

Health & Safety Policy

Statement of Intent

JB Developments Ltd ("the Employer") recognises and accepts its legal obligations (under the Health and Safety at Work Act 1974 and all applicable regulations made under it) to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, persons in training, contractors ("Employees") and the health and safety of occupiers and visitors and other persons who are present within the premises and who may be affected by its work ("Occupiers and visitors").

In accordance with our legal obligations, we are continually updating risk assessments to reflect significant risks of our activities, equipment and all other related arrangements where matters of health and safety may be involved.

This Health and Safety Policy ("the Policy") is designed to enable the Employer to comply with its statutory health and safety obligations, to apply the necessary measures identified in its risk assessment and to adopt all other reasonably practicable measures (within the limits of available resources) to:

- Reduce hazards and the risk of personal injury to its Employees and Occupiers and visitors arising out of its activities;
- Maintain a safe and healthy place of work; and
- Reduce hazards and the risk of damage to property.
- In particular, the Employer shall:
- Continue to identify hazards and assess risks to health and safety;
- Provide and maintain safe equipment and systems of work that are free of risk to health;
- Maintain any place of work under its control (including access and egress) safe and free of risk to health;
- Provide safe arrangements for the use, handling, storage and transport of articles, goods and substances;
- Provide adequate and appropriate information, instructions, training and supervision;
- Consult with all the Employees on health and safety matters;
- Liaise and coordinate with occupiers and contractors who may share temporary occupation where necessary;
- Monitor, inspect and review the implementation of this policy; and
- Review and update this policy annually.

To this end, proper implementation and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements or policies from time to time in force; take all reasonable steps to protect their own safety and that of other Employees; and co-operate with management in the implementation of this Policy. The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with the Employer's Director.

SIGNED:

A handwritten signature in black ink, appearing to read 'John Barrett', is written over a horizontal line.

DATED: 13/02/2019

John Barrett (Director)

Environmental Policy

Statement of Intent

JB Developments Ltd will pursue a policy aimed at minimising environmental damage and maximising opportunities for environmental improvement.

In all of our activities we shall consider environmental impact at the planning stage. We shall maintain good standards of pollution control, conservation of energy and natural resources and the preservation and enhancement of natural habitats.

To implement this policy the company will ensure its site management and supervisors are aware of the environmental implications of activities within their own areas of responsibility, where necessary additional training may be required to heighten awareness of the relevant issues.

On individual contracts, we shall endeavour to obtain the best advice from our clients concerning environmental aspects of the contract. In many cases our client (the Principal Contractor) will already be implementing ISO14001 systems; we would actively support and implement those systems as instructed.

During the execution of our works we will manage and organise the works in a manner which will reduce, so far as is reasonably practicable, environmental damage caused by:

- Noise
- Dust
- Effluent / paint waste arising from the works
- Storage and use of paints, thinners etc.

In simple terms we aim to **Reduce** waste, **Re-use** materials where possible and **Recycle**. In many cases we will offer alternatives to Client specifications if we feel the 3R's are not being fully utilised. We will also take effective precautions to protect adjacent land, buildings and the general public from any danger, discomfort or nuisance.

In pursuance of this policy, environmental considerations will be taken into account in the selection of materials, which be from wherever reasonably practicable sustainable sources. All waste material will be disposed of appropriately, all waste removal or transfer will be by licensed haulier to properly managed and licensed tips. Copies of the relevant certification will be obtained for each contract.

All members of the company's management and supervisors will be made aware of this policy and its contents.

SIGNED:

A handwritten signature in black ink, appearing to read 'John Barrett', is written over a horizontal line.

John Barrett (Director)

DATED: 13/02/2019

Quality Policy

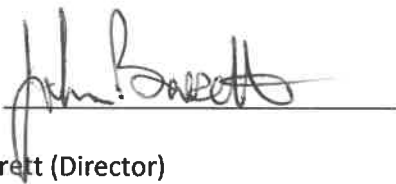
Statement of Intent

The Management of JB Developments & Construction Ltd are committed to the provision of a product and service that complies in all respects with the requirements contained in a contract or customer's purchase order.

The Company will give careful attention to its Quality Objectives which include safety, delivering on time and to budget, training of staff to industry guidelines, a high quality of work, and continued quality improvement. Quality Objectives will be reviewed at Quality Management Meetings in order that they will continue to reflect the Company's objectives. This is endorsed by the provision of a documented quality management system, which is subject to internal and external audit at regular intervals, in order to continually improve its effectiveness.

All policies and procedures have been structured to meet the requirements of ISO 9001:2000. Each member of staff is aware of the Company's commitment to complying with the requirements of ISO 9001, and is required to observe our quality requirements at all times. This Policy will be reviewed annually for its continuing suitability.

SIGNED:



John Barrett (Director)

DATED: 13/02/2019

Administrative Organisation

Management

- The ultimate responsibility for preparing, reviewing and ensuring the due implementation of this policy rests with the Director.
- As necessary, he will be assisted by Works Supervisor (Supervising the work, work areas, Employees and Occupiers and visitors who may be present within the premises) and / or any other member of Supervision or Employee appointed by him from time to time who shall be responsible for:
 - identifying risks within his area(s) of responsibility and putting in place arrangements for controlling and reducing such risks
 - monitoring the implementation of this Policy
 - advising all Employees in his work area(s) of responsibility on all matters of health and safety;
 - monitoring the physical conditions of premises at his area(s) of work and responsibility to ensure that Employees, Occupiers and visitors are exposed to the lowest reasonably practicable level of risk
 - providing and communicating up-to-date health and safety information
 - providing or arranging health and safety training
- In addition, the Director and / or any person appointed by him as described above must make appropriate arrangements to monitor the effectiveness of all health and safety arrangements within his areas of responsibility and work (including, regular safety checks).
- Where necessary, remedial action should be agreed on and carried out immediately or within reasonable time depending on the severity of risk, likelihood of realization and those affected. (Effects on any occupier or member of the public will always be considered a high priority).
- It is the responsibility of works / site supervisor (in respect of Employees in their premises) to ensure that all new Employees receive relevant health and safety information regarding the works before commencing works within the premises.

Employees

- Employees have a duty to take reasonable care for their health and safety and that of others who may be affected by their actions or omissions.
- In addition, Employees are required to comply with the terms of this Policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, Employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures and first aid arrangements.
- Employees are required to report to the health and safety advisor anything which they suspect may represent a serious and immediate health and safety danger and / or a shortcoming in the Employer's health and safety arrangements.

- Any Employee who has a disability or who otherwise suffers from any condition which may affect the implementation of any of the terms of this Policy in relation to him is encouraged to inform his supervisor of his disability or condition and any effect it may have.
- No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare under this Policy.
- No person may intentionally or recklessly interfere with, misuse or touch anything that he has not legitimate right to in the course of his work whilst within the Occupiers premises
- An Employee who is suspected of such interference or misuse will be subject to disciplinary action (including, where appropriate, dismissal). External authorities such as the Police may be consulted for extreme accusations of inappropriate and illegal actions.
- An Employee, who has any question in relation to this Policy or any health and safety matter, should contact the Director or Company Health and Safety Manager.

Information, Instruction & Training

Information

In addition to the information that will be issued, explained and monitored by the Company (via the Director, Health and Safety team, works supervisor etc.) which will either outline or detail works procedures, method statements, risk assessments, COSHH information, information on equipment, the premises or any relevant requirements regarding the works location, neighbourhood or occupiers requirements etc., alternative information is available.

Health and safety information is also readily available from numerous sources. Employees who seek health and safety information are advised in the first place to contact the Health and Safety team on 07949192839. In addition, Employees may search and download useful information from the HSE website.

Instructions

- Specific instruction on how to carry out the works required or use equipment safely will be given by the works supervisor prior to work commencement or can be obtained via the health and safety advisor. In addition, manufacturers' instruction manuals should be consulted before any specific equipment is used and in the event of any fault, defect, problem or query.

Training

- The Company will continue to ensure that suitably competent workforce and experienced operatives and supervisors are employed and will actively participate in ongoing assessment, evaluation and training of such employees, operatives and supervisors. This process will be implemented in line with the terms associated with the introduction of various categories within trade award bodies.
- It is the responsibility of the Company to review the training needs at all levels within the Company at regular intervals. The Safety Manager will assist in this process. He will offer advice on safety training needs as required. Safety training carried out by the appropriate award body (CITB, CISRS, CTA, RITB, PASMA etc.) representatives or accredited companies will be given to all employees as necessary. Records of all training shall be kept centrally at Head Office.
- Those in charge of sites, offices and other Company work areas are required to review with any new employee any hazards and the specific health and safety rules applicable to the work to be done, and ensure that the 'SITE INDUCTION' is attended before putting the employee to work. Similarly, those transferring from job to job, or from site to site, will need to be inducted to the site like a new employee and be given any necessary information by supervisory staff.
- Those in charge of work areas will receive information from the Safety Adviser during the course of their visits on new methods of accident prevention, current legislation requirements, and Approved Codes of Practice and Guidance notes.

Health & Safety Advice

- Health and Safety Advice is provided by the in-house Health and Safety Team and assisted by a part time consultancy Health and Safety Practitioner. Safety Advisors make regular inspections of Company sites and issues copies of their reports to the Site Management Team. Copies of all reports are kept on site, and it is the policy of the Company that any issues raised or faults noted on the reports shall be rectified within an agreed time scale.
- The Safety Advisor advises management at all levels and their presence in no way relieves our Management of their responsibility. Through the usual channels, their advice is available to all Company employees.
- It is the responsibility of the relevant Project Manager to ensure that all users of products and articles supplied for use at work shall be made aware of any relevant information and instructions which may be provided by the manufacturer/supplier in order to comply with their obligations under Section 6 of the Health & Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations 1998 (PUWER), Control of Substances Hazardous to Health Regulations 2002 (COSHH) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Any employee who is in doubt about safe working practices and procedures should contact his immediate superior. The Safety Advisor is always available to all employees.

Consultation

- In accordance with the Consultation with Employees Regulations 1996 any arrangements negotiated between the Company and recognized independent Trade Unions regarding Safety Representatives and/or Safety Committees will be added in the form of an Appendix attached to this Safety Policy where applicable.
- Time will be made available for attendance's to the Major Contractors Group (or similar) operative consultation, suggestions or comments on ways in which our health and safety performance can be improved will always be considered by the Company and should be told to the Site Supervisor or Safety Advisor.
- Health, safety and welfare will also be considered at site meetings, at which sub-contractors representatives may be asked to be present for discussions on their safety policies, working practices, safety performance and other related matters covered by legislation.

Comprehension of English

- The comprehension of spoken English is very important in maintaining a full understanding of the company's safe systems of work, method statements, risk assessments, inductions and any emergency procedures.
- To achieve this the company will employ workers who have an acceptable level of spoken English. The company will obtain and issue HSE / safety publications in suitable languages, where reasonably practicable and use photos and sketches to explain and illustrate our documents, ensure that there are good English speaking bi-lingual supervisors working alongside small groups of workers whose English comprehension is minimal.

General Health & Safety Precautions

- The risk assessment process is a continual one, the Employer has and shall continue to have, and Employees are required to maintain, a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of any equipment, materials and other items in use.
- Where appropriate, Employees shall receive / undergo adequate training designed to help them maintain safety awareness, look out for safety risks and understand the importance of minimising risks and of adhering to methods which are designed to achieve this.
- All known problems and / or defects to equipment or items must be reported to the works Supervisor. If necessary, the relevant equipment or item shall be taken out of service for repair.
- Employees' clothing and footwear must be suitable for the work they undertake. Where a task requires specific PPE the company will provide at no cost to the employee.

Accident Reporting

- **The Company is committed to taking all necessary steps to continually improve Health and Safety on site and target the reduction of accidents. All Accidents must always be reported to the Company Head Office and entered in the site Accident Book as per the Health and Safety Accident and Incident Management Procedure JBS-H&S-PRC-0004.**
- In addition, an accident resulting in a Fatality, a Major Injury or an absence from normal work for more than three consecutive days must be reported as per the Health and Safety Accident and Incident Management Procedure JBS-H&S-PRC-0004.
- The Accident/Incident Report form (JBS-H&S-FRM-0023) must be completed by the site supervisor who is deemed the responsible person for all accident and incident notification.
- 'Near Misses' and Dangerous Occurrences must also be reported to the Safety Team immediately by telephone followed by (where appropriate) a written report, irrespective of whether an injury/loss has occurred in accordance with RIDDOR (2013).
- Details of Occupational Diseases or ill health (likely to have been caused by work related conditions) which are notified in writing to the Company as having been suffered by employees whilst at work will be reported to the Safety Team. This will then be reported as necessary to the enforcing Authority and Principal Contractor. Records of such incidents will be used to monitor the UKCG Health Strategy.
- The Safety Department will carry out an investigation of all serious accidents and dangerous occurrences on the Company's behalf, and it is the policy of the Company to provide the investigating Safety Adviser with full authority and facilities for his investigation.
- Safety Department will hold documentation for Accidents, Dangerous Occurrences and Notifiable Diseases. The Safety Department will notify the Health and Safety Executive. Copies of all notifications made will be retained by the Safety Department for record purposes.

Accident Action Sheet

INJURY	ACTION	RESPONSE
<p>Fatality</p>	<p>Supervisor in charge arranges: Immediate - Isolate area Contact: B Barratt 07946531006 Contact: M Baylis 07949192839 Call Ambulance Do not disturb I.P. Do not disturb scene Take names of everyone in area Take photographs</p>	<p>Immediate within 30 mins Contact: B Barratt 07946531006 Contact: M Baylis 07949192839 Contact: Head Office 01923 447435 Inform Principal Contractor Await return contact. Full investigation by Safety Advisor Safety Advisor to notify HSE</p>
<p>Major accident involving: Falls Plant Electrical Lifting / Carrying</p> <p>...Resulting in any below:</p> <p>Broken bone Fracture Head injury Eye injury / sight loss Stitches Back Injury Burns / Scalds Dislocation Amputation* → → → → or Hospitalisation for 24 hrs</p>	<p>Supervisor in charge arranges: Immediate –Call Ambulance Contact Safety Advisors Do not disturb scene Do not disturb I.P. Take witness names Take photographs First Aid attention Call Ambulance Attend Hospital Take names of potential witness Note work being carried out Contact Safety Advisor</p> <p>Collect amputated item* and give to ambulance representative</p>	<p>Carry out on site: As soon as practicable within 2 hrs. Contact: B Barratt 07946531006 Contact: M Baylis 07949192839 Contact: Head Office 01923 447435 Await return contact. Await response from Safety Advisor Complete accident book entry Inform Principal Contractor</p> <p>Carried by Safety advisor: Complete notification form Full investigation by Safety Advisor Safety Advisor to notify HSE</p>
<p>Minor Cut - without stitches Bruising Sprain Aches /Pains note: no lost time from work</p>	<p>Supervisor in charge arranges: First Aid attention Note work being carried out Take witness names Contact Safety Advisor</p>	<p>Carry out on site: Complete accident book entry</p>
<p>Absence for 2 Days or more due to accident at work</p>	<p>Supervisor in charge arranges: First Aid attention Note work being carried out Take witness names Contact Safety Advisor</p>	<p>Carry out on site: Notify Safety Advisor 2nd day Accident book entry Contact: M Baylis 07949192839 Await response from Safety Advisor</p>
<p>Absence for more than 7 days</p>	<p>Supervisor in charge arranges: (action taken previously for 2 day accident)</p>	<p>Carry out on site: Inform Principal Contractor Full investigation by Safety Advisor Safety Advisor to notify HSE</p>

Note - Accident investigations carried out for ALL Employees and Non Employees (Non-employee = subcontractor, other trade contractor, member of public etc.)

First Aid Facilities

- To comply with the Health & Safety (First-Aid) Regulations 1981 and new approved Code of Practice 1990, the relevant Project Manager will supply premises and sites with adequate first-aid equipment and facilities.
- The names of those persons trained in first aid will be displayed within each premises and on each site.

Electricity-related Injuries

- In the event of any person suffering electric shock, it is important to:
 - Turn off the power and or isolate the supply;
 - Call the Appointed Person(s) (who take charge in case of injury/illness). Medical help must be called if the victim seems to be unconscious;
 - Not touch the victim, but try to move him / her out of contact with the live equipment using a non-conducting object such as a dry wooden broom handle (eg by moving the equipment). In so far as possible, the victim should not be moved.
- All electrical burns must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.
- All electricity-related injuries must be reported to the Health and Safety Department in accordance with the procedure (JBS-H&S-PRC-0004) set out in this Policy's section on Reporting of Accident.

Safe Systems of Work

- Safe Systems of Work are implemented at all work areas, these systems have been developed from both past experience by the company, our industry and each individual manager or supervisor in addition to recognised guidance notes, codes of practice, approved codes of practice etc.
- Where significant risks are identified a Method Statement in addition to the Risk Assessment will be developed, implemented and drawn to the attention of those affected. A task briefing summary sheet combining the key issues within both the Risk Assessment and Method Statement will be developed and used to brief all operatives, (new, experienced, long term operatives etc.) by their Supervisor prior to undertaking such work on site.
- The Safety Department should be consulted with regarding the content or amount of detail the specific method statement may require. Separate policy and procedures documents outlining the company's arrangements to specific health and safety issues are available from Head Office.

Risk Assessment

- To comply with the management of Health and Safety at Work Regulations 1999, a Risk Assessment must be developed to demonstrate what control measures are being used to reduce the risks associated with each work activity to the lowest level reasonably practicable.
- By comparing probability and severity for each work activity and each trade or profession the significant risks can be put into perspective from negligible to unacceptable risk, with lower and higher risks in between. An assessment is then developed showing the control measures, action

plan and required personal protective equipment, which is drawn to the attention of those affected by the risk.

- The 'hierarchy of risk reduction' will be implemented under all circumstances, it is hoped that the initial risk reduction or elimination by design, reduction or isolation by specified construction methods/materials will have been considered and implemented by the Principal Designer and or Principal Contractor prior to the Companies involvement.

Arrangements for Managing Stress

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of Stress

- The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demands placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health

Policy

- The company will identify all significant workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. All risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives where appointed on all proposed action relating to the prevention of workplace stress.
- Where significant stressors have been identified the company will provide training for all managers and supervisory staff in good management practices.
- The company will offer confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Outsourcing – Occupational Health & Safety Specialist

- Where required provide specialist advice and awareness training on stress.
- Refer to workplace counsellors or specialist agencies as required.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Arrange for guidance to managers on the stress policy.
- Advise managers and individuals on training requirements.

Responsibilities – Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff.
- Ensure workers are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that workers are not overworking. Monitor holidays to ensure that workers are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that it is understood that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. special personal circumstances, family issues, relationship issues, bereavement or separation etc.

- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.

Workers

- Raise issues of concern with your line manager, company director or health and safety representative.
- Accept opportunities for counselling when recommended.

Alcohol & Drugs Policy

- The Company recognises that alcohol, drug and substance misuse can be a serious problem within work places, even if ingested innocently. Employees, anyone working for the company (for whatever reason) who drink alcohol, take unlawful drugs, or even some forms of legitimate medication, are more likely to work inefficiently, be absent from work, have work accidents and endanger colleagues.
- It is recognised that drug and alcohol abuse is an increasing social trend and has far reaching consequences, particularly in relation to construction sites and the operation of plant machinery.
- The Company has a duty to ensure the health, safety and welfare of all employees, contractors, clients, visitors and members of the public who may potentially be harmed by their work activities.
- **Working under the influence of alcohol, drugs or other substances at any time is an example of gross misconduct and is likely to lead to dismissal after an appropriate disciplinary investigation.**

Alcohol & Drug Arrangements

- All employees must ensure that they are not working for the Company under the influence of drugs other than those prescribed by a doctor on the General Medical Council register, or under the influence of other substances.
- Employees on prescribed medication should not report for work or continue working if the effects of the medication could be detrimental to their own or other people's safety. They should discuss any doubts or potential problems of any medical intervention with their Supervisor / Manager.
- Employees have a responsibility for any medication they may take prior to starting/returning to work that day, even if it is legitimately obtained without prescription, an alternative substance such as a herbal remedy, through treatment such as from a dentist, or travel injections/inoculations. They should also advise any medical practitioner or pharmacist recommending medication the exact nature of their work and ask them to prescribe accordingly.
- Employees must ensure whilst working for the Company or operating any plant/plant vehicles on behalf of the Company at any location that the level of alcohol in their breath is no greater than:
 - 35 micrograms of alcohol in 100 millilitres of breath, or
 - 80 milligrams of alcohol in 100 millilitres of blood, or
 - 107 milligrams of alcohol in 100 millilitres of urine.
- The above are the current legal limits for driving on public roads.
- In addition no employee may consume any alcohol whilst at work, even if the level ingested is below the limits mentioned above. 'At work' means any time spent on Company offices, yards, workshop premises and site and includes meal and rest breaks and also working for or representing the Company at any other location.
- Employees indicating to management that they have a drugs/alcohol related problem/dependence will be assured confidentiality and offered all reasonable help, guidance and advice. **However working under the influence of any of these substances is an example of gross misconduct and is likely to lead to dismissal.**

Work at Height

To comply with the Work at Height Regulations 2005 the company will:

- Only work from heights when the works cannot be done from ground or floor
- Use a hierarchy of risk management - use work platforms before ladders, guardrails before nets or harnesses etc.
- For repetitive works requiring two handed operations 'podium steps' and single width mobile towers are most suitable
- For low level non repetitive works of short duration, ladders which are properly secured are often most suitable as a last resort
- In all cases equipment used for working at height will be inspected prior to use, erected and maintained by a suitably experienced and competent operative. All platform towers will have the manufacturers / hirers information / erection information available

Working at Height for Long Duration

- When working at heights, Employees must take all necessary precautions to avoid the risk of falling.
- When working at a height, protection from falls shall be provided by way of proprietary scaffolding, mobile towers, work platforms etc. with suitable and sufficient edge protection.
- Where no protection can be provided, a separate risk assessment shall be carried out and adequate safety measures implemented before any work commences.
- In addition, when working at heights, precautions must be taken to avoid risks to the health and safety of persons below. Equipment must be secured where appropriate and an Exclusion Zone in place.

Control of Vibration at Work

- The hierarchy of risk reduction places greater emphasis on the Employer, Principal Contractor and/or Designer to minimise risks of exposure to HAVS using the recognised 'risk reduction hierarchy' by eliminating potential hazards at source. Design Risk Assessments of the process are required to reduce recognised significant hazards to the lowest level reasonably practicable.
- However the policy of this company to be realistic and prudent in the process of minimizing the operative's exposure of HAVS (hand arm vibration syndrome) or VWF (vibration white finger) the following primary measures will be taken:
 - Wherever possible non hand held tools will be utilized - factory install / preparation
 - Where reasonably practicable low vibration hand tools will be utilised.
 - Explanation to all operatives by safety advisor of HAVS & VWF issues and the importance of trigger times and record keeping.
 - Suitable well maintained equipment with sharp effective drills / blades to maximise efficiency and minimise exposure.
 - As necessary regular rotation of workforce undertaking hand held operations, a regular gang will be detailed to rotate between exposure operations and non-exposure operations.
 - Use correct PPE.

Manual Handling Operations

- Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort (e.g. moving equipment, and materials, tool boxes etc.).
- As far as reasonably practicable, manual handling operations of excessively heavy and repetitious operations shall be avoided, e.g. by eliminating or redesigning the task or by using handling equipment (e.g. a trolley or castors).
- Where a manual handling operation has to be carried out, it ought to be assessed and risks of injury identified. All reasonably practicable safety measures must be taken, including informing the relevant Employee of the weight of the load to be carried; altering or splitting of the load; providing and using mechanical aid equipment; and changing the task or design. No Employee should be asked or attempt to lift a load that is too heavy.
- Any Employee who carries out a manual handling operation is required to:
 - Check that the area through which and to which the load is carried is clear and tidy
 - Wear suitable industrial footwear (it may be necessary to use disposable over shoes to protect the premises, carpet etc.) which have a good grip and protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment
 - Stand close to the load and plant feet firmly with legs approximately 30 centimetres apart
 - Squat with bent knees, keeping his / her back straight and chin tucked in
 - Grip the load firmly and stand up slowly with the load kept near the body - the load should not be lifted above chest height
 - Use smooth movement; avoid jerking, twisting, jumping etc.
 - Lower the load slowly by bending the knees and letting the legs take the strain
 - Notify your Supervisor and take extra care if suffering from a back problem
 - Always ask for help if necessary.

COSHH – Control of Substances Hazardous to Health

- Individual COSHH assessments have been developed for each hazardous materials based upon the hazard data sheet available and the circumstances of use.
- To comply with the Control of Substances Hazardous to Health Regulation 2002 assessments must be developed where employees are exposed to harmful substances, materials, dusts, fumes etc.
- All efforts are made by the company to reduce exposure to the lowest level reasonably practicable by all other means other than the use of PPE.
- A compendium of assessments for those materials regularly used is maintained on site / company premises. All employees are made aware of the assessment requirements before use of the substance. Any PPE required to protect the user is provided.

Work Arrangements & Working Areas

General Precautions

- Buildings where work may be carried out will generally be of sound construction with safe means of access and egress. Working areas within such premises must be established to ensure adequate access and egress, adequate working space, light and ventilation for reasonable comfort and safety with particular regard to any occupier or visitor who may come close or enter any work area.
- Noise levels should be as low as the work permits and within safe limits.
- Any hazardous area shall have suitable signage and be subject to suitable safety measures and access arrangements. Appropriate protective equipment / clothing shall be provided for dealing with any particular danger or risk at the relevant area, and must be used / worn.
- Corridors and staircases must provide safe emergency escape routes and access at all times. (If this cannot be achieved the premises should be restricted to works personnel only). They must not be used as storage or work areas.
- Employees must ensure that all floors are kept dry and free of misplaced work equipment, trailing cables, litter etc. and are reminded wet floors may be slippery. In addition. If an
- Employee detects any subsequent damage to any surfaces (e.g. carpet, wall decorations etc.) they must report this to the works supervisor.
- Access for high-level works (works which cannot be undertaken from the floor surface) should be made using adequate equipment which shall be available (e.g. a step ladder, ladder, and temporary scaffolding etc. and **not** a stool, chair or any other makeshift equipment).
- Manual handling instructions must be followed when carrying any load.

Work Areas and Premises

- Corridors and staircases are needed to provide safe emergency escape routes and access. They must not be used as work or storage areas (unless work this is the work area being worked on). Even if this is the work area then any material or equipment which is combustible; could add to the risk of fire; could assist the occurrence or spread of fire; or could obstruct access / egress must not be stored in corridors or staircases.
- It is important to give way to persons coming down stairs (as they are less able to see where to place their feet).
- Employees are required to keep their workplace clean and tidy. Waste should be disposed of regularly, in suitable receptacles. Sharp objects (e.g. broken glass) should be wrapped and segregated before disposal.
- An Employee who discovers any property prior to any work commencement in that area must report it immediately works supervisor.
- Employees are required to take all practicable steps to ensure that the health and safety of Occupiers and visitors are not be endangered. Where this cannot be achieved the Occupiers and visitors must be restricted from any work area or operation (including taking materials and removing materials from any work place).
- Employees should remove any defective work equipment etc. from the premises.
- Employees are advised not to take into work areas / premises excess valuables (money, credit & debit cards, jewellery or other valuables).

Health, Safety & Welfare Arrangements

The company is committed to providing welfare in compliance with the Construction Design Management Regulations 2015, and the Workplace (Health, Safety & Welfare) Regulations 1992 the following will be provided and maintained as a minimum:

- Adequate Toilet facilities.
- Adequate Washing facilities with hot and cold running water
- A place to prepare and eat food.
- A place to store and dry clothing

The facilities described below will generally be provided by the organisation in overall control of the site / workplace, (i.e. Principal Contractor for each construction site and the employer for head offices). However it is the responsibility of our company to ensure that this provision is met or make provision to meet the requirements ourselves.

Toilets/Sanitary Conveniences:

- The company will ensure that suitable and sufficient sanitary conveniences are provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit and be kept in a clean and orderly condition. Separate rooms containing toilets will be provided for men and women.

Washing Facilities:

- The company will ensure that suitable and sufficient washing facilities (including showers where required i.e. high risk activities, contaminated ground etc.) will be provided at readily accessible places.
- Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room, and will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer).
- The rooms containing the washing facilities will be well lit and ventilated and will be kept in a clean and orderly state.

Drinking Water:

- The company will ensure that an adequate supply of wholesome drinking water will be provided for all persons at work in the workplace.
- Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
- Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

Accommodation for Drying Rooms & Storage:

- The company will ensure that suitable and sufficient accommodation will be provided in a suitable location for the storage of clothing of any person at work which is not worn during working hours. This will involve the provision within the accommodation facilities for the drying of wet clothing.
- Separate changing facilities for males and females will be provided as required.

Facilities for Rest, and to Eat Meals:

- The company will ensure that suitable and sufficient rest facilities, in the form of rest rooms or rest areas, are provided at readily accessible places.
- These rest facilities will include suitable facilities to prepare and eat meals where food eaten in the workplace would otherwise be likely to become contaminated.
- Rest rooms and/or areas will include arrangements to protect non-smokers from discomfort caused by tobacco smoke or vaping.

Lighting:

- It is important that Employees have adequate lighting suitable for the activity which they carry out, this will generally be generated by the existing lighting within the premises.
- However, the Employer shall endeavour to supply additional lighting if the existing lighting is inadequate, defective and not working, in accordance with the following average and minimum levels (given consecutively in lux):
 - General work areas where work requires limited perception of detail (100 and 500 lux)
 - In corridor and other places where there is movement of people (20 and 50 lux).
- It will not be practicable to establish 'automatic emergency lighting' (powered by an independent source) as with any fixed establishment or premises. In general works will be carried out during normal daylight hours minimizing the consequences of loss of electrical lighting.
- In the event of sudden power failure (during possible out of hours work or winters early evening) where safety would be affected by diminishing light all works will cease, battery operated torches will be available with the works vehicle and every effort will be made to rectify any local electrical problem within our control.

Noise:

- Wherever there is a noisy work environment (e.g. an Employee needs to shout to communicate with a person about 2 meters away), the health and safety advisor should be informed and shall arrange an assessment of noise levels.
- A record of any assessment shall be kept until a new assessment is made.
- If noise or sound pressure exceeds the level prescribed by law (85dB(A)), steps shall be taken to reduce the noise / sound pressure to the lowest level reasonably practicable. Where noise level is between 80dB(A) and 85dB(A), Employees shall be supplied with ear protection (e.g. ear defenders or ear plugs) which they are required to wear and with information about the risks involved, where noise level exceeds 85dB(A)
- Employees shall be supplied with ear protection which they must wear whenever they are in any area of such high level of noise ("a hearing protection zone") and with information about the risks involved.
- Where necessary and so far as this is reasonably practicable, hearing protection zones shall be marked with appropriate notices.
- Ear protectors must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer's maintenance schedule).
- Works where levels exceeding 80dB(A) affect any Occupiers and visitors must be notified to the Safety Advisor, alternative working arrangements will then be explored, alternative working methods, acoustic screens and other measures may need to be taken.
- Noise is also substantially reduced by exposure duration and distance every effort will be taken to minimize noise at the source however it may be necessary to restrict access to Occupiers and visitors whom are likely to be affected by such noise levels.

Lone and After Hours Working

- As far as reasonably practicable, the Employer shall endeavour to arrange, and Employees shall endeavour to ensure, that lone / after hours working shall be carried out only if:
 - A second person is present in the building and within earshot;
 - A telephone (allowing external and internal connection) is available to the person working alone or after normal hours;
 - An appropriate and adequate safety procedure is established (e.g. a telephone reporting system /regular contact arranged with supervisor)

Occupiers & Visitors

- Employees shall not encourage / allow occupiers and visitors to enter into any restricted work area or assist in the works being undertaken, except with the prior written authorisation of the Director. Where such authorisation is given, responsibility for the visitor shall rest with the works Supervisor. Such occupiers and visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary and appropriate.
- As far as reasonably practicable, a visitor with impaired mobility shall be accompanied by the works supervisor at all times and his/her location shall remain known to that person throughout the visit.
- Wherever reasonably practicable, the visitor shall not be taken above or below ground floor level. For the purpose of this Policy, a person has impaired mobility if s/he cannot, without the assistance of someone else, use stairs to leave a building.
- Every precaution must be taken to ensure that Occupiers and visitors do not enter hazardous areas.

Young Persons (those under the age of 18)

- Works supervisor should not allow Occupiers and visitors to bring children into any restricted work area, except with the prior written authorisation of the Director (which shall be in his / her absolute discretion).
- Any Occupier and/or visitor who is authorised to bring a child to into restricted work areas must be closely supervised at all times.
- Children & young persons must be protected from their own inquisitiveness, immaturity, inexperience and unpredictability and as such precautions must be taken towards:
 - Storage, use and availability and accessibility of tools (power tools, sharp bladed tools, hammers etc.)
 - Storage, use and availability and accessibility of chemicals (cleaning agents, solvents, white spirits paints, glues, etc.)
 - Storage, use and availability and accessibility of materials that physically harm (sharps - broken ceramics, glass, sheet metal; hots - hot liquids, soldered metals; ingested (eaten) - powders (cements, fillers, mastics, liquids)
- The items listed above are not exhaustive and children and young persons may be injured in many other ways by doing what would not normally be considered likely by an adult.
- Therefore in addition to general restriction of any child or young person to any work place such materials, tools, article and substances must be kept securely away from unauthorized access for example:
 - Tool boxes closed at all times;
 - Tools returned to tool box when not being used;
 - Knives ('Stanley' type knives) will be of the retractable blade type and the blade will be retracted when not in use.

- Keep excess materials safely stored within works vehicle, only remove and use sufficient materials, substance etc. that is needed for the work activity in hand and that can be closely supervised / monitored

Construction Design & Management

- To comply with the requirements of the Construction Design and Management Regulations 2015, the company will arrange for following:
 - Obtain formal notification of the nominated parties - Client, Designers and Principal Contractor.
 - Answer any pre-qualification questionnaires to demonstrate the competence of the company
 - At design stage identify all significant risks by way of comments on Design Risk Assessments and offer Best Practices solutions to the nominated parties.
 - Obtain a copy of the pre-construction Information and the Principal Contractors Health Safety
 - Plan and when required develop our construction phase safety plan response in answer to their requirements.
 - Develop a Hazard Management Structure, which identifies all the key responsible positions on site and their specific duties regarding health and safety, also the line communication.
 - Where required we will provide any necessary safety information, maintenance requirements and safe practices to the CDM Coordinator for inclusion in the Safety File.
- It is not the company's intention to subcontract the works, however when specialist subcontractors are required (mobile cranes hire, tarmac placement etc.) then experienced specialists will be considered, our pre-qualification assessment questionnaire will be utilised.

Specialist Trade Contractors

- All subcontractors will be given a copy of this Safety Statement, and it shall become an integral part of their subcontract. They are bound by the provisions contained within it, especially the safety rules, and they shall abide by it and make it known to all their employees working on our contracts.

Special Hazards

- There are a number of special hazards which have potentially, serious consequences and which are found in the Company's operations.
- The Safety Advisor is to be advised **immediately** whenever any of the following occur:
 - Fire
 - Explosion
 - Collapse or failure of scaffolding
 - Collapse or overturning or mechanical failure of any part of a lifting appliance, or any unintentional contact with overhead or buried services
- The Safety Advisor will notify the necessary authorities as required, and will give instructions on the procedure for handling the situation.
- The Safety Advisor will be advised by Site Managers and Supervisors as soon as they become aware of the following potential hazards:
 - Any excavation where the sides may collapse causing injury
 - Any ground contamination

- On-site storage of more than 5 cylinders of LPG (propane or butane)
- The use of formwork & falsework systems
- Any demolition work requiring the use of specialist subcontractors
- Any presence of Asbestos
- The Safety Adviser will require prior to commencement, the production of written method statements where appropriate, and will advise the Site Manager on a safe method of work.

Buried Services

- Buried Services should be anticipated on every site and site staff must obtain service drawings where available and make specific inquiries and investigation with a cable detector where they are unavailable. The position of buried services must be clearly marked on site and treated as live. Power tools and machinery must not be used knowingly within 0.5m of a buried cable however hand digging with spades only is permitted. If in doubt, seek the advice of the Electricity Supply Company or relevant service supplier.

Excavations

- A permit to dig must be completed by the works supervisor and the areas assessed for Buried
- Services. All excavations where there is the risk of collapse and likely to cause injury must have adequate earthwork support by way of trench sheets, trench boxes or similar support system where appropriate the excavation may be self-supported by design or batter. Adequate fall protection and safety signage will be erected to prevent persons falling into the excavation. A secured ladder or other suitable access will be established and maintained. A detailed method statement will be prepared for Excavation works.

Asbestos

- Although the company does not work with Asbestos Containing Materials (ACM), suspicious materials may be inadvertently exposed or discovered. The Client as part of the Pre Construction Information Process must carry out a Demolition Asbestos Survey to identify all possible ACM's. If, however, suspicious materials are discovered the following procedure must be implemented:
 - On discovery, do not disturb
 - Report suspicious material to works supervisor
 - Works supervisor to report to Client and Safety Department
- The Safety Advisor will in consultation with the Client arrange for/to:
 - Neutralise the risk by dampening down the exposed area with water or PVA solution
 - Detailed analysis of material by specialist licensed analyst
 - Arrange for detailed method statement and removal by specialist licensed contractor (dependant on analyst's report)

LPG (& Similar) Storage

- All pressurized gas cylinders are inspected upon delivery and before each use.
- All cylinders must be stored when not in use in a segregated area within a secured cage which is well ventilated and in excess of 1m from nearest building.
- 'No Smoking' and 'Gas-specific' safety signage to be erected and maintained.
- Foam type fire extinguishers must be maintained nearby the storage area.
- A Hot Works Permit must be completed by the works supervisor for works involving LPG gas bottles. A detailed method statement will be prepared for Hot Works using LPG Gases.

Work Equipment

General Precautions

- Work equipment includes any machinery, appliance, apparatus or tool which issued by an
- Employee at work (e.g. ladder, hammer, lifting equipment, motor vehicle etc.). It may include equipment not in the Employer's ownership (e.g. equipment which is owned privately by an Employee).
- The use of any equipment which is not owned by the Employer must be authorised in advance by the works supervisor.
- Incorrect and / or careless use of equipment can result in personal injury to any person and damage to property or equipment.
- All equipment must be used with due care, for its intended purpose and in its intended conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training.
- Where necessary, Employees shall receive information, instructions and training before they begin to use any equipment (and thereafter, if necessary). This shall include information etc. about potential hazards; safe conditions and methods of use; use of protective equipment; possible emergencies and emergency action.
- Only trained and authorised Employees may use hazardous equipment. Use of hazardous equipment by unauthorised Employees may result in disciplinary action.
- All equipment must be maintained in a safe and efficient condition and good repair.
- Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.
- Employees are required to report any fault / defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to the works supervisor, immediately on discovering the said fault / defect. Equipment must not be used until defects / faults have been rectified.
- Where necessary, safety devices shall be attached to equipment (e.g. protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with.
- An Employee who removes, circumvents or otherwise tampers with a safety device may be subject to disciplinary action (including, where appropriate, dismissal).
- Where appropriate, Employees shall be provided with personal protective equipment.
- Employees must use such equipment at all times when operating, working or being in the vicinity of the relevant equipment.
- When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international 'kite mark'.

Ladders & Other Access Equipment

- Ladders and other access equipment must be inspected regularly, including before and after use.
- If any defect is found, remedial action must be taken immediately and the ladder / access equipment must not be used until such remedial action has been completed.
- Wooden ladders / access equipment must not be painted. They must be checked for rot, decay, mechanical damage, splintering and wear and tear of the stiles, head and foot of the stiles and rungs.

- Metal ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distortion and twisting.
- Whenever using a ladder, Employees must ensure that the ladder is placed securely to prevent it from slipping or falling. A ladder must stand level, on firm footing, at an angle of 75 degrees (approximately 25 centimetres horizontal for each 1 meter vertical). The ladder must be supported to prevent undue swaying or sagging.
- Ladders longer than 3 meters should be securely fixed at the upper end or, if this is not practicable, near the lower end. If neither of these is practicable, and the ladder is less than 6.5 meters long, a person must hold the ladder at its foot to prevent it slipping.
- Over-reaching and the carrying of loads should be avoided when using a ladder.

Lifting Equipment

- Lifting equipment includes any equipment used at work for lifting or lowering load / people and any attachment used for anchoring, fixing or supporting it. Examples include forklifts, lifts, cranes, chairs, ropes and slings.
- Lifting equipment must be:
 - Strong, stable and suitable for its particular use. Any load attached to lifting equipment shall also be suitable
 - Marked to indicate safe methods of use and safe working loads. Employees must operate equipment in accordance with its marking and must not load it beyond safe limits
 - Positioned or installed in such a way so as to prevent the risk of injury
 - Thoroughly examined before being used for the first time (where appropriate) with an appropriate report being drawn, if necessary
 - Thoroughly examined after installation or assembly and before being put to service, where safety depends on the installation or assembly condition
 - Inspected regularly and tested periodically as may be specified by law with an appropriate report being drawn (if necessary)
- Any lifting equipment which is used to lift or carry people must be suitable and safe for this purpose and must be marked accordingly. The equipment shall be tested and inspected regularly, as required by law.
- All lifting operations must be carried out in a safe manner by Employees who are properly trained for the task. In addition, all lifting operations must be planned and supervised.

Personal Protective Equipment

- Personal protective equipment appropriate for the risks involved and suitable for the job at hand and the particular Employee doing it shall be supplied and must be used at work whenever there is a risk to health and safety which cannot be adequately controlled by alternative means.
- Personal protective equipment must be used or worn in accordance with instructions for use and any directions and training given from time to time.

<i>Type PPE</i>	<i>Worn always</i>	<i>Worn as required</i>
Safety helmet **		
Safety footwear		
High visibility clothing - vests		
Eye protection		
Gloves		
Hearing protection		
RPE - Dust masks etc.		
Wet weather clothing		
Safety harnesses		

- ☐ **not within occupied domestic premises
- ☐ Disciplinary action will in accordance with Industrial Relations requirements & the Working Rule Agreement be taken against those failing to use appropriately the necessary PPE for the tasks being undertaken
- 1 Some site rules require full time wearing of Eye Protection - this will be observed and enforced by the Company
- 2 Some site rules require full time wearing of Hand Protection - this will be observed and enforced by the Company

- Any Employee whose work may involve for whatever period of time:
 - Head protection - for all works on construction sites: falling, flying objects, risk of head bumping, suitable safety helmets must be worn at all times, unless religious exemption prevails
 - Eye protection - falling or flying particles, dust, or projectiles shall wear eye protection and suitable RPE as may be appropriate
 - Hearing protection - excessive noise whereby it is necessary to talk with raised voices to a person only 1m away it will be necessary to undertake a suitable assessments, ensure suitably muffled equipment is in use and as necessary wear adequate ear protection such as ear muffs or ear plugs
 - Hand protection - abrasion, extremes of temperature, cuts, impacts, vibration or skin infection or disease. Hand protection by way of barrier creams, gloves etc. will be available and required wearing during such exposure periods
 - Safety footwear - Due to the overall nature of risks on construction sites all workers are required to wear appropriate footwear inclusive of steel toe caps, water proof types such as Wellingtons etc. depending on work operation.
 - Fall protection - when physical barriers cannot be provided and safety harnesses, lanyards, inertia reels are required then they must be inspected by the user daily and independently inspected every 6 months as required.
- In all cases, Employees must wear adequate and appropriate footwear and clothing for their work and work area. Any defects must be reported immediately on their discovery to the works supervisor.

Electricity & Electrical Equipment

General Precautions

- Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks.
- Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with.
- The fixed electrical installations and electric mains in the premises are the sole responsibility of the Occupiers, unless works are being undertaken by specialist trades persons.
- No work shall be carried out on fixed installations and the mains unless works are being undertaken by specialist trades persons.
- Employees must report any fault or defect which they notice in any electrical installation or equipment to the works supervisor as soon as they discover it.
- Defective installation / equipment must not be used until fully repaired.

Electrical Equipment

- All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's information and instructions.
- In particular:
 - Electrical equipment must never be used with wet hands
 - Electrical connection, earth connections etc. must not be interfered with
 - Electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling)
 - Conductors and liquid containers must be kept clear of all electrical equipment
 - Electrical equipment and the mains supply must not be overloaded
- All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.
- All electrical equipment will be visually inspected and PAT tested regularly.
- The results of testing shall be recorded. Defective or out of date equipment must not be used.
- Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults / defects:
 - Damage to the insulating sheath around an electrical cable
 - Damage to plugs
 - Joints in the cable, other than due to proprietary cable connections
 - Damage to the external casing of equipment
 - Overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables)
 - Evidence of inappropriate use, e.g. if equipment is wet
 - Any loose connections
- Employees must report any fault or defect which they notice in any electrical equipment to the health and safety advisor as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated.
- All equipment shall have a means of isolation which is easily accessible and identifiable.
- Only suitable replacement parts shall be used (e.g. double insulated parts for double insulated equipment).
- Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed.

Fuses & Similar Devices

- When using any equipment, the smallest fuse compatible with it should be used, to protect the equipment and flexible cable and to reduce the risk of fire.
- Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.
- A main board fuse must never be replaced.
- Residual current devices (RCDs) shall be used in all work arrangement (e.g. where water has to be used near electrical equipment).

Electrical Cables

- Flexible cables shall be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.
- Flexible cables shall not be used for voltages above 240 or a loading greater than 3 kilowatts.
- Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.
- All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.
- Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables.
- Extension cables should be used with caution and must be joined by proper plugs and sockets.
- In so far as possible, all cables must be:
 - Kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them
 - Protected where they pass over or round sharp objects or corners
 - Kept clear of radiators and pipework
 - Laid so as to avoid being trapped in doors
- Only one cable should be used from any single plug, except where 2, 3 or 4 way multiple sockets are available. But, in such case, the total load must not exceed 3kilowatts.

Fire Hazards

- It is recommended to unplug equipment which is not in use. All equipment should be switched off and / or unplugged before cleaning or making adjustments.
- Wherever possible, tools and power socket outlets should be switched off before plugging or unplugging.
- Only dry powder or carbon dioxide extinguishers may be used on electrical fires. Water and water-based extinguishers must never be used in case of an electric fire.
- In the event of fire, raise the alarm immediately and follow the fire procedures outlined.
- All electrical incidents / accidents must be reported to the works supervisor in accordance with the procedure set out in this Policy's section on Reporting of Accident.

Emergencies – Non-site Work areas (yard, workshop, offices etc.)

Note: this section refers to Company controlled premises, offices and workshops only. The Principal Contractor for each work site will have arrangements specified within the 'Construction Phase Health and Safety Plan' which must be followed in order to comply with the CDM regulations.

General Precautions

- In the event of an emergency, the fire alarm will sound and a designated Employee shall assume control and ensure the evacuation of all persons present and any occupiers and visitors to an assembly point outside the building and contact the emergency services when required and ensure compliance with any relevant emergency procedure.
- The paramount consideration in all cases of emergency is human safety. For the duration of any emergency, the works supervisor/designated employee has overall control. Employees, Occupiers and visitors are required to co-operate with instructions given to them by the works supervisor/designated employee present.
- Employees, Occupiers and visitors are advised not to rush or attempt to pass others when evacuating the scene. Employees are expected to assist Occupiers and visitors to evacuate the premises when necessary in accordance with any instructions of the works supervisor/designated employee.
- All exits and exit routes must be kept clear and must allow safe and free passage in the event of an emergency. Lifts should not be used in an emergency, except with the direction of a member of the emergency services.

Suspicious Packages and Bomb Alerts

- Anyone receiving a bomb threat or discovering a suspicious object / vehicle should inform the
- Emergency services via 999 on the telephone and remain in the vicinity and make themselves known to the first emergency service personnel arriving on the scene.
- If a suspicious object or vehicle is identified / found, it is important to:
 - Note its exact location and easily recognizable identifying features (e.g. registration number, name, markings)
 - Advise those present in the immediate vicinity to clear the area and remain at a safe distance
 - Under no circumstances should anyone touch a suspicious object or vehicle
- Mobile phones and radio transmitters must not be used near a suspicious object /vehicle.

Disabled Occupiers & Visitors

- It is the responsibility of the works supervisor and any other Employee appointed by him from time to time, to be aware as far as reasonably practicable of any disabled Occupier or Visitor in the premises and in the event of an emergency, in addition to following the normal emergency procedure, to arrange for assistance for disabled Occupiers and visitors.
- Employees with impaired hearing who cannot hear the fire / emergency alarm must inform the works supervisor about this and avoid working in isolated areas.
- If such an Employee must work alone, he must ensure that someone knows where he is and will inform him in case of an emergency.
- Occupiers or Visitors with impaired hearing must be told as soon as the fire / emergency alarm is raised by the works supervisor.

Fire Precautions and Procedure

The Regulatory Reform (Fire Safety) Order 2005 - significant changes summary

- The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises.
- Fire certificates will be abolished and will cease to have legal status.
- The Fire Safety Order will apply in England and Wales. (Northern Ireland and Scotland will have their own laws.) It covers 'general fire precautions' and other fire safety duties which are needed to protect 'persons' in case of fire in and around most 'premises'.
- The Order requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances of the case.
- Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'.
- In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner.
- The responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.
- Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.
- The Safety Advisor is trained to undertake an appropriate fire risk assessment in all work places from the established offices to temporary site offices & welfare.

Precaution Measures

- All work activities have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.
- All Employees are required to familiarise themselves with the position of fire alarms, telephones and the location of the fire extinguishers (generally within the works vehicle - during 'non hot works' operations) and of all exits and routes to emergency exits of the building(s) in which they work.
- The 'hot works' permit procedure will be used to establish a strict control measure for all 'hot works' operations including: soldering, welding, use of blow torch, spark generating abrasive wheels etc.
- All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Any fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

In the Event of a Fire

- Any Employee, Occupier or Visitor who discovers fire is required to shout "FIRE" and activate evacuation procedures. Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee is trained and confident in use of fire extinguishers.
- Employees should not tackle fires larger than a burning wastepaper basket and only if the Occupier any infirm, elderly or child has already been evacuated.
- If the Employee considers it unsafe to tackle the fire, he should evacuate the premises immediately by the shortest possible route, go outside to a place of safety and report to the works supervisor.
- An Employee who hears the fire alarm should leave the building immediately and evacuate to a place of safety. If there is time, Employees should close all doors and windows.
- Employees, Occupiers and visitors must not stop to collect personal belongings.
- Employees, Occupiers and visitors must remain in their temporary assembly point (or move to any other area when directed by the works supervisor or emergency services) until authorised to re-enter buildings.
- On completion of evacuation, the works supervisor must be able to confirm that all Employees and occupiers and visitors evacuated the premises and/or whether there are any remaining Employees, Occupiers and visitors within the premises and, if so, their identity and location.
- Every event of fire shall be reported to and recorded in writing by the health and safety advisor (immediately after the event) who shall report this to the Health and Safety Executive, as required by law.
- Any fire outbreak will be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents.

Health & Safety Policy - Management Responsibilities

This Appendix to the Company Safety Policy details the responsibilities for safety at all levels of management and operatives.

In all cases where responsibility is deemed to be unclear, the advice of a member of senior management must be obtained.

A. Brendan Barratt (Director for Health & Safety) will:

- i. Initiate, administer and interpret the effective implementation of the Company Health and Safety Policy.
- ii. Have an understanding of the application of the Health and Safety at Work etc. Act 1974 to the Company's operations, an appreciation of the Construction Design and Management Regulations 2015, a general knowledge of the Construction Regulations and relevant special Regulations and Approved Code of Practice.
- iii. Be mindful of the specific responsibilities the Company and Directors have with regard to the Corporate Manslaughter & Corporate Homicide Act 2007
- iv. Arrange for funds and facilities to meet the requirements of this Policy.
- v. Make himself available for Health and Safety Commitment as required.

B. Mark Baylis (Health & Safety Manager) and Vicki Christian (Health & Safety Advisor) will:

- i. Assist in the implementation of the requirements of the Safety Policy.
- ii. Advise all levels of management on matters of safety, to provide written interpretation of new legislation and to guide management on all possible implications of non-safe working practices and changes which may have to be made.
- iii. Visit all Company work places and carry out a safety inspection and advise management on possible breaches of legal requirements and changes, which may have to be made.
- iv. Advise the Safety Director on training requirements and organise Training to meet the needs of the Company's Safety Training requirements.
- v. Advise the Safety Director of serious breaches of legal safety requirements and potential areas of imminent danger or injury, where work has had to be stopped or where Site Management fail to cooperate.
- vi. So as to carry out these duties they will have been given the full support and authority of the Safety Director and the Board of Directors and co-operation of Site Management.

C. Safety Advisors (including All Day Safety) will:

- i. Implement the requirements of the Safety Policy.
- ii. Will advise management on all matters of safety, to provide written interpretations of new legislation and to guide management on its possible implications to safe working practices and changes which may have to be made.
- iii. Will visit all Company work places and carry out a safety inspection and advise management on possible breaches of legal requirements and changes, which may have to be made.
- iv. Will advise the Director Responsible for Health and Safety of serious breaches of legal safety requirements, where work has had to be stopped or where Site Management fail to co-operate.
- v. So as to carry out these duties they will have been given the full support and authority of the Director Responsible for Health and Safety and the Board of Directors and co-operation of Site Management.
- vi. The Safety Advisors will be given copies of Method Statements for approval and comment.

D. Contracts and Site managers will:

- i. Implement the requirements of the Safety Policy.
- ii. Have an understanding of the application of the Health and Safety at Work etc. Act 1974 to the Company's operations, an appreciation of the Construction Design and Management Regulations 2015, a general knowledge of the Construction Regulations and relevant special Regulations and Approved Codes of Practice.
- iii. Ensure that budgets and tenders are adequate to cover sound methods of working, and the provision of the required welfare facilities.
- iv. Determine at the project planning stage:
 - a) The most appropriate order and method of working.
 - b) Provision of suitable risk assessments to establish work activities involving significant risk
 - c) Provision of method statement for all activities.
 - d) Development of daily activity briefings (DABs) to reflect the core requirements of the Risk Assessments and Method Statement.
 - e) The adequacy of welfare and sanitation facilities provided
 - f) Hazards, which might arise, from the working environment, adjacent to the highway, railways, rivers, overhead or underground services, contaminated land, noisy or dusty working areas, interface with other trades, members of the public.

- g) Allocation of responsibilities with contractors, sub-contractors and others.
 - h) Necessary fire precautions.
 - i) Adequate first-aid facilities.
- v. Discuss working methods and precautions with Site Management and Sub-contractors before work starts.

E. Site Supervisors (Senior Foremen) will:

- i. Implement the requirements of the Safety Policy.
- ii. Have an understanding of the application of the Health and Safety at Work etc. Act 1974 to the Company's operations, an appreciation of the Construction Design and Management Regulations 2015, a general knowledge of the Construction Regulations and relevant special Regulations and Approved Codes of Practice.
- iii. Organize sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment and materials. Where complex procedures are involved, they will issue method instructions in written form.
- iv. Implement the requirements of the Construction Regulations and other relevant legislation.
- v. Ensure that all new arrivals to site attend the site Induction and are given adequate information and instruction by way of 'task briefings' prior to working on site.
- vi. Plan and maintain a tidy site.
- vii. Provision of adequate access/egress to the workforce should be maintained.
- viii. Ensure that the working methods established do not require or allow persons to take unnecessary risks.
- ix. Make sure that suitable protective clothing is available where appropriate and that it is used.
- x. Ensure that all plant & equipment, including power and hand tools, are inspected and in good condition. All hired plant & equipment will have relevant documentation at the workplace.
- xi. Ensure that appropriate fire-fighting appliances are maintained on site.
- xii. Ensure that adequate first-aid facilities are established and are available.
- xiii. Co-operate with the Safety Advisor and act on his recommendations.
- xiv. Review work hazards and methods with new or transferred employees.

- xv. Ensure that statutory notices are displayed, and that statutory registers are being maintained and up to date.
- xvi. Ensure those hazards arising from material stacking, positioning of plant and installation of electricity supply are eliminated.

F. All Operatives will:

- i. Observe and comply with the requirements of this Safety Policy.
- ii. Attend the site induction prior to work on any new site.
- iii. Use the correct tools and equipment for the job, including safety equipment and protective clothing.
- iv. Keep tools in good condition.
- v. Report to supervision any defects in plant or equipment.
- vi. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- vii. Do not interfere or improvise with tools or equipment
- viii. Warn new men of known hazards.
- ix. Refrain from horseplay and the abuse of welfare facilities.
- x. Report incidents, which have led or may lead to injury; co-operate in the investigation of accidents and suggest ways of eliminating hazards.
- xi. Operatives will be expected under PPE 1992 Regulations to wear adequate and suitable safety footwear. Under these regulations the Company will provide suitable footwear to directly employed operatives who are required to operate in conditions which require them i.e. concrete placement, excavation or inclement weather conditions.