

# HEALTH & SAFETY POLICY

As Required by the Health And Safety At Work Act 1974

**DECEMBER 2006**

## 1.0 HEALTH AND SAFETY POLICY STATEMENT

- 1.1 **This is the Health and Safety Policy Statement** under the Health and Safety at Work etc. Act 1974 for **Adonis Construction Limited**.
- 1.2 **It is the policy of this company** to conduct its activities with regard for the health and safety of all its employees and members of the public.
- 1.3 **The management of this company** accepts its responsibility to take all necessary steps to ensure that all systems of work are as safe as is reasonably practicable and all equipment is maintained in a safe condition and operated correctly.
- 1.4 **We will ensure** that any substances are used and handled in a safe manner.
- 1.5 **Relevant training** will be provided and the competence of all employees to fulfil their responsibilities under this policy will be ensured.
- 1.6 **Adequate information**, instruction and supervision will be made available for every employee.
- 1.7 **Employees will be consulted** on matters affecting health and safety and this policy and any revisions will be brought to their attention.
- 1.8 **All employees** will be expected to exercise personal responsibility in preventing work related ill health and injury to themselves and others, and to co-operate with the management in complying with health and safety legislation.
- 1.9 **It is the intention** of this company to comply with both the requirements and the spirit of the Health & Safety at Work etc. Act 1974 and all regulations and Codes of Practice made under this act.
- 1.10 **This policy** will be brought to the attention of employees during their induction. It will be reviewed at regular intervals, revised as necessary and any amendments brought to the attention of the employees.

Signed:



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Managing Director

December 2006

## 2.0 ORGANISATION AND RESPONSIBILITIES

- 2.1 **Overall responsibility** for health and safety within this company is held by the directors of the company. Peter McConville has responsibility for ensuring the day to day implementation of this policy and informing the directors of health and safety matters.
- 2.2 **Other directors, managers and staff** will be delegated duties and responsibilities under this policy as detailed in sections 2.14 – 2.28.
- 2.3 **Expert Advice** is provided by R. G. Wilbrey (Consultants) Limited, Aspen House, Great Brickkiln Street, Wolverhampton, West Midlands, WV3 OPT - Telephone 01902 420920 Facsimile - 01902 426981 who are retained by the Company to advise them on all matters relating to health and safety at work. Safety Consultants from R. G. Wilbrey (Consultants) Limited are available, to visit all premises and operations under the Company's control in order to ensure that healthy and safe working conditions are being maintained and that this policy is being observed. The Directors of R. G. Wilbrey (Consultants) Limited have access to the Safety Executive to discuss health and safety matters whenever necessary.
- 2.4 **Funds and facilities** will be made available to meet the requirements of the policy including ensuring adequate allowance is made for suitable welfare facilities, equipment, vehicles, systems of work and training. This is to avoid injury and damage to the health of employees and others who may be affected by the company's undertakings.
- 2.5 **Management will actively encourage safe working** practices and ensure that all safety rules, instructions and legal requirements are complied with, in respect of the operations carried out under their control.
- 2.6 **Employees must report immediately** any potentially dangerous situation or condition to their manager or the Managing Director. This includes any defective equipment, dangerous working practice, unsatisfactory personal protective equipment or any other hazard.
- 2.7 **Labour only (self-employed) sub-contractors** employed directly by the company will be treated as employees for Health and Safety purposes
- 2.8 **It is an offence** under the Health & Safety at Work etc. Act 1974 for any person to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare. Appropriate disciplinary action will be taken against anyone found interfering with or misusing these items.
- 2.9 **Joint consultation** on health and safety matters will be encouraged and the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 will be complied with. The main function of these consultations is to draw attention to any unsafe practices which become apparent and to bring forward suggestions for better safety standards and practices. Consultations will be encouraged during regular meetings.
- 2.10 **The environmental policy** of this company is to organise its operations in such a manner that there will be minimal damage to the existing environment. This policy will be achieved by incorporating the necessary control measures into method statements, safety assessments and into the training of all company personnel.

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- 2.11 **Employment will be based upon ability** and discrimination because of age, gender, ethnic origin, sexual orientation or being classed as disabled will not be permitted.
- 2.12 **It is the Company's legal duty** to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.
- 2.13 **The company's health and safety management structure** is as follows:-
- 2.14 **The Managing Director** is responsible for the implementation of the health and safety policy and his duties are:
- 2.14.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
  - 2.14.2 Appointing a Company Safety Executive or undertaking the responsibilities personally.
  - 2.14.3 Ensuring that all employees receive adequate and appropriate training.
  - 2.14.4 Making certain that in estimates for work allowance is made for adequate welfare facilities and equipment to avoid injury and damage to health or materials
  - 2.14.5 Insisting that sound working practice is continuously observed.
  - 2.14.6 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
  - 2.14.7 Ensuring funds and facilities are available to meet the requirements of the policy.
  - 2.14.8 Creating policy to co-ordinate safety activities between contractors..
  - 2.14.9 Promoting good health and safety practice through example.
- 2.15 **The Directors** are responsible for
- 2.15.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
  - 2.15.2 Developing and maintaining a culture that achieves high standards of health and safety management throughout the Company.
  - 2.15.3 Ensuring that adequate resources are made available to meet the requirements of the policy.
  - 2.15.4 Appointing a director or other senior member of the management team as Safety Executive with responsibility for implementing the Policy. Being familiar with the Health & Safety at Work etc., Act 1974 particularly those requirements which impinge on each Director's executive responsibilities.
  - 2.15.5 Periodically reviewing and amending the policy as necessary.
  - 2.15.6 Promoting good health and safety practice through example.

**2.16 The Health, Safety and Environmental Manager is responsible for:**

- 2.16.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
- 2.16.2 Arranging for employees representatives to be consulted and implementing safety meetings.
- 2.16.3 Ensuring procedures are in place so that all new employees receive a safety induction.
- 2.16.4 Identifying training needs and arranging for employees to receive appropriate training. Ensuring records are maintained of employees training..
- 2.16.5 Insisting that sound working practice is continuously observed.
- 2.16.6 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
- 2.16.7 Arranging for funds and facilities to meet the requirements of the policy.
- 2.16.8 Creating policy to co-ordinate safety activities between contractors.
- 2.16.9 Implementing and monitoring procedures to ensure risk assessments are carried out and the relevant information is communicated.
- 2.16.10 Introducing health surveillance where this is appropriate and a significant risk is identified and ensuring records are maintained.
- 2.16.11 Ensuring procedures are in place so that Injuries, Diseases and Dangerous Occurrences are reported in accordance with legislation and that records are maintained.
- 2.16.12 Instituting proper reporting, investigation and costing of injury, damage or loss; promoting action to preclude recurrence and initiating analysis to discover accident trends and potential hazards from the reports of site staff and Safety Consultants.
- 2.16.13 Arranging for adequate first aid facilities and a sufficient number of trained first aid attendants in the administrative office and workshop
- 2.16.14 Arranging for an adequate number of fire extinguishers of a suitable type to be positioned in the office and around the site.
- 2.16.15 Ensuring that a satisfactory procedure for evacuating the office/site building in the event of a fire, or other emergency is implemented and periodically practised.
- 2.16.16 Appointing a competent person or persons to carry out the necessary inspections and tests of fire alarms, emergency lighting, fire control equipment and emergency escape routes.
- 2.16.17 Advising the Directors when a review of the safety policy is necessary.
- 2.16.18 Promoting good health and safety practice through example.

2.17 **The Company Safety Consultants** are responsible for:-

- 2.17.1 Advising the company on health and safety and statutory compliance.
- 2.17.2 Advising the company's management on their responsibilities for ensuring employees comply with all statutory requirements in health and safety matters.
- 2.17.3 Providing advice on training and carrying it out when requested.
- 2.17.4 Assisting in the preparation of risk assessments and other safety related documentation as required.
- 2.17.5 Advising the company on measures to reduce the risk of injury or ill-health of any person employed by the Company or any member of the general public as a result of any work undertaken by the Company.
- 2.17.6 Providing advice on the implementation and communication of safe working systems and procedures.
- 2.17.7 Carrying out regular and systematic inspections as instructed by the company to ensure that the Company Safety Policy and relevant statutory requirements are complied with.
- 2.17.8 Reporting any blatant or persistent disregard of normal standards of safety.
- 2.17.9 Investigating accidents and other safety related incidents when requested.
- 2.17.10 Promoting good health and safety practice through example.

2.18 The **Production Manager** must undertake the responsibilities required of all office staff and in addition they must:

- 2.18.1 Understand the Health & Safety Policy and ensure that it is brought to the notice of any employees under his/her control.
- 2.18.2 Pre-plan and organise sites with the Construction Manager/Site Manager so that all operations are carried out with a minimum risk to the persons employed.
- 2.18.3 Enforce the Company policy for the prevention of injury, damage and loss.
- 2.18.4 Ensure that the requirements of the Construction (Design & Management) Regulations 1994 are implemented and the procedures set out in the health and safety plan are complied with.
- 2.18.5 Stop any dangerous activity observed when visiting an operation and draw the attention of the site management or supervisor to any contravention of the legal requirements.
- 2.18.6 Make certain that in estimates for new projects allowance is made for adequate welfare facilities and equipment to avoid injury, damage to health and materials.
- 2.18.7 Ensure that there is effective co-ordination of safety activities between the main contractor, sub-contractor and any other individual contractors who may be working on the same site.
- 2.18.8 Reprimand any employee failing to discharge satisfactorily the responsibilities allocated to him.
- 2.18.9 Promote good health and safety practice through example.

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- 2.19 The **Design and Build Co-ordinator** must undertake the responsibilities required of all office staff and in addition must:
- 2.19.1 Understand the Health & Safety Policy.
    - ✦ Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Production Manager
  - 2.19.2 Report to the Site Manager any unsafe situation observed whilst on site.
  - 2.19.3 Ensure that all relevant information is passed to the planning supervisor/co-ordinator responsible for each project.
  - 2.19.4 Promote good health and safety practice through example
- 2.20 The **Commercial Director** must undertake the responsibilities required of all office staff and in addition must:
- 2.20.1 Understand the Company Health and Safety Policy and ensuring that it is brought to the notice of any employees under his/her control.
  - 2.20.2 Take reasonable steps to ensure that only sub-contractors who are adequately trained and competent to safely carry out their work are employed.
  - 2.20.3 Check that there is adequate insurance cover for unusual types of operation, e.g. deep trenches, work on multi-storey buildings etc.
  - 2.20.4 Ensure that all sub-contractors are asked to provide full information on any hazards associated with the equipment or materials supplied by them, together with any precautions required in their use and that this information is passed to the relevant Site Manager.
  - 2.20.5 Ensure that all equipment or materials purchased by the Company are to the standards required by Company policy and appropriate legislation.
  - 2.20.6 Promote good health and safety practice through example
- 2.21 **Quantity Surveyors** must undertake the responsibilities required of all office staff and in addition they must:
- 2.21.1 Ensure that prior to orders being placed, all subcontractors are fully aware of their duties concerning health and safety and have been assessed as competent.
  - 2.21.2 Liaise with site management in controlling and monitoring all subcontractors' safety arrangements during the construction process.
  - 2.21.3 Show a positive interest in all safety matters and wearing appropriate personal protective equipment while on site.

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- 2.22 **Estimators** must undertake the responsibilities required of all office staff and in addition they must:
- 2.22.2 Ensuring at tender stage of contracts, so far as is practicable, adequate resources are allocated and costed to ensure the Health, Safety & Environmental issues identified within the Pre-tender Health and Safety Plan can be managed adequately and effectively
  - 2.22.3 Show a positive interest in all safety matters and wearing appropriate personal protective equipment while on site.
- 2.23 **Buyers/Sub Contract Buyers** must undertake the responsibilities required of all office staff and in addition they must:
- 2.23.1 Ensure that fully detailed operating and erecting instructions are requested when items of plant, equipment, scaffold, and site welfare facilities are ordered.
  - 2.23.2 Ensure that any equipment ordered is to the correct specification and appropriate standard.
  - 2.23.3 Arrange for materials to be delivered in reasonable sized units or arrange adequate mechanical handling to enable safe off-loading and distribution.
  - 2.23.4 Advise the relevant person, when appropriate, any known alternative materials which could be used that are less hazardous in their usage.
  - 2.23.5 Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Site Manager.
  - 2.23.6 Ensure initial Sub-Contractor enquiries include the Sub-Contractor Questionnaire which should be completed by all Sub-Contractors.
  - 2.23.7 Ensure all Sub-Contractors questionnaires are appraised to determine their suitability for the work.
  - 2.23.8 Show positive interest in all safety matters and wearing appropriate personal protective equipment while on site.

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- 2.24 **Site Managers** are responsible for the day to day organisation and control of operatives and subcontractors on site and to:
- 2.24.1 Understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.
  - 2.24.2 Manage the site in accordance with the Health and Safety Plan and Company procedures.
  - 2.24.3 Regularly review and update the site Health and Safety Plan with the Contracts Manager.
  - 2.24.4 Ensure that risk assessments have been carried out and written records containing appropriate control measures are available on site.
  - 2.24.5 Organise and control sites so that work is carried out with minimum risk to persons who may be affected. Ensure that all employees and subcontractors are working in a safe manner in accordance with the procedures laid down in any risk assessments and, where work method statements are relevant, that they are adhered to.
  - 2.24.6 Understand the requirements of relevant current legislation and guidance and request training when necessary.
  - 2.24.7 Give all line supervision precise instruction on their responsibilities for correct working methods and to see that they do not require or permit employees (especially young persons) to take unnecessary risks.
  - 2.24.8 See that Regulations and legal requirements are observed on site including carrying out, or arranging to be carried out, all statutory inspections and examinations as required.
  - 2.24.9 Check that machinery and plant, both company owned and externally hired, including power and hand tools, are maintained in good condition and where required have current certificates of test.
  - 2.24.10 Remove from use any equipment that is not in a suitable condition for safe use.
  - 2.24.11 Ensure that the relevant COSHH assessments on hazardous materials are available on site and that the necessary precautions are adhered to.
  - 2.24.12 Make sure that suitable protective equipment is available and that it is used as and when necessary.
  - 2.24.13 Making sure that the first aid arrangements are adequate and that first aid boxes are fully stocked.
  - 2.24.14 Ensuring that the site welfare facilities are adequate, properly maintained and kept in a clean condition
  - 2.24.15 Ensure the relevant facts of all accidents are recorded and reported to Head Office.
  - 2.24.16 Co-operate with Safety Advisers and HSE Inspectors and to act on their recommendation.
  - 2.24.17 Ensure that all operatives are competent to carry out the tasks required.
  - 2.24.18 Promote good health and safety practice through example.

2.25 **Subcontractors** are required to:

- 2.25.1 Furnish the Sub-contract Buyer with a copy of their site specific risk assessments and any relevant method statements prior to commencement of work.
- 2.25.2 Carry out their work in a safe manner and with due regard for all other people working on site or in any way affected by the works.
- 2.25.3 Acquaint the /Site Manager of any information available to them that may affect Health and Safety on site.
- 2.25.4 Notify the Site Manager when work of an unusual, dangerous or hazardous nature is contemplated, discuss the most suitable and appropriate method of work and provide written method statements if requested.
- 2.25.5 Regularly inspect and test their own plant and equipment, provide copies of all necessary certificates as required and remove from service any that are found to be unsafe.
- 2.25.6 Satisfy the Site Manager that adequate safety measures are in hand when using any toxic or noxious substances on site, and to supply relevant COSHH safety data and assessments.
- 2.25.7 Co-operate with the company and their safety consultants in improving health and safety in the workplace.

2.26 **The Assistant Manager** is responsible for:

- 2.26.1 Understanding the Company Health and Safety Policy and carrying out work in accordance with its requirements.
- 2.26.2 Assisting the Site Manager to organise and control the site so that work is carried out with minimum risk to any persons who may be affected.
- 2.26.3 Understanding the procedures laid down in any risk assessment applicable to the work being carried out under his charge.
- 2.26.4 Ensuring that the operatives under his/her direct control work safely and have regard for the safety of others.
- 2.26.5 Paying particular attention to the activities of new employees, particularly young persons, and advising them on safe methods of work.
- 2.26.6 Reporting any defects affecting plant, tools and equipment to the Site Manager and ensuring it is put out of service if unsafe.
- 2.26.7 Ensuring that the operatives under their charge wear, and take care of, any protective equipment which the company provides.
- 2.26.8 Ensuring that the operatives under their charge do not interfere with, or misuse, anything provided for their safety, health or welfare.
- 2.26.9 Promoting good health and safety practice through example.

2.27 **Site Operatives** are responsible for:-

- 2.27.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
- 2.27.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
- 2.27.3 Complying with site rules including completing the site attendance register.
- 2.27.4 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
- 2.27.5 Warning new employees of known hazards.
- 2.27.6 Using tools and equipment in accordance with the training received.
- 2.27.7 Using the correct tools and equipment for the job including using any safety equipment and/or protective clothing required by risk assessment.
- 2.27.8 Checking plant, equipment and tools prior to use, setting aside if unsafe and reporting any apparent faults to their supervisor.
- 2.27.9 Avoiding improvisation which entails unnecessary risks
- 2.27.10 Being familiar with the procedure to be followed in the event of accident or fire.
- 2.27.11 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
- 2.27.12 Being familiar with the arrangements for first aid treatment.
- 2.27.13 Reporting to the site manager, as soon as possible, any accident requiring first aid treatment.
- 2.27.14 Suggesting ways of improving safety at work
- 2.27.15 Co-operating with the company management on all matters relating to health, safety and welfare.
- 2.27.16 Not interfering with, misusing or abusing any equipment provided for securing health and safety.

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2.28 **All Staff** are responsible to the persons to whom they report directly for:-

- 2.28.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
- 2.28.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
- 2.28.3 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
- 2.28.4 Warning new employees of known hazards.
- 2.28.5 Using the correct tools and equipment for the job including using any safety equipment and/or protective clothing required by risk assessment.
- 2.28.6 Ensuring any equipment appears safe before using it and reporting any defects or faults to their supervisor.
- 2.28.7 Being familiar with the procedure to be followed in the event of accident or fire.
- 2.28.8 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
- 2.28.9 Being familiar with the arrangements for first aid treatment.
- 2.28.10 Reporting to their superior, as soon as possible, any accident requiring first aid treatment.
- 2.28.11 Suggesting ways of improving safety at work
- 2.28.12 Co-operating with the company management on all matters relating to health, safety and welfare.
- 2.28.13 Not interfering with, misusing or abusing any equipment provided for securing health and safety.

## 3.0 ARRANGEMENTS

- 3.1 **Where the company's arrangements** for health and safety need to be explained in more detail this will be done in specific site health and safety plans, method statements or risk assessments.
- 3.2 **First aiders** and/or appointed persons will be appointed as relevant for each of the company's sites or premises. A fully equipped first aid box will be available at each place of work.
- 3.3 **Accidents**, no matter how small, will be reported to the appropriate person and details entered in the accident book. Any injury should receive immediate first aid treatment by a first aider followed by hospital treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the company's safety consultants will be informed and if it is specified in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 the incident will be reported to the Health & Safety Executive by the safety consultants.
- 3.4 **Accident Investigations** will be carried out by the company's health and safety consultants as requested by the Company Safety Executive. Serious accidents reported under RIDDOR as well as minor accidents and near misses, if trends appear to be developing, will be investigated to try and discover the events leading up to and the cause of the accident, those involved and any injuries or damage caused. The investigation report will be retained by the company for 10 years.
- 3.5 **Emergency procedures** will be prepared and detailed in procedural documents, risk assessments or method statements. They will be reviewed periodically and information made available to all relevant employees..
- 3.6 **Welfare Facilities** will be provided by the Company in accordance with all relevant regulations. On construction sites the site management will establish the facilities to the legal standard before work starts, taking into account sub-contractors requirements. Thereafter, the facilities will be maintained to a good standard and kept in a clean and hygienic condition. Where the Company is in a sub-contract position, arrangements will be made with the principal contractor to use their welfare facilities.
- 3.7 **Sites will be kept tidy** and free of trip hazards. Everyone on site will take responsibility for keeping their work area clear and removing any debris they produce to the skips provided. Site management will ensure that access routes are kept clear.
- 3.8 **Induction training** will be carried out for all new personnel and also for existing personnel where new procedures are introduced. This will be arranged by the employees line manager and include information on this policy and the employees responsibilities under it, the location of welfare and emergency equipment and other information as deemed necessary by the Company Safety Executive. Special risk situations will be assessed and the need for specific instruction and/or training identified.
- 3.9 **Young persons** must receive a specific induction during which the dangers they may encounter and warnings about horseplay and unsafe practices must be emphasised. There are specific restrictions on the type of work that young persons can carry out and a risk assessment must be carried out for the duties they will be expected to undertake. See Young Persons Induction Form and Risk Assessment.

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- 3.10 **Expectant and nursing mothers** will be encouraged to work for as long as they feel able. The company will consider any hazards associated with their normal work and assess any risks that the mother could be exposed to, at regular intervals. The risk assessments will be undertaken with the mother.
- 3.11 **The training** of all levels of management and supervision will be a priority policy matter with the objective of ensuring that management personnel are fully conversant with current health and safety procedures with a working knowledge of the existing legal requirements. The Safety Executive will ensure that training needs are regularly reviewed and that suitable records are maintained.
- 3.12 **Operatives carrying out key tasks** e.g. dumper truck operation, hand held cutting off tools, nail gun fixing etc., will be provided with the necessary training. General site safety training will be provided for site operatives and this will take the form of on-site toolbox training, having content suitable for the operations being carried out.
- 3.13 **When new plant**, equipment, processes or substances are introduced the Directors will ensure the necessary training is provided. They will ensure that new plant, equipment etc is as safe as is reasonably practicable, fully efficient and tested and thoroughly examined in accordance with regulations.
- 3.14 **Arrangements will** be made to ensure that site managers/agents/foremen are aware of any safety instructions issued with the plant, substances, equipment and processes and operatives will receive training or instruction in their operation or application.
- 3.15 **Consultation with employees** on health and safety matters is a legal requirement on employers, particularly in respect of:-
- 3.15.1 The introduction of any measure which may substantially affect health or safety
  - 3.15.2 Arrangements for appointing competent persons to assist the employer to meet statutory requirements.
  - 3.15.3 The provision of information specifically required by regulations.
  - 3.15.4 The planning and organisation of training required by regulations.
  - 3.15.5 The consequences of introducing new technology.
- 3.16 **Safety Representatives** can be appointed by a recognised Trades Union where members of that union are employed at a site or office. Where there is no recognised Trades Union a group of employees may elect someone to represent them for health and safety consultation with the employer.
- 3.17 **Safety Committees** will be established if requested by at least two safety representatives.
- 3.18 **Risk assessments** will be carried out, and written records prepared as necessary, with control measures to minimise the identified risks. The line management will keep the need for risk assessments in mind when planning operations and seek expert advice when necessary. When carrying out risk assessments, due consideration will be paid to the need for assessments to be made under all relevant health and safety regulations.
- 3.19 **Permits to Work** will be used when required by risk assessment, employer's requirements or company rules.

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- 3.20 **Where the health and safety of the public** might be affected by the company's operations the company fully accepts its legal responsibility. All operations will be conducted with this in mind and each site will be left in a safe condition at the end of each working day. Due consideration will be given to this aspect of health and safety when COSHH, Noise and Management risk assessments are being compiled.
- 3.21 **Plant and work equipment** will be inspected, tested and checked in accordance with legislation. The Responsibilities section of this Policy detail who is responsible in each case.
- 3.22 **All defects in plant**, equipment and vehicles must be reported by the site management to the Directors immediately and, if necessary, the use of any such item should be prohibited until the necessary repairs have been carried out. The Directors will be responsible for responding to such reports and arranging for the necessary repairs to be carried out without delay. All plant, equipment and vehicles will be maintained and serviced in accordance with the existing Company schedules/manufacturers schedules.
- 3.23 **Company vehicles** must only be driven by persons authorised by the company who hold a current driving licence for the appropriate class of vehicle. Road traffic legislation must be complied with including the wearing of safety belts. The company's rules concerning use of company vehicles will be made available to all company drivers.
- 3.24 **Fire Fighting and Escape facilities** will be provided in all areas under the company's control. The facilities and equipment provided will be determined by risk assessment, the contents of which will, if necessary, be communicated to the fire service. Fire Alarms, emergency lighting, fire control equipment and emergency escape routes will be inspected and tested at regular intervals by the person(s) appointed by the Company Safety Executive.
- 3.25 **Alcohol and drug abuse** by employees and sub-contractors (including supervisory and management staff) can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that any person suspected of such abuse or displaying any unusual behavioural symptoms will be removed from site. Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.
- 3.26 **When the long term health of an employee or sub-contractor** is being affected by equipment, materials or processes the company will undertake monitoring or screening as required. This may include regular blood or urine checks for operatives carrying out high risk lead work or health checks on those using vibrating tools.
- 3.27 **Materials used by the company** or encountered during its operations will be assessed and if there is a substantial risk to employee alternatives will be sought. If this is not reasonably practicable then control measures will be implemented including, if appropriate, health monitoring. Written COSHH assessments will be prepared detailing the risk and any control measures and will be reviewed whenever the substance changes or is required to be used in a different manner than was originally considered.
- 3.28 **Asbestos containing material**, including asbestos cement roof sheeting, is now prohibited in this country. However, because of the nature of the company's work, existing asbestos containing materials (ACM's) might be encountered. The company will make all reasonable enquiries before starting a project to ascertain if ACM's might be disturbed by the company's work. Where asbestos is present and will be disturbed a risk assessment and clear method of work will be prepared.

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- 3.29 **Lead can pose serious risks to health.** The company's employees normally have limited contact with lead and then only handling milled sheets or small quantities of lead burning in very well ventilated areas. A risk assessment has been prepared for this work; any other work involving lead particularly where fumes or dust will be produced will be the subject of a job specific risk assessment.
- 3.30 **Personal Protective Equipment** will be provided for all employees, free of charge, and for self-employed operatives at the discretion of the company. Operatives must look after the equipment provided and use it in accordance with the training given, they are responsible for informing their supervisor if their PPE is lost or damaged so that it can be replaced.
- 3.31 **Fall prevention/arrest harnesses** must be visually inspected before each use to ensure they are in a safe condition and function correctly. They should be thoroughly examined by a competent person at least once every six months. Defective equipment must be withdrawn from service. Harnesses and lanyards must not be altered or adapted in any way and must be stored unpacked in a cool, dark place and away from excessive heat or other possible cause of damage. The rear shelf of a car or van in direct sunlight is unsuitable for the storage of harnesses.
- 3.32 **Rescue Arrangements for operatives using harnesses** are a necessity due to the health hazards associated with being suspended in a harness for more than 20 minutes. Whenever possible rescue will be based on utilising the scaffold structure and fitting boards as required to create a platform on which to bring the suspended operative. When scaffolds are suspended or in excess of 10 lifts a site specific rescue procedure will be produced. When working on a site under the control of a principle contractor the company will comply with the Principal Contractors rescue arrangements as detailed in the health and safety plan.
- 3.33 **Work in confined spaces**, including tanks, deep excavations, chambers and any space with poor air circulation can be hazardous. When a work area is designated as a confined space a specific risk assessment must be completed specifying the requirements for PPE, RPE (if required) and emergency escape.
- 3.34 **Work at height** will only be carried out where it can be done safely. Generally work will only be carried out from a work platform of a size suitable for the job and with adequate edge protection in accordance with the Work at Height Regulations 2005.
- 3.35 **Ladders and Step-ladders** can be used for certain short term operations. Managers/supervisors will assess the suitability of ladders for any particular operation and use alternate equipment if ladders are not the most reasonably practicable solution. Operatives will be given regular tool-box talks on safe use of ladders.
- 3.36 **Excavations** will only be carried out after adequate planning. Prior to any excavation the manager/supervisor will obtain services drawings or contact the utilities companies to ascertain if there are pipes or cables in the vicinity. "CAT and genny" equipment will be used to confirm the accuracy of the drawings and the exact location of any underground services; safe digging procedures will be followed. If operatives will be required to enter an excavation then planning will include shoring or battering excavations to prevent collapse. Where there is significant risk of someone falling into an excavation and being injured guardrails or some other form of fall prevention will be installed.
- 3.37 **Manual handling** will be avoided where this is reasonably practicable but there will be many occasions when materials or equipment will be required to be moved manually. Weights of items will be obtained and where possible lighter materials or smaller units obtained. Employees will be given training on safe ways of lifting and kinetic handling methods and risk assessments will highlight any other control measures.

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- 3.38 **Noise and vibration** can lead to permanent health problems and disabilities over a period of time. Work will be planned to minimise exposure including using low noise, low vibration and remote operated equipment. Employees will be warned of noise and vibration risks during periodic toolbox talks, given advice on effective control measures, and where appropriate provided with suitable PPE. The company will consider noise and vibration levels when purchasing new equipment.
- 3.39 **Electrical tools** and leads will be checked each day before use by the user and weekly by an appointed person. PAT tests will be carried out every 3 months on portable site tools. Defective equipment will not be used. Generally only 110v and battery powered tools will be used on site, however if higher voltage equipment is required a separate specific risk assessment must be carried out.
- 3.40 **When the company is the Principal Contractor** a Construction Phase Health & Safety Plan will be prepared prior to work commencing on site and developed throughout the project. The Health & Safety Plan will identify and address any site specific hazards. Relevant information will be obtained throughout the project to enable a comprehensive aH&S File to be prepared.
- 3.41 **Display screen equipment** and work stations will be assessed periodically to ensure the working environment is satisfactory. Frequent users will be given advice and any necessary equipment to minimise discomfort, fatigue and eye strain caused through working with DSE.
- 3.42 **Smoking is not permitted** in any offices, welfare facilities or accommodation controlled by the company. Smoking may be permitted on site, other than in offices or welfare facilities, as detailed within site rules.
- 3.43 **Lone Working** is a requirement for some of the company's employees. The company will assess any additional risks operatives could be exposed to and provide training and other control measures to minimise these risks.
- 3.44 **Planning Supervision/Co-ordination** will be carried out by the company, when required, in accordance with current regulations. The HS&E Manager will co-ordinate and manage the company's responsibilities including the preparation of Health and Safety Plans and Files. Those company employees involved in any aspect of design or procurement of designs will carry out their duties in accordance with the requirements of the regulations.



### HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT STRUCTURE

