meet the requirements of the company Safety Policy, the Health and Safety at Work etc. Act 1974 and all relevant legislation and Codes or Practice;
- Ensure effective safety communications within their department. They are required to advise the Senior Management Team (SMT) on matters that they feel need its attention;
- Appoint a suitably trained and competent person to assist them in to carry out their Health and Safety duties.
- Ensure the availability of expert advice on Health and Safety matters. i.e. HSE, Approved Codes of Practice Trade Associations, circulars;
- Ensure that, the SMT, Managers and Supervisors are adequately trained to carry out their Health and Safety duties effectively;
- Ensure the safety performance of Gelder Limited is monitored and take action to remedy any identified deficiencies. Establish procedures to deal with office and site emergencies;
- Before entrusting work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity;
- Ensure that all necessary PPE is provided to employees, within their department, and encourage subcontractors to obtain and wear PPE (Personal Protective Equipment);
- Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made;
- Ensure that employees and others, within their department, receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose;
- Set a personal example when visiting sites by wearing appropriate personal protective clothing
- Set a personal example and promote an interest and enthusiasm for health and safety within their department.
- Ensure prior to appointment of any works, all contractors and Sub-contractors will have been assessed through the Gelder Safe Partnership Scheme and found to be competent for the job that they have allocated sufficient resources and are aware of their responsibilities for health and safety.
2.4 Senior Management Team (SMT)

The Senior Management Team (SMT) will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements. In order to protect the Safety and Health of employees and others affected by the Company’s operations, the SMT will:

- Understand the company's Health and Safety policy;
- Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
- Ensure adequate funds are available to ensure compliance with the Health and Safety standards.
- To ensure that the Health and Safety Policy is updated as required.
- To ensure that safety is on the agenda at each SMT meeting.
- To ensure that professional safety advice is available as required.
- Set a personal example and promote an interest and enthusiasm for health and safety within the Gelder Group.
- Safe systems of work are in operation, and staff receive adequate and appropriate training
- Support and assist the Directors, Responsible for Safety, in the execution of their duties;
- Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of Gelder Limited and with the precautions which need to be taken to eliminate or control those risks;
- Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them;
- Set a personal example when visiting sites by wearing appropriate personal protective clothing;
2.5 The External Health & Safety Advisers

As required by Regulation 7 of The Management of Health and Safety at Work Regulations, Stallard Kane Associates Ltd have been appointed to advise and assist all related health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Associates Ltd will be responsible directly to the Board of Directors and will also maintain a close relationship with all other employees.

Stallard Kane Associates Ltd will provide advice on the management of:

- Further improvement in existing safe working methods;
- Legal requirements affecting safety, health and welfare;
- Provision and use of protective clothing and equipment;
- Suitability from a safety viewpoint, of new and hired plant and equipment, and validity of all appropriate test certificates;
- Potential hazards on new contracts before work starts on the site and safety organisation and fire precautions required;
- Changes in legislation;
- Advise the Director of each department, Responsible for Safety, on an annual plan sufficient to meet the company’s needs;
- Advise on the application and maintenance of the Company Health, Safety and Welfare Policy arrangements;
- Encouraging a high profile for Health, Safety and Welfare within the company at all levels and review health and safety suggestions received from employees;
- Advise the SMT on training needs of employees and ensure they are competent to carry out their delegated duties;

Stallard Kane Associates Ltd will perform the following function:

- Maintain and review the Health and Safety Policy to ensure compliance with all current legislation;
- Maintain and assist with the issue of Health & Safety documentation to all personnel as appropriate;
- Maintain Health and Safety records and reports;
- Present a summary Health and Safety report upon request by each Director who is Responsible for Health and Safety;
- Determine the cause of accidents or dangerous occurrences and recommend means of preventing recurrence;
- Liaise with the fire authority to ensure adequate fire precautions. Advising that such precautions are maintained and that staff are trained in the use of fire precautions and are familiar with the fire emergency procedure. He will review and ensure that Fire Drills are being carried out on a 6monthly basis and record they have taken place.
- Keep up to date with all Health and safety issues and inform all employees as appropriate;
- Maintain an up-to-date knowledge in matters of legislation and regulations as they affect the Company and its Health, Safety and Welfare Policy;
- When requested, the Safety Adviser will visit sites and premises at regular intervals in order to monitor the effectiveness of the Company Safety Policy and to advise the SMT and each Director on all aspects of Health and Safety;
- Investigate and report accidents and dangerous occurrences and recommend means of prevention;
- Maintain a close liaison with the Health and Safety Executive, its Inspectors and other relevant departments, personnel and other relevant organisations;
- Assist and carry out the identification and arrangement of employee training requirements;
- Review accident statistics, carry out investigation and create campaigns to promote awareness of injury prevention and damage control.
Managers and Supervisors

All managers and supervisors are expected to demonstrate by example their total commitment to health and safety matters.

- Each manager and supervisor are responsible for their personal safety and that of all personnel under his or her authority, including others who may be affected by Gelder Group’s activities.

In particular, they will:

- Understand and implement the Gelder Groups Health and Safety Policy
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibilities and are equipped to play their part
- Conduct risk assessments on activities within their department, ensuring that the methods and systems of work are safe and ensure that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate
- Ensure the Statutory Notices, the Health and Safety Policy, Insurance Certificate and the names of appointed First Aiders are displayed and maintained in prominent locations
- Ensure that all new employees in the company are provided with a copy of the Health and Safety Policy, through Breathe, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual
- Reprimand any employee for failing to discharge their health and safety responsibilities
- Set a personal example with regard to health and safety matters
2.7 Employees

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection Gelder Group reminds employees of their duties under Section 7 of the act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Company to enable it to discharge its own responsibilities successfully.

Furthermore, all employees are expected to:

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice
- Consult their manager/supervisor if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged
- Store all tools, equipment and personal protective equipment in the approved place after use
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used
- Not operate any plant or equipment unless authorised
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their Manager or Supervisor – In accordance with ‘Accident Reporting & Emergency Procedure’
- Switch off and secure unattended plant or equipment
- Avoid improvised arrangements and suggest safe ways of eliminating hazards
- Not participate in horseplay or place fellow employees in danger by their actions
SECTION THREE

Arrangements for Implementing the Company Health and Safety Policy
3.1 Systems and Procedures

The Company recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by each department Director Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Company and employees in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
  - Abide by safe working systems
  - Make use of facilities and equipment provided for their protection
  - Refrain from any act which could endanger themselves or others
  - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare
  - Report any known defect, which could endanger the health or safety of themselves or others
  - Cooperate as far as is necessary to ensure that we meet our legal requirements

3.2 Health and Safety Plans – Construction Sites

It is the policy of the Company to prepare safety plans for all projects and for all sites. The safety plans for projects are developed at tender or planning stage of a contract and takes into account the relevant information issued by the Client, Estimators and Designers. It will be revised periodically by the Manager or Supervisor responsible and will be subject to revision as circumstances change. The safety plan identifies the specific activities and potential hazards in relation to the work undertaken and in the context of the location in which the work is undertaken, and introduces controls and precautionary measures that may be necessary to ensure that all activities are safe and without risks to health. The safety plan is not intended to replace the Company Policy. The responsibilities and arrangements may be referred to within the safety plan.

3.3 Permits to Work

Works that are identified as being of higher risk must be controlled by the use of “Permit to Work”.

Standard procedures are available from the department Director, covering work recognised as having special risks, e.g. excavation, roof work, entry into confined spaces, some electrical work, hot work and work involving asbestos etc.

These permits will be issued by a senior site member / operative to ensure safe systems of work are applied by Contractors. The person receiving the permit must acknowledge receipt of it and must ensure that the specified works is done safely in accordance with any imposed conditions. He/she must also confirm when the works are completed and all areas or plant are safe. The permit must then be cancelled by the Issuer.
3.4 Sub-Contractors and Temporary Workers

The Gelder Safe Partner Scheme has been created in order to assess and ensure the competence of all contractors appointed by the Gelder Group and is a practical way of complying with the company’s duties under Regulation 4 of the CDM Regulations as Principal Contractor. The scheme requires all contractors to complete the Gelders Safe Partner application form and is required to meet specific standards (Application forms – Deem to Satisfy, Under 5 employees and Over 5 employees). The application form has strict standards to be met; and contractors are required to supply supporting evidence which is set out in these standards dependant on if they are SSIP accredited and the size of the company. The completed application form and supporting evidence is audited by our external Health and Safety advisors.

Contractors who meet the required standards will go onto the approved list of the Safe Partner Scheme and those who do not satisfy the standards will not be approved and will no longer be selected for future work. Sub-Contractors need to comply with all reasonable Company requirements as to the measures that they should take to discharge their responsibility and be aware and adhere to the Company policy on health and safety. Self-employed labour and other temporary workers will be assessed to determine their competency to operate safely prior to commencing work under Company supervision.

During site inspections carried out by safety advisors, they shall also audit the undertakings of sub-contactors assigned to the particular project. Whilst on site, supervisors and managers shall monitor and supervise sub-contractor’s activities to ensure they undertake their work safely. In addition to this, the safety advisor as part of his inspections shall ensure that sub-contractors are working in line with their provided safe systems of work, risk assessments along with site rules being enforced. As part of monitoring and auditing sub-contractor performance, safety advisors shall ensure that contractors being used for projects are current and approved on the companies approved list of contractors.

Where unsatisfactory circumstances arise, this shall be recorded and provided to site managers or supervisor and contractors involved. Contractors who perform unsafely on site shall be removed and no longer provided work.

3.5 Lone Working

Often in the course of our business, people are sent into a working situation on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required. Where lone working is required, a risk assessment shall be carried out and appropriate controls defined and implemented. We must ensure that lone workers are not placed at more risk that other employees, so each individual assignment must be examined to assess all risks by considering certain points and guidelines.

If working alone cannot be avoided, extra care must be taken to ensure that the lone worker does not put themselves in any unnecessary danger. The tasks which must never be undertaken while working alone are those which involve any form of entry into a confined space, and any form of work involving live electrical conductors (even if you are qualified to do so).

Tasks which are best avoided when working alone if this is possible, include:

- Welding, burning and other hot work
- Handling dangerous substances
- Working at height
- Work involving excessive manual handling
- Working under vehicles or heavy plant.

Employees who have been appointed a lone working task must inform their contracts manager or site manager/supervisor if they have a medical condition which may make you unsuitable for lone working. To ensure lone workers are first aid trained, access to adequate first aid facilities, have all the relevant emergency and nominated person contact numbers and have access to a fully charged mobile phone. Regular communication to be undertaken between the lone worker the nominated person. Arrangements will be made between the contracts manager and the loner worker prior to works commencing. If the nominated person receives no phone call at the arranged time, they will try to make contact with the lone worker. If no contact can be made, the nominated person will escalate this and attempt to get the nearest trade or manager/supervisor to attend their location to check on lone workers safety. The last point of call will be to the emergency services.
3.6 Hazard Identification

Controlling the risk associated arising from hazards offers the best chance for preventing injury or illness in the workplace (office, workshops or site). Hazards must be actively identified and reported during all phases of our work, either as part of our processes or as part of our monitoring of our activities in a day to day sense. All areas of operations will have a defined method for gathering hazard information. Some general methods for gathering of hazard information includes:

- Risk Assessments (refer 3.8)
- Audits
- Workplace Inspections
- Accident and Incident Investigations
- Consultation with employees (refer 3.20)
- Complaints or direct feedback in a day to day sense
- Observation by each and every one of us

Having identified the hazard (potential or existing) it is then necessary to manage the associated risks (refer 3.6 and 3.7) and that these risk mitigation strategies are documented and communicated. Project and task planning before we commence any task we need to review and document the hazards associated with the activity. We need to identify each step of the process involved and identify hazards at each step, typically as per the Design or Activity Risk Assessment or during preparation of the Method Statement.

3.7 Hierarchy of Hazard Control

The hierarchy of Hazard Control to be used is as follows:

- Elimination (by removing the hazard out of the activity, often through alternative designs/engineering).
- Substitution (of a safer substance, item of plant etc.)
- Mitigation (by using less hazardous materials, equipment, processes)
- Isolation (through guards, remote handling equipment and the like)
- Administrative Controls (though the introduction or changing of the work method, routine maintenance, additional supervision, training and enforcing correct practices)
- Personal Protective Equipment (provision of suitable and properly maintained PPE and training in its use, this is the last resort to hazard management)

3.8 Risk Assessments

Risk assessments will be carried out to identify hazards in the workplace, and assess the risk to employees who may be exposed to such hazards. Where hazards are identified, the Gelder Group will, where practicable, eliminate or reduce the risk. Control measures will be introduced to develop and implement protective and preventative procedures to comply with the statutory requirements. Use is made of the risk Severity Matrix to prioritise the risks and to evaluate the reduction in risk through the strategies adopted the documents we use to define the Risk Control processes are:

- Method Statements
- Design Risk Assessments
- Activity Risk Assessments
- Emergency Plans

These may make reference to Codes of Practice. The Activity Risk Assessment is particularly important as the tool we use to cover activities that may have been overlooked or not covered in sufficient detail in the Method Statement and to manage the many day to day ‘out of the ordinary’ circumstances we are confronted with. Where activities change such that the original assessment becomes invalid or less relevant, a further assessment is to be carried out. Having defined the hazards and documented the risk mitigation strategies the outcomes must be clearly communicated to those involved.
3.9 Planning & Design

As per the CDM 2015 regulations 9 and 11, Full consideration will be given at the planning and design stages to the hazards associated with the work to be carried out to reduce the risks to a minimum. Due account will be taken of current legislation, Codes of Practice, HSE Guidance Notes and Company Procedures.

3.10 Design Risk Assessment

As per the CDM 2015 regulations 9 and 11, Review of risks associated with design and detailing activities are critical to our overall safety performance. This must be undertaken on the following:

- Risk assessment of overall fabrication or construction project
- In depth risk assessment of individual construction/erection operations
- Permanent works design
- Temporary works design, including access issues
- Lifting activities that involve anything other than single crane lifts, within the cranes capacity and Making use of standard slinging equipment
- Throughout the engineering detailing phase

The Design Risk Assessment process should be used to identify the main operational activities within the project and for which method statements or other measures will be required to control the risks. They should also be used to demonstrate the logic for adoption or rejection of given engineering or construction schemes.

3.11 Site Safety Rules

Site safety rules will be established for all sites, works and offices. The rules will be as a result of identifying site specific hazards by the management team. They will be discussed at induction stage and included in the Gelder induction folder and the van manuals as well as being posted about the site at appropriate points. All must adhere to site safety rules.

3.12 Personal Protective Clothing, Equipment and Facilities

Director of each department will be responsible for ensuring that only PPE to the correct standards has been issued and used.

Director of each department will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

In accordance with the Personal Protective Equipment at Work Regulations 1992, an assessment of the PPE requirements of each employee will be made, the PPE assessment will be included in the Company’s general assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure.

Protective clothing and equipment will be provided in hazardous areas and where there are statutory requirements, or where the accepted maximum permissible limits may be exceeded. Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

An adequate supply of protective clothing and equipment will be readily available on sites or in the Works Stores. Records of all issues will be maintained. Where the use of clothing/equipment is subject to statutory or company requirements, this will also apply to visitors.

Managers and Supervisors must ensure employees are adequately informed of such dangers and of the necessity to wear the equipment provided. Such work areas must be clearly marked. Managers and Supervisors must ensure the equipment is adequate, used properly, kept in good condition and appropriate training given in its use.
Where Personal Protective Equipment (PPE) has been issued, it should be worn in the appropriate manner for the task it has been provided for. All protective clothing/equipment will conform to British, European or statutory requirements, equipment which is not CE marked will not be used. To ensure it gives the right protection, advice should be sought from Stallard Kane Associates and/or Department Director Responsible for Health and safety.

All PPE will be replaced on a new for old basis. Re-issue or replacement of worn out PPE will be requested on site or in the Works Stores and usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection will be replaced before the employee is allowed to continue work.

3.13 Alcohol and Drug Abuse

The Gelder Group operates a strict policy that Alcohol and Illegal Drugs are strictly prohibited in the workplace. For the full Policy please see the Staff Handbook section 12.

3.14 Young Workers

Young workers, (those under 18 years of age) are particularly at risk because of their immaturity, inexperience and lack of awareness to existing hazards. The Gelder Group will carry out Risk Assessments on young workers before they start employment.

When the assessment process is carried out we will consider the young workers’:

- Physical and psychological capacity
- Potential of exposure to cold, heat, noise and vibration
- Potential of exposure to harmful agents
- Need for greater supervision of their activities
- Need for additional training in order for them to carry out their work activities safely

They will be treated as employees for the duration of their employment in that they will be provided with the same health, safety and welfare protection. Young workers shall be provided with close supervision, information, training and instruction at all times.

3.15 Inspections, Monitoring & Safety Audits

Individual responsibilities are detailed in Section 2 of this Policy for Managers and Supervisors to monitor and observe all activities, and to ensure that, so far as is reasonably practicable, all such operations and activities are safe and without risks to health. On construction projects where there is a large number of employees and the complexity of the activity justifies it, the Gelder Group will appoint an External Safety Adviser who will carry out regular safety inspections and produce written reports which will be distributed for necessary action. On construction sites where there is no appointed External Safety Adviser a Nominated Person will be appointed. Details of his responsibilities are listed in Section 2. As similar philosophy will apply to the Works and to all of our Offices. Sub-contractors are also required to monitor their activities and prepare weekly Health and Safety Inspection Reports and such reports are to be submitted to the Contracts Manager.
3.16 Continual improvement

It is the company policy to continually improve its Environmental, Health and Safety performance. Its performance is measured by a target accident incident rate which is set by the Chief Executive Officer. To achieve this, specific objectives are agreed and set at company level by the Chief Executive Officer and each department Director Responsible for Health and Safety.

In the company’s efforts to improve performance, initiatives will be introduced and monitored for their effectiveness. Reviews will take place, which take into account company initiatives to improve performance.

3.17 Monitor & Review – Health and Safety Committee Meetings

The Health and Safety Committee Meeting will be arranged on a quarterly basis to discuss EHS performance. At these meetings, current performance will be compared against objectives and targets. The meeting will include all levels of employees throughout the company. These will include Safety, Project, Board and Staff association meetings. Our External Safety Advisor will monitor and review the Company’s health and safety processes and procedures by regular visits to the office and site work, ensuring our compliance with current legislation and our company policy and standards.

3.18 Inductions

All new staff will receive a comprehensive Gelder Group introductory induction as appropriate to their work location prior to commencement of employment that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Company Health and Safety Policy.

The requirements of any health, safety and environment training will be assessed at this stage and subsequently considered by their Manager or Supervisor. Staff will be issued with a copy of this policy and a company handbook on the First day of employment, through Breathe. Further to this, Site Managers or Supervisors will undertake induction of all operatives on the first day of working on their site whether our own direct labour, agency or subcontracted.

All employees shall be inducted on the dangers that apply to that particular place of work, the site rules will be discussed, and agreed Fire procedure, escape routes, location of extinguishers and Fire Assembly Point will be established. All employees will sign the register on completion of the induction programme. It is also a requirement that all staff and employees receive a refresher induction every 12 months if they remain at the one location for longer than this period of time.

3.19 Information

The Company’s Health, Safety and Welfare Policy is issued to all staff and made available at all locations. The Company also issues to employees a Health and Safety booklet. Where sub-contractors are introduced to a Gelder Group workplace, the Health and Safety Information for Contractors, Sub-Contractors booklet is issued. This booklet details relevant statutory requirements and procedures which must be observed when working on Company sites or property.

Information brought to the notice of the Company concerning Health and Safety will be monitored by the SMT and/or the Directors Responsible for Health and Safety, and if relevant to the Company's operations, appropriate advice and/or instructions will be circulated to staff and employees.

Relevant statutory notices, placards and safety posters and bulletins, etc. are posted in offices, Workshops, sites etc., to enhance the Company’s safety awareness.
3.20 Training

Our training objectives and training procedures will be reviewed on a regular basis and any appropriate training necessary for our employees will be arranged and implemented. Additional training will be assessed and determined by any change in legislation, code of practice or when, any new item of work equipment is introduced, work procedure or technique is changed, or additionally when, either a new safe system of work is introduced or an existing one changed. As a minimum for Contracts Managers, Project Managers and Site Managers/Supervisors the CITB Construction Skills Site Safety Plus Scheme - Site Management Safety Training Scheme (SMSTS), Site Supervisor Safety Training Scheme (SSSTS) will be the company standard. In addition, CSCS cards will be obtained, with trade specific qualification for the works to be carried out.

All training will be mandatory, and records kept of courses and qualifications. First Aider and fire training will be undertaken for all of our offices and site-based activities.

In house training will be undertaken via staff meetings, team meetings and toolbox talks. Training procedures are identified in our quality management system which is subject to regular internal and external auditing.

The Gelder Group recognises that investing in an effective health, safety and welfare training programme has major benefits and is a substantial method of reducing and preventing incidents/accidents, injury or ill health. Therefore, we will ensure our health safety and welfare training receives as high a priority in our overall strategic business planning as we would to any of our other business functions, accordingly, we will commit an appropriate amount of resource and management effort to this key area.

No person will be employed on work involving any reasonably foreseeable significant risk unless he/she has received adequate training to help him/her understand the hazards involved and the precautions to be taken.

We will undertake an annual training needs analysis for all our employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake.

The Chief Executive Officer is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

3.21 Safety Consultation

The Gelder Group is committed to effective employee consultation on Health, Safety and Welfare issues and seeks to create an environment where everyone is valued, and all views are listened to. Every opportunity and encouragement is given to employees to discuss safety matters with the managers or supervisors and the visiting safety staff.

3.22 Project/Site Meetings

Project or Site Meetings are an extremely flexible method of consultation. The meetings are to be held internally amongst the project team, and must be held with all Sub contractors on a regular basis. Regardless of the intent or purpose of such meetings, Safety is to be the first item on the Agenda. Arrangements shall be put in hand for:

• Consultation upon Health and Safety issues with people within Company offices and on site.
• Coordinating, communicating and implementing the results of such consultation into the Company Safety Management System.

3.23 Tool Box Talks

Toolbox talks are an extremely useful means of consultation, particularly as they relate to a particular topic or activity. They are mandatory within Gelder Group operations. To be considered as a method of consultation toolbox talks must invite employee participation. Subcontractors are required to undertake their own toolbox talks and Gelder must monitor this process to ensure the content is appropriate and to ensure that consultation does take place.
3.24 Job Start Briefings

All members of the workforce are to carry out daily workface assessments prior to commencing work. The workplace Managers/Supervisor has to ensure that such Job Start Briefings have been undertaken with all employees.

At these briefings, reference is to be made to existing Method Statements and Activity Risk Assessments. If there is a new activity to be commenced an Activity Risk Assessment as a minimum must be prepared before commencing work on the new activity. The briefings should take into account any changes in the operating environment from that in place the day preceding. The provision and use of required PPE and Safety Equipment must be considered at all briefings.

Any changes to a previously agreed working method need to be agreed with Management before the changes are implemented. Managers/Supervisors are required to acknowledge the carrying out of Job Start Briefings in their Daily Diary.

3.25 Housekeeping

This is one of the most important items influencing safety. Poor housekeeping is associated with most work place accidents as it disguises potential hazard so it is therefore essential that a high standard is maintained.

Trades have the responsibility of ensuring their workplace is maintained tidy before, during and after work commencement.

All waste is to be disposed of in clearly identified waste skips/bins. Managers and Supervisors are to ensure that the workplace they are responsible for is clean and free from obstacles that could result in trips, slips or falls.

3.26 Security & Control of Visitors on Site

Gelder Group recognises that its sites and premises should not only be safe to persons authorised to be there but should be safe, so far as is reasonably practicable, to unauthorised persons (trespassers) even if their intent is criminal. Each site controlled by the Gelder Group shall have adequate security measures. The site boundaries will be established and clearly identified. The site boundaries will be secured, as reasonably practicable, to prevent illegal access to the site.

Before sites are left unattended, they should be made as safe as possible (e.g. access to scaffolds removed or blocked off). Although it is understandable that attitudes towards trespassers are less than sympathetic, it should be noted that children are the group most likely to be trespassers, so where it is likely that children may be present extra precautions should be given full consideration.

Control of visitors on site will be in accordance with the company procedure i.e. Visitors should be asked to report to the site office and they should be escorted when on the premises.

3.27 Accident Procedures

Personnel are to follow the Accident and Near Miss Reporting Procedure (MCP.ANRP.1115.v1.0) and report all incidents/accidents to their line Manager, details of all accidents will be recorded on the Accident Report Form (MCH.ACR.0515.v3.0) and formally reported to Rradas Ltd, and where appropriate, investigated by Stallard Kane Associates Ltd (This is detailed in the induction process). Incidents / accidents and near-misses are to be reported and investigated in line with current legislative requirements and according to the ‘Accident Reporting and Emergency Procedure’. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence (see 3.28).
3.28 Statutory Notification of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified via, either the Incident Control Centre, or by the online notification form F2508 which will be completed without delay, and not exceeding 10 days of the incident. Others to be notified as soon as possible are Rradas Ltd, Stallard Kane Associates Ltd and the Company’s insurers.

Notifiable occupational diseases will be reported to the HSE via the online notification form.

Where a person is absent from work or unable to perform their normal working duties as a result of a work-related incident/accident over seven consecutive days, the HSE will be informed within 15 working days from the day of the accident, by use of the HSE’s online report form, F2508.

We will still record all over-three-day accidents, just no longer report them to the HSE. The entry into the Accident Report Form of over-three-day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated, and a report issued. In their role as the Company’s safety advisors, Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set below:

Accidents which require immediate reporting to the local HSE:

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Please note: not all accidents need to be reported, a RIDDOR report is required only when:

- The accident is work-related
- It results in an injury of a type which is reportable (as listed under ‘Types of reportable injury’)

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- The way the work was organised, carried out or supervised
- Any machinery, plant, substances or equipment used for work
- The condition of the site or premises where the accident happened

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury:

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalping’s (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work will be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see above).

Reportable dangerous occurrences

Dangerous occurrences are certain, specified ‘near-miss events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:
- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Explosions or fires causing work to be stopped for more than 24 hours

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Reportable occupational diseases

We will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by an employees’ work. These diseases include (Regulations 8 and 9):
- Carpal Tunnel Syndrome
- Severe cramp of the hand or forearm
- Occupational Dermatitis
- Hand-arm vibration syndrome
- Occupational Asthma
- Tendonitis or Tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:
- Medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist
- The duties carried out by a member of the armed forces while on duty
- Road traffic accidents, unless the accident involved the loading or unloading of a vehicle
- Work alongside the road, e.g. construction or maintenance work
- The escape of a substance being conveyed by the vehicle; or a train

Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that we (The Gelder Group) have collected sufficient information to allow us to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

Records of the following will be maintained:
- Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). We do not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days. Entries in to the Accident Report Form will be a sufficient means of recording all over-three-day injuries

When requested, we produce RIDDOR and accident book entry records when asked by the HSE, the local authority or any other statutory inspectors.
3.29  First Aid

Certificated First Aid personnel will be provided at offices and contracts sites as required by the Health and Safety (First Aid) Regulations. Numbers of first aiders are dictated by the hazards present on site, geographical location of employees and location of local emergency services. All places of work shall be equipped with an appropriate level of First Aid Equipment, to be stored in a location made known to all staff. (Each van is equipped with a kit, and adequate supplies of first aid materials are readily available at all locations).

The appointed person will be responsible for the care and supervision of First Aid on site, care and maintenance of the sites first aid kit. Accidents/incident to be logged following the Accident and Near Miss Reporting Procedure (MCP.ANRP.1115.v1.0) and the details to be recorded on the - Accident Report Form (MCH.ACR.0515.v3.0). All accidents/incidents must be reported to a Contracts Manager or in his absence any senior Manager or Director shown in the organisational chart. Manager / Director must ensure all accidents are reported via Rradar which will then appoint the external health and safety advisers where accidents shall be reported (if required) and investigations arranged.

3.30  Welfare Provisions

Provision is made at all workplaces for the health and welfare of employees.

The Gelder Group will ensure that:

- The welfare facilities for company offices, stores, yards etc. meet the requirements of The Workplace (Health and Welfare) Regulations.
- Facilities on site will meet the requirements of The Construction (Design and Management) Regulations 2015.

It is incumbent upon the Principal Contractor to allocate suitable Health and Welfare facilities at sites under their management. Where the Company has this obligation, the following requirements will be adhered to:

- The Contracts Manager responsible for the site will allocate all Health and Welfare facilities required.
- All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.
- Toilets and Washing facilities will be provided at an adequate and suitable ratio to the number and sex of persons employed on site. They will be equipped with an adequate supply of hot/cold/warm running water for washing and adequate supply of towels for drying. Drinking water will be supplied and clearly labelled.
- When in use, all site facilities will be maintained in a clean and tidy condition.

3.31  Special Welfare Arrangements

When short-term work is to be carried out on a site and there is no provision of huts or mobile units, the minimum of equipment to be carried in vehicles is:

- Drinking water container (Wholesome water)
- Hot/warm and cold water for washing, so far as is reasonably practicable
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment.

3.32  Visual Display Equipment and Eye Tests

In line with the requirements of the Display Screen Equipment Regulations 1992, The Gelder Group shall ensure that all ‘users’ of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment. Assessments of all work stations shall be carried out to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software. Appointed and trained assessors will carry out the assessments and record the results on the Company assessment sheets. Eye tests shall be carried out for ‘users’ who so request them, on a regular basis and where necessary corrective appliances to the minimum basic requirement shall be provided. Following assessments of workstations, the Gelder Group shall provide any equipment found necessary to comply with the Regulations and shall ensure that the required working practices and methods are in place to meet the statutory requirements.
3.33 Manual Handling

The Chief Executive Officer Responsible for Health and Safety will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

Many work activities include the need for manual handling of materials, etc. Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, The Gelder Group shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992.

As far as reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed, and the risk of injury reduced by the use of mechanical means or the provision of other suitable means.

**Manual Handling Risk Assessment**

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

**Handling and Stacking**

When handling, employees must use mechanical devices wherever possible.

Managers or Supervisors will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- The planning of all manual handling activities
- The weight of the load being known
- Heavy items being positioned so that they can be slid rather than lifted
- Employees not being allowed to manually handle any materials which are too heavy
- Work stations being designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials being free from burrs or sharp edges where possible
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards
- The use of PPE to avoid hand injuries

**Personal Protective Equipment**

Personal Protective Equipment (PPE) will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled

**Manual Handling Training**

Manual Handling Training will be provided to all employees who are required to carry out manual handling operations. All training provided will be in accordance with the Company’s Safety Training and Information Procedure.
3.34 Confined Spaces

The Manager or Supervisor, at the initial risk assessment stage, will identify working environments that are classed as confined spaces under ‘The Confined Space Regulations 1997’.

The hazards of working in a confined space are well documented. Regulations and guidance exist informing management of the actions necessary to eliminate, reduce or control the risks. The main consideration is the identification of a confined space, some are obvious, a vessel, tank, pit, sewer etc. Others are not, especially in the fabrication of component parts. Size and configuration, although meaningful do not on their own decide what is or is not a confined space. Natural ventilation is the key, if natural ventilation is stopped or restricted then the area must be considered a confined space. Other considerations must be the process being carried out. Each process adding its own hazard. If entry to a confined space is unavoidable, a safe system of work/method statement shall be followed, and emergency arrangements will be put in place prior to commencement of work in confined spaces.

Once the confined space has been identified then precautions must be taken. These precautions will be set out in a permit to work system, in accordance with company procedures /guidance i.e. suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations 1997, eg, sewers, ducting, silos, etc.

No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

Tool box talks will provide information, instruction and training for those exposed to the risks from confined spaces.

3.35 Lifting Equipment

Lifting operations are undertaken both in the main yard and on construction sites. The lifting appliances may be company owned or hired in from external sources. Whichever the case may be, all lifting operations will be planned and effectively controlled in accordance with statutory requirements and Codes of Practice. A competent person will be appointed to carry out this task.

All lifting equipment shall be checked and tested at the required intervals by the relevant competent persons and suitable, adequate and readily available records shall be maintained i.e. 6monthly for lifting accessories and equipment for lifting persons and 12 monthly for lifting appliances. Valid test certificates will be available in all locations where lifting appliances are in use. Where equipment is hired, the required certification shall be obtained from the hiring company to ensure that checks and tests are up to date. Within Part 2 of the Policy responsibility is assigned to individuals to maintain, inspect and keep records of all items whether company owned or hired.

The Company will ensure that employees are aware of the correct weight of any object to be lifted and the correct Safe Working Load (SWL) also known as WLL (Working Load Limit) of the lifting equipment and accessories to be used.

Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load. Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms. All those persons who use lifting equipment whilst carrying out work for this company and those who supervise them will at all times have adequate health and safety information available to them. A competent person will plan all lifting operations and only those persons who are specifically trained and authorised will be allowed to operate the equipment. Cranes must only be operated by trained and competent drivers over 18 years of age.

Methods of handling and transportation of materials other than by cranes may be with forklift trucks, side loaders, transporters etc. Operators of these items of plant will receive the required training and be issued with certificates of appointment.

Tests, thorough examinations and inspections of all lifting equipment, i.e. chains, wire ropes, webbing strops, shackles etc. will be carried out in accordance with statutory requirements. Records of all such tests etc. will be maintained by the Vehicle/Plant maintenance manager.

When equipment is found to be defective it will be quarantined until it has been repaired and retested or destroyed.

For those employees who have no evidence of being trained but are required to bank cranes or act as slingers, appropriate training will be given in the correct techniques.
3.36 Working Near Overhead Lines

Extreme personal danger can resort from contact or near contact with live conductors of overhead lines. The main hazards associated with overhead electrical cables are contact with the cables by plant, vehicles or by operatives handling long object, e.g. scaffold tubes, cladding sheet, ladders etc.

The local electricity company must be consulted if work is to take place within 15 metres of overhead lines on steel towers or 9 metres of overhead lines on wood, concrete or steel poles.

Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity of overhead power cables the following should be adhered to:

- Suitable barriers will be erected in order to maintain a safe distance from the cables.
- Care will be exercise when handling long objects such as scaffold tube, ladders etc. which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables. Electricity can “arc” across a gap and this must also be taken into account.
- Where specified work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated. The Safety Adviser must be consulted for advice in these circumstances.
- In certain situations, capacitor or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30KW.
- The Safety Adviser must be consulted for specialist advice before work commences.
- The Company will issue suitable notices for use as required.

The Gelder Group is aware that in certain situations, capacitor or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30KW.

Any person involved in work in the vicinity of overhead lines should seek guidance from HSE Guidance GS6 Avoidance of danger from overhead electric power lines

3.37 Work Near/Over Water

The danger of falling into water and being carried away by currents or being drowned is ever present when working over or near water. It is necessary therefore to take the following precautions:

- Access and egress are provided from which persons will not trip or slip into the water.
- Make sure that platforms are secure and level to avoid tripping.
- Make sure that toe boards and handrails are fitted and firmly fixed to prevent dislodgement in high winds and swell conditions.
- Make sure that ladders are securely lashed to prevent movement.
- Safety harnesses must be always available and used.
- Safety nets will be used as appropriate in accordance with the Risk Assessment.
- Life jackets of an approved type must be available and used as required.
- Make sure that Lifebuoys fitted with grab lines of appropriate length are positioned at the work front
- Use a buddy-buddy system.
- Provide an adequately equipped rescue boat, which is in radio contact at all times.
- Carry out rescue drills at regular intervals.
3.38 Excavations

Excavations will not be carried out on site until the site manager or supervisor or his/her nominee has given permission in writing.

Prior to any excavation the area to be excavated must be thoroughly surveyed, relevant service authorities consulted and service plans/drawings examined to check for the presence of any underground services. In addition to this, CAT Scanning will also be carried out to identify any hidden services prior to commencement of excavations.

Where identified, they shall be marked and finding communicated to all operatives. Where such services are identified, hand excavation must be carried out until the identified services have been located and made safe. Also the stability of any adjacent buildings or structures including scaffold must be taken into account.

- Dependant on ground conditions never work in an un-timbered trench unless the sides are battered to prevent materials and soil falling into the trench.
- Do not enter excavation unless it has been inspected and is considered safe by a manager, supervisor or a competent person.
- Erect and maintain suitable edge protection around excavations and openings.
- Provide adequate lighting when excavations are near roadways and footpaths.
- Where persons are to enter excavations in order to carry out works, this shall only be done under a permit to work.

3.39 Construction Design Management Regulations 2015 (CDM 2015)

The Construction (Design and Management) Regulations 2015 places duties on contractors to ensure we cooperate with all parties involved in the project and that we manage our work to ensure a safe site for all parties involved.

Whilst undertaking the role of Contractor on site we will ensure the following:

- We manage our work in order to ensure the health, safety and welfare of all our employees, any subcontractors we may engage and other third parties who may be affected by our work activities.
- Cooperate with other duty holders. We will cooperate with the principal contractor and other contractors on site to ensure cooperation between all parties involved, ensuring that the risks which cannot be eliminated are reduced and properly managed and controlled.
- Consult with employees our appointed contractors and other parties in good time ensuring all persons under our control have the necessary information at the right time.
- On a project where we are the only contractor we will develop the construction phase plan for the project and ensure it is communicated to all relevant employees.
- Before works commence on site we will ensure the principle contractor has provided suitable and sufficient welfare facilities for the project. Where we are the only contractor on site we will ensure welfare provision is available in line with schedule 2 of the CDM 2015 Regulations.
- Ensure all persons working on site under our control have a documented site induction before commencing work on site.
- Take the necessary steps to ensure site security and prevent access by unauthorised third parties and cooperate with the principal contractor regarding site security on projects with more than one contractor appointed.
- During the planning stage for all projects and before any works commence on site we will ensure that we provide suitable and sufficient supervision and resources for all employees and contractors under our control working on site.
- We will ensure all employees and contractors under our control on site have the necessary skills, knowledge, training and experience for the work they are carrying out.
- Where more than one contractor has been appointed we will cooperate with the designer or principal designer providing requested information for the safety file in good time.
Whilst undertaking the role of **Principal Contractor** we will ensure the following:

- Ensure we have the right skills, knowledge, training and experience necessary before accepting the role of principal contractor
- We will liaise and co-operate with the principal designer to ensure information is provided to assist when considering health and safety in their design at both the pre-construction phase and design work during construction
- Ensure the client is aware of their duties and liaise with the client regarding their client brief and expectations for the project
- Request the necessary preconstruction information from the client to enable us to develop the construction phase plan for the project
- Manage the construction phase of the project ensuring health and safety standards are maintained and risks eliminated where possible and where risks cannot be eliminated suitable control measures are implemented on site
- Ensure all site operatives have a documented site induction before commencing work on site
- During site set up ensure suitable and sufficient site security arrangements are established before allowing work to commence on site and ensure the site is secure at the end of each working day
- Take steps to ensure our employees and appointed contractors have the necessary skills, knowledge, training and experience for the work they are carrying out
- Provide suitable and sufficient site supervision and management depending on the size and complexity of the scope of works to be undertaken
- Engage with workers and contractors on site ensuring effective communication of information and that any health and safety ideas or concerns are given due consideration
- Effectively monitor health and safety risk on site ensuring it is reduced to the lowest level possible where possible and where the risk cannot be eliminated control measures are implemented and communicated to affected parties
- Provide the necessary information to the principal designer so the health and safety file can be completed in good time. In projects where the principal designer appointment finishes before the end of the construction phase, we will take on the responsibility for the file and for handing it over to the client

**Domestic Clients**

Our duties remain the same as those for a commercial client when working for a domestic client.

**Design input**

Whilst undertaking the role of Contractor or Principal Contractor we may specify materials to be used and have a design input during the preconstruction phase and construction phase of the project, when this is the case we will ensure the following:

- Ensure effective communication between the Principal Designer and other parties involved

Provide the Principal Designer with:

- Information for inclusion in the safety file when requested
- Information relating to our designs, including any unusual remaining risks and key assumptions made
- Details of significant risks that are part of our design

Information for other Designers:

- Design loads, where we are responsible for the selection of plant, equipment, materials or civil and construction design
- Design parameters, where they could affect how others design their elements of the work
- Key principles used in our design
- Design drawings relevant to other designs
- Specifications, that may inform their designs
- Information obtained to aid our design that could be useful to others

Provide the following information for contractors and principal contractors:

- Relevant assumptions our design makes
- Any survey or report obtained as part of our appointment that could be useful to others in the management of health and safety
3.40 Fire

A written Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken, and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of staff. Equipment checks and evacuation drills will be held at regular intervals. Fire Warden will be appointed, and another member of staff will act as an evacuation “Roll Caller”.

Staff will be trained in fire Safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

3.41 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated Risk. There will be regular Assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

Responsibilities:
Directors of each department will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

Directors of each department must ensure that the significant findings of any COSHH Assessment, including the Safety precautions to be adopted, are communicated to all operatives who will be exposed to the substances.

All employees are responsible for ensuring that they have read and understood any COSHH Assessment relating to their working activity.

Hazardous Substances Register:
Directors of each department will create and maintain a Hazardous Substance Register. The Register will contain Hazardous Data Sheets for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and must be formatted so as to provide clear Health and Safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

COSHH Assessment:
A COSHH Assessment will be carried out for every substance, or where practicable on substance groups i.e. solvent based paints grouped onto one Assessment.

All COSHH Assessments will be carried out on the standard form. The format of the Assessment is such that it takes the following factors into account:

- Type of Substance
- Work Location/Environment
- Work Duration

All Assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all Assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the operative
- In any case every 12 months

Any review must be recorded on the Assessment with a review date and the name of the person who carried out the review.
Substance Substitution:
Wherever possible hazardous substances will be replaced with less hazardous ones. It will be the responsibility of each department Director to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Associates Ltd shall be sought where applicable.

Safety Precaution Advice:
Any Safety Precautions recommended as a consequence of a COSHH Assessment must be adhered to at all times while the substance is in use.

Handling and Storage:
All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a Risk to the substance and will not allow any spillage to leak out.

Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.

The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and Safety precautions for hazardous substances.

All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse.

The Manager or Supervisor is to be informed of any substantial spill immediately.

Information and Training:
All employees who may be exposed to any Hazardous Substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their Safety Induction.

They will be instructed to use these documents as reference to ensure that Safety precautions are adhered to.

3.42 Smoking

The Gelder Group is committed to protecting the health, safety and welfare of its employees, by providing a safe place of work and protecting all staff, services user, customers and visitors from exposure to smoke and vapours from E-Cigarettes. For the full Policy please see Staff Handbook section 12.

3.43 Work at Height

The Gelder Group recognises and accepts it responsibility under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible
- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risk from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999
- Suitable rescue procedures are in place for all working at height activities, employees are trained to use rescue equipment and rescue procedures

See the working at height RAMS for more information on the company’s safe working procedures for work at height activities.
### 3.44 Stress

The Gelder Group is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and well-being are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assist staff in managing stress in themselves and others

As far as reasonably practicable the Gelder Group will:

- Provide managers or supervisors with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide support through the Employee Assistance Programme
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employee

### 3.45 Driving Company Vehicles

When using a vehicle supplied by the company all employees must conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

Where employees are driving in the course of their employment or driving vehicles supplied by the company they must:

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer’s guidelines
- Be in possession of a UK driving licence. This must be checked via [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) by your manager every year and endorsements notified to the insurers (for company vehicles and when driving your own vehicle on company business)
- Ask their GP if any prescribed medicine will affect their driving ability; if so, employees must refrain from driving and inform their immediate manager/supervisor
- Employees are not permitted to operate a hand-held mobile phone whilst driving company vehicles, the punishment for such an offence is a £200 fine and three penalty points on your driving license. Therefore, do not operate your hand-held mobile phone whilst driving; it is dangerous
- Wear glasses or lenses if prescribed for this activity
- Never drive company vehicles under the influence of alcohol or illegal drugs or perception medication which may affect your ability to drive safely
- Ensure that they are fit to drive at all times, as the employee is in the best position to judge their own health, level of tiredness and other factors that may impair their driving

Employees driving vehicles should avoid over-the-counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthmas, eczema or travel sickness preparations or cough and cold remedies, which can adversely affect driving.

Before setting off:

- Plan your journeys in advance and make sure you leave plenty of time to arrive at your destination on time. If you feel tired at any time on your journey you should stop at a safe location and take at least 15 mins break out of the car. If taking a break means that you will be late for an appointment then its better to stop, phone and explain that you will be late, rather than taking risks and continuing to drive whilst tired.
- Visually check over your vehicle - check tyre pressures, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition
- Check seat belts – working and in good order and worn by all vehicle occupants where provided
- Adjust driving techniques to suit weather and traffic conditions
- Ensure you have read through the driving company vehicles section in employees’ handbook
On arrival to destination or site:

- Beware of un-metalled roads and soft ground on sites; where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services)
- Observe all traffic management arrangements in place for the site
- Make sure the vehicle is secured and any valuable items stored out of site such as satellite navigation systems and mobile phones

When driving on business on behalf of the company and the vehicle is not supplied by the company you must have full comprehensive insurance cover to cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on company business.

### 3.46 Plant/Equipment/Electrical Appliances & Power Tools

All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturer’s instructions and the guidance notes.

It is the responsibility of the relevant Manager or Supervisor to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts, must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

All electrical equipment which the company uses in all workplaces will be supplied, installed, maintained or used in accordance with current regulations. The Directors will plan any temporary electricity and distribution in accordance with regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations, and records maintained.

Director of each department will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity at Work Regulations and British Standards and have the appropriate supporting documentation.

No power tools or electrical equipment of voltage greater than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the relevant Company official. Lower voltage tools, lighting, etc. may be required in damp or confined situations.

All operators of mechanically propelled plant must hold a Certificate of Training Achievement. No person shall operate any vehicle, dumper, crane, forklift, excavator of any kind, or any other item of mechanically propelled plant on a public road unless they hold a current and appropriate driving licence, have had formal training and can produce the necessary documentation. Drivers using vehicles or plant on public roads will observe road traffic laws.

All drivers and plant operators must drive with care and consideration for other drivers/ operators, site personnel and members of the general public.

Drivers and plant operators are responsible for basic maintenance of their vehicles/ plant and must report any defects to their line manager or supervisor. The minimum age limit for site driving is 18 years.

In cases where a driver needs to carry out a difficult manoeuvre (such as reversing) a trained banksman / vehicle supervisor must be used.

No person shall operate any mechanical plant, power tools or other equipment without explicit permission and unless they understand the appropriate precautions for use.

Where appropriate, copies of manuals and instructions for safe use of Company plant and equipment will be held on site for reference.
When purchasing or hiring any item of plant or equipment it is important that, as well as economic factors such as cost, consideration should be given to the safety and health implications of the operation of that equipment. Some of the things that may need to be considered are:

- Hazardous substances
- Adequacy for task
- Skills of employees required to operate it
- Ease of maintenance
- Electrical safety
- Compatibility with existing equipment and environment
- Noise emissions
- Adequate guarding of dangerous parts

This is not an exhaustive list but a brief guide to some of the points to be considered. Most importantly safety should be considered before any purchase is made or any hiring agreement signed. It would not be acceptable for equipment to be obtained before some assessment of the risks involved in its operation had been made.

Where equipment is hired in there is a duty under The Provision and Use of Work Equipment Regulations 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required, is carried out at the correct intervals by a competent person;

3.47 Health Surveillance

**Responsibility:** The Chief Executive Officer Responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Company.

In order to monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken in the event that an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

**Procedure:** Where known occupational health risks exist within the Company’s scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.

Directors shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Company’s scope of works.

Should any person have a health problem which could affect their health, safety and welfare while at the workplace, they shall inform their immediate manager or supervisor.
3.48 Noise

Responsibilities: The Chief Executive Officer Responsible for Health and Safety will ensure that this procedure is implemented and complied with in all areas of work where a hazard is identified. The Chief Executive Officer will ensure that the persons under their control are aware of the requirements of this procedure and that they are complied with at all times. They will also ensure that the correct protective equipment is provided as required. All employees will be required to co-operate with the Company in its attempts to reduce or control noise exposure.

Noise Surveys: In accordance with the Control of Noise at Work Regulations 2005, the Company will take all reasonable steps to identify workplace noise levels. The list, once created, will form part of this procedure. Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels. Noise surveys will be reviewed at the following times:

- If work patterns change significantly
- If machinery is moved or if new machinery is installed
- At any other time, it is believed that the survey is no longer valid

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

Risk Assessment: Wherever possible, noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

Noise Action Levels: The Control of Noise at Work Regulations 2005 have established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level – 80 dB(A)
- Second Action Level – 85dB(A)

Where the Company operates a permanent workshop, the following actions will apply:

If the First Action Level (80 dB(A)) is reached or exceeded the Directors of each department will:

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection
- Provide hearing protection at the employee’s request

If the Second Action Level (85dB(A)) is reached or exceeded the Directors of each department will:

- Reduce the exposure to noise to the lowest level possible other than issuing PPE
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory
- Post notices on all machinery which creates noise at or above the Second Action Level
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN
- Issue hearing protection to all persons in less noisy areas at their request
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A)

All site equipment having a noise level at or above the First Action Level will have a warning notice affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

Where, as a result of a risk assessment, the general site is deemed to be a noise hazard, the Directors will ensure that all persons who enter or remain on site wear hearing protection at all times.

Personal Protective Equipment: Where the need for PPE is identified as a result of any noise survey or risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

Training: All employees will receive general noise awareness training as part of the Company’s safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.
3.49 Vibration

Under the Control of Vibration Regulations 2005 we will look to eliminate or control the exposure to vibration in the workplace to the lowest level that is reasonably practicable (Regulation 6). Hand arm vibration can be a significant health risk wherever powered hand tools are used for significant lengths of time. The company will look to eliminate vibration risk where possible at the planning stage by engineering out the risk at source. Where this is not possible the risk will be reduced to as low as is reasonably practicable with regular monitoring of exposure levels and risk to employees. Health surveillance will be carried out on employees where regular and frequent exposure to vibration risk is evident using the Tier System Questionnaires. The aim will always be to be PROACTIVE rather than REACTIVE when addressing vibration risk. The company will follow good practice controls, currently promoted by the HSE, to help to eliminate or reduce vibration risk in our industry which are:

Selection of Work Equipment

Tool selection can make a substantial difference to the vibration level, but the tool must be suitable for the task and used correctly. We will demonstrate a sound procurement policy for power tools and hand-guided machines considering the following:

- There is no reasonably practicable alternative method with no (or less) vibration exposure
- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.)
- Reduced vibration designs are selected provided the tools are otherwise suitable
- Declared vibration emission is not high compared with competing machines of similar capacity to do the job
- Information on likely vibration emission is available (e.g. from manufacturer, hire company, databases)
- Available information from the manufacturer or elsewhere on control of vibration risks through:
  - Maintenance (e.g. servicing grinders, sharpening drills and chisels)
  - Selection of consumables (abrasive discs, chisels, drills, etc.)
  - Correct operation and operator training (see below)
  - Maximum daily trigger times or maximum daily work done with the tool

Limiting Exposure Time

Restricting exposure time ("finger-on-trigger" time) will be carried out to ensure exposure remains below the Exposure Limit Value (ELV), even after all reasonably practicable measures to reduce vibration levels are in place. The company will determine the maximum times using the exposure points system or supplier’s “traffic lights” tool category. Regular testing and monitoring using HAVI Meters will be carried out to ensure the ELV is not exceeded. The company will ensure that the exposure will be reduced to the lowest level that is reasonably practicable (Reg 6(2)), so the ELV will not be used as a target, if a lower exposure is reasonably practicable.

Other Risk Controls

The company, where possible, will look to control HAV risk by means other than reducing vibration exposure, this will be done by:

- The use of ergonomic aids, such as supporting the weight of the tool which reduce forces applied by operator
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves
- Regular breaks from work involving vibration and encourage operators to exercise fingers

Information, Instruction and Training

The company will ensure employees at risk from vibration shall have received information on:

- The risks from HAV and how to help reduce them (see above)
- Arrangements for health surveillance and their duty to cooperate

Managers/Supervisors will look for evidence that tools are being used correctly, as recommended by the manufacturer. This may require operators to receive specified training which will be provided.

Health Surveillance

The company will provide health surveillance where the Exposure Action Value (EAV) is likely to be exceeded. As a minimum we shall:

- Use of a periodic health screening questionnaire, both annually and for new employees (TIER system)
- Have arrangements in place for referral of relevant cases to an occupational health provider with HAVS expertise for diagnosis and ongoing monitoring
- Have arrangements in place to receive medical advice on management of affected employees
- Have arrangements in place for RIDDOR reporting of HAVS cases

Personal Protective Equipment

Where the need for PPE is identified as a result of any vibration survey or risk assessment, it will be issued as soon as possible.
3.50 Leptospirosis (Weil’s Disease)

The Gelder Group recognises the seriousness of the disease and will take all precautions to prevent exposure to its employees. The symptoms include severe headaches, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure. It is therefore important that personal hygiene is of a high standard. Hands and arms must be washed before eating, drinking or smoking.

3.51 Asbestos

In the event of asbestos being found or suspected, work will immediately stop in that area and the matter will be reported immediately to the Contracts / Site Manager, assuming he is not aware of the circumstances at that point. Under normal circumstances the suspected asbestos will not be touched, except to wet it or contain any airborne fibres, and wherever possible keep persons away from it. A specialist company will be approached who will determine the next course of action which should, in the first place, be to take a sample for analysis. The next course of action will be dependent on this result.

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

Prior to commencing work on projects that may contain asbestos containing materials (ACMs) the following methods of assessment will be deployed:

- A risk assessment shall be carried out on the task and areas of work in the first instance, and dependant on the findings of the risk assessment:
  - Where insufficient information is available to undertake works safely, an R & D (Refurbishment & Demolition) Survey shall be undertaken by competent persons
  - A subsequent Asbestos Management Plan shall be developed and implemented for the management of any remaining asbestos or ACMs. The plan will be reviewed on an annual basis as a minimum or as advised by the asbestos surveyor

Any asbestos survey undertaken will be in accordance with HSG 264: Asbestos the Survey Guide and also incorporate the advice and guidance within the Control of Asbestos Regulations 2012. Approved code of practice and guidance, obtaining client knowledge and registers of ACMs will be located in the premises.

Please see Asbestos Emergency Procedure for the Discovery and Disturbance of Asbestos.

3.52 Asbestos on the Premises

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

In respect of our duties under Regulation 4, CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises.

Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how we will effectively manage the risks for the identified asbestos containing materials.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.
3.53 Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include the hot and cold-water storage and distribution systems.

To achieve control of legionella bacteria the company will implement the following:

- Conduct a suitable and sufficient risk assessment to identify potential risks and implement measures to either eliminate or control risks
- From the above, establish measures to ensure voidance of conditions favouring growth of organisms
- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella
- The use of materials that may provide nutrients for microbial growth will be avoided.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded

3.54 Environmental controls

Employees, who are responsible for establishing a working environment, which is safe and without risk to health, shall consult the department Director who is available to give advice as necessary. In some cases, outside specialist assistance maybe required.

Instrumentation is available from the department Director to monitor the workplace and to establish a satisfactory environment e.g. satisfactory levels of lighting, humidity, temperature dust and noise etc. The Gelder Group, so far as is reasonably practicable, proposes to pay particular attention to:

- To minimise disturbance to the local and global environment, and to the local communities and wildlife.
- Follow the waste management hierarchy as outlined in the Waste (England and Wales) Regulations 2012. The Gelder Group will follow the hierarchy outlined below:
  - Prevention
  - Preparing for re-use
  - Recycling
  - Recovery
  - Disposal
- To minimise use of energy and raw materials and to adhere to the principles of sustainability.
- To consider the environment in the design of processes and products and the maintenance of equipment.
- To provide information on the use and final disposal of products.
- To ensure that all employees and suppliers are adequately informed about the company’s environmental policy.

To minimise the use of product related materials and services such as packaging or transport.
3.55 Office Safety

An office is only as safe (or unsafe) as the people who work in it. Office accidents follow a similar pattern to those that happen in the warehouse or on location and generally result from the same basic causes:

- Falls and trips
- Knocking into objects
- Handling and lifting goods
- Fire
- Electricity

The above areas may have been covered earlier in this Health and Safety manual but here are a few additional pointers that are specifically relevant to the office environment

Office Tidiness

- Untidiness can contribute to accidents and could also be the cause of fires.
- Do not obstruct Fire Exits or firefighting equipment.
- Ensure that fire extinguishers are in the correct place before you need them.
- Check you fire drill notice and know your assembly point.
- Keep floors, passages and stairs clear of trip hazards, i.e. goods, cables, litter etc.
- Place litterbins where they are not a tripping hazard.
- Ensure to put all waste paper in the bins provided.
- Spillages should be cleaned up immediately.
- Broken glass or other dangerous waste should be carefully disposed of, not put into wastepaper bins.
- Do not overload filing cabinets, open one drawer at a time and close any drawer before you walk away. Cabinets can tip over quite easily.
- Keep your desk tidy.
- Keep articles of clothing and other combustible materials away from heaters.

Falls and Collisions

Falls are the most common form of office accidents and often result from untidiness.

- If something is spilled have it cleaned up immediately.
- Report any turned up or worn carpets, rugs and stair treads.
- Always use the handrail when ascending or descending stairs.
- If you have to reach high shelves do not use office chairs, desks or boxes. Use a suitable stepladder or step stool.
- Always look where you are going, never read whilst you are walking about the offices or using the stairs.
- Don’t run, walk. It’s safer for everybody.

Equipment and Machines

The majority of office equipment is not particularly dangerous, as the working parts are usually well enclosed. Even so machines should always be treated with respect and used in accordance with the manufacturer’s instructions. Where machines are electrically operated never tinker with the electrics if there is a breakdown. Report the problem immediately and a competent engineer may be called if necessary; this also applies to broken switches, loose connections and damaged cables.

Take particular care with smaller office equipment such as knives, scissors and stapling machines. All are capable of inflicting painful injuries. Do not use razor blades and pins; they are not suitable for office use. When using photocopiers try to avoid contact with toners or other chemicals, if you must add toner wash your hands when you are finished.

Always keep the document cover down when photocopying. Telephones and electrical appliances should be safely sited and cables kept as near as possible to prevent them becoming trip hazards. Before leaving work switch off all electrical appliances.

Lifting and Carrying

It does not need to be a very heavy weight to strain your back; it’s the way you lift or carry it that does the damage. If the load is too heavy for you to carry alone get help. For detailed instruction on good handling technique refer to the manual handling sections of this policy. If you find anything in your office that is likely to be a danger and can’t do anything about it yourself, report it so that appropriate action can be taken.
3.56 New and Expectant Mothers

Elimination of Activities Hazardous to New and Expectant Mothers
Gelder Group will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:

- Relevant legal standards (dependent on the risk involved) are met
- Official guidance and good practice is followed
- Working conditions and/or hours are adjusted if necessary
- If necessary, new and expectant mothers are removed from hazardous activities, i.e. the employer will provide suitable alternative work or, if this is not possible, will place the employee on paid suspension

Assessment of Risk
Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period.

Specifically, the assessment will consider risks associated with exposure to:

- Physical agents
- Biological agents
- Chemical agents

The assessment will also consider working and welfare conditions. Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

Duties of Managers and Supervisors
Managers and supervisors must ensure that:

- New and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity
- The highest level of confidentiality is maintained at all times
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- Any adverse incidents are immediately reported and investigated
- Appropriate training is provided where suitable alternative work is offered and accepted
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition

Duties of New and Expectant Mothers
New and expectant mothers must:

- Inform their general practitioner or midwife of the nature of their work
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures, etc
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else
- Report any perceived or real shortcomings in protection to their employer

Information and Training
Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed.

Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.