



Health & Safety Policy

McGee Electrical Co Ltd

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Definitions

- Employee = an employee shall be any individual engaged to carry out works for our company and directly under the control of our company.

Scope of Works

McGee Electrical Co Ltd carries out electrical works in the commercial, industrial, and domestic sectors.

The company office is based in Lowestoft Suffolk and works are carried out throughout East Anglia and further afield.

McGee Electrical Co Ltd engages personnel holding relevant qualifications and experience to ensure that works are delivered safely, on time and to standard.

Health & Safety Policy Statement

Our Company recognises its responsibilities under **The Health and Safety at Work Etc. Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected, and is committed to ensuring compliance with relevant legislation. We also recognise that Health & Safety should be considered equally with quality and performance when work is being considered or undertaken.

Our company will provide such information, training, supervision, plant, and equipment as is necessary, to identify, eliminate, or control hazards and risks at the workplace. Adequate resources will be provided for this purpose. The overall objective is to achieve so far as is reasonably practicable a safe and healthy workplace for all employees and those affected by the activities of our company.

Any employees who supervise or manage the use of work equipment shall have received adequate training for the purposes of health and safety, including training in the methods that may be adopted when using the work equipment, any risks that such use may entail, and precautions to be taken.

All employees engaged are expected to co-operate with the company in carrying out this policy and must ensure that their work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The management and staff will monitor the operation of this Policy to encourage and strive for **continual improvements** in Health & Safety performance as an ongoing action. Our company shall engage the services of Advisors and Consultants as necessary to give advice on the requirements of the relevant statutory provisions and safety matters, and, on request, to visit sites and workplaces to ensure compliance.

This Policy shall be displayed prominently or made available at all sites. The policy shall be made available to members of the public and other interested parties on request.

All Health & Safety management system documents are available in full at the main office for reference by any employee as required.

This Policy shall be reviewed on an annual basis as a minimum to reflect any changes in Legislation.

Signed: Gary McGee [Managing Director]



Dated: 01/03/2024

Responsibilities

Director(s)

- Ensures that there is an effective policy for health and safety for company activities, and take a direct interest in all Health and Safety matters.
- Adhere to the strategic targets and objectives set for Health & Safety.
- Responsible for creating and maintaining a positive and progressive Health and Safety culture by setting strong leadership examples to direct reports, staff and everyone with responsibilities under this policy.
- Provide support to all persons carrying out their responsibilities under this policy.
- Ensure adequate resource and budget is available to meet health and safety requirements.
- Ensure that responsibilities are properly assigned, entered into job descriptions and accepted at all levels.
- Act as the responsible person for health and safety at senior level within the Line of Command.
- To regularly review H&S performance and action plans
- Liaise with Enforcement Authorities, client representatives and third parties as necessary.

Line Managers

(A Line Manager is defined as: The Manager of a Line of Command as identified within the company organisation chart).

- Support the Director(s) in implementing an effective policy for health and safety, and take a direct interest in health and safety matters, including the management of accident reporting and investigation
- Responsible for maintaining a positive, progressive and supportive Health and Safety culture within the business by setting a strong leadership example to direct reports, staff and everyone with responsibilities under this policy.
- To regularly review H&S performance and action plans
- Develop the company's safety management system, maintaining up-to-date Codes of Practice, Procedures and/or Guidelines, and disseminate these throughout the organisation.
- Fully support the Director(s) by championing the creation and maintenance of a positive and progressive Health and Safety culture by setting strong leadership examples to everyone in the business.
- Lead a competent advisory service to monitor and co-ordinate all health and safety issues.
- Ensure that all health and safety policies and procedures are in compliance with statutory and other requirements.
- Ensure that all accidents, conditions, incidents and dangerous occurrences are investigated and reported accordingly. This will include reviewing proposed changes to procedures to prevent recurrence, maintaining accident statistics and identifying trends.
- Champion new safety related initiatives to the Director(s).
- Monitor measure and audit implementation of the safety management system.

- Provide information, supervision, communication and training within the organisation.
- Write policies, procedures or other articles in accordance with statutory or legal requirement.
- Ensure that all-statutory assessments (Risk, COSHH, Manual Handling, DSE, Noise, Fire Risk etc.) are conducted and recorded.
- Ensure that all staff receive health and safety induction training, additional and/or specific health and safety training where applicable and records are maintained.

Employees

- Should enact their legal duty to take reasonable care for their own health and safety and that of others that may be affected by their acts, or their failure to act.
- Are required to co-operate with the company on matters of health & safety.
- Have a legal duty not to interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- Work in accordance with any training or instruction given.
- Report all accidents and near misses within 24 hours
- Follow any safety arrangements and rules established for their protection.
- Make use of any safety or protective equipment or devices supplied.
- Report deficiencies and dangers to their Line Manager or representative. Full and detailed identification of responsibilities throughout the organisation are shown in the Policy.
- Are required to support the companies Health and Safety culture.

Accident Reporting

(Responsible Manager: Gary McGee)

All accidents, incidents, and injuries resulting from accidents within the workplace, however minor must be reported to your Line Manager. Your Line Manager shall then ensure that the accident is reported to the main office and followed up correctly. This also applies to accidents involving members of the public and visitors.

Fatalities & Major Injuries

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the RIDDOR Regulations the Health and Safety Executive (HSE) must be notified immediately via telephone. The Health and Safety Consultants (ACA Health & Safety Services) are available on request to assist with this.

The HSE's online form should then be completed and submitted to the HSE within 10 days.

Over 7 Day injuries

For an over seven-day injury there is no requirement to telephone the HSE, but an online report must be made within 15 days of the incident using the appropriate online form.

Recording Accidents

Accidents shall be recorded using the Accident Book. All sections/pages must be fully completed.

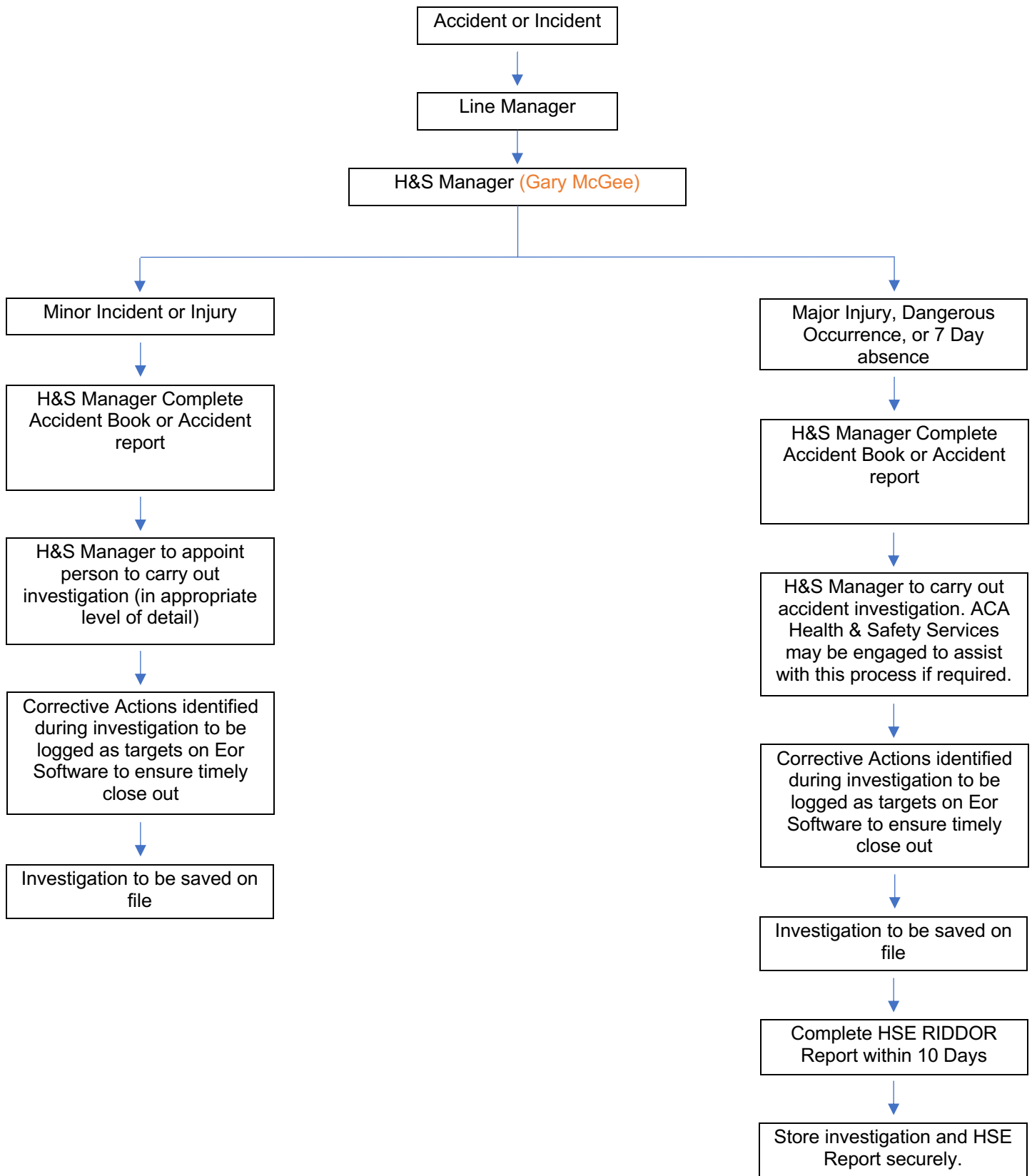
Investigation

All accidents and incidents shall be subject to an investigation proportional to the severity of the incident. The accident shall be investigated by either the Line Manager, the Health & Safety Manager, or the Health & Safety Consultants, dependent on its severity. The purpose of the investigation shall be to identify the root cause, and allow the development of corrective actions to minimise the likelihood of a similar incident occurring in the future. Any corrective actions shall be logged as targets on Eor Software to ensure that they are closed out in a timely manner.

The Health and Safety Consultants (ACA Health & Safety Services) are available to assist with the investigation process on request.

The investigation should be treated as confidential and should not be communicated to any other person without first seeking advice from the company insurers or legal advisors.

Accident Reporting Flow Chart



Asbestos

(Responsible Manager: Gary McGee)

Premises Asbestos Survey

Any premises owned or used shall be subject to an asbestos survey to identify the location (or possible location) of any Asbestos Containing Materials (ACM). Should ACMs be discovered then an ACM Management plan shall be produced to ensure that the ACM remains in a safe condition and is not subject to degradation which may leave it in an unsafe state.

Asbestos Awareness Training

Any person who carries out a job role in which they may encounter an ACM shall be issued with Asbestos Awareness training. This Asbestos Awareness training shall be reissued on an annual basis and shall be tracked using Eor Software.

Action on Suspecting the Discovery of Asbestos

Should you discover what you believe may be an Asbestos Containing Material then:

- Stop Work Immediately
- Ensure that yourself and others evacuate the working area immediately.
- Report the discovery to your Line Manager.

- The Line Manager shall communicate the finding to the Health & Safety Manager who shall arrange for the analysis of the material by a competent company.
- An appropriate route shall be implemented dependent on the results of the analysis.

Audit & Inspection

(Responsible Manager: Gary McGee)

Audit

An audit of the Health & Safety Management System shall be ordered from the Health and Safety Consultant (ACA Health & Safety Services) on a frequency of no less than annually. This audit process shall be used to identify non-conformances which shall allow the development of an action plan that shall drive continual Health & Safety improvements. The action plan shall be managed using Eor Software.

Inspection (Internal)

Workplace inspections shall be carried out on a regular basis. These inspections shall be documented using the inspection checklist. Any non-conformances discovered during the inspection which cannot be rectified on the spot shall be communicated to the Health & Safety Manager who shall ensure they are logged as targets on Eor Software to ensure that they are closed out in a timely manner.

Site inspections shall be carried out no less than weekly by the Line Manager, these inspections shall be documented and held on file.

Inspection (External)

Workplace inspections shall be ordered from the Health and Safety Consultant (ACA Health & Safety Services) on a frequency of no less than annually. This inspection process shall be used to identify non-conformances which shall allow the development of an action plan that shall drive continual Health & Safety improvements. The action plan shall be managed using Eor Software

Communication & Consultation with Employees

(Responsible Manager: Gary McGee)

Communication of H&S Documentation

Health and Safety documentation shall be issued to personnel at first engagement during the company induction.

Health and Safety documentation shall then be reissued when changes are made or during the refresher company inductions.

You should be aware that all Health and Safety Documentation is freely available on request from your Line Manager.

Safety Talks aka Toolbox Talks

Safety talks shall be held on a regular basis. The purpose of these talks is not only to raise awareness of a health and safety related topic, but also to provide you as an employee with the opportunity to raise any concerns that you may have relating to any Health and Safety Topic area.

Voicing Health & Safety Concerns

Please be aware that you may communicate any topic areas to any level of management or Directors at any time. These exchanges shall be treated as confidential. The management welcome the communication of any Health & Safety concerns as this allows us to continually review and improve our Health & Safety management and practices.

Complaints Procedure

(Responsible Manager: Gary McGee)

Internal Complaints

Any complaints that you may have should be directed to your Line Manager, should your complaint involve your Line Manager then you should communicate your complaint to the Responsible Manager above.

The Line Manager shall then communicate your complaint to the Responsible Manager.

The Responsible Manager shall ensure that the relevant parties are consulted in order for the complaint to be resolved.

Should the complaint be of a more serious nature then a formal investigation shall be carried out to identify the root cause of the complaint and actions to be taken to prevent the reoccurrence of the complaint. Any actions to prevent reoccurrence shall be logged as Jobs and Targets on Eor Software to ensure that they are addressed and closed out in a timely manner.

External Complaints

- All external complaints shall be communicated in full to the Responsible Manager above.
- The Responsible Manager shall ensure that all relevant parties are consulted in order for the complaint to be resolved.
- Should the complaint be of a more serious nature then a formal investigation shall be carried out to identify the root cause of the complaint and actions to be taken to prevent the reoccurrence of the complaint. Any actions to prevent reoccurrence shall be logged as Jobs and Targets on Eor Software to ensure that they are addressed and close out in a timely manner.
- The originator of the complaint shall be contacted by the Responsible Manager and informed either of the resolution of the complaint or the action plan that is being followed to prevent the reoccurrence of the complaint.

Confined Spaces

(Responsible Manager: Gary McGee)

On average 15 people a year are killed in the UK during work in confined spaces and more are seriously injured. The fatalities are not just confined to complex plant, work in simple storage vessels is just as hazardous. Those killed also include people who try to rescue trapped personnel without proper training and equipment.

The Confined Spaces Regulations are in place to protect staff and others against risks to their health while working in a confined space.

Definitions

Confined Space:

Means any places such as ducts, vessels, culverts, tunnels, boreholes, manholes, excavations, sumps, inspection pits, experimental hutches, tanks, building voids or other similar space in which, by virtue of its enclosed nature there is a reasonably foreseeable risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen) or:

- serious injury from fire or explosion;
- loss of consciousness arising from increased body temperature;
- loss of consciousness or asphyxiation arising from gas, fume, vapor or lack of oxygen;
- drowning arising from increased levels of liquid; or
- asphyxiation from a free flowing solid.

Confined spaces are not defined by the physical dimensions of a space but by the hazards that may arise in the space. Well established examples of confined spaces include sewers; chemical storage/reaction tanks; silos; fuel tanks; pressure vessels.

Responsibilities

Line Managers and Supervisors shall:

- Ensure that every effort is made to avoid entry into a confined space. Where entry into a confined space cannot be avoided, a suitable and sufficient assessment of the risks to health must be carried out.
- Ensure that, prior to entry into a confined space, a written safe system of work, including emergency procedures, has been developed, and a confined space permit to work issued by an authorised confined space permit to work issuer.
- Ensure that all staff involved in entry into a confined space are aware of these arrangements, understand them and comply with the local procedures and safe systems of work.
- Ensure all staff who enter a confined space are fit to do so.
- Ensure that all staff who enter confined spaces and those who issue permits to work, have appropriate information, instruction, training and supervision in confined spaces working.

Confined space permit to work issuers shall:

- Only issue confined space permits where they are competent to do so having successfully completed the relevant training. They shall not issue permits for work they are going to carry out themselves unless this has been countersigned by another confined space permit to work issuer.
- Assess all associated risks involved in the entry into a confined space, develop a safe system of work and issue a confined space permit, ensuring all necessary precautions, including emergency procedures are taken. The Confined space permit to work issuer shall document all the above.
- Oversee the issue of any permit and its cancellation and check safety at each stage of the work.

Employees, Contractors and Subcontractors shall:

- Assist with the assessment of risks and comply with any safe system of work developed through risk assessment and comply with any requirements of a confined space permit to work.

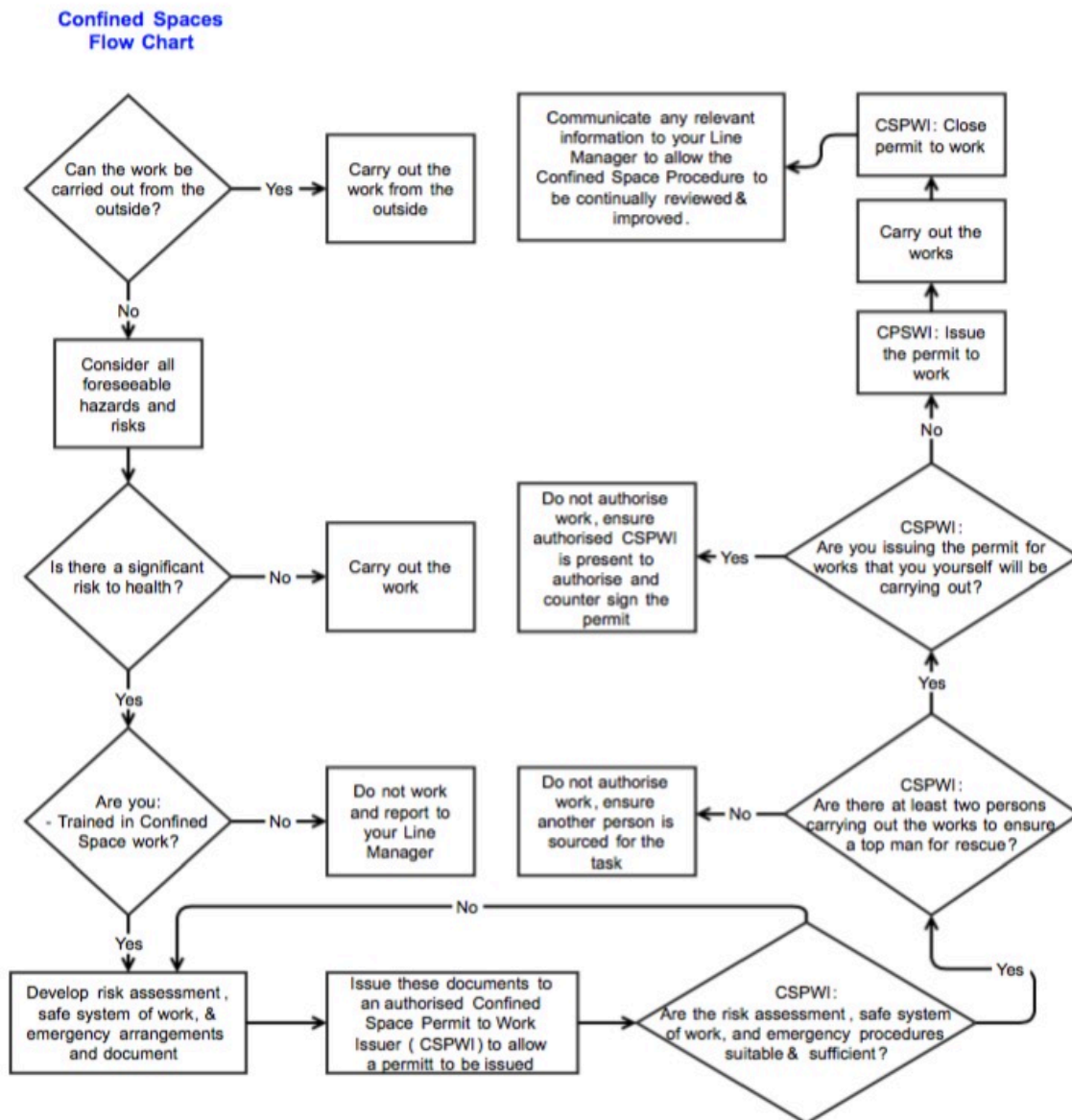
- Inform their Line Manager of any known health issues that may preclude them from working in a confined space.

- Inform their Line Manager if they suspect that the safe system of work in place, or planned, could be ineffective or inadequate. Report all incidents, including near misses, procedural failures, or equipment defects in accordance with the company accident reporting arrangements.

Directors shall:

- Ensure that only competent persons are authorised as “confined space permit to work issuers”. Appointment of “confined space permit to work issuers” should be documented and a copy of the appointment letter should be sent to the authorised person.

Confined Space Flow Chart



Construction Design and Management (CDM) Regulations

(Responsible Manager: Gary McGee)

Notifiable Projects

Projects must be notified to the Health and Safety Executive (HSE) if they:

- Last Longer than 30 working days and have more than 20 workers working at the same time at any point on the project.
- Exceed 500 person days.

For the above, every day on which construction work is likely to be carried out should be counted, (e.g. if weekends are to be worked count them, if they aren't to be worked, don't count them).

It is the Clients responsibility to notify the HSE of the project however in reality it is likely that the Client will need to be prompted to nominate another party to carry out the notification.

Role of Commercial Client

Make suitable arrangements for managing a project including making sure:

- Other duty-holders are appointed as appropriate
- Sufficient time and resources are allocated

Make Sure:

- Relevant information is prepared and provided to other duty-holders
- The Principal Designer and Principal Contractor carry out their duties.
- Welfare facilities are provided.

Role of Domestic Client

Though in the scope of CDM 2015, their Client duties are normally transferred to:

- The Contractor for single contractor projects.
- The Principal Contractor Projects with more than one contractor.

However, the Domestic Client can instead choose to have a written agreement with the Principal Designer to carry out the Client duties.

Role of Designer

(Organisations or individuals who as a part of a business, prepare or modify designs for a building, product or system relating to construction work).

When preparing or modifying designs, eliminate, reduce, or control, foreseeable risks that may arise during:

- Construction
- The Maintenance and use of a building once it is built.

Provide information to other members of the project team to help them fulfil their duties.

Role of Principal Designer

(Designers appointed by the Client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role).

Plan, manage, monitor, and coordinate health and safety in the pre-construction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks.
- Ensuring designers carry out their duties.

Prepare and provide relevant information to other duty-holders.

Liaise with the Principal Contractor to help in the planning, management, monitoring, and coordination of the construction phase.

Role of Principal Contractor

Is appointed by the client to control the construction phase of any project involving more than one contractor.

Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

The principal contractor must:

- plan, manage, monitor and coordinate the entire construction phase.
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed.
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- have ongoing arrangements in place for managing health and safety throughout the construction phase.
- consult and engage with workers about their health, safety and welfare.
ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- ensure all workers have site-specific inductions, and any further information and training they need.
- take steps to prevent unauthorised access to the site.
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase.

When working for a domestic client, the principal contractor will normally take on the client duties as well as their own as principal contractor. If a domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the principal contractor must work to them as 'client' under CDM 2015

Role of Contractor

(An individual or business in charge of carrying out construction work (e.g. building, altering, maintaining or demolishing). Anyone who manages this work or directly employs or engages construction workers is a contractor. Their main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect (including members of the public). Contractors work under the control of the Principal Contractor on projects with more than one contractor).

Plan, manage and monitor construction work under their own control so it is carried out without risks to health and safety.

For projects involving more than one contractor, coordinate their activities with others in the project team

- in particular, comply with directions given to them by the Principal Designer or Principal Contractor.
- For single contract projects, prepare a Construction Phase Health & Safety Plan.

Role of an Operative

(An individual who actually carries out the work involved in building, altering, maintaining or demolishing buildings or structures. Workers include: plumbers, electricians, scaffolders, painters, decorators, steel erectors and labourers, as well as supervisors like foremen and charge hands. Their duties include cooperating with their employer and other duty-holders, reporting anything they see that might endanger the health and safety of themselves or others. Workers must be consulted on matters affecting their health, safety and welfare).

Workers must:

- Be consulted about matters which affect their health, safety, and welfare.
- take care of their own health and safety, and of others who might be affected by their actions.
- Report anything they see which is likely to endanger either their own or others' health and safety.
- Cooperate with their employer, fellow workers, contractors, and other duty-holders.

Pre-Construction Information

Pre-Construction Information (PCI) is a document which provides the information already in the Client's possession, or which is reasonably obtainable. The PCI should be in a convenient form and be clear, concise, and easily understandable.

PCI must be produced which is proportional in detail to the scope, and risks presented by the Project.

It must be produced, available and read, prior to the planning and commencement of works.

Construction Phase Health & Safety Plans

A Construction Phase Health & Safety Plan must be produced which is proportional in detail to the scope, and risks presented by the Project.

For smaller projects the HSE 1-page Construction Phase Health & Safety Plan template shall be used.

Control of Substances Hazardous to Health (COSHH)

(Responsible Manager: Gary McGee)

Restricting Substances Used

Due to the requirement to assess substance hazardous to Health our company shall limit the substances that we use, to ensure that all substances may be COSHH Assessed.

Substances should not be stored unless they are going to be used. As an example, keeping hold of old tins of paint on the off-chance that they may come in handy in the future is bad practice and should not be carried out.

Storage of Substance Hazardous to Health

The Material Safety Data Sheet should be read to ensure that the substance is stored correctly. Substances hazardous to health should be kept in a locked cabinet.

Flammable substances should be kept in a locked fire proof cabinet.

Substances must not be stored in excessive quantities.

Substances that may pollute the environment should be stored on a bunded impermeable surface.

Substances must be stored in a suitable and sufficient container with a sealed lid, and must be marked to identify the substance stored within the container.

COSHH Assessments

Any new substance required to be used must be reported to the H&S Manager for approval. On approval, the H&S Manager shall request a copy of the Material Safety Data Sheet and shall perform a COSHH Assessment of the substance using Eor Software.

The COSHH Assessment shall then be communicated to persons required to use the substance.

Co-operation and Co-ordination

(Responsible Manager: Gary McGee)

Co-operation and Co-ordination with Colleagues

When carrying out works it is important that you take into account how your works may affect others around you. When working in proximity to others ensure that you communicate with them prior to starting work to inform them of how your work may impact on them. You should also use this communication to gain information on how their work may impact on you.

Co-operation and Co-ordination with Other Companies

Pre-Start

Prior to the start of a project your Line Manager will ensure that suitable information is gained to inform of the activities that shall be carried out by other companies on the project. Where possible prior to the project start, works will be organised to minimise the risk from other companies works.

Our company shall also provide relevant information to the other companies to ensure that others are aware of how our activities may affect them.

On Arrival at the Project and daily pre-start

On arrival to the project your Line Manager shall communicate with the Project Leader to ensure that 'Live' information is gained in relation to the activities and hazards that are present from the works of others. Equally your Line Manager shall also inform the Project Leader of the works activities, locations that we shall be working in, and hazards that shall be present from our works.

Co-operation and Co-ordination with Other Persons Working in Proximity

You have a responsibility to ensure that your works do not harm others in proximity to you. Before starting work (and throughout the work activity) take time to consider your works and how they may affect others. If your work may cause a danger to others then stop work and communicate this to your Line Manager, do not recommence works until a safe method of working is developed.

Example

As an example, if you are carrying out a noise emitting activity that requires you to wear hearing protection PPE, then if there are persons working in close proximity to you, they will also be required to don hearing protection PPE.

The Bottom Line

If your work may cause a danger to others then stop work and communicate this to your Line Manager, do not recommence works until a safe method of working is developed.

Display Screen Equipment

(Responsible Manager: Gary McGee)

This procedure sets out the procedure to be adopted for **users** when working with Display Screen Equipment (DSE).

User: Employed person
Operator: Self-employed person

Under the Health & Safety at Work Act etc.1974 (HASAWA) employers must make arrangements to ensure that all employees are given the necessary information, instruction, training and supervision at all times and ensure that these provisions are met.

The Health and Safety (Display Screen Equipment) Regulations, place certain duties on employers to ensure the safe use of display screen equipment (DSE). These duties include:

- Analysing (assessing) DSE workstations and ensuring any such workstations meet the minimum requirements laid down in the schedule.
- Planning the work of "users" to ensure regular breaks away from the DSE work are taken.
- Ensuring, if so requested, that people identified as "users" are provided with appropriate eye and eyesight tests, carried out by a competent person, prior to becoming "users".
- Ensuring that "users" and people intended to become "users" are provided with adequate health and safety training with regard to their workstations (also required after substantial changes or modifications are made to the workstation). For people intended to become "users" the training should be provided prior to them becoming "users".
- Ensuring "users" and "operators" are provided with adequate information regarding the health and safety aspects of their workstations, including any measures taken by the employer to meet the minimum workstation requirements and other duties under these Regulations.

Note: The requirements relating to work breaks, eyesight tests and training only apply to "users", they do not apply to "operators".

In respect of working with Display Screen Equipment we will:

- Eliminate risk by suitable assessment and removal of hazard so far as is reasonably practicable
- Control risk at source
- Devise safe systems of work
- Provide adequate instruction, training and supervision
- Provide eye tests at cost to operatives if the operative is identified as a user.
- DSE Assessments shall be stored as training certificates on Eor Software with a suitable expiry period.

Display screen equipment

Any screen equipment displaying letters (text), numbers and/or graphics, regardless of the display process. The following display screen equipment's **are excluded** from the Regulations:

- Vehicle or machinery cabs

- DSE on board means of transport
- DSE primarily intended for public use
- Portable systems not in prolonged use

A DSE User under the DSE Regulations is defined as an employee who habitually uses display screen equipment as a significant part of their normal work.

Who is a DSE User?

Where it is clear that use of DSE is more or less continuous on most days, the individual concerned should be regarded as a user. Where such use is less continuous or frequent, it is sensible to assume that someone becomes a "user" where a majority of the following criteria apply.

- Work often requires the use of a display screen for a continuous or near continuous period of an hour or longer.
- The display screen is used on most days, or every day.
- The worker has to transfer information quickly to or from the DSE.
- The job could not be done without being dependent on the use of DSE.
- High levels of concentration and attention are required.
- The worker has little choice about using DSE.
- In situations where an individual is not a user, the employer should still ensure the protection of employees by assessing the risks and by taking the necessary control measures based upon the ergonomic factors applicable to the use of DSE.

Driving Safely

(Responsible Manager: Gary McGee)

The purpose of this procedure is to ensure that employees, who are required to drive whilst at work, do so in a safe manner.

Application of this Procedure will remove or reduce risk associated with driving whilst at work.

Responsibilities

It is the responsibility of Employees carrying out any of the activities in this document to ensure that they have read and are familiar with this document and:

- Carry out the work activities as recommended by the document.
- Check that vehicle checks are completed.
- Have a current and applicable full driving license including the ability to tow if applicable.
- Ensure all incidents are reported.

Users of a personal car on business where mileage is claimed must ensure the vehicle is subject to all the checks as set out in this policy. In addition, a check of the persons insurance documentation, MOT (if applicable) and the servicing of the vehicle to the manufacturers recommendations is required.

Driving License

All vehicle drivers must hold a full and current driving license and must present this to their Line Manager before taking responsibility for a driving task.

Driving licenses must be checked on a 12-monthly basis, to ensure the license is in date and current.

Fines/Penalties

Fines and/or penalties resulting from the improper use of a vehicle are the sole responsibility of the driver. Any penalty notice forwarded to the company will be charged to the person involved. Any points that are received will be the sole responsibility of the person involved.

Risk assessment

The contents of the assessment should be made clear to anyone who drives while on company business.

Driver competency

In addition to holding a current driving license appropriate to the vehicle to be driven, employees should be made aware of company policy and work-related road safety.

Use of Mobile Phones

The use of a hand-held phone, even when stationary (i.e., in a traffic jam, at the traffic lights) is an offence. It is also an offence to write, send or read text messages. In addition, drivers who use a hands-free phone may face prosecution for failing to have proper control of their vehicle, if their driving is considered dangerous or reckless because of the distraction. If there is an incident, the use of any

phone or similar device might justify charges of careless or dangerous driving. Drivers may continue to receive data on their phone when on the move, providing that they do not hold the device whilst in operation; there is no requirement for the handset to be switched off when in the vehicle.

Speeding

Excess speed is a major cause of fatalities. Drivers should:

- Know the vehicles speed limits
- Not drive faster than is safe for the road conditions.
- Observe and comply with all road signs.
- Know your Highway Code.

Employees that receive fines/penalties for speeding may face disciplinary action in line with the company's disciplinary procedure.

Drugs and Alcohol

To be safe to drive you must not be under the influence of alcohol or drugs, including prescribed medication that may affect performance. It should also be recognised that persons suffering from conditions such as severe colds or influenza may also be unfit to drive safely.

Vehicle Maintenance

Regular servicing and maintenance of vehicles must be carried out.

Vehicle inspection

Employees with vehicles or the responsibility for vehicles must ensure that the general condition and safety features are compliant and in good working order.

At the start of each day's driving, the driver must inspect the vehicle to ensure that it is roadworthy, including checking the vehicle has sufficient oil, water and windscreen wash and that all lights are working.

Accident reporting

All vehicle accidents/incidents must be reported to your Line Manager. Line managers must ensure that vehicle accidents are reported and investigated in respect of safety issues in accordance with the accident/incident reporting procedure.

Failure to report any damage, traffic accidents or offences is a disciplinary offence and may result in disciplinary proceedings.

Smoking

No smoking is **mandatory** in company vehicles, all vehicles are required to have the 'No Smoking' signage.

Any Employee found smoking in a company vehicle may face disciplinary action.

Driver Safety

Driving can be an extremely stressful and demanding activity, and it is necessary to carry out the following:

- Ensure that the vehicle you use is in a condition that will allow safe driving
- It is mandatory for seatbelts to be worn by all occupants of the vehicle at all times.
- Ensure that you are fit and, in a condition, to allow safe driving
- Drive defensively, concentrate at all times, and anticipate the worst.
- Drive courteously, set a good example
- You should not eat or drink whilst driving
- Ensure that you take regular breaks throughout the journey (15 minutes in every two hours is considered reasonable or whenever you are losing concentration)

Use of Hire Cars.

When using your own car for business purposes, it is expected that you will have up to date and appropriate insurance, had it serviced regularly and will have checked fluid levels, tyre pressures, tread depth etc. within the recent period. When using a hire car all of these problems should have been dealt with. There may be a check list with the car which will ask for completion of a few elementary checks. Otherwise check for obvious faults such as flat tyres, damaged bodywork, faulty lights or indicators. Make a note of any faults found and do not drive until the faults have been rectified.

When about to drive an unfamiliar car, it is advisable before starting to check:

- Where the light switches are and how the dip switch works
- How the windscreen wipers and washers are controlled (front and rear if applicable)
- How the heater/ air management system works
- How the indicators and hazard lights are operated
- How to access the spare wheel
- Where the bonnet and petrol cap release levers are positioned

Driving Emergencies

If a breakdown occurs on a motorway, pull over onto the hard shoulder and position the vehicle as far away from the road as possible. Switch on the hazard warning lights. Avoid standing behind your car. The safest place to wait for assistance is on the bank away from the car.

If you have a mobile 'phone use it to summon assistance, if you must walk to the emergency 'phone, secure the car and walk as close to the bank as possible. If you have Hi Visibility clothing, it must be worn.

In the event that you experience a puncture whilst driving you must pull over to a place of safety
Under no circumstances should you put yourself at risk by replacing the punctured tyre.

Driving Alone

If you are driving alone and you feel vulnerable there a number of precautions to take.

Useful guides are available for advice on the actions to take in breakdown situations in general and if being harassed by another motorist (e.g. Suzy Lamplugh trust). A mobile phone in this situation is extremely desirable. Valuable items must be kept out of plain view, preferably stored in the boot.

Manual Handling of loads

If you need to carry heavy loads e.g. Tools, electronic equipment etc. to or from your vehicle, be aware of the risks that these can cause if they are carried for considerable distances. Even lifting heavy bags or items from car boots can cause serious strain injuries. A suitable and sufficient Manual Handling assessment must be made.

Emergency Procedures

(Responsible Manager: Gary McGee)

Fire

Before commencing work in any premises it is vital that you are familiar with the emergency procedures for that premises. This will include how to raise the alarm, emergency exit routes, fire extinguisher locations, and the location of the Assembly Point.

In the event that you discover a fire:

- Raise the alarm by shouting FIRE, FIRE, FIRE (and where possible by using the nearest call point)
- Instruct all persons in proximity to you to evacuate.
- Evacuate immediately, do not gather personal belongings as it is more important to exit the building swiftly.
- When evacuating move in a calm and controlled manner, avoid running where possible.
- Use extinguishers available to aid your escape. An extinguisher should only be used to actively fight a fire if it is very small and contained.
- Gather at the fire assembly point and ensure that your name is registered in the roll call. This is very important as the Fire Brigade will use the roll call to help identify whether any persons are left trapped in the premises.

Road Traffic Accident

In the event that a vehicle is involved in a road traffic accident where anyone has been injured or fuel or load has been released (or there is a risk of release):

- Remove yourself and others to a safe position
- If it is safe to do so, place a hazard triangle up-road of the incident to warn others
- Call the emergency services
- Wait in the safe position for the emergency services to arrive.
- Contact your Line Manager and make them aware of the incident and how it occurred.
- Never admit liability until legal advice is sought.

If the accident is minor, pull over where it is safe to do so and exchange contact details with the other party. Communicate the events and the contact details back to your Line Manager.

First Aid

(Responsible Manager: Gary McGee)

Premises

First Aiders shall be present at the company premises. These first aiders shall be identified on the company noticeboard.

First Aid boxes shall be present at sufficient locations around the company premises.

Site

First Aid cover shall be organised prior to commencing work on site. Should our Company be required to provide the first aiders then the names of the first aiders shall be identified within the Site-Specific RAMS.

Should first aid cover be provided by another party then the first aiders shall be identified to you during the site induction and should also be named on the site noticeboard.

First Aid Boxes

When a first aid box is purchased the inside of the lid must be marked with an inventory list of the items that should be present within that first aid box.

First Aid boxes shall be inspected on a regular basis to ensure that they are fully replenished.

Health Surveillance

(Responsible Manager: Gary McGee)

Health surveillance is required where there is the possibility of exposure causing harm.

In the event of health surveillance being required, the following procedures and who can carry them out will be applied:

- a) Self-Checks: Those exposed to hazards are properly trained in how to look for easily recognisable signs and symptoms of disease.
- b) A responsible person making basic checks for signs of disease: Anyone trained to identify straight forward signs and symptoms caused by working with certain substances or processes.
- c) Enquires about symptoms, inspection and examination: Usually an Occupational Health Nurse.
- d) Clinical examinations: Carried out or supervised by a doctor.
- e) Biological monitoring and biological effect monitoring: Carried out or supervised by a doctor.

Some medical surveillance must be undertaken by HSE medical inspectors, or doctors appointed by the HSE.

Health surveillance will continue for at least as long as the individual is exposed to the risk or as prescribed in the relevant Regulations.

In the event that health surveillance shows the employees' health is being affected by their work appropriate action will be taken in the form of the following steps:

- a) Prevent further harm by reducing or removing them from exposure to the hazard.
- b) If required refer the individual for examination or treatment by a doctor.
- c) Re-examine the relevant company risk assessment(s).
- d) Improve control measures.

Employees exposed above stated levels will undergo medical surveillance, the health record of any such employee will be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

Information and Training

At first employment, all personnel shall be fully briefed on company arrangements, and risk assessments relating to Health Surveillance during the company induction. The person shall be expected to sign to confirm that they have fully understood the briefing and where necessary have asked any questions to clarify topic areas.

Personnel shall be given safety (toolbox) talks on a regular basis to refresh their training and knowledge to ensure that best working practices are being followed. Again, personnel shall be expected to sign to confirm that they have understood the toolbox talk and where necessary have asked any questions to clarify topic areas.

Monitoring

All personnel shall be expected to have a duty to remain aware of others around them and should bring any shortfalls in working practices to the attention of the individual and the Line Manager.

Your Managers shall carry out regular documented inspections on work areas that shall include checks on working practices.

On request our Health and Safety Consultant (ACA Health & Safety Services) shall carry out inspections on work areas that shall include checks on working practices.

Health Surveillance questionnaires shall be issued at first engagement and then on an annual basis (dependent on job role). The responses to these questionnaires shall be analysed at a management level. Any identified issues shall be dealt with immediately in liaison with the Health and Safety Consultants (ACA Health & Safety Services) where necessary.

No person should view inspections or questionnaires as a method of Policing, instead personnel should be reassured that inspections and questionnaires are a tool for ensuring continual improvement within our Company.

Health Surveillance

Health surveillance shall be task specific and if a need is identified then the period shall be based on probability and severity.

All health surveillance shall be carried out by a fully qualified third party occupational health service provider.

Dermatitis

Our Company has a duty to prevent or adequately control exposure to hazardous substances that may cause damage to the health of employees and other affected by the undertaking.

Our Company also has a duty to provide free of charge any protective clothing or equipment, where the risks are not adequately controlled by other means.

Our aim is to ensure that dermatitis occurrence is kept to a zero level. Where the zero level is broken, it is our aim to identify the dermatitis as quickly as possible allowing treatment for the individual and also prompting the review of existing dermatitis arrangements.

All controls shall follow the COSHH hierarchy of controls:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take account of all relevant routes of exposure (skin, ingestion and inhalation) when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options, considering ergonomics and ease of use.
- Provide suitable PPE where adequate control cannot be achieved by other means.
- Check and review of all control measures for their continued effectiveness.
- Inform or train employees on the hazards, risks and use of controls measures.
- Ensure control measures introduced do not increase overall risks to health and safety.

All risk control measures shall be detailed within risk assessments where a risk of dermatitis occurring is present.

Hand Arm Vibration (and Whole Body Vibration)

Excessive use of handheld or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

Exposure Limit Values

1) For hand-arm vibration:

- a) The daily exposure limit value is 5m/s^2 (squared) A(8).
- b) The daily exposure action value is 2.5m/s^2 A(8).

2) For whole body vibration:

- a) The daily exposure limit value is $1.15\text{m/s}^2 \text{ A}(8)$.
- b) The daily exposure action value is $0.5\text{m/s}^2 \text{ A}(8)$.

"Daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependent upon:

- a) The vibration levels of the equipment being used.
- b) The length of time of use.
- c) How awkward it is to use the tool.
- d) How tightly it is necessary to grip the tool.
- e) How cold and wet the operator gets when using the equipment.

Risk Assessment

The use of vibrating tools shall be risk assessed to ensure that personnel are not subjected to levels of vibration in excess of those stated above.

Reducing exposure to vibration

Managers and operators can reduce the likelihood of onset of vibration related upper limb disorders by:

- a) Reducing the number of items of equipment that vibrate above the recommended safe level, 2.5m/s^2 or the total daily dose of $5.0\text{m/s}^2 \text{ A}(8)$ (Average over and 8-hour day).
- b) Ensuring equipment is maintained in accordance with the manufacturer's instructions.
- c) Reducing the amount of time the operative uses the equipment for.
- d) Use of suitable gloves.
- e) The operator exercising the hands and fingers.
- f) The operator being able to recognise the onset symptoms.

Logging Vibration Levels

Tools shall be logged as items of inventory using Eor Software, this shall include the logging of vibration levels. This information shall be used for providing operatives with the vibration levels emitted by the tools that they are using.

Assessing Vibration Exposure

The Health and Safety Manager shall ensure that vibration exposure is assessed for each job role within the company. This shall be achieved by:

- Identifying the different job roles within the company.
- Issuing a Vibration Exposure Tracker Register to a sample of operatives within each job role for a 1-week duration.
- Calculating the vibration exposure for the particular job role.
- Identifying any the need for additional control measures.
- Identifying the need for regular vibration health surveillance.

Noise

The regulations require that hearing protection is considered if the noise level averaged over an 8-hour day exceeds **80dB(A)**, and that hearing protection is mandatory for average noise levels over 8 hours exceeding **85dB(A)**. Also maximum exposure with hearing protection should not exceed **87dB(A)** (averaged over 8 hours).

The Line Manager must ensure that information on the noise level of any plant or equipment, which is intended to be hired or purchased, is obtained and considered before hiring or purchase takes place. The Line Manager will in conjunction with any personnel or subcontractors required to use or work near such plant or equipment, ensure that any static plant or equipment to be installed in the workplace, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Line Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Logging Noise Levels

Tools & Plant shall be logged as items of inventory using Eor Software, this shall include the logging of noise levels. This information shall be used for providing operatives with the noise levels emitted by the tools and plant that they are using.

Assessing Noise Exposure

The Health and Safety Manager shall ensure that noise level exposure is assessed for each job role within the company. This shall be achieved by:

- Identifying the different job roles within the company.
- Issuing a Noise Exposure Tracker Register to a sample of operatives within each job role for a 1 week duration.
- Calculating the noise exposure for the particular job role.
- Identifying any the need for additional control measures.
- Identifying the need for regular hearing tests.

Respiratory

Any persons required to wear respiratory protection shall be face fitted for that respiratory protection to ensure a good seal is established.

Records of Face Fitting shall be stored on Eor Software as training certificates. Face fitting shall be repeated on an annual basis.

You must ensure that you are clean shaven if you are required to wear respiratory protection as part of your job role.

Face Fitting applies specifically to one make and model of respiratory protection. Once you have been face fitted you must ensure that you continue to use only this make and model of respiratory protection. If you are required to change the make or model of respiratory protection, then you must be face fitted for this new make or model. Communicate this to your Line Manager who will ensure that the Health & Safety Manager is made aware and books a new face fitting for you.

General Health Questionnaire

Personnel will be issued with an Employment General Health Questionnaire when engaged by the company. This will ensure that all personnel are fit and able to carry out their work duties, as well as highlighting any areas which may need measures implemented, to enable persons to carry out their work duties. All health questionnaires are confidential and will be stored securely. All questionnaires will be reviewed periodically with each person to ensure the information is still valid and correct. A log should be created electronically to ensure that the company remember to issue the general health questionnaire periodically.



Mental Health

We operate an open door policy. If you have any concerns whether they be for yourself or for a colleague, please do not hesitate to communicate them to any of the management team or Directors. Your concerns will be dealt with in a strictly confidential manner.

Hot Works

(Responsible Manager: Gary McGee)

Definitions

Hot Work:

Hot work is an activity or process that generates a source of ignition, this could be through a flame, heat, or a spark. Hot work can be direct, e.g. the equipment or tool creates a flame. Other times it may be indirect, e.g. using an abrasive wheel to cut metal produces a spark.

Responsibilities

Line Managers and Supervisors shall:

- Ensure that every effort is made to avoid Hot Works. Where Hot Work cannot be avoided then a Hot Works permit shall be completed.
- Ensure that, prior to hot works being undertaken, a hot works permit to work is issued by an authorised hot works permit to work issuer.
- Ensure that all staff involved in the hot work are aware of the arrangements, understand them and comply with the local procedures and safe systems of work.
- Ensure all staff who carry out the hot work are fit to do so.
- Ensure that all staff who carry out hot work and those who issue permits to work, have appropriate information, instruction, training and supervision in hot working.

Hot Work permit to work issuers shall:

- Only issue hot work permits where they are competent to do so. They shall not issue permits for work they are going to carry out themselves unless this has been countersigned by another Hot Work permit to work issuer.
- Assess all associated risks involved in the hot works, develop a safe system of work and issue a hot work permit, ensuring all necessary precautions, including emergency procedures are taken. The hot work permit to work issuer shall document all the above.
- Oversee the issue of any permit and its cancellation and check safety at each stage of the work, including the fire watch period at the end of the hot works.

Employees, Contractors and Subcontractors shall:

- Assist with the assessment of risks and comply with any safe system of work developed through risk assessment and comply with any requirements of a hot work permit to work.
- Inform their Line Manager of any known health issues that may preclude them from carrying out Hot Work.
- Inform their Line Manager if they suspect that the safe system of work in place, or planned, could be ineffective or inadequate. Report all incidents, including near misses, procedural failures, or equipment defects in accordance with the company accident reporting arrangements.

Directors shall:

- Ensure that only competent persons are authorised as "hot work permit to work issuers". Appointment of "hot work permit to work issuers" should be documented and a copy of the appointment letter should be sent to the authorised person.

Identity, Right to Work, & Illegal Working

(Responsible Manager: Gary McGee)

How we identify any foreign workers and their nationalities

In order to demonstrate compliance with Sections 15 to 25 of the immigration, Asylum & Nationality Act, on first engagement you shall be asked to provide evidence of your right to work within the United Kingdom. The Nationality of the person shall be obtained from viewing these approved documents.

The Controls

Checks on right to work will be carried out at first engagement and may be repeated at any point throughout your engagement with the company.

Documents to be assessed should be taken directly from the list of documents contained within Home Office Guidance "Comprehensive Guidance for Employers on Preventing Illegal Working".

Right to work evidence shall be assessed against the Home Office Guidance "Comprehensive Guidance for Employers on Preventing Illegal Working". The purpose of the assessment is to ensure that the documents are not fraudulent and thus permit the person to work within the United Kingdom. The method of checking the validity of the right to work documentation shall be taken directly from Home Office Guidance "Comprehensive Guidance for Employers on Preventing Illegal Working".

Copies of right to work evidence checked shall be held securely on file for at least 2 years after you have left our engagement.

These controls shall be applicable to all persons whether they be potential or current engaged personnel.

These controls shall apply to all personnel and all types of employment including but not limited to, full time, part time, self-employed, and agency.

Any subcontracting companies engaged shall be expected to have their own Right to Work controls in place.

Manual Handling

(Responsible Manager: Gary McGee)

Manual Handling is the lifting, pushing, pulling, and general moving of objects.

The selection of persons to carry out manual handling or lifting tasks shall be based on the training given, age, physical build, etc. Where loads must be manually handled, the need to ensure that accesses are safe is especially important.

What you must do

You must avoid the need to manually handle where it is reasonably practicable. Consider whether the load should be moved at all, and, if it must, whether it can be moved mechanically, for example by Forklift Truck.

You must assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed. The approach is commonly referred to as TILE (Task, Individual, Load, Environment).

A good assessment will not only show whether there is a problem, but will also point to where the problem lies.

If you do not feel that it is safe to carry out a manual handling task, then this must be reported to your Line Manager immediately who will work with you to ensure that a safe alternative method is established.

Training

Where an individual's role requires them to manually handle on a regular basis, that individual shall be issued with manual handling training. The training shall be logged on Eor Software. The individual shall be re-issued with refresher training at a suitable frequency based on how often they manually handle, recommended to be at least annually and no more than every 3 years.

Objectives, Targets, Non-Conformities, Tasks

(Responsible Manager: Gary McGee)

Objectives, Targets, Non-Conformities, Tasks and other such like that cannot be actioned within short time frame shall be recorded within the Jobs and Targets section of Eor. Recording these items within this section of Eor will ensure that they are not forgotten. Recording the items in this manner will also form an action plan of what the company is looking to achieve within the specified time frame.

Where these items cannot be closed out within the given time frame a note should be added as to why the time frame could not be achieved and then a new time frame should be established.

Personal Protective Equipment (PPE)

(Responsible Manager: Gary McGee)

Your Responsibility as an Employee

You are required by law to cooperate with your employer in protecting your own health and safety, and the health and safety of others. Part of this cooperation is wearing PPE as instructed by your employer. Refusing to wear PPE shall be treated as Gross Misconduct.

PPE Issue (Employees & Limb Workers)

All new personnel and limb workers shall be issued with the PPE necessary to carry out their job role.

PPE shall be issued under signature using the PPE issue register. This register shall also log the date that the PPE was issued.

PPE is available free of charge and on request. Please speak to your Line Manager if you require additional or replacement PPE.

PPE Monitoring

The use of PPE shall be monitored during site inspections that shall be carried out on a regular basis.

Face Fit Testing for Respiratory PPE

Where dust masks are worn, these shall be face fitted to ensure a good seal around the wearers face. Face fitting shall be carried out on a minimum of a 2 Yearly Basis. If you are required to wear PPE, then you must ensure that you are clean shaven.

Face fit records shall be tracked as training certificates using Eor Software.

Fall Restraint/Arrest Harness

For working at height tasks where there is a risk of a person falling from height, and the risk assessment deems it necessary for fall restraint or fall arrest harnesses to be worn, the following measures must be taken:

- Harnesses must be tagged with the harness serial number, safe working load (fall arrest) and the date of the last thorough examination.
- Harnesses and any accessories such as lanyards, clips, and anchor points, must have a thorough examination every 6 months as stated in the Working at Height Regulations, for fall arrest harnesses or any harness which will be used for lowering or lifting of a person this will need to be a LOLER thorough examination. LOLER Thorough examination due dates and certificates shall be tracked using Eor Software. All thorough examinations must be logged and recorded to ensure they do not expire.
- The user must ensure they complete a recorded pre-use check of the harness and related accessories such as lanyards, clips and anchor points, to ensure they are free from defects before being used. Any defects must be reported to their Line Manager and the equipment not used.
- All anchor points must be checked and clearly labelled with their safe working load (SWL) and this weight not exceeded.
- Only purpose made anchor points with the correct certification should be used as anchor points, do not attach harnesses onto any other objects.
- The user must have the required training and experience to deem them as competent to wear fall restraint or fall arrest equipment.
- The task should be carefully planned, and the correct harness type selected for the job.
- Ensure harnesses are fitted properly for a comfortable fit.
- In the event of a fall, a rescue plan must be in place, and briefed to all involved with the task. This should ensure the fallen person is rescued quickly to reduce the risk of suspension trauma.
- After a fall has occurred, all equipment involved should be quarantined and formally inspected before it can be used again.

Plant & Equipment

(Responsible Manager: Gary McGee)

It is important that you do not use any plant or equipment unless you have been trained and authorised. If you feel that there are gaps in your knowledge in the use of this equipment, then you should communicate this to your Line Manager who will arrange for Refresher Training to be issued.

Defects discovered during pre-use inspection should be reported immediately to your Line Manager.

Driveable Plant

Before using any driveable plant ensure that you have carried out the pre-use check. If any faults are discovered these should be communicated immediately to your Line Manager. Do not use the driveable plant if it is not safe to do so.

Ensure that your training is in date.

Ensure that any certifications for the plant are in date, for example LOLER Certificates.

Remember to remain alert at all times for the possible presence of pedestrians.

Driveable Plant shall be logged on Eor Software which shall allow the organisation of relating documentation and its expiry such as MOTs, services, and insurances.

Fire Equipment

Where there is a risk of fire occurring ensure that fire extinguishers are present, and their servicing is in date.

Eor Software shall be used to log fire extinguishers, fire alarms, sprinklers, etc. Eor shall allow the organisation of relating documentation and its expiry such as service dates, and alarm test dates.

Fixed Plant

PUWER Assessment

Items of Fixed plant shall be subject to a PUWER Assessment carried out with assistance from our Health & Safety Consultants (ACA Health & Safety Services) on request. The PUWER Assessment shall be reviewed on an annual basis to ensure that the fixed plant remains in a safe and serviceable condition.

Eor Software shall be used to track the review date of the PUWER Assessment.

Internal Inspection Checklist

An internal inspection checklist shall be created and mounted on or near the fixed plant. This checklist shall be used by the fixed plant user to carry out documented inspections on a regular basis.

External and/or Internal Training

Where external training in the use of the fixed plant is available it shall be issued to the user. It may be the case that the fixed plant is of a specialist or bespoke nature and as such external training may not be available, where this is the case an internal training checklist shall be developed for the item of fixed plant and users shall be trained using this checklist.

Lifting Plant & Equipment (accessories)

Lifting Plant and Equipment requires regular LOLER thorough examination. LOLER Thorough examination due dates shall be tracked using Eor Software.

Lifting Plant

Lifting plant shall be subject to LOLER Thorough examination on a maximum of a 12-monthly basis, this period shall be reduced to 6 monthly should the item of lifting plant be required to lift pedestrians.

Lifting Equipment (accessories)

Lifting equipment (Accessories) shall be subject to LOLER Thorough examination on a maximum of a 6-monthly basis.

Monitoring & Measuring Equipment

Monitoring and measuring equipment requiring calibration shall be logged on Eor Software. The calibration due date shall be tracked on this software.

Power Tools

Power tools where reasonably practicable shall be battery powered. Where this is not practicable power tools shall be 110 Volt.

Hand Arm Vibration Rating of tools shall be logged using Eor Software.

Noise Ratings of Tools shall be logged using Eor Software

Ensure that you inspect the power tool prior to use looking for signs of damage including but not limited to:

- Cracks in the case
- Cuts in the wire
- Signs of excess heat such as scorch marks.

- Ensure that the tool is marked with an in-date PAT Test label.

PAT Testing

All electrical items with a plug shall be subject to PAT testing at a frequency of:

- | | |
|------------|--|
| - Office | Annually (or less frequently if subject to a risk assessment). |
| - Site | 3 Monthly |
| - Workshop | 6 Monthly |

PAT Test due dates shall be tracked using Eor Software.

Electrical Testing

Testing of Building Fixed Electrical Wiring must be carried out by electrically competent persons.

Competency is defined as persons who hold relevant training, knowledge, experience or other attributes.

Fixed wiring inspections shall be carried out no less than every 5 years. Fixed wiring certificates shall be stored within Eor Software.

Hiring in Plant & Equipment

When hiring in plant and equipment it must be ensured that the hiring company is reputable and competent to carry out the service.

A check must be made before hiring that our planned operative holds relevant in date operators training, and where no training exists a person must either be trained in its use or the equipment should be hired along with a trained operator.

On delivery of the hired equipment a check must be made to ensure that it is accompanied with all necessary certifications (for example an in date LOLER Certificate).

All usual pre-use checks must be carried out before the equipment is used.

Hiring Out Plant and Equipment

When hiring out plant and equipment a check should be made with the hirer that they hold the relevant qualifications and experience to operate the equipment safely. A check should also be made to ensure that sufficient insurances are in place.

All plant and equipment must be closely managed to ensure that it is subject to inspection, servicing, and maintenance at the required intervals to ensure that it remains in a safe condition.

Prior to handover and on delivery a full walk-around inspection should be carried out to ensure that the equipment is in safe condition prior to handover.

On handover of the hired equipment to the hirer we must ensure that we provide the hirer with a copy of any relevant certifications relating to that piece of equipment (e.g. an in date LOLER certificate).

Risk Assessment (RA) and Safe Methods of Work (SMOW)

(Responsible Manager: Gary McGee)

Generic Risk Assessments (GRA)

A suite of Generic Risk Assessments shall be developed relating to activities that are carried out on a regular basis. These Generic Risk Assessment shall be logged on Eor Software.

GRAs shall be communicated to personnel at first engagement and shall be made available to personnel.

If you believe that a GRA can be improved, then please voice this to your Line Manager.

Site Specific Risk Assessments and Safe Methods of Work (RAMS)

Where works are carried out on site, or works are carried out which are not covered by a GRA, then a site-specific Risk Assessment and Safe Method of Work shall be developed using Eor Software.

This RAMS shall be taken to site and communicated to the personnel carrying out the work on that site. Personnel shall be required to sign to confirm the receipt and understanding of the RAMS Briefing. Ensure that you ask any questions to clarify gaps in your knowledge.

If you believe that the RAMS is unsafe or can be improved, then please voice your concerns/suggestions to your Line Manager.

Point of Work Risk Assessments (Short Duration Works)

For short duration works it may not be possible or feasible for a site-specific Risk Assessment to be produced. If this is the case, then you will be required to complete a point of work Risk Assessment form to ensure that you have risk assessed the task before commencing works.

You shall be briefed on how to complete a point of work risk assessment during your Initial Company Induction. If you believe that you require refresher training at any point please communicate this to your Line Manager who will arrange for refresher training to be carried out.

Employee Responsibility

As an employee, you have a responsibility to not undertake any potentially hazardous tasks unless they have first been risk assessed. If you become aware of a potentially hazardous task that has not been risk assessed, you must make your Line Manager aware immediately.

Subcontractors

(Responsible Manager: Gary McGee)

Pre-Qualification

Should there be a need to engage subcontractors then the subcontracting company shall be required to complete the Pre-Qualification Questionnaire. The response that the subcontractor gives to this Questionnaire shall be assessed to ensure that the subcontractor is deemed as competent to carry out their scope of works.

Subcontractor RAMS

Prior to commencing works the subcontracting company must first submit their own project specific Risk Assessment and Safe Method of Work (RAMS). This RAMS must be reviewed to ensure that the works shall be carried out safely.

Monitoring Performance

Subcontractor works shall be assessed during inspections that shall be carried out. Should subcontractor works be deemed as unsafe then these concerns shall be communicated to the management of the subcontracting company. If the concerns are not rectified in a timely manner, then the subcontractor shall be blacklisted and not used until such time as they implement sufficient controls.

Training

(Responsible Manager: Gary McGee)

Job Role Minimum Training Standards

Minimum training standards shall be developed and documented. These standards shall detail the minimum training qualifications that must be held by a person to deem them as competent to carry out a job role.

Assessing Training Needs

The documented training standards shall be used when assessing a new starter. This assessment will allow gaps in the new starters training to be identified. The new starter shall be booked onto relevant training courses to ensure that these gaps in training are filled.

Company Induction

All new starters shall be issued with company induction training under signature.

Company induction shall be refreshed at a frequency relevant to the job role. This frequency is recommended to be annually and no more than 3 yearly.

Logging Training Expiry

Eor Software shall be used to log the training held by personnel. This software shall identify the expiry date of the training certificate.

Welfare

(Responsible Manager: Gary McGee)

Premises Welfare

Premises Welfare facilities must be kept clean and in good order at all times. If you identify any defects with the welfare facilities, then these must be communicated to your Line Manager immediately.

Always leave the welfare facilities in a condition as good as you would expect to find them.

Site Welfare

Site welfare shall be organised prior to the work on site commencing. The welfare facilities available to you shall be briefed to you during the site induction. These welfare facilities must be kept clean and in good order at all times. If you identify any defects with the welfare facilities, then these must be communicated to your Line Manager immediately.

Always leave the welfare facilities in a condition as good as you would expect to find them.

If you believe that additional welfare facilities are required, then your concerns must be reported to your Line Manager who will ensure that your issues are escalated to the correct persons.

Working at Height

(Responsible Manager: Gary McGee)

Working at height is defined to be any distance from which a person may fall and cause injury to themselves.

Above Ground Level

When required to work above ground level the activity must be risk assessed with an accompanying safe method of work (SMOW). You must read this risk assessment and SMOW and sign to confirm your understanding. If you believe that the RA or SMOW can be improved, then you must communicate this to your Line Manager.

Working at Height Equipment

NEVER use make shift equipment to work at height. All equipment must be designed for that use and must be in a safe condition.

You must inspect the working at height equipment prior to using it to identify any signs of damage. If defects are discovered during these inspections, then they must be reported to your Line Manager.

Ladders

Ladders must be of an EN131 Industrial Use Standard. Ladders must be marked with a Ladder tag to allow the user to view when the ladder was last subject to formal inspection.

Ladders must only be used for short duration infrequent works.

When using a ladder, you must maintain three points of contact at all times.

