



With the Gelder Touch!

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HEALTH & SAFETY POLICY

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Amendments

Date	Section(s)	Date	Section(s)
03/11/2004	2.1		
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01/04/2007	4.19		
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19/12/2008	1 – Environmental Policy Statement		
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05/04/2013	Removal of references to Head protection Regulations and Tower Crane Regulations 3.3.6.2 Updated to include the safe partnership scheme. 3.3.15.29.2 Updated to include the (England & Wales) waste Regulations 2011 Environmental Policy updated to include the (England & Wales) waste Regulations 2011		
30/07/2015	Full Review of the Health and Safety policy 3.38 Update of the CDM Regulations 2015 Environmental Policy updated to include the (England & Wales) waste Regulations 2011	30 th July 2015	All sections reviewed
21/07/2016	Full Review of the Health and Safety Policy	21 st July 2016	All sections reviewed
27/07/2017	Full Review of the Health and Safety Policy. 3.4 Lone Working - Additional procedure details 3.12 Alcohol and Drug Abuse Amendments 3.13 Young Workers – Added Procedures	27 th July 2017	All sections reviewed
30/11/2017	Added - 2.7 Employees Renamed section 3.26 from RIDDOR to Accident procedure Added 3.27 Statutory Notification of Accidents/Dangerous Occurrences 3.44 Updated fine of £200 on the Driving Company Vehicles Removal of Environmental Statement 1.2	30 th November 2017	All sections reviewed

SECTION ONE

POLICY STATEMENT

Statement of Intent

The Gelder Group is a safety conscious company and to this end it is our policy that all systems of work under our control are executed in a manner that will ensure, so far as it reasonably practicable, the health, safety and welfare at work of all our employees, and other persons engaged in work for the organisation and that the health, safety and welfare of any third parties is not at risk by our acts or omissions.

It is the intent of this company to conduct our undertakings in accordance to the requirements of the Health & Safety at Work Act, and other relevant statutory instruments which affect its activities, in particular, the CDM Regulations 2015, so far as is reasonably practicable. And it is to this end that we expect all our employees and those under our control to co-operate fully with all systems for health, safety and welfare at work, and in the making, and maintenance of such systems, whilst having regard for their own health, safety and welfare and that of others.

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;
- Aim for continual improvement in the management of Health, Safety & Environmental issues.
- “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.
- Ensure the Health, Safety and Welfare of our employees & contractors is never compromised for financial or commercial gain.

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 Director responsible for health, safety and welfare, Contracts Manager and Safety Adviser, as required, to take into account any changes in legislation, the organisation of the company or the introduction of new techniques. The Managing Director, Mr Steve Gelder is the nominated Director responsible for Health and Safety.

Management and supervisory staff have the responsibility for implementing the procedures set out in the Company Policy and they must ensure that all health and safety considerations are given priority in strategic planning and day-to-day supervision of our work. 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 organisation and arrangements for implementing the policy will also be available at each site and workplace and for reference by any employee or contractor as required. The information contained within this policy, and any revision to it, will be explained to all direct employees and brought to the attention of all contract personnel.

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 at least annually.

Signed:

S P Gelder Managing Director Responsible for Health and Safety

SECTION TWO

ORGANISATION AND RESPONSIBILITIES



2.1 Safety Management Reporting Structure (Non Status Representational)

Responsibilities for Health and Safety and Welfare Matters

2.2 Board of Directors

Main responsibilities are:

- 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 a Director with specific responsibility for the development of the Health and Safety Policy
- To ensure that the Policy is updated as required.
- To make available adequate funds to ensure compliance with the Health and Safety standards.
- To ensure that safety is on the agenda at each meeting.
- To ensure that professional safety advice is available as required.
- To ensure that the Safety Policy requirements are adequately monitored and effective action taken to correct deficiencies found.
- Set a personal example and promote an interest and enthusiasm for health and safety within the company.

2.3 Managing Director

Main responsibilities for Health and Safety are:

- Prepare and keep up to date a Statement of 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;
- Administer the Policy throughout the Company by appointing an individual Director responsible;
- 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.

2.4 The Director Responsible for Health and Safety

The Managing Director is delegated with the responsibility for implementing and co-ordinating all aspects of health, safety and welfare within the company.

Main responsibilities for Health and Safety are:

- Ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity under his 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 the company. He is required to advise the Board of Directors on matters that he feels need its attention;
- Appoint a suitably trained and competent person to assist him in to carry out his Health and Safety duties.
- Initiate the timing and review the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of Gelder Limited;
- Set a personal example and promote an interest and enthusiasm for health and safety within the company.

2.5 Directors

The Directors take ultimate responsibility for Health, Safety, and Welfare throughout Gelder Limited. In order to protect the Safety and Health of employees and others affected by Gelder Limited operations, they 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.
- Support and assist the Director Responsible for Safety in the execution of his duties;
- When acting in a named role assume the responsibilities of that position;
- 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 employees and others 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;
- Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them;
- Ensure the availability of expert advice on Health and Safety matters. i.e. HSE, Approved Codes of Practice Trade Associations, circulars;
- Ensure that Managers 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 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;
- Set a personal example when visiting sites by wearing appropriate personal protective clothing;
- In addition, the Construction Director will ensure prior to appointment that Works contractors and Sub-contractors have been assessed and found to be competent for the job that they have allocated sufficient resources and are aware of their responsibilities for health and safety.

2.6 The External Health & Safety Advisers

Will advise management on:

- Preventing injury to personnel and damage to plant and equipment;
- 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;
- Maintain and review the Health & Safety Policy to ensure compliance with all current legislation;
- Maintain & assist with the issue of Health & Safety documentation to all personnel as appropriate;
- Maintain Health & Safety records and reports;
- Present a summary Health & Safety report annually or as requested by the Director Responsible for Safety
- Advise the Director Responsible for Safety, on an annual plan and budget sufficient to meet the company's needs;
- Determine the cause of accidents or dangerous occurrences and recommend means of preventing recurrence;
- Supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performance;
- 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 & safety issues & inform all employees as appropriate
- Ensure all arrangements for new employees are in place and they are aware of and understand the company policy, procedures and practices.
- Advise on the application and maintenance of the Company Health, Safety and Welfare Policy arrangements;
- Maintain an up-to-date knowledge in matters of legislation and regulations as they affect the Company and its Health, Safety and Welfare Policy;
- 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 management and the Company Safety Manager on all aspects of Health & 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;
- Advise on all matters of health, safety and welfare to all levels across the company;
- 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 Contracts Managers on training needs of employees and ensure they are competent to carry out their delegated duties;
- Assist & 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

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, the Company 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 Branch/Line Manager – 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 Safety Policy

3.1 Permit's 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 Company Safety Manager, 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 member of the Site Management Team 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.

3.2 Health and Safety Plans

It is the policy of the Company to prepare safety plans for all projects and for all sites, offices and work locations. 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 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 Sub-Contractors and Temporary Workers

The Gelder Safe Partner Scheme has been created in order to assess & ensure the competence of all contractors appointed by the Gelder Group & 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 questionnaire, and is required to meet specific standards (separate questionnaires for contractors under 5 employees & over 5 employees). The questionnaire has strict standards to be met; and contractors are required to supply supporting evidence which is set out in these standards dependant on the size of the company. The completed questionnaires & supporting evidence is audited by our external Health & Safety advisors. Contractors who meet the required standards will go onto the approved list of the Safe Partner Scheme & those who do not satisfy the standards will not be approved & 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 & 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 daily site inspections carried out by safety advisors shall audit the undertakings of sub contractors 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 & 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 and contractors involved. Contractors who perform unsafely on site shall be removed and no longer provided work.

3.4 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 than 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 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 contact numbers and have access to a fully charged mobile phone or landline. Contracts Manager are to obtain authorisation from the policy holder prior to attendance to site.

Regular communication to be undertaken between the lone worker and the office, by telephone. Arrangements will be made between the contracts manager and the loner worker prior to works commencing.

If the claims manager 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 claims manager will escalate this and attempt to get the nearest trade or supervisors to attend their location to check on lone workers safety. The last point of call will be to the emergency services.

3.5 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:

- Audits
- Workplace Inspections
- Accident and Incident Investigations
- Consultation and feedback during the various forms of consultation (refer 3.9 AND 3.10)
- 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 3.4) 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.

3.6 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 (through 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)

3.7 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 Company 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.

3.8 Planning & Design

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.

3.9 Design Risk Assessment

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.

3.10 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.

3.11 Personal Protective Clothing, Equipment and Facilities

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. 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. 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. 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. To ensure it gives the right protection, advice should be sought from the Company Safety Manager.

3.12 Alcohol and Drug Abuse

To assist in the safe performance of our duties, this company operates a strict policy that Alcohol & Illegal Drugs are strictly prohibited in the workplace. Alcoholic drinks and unauthorised drugs are prohibited on Company premises. Alcohol or illegal drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our company policy that any person who presents themselves for work under, or apparently under the influence of illegal drugs or alcohol will be refused entry to the workplace. Symptoms suggesting that a person is under the influence of illegal drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc., and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be considered. If there is any doubt as to the person's medical condition or to the cause of their condition, then, medical advice should be sought immediately.

For their own safety, that of their workmates and members of the public any member of staff believing that another is under the influence of illegal drugs or alcohol should report this to their direct manager immediately.

3.13 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 company 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.

3.14 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 Company will appoint a Site 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 Site Safety Adviser a Safety Supervisor 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 Project Manager.

3.15 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 Managing Director. To achieve this, specific objectives are agreed and set at company level by the Managing Director and the Company Health & Safety Manager. In the company's efforts to improve performance, initiatives will be introduced & monitored for their effectiveness. Reviews will take place, which take into account company initiatives to improve performance.

3.16 Monitor & Review

Review forums will be set up to discuss EHS performance. At these forums current performance will be compared against objectives and targets. Forums will include all levels of employees throughout the company. These will include Safety, Project, Board & Staff association meetings.

3.17 Inductions

All new staff will receive a comprehensive company 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 Safety Policy. The requirements of any health, safety and environment training will be assessed at this stage and subsequently considered by their line manager. Staff will be issued with a copy of this policy and a company handbook on the First day of employment. Further to this, Site Managers 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.

3.18 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 & 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 Company Safety Manager, 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.

3.19 Other 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 the CITB Construction Skills Site Safety Plus Scheme - Site Management Safety Training Scheme (SMSTS) will be the company standard. In addition, CSCS cards will be obtained for various levels of the company including visitor's cards where applicable. 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 company 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. We will therefore, 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.

3.20 Safety Consultation

The Gelder Group is committed to effective employee consultation on Health, Safety & 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 and the visiting safety staff.

3.21 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.

3.22 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.

3.23 Job Start Briefings

All members of the workforce are to carry out daily workplace assessments prior to commencing work. The workplace 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. Supervisors are required to acknowledge the carrying out of Job Start Briefings in their Daily Diary.

3.24 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. Operators 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. 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.

3.25 Security & Control of Visitors on Site

The Company 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.

3.26 Accident Procedures

Personnel are to report all incidents/accidents to their Manager, details of all accidents will be recorded in the Accident Book, 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 & 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 3.27).

3.27 Statutory Notification of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified immediately and the online notification form will be completed and sent within 10 days of notification.

The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall be addressed i.e.:

- In the event of a reportable injury or dangerous occurrence, the Supervisor shall ensure that he reports the incident immediately to the one of the Health and Safety Managers.
- Upon receiving a detailed appraisal of the incident, the appropriate members of staff detailed shall be responsible for the following:
 - Whether a Dangerous Occurrence, Lost Time Accident (over 7 days), "Specified Injury" (listed below) or Death, reporting the details, as required to the appropriate enforcing authority, immediately by telephone for major injuries and fatalities & within 15 days, a full written report of the incident, using Form F2508 or F2508A, in the case of a disease. Copies of the reports shall be retained by the Health and Safety Department.
- ("Specified Injuries") fractures, other than to fingers, thumbs and toes; amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - a) cover more than 10% of the body; or
 - b) cause significant damage to the eyes, respiratory system or other vital organs;
 - c) any scalping requiring hospital treatment;
- any loss of consciousness caused by a head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - a) leads to hypothermia or heat-induced illness; or
 - b) requires resuscitation or admittance to hospital for more than 24 hours.

3.28 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, entry of accidents/incident details into the sites accident book and register. All accidents/incidents must be reported to a contracts manager or in his absence any senior manager shown in the organisational chart.

Accidents may be reported via the companies Accident Hot Line which is transferred directly to the external health & safety advisers where accidents shall be recorded, reported (if required), investigations arranged, statistics compiled

3.29 Welfare Provisions

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

The company 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 Main 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.

3.30 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
- Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy)
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment.

3.31 Visual Display Equipment and Eye Tests

In line with the requirements of the Display Screen Equipment Regulations 1992, the Company 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 company 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.

3.32 Manual Handling

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 Company 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 is 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. The Company will provide training on manual handling and, manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations

3.33 Confined Spaces

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. 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.

3.34 Lifting Equipment

Lifting operations are undertaken both in the main yard/workshops 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.

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 and ropes used for climbing work.

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.

3.35 Working Near Overhead Lines

Extreme personal danger can result 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 objects, 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 exercised 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.

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

3.36 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.

3.37 Excavations

Excavations will not be carried out on site until the site manager or his 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 findings 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 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.

3.38 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 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 & 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

3.39 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.

3.40 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: The Directors 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 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: The Directors 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 the Managing 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.

Health Surveillance: 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 Director 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.

3.41 Smoking

Policy

It is the policy of the company that all of our workplaces including Vehicles are completely Smoke Free and all employees have a right to work in a Smoke Free Environment. This policy shall be reviewed on an annual basis.

Smoking including the use of electronic cigarettes is prohibited throughout the entire Workplace including Vehicles with no exceptions. This policy applies to all Employees, Consultants, Contractors, Customers or Members and Visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Managing Director of the company. All staffs are obliged to adhere to, and facilitate the Implementation of the Policy.

The Managing Director shall inform all existing Employees, Consultants and Contractors of the policy and their role in the implementation and monitoring of the policy. The Managing Director or the person Delegated to must inform during Induction all new personnel of the No Smoking Policy. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

3.42 Work at Height

The company recognises and accepts its 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 Company Full Work at Height Policy for more information on the company's safe working procedures for work at height activities.

3.43 Stress

The company is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health & 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 company will:

- Provide managers 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

3.44 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 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 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

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:

- Check tyre pressures and visual condition, 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.

3.45 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 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.

The Directors 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. 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 lookout banksman 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;
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

3.46 Health Surveillance

If a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, then such health surveillance and monitoring would be initiated by the management of this Company.

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this Company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise on such issues.

3.47 Noise

The Company shall assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 2005 are complied with. Where the noise levels exceed the action levels specified in the Regulations, appropriate arrangements shall be put in place to ensure that no employee, or others affected by the work activity, are subjected to injurious conditions.

The Site Manager shall ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc. are used.

Supplies of ear defenders or other hearing protection shall be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Noise at Work Regulations 2005.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise.

All Operatives shall ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported to the Directors or hire company immediately.

3.48 Vibration

The Control of Vibration at Work Regulations 2005 introduces controls in order to reduce prolonged and regular exposure to high levels of vibration known as Hand/Arm Vibration Syndrome or "HAVS". HAVS is caused in the main by prolonged and regular use of vibrating power tools such as angle grinders, saws and hammer drills.

The Company undertakes assessments of all vibrating tools that it uses and has produced a procedure that indicates the maximum recommended time periods that each tool can be used for.

The Company has a purchasing policy that as far as possible ensures that vibration levels are kept to a minimum and that information is given to users by the way of toolbox talks.

3.49 Leptospirosis (Weil's Disease)

The company 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.

3.50 Asbestos

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

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, this training is also to be refreshed at least annually

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 area of works 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 located in the premises.

3.51 Legionnaires Disease

Provision is made for a clean water system, free from bacterial growth. Water systems such as hot and cold water storage, showers etc. will be regularly disinfected and cleaned.

The person responsible for maintenance is responsible for maintaining the water system and recording all tests and cleansing carried out.

3.52 Environmental controls

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

Instrumentation is available from the safety manager to monitor the workplace and to establish a satisfactory environment e.g. satisfactory levels of lighting, humidity, temperature dust and noise etc. The Company, 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 company 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.

3.53 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 & trips
- Knocking into objects
- Handling & lifting goods
- Fire
- Electricity

The above areas may have been covered earlier in this Health & 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 your 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 & 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 & 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 & 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.