

# HEALTH AND SAFETY POLICY

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 Office Health and Safety Checklist  
 Garage and Yard Health and Safety Checklist  
 Employment Induction Training Checklist  
 Site Induction Training Form  
 Electrical Safety Testing and Inspection Schedule  
 VDU Workstation Assessment  
 Sub-contractor Assessment Questionnaire and Update Form  
 Fire and Emergency Notice – Office, Garage and Yard  
 Accident/Incident Investigation Forms  
 Young Person's Risk Assessment Form  
 Site Safety Checklist (Minor Works)  
 Instructions to Drivers  
 Manual Handling Risk Assessment Form  
 Health Hazards Monitoring Form  
 Weekly Mobile Plant Checklist

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Schedule of Company Risk Assessments  
 Company Standard Risk Assessments  
 Schedule of COSHH Assessment  
 Company COSHH Assessments  
 HAV and Noise Chart  
 Equipment Safety Checklists

## 1. OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

The health, safety and welfare of employees are of prime importance to R&M Developments Ltd as is the health and safety of anyone else affected directly by our operations. We are committed to achieving continuous improvement in all aspects of our activities and recognise that the effective and efficient management of health and safety is a key aspect of our overall management performance.

We undertake to comply with all of our legal duties in pursuance of providing safe and healthy working conditions for all employees and take positive action to ensure that clients, other contractors and the general public are not adversely affected by our activities. Over and above that, we are committed to ensuring that we meet best practice guidelines, meet our client's safety rules and support their health and safety improvement initiatives. We ensure that we co-operate effectively with all those with an interest in health and safety; other employers, clients, sub-contractors, and the enforcing authorities.

The responsibility for safety at work rests upon all sectors and levels of management, and the Company will ensure that this policy is pursued throughout the organisation. The overall responsibility for the health, safety and welfare of the Company and its personnel is vested in the Company's Managing Director Mr T McKenna Senior. The Company will give full backing to this policy and to the Company's Health and Safety Director and Representative, whose function it is to monitor and operate the policy, and support all those who endeavour to carry it out.

The Company will provide sufficient financial support and other necessary resources for the full implementation of the policy.

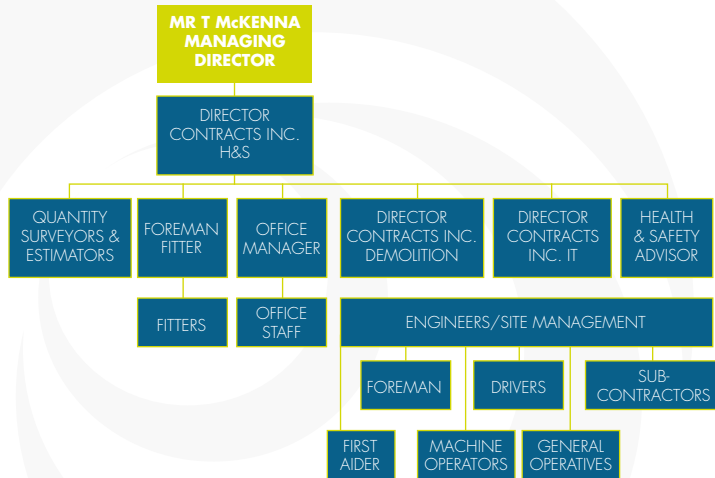
The policy is reviewed and updated on an ad hoc basis, when considered necessary by the Managing Director or Health and Safety Director. All employees shall be issued with a copy of the health and safety policy on induction and made aware of subsequent changes to the policy. Access to controlled copies will be made widely available.

The Company expects employees to conform to this policy and to comply with the relevant sections of the Health and Safety at Work Act and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.



## 2. ORGANISATION FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

### 2.1 Organisation Chart



### 2.2 Managing Director (Mr T McKenna Senior)

- Ensure sufficient resources are provided to allow full implementation of the health and safety policy
- Ensure current employer's and public liability insurances are in place
- Promote health and safety and good working practices
- Set a good personal example by wearing the appropriate personal protective equipment, etc. when visiting site.

### 2.3 Health and Safety Director (Mr M Henry)

- Review health and safety policy
- Ensure that the relevant requirements of legislation are identified and met
- Review Company arrangements
- Ensure that the requirements of the policy are implemented
- Ensure that health and safety performance is monitored
- Ensure that any generic risk assessments and company-wide risk assessments have been carried out and are reviewed and updated, as necessary
- Ensure that compliance with health and safety policy, statutory requirements and good working practices is monitored
- Co-ordinate all health and safety activities
- Ensure that all accidents and incidents are properly reported and investigated
- Utilise the disciplinary procedures, where appropriate, for reported non-compliance in relation to health and safety requirements
- Liaise and consult with all employees on health and safety issues
- Ensure that records of training and competence are maintained
- Notify the Health and Safety Executive, where necessary, of accidents
- Ensure induction training is provided for all employees new to the Company
- Ensure up-dating training is provided as necessary for employees
- Ensure that risk assessments for young persons are carried out and requirements met
- Ensure office safety and fire precautions are implemented
- Ensure that a person responsible for first aid for the office and garage is appointed, and that first aid equipment is provided
- Ensure adequate fire prevention and emergency procedures in the office and garage/yard
- Monitor waste disposal procedures
- Set a good example by wearing appropriate PPE, etc. when visiting site.

## 2.4 Contract Managers/Site Managers

- Ensure site specific risk assessments and method statements are developed
- Ensure that the Site Health and Safety File is set up and maintained
- Ensure that only employees who have received employment induction training are allowed to work on site
- Ensure that a Young Person's Risk assessment is carried out for any young person assigned to the site
- Ensure site induction training is provided
- Ensure, together with the site supervisor, that adequate resources are assigned to a contract so that work can be carried out safely and without risk to health
- Monitor and update risk assessments and method statements when necessary
- Ensure that site fire and emergency procedures are adequate
- Review records supplied by sub-contractors regarding training/competence, equipment safety testing, COSHH, etc. to ensure that they are adequate
- Monitor health and safety performance on site
- Record any accidents, incidents and near misses and report to Health and Safety Director
- Ensure that tasks are assigned only to competent and trained personnel, where appropriate.
- Ensure only properly maintained, inspected and tested equipment is used
- Ensure effective consultation with site personnel in relation to health and safety
- Set a good example by wearing appropriate PPE

## 2.5 Site Supervisor (where appointed to a specific contract or element of a contract)

- Ensure the correct personal protective equipment is issued
- Ensure that the planned arrangements are carried out with regard to first aid, emergency procedures and welfare facilities
- Ensure control measures identified in risk assessments and method statements are implemented
- Set a good example by wearing appropriate PPE
- Provide site induction training
- Co-ordinate all health and safety activities on site

- Ensure all work is carried out safely and without risk to the health of employees or others
- Regularly inspect work areas, ensure that they are kept clean and tidy, free from obstructions and fire risks
- Ensure only properly maintained, inspected and tested equipment is used
- Liaise with operatives on health and safety issues and promote safe working practices
- Ensure the correct personal protective equipment is used
- Ensure all plant and equipment is used in a safe manner
- Suggest ways of eliminating hazards
- Report any 'near misses' to the Contract Manager/Site Manager
- Where relevant, ensure the site is secure at the end of each working day

## 2.6 Foreman Fitter

- Ensure the correct personal protective equipment is issued
- Ensure that the planned arrangements are carried out with regard to first aid, emergency procedures and welfare facilities
- Ensure control measures identified in risk assessments and method statements are implemented
- Ensure all work is carried out safely and without risk to the health of employees or others
- Regularly inspect work areas, ensure that they are kept clean and tidy, free from obstructions and fire risks
- Liaise with operatives on health and safety issues and promote safe working practices
- Ensure the correct personal protective equipment is used
- Ensure all plant and equipment is used in a safe manner
- Suggest ways of eliminating hazards
- Report any 'near misses' to the Health and Safety Director

## 2.7 Transport manager

- Maintain register of company owned plant and equipment
- Ensure that necessary tests, inspections, examinations are carried out and keep records of these
- Maintain records of training, competence, etc.

## 2.8 Estimators/Quantity Surveyors

- Identify health and safety issues in tender documents and include necessary resources in returned tenders
- Liaise with the Contract Manager to develop method statements, where necessary at tender stage, to establish safe methods of working

## 2.9 Foremen, Charge Hands, Gangers and Leading Hands

- Ensure that operatives under their direct control are aware of their general duties, as contained within this document
- Ensure that all tasks and operations are carried out in a competent and safe manner
- Ensure that all plant, equipment and tools are used in a safe manner and are in good working order
- Ensure that young persons and trainees work under the direct supervision of a competent person
- Ensure that all incidents where personal injury is suffered, or where plant, equipment or tools are damaged – or any incident which could affect the Company or its operations – are reported to the immediate supervisor
- Ensure that access to and egress from work areas are maintained in a safe manner, and that the stacking and storage of materials is carried out in a safe and methodical manner
- Report to the immediate supervisor any unusual circumstances which may affect the health, safety or welfare of any person.



## 2.10 Tradesmen and Operatives

- Co-operate with and assist the company in achieving the required standard of health, safety and welfare at work locations
- Work in a safe manner
- Use only the correct plant, equipment or tools for the task
- Report hazards and defects to their immediate superior
- Avoid taking short cuts which could result in personal injury or injury to workmates, or damage to plant, equipment or property
- Report all incidents which involve personal injury and to ensure that such incidents are recorded in the appropriate accident book
- Keep all working areas clear of obstructions, and to co-operate with the work location, housekeeping, stacking and storage arrangements
- Be aware of the Company's disciplinary procedures for non co-operation with Company safety requirements
- Attend and partake in safety training as may be arranged by the company from time to time
- Set a good personal example.

## 2.11 Drivers of Company Vehicles

- Ensure that the vehicle with which they are provided is roadworthy
- Ensure that the requirements of the Road Traffic Act and the Highway Code are observed
- Ensure that the vehicle is not used for any purpose for which it is not intended or insured
- Carry out and record weekly check
- Ensure that driving licences are current, valid and appropriate to the class of vehicle to be driven
- Report any incident involving collision with a person, animal, other vehicle or object
- Ensure that all loads are within the rated capacity of the vehicle
- Ensure that driving is always conducted with due regard for other road users, prevailing weather conditions and road surfaces
- Report any deterioration in the health of the driver which could affect driving competence to the immediate supervisor.

## 2.13 All Employees

- Comply with all the health and safety policy and health and safety instructions, information or training given
- Co-operate on all matters regarding health and safety
- Do not put yourself or others at risk
- Use the personal protective equipment that is provided
- Use tools and equipment safely, in compliance with the training provided
- Report defects in plant and equipment
- Report to supervisors and managers any health and safety risks that may occur
- Refrain from horseplay and the abuse of welfare facilities
- Warn new employees of known hazards
- Do not improvise; use the correct tools and methods for the job
- Keep tools and equipment in good condition
- Report any accidents or dangerous occurrences
- Do not misuse anything provided for health, safety and welfare

All employees have a legal duty not only to work in a safe manner but also to incorporate efforts to create safe working conditions for others.

It shall be the duty of every employee whilst at work:

- a) to take reasonable care for the health and safety of himself/herself and any persons who may be affected by his/her acts or omissions at work, and
- b) as regards any duty or requirement imposed on their employer or any other person to co-operate with him/her as far as is necessary to enable that duty or requirement to be performed or complied with, and
- c) to report any unsafe, or apparently unsafe, condition

No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.



### 2.14 Health and Safety Advisor

- Advise the Health and Safety Director on forthcoming changes in legislation, updated guidelines, etc.
- Carry out health and safety audits and monitoring, as instructed by the Health and Safety Director
- Advise on/develop risk assessments and method statements, as required
- Assist the Health and Safety Director in ensuring implementation of the health and safety policy
- Provide advice and support to all levels of management, as required, in relation to health and safety issues.



### **3. ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY**

#### **3.1 Risk Assessments, Method Statements, Health and Safety Plans and Company Safety Guidelines**

##### **3.1.1 General**

In accordance with the Management of Health and Safety at Work Regulations, 1999 and other legislation as listed in Section 3.21 of this policy the Company carries out risk assessments covering its activities.

The Company has developed a series of generic risk assessments covering its typical site work and head office based activities. A schedule of these risk assessments is held by the Health and Safety Director. These assessments are maintained by the Health and Safety Director and are updated by him in response to new legislation, published guidelines, consultation, etc. and in response to the company's monitoring of its health and safety performance.

##### **3.1.2 Site Work**

The relevant Director and/or Contract Manager shall review all health and safety related information provided by the client and/or Principal Designer and/or Principal Contractor. Where site specific hazards and risks are identified, the relevant Director and/or Contract Manager shall ensure that this information is taken into account in the company's site specific assessment of risk and the associated control measures.

The Contract Manager shall ensure that site specific method statements and supporting risk assessments are prepared for all site work. For very small or isolated elements of work, in the absence of a contract specific risk assessment, the company's generic assessments are taken to be applicable. Site specific method statements and risk assessments shall be prepared using the company standard format, unless another format is specified by the client/Principal Contractor. The Contract Manager shall ensure that the person preparing them is competent to do so and the Contract Manager shall approve the drafted method statement and risk assessment.

All the individual risk assessments, together with the project programme, are then reviewed as a whole to ensure that all work risks, and circumstances associated with the company's works on the contract have been assessed, including support/ancillary activities such as those carried out by suppliers/sub-contractors, e.g. delivering site cabins. Where work is carried out by sub-contractors or by suppliers who have responsibility for any activities on site, they shall be required to provide adequate and appropriate risk assessments and method statements, to the satisfaction of the relevant Director/Contract Manager, before being allowed to start work on site, in accordance with section 3.13 of the policy.

Risk assessments and method statements shall be discussed with all those involved in implementing them. Relevant method statements shall be signed by each individual to confirm that they have been understood and will be complied with. Relevant risk assessments and method statements shall be displayed in the site offices.

Awareness of the generic risk assessments shall be ensured by induction training, tool box talks and other health and safety related training.

It is the responsibility of the Site Manager/Supervisor to monitor activities on site on a daily basis and to identify where new phases/work locations or any other change of circumstances require amendments to the contract risk assessments or method statements and to document these. The Site Manager/Supervisor shall implement any required additional/amended control measures as necessary.

Revised risk assessments and method statements will be discussed again with all those involved in implementing them. Relevant method statements shall be signed by each individual to confirm that they have been understood and will be complied with.

### 3.1.3 Construction Phase Plans

For all projects where the Company is appointed as Principal Contractor, or where the Company is appointed as the sole contractor, the relevant Director/Contract Manager shall ensure that a Construction Phase Plan is developed based on the relevant company standard format.

The Construction Phase Plan takes into account the Pre-construction Information that has been provided and is issued to the Principal Designer/Client to obtain approval to start work on site.

The Contract Manager is responsible for implementing the plan on site and for making any changes to the plan that are required during the progress of the works.

At the start of the contract the Contract Manager shall ensure that a contract health and safety contract records file is initiated, which includes:

- 1) Copy of company health and safety policy
- 2) Copy of construction health and safety plan including associated risk assessments, method statements
- 3) Site induction training forms (blank copies to be completed on site)
- 4) Site safety monitoring forms (blank copies to be completed each week)
- 5) Relevant COSHH assessments
- 6) Young persons risk assessment form (completed in head office) for any personnel on site aged below 18
- 7) Copy of the company training and competence matrix or training/competence records of company personnel assigned to the site
- 8) Safety testing records of company plant and equipment on site
- 9) Copies of appointed sub-contractors risk assessments and method statements – approved by the Contract Manager and copied to site when received

The Contract Manager shall add the following to the file during the progress of the works:

- 1) Copies of any accident/investigation forms (in relation to any accident, dangerous occurrence or near miss on site).

- 2) Records of training and experience of sub-contractor personnel, records provided by sub-contractors of safety tests, inspections, etc. of their equipment and COSHH assessments in relation to their operations.
- 3) Records of any tool box talks carried out.

### 3.1.4 Head Office Activities

Risk assessments for the office and for activities in the garage and yard have been carried out by the Health and Safety Director and Health and Safety Advisor and are displayed in the office and workshop. These risk assessments will be reviewed at the Health and Safety Director's discretion in the light of changes to working practices, in response to new legislation and near misses, incidents or accidents or repeated failures to comply with the necessary control measures.

### 3.1.5 Identification of additional risks to specific individuals

The general risk assessments and associated control measures shall be reassessed by the Health and Safety Director and Health and Safety Advisor in response to identified circumstances that could alter the degree or nature of risk to a specific individual. Amongst other things, they will be reviewed for the following:

- a) Employees who are pregnant or new mothers.
- b) Employees who have declared medical/physical conditions that could potentially affect their health or safety in work situations.
- c) In response to the findings of health surveillance. (See Section 3.12 of the policy).
- d) Employment of young people (i.e. under 18 years of age) and the employment or presence of children (i.e. under 16 years of age), for example, as part of work experience activities.

### 3.1.6 Company Safety Guidelines

The company has developed a site safety handbook to be issued to all site personnel. This handbook complements the health and safety awareness training received and confirms the company's guidelines on safe methods of working and the company's, managers' and individual employees' responsibilities for health and safety.

Safety notices are displayed in the office and garage to remind head office based employees of health and safety issues and requirements.

### **3.2 Monitoring Health and Safety Performance and Review of Policy**

#### **3.2.1 Site Work**

The Site Manager/Supervisor shall monitor health and safety performance on site on a continuous basis and take the appropriate action and complete a weekly Health and Safety Checklist. In addition, Directors/Contract Managers shall ensure health and safety audits are carried out on selected sites. These will be recorded on the Site Safety Monitoring/Audit Form and the Director/Contract Manager shall ensure any issues are resolved and any failures rectified. Copies of all safety monitoring records shall be copied to the Health and Safety Director.

The Health and Safety Director shall review all health and safety monitoring records and ensure that all necessary corrective and preventive measures have been implemented and identify any trends in types of non-compliance and any issues that have company-wide implications.

#### **3.2.2 Office and Garage**

The Health and Safety Director is responsible for monitoring health and safety performance in the office on a monthly basis, and following any changes in equipment or layout, and for ensuring that any deficiencies are corrected. The Health and Safety Director, together with the Foreman Fitter, is responsible for monitoring the garage/yard on the same basis. In addition, the Health and Safety Director shall ensure that a formal six monthly check is carried out using the office health and safety checklist and garage/yard checklist. A copy of these checklists shall be retained by the Health and Safety Director as a formal record. The Health and Safety Director shall ensure that any necessary actions are carried out and are effective.

#### **3.2.3 Review of Policy**

The Health and Safety Director and Health and Safety Advisor shall review the policy, when necessary, to ensure that it reflects current legislation and guidelines. The policy will be reviewed:

- At least annually
- In response to relevant new legislation/published guidance
- Where appropriate in response to accidents or other serious non-compliances

The Health and Safety Advisor shall carry out audits, when required, to review performance overall against the requirements of the policy and amend /advise on amendments to the policy and procedures where necessary to improve performance. The Health and Safety Director shall consult with the health and safety committee, see Section 3.18 of the policy, with regard to any potential significant amendment of the policy and arrange consultation with the workforce via the committee. Amendments to company standard forms referred to in the policy and enclosed as appendices shall be discussed with relevant managers/supervisors. Agreed amendments shall be made to the forms on the company computer system and managers shall ensure that only current forms are issued for use.

### **3.3 Training and Development and Induction Training**

#### **3.3.1 Induction Training**

##### **Introduction into the Company**

The Director responsible for appointing a new employee shall ensure that the new employee receives induction training including an introduction to, and awareness of, the company's health and safety policy. New employees will be issued with a current copy of the health and safety policy, be given a period of time to read and understand it and then be required to sign to confirm that they will comply with their responsibilities under the policy. The induction training shall include completion of a medical questionnaire, the issue of company safety handbook and the standard risk assessments (where applicable), ID badges (where applicable) and the necessary PPE and obtaining of copies of existing training records and certificates. Induction training shall be recorded on the Employment Induction Training Checklist, and logged on the training and competence database.

It is the Contract Manager's responsibility to ensure that no new personnel are allowed to start on their site without having received the company induction training.

NB In this context the term "new employee" includes supervisors/managers/engineers employed on a sub-contract basis or via an agency.

##### **Site Induction**

Where the company is in control of a site as a Principal or Sole Contractor, the Contract Manager or Site Manager/ Supervisor shall ensure that every employee or sub-contractor assigned to the site, receives site specific induction training covering site specific hazards, fire/emergency procedures, first aid and welfare, site rules and relevant risk assessments and methods statements. The site induction shall be confirmed by the individual signing the Site Induction Training Form. The Contract Manager shall require that sub-contractors, other than labour only sub-contractors working under the company's direct supervision, provide evidence that their employees understand the risks associated with their work and undertake to comply with safe methods of work.

Where the company is working as a contractor under a Principal Contractor, the Site Manager/ Supervisor shall ensure that every employee or sub-contractor assigned to the site receives site specific induction training covering site specific hazards, fire/emergency procedures, first aid and welfare, site rules from the Principal Contractor. The Site Manager/ Supervisor shall ensure that all personnel are briefed on the risk assessments and method statements relevant to their work on site and that they sign method statements to confirm that.

#### **3.3.2 Assessed Competence**

The Health and Safety Director shall review the training, qualification and experience of all new employees. The Health and Safety Director shall identify training needs based on general company requirements and on any needs relating to the requirements of specific contracts. The Health and Safety Director is responsible for making the necessary arrangements to fulfil the identified training needs, ensuring that they are met and keeping the necessary records. The Transport Manager shall maintain an overall record of training and associated assessed competencies for various individuals on the training and competence database and shall assist the Health and Safety Director to identify the need for refresher training to ensure necessary qualifications are current.

Identification of new/additional requirements with the subsequent potential need for further training, is carried out in accordance with Section 3.2.1 of this policy and in response to audits, accident investigations, etc.

All sub-contractors are required to provide records of training and competence of their employees working on the company site. The Contract Manager shall inspect these records confirm that they are adequate and maintain them on site.

### 3.3.3 Non-English speaking employees or sub contractor or agency employees

No Non-English speaking workers are currently employed either directly or via sub-contractors. The Company considers the ability to understand and be understood to be a crucial part of being able to be safe on site and therefore it is unlikely that the Directors would ever consider that employing someone who did not speak and understand English fluently would be an appropriate thing to do.

However, if that situation were to change, the Health and Safety Director will ensure that the following is carried out:

- 1) As part of an initial interview (for a potential employee) or as part of a discussion with their employer (for a sub-contractor) or discussion with the individual (for a type A sub-contractor or agency employee), establish their extent of understanding and ability to communicate in English.
- 2) Where appropriate, develop a specific training and development programme for them. Obtain and use HSE produced videos and leaflets in some of the more common foreign languages such as Polish to ensure understanding of Health and Safety issues.
- 3) If appropriate, for an employee, identify a language school and, if appropriate, part subsidise English language training.
- 4) Appoint a supervisor/other employee to take responsibility for the individual in terms of ensuring that key messages were understood on a day to day basis and to provide basic language training in relation to work and safety issues.
- 5) Review on a regular basis the effectiveness of the above to ensure that a minimum level of fluency in relation to critical issues was reached within an agreed timescale.

### 3.3.4 Tool Box Talks

Contract Managers/Site Managers are responsible for organising a programme of tool box talks to ensure that relevant health and safety issues are raised and discussed with employees on a regular basis. The general content of these talks shall be documented, the person giving the talk identified and all attendees shall sign to confirm their presence.

On sites where the company is working as a contractor under a Principal Contractor, the Site Manager shall ensure that tool box talks are carried out, as above, on relevant topics and/or to a programme specified by the Principal Contractor.

### 3.4 Plant, Equipment and Vehicles

#### 3.4.1 General

The Transport Manager shall maintain a register of all major plant, equipment and vehicles owned by the Company that require regular maintenance, inspection and/or testing and shall ensure that all such maintenance/inspection/testing is carried out by a competent person and shall maintain records of this.

The Site Manager/ Supervisor shall ensure that all hired equipment is provided with records/confirmation of the necessary safety testing and that any information/instructions/training necessary is provided by the hirer to ensure safe use of the equipment. Where additional tests, formal inspections, examinations are necessary during the period of the hire the Site Manager/ Supervisor shall ensure that these are carried out by the hire company.

Safe use of equipment shall form part of the formal monitoring of health and safety performance. The employee responsible for using the equipment shall ensure that there is no unauthorised use and that the equipment is handled and sited such that it does not cause any tripping or other hazard. All equipment shall be checked weekly by the user and any faults, or suspected faults, shall be reported to the Site Manager/ Supervisor and the equipment labelled and withdrawn from service. These equipment checks shall be recorded as completed by the Site Manager/ Supervisor as part of the site monitoring records, carried out in accordance with section 3.2.1 of the policy. The extent and type of check required is documented on the company Equipment Safety Checklists.

Equipment other than that owned or hired by the company shall not be used unless an appropriate record of inspection and testing is provided.

It is a contractual requirement that sub-contractors maintain and control their plant, equipment and vehicles used on the project site on a similar basis.

### **3.4.2 Non-English speaking employees or sub contractor or agency employees**

#### **3.4.2.1 Electrical equipment**

All portable electrical equipment shall be cordless or 110v powered.

All equipment shall be inspected daily prior to use and, other than cordless, shall be inspected weekly and recorded on the site PUWER log. In addition, all equipment other than cordless shall be tested every three months for electrical safety by a competent person and tagged with date of the next test. Any faulty, or apparently faulty, equipment shall be labelled and withdrawn from use. The Site Supervisor shall ensure that appropriate repairs and any necessary testing are carried out successfully before allowing the equipment to be returned to use.

Electrical supply and equipment provided in the welfare facilities shall be safety tested prior to use on site and the Site Manager/ Supervisor shall keep a copy of the test certificate.

#### **3.4.2.2 Access Equipment**

Access equipment on site shall be inspected daily and recorded weekly in the site PUWER log.

Permanent scaffold used on site shall be erected and certified by scaffolding firms on the company approved list. Scaffold design shall be carried out by the scaffolding sub-contractor to a written brief provided by the Contract Manager. Hire of scaffolding shall include all necessary access ladders. The scaffolding sub-contractor shall carry out weekly inspections and maintain the scaffold register and ensure a scaffold tag is displayed. Alterations to the scaffold shall be carried out only by the scaffolding sub-contractor.

Only employees that have received training on the safe erection and use of mobile scaffold towers will be authorised to erect mobile towers. Sub-contractors using towers on site will be required to provide proof of competence. A scaffold must be displayed.

If any specialist equipment is required to limit falls such as safety harnesses and safety nets, this shall be provided and installed by specialist sub-contractors who shall also be required to supply all necessary training and instructions and certificates of safety testing. Use of all access equipment shall be in accordance with Section 3.11.

#### **3.4.2.3 Lifting Equipment**

The company has a contract with a lifting specialist to examine company owned lifting equipment and accessories.

All lifting equipment and accessories on site shall be checked weekly and these checks recorded on the site LOLER log. The Transport Manager shall ensure that all company owned lifting equipment is thoroughly examined every twelve months and all lifting accessories examined every six months by a competent person (or disposed of).

The Transport Manager shall keep a record of all these examinations. The Contract Manager shall ensure that lifting plans are drawn up on site using the company standard format for unusual/specific lifts and also to cover the range of expected types of lift of equipment/materials applicable to the contract.

The Contract Manager shall ensure that any crane lifts are organised on the basis of Contract Lifts, i.e., the crane hire company or supplier is responsible for planning and supervising the lifts and for supplying a trained slinger and signaller. The Contract Manager shall ensure that certificates are provided by the crane hire company prior to the lifting commencing regarding the examination and inspection of the crane and lifting equipment and certification of the driver and slinger/signaller, together with a suitable written lifting plan.

#### **3.4.2.4 Mobile Plant**

All company mobile plant shall be inspected daily by the operator/driver using the plant at that time and recorded on the weekly mobile plant checklist. The operator/driver shall ensure that any minor maintenance is carried out and any potential defects or requirements for further maintenance are referred to the Transport Manager. The Contract Manager/Site Manager shall review the returned weekly checklists and follow up any apparent issues.

#### **3.4.2.5 Vehicles**

All drivers of vehicles with tachographs are required to inspect their vehicles daily and report any defects and record this on the defect sheet and return this sheet weekly. The returned sheets are reviewed by the Foreman Fitter who will ensure that planned and responsive maintenance carried out and logged.

All other company vehicles shall be inspected weekly by the driver using the vehicle at that time. The driver shall ensure that minor maintenance is carried out and any potential defects or requirements for further maintenance are referred to the Foreman Fitter.

### 3.4.3 Office and Garage Equipment

The Transport Manager shall ensure that all office equipment and all garage and yard equipment requiring electrical safety testing, in accordance with the Electrical Inspection and Testing Schedule, and all other equipment that requires safety testing or formal inspection is identified on the plant and equipment database and that this testing is carried out by a competent person and is recorded. Any faulty equipment shall be labelled and withdrawn from service and the Transport Manager/Foreman Fitter shall ensure that it is repaired by an appropriate person prior to returning it to service.

Ladders or stepladders used in the office, workshop and yard shall be inspected prior to use by the Foreman Fitter or nominee and only used in accordance with section 3.11 of the policy.

All VDU workstations shall be reviewed against the Workstation Checklist, on an annual basis or commencement of a new VDU user, or more frequently if necessary, by the Health and Safety Director or Advisor and the user to confirm their adequacy and suitability in terms of preventing any potential health hazards to the user. The Health and Safety Director shall ensure that the findings of all such reviews are recorded and that any necessary actions are carried out.

### 3.5 Personal Protective Equipment (PPE)

General requirements for PPE have been assessed as part of the overall risk assessments and as part of specific task/trade risk assessments carried out for activities on project sites. The necessary PPE is issued on induction into the company and recorded on the Employment Induction Training Checklist. Further issues of PPE are recorded in Head Office. In addition, stocks of items are held in the office to ensure that the necessary PPE is always available. Risk assessments generally indicate the need for:

Hard hats

Ear defenders

High visibility vests/jackets

Gloves (protection against abrasions and contact with cement/mortar, etc.)

Goggles (protection against flying particles)

Safety boots (maximum one free issue per year)

Respirators (exposure to dust arising from hand held tools and in dusty environments)

Sleeved shirts and trousers are to be worn in periods of sunny weather and waterproof clothing is to be worn for outside working in wet weather.

The Site Supervisor or Foreman/Ganger shall ensure on a continuous basis, that the correct PPE is being worn by employees and sub-contractors employees on site.

As part of the induction training, the correct use, storage and maintenance of PPE is explained to employees. The Transport Manager shall ensure that hard hats are replaced every two years, or more frequently where necessary. It is the responsibility of the individual employees to report any deficiencies in PPE to their Site Supervisor.

Where respirators are required to be worn, the Site Manager/Contract Manager shall ensure that the individual has been face fit tested for the specific type of mask being issued and that a copy of the face fit test certificate is available. Face fit tests should be repeated at least every twelve months and the face fit tester shall ensure that the individual knows how to wear the mask properly and is aware of the requirement to be clean shaven in order for the mask to be effective.

Requirements for additional or different PPE shall be assessed by the Contract Manager/Site Supervisor as necessary for specific types of site work as part of the risk assessment for the work in accordance with Section 3.1 of this policy.



### 3.6 Control of Substances Hazardous to Health (COSHH)

The Company has carried out COSHH assessments for all substances frequently used in, or generated by, the Company's operations and a schedule of these assessments is maintained by the Health and Safety Director. These COSHH assessments are explained to employees as part of the company induction training and are readily available for reference (e.g. displayed in the garage for substances used in the garage and stores area).

Due to the nature of the company's activities, hazardous substances on site are generally limited to commonly used construction materials, or arising from operations on site, e.g. concrete dust, or in situ materials. Use of, or exposure to, these substances in conditions varying from those stated in the COSHH assessments will result in the need for a contract specific COSHH assessment to be made by the Contract Manager or Health and Safety Advisor and reviewed by the Health and Safety Director. Contract specific COSHH assessments are explained to personnel as part of the site induction training and these assessments are held in the site file for further reference.

Regular tool box talks and display of COSHH posters remind personnel of potential hazards and confirm the need for there to have been a COSHH assessment for any potentially hazardous substance. All personnel are instructed to alert their supervisor to any additional substance which may not have been covered by the above or to any circumstance where the control measures specified in the assessment may not be adequate or have not been implemented. Where a COSHH assessment is required, one will be carried out as detailed above and explained and displayed to ensure all relevant personnel are aware of hazards, risks and control measures.

Sub-contractors are required to provide COSHH assessments on any substances that they use, or generate, on site identifying hazards and the measures necessary to prevent or limit exposure. Site inductions will include confirmation of the potential hazards and necessary controls.

### 3.7 Exposure to Asbestos

As part of the company's identification of training needs carried out in accordance with Section 3.3, it is the company's general policy that all personnel involved in demolition receive asbestos awareness training and that this is refreshed at regular intervals. Additionally all relevant Contract Managers shall receive asbestos awareness training to ensure that they are aware of the potential for encountering asbestos where the company undertakes any works involving alterations to existing structures/building fabric or on sites where made ground is contaminated.

As part of the planning of demolition contracts, the Demolition Director ensures that information on the potential for encountering asbestos is obtained from the client and/or Principal and shall assess that information. Where necessary, the Director shall ensure that further survey work is carried out to provide further necessary information. The Director shall ensure that arrangements are made for all known/suspected asbestos to be removed prior to commencement of demolition works and that records of the removal and a clearance certificate are provided prior to commencing work on site.

The same approach will be followed where there is the potential for, or suspected or known, asbestos on contracts involving alterations to existing structures/building fabric. In these cases, the Contract Manager shall ensure that the necessary information is provided and that asbestos is removed or isolated from the building works prior to commencing work. Where asbestos in known or suspected to be present in made ground on site, the Contract Manager shall ensure that the necessary testing/analysis has been carried out and that appropriate measures are put in place to prevent release of fibres into the air and to ensure protection of site personnel and the general public.

All site personnel are informed of any potential to encounter asbestos on a contract and of the procedures to follow on encountering any potential asbestos containing materials (ACMs) as part of site induction training. The Contract Manager shall ensure that any suspected ACM's are isolated and are sampled and tested by an accredited laboratory and that any further necessary asbestos removal is carried out and a further clearance certificate provided before allowing any work to resume that could potentially release asbestos.



### 3.8 Work Related Road Safety

Only employees authorised to drive company vehicles are allowed to do so. Competencies, licences and training in relation to driving HGVs and mobile plant are recorded on the company database and assessed and updated in accordance with Section 3.3 of the policy. For mobile plant travelling on the highway, drivers must have an appropriate driving licence as well as the relevant CPCS card.

Authorised drivers of other company vehicles; vans, cars and light wagons shall be issued with a copy of the Company Instructions to Drivers. A signed copy of this will be retained by the Transport Manager. Driving licences will be checked and copied annually. Valid driving licences are also required for any personnel required to drive mobile plant on the highway.

The relevant Contract Manager shall ensure that any mobile plant that is likely to have to travel on the highway on a contract is roadworthy including provision of license plates, lights and indicators. Seat belts must always be worn.

### 3.9 Manual Handling

Contract planning reduces as far as possible the need to carry out manual handling and limits the weight of objects that have to be handled manually. In general work is planned and managed to maximise the safe use of mechanical handling equipment, with manual handling aids also provided, where necessary, to limit and assist with the remaining requirements for manual handling. The overall findings of general manual handling risk assessments carried out as part of each of the general risk assessments for site activities, office and garage activities are incorporated in those general risk assessments. Higher risk manual handling activities may be identified and assessed by the relevant Contract Manager using the Manual Handling Assessment Chart (MAC) Score Sheet. These activities are then subject to individual manual handling risk assessments documented on the company Manual Handling Risk Assessment Form. These risk assessments take into account:

- The specifics of the task being carried out (carrying, lifting, pushing, pulling or setting down of a load), its frequency, and other movements associated with the task.
- The individuals known, or likely, to be carrying out the task, including any issues associated with individuals working as a team and training, competence and physical capability

- The load itself; weight, shape, size, handle-ability
- The environment in which the work is being carried out, in particular any features of which could contribute to additional levels of risk.

The risk assessment establishes the potential to avoid the need for manual handling or measures to avoid/reduce/control the risk associated with any manual handling that cannot be avoided and these measures are incorporated, where appropriate, into an overall risk assessment and into contract planning. These assessments will be explained to the personnel involved together with the control measures to reduce the risk of any injury.

Manual handling training is provided to site based and garage based employees and is recorded on the training and competence database and personnel records. The company's general policy is to ensure that all employees potentially required to handle large or awkward objects are given training.

Posters confirming safe manual handling techniques are displayed in head office and on sites and Contract Managers/Site Managers review safe manual handling on site.

### 3.10 Exposure to Noise and Vibration

#### 3.10.1 Noise

Hearing protection is issued where required. The Site Supervisor shall ensure that they are worn where there is a hearing protection area identified by others or where manufacturer's information provided with supplied plant or equipment indicates that noise levels are likely to exceed 85dBA. They will also be supplied and personnel informed of likely exposure levels where noise levels are likely to exceed 80dBA. Maintenance of plant and equipment to ensure that it is in good working order, and not unusually noisy, is carried out in accordance with Section 3.4 of the policy. The user of the equipment shall check that it is in good condition and report any defective/excessively noisy equipment.

Where necessary, the Health and Safety Director will organise noise monitoring to establish noise levels that personnel may be exposed to, to ensure that hearing protection provides the necessary attenuation and to identify the need for any other measures to reduce noise at source or provide wider protection.

If ear plugs are worn instead of ear defenders, the Health and Safety Director shall determine whether it is necessary to confirm that an adequate fit is achieved.

### **3.10.2 Vibration Company Objectives**

The company carries out many activities where employees are exposed to hand arm vibration (HAV). In order to prevent such exposure causing any short or long term health problems, the company is following the policy detailed below. It is the company's goal to ensure exposure is kept below the Exposure Action Value,  $2.5 \text{ m/s}^2$ , as a 8 hours time weighted average, (A(8)), as far as possible and to implement measures to control and reduce exposure where it is above that.

#### **Avoidance of Exposure**

Wherever reasonably practicable, the Contract Manager/Site Manager/ Supervisor shall organise the works so that machine mounted breaking tools are used in preference to manually handled tools. It is accepted that where the extent of breaking out/cutting work is too small or is inaccessible to a machine, the use of hand held equipment will be necessary. However, the company considers it to be both more efficient and productive as well as reducing health risks, to use machine mounted equipment wherever possible.

#### **Reduction and Control of Exposure**

For company owned equipment, the Transport Manager and Health and Safety Director shall obtain manufacturer's information, wherever possible, for each piece of equipment, on acceleration levels and associated Exposure Action Levels and Exposure Limit Levels and add this to the Company HAV and Noise Chart. Where it is not possible to obtain manufacturers information, the Health and Safety Director together with Transport Manager shall assign exposure levels based on data on similar equipment.

For the purchase of new equipment, the Health and Safety Director shall assess manufacturers reported acceleration figures prior to purchase, to ensure that the equipment's likely performance under the conditions in which the company will use it will meet the company's overall objective of controlling exposure to HAV and add this information to the HAV and Noise Chart. It is the general overall policy to replace existing vibrating equipment with equipment with anti vibration features as part of a longer term programme

The Company HAV and Noise Chart shall be issued to all Contract Managers/ Site Managers.

Where equipment is hired, the Contacts Manager/Site Manager/ Supervisor shall review the accompanying documentation to establish the exposure levels. The Site Supervisor shall check the equipment on receipt and ensure that it is in good working order or return it to the hire company.

The Contract Manager/Site Supervisor shall plan out any work using vibrating equipment taking the limits shown on the equipment into account. However, the exposure limits assume that the equipment is in a good state of repair and is being used for tasks for which it is designed. The Site Manager/ Supervisor shall ensure that he has sufficient man power resources to meet the programme and to keep exposure below the limits set and that equipment is being used correctly and appears to be in good repair.

Use of any vibrating equipment in the workshop, e.g., hand held drills shall be monitored by the Foreman Fitter. All employees shall be made aware of possible health hazards and any work tasks involving any prolonged use of vibrating equipment shall be reviewed by the Foreman Fitter and Health and Safety Director to ensure exposure levels are reduced and controlled.

Company health and safety handbooks, tool box talks and site safety monitoring will all be used to ensure employees are aware of potential health risks, can identify and know how to report early symptoms of HAV and are aware of safe methods of working.

#### **Monitoring Exposure**

As part of regular health and safety audits, in accordance with the health and safety policy, the Health and Safety Director shall ensure that actual/probable exposure times are assessed and assess the extent of compliance with the policy.

Annually all employees exposed to HAV shall be required to complete a health questionnaire and on the basis of this the Health and Safety Director together with an occupational health specialist shall determine the need to carry out any medical examinations.

If, in the event of any medical examination indicating symptoms of any health condition associated with HAV, the occupational health specialist shall agree an appropriate form of treatment and limit to further exposure and the Health and Safety Director shall decide upon a programme of regular surveillance and a review of maximum exposure times and controls.

### 3.11 Work at Height

When work at height cannot be avoided, the responsible manager (Contract Manager for site works) or the foreman fitter/Health and Safety Director for work in the garage/yard shall ensure that the risks are assessed.

The company generic risk assessment for work at height shall be reviewed against the specific circumstances of the required work and any additional control measures identified and implemented. The possibility of falling from ground level into excavations, inspection pits, etc. shall be assessed as well as falls from elevated work platforms or from access equipment.

Unless specifically assessed as safe and appropriate and authorised by the relevant manager, work will not be carried out from ladders or stepladders.

Where access to heights and work platforms at height are provided from an existing structure, e.g. working on roofs or on upper storeys of a building as part of manual demolition/soft strip works, the Contract Manager shall ensure that it is assessed to ensure that it provides adequate support prior to allowing access.

Mobile towers will only be erected by trained and competence personnel and confirmation of inspection provided on a scaffold.

Proof of safety of fixed scaffold will be provided by the main contractor/specialist approved scaffolding sub-contractor prior to use by the company.

Requirements for edge protection for excavations will be specified in site specific risk assessments and method statements. Where trench box and/or manhole boxes are used to provide support, they will be fitted with handrail extensions and the provision of specific safe access equipment such as the surround-Safe system for safe access over a manhole or Youngman boards with handrails to provide access adjacent to foundations while concreting shall be addressed.

### 3.12 Health and Medical Issues

#### 3.12.1 Pre-existing and Developing Medical Conditions

As part of the induction process, new employees are required to complete a medical questionnaire, see Section 3.3.1 of the policy to establish whether they are aware that they have any existing medical condition that could affect their health and safety at work. Additionally, if an employee develops a medical condition during their employment that could potentially affect their health and safety at work they are required to report it in confidence to the Health and Safety Director.

The Health and Safety Director shall assess the significance of any declared condition and ensure that this is taken into account, where appropriate, in any risk assessment for work that that individual is assigned to carry out and where necessary shall develop an individual risk assessment, explain this to the individual and ensure that any specific control measures are implemented.

Where appropriate, medicals will be carried out for employees operating plant etc. Any need for such medicals shall be reviewed and confirmed by a Director in terms of identified risk and meeting client requirements. Dates of satisfactory medicals will be included on the training and competence matrix, in accordance with section 3.3.2. The records of the medicals themselves will be classed as confidential information.

If an individual is taking over the counter medication, or is prescribed medication, that could affect their ability to work safely, they must report this to the Site Manager/Contract Manager who will review this.

#### 3.12.2 Alcohol and Substance Misuse

No employee or sub-contractor is allowed to carry out work on behalf of the company or drive a company vehicle under the influence of alcohol, illegal drugs, legal highs or when taking any prescribed drugs or over the counter medication that could render them incapable of working safely.

Any employee or sub contractor considered unfit for work shall be dismissed from the site. Alcohol and Drugs and Substance Misuse Policies are issued to all employees.

#### 3.12.3 Exposure to sunlight

Any employee or sub-contractor working outdoors shall at all times wear sleeved shirts or jackets and full length trousers.

#### 3.12.4 Stress and Working Hours

The Directors and individual Contract Managers shall programme the company's overall workload and contract resources to ensure that safe working hours are not exceeded. The Company complies with the Working Time Regulations.

All supervisors and managers are instructed on recognising signs of stress in employees and colleagues. Any employee considered to be suffering stress shall be offered assistance in managing stress and workloads, responsibilities and programmes shall also be reviewed accordingly.

### 3.12.5 Health Surveillance

Health surveillance in relation to the potential identification of early symptoms of HAV syndrome is covered in Section 3.10.2 of the policy. Development of potential skin conditions as a result of exposure to wet cement/concrete/mortars or to oils and potential work related hearing loss shall be included in the annual questionnaire issued in accordance with 3.10.2 and reviewed and investigated, where necessary. All health surveillance records shall be maintained on a confidential basis by the Health and Safety Director. Records shall be made available to the individual that they relate to on request.

Monitoring of potential exposure is carried out as part of general health and safety monitoring in accordance with section 3.2 of the policy. In addition, the Health and Safety Director shall ensure that Health Hazards Monitoring Forms are completed on projects where the site risk assessment identifies significant potential risks and on an ad-hoc basis to confirm ongoing adequacy of the company's existing overall control measures.

The Health Hazards Monitoring Form addresses:

Noise  
Vibration  
Dust  
Lead  
Materials associated with dermatitis

The Health and Safety Director shall review the results of this monitoring and determine the need for any further investigation or amendments to existing controls or health surveillance. Additionally, any need for health surveillance in the event of any indication of exposure to excessive noise or vibration, asbestos or lead may also be identified in accordance with Section 3.6, 3.7 or 3.10 of the policy.

All operatives shall be made aware of potential health risks through issue of the policy and induction training and through issue of the site safety hand book and tool box talks. Any potentially work related ill health shall be reported to the Health and Safety Director who shall investigate it in accordance with Section 3.17 of the policy.

### 3.12.6 Smoking

All Company premises are confirmed to be non-smoking and this includes all company vehicles and in the cabs of plant and welfare facilities. Smoking by Company personnel is not allowed in any work premises that are managed by others, e.g. client offices, welfare facilities provided by a Principal Contractor etc. Smoking may be allowed outdoors at specifically designated places on contract sites where permission has been obtained, where relevant, from the client or Principal Contractor. Such arrangements and the rules associated with them will be explained by the Contract Manager/Site Supervisor to the site personnel and smoking anywhere else on site will be prohibited. Additionally, smoking by company personnel is not allowed on third party premises if present there on company business.

## 3.13 Selection and Management of Sub-Contractors

### 3.13.1 General

The Company maintains an approved list of sub-contractors. These sub-contractors are considered in the following categories:

- a) Type A sub-contractors. Predominantly labour only operatives working under the Company's direct instructions.
- b) Type B sub-contractors. Organisations to which the Company sub-contracts an element of work that is outside of the Company's own scope of services, e.g., diamond drilling, scaffolding, line marking, etc.

### 3.13.2 Type A Sub-contractors

Individual tradesmen are considered, in terms of the application of the health and safety policy, as if they were the Company's own employees, with the exception of the following:

- a) When the sub-contractor provides his own plant, equipment or tools, these are the responsibility of the sub-contractor and he must ensure that they are inspected, tested, serviced and maintained in accordance with the company's Health and Safety Policy.
- b) If the sub-contractor is involved in an accident or suffers from work related ill health while in the company's employment, this must be reported in accordance with Section 3.17 of this policy, jointly by the sub-contractor with the Health and Safety Director and Site Supervisor.
- c) The sub-contractor must inform the Health and Safety Director or relevant contract/site manager if he suffers from any medical conditions that could affect his safety.

As part of the sub-contract order to carry out the work the sub-contractor shall be required to work in accordance with the company health and safety policy and any contract health and safety plan and to provide relevant records/certificates, etc. to substantiate competence. In particular tax information, proof of insurance, CPCS and CSCS cards will be provided by the sub-contractor and the Office Manager shall ensure that copies are taken and maintained in head office records.

Sub-contractor employees shall receive the same induction training as an employee (in accordance with Section 3.3.1 of the policy).

### 3.13.3 Type B Sub-contractors

Sub-contractors are maintained on this list on the basis of a proven track record of appropriate resources and competence and quality of service. 'New' sub-contractors are added on the basis of their completing the Sub-Contractor Assessment Questionnaire to the satisfaction of the Contract Manager who issued it to them. Any sub-contractor not performing to the satisfaction of the Company shall be removed from the list. In addition, Update Forms are sent by the Office Manager annually to all sub-contractors on the approved list and the returned forms assessed by the Office Manager to ensure that they are satisfactory and the approved list formally reviewed.

The Estimator/Quantity Surveyor is responsible for ensuring that potential sub-contractors are provided with sufficient information at enquiry stage on site specific hazards, contract requirements and the Company's proposed control measures so that they can plan and price for carrying out the work in accordance with these safely and without risk to health. Sub-contractors are supplied with a copy of the Company Health and Safety Policy and any Health and Safety Plan and the conditions of the sub-contract order shall require them to comply with these requirements. Sub-contractors are required to apply for written approval if they propose to sub-contract any of their work and to provide proof of their assessment of the competence and resources of their proposed sub-contractor.

Requirements for sub-contractors to provide necessary information in terms of risk assessments, method statements and proof of appropriate training and experience of personnel, safety and adequacy of equipment, means of dealing with hazardous materials, etc. are included as part of the sub-contract order. The Contract Manager shall ensure that all the necessary information is provided by the sub-contractors prior to allowing them to start on site, copies of this information shall be held on site. The Contract Manager/Site Supervisor shall monitor sub-contractor performance on site alongside the company's own performance.

### 3.13.4 Co-ordination of activities on site

In accordance with the requirements detailed in the Company's Construction Phase Plan where appointed as Principal Contractor or Sole Contractor, or taking into account arrangements specified by a Principal Contractor where the company is not Principal Contractor, the Site Manager/Contract Manager shall carry out the following:

- 1) Organise a pre-start meeting with each sub-contractor prior to their starting on site. Where appropriate these meetings will be minuted, otherwise the Site Manager/Contract Manager shall record specific agreements/requirements in the Site Diary.
- 2) Ensure that all sub-contractor site personnel receive site induction training in accordance with section 3.3.1 of this policy.
- 3) On a daily basis, co-ordinate all activities on site, ensure safe concurrent working of all trades and sub-contractors.
- 4) On a weekly basis, hold progress/co-ordination meetings with sub-contractors. Where necessary these meetings shall be minuted otherwise the Site Manager/Contract Manager shall record specific agreements/requirements in the Site Diary.
- 5) As detailed in sections 3.2.1 the formal weekly monitoring of health and safety on site, takes into account all sub-contractor activities and also includes the obtaining of any feedback from sub-contractor personnel on health and safety issues.
- 6) Sub-contractor personnel on site are included in tool box talks carried out in accordance with section 3.3.4
- 7) Sub-contractor personnel are also encouraged to provide feedback on health and safety issues in accordance with section 3.18.3 of this policy and are encouraged to do so as is explained in the induction training.

### 3.14 Protecting the Public/Site Security/Traffic Management

The extent of any necessary fencing/security to prevent/discourage unauthorised access is assessed at the tender stage. Factors taken into account include the extent and type of boundary fencing/walls, gates, lighting, footpath crossings, arrangements for safe vehicular access/egress, signage and lighting.

The Site Supervisor, or nominee, is responsible for securing the site at the end of each working day confirming that all site security measures are in place, that there is no smouldering or ignited materials, barriers, facing and warning signs are in place ladders accessing scaffold and unfixed ladders and tools are removed and that all plant is secured and immobilised. Sub-contractors must also ensure that they have met these requirements prior the Site Supervisor's check.

Traffic management requirements are considered during the tender phase. Where necessary a traffic management plan is developed to explain any non-standard arrangements or arrangements where significant risks cannot be avoided. This plan will be developed by the Health and Safety Director together with the Contract Manager, displayed on site, copied to sub-contractors and made apparent to delivery drivers by notices, etc. The Site Supervisor shall monitor compliance with this plan as part of the overall health and safety management of the site.

### 3.15 Welfare Facilities

#### 3.15.1 General Requirements

At the head office, the following welfare facilities are provided:

Toilets  
Washing facilities  
Towels and soap  
Hot and cold running water  
Means of heating food  
Drinking water

On contract sites, the following welfare facilities shall be provided:

Toilets  
Washing facilities including basins large enough to wash forearms in  
Towels and soap  
Hot and cold running water  
Drinking water  
Means of heating food  
Canteen/rest area  
Means of drying clothes/storing clothes



### **3.15.2 Welfare Facilities provided by the Client**

Where the welfare facilities are provided by the Client, Principal Contractor or others, the Contract Manager shall ensure that they are adequate, identify any rules/restrictions regarding their use and ensure that employees/sub-contractors are made aware of these.

### **3.15.3 Welfare Facilities provided by the Company**

The Site Supervisor shall ensure that the welfare facilities are maintained in a clean and tidy condition for the duration of the contract and are cleaned and serviced weekly. Safety testing in terms of electrical and gas connections to the welfare facilities shall be carried out prior to their being used, see Section 3.4. Where the lack of current infrastructure, particularly mains drainage, water and electrical power, means that the full welfare facilities cannot be fully established at the start of the contract, the Contract Manager together with the Site Manager/ Supervisor will determine the extent of facilities that can be provided and a programme for the installation of the complete facilities. The Contract Manager and Site Manager/ Supervisor shall review COSHH assessments for the contract and take these into account when determining minimum interim welfare facilities.

### **3.15.4 Minor Works**

Where the company has no site establishment in relation to a minor works location, the Contract Manager shall establish what local facilities, public or made available via a client or other contractor, are available and appropriate for use. Where necessary a formal arrangement will be made to ensure that these are available. The availability of local facilities will be explained as part of the site induction or the general principle behind them will be explained as part of the induction to a term/framework contract where many similar situations may be expected to be encountered.

Time and transport will be allowed for operatives to leave the work site to use these facilities as appropriate.

The Contract Manager shall ensure that these provisions remain adequate throughout the works and for the individual sites covered within a contract and identify any circumstances (e.g., in relation to weather conditions or particular types of work) that necessitate additional provisions.

### **3.16 First Aid, Fire and Emergency Procedures**

#### **3.16.1 Head Office**

A first aid box is provided in the head office and in the garage. The locations of the first aid boxes are identified in the emergency notice and are clearly visible.

The maintenance of the first aid boxes is the responsibility of the first aider. Additionally, there is a nominated first aider, to stand in the absence of the first aider. Only the first aiders are allowed to provide first aid and all use of the first aid box shall be reported to the Health and Safety Director, who will establish whether an accident report is required. Any injuries shall be recorded in company accident book.

A fire risk assessment for the offices, garage and yard is maintained by the Health and Safety Director and updated in relation to new layout, activities, etc. Water, carbon dioxide, and dry powder extinguishers are kept in the office, garage and yard and are serviced by an external organisation as part of a service agreement. Testing of the alarm system and emergency lighting and smoke detectors shall be arranged by the Office Manager and the Health and Safety Director shall organise annual fire drills.

Fire exits are signed and should be kept clear at all times.

The Company's policy on fire fighting and procedures to be followed in the event of a fire is laid down in the Fire and Emergencies Notice displayed in the office and workshop.

### 3.16.2 Contract Sites

Where the company is acting as Principal Contractor or as the sole contractor, a fire risk assessment, fire and emergency procedures and first aid facilities are established and documented in the Construction Phase Plan and the required measures provided and implemented on site. The Contract Manager will determine whether a site fire safety plan is necessary detailing:

- any specific precautions to avoid causing a fire
- any specific monitoring requirements
- the appointment of a fire warden
- the identification and maintenance of fire escape routes at all stages of the contract, and
- emergency procedures.

In the absence of a fire safety plan, a fire and emergency procedure notice shall be displayed in the site cabin and welfare facilities. The notice will state the location of the first aid box, identity of first aider (normally the Site Supervisor), location of nearest hospital with accident and emergency facilities, location and type of fire extinguishers, evacuation procedures, etc. In addition to displaying these notices, fire and emergency procedures shall be explained to all personnel on site as part of their induction training, see section 3.3.

Where the Company is working as a contractor on a site controlled by a Principal Contractor, the Contract Manager shall ensure that either all of the above has been provided by the Principal Contractor or make arrangements to provide any of the above that has not been provided.

For sites with no establishment, a first aid box will be supplied to vehicles attending the site. The Contract Manager shall ensure an appointed person is available to provide first aid. Fire and emergency procedures will be explained to all site personnel as part of the site/contract induction and the Contract Manager shall ensure that mobile phones are available on site.

### 3.17 Accidents/Incidents/Near Miss Reports and Investigation

All accidents, incidents, near misses, dangerous occurrences and potentially work related ill health shall be reported to the Health and Safety Director. Any injuries shall be recorded in company accident book.

Service damage and any other damage-only or near miss incidents shall be recorded on the Company's Service Damage Report Form/Incident Report Form.

Where there are contractual arrangements in force, or client rules apply, or where the Company is working as a contractor on a site controlled by a Principal Contractor, the Contract Manager shall ensure accidents/incidents/near misses are reported as required to the client or Principal Contractor as required.

If the accident/occurrence is reportable under RIDDOR, the Health and Safety Director shall ensure it is reported as follows:

- 1) Any accident resulting in an employee being unavailable for their normal duties for seven or more working days shall be reported through the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk) within 15 days.
- 2) Any reportable disease shall also be reported via the HSE website, as above.
- 3) Any dangerous occurrences (as defined in RIDDOR), fatal accidents or accidents involving a specified injury or resulting in a member of the public being sent to hospital shall be reported as soon as possible to the HSE via the website or in the case of fatalities or major injuries by telephone to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm), with a full report to follow via the website within 10 days.

The Health and Safety Director shall ensure that all reportable accidents, dangerous occurrences and reportable potential cases of work-related ill health are investigated and shall complete the Company standard accident/incident investigation form or other relevant contract-specific form. The findings of the investigation shall be maintained in the accident file. The Health and Safety Director on behalf of the Board of Directors shall ensure that any necessary actions to improve health and safety are implemented and are effective.

Minor accidents resulting in very minor injuries, near misses and damage-only accidents shall be investigated where the Health and Safety Director considers this to be appropriate.

Personnel shall be encouraged to identify and report near misses as part of the company's overall initiative to promote a shared commitment to high standards of health and safety and accountability. As part of the site safety monitoring carried out in accordance with section 3.2.1 of the policy, the Site Supervisor/Contract Manager shall identify and discuss any potential prior near misses with the site personnel and record these in the site monitoring records, bringing them to the attention of the Health and Safety Director.

Near misses can be classified as:

- near miss injury accidents (normally recorded on the Near Miss Injury Accident Form and investigated)
- near miss damage-only accidents (normally recorded on the Incident Report Form and dealt with as if they were a non-conformance identified on a site visit)
- identified unsafe behaviour or unsafe conditions (dealt with as if they were a non-conformance identified on a site visit or, where sufficiently serious, recorded on a Near Miss Non Compliance Form)

Accidents/incidents to members of the public or to other companies' employees or to property, that could be associated with Company's activities, shall be recorded and the Health and Safety Director shall investigate any reports or claims of accidents/incidents and record the findings in writing.

### **3.18 Health and Safety Awareness and Consultation/Health and Safety Committee**

#### **3.18.1 Health and Safety Policy**

This policy is issued and explained to each employee as part of the employee's induction training. A copy of the policy is also displayed in the head office and in site offices. Directors and all employees are issued with copies of the policy.

All significant proposed amendments to the policy are discussed by Contract Managers/Site Supervisors with employees. The Health and Safety Director shall record the results of this consultation process and shall resolve any issues raised. Copies of the policy are re-issued to all holders of controlled copies, following any revision. They are not re-issued to employees unless the amendments are significant, but employees are informed in writing of changes and reminded of how they can access a copy of the current policy.

#### **3.18.2 Maintaining Awareness**

All personnel are issued with the company Site Safety Handbook, in accordance with section 3.1.6 of the policy.

The Health and Safety Director shall ensure that information on the Company's Employers Liability Insurance is displayed in the head office, together with the Health and Safety at Work Act poster. The Site Supervisor shall ensure that all the necessary posters and notices are displayed in the site cabins and welfare facilities.

A programme of tool box talks is arranged for each site by the Contract Manager/Site Manager by the Health and Safety Director, in accordance with section 3.3.4 of the policy, who shall ensure that they are carried out and documented.

#### **3.18.3 Consultation**

All employees and sub-contractors are free to raise any health and safety concerns with their Site Supervisor or the Health and Safety Director and are encouraged to do so. Consultation arrangements and points of contact within the company are explained to all personnel as part of their induction training, in accordance with section 3.3.1 of the policy.

Site Supervisors and Contract Managers consult with site personnel regarding general health and safety issues as part of the site safety monitoring carried out in accordance with section 3.2.1 of the policy, and record this as part of the site monitoring record.

Personnel attending tool box talks are encouraged to provide feedback in relation to the topic of the tool box talk as well as in relation to any other health and safety issues and the trainer shall record key points raised as part of the tool box talk record.

The Health and Safety Director shall review all of these records on a regular basis and include relevant and appropriate points raised in development/amendment of risk assessments, consideration of control measures and the Health and Safety policy and shall also respond to and acknowledge issues raised, as considered appropriate.

## ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

Any non-trivial amendments proposed to general risk assessments are notified in advance to members of the Health and Safety Committee, see section 3.18.4, who shall organise consultation with other employees in relation to the proposed changes and the Health and Safety Director shall review any response received and take it into account prior to issuing final revisions of these risk assessments.

Where the Contract Manager considers it appropriate and beneficial, the Contract Manager shall consult with key site personnel as part of the process of drafting a site specific method statement or risk assessment. Where this consultation is in detail and the site personnel's views and advice are specifically incorporated into the completed risk assessment, the Contract Manager shall document this on the risk assessment itself.

### 3.18.4 Health and Safety Committee

In addition, the Health and Safety Director shall organise a Health and Safety Committee with representatives on a nominated/elected basis from the site workforce, garage/yard and office. This committee shall meet twice a year and provide a forum to discuss concerns/issues raised by employees, to explain and agree new health and safety initiatives and to identify potential routes to improvements in health and safety performance.

### 3.19 Safety of young people

Anyone under the age of eighteen either employed by the Company or placed with the Company as a work experience student is classified as a 'young person'.

The induction training of a young person shall be signed off by the Health and Safety Director. The nominated member of staff shall review the overall likely activities of the young person against the general risk assessments and the Young Person's Risk Assessment Form. This form shall be signed by the Young Person and copied to their parents/guardians and to a nominated member of staff who will be responsible for the young person.

### 3.20 Compliance with the Construction (Design and Management) Regulations 2015

#### 3.20.1 Responsibilities as a contractor

These apply where the company is appointed as a contractor on a contract where another company is appointed as the Principal Contractor or where the company is the sole contractor involved in the contract and therefore there is no requirement for a Principal Contractor to be appointed.

## ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY



As a contractor working under the control of a Principal Contractor

The company generally manages its responsibilities as a contractor under the Regulations as follows:

- 1) Identification at tender stage of any information provided on contract specific hazards, risks, restrictions, etc. (see Section 2.8 of the policy). Ensuring that specific requirements are identified and met (see section 3.1.2 of the policy).
- 2) Ensuring all company personnel appointed to the contract are competent and the provision of adequate information, instruction and training (see section 3.3.2)
- 3) Ensuring the necessary level and type of supervision is identified and provided.
- 4) Ensuring only competent adequately resourced sub-contractors are appointed (see Section 3.13 of the policy) and obtaining approval from the Principal Contractor to their appointment.
- 5) Ensuring that all necessary plant and equipment and PPE as identified in the method statements is provided and tested/inspected/examined as required (see sections 3.4 and 3.5).
- 6) Ensuring that all site personnel (company employees and company sub-contractors) are briefed on requirements (see section 3.3.3) and reminded of key site safety issues as appropriate (see section 3.3.4).
- 7) Ensure that site personnel comply with site rules by monitoring (see section 3.2.1) and responding to any concerns/issues raised by the Principal Contractor or other contractors.
- 8) As required, co-ordinate activities with other contractors (exchanging information as necessary) and fully co-operate and comply with the Principal Contractor's arrangements to manage health and safety on site.
- 9) Ensure all company site personnel and company sub-contractors receive a site induction from the Principal Contractor and are briefed against relevant risk assessments and method statements (see section 3.3.1).
- 10) Ensure sufficient time is allocated for the necessary planning and preparation of site work activities and for carrying out those activities.
- 11) Ensure effective consultation with the workforce –company personnel and company sub-contractors (see section 3.18.3.)

### **As a sole contractor on a project**

The company generally manages its responsibilities as a sole contractor under the Regulations as follows:

- 1)** Identification at tender stage of any information provided on contract specific hazards, risks, restrictions, etc. (see Section 2.8 of the policy). Ensuring that specific requirements are identified and met (see section 3.1.2 of the policy).
- 2)** Ensuring that the Client is aware of their responsibilities under the CDM Regulations.
- 3)** Development and issue of an appropriate Construction Phase Plan (see section 3.1.3) and receipt of approval by the Client of this plan and implementation and updating of this plan.
- 4)** Ensuring adequate welfare facilities are provided (see Section 3.15 of the policy)
- 5)** Ensuring all company personnel appointed to the contract are competent and the provision of adequate information, instruction and training (see section 3.3.2)
- 6)** Ensure all personnel are provided with a site induction (see section 3.3.1).
- 7)** Ensuring the necessary level and type of supervision is identified and provided.
- 8)** Ensure arrangements to restrict entry to the site to authorised people (see Section 3.14 of the policy).
- 9)** Ensuring that all necessary plant and equipment and PPE as identified in the method statements is provided and tested/inspected/examined as required (see sections 3.4 and 3.5).
- 10)** Ensuring that all site personnel are briefed on requirements (see section 3.3.3) and reminded of key site safety issues as appropriate (see section 3.3.4).
- 11)** Ensure that site personnel comply with site rules by monitoring (see section 3.2.1).
- 12)** Ensure sufficient time is allocated for the necessary planning and preparation of site work activities and for carrying out those activities.
- 13)** Ensure effective consultation with the workforce (see section 3.18.3).

### **3.20.1 Responsibilities as a Principal Contractor**

It is noted that under the new CDM Regulations, the Client must appoint a Principal Contractor where more than one contractor is appointed to a contract. This appointment is no longer dependant on whether or not a contract is notifiable.

The company generally manages its responsibilities as a Principal Contractor under the Regulations as follows:

- 1)** Identification and review at tender stage of provided Pre Construction Information on contract specific hazards, risks, restrictions, etc. (see Section 2.8 of the policy). Ensuring that specific requirements are identified and met (see section 3.1.2 of the policy).
- 2)** Ensuring that the Client is aware of their responsibilities under the CDM Regulations. Confirmation of the Client's Brief, including arrangement of pre-start meeting(s) as necessary.
- 3)** Co-operation and liaison with the Principal Designer, via pre-start and progress meetings as appropriate.
- 4)** Development and issue of an appropriate Construction Phase Plan (see section 3.1.3) and receipt of approval by the Client of this plan and implementation and updating of this plan as required through the project. Issue of this plan to other contractors.
- 5)** Ensuring that necessary resources are identified and provided to the contract and programmed appropriately to allow adequate planning and preparation by the company and by other contractors. Ensuring effective co-ordination of activities (see section 3.11.4).
- 6)** Liaison with the Principal Designer in relation to any ongoing design work, identification of any changes; design changes or unforeseen circumstances that could affect health and safety to the Principal Designer and amend the plan etc as necessary.
- 7)** Develop, issue/display and enforce site rules.
- 8)** Displaying the F10, if it is a notifiable contract.
- 9)** Ensuring adequate welfare facilities are provided (see Section 3.15 of the policy)

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- 10)** Ensuring all company personnel appointed to the contract are competent and the provision of adequate information, instruction and training (see section 3.3.2)
- 11)** Ensuring only competent and adequately resourced contractors are appointed (see Section 3.13 of the policy)
- 12)** Provide relevant information to contractors and ensure that they are aware of the minimum time allowed for them to plan and prepare (see Section 3.3, 3.13 of the policy).
- 13)** Ensuring that contractors provide the necessary information to demonstrate competence of their personnel and sub-contractors, proof of necessary testing/inception etc of plant and equipment and adequate and sufficient risk assessments and method statements, prior to allowing them to carry out related activities.
- 14)** Ensuring all personnel are provided with a site induction (see section 3.3.1).
- 15)** Ensuring that all site personnel (company personnel and other contractors' personnel) are briefed on requirements (see section 3.3.3) and reminded of key site safety issues as appropriate (see section 3.3.4).
- 16)** Ensuring the necessary level and type of supervision is identified and provided, by the company and by other contractors.
- 17)** Ensuring arrangements to restrict entry to the site to authorised people (see Section 3.14 of the policy).
- 18)** Ensuring that all necessary plant and equipment and PPE as identified in the method statements is provided and tested/inspected/examined as required (see sections 3.4 and 3.5).
- 19)** Monitoring health and safety performance on site and ensuring compliance with the Health and safety Plan and Site Rules (see section 3.2.1).
- 20)** Ensuring effective consultation with the workforce (see section 3.18.3). Ensure measures in place to actively engage site personnel in contributing to the management of health and safety on site.
- 21)** Providing the required information to the Principal Designer for inclusion in the Health and Safety File. If the Principal Designer's appointment ceases before the construction work is complete, make arrangements with the Client to take over the completion of the File.



### **3.21 Compliance with Legislation and Published Guidelines and Review of the Policy**

The Health and Safety Representative shall ensure that the Company is aware of all relevant Health and Safety legislation. The current policy ensures that the following legislation (and associated guidelines) are reflected in the Company's working practices:

Construction (Design and Management) Regulations 2015  
Control of Substances Hazardous to Health Regulations 2002  
Regulatory Reform (Fire Safety) Order 2005  
Health and Safety at Work Act 1974  
Health and Safety (Consultation with Employees) Regulations 1996  
Health and Safety (Display Screen Equipment) Regulations 1992  
Health and Safety (First Aid) Regulations 1981  
Health and Safety Information for Employees Regulations 1989  
Management of Health and Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992  
Control of Noise at Work Regulations 2005  
Control of Vibration at Work Regulations 2005  
Work at Height Regulations 2005  
Personal Protective Equipment at Work Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Workplace (Health, Safety and Welfare) Regulations 1992  
Working Time Regulations 1998  
Control of Lead at Work Regulations 2002  
Control of Asbestos Regulations, 2012  
Confined Spaces Regulations 1997  
Lifting Operations and Lifting Equipment Regulations 1998  
Health and Safety (Young Persons) Regulations 1997  
Electricity at Work Regulations 1989  
Corporate Manslaughter and Corporate Homicide Act 2007

New relevant legislation and guidelines shall be reviewed as they are published and the policy amended as necessary. Amendments may also be made to the policy by the Health and Safety Director as a result of Client requirements and as a result of the Company's continuing monitoring of health and safety performance or as a result of any accident/incident or near miss.

All significant proposed amendments shall be discussed with employees, see Section 3.18 of this policy, and copies of the amended Health and Safety Policy shall be issued to Directors, managers and supervisory staff and appointed sub-contractors and displayed for employees.

### **3.22 Permits to Work**

The Contract Manager shall identify any client required permit to work systems and shall establish the procedures necessary to meet the requirements of that system. The Contract Manager shall ensure that the Site Supervisor is aware of the permit system and how to comply with it. The Site Supervisor shall ensure that all activities requiring a permit are identified and that the necessary permits are obtained, complied with and signed off on completion of the work.

The Health and Safety Director/Contract Manager shall identify any contract specific circumstances where the company would want to apply a permit to work system. However, for the vast majority of the company's activities the controls established elsewhere in the policy are considered sufficient to manage health and safety effectively.

### **3.23 Confined Spaces**

Any potential confined spaces that are to be entered as part of the construction works shall be identified in the contract risk assessment in accordance with Section 3.1 of the policy. Potential hazards in terms of safe access/egress, potential presence of hazardous gases, lack of oxygen, collapse/stability of the space, flooding, working conditions and any other hazards shall be evaluated.

Safe methods of working, monitoring, emergency/rescue procedures shall be agreed and detailed in method statement and rescue procedures for the planned works. Only personnel with valid current medicals and confined spaces training relevant to the type of confined space are allowed to enter confined spaces. Confined space access and work can only be carried out under a Confined Space Permit to Work agreed and managed by the Contract Manager/Site Manager.

### **3.24 Lone Working**

Lone working is not allowed on any of the company's construction sites.

Limited lone working is allowed at the company offices. Personnel working alone in the offices are required to ensure that they have informed someone of their presence in the offices and have made that person responsible for reporting if they fail to return from the offices.

#### 4. AMENDMENT SCHEDULE

**Rev 9 April 2015**

Revised to reflect the changes to the CDM Regulations

**Rev 10 June 2016**

Revised in relation to minor changes in company management arrangements

**Rev 11 October 2016**

Detailed revisions to sections 3.3.1, 3.3.4, 3.5, 3.12.1, 3.12.2





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