



Health & Safety Policy

Including
Environmental Statement

Revised by Trevor Craggs
Complete Health & Safety Ltd
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To be reviewed before April 2016

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Health & Safety Policy

1 General Statement of Policy

BSW Building Services Limited is committed to ensuring the health and safety of everyone who works for the Company and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Company will ensure, so far as is reasonably practicable, that:

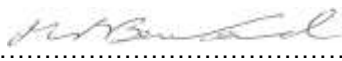
- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

The Company will provide the necessary resources in terms of finance, labour resources and time to meet the requirements of this policy.

It is Company policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees, who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

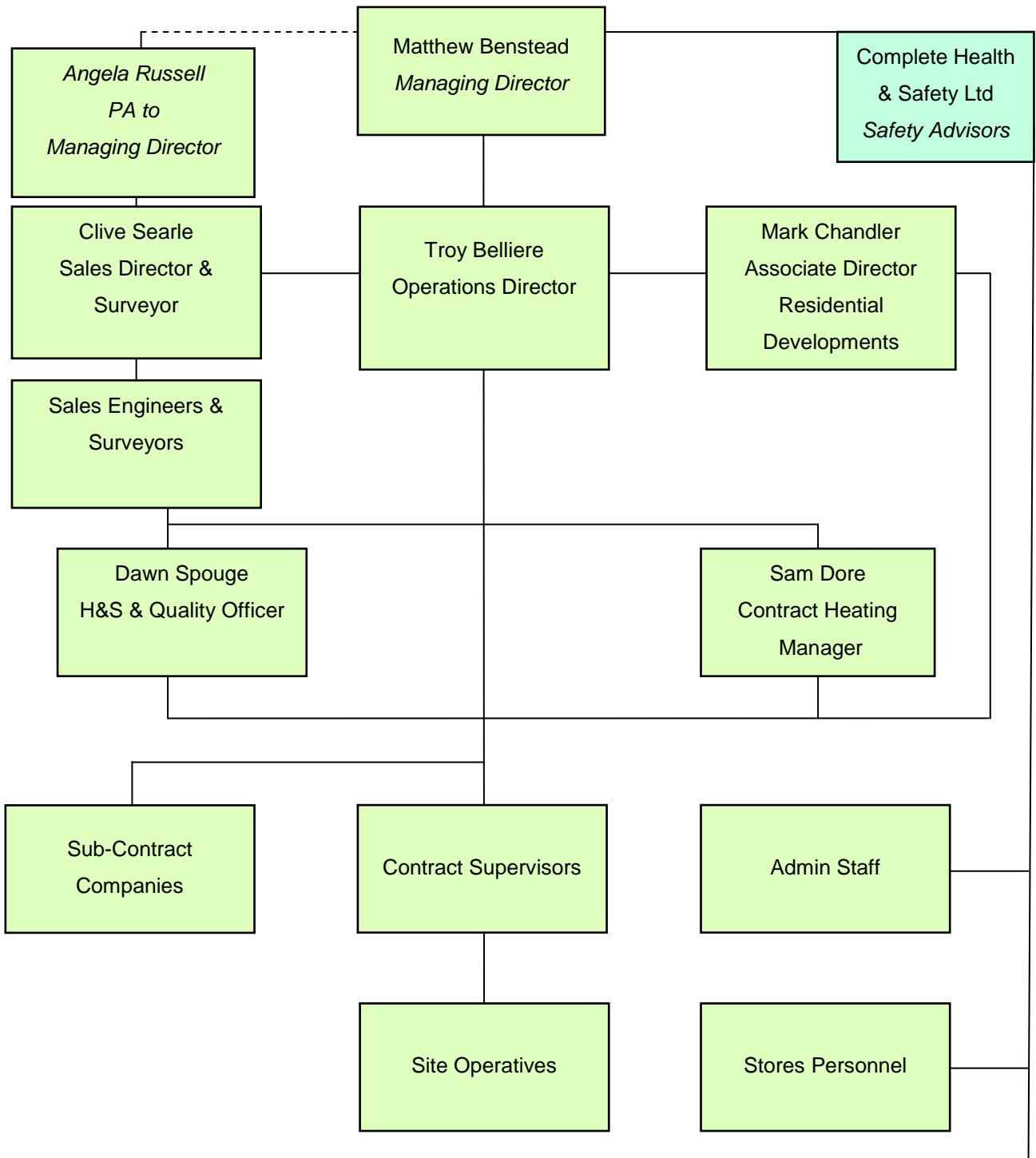
Signed  Matthew Benstead – Managing Director
Date 8th April 2015

Objectives for managing Health, Safety and the Environment

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all employees and, in addition, for managing the environmental impact of our operations; to ensure that all risks are properly assessed and controlled, so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Company employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance.

2 Organisation & Responsibilities

2.1 Organisation for Managing Health and Safety



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2.2 Responsibilities of Managing Director – Matthew Benstead

As **Managing Director**, Matthew Benstead is ultimately responsible for the health, safety and welfare of employees and of everyone else who may be affected by the Company's activities, including the public. He is specifically responsible for ensuring that:

- An adequate and effective Policy for health, safety and welfare is prepared, implemented and reviewed
- Adequate and effective arrangements for planning, organisation, control and monitoring for health and safety are implemented in accordance with relevant legislation and this policy
- Sufficient financial, labour resources and time are available to meet statutory requirements
- Suitable equipment and safe systems of work are provided to prevent or reduce risks to health and safety
- Overall responsibility for both General and Construction risk assessment programmes
- Competent health and safety advice and support is available
- Employees are aware of their health and safety responsibilities and duties in relation to health and safety, and comply with the requirements of the policy, and relevant regulations
- All employees receive adequate instruction, information, training and supervision to achieve the requirements of this policy
- The Company has adequate first aid provisions
- Health & safety training requirements are reviewed annually
- Health Surveillance is undertaken and records retained, as required
- Vehicles are checked and maintained in a roadworthy condition and drivers records are retained
- An adequate and effective Environmental policy is prepared to ensure the Company environmental policy objectives are met and reviewed
- Co-operating with statutory authorities (ie HSE Inspector)
- Maintaining all records of emergency action drills in the premises

The **Managing Director** also has responsibilities as an **Employee** (see sections 2.12)

2.3 Responsibilities of Operations Director – Troy Belliere

The **Operations Director** is specifically responsible for:

- Investigating accidents and implementing measures to prevent re-occurrence
- Reporting of accidents and dangerous occurrences at work to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Carrying out investigations on dangerous occurrences and serious accidents

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- Ensuring that subcontractor companies are competent with adequate health & safety arrangements and that information is recorded and kept on file
- Assessing and selecting appropriate PPE for use by Company employees
- A premises risk assessment is undertaken for the companies premises
- A fire risk assessment is undertaken for the companies premises and carrying out statutory inspections
- Premises plant and equipment is regularly inspected and maintained
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and agency staff concerns in relation to health & safety and acting accordingly

The **Operations Director** also has responsibilities as an **Employee** (see sections 2.12)

2.4 Responsibilities of Associate Director – Residential Developments - Mark Chandler

The **Associate Director – Residential Developments** is specifically responsible for:

- Planning, organising and co-ordinating domestic contract work to ensure minimum risk to the health and safety of employees or anyone who may be affected by the Company's activities
- Overall responsibility for and undertaking safety monitoring on site
- Organising and co-ordinating domestic contract site work on a daily bases to ensure minimum risk to the health and safety of employees or any who may be affected by the Company's activities
- Ensuring compliance with the Company safety policy and relevant regulations where applicable
- Ensuring risk assessments, method statements and safe systems of work are prepared and all registers and records are kept up to date
- Risk assessments, method statements and safe systems of work are issued, communicated and adhered to on site
- Ensuring all reported health and safety issues are reviewed and remedial action applied when necessary on domestic sites
- Ensuring accidents on domestic sites are entered in the accident book
- Assist the **Managing Director** to investigate any accidents or near misses on site
- Ensuring equipment procured or hired by the Company for use on domestic sites is suitable for the intended task, complies with statutory safety standards and is CE marked
- Co-operating with statutory authorities (ie HSE Inspector)
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and subcontractor's concerns in relation to health & safety and acting accordingly

The **Associate Director** also has responsibilities as an **Employee** (see sections 2.12)

2.5 Responsibilities of Surveyors

The **Surveyors** are specifically responsible for:

- Ensuring risk assessments, method statements and safe systems of work are prepared and all registers and records are kept up to date
- Risk assessments, method statements and safe systems of work are issued, communicated and adhered to on site
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and subcontractor's concerns in relation to health & safety and acting accordingly

The **Surveyors** also have responsibilities as **Employees** (see sections 2.12)

2.6 Responsibilities of Heating Installations Manager – Sam Dore

The **Heating Installation Manager** is specifically responsible for:

- Planning, organising and co-ordinating in conjunction with the **Operations Director**, construction site work to ensure minimum risk to the health and safety of employees or anyone who may be affected by the Company's activities
- Organising and co-ordinating construction site work on a daily bases to ensure minimum risk to the health and safety of employees or any who may be affected by the Company's activities
- Ensuring compliance with the Company safety policy and relevant regulations, and the site health & safety plan where applicable
- Ensuring in conjunctions with the **Operations Director** that risk assessments, method statements and safe systems of work are prepared and all registers and records are kept up to date
- Risk assessments, method statements and safe systems of work are issued, communicated and adhered to on site
- Ensuring all reported health and safety issues on construction sites are reviewed and remedial action applied when necessary
- Undertaking day to day safety monitoring on construction sites
- Ensuring accidents are entered in the accident book on construction sites
- Ensuring equipment procured or hired by the Company for use on construction sites is suitable for the intended task, complies with statutory safety standards and is CE marked
- Ensuring selected/hired equipment is used correctly and maintained in accordance with the manufacturer's instructions on site by trained and competent operatives and records maintained.

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The **Heating Installation Manager** also has responsibilities as an **Employee** (see sections 2.12)

2.7 Responsibilities of Safety Officer – Dawn Spouge

Dawn Spouge is the **Safety Officer** for the Company and specifically responsible for:

- Ensuring that the Policy is reviewed annually to ensure that all parts are still valid
- Ensuring the arrangements set out in this policy are implemented and monitoring the safety performance across the Company
- Reviewing health & safety training requirements across the Company assisted by the **Managing Director, Directors and Managers**, and **External Health & Safety Advisor** as required, and retaining health & safety training records
- Undertaking formal site audits and preparing audit reports
- Undertaking periodic H&S reviews with Senior Management
- Ensuring that the Company has adequate first aid provisions after assessing the requirements
- Ensuring that a fire risk assessment is undertaken and suitable fire precautions are implemented for the premises
- Managing the risk assessment
- The assessment and selection of Personal Protective Equipment procured or hired by the company for use on site, ensuring it is suitable for the intended task, complies with statutory safety standards, is CE marked and is accompanied by statutory documentation and manuals and is available and used by trained and competent operatives
- Risk assessments are undertaken in accordance with statutory requirements and reviewed periodically
- Ensuring the accident book is kept in a safe place and ensuring that accidents are entered in the accident book
- Reporting accidents and dangerous occurrences at work to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Setting a good example of behaviour with regard to health, hygiene and safety

The **Safety Officer** also has responsibilities as an **Employee** (see sections 2.12)

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2.8 Responsibilities of Contract Supervisor – Ron Davis, Gerald King, Matt Wright and Paul Muncer.

The **Contract Supervisors** are specifically responsible for:

- Organising and co-ordinating site work on a daily bases to ensure minimum risk to the health and safety of employees or any who may be affected by the Company's activities
- Ensuring compliance with the Company safety policy and relevant regulations, and the site health & safety plan where applicable
- Risk assessments, method statements and safe systems of work are issued, communicated and adhered to on site
- Issue and control of Hot Works permits on domestic sites
- Ensuring in conjunctions with the **Operations Director**, all reported health and safety issues are reviewed and remedial action applied when necessary
- Undertaking day to day safety monitoring on site
- Ensuring accidents are entered in the accident book
- Ensuring selected/hired equipment is used correctly and maintained in accordance with the manufacturer's instructions on site by trained and competent operatives and records maintained.
- Carrying out day to day informal inspections of vehicles on site and records maintained
- Maintaining all records of Statutory inspections of premises plant & equipment

The **Contract Supervisors** also have responsibilities as **Employees** (see sections 2.12)

2.9 Responsibilities of PA to Managing Director – Angie Russell

The **PA to the Managing Director** is specifically responsible for:

- That vehicles owned or leased by the Company are kept roadworthy and in good condition by the custodian of the vehicle, and repaired and maintained by a competent vehicle maintenance company.
- Copies of driving licences, MOT and insurances certificates for all drivers of vehicles owned or used by the Company are provided and retained.
- Maintaining all training records

The **PA to the Managing Director** also has responsibilities as an **Employee** (see sections 2.12)

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2.10 Responsibilities of Storeman – Peter Manley

The **Storeman** is specifically responsible for:

- Carrying out all Company Portable Appliance Testing and records maintained
- Maintaining all records of Personal Protective Equipment issued to employees
- Issue of Personal Protective Equipment to employees
- Keeping the store tidy

The **Storeman** also has responsibilities as an **Employee** (see sections 2.12)

2.11 Responsibilities of Employees and Subcontractors

All **employees** have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Subcontractors will comply with all aspects of this policy as though they were employees. Conversely the Company will treat **Subcontractors** as though they were employees.

All **employees** and **subcontractors** will therefore:

- Comply with the Company safety policy, risk assessments, method statements and safe systems of work
- Comply with the site health & safety plan and site rules on CDM notifiable projects
- Co-operate with both employer and management and follow instructions
- Use the appropriate plant, tools and equipment as instructed and not misuse
- Ensure that guards are in position whilst plant and portable equipment are in use
- Keep tools, equipment and PPE in good condition and report defects
- Ensure materials and substances are stored safely on site
- Maintaining a tidy site with safe access and egress to places of work
- Report any accident, dangerous occurrence or condition to the **Managing Director**
- Take all reasonable steps to ensure the safety of themselves and others
- Avoid improvised arrangements and suggest safe ways of reducing risks
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE conducive to the work
- Raise any health & safety concerns with the **Managing Director**

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- Report immediately any defective plant and equipment to the **Managing Director** and do not use until repaired
- Inform the **Supervisor** if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action will be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

2.12 Responsibilities of External Safety Advisors

The Company's nominated **External Safety Advisors** will:

- Meet with the **Managing Director** as required to review/audit the Company's health & safety management system
- Ensure the Company H&S Policy reflects the Company's operations and organisation and is compliant with current legislation
- Assist the company in preparing health & safety plans, general risk assessments and method statements, as required
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health & safety advice and support as required
- Assist in accident investigations and preparing accident reports

3 Health and Safety Arrangements

3.1 Communication and Consultation

The Management of the Company will communicate to employees their commitment to safety and ensure that employees are familiar with the contents of the Company health and safety policy.

Communication and consultation will take place through the general daily interaction and supervision process, toolbox talks and quarterly staff meetings.

Relevant Legislation and Information:

Consultation with Employees Regulations 1996

3.2 Health & Safety Information

All new employees will receive induction training when they join the Company.

As part of the induction process employees will be provided with:-

- a copy of this policy
- an employee health & safety handbook
- relevant risk assessments and procedures
- information on workplace hazards, emergency procedures and first aid arrangements

Employees will also receive information when:

- There are proposed changes that may affect their health and safety;
- There are changes to work procedures or working patterns;
- There are changes as a result of new or revised legislation

A health & safety pack containing site risk assessments, handbook etc will be provided for each vehicle, for quick and easy reference by employees.

The Company will also retain a number of useful and relevant HSE documents/leaflets for reference in the Health & Safety File retained in the office.

Employees will be encouraged to read the Health & Safety Law poster which provides key information about employer's responsibilities and employee's rights. The Company will also display a copy of the Company's Policy statement and Employer's Liability (Compulsory Insurance) Certificate. These will be displayed in a prominent position in the premises.

Relevant Legislation and Information:

Health & Safety at Work Act 1974

Health & Safety Information for Employees Regulations 1989

Employees Liability (Compulsory Insurance) Act 1969

3.3 Safety Training and Induction

All new employees will be given induction training in the following:

- Fire and emergency evacuation procedures in the premises
- Arrangements for First Aid
- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements
- Safe use of any equipment

New employees will be provided with suitable literature to inform them about health & safety requirements when they join the Company.

The person responsible for giving inductions and retaining induction records will be the **Operations Director**.

All employees working on larger managed sites will undertake site specific induction when starting work at the site.

All employees will be trained in safe working practises and procedures prior to being allocated any new role. Training will be provided on the safe use and maintenance of work equipment where necessary.

Employees will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

A formal review of training needs will be undertaken by the **Managing Director**.

All employees will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles / tasks i.e. first aid.

The **PA to the Managing Director** will be responsible for maintaining records of training which will be filed in a lockable safe in the Office.

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Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(2c)

The requirement for training appears in all health and safety regulations

3.4 Co-operation and Care

If the Company is to build and maintain a health and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with management and customers on safety matters and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by operations of the Company.

Relevant Legislation and Information:

Management of Health & Safety at Work ACOP 1

3.5 Monitoring and Review of Health & Safety Policy

The Policy will be reviewed annually by the **Safety Officer** to ensure that all of the information given in it is still valid. Advice will be obtained from the Company's **Safety Advisor** to ensure that the Policy remains compliant with legislation.

Any updates or amendments will be brought to the attention of the employees, and information, instruction and training provided where necessary.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(3)

Management of Health & Safety at Work Regulations 1999

3.6 Inspection and Monitoring

The **Contracts Managers/Associate Directors**, assisted by the **Contract Supervisors** will be responsible for day to day monitoring of health and safety on site, and will undertake informal monitoring of health and safety on site during site visits

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The **Safety Officer** will be responsible undertaking formal monitoring of health and safety on site using a Site Audit Report form.

The **Safety Officer** will undertake periodic health & safety reviews with the **Managing Director** and other **Directors / Managers** as required.

Copies of the site audit report will be filed in the contract file and in the health & safety file in the **Safety Officer's** office.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and identify areas where revision of the policy may be necessary.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

3.7 Annual Review / Audit

The Company's nominated safety advisors will review / audit the safety management system annually to:-

- a) Ensure that the Health & Safety Policy remains up to date and effective
- b) Ensure that the safety management system is being implemented correctly together with any recommendations for improvement

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.8 Safety Advice

Advice on health and safety and occupational health matters will be available from the Company's nominated **Safety Advisors**:-

Complete Health & Safety Ltd
Unit 4 Elm Business Units
67 Chartwell Road
Lancing Business Park
Lancing, West Sussex
BN15 8FD
Telephone: 01273 833919
Email: info@complete-hs.co.uk

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Additional advice may also be obtained from the HSE Website – www.hse.gov.uk

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.9 Hazard Reporting

It is the policy of the Company to eliminate hazards from the work place wherever possible.

All employees have a duty to report any unsafe or unhealthy working conditions, practices or arrangements. The **Contracts Managers** will take immediate remedial action on Commercial site and the **Contracts Director** on domestic sites to eliminate or minimise the risk and will take the necessary long-term action to prevent future occurrences.

If an employee is concerned that the Company is not doing enough, the Company accepts that the employee ultimately has the right in law to approach the Health and Safety Executive/Local Authority as detailed on the Health and Safety Law poster in the office.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.10 Risk Assessments

It is the policy of the Company to comply with the statutory requirement for risk assessment as set out in the Management of Health & Safety at Work Regulations.

The Company will carry out suitable risk assessments for all tasks undertaken in the Company and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

The Company will prepare site-specific risk assessments for all CDM notifiable projects and where site conditions, hazards and risks vary.

The **Managing Director** has overall responsibility for ensuring that the Company has a risk assessment programme in place.

The **Project Manager** and or the **Surveyor** is responsible for undertaking site surveys and preparing site specific risk assessments for significant commercial projects.

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The **Project Manager** will ensure that employees working on site are made aware of the significant findings of the risk assessment process and the necessary control measures before commencing work.

The **Managing Director, together with the Safety Officer** is responsible for preparing and maintaining premises risk assessments.

Copies of the site risk assessments will be filed in the relevant job file.

It is important for employees to understand the difference between hazard and risk. A hazard is "something which could cause harm" and a risk is "the potential severity of the hazard combined with likelihood, high or low, that someone will be injured by the hazard".

The risk assessment documentation will include a detailed explanation of the risk evaluation criteria used for establishing high, medium or low risk.

Risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes as a result of new or revised legislation
- Following any accident or incident

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999 Regulation 3

A number of other Regulations also have a specific requirement for risk assessment

3.11 Safe Systems of Work / Method Statements

All site work will be carried out in accordance with the safe system of work documented in the employee health & safety handbook.

All employees will be trained in the safe systems of work.

Site specific method statements will be prepared by the **Project Managers or Surveyors** for all significantly hazardous activities such as work at height and lifting operations. The Company will generally not prepare method statements for routine work.

Method statements will include, as a minimum, the following information:

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Description of work; sequence of operations; supervisors; plant and equipment used; PPE required; First Aid requirements; emergency procedures; safety of third parties and waste disposal.

The **Project Managers or Surveyors** will be responsible for implementing the method statement and ensuring that Operatives read and comply with the document for their respective departments.

The Company will request and review method statements from subcontractors before commencing [work on site](#).

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

3.12 First Aid

It is the policy of the Company to comply with the Health & Safety (First Aid) Regulations.

An adequate number of employees will be trained as fully qualified First Aiders and Emergency First Aiders in order to provide first aid cover at all times in the premises and on site.

The **Safety Officer** has overall responsibility for ensuring that the First Aid Policy is implemented.

First Aid trained persons and **Emergency First Aid trained persons** will receive refresher training at least once every 3 years.

Suitable first aid kit(s) will be located in the following location(s):

- In the vans
- On site
- In the Office

Employees will be informed about first aid arrangements during induction.

All staff working on site will be required to carry mobile phones, which should be used to call an ambulance or other assistance in the case of an emergency.

Relevant Legislation and Information:

Health & Safety (First Aid) Regulations 1981

First Aid at Work ACOP (L74)

3.13 Accident Procedures

Each **Employee** is required to report accidents to the **Contracts Manager** (Commercial sites) or the **Contracts Director** (Domestic sites) as soon as possible.

The **Safety Officer** will ensure that the accident book is readily available in the office. They will ensure that the removable pages are filed securely in the Health and Safety file in the office in accordance with the requirements of the Data Protection Act 1998.

[Relevant Legislation and Information:](#)

[Management of Health & Safety at Work Regulations 1999](#)

[Data Protection Act 1998](#)

3.14 Accident Investigation

The Company views accident investigation as a valuable tool in the prevention of future accidents/incidents. In the event of a RIDDOR reportable accident, the accident will be investigated and a report drawn up by the **Safety Officer**, with assistance from the **Directors/Managers**, as appropriate. The accident report will detail:

- The circumstances of the accident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed to discover the underlying or root causes and what action should be taken to prevent a recurrence.

The accident report will be filed in the Health and Safety file.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

[Relevant Legislation and Information:](#)

[Management of Health & Safety at Work Regulations 1999](#)

3.15 Reporting Accidents and Incidents to the HSE

In the case of an over 7 day injury, occupational illness or dangerous occurrence which is reportable under RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) the **Safety Officer** will ensure that the HSE Incident Contact Centre is notified within 15 days using the online F2508 form at website www.riddor.gov.uk.

In the case of an occupational health condition which is reportable under RIDDOR the **Safety Officer** will ensure that the HSE Incident Contact Centre is notified within 15 days of diagnosis of the occupation health condition using the online form at website www.hse.gov.uk/riddor/.

In the case of a fatality or specified injury the **Safety Officer** will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0845 3009924 or using the online reporting facility www.hse.gov.uk/riddor/.

The **Safety Officer** will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The Company accepts that failure to report these types of accidents or incidents could result in a criminal prosecution. . (For more information about RIDDOR look at <http://www.hse.gov.uk/riddor/index.htm>)

Relevant Legislation and Information:

Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013

HSE leaflet 'RIDDOR' HSE31

3.16 Construction (Design & Management) Regulations

The CDM Regulations are intended to ensure the complete safety of any building from design through construction and working life to, ultimately, demolition.

The CDM 2015 Regulations apply to both **domestic** and **commercial** projects. A “notifiable” project is one which lasts more than 30 working days and has more than 20 workers working on the project at any one time, **or** exceeds 500 person days.

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When there is more than one **Contractor** involved in a project, regardless of duration, then the project will require a **Principal Contractor** and **Principal Designer** to be appointed by the **Client**. Specific duties as applicable to the Company are detailed below.

3.16.1 Worker Duties

For all **Workers** working on all types of domestic or commercial projects **Workers** must:

- Be consulted about matters which affect their health, safety and welfare;
- Take care of their own health and safety and others who may 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;
- Comply with legal health and safety requirements for construction sites.

3.16.2 Contractor Duties

On all types of construction projects the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision
- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided
- Ensure the site is secure
- Provide information to the **Principal Contractor** (where applicable), **Workers** and **Subcontractors**
- Comply with the specific requirements in Part 4 of the CDM Regulations

When appointed as **Contractor** on a domestic project, the Company will:

- Undertake the duties of **Client**

3.16.3 Principal Contractor Duties

When appointed as **Principal Contractor** the Company will:-

- Ensure the **Client** is aware of their duties, has prepared a Client Brief and has appointed a **Principal Designer** before starting work

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- Liaise and co-operate with the **Principal Designer** during the preconstruction and construction phase
- Plan the construction phase and prepare the construction phase plan
- Ensure welfare facilities are provided
- Provide site induction
- Ensure the site is secure
- Appoint competent **Contractors** and **Workers**
- Ensure adequate arrangements in place for managing and supervising
- Engage **Contractors** and **Workers** – through information, communication, consultation, co-operation and co-ordination
- Maintain health and safety standards and monitor risks on site
- Provide information for the health & safety file to the **Principal Designer**
- Liaise with the **Client** and **Principal Designer** throughout the project, including during the pre-construction phase

When appointed as **Principal Contractor** for domestic projects, the Company will:

- Undertake the duties of **Client** – although this can be duty can be undertaken by the **Principal Designer** if agreed in writing

3.16.4 *Designer Duties*

If the Company is the only **Designer** involving a **Principal Contractor** then the Company will be deemed to be the **Principal Designer** and will therefore take on the additional responsibilities detailed in the **Principal Designer** section below.

As a **Designer** on all types of project, the Company will:-

- Ensure that the Company has the competence to undertake the design work
- Check **Client** is aware of their duties and ensure **Principal Designer** has been appointed where more than one **Contractor** is engaged on the project
- Prepare and modify designs for safety and health
- Eliminate, reduce or control foreseeable risks in the design that may arise during construction and the maintenance and use of a building once it is built
- Co-operate and co-ordinate with **Client**, **Principal Designer**, other **Designers** and others
- Provide information to the **Client**, **Principal Designer**, other **Designers** to help them fulfil their duties
- Provide information for the health and safety file

3.16.5 *Principal Designer Duties*

As **Principal Designer** the Company will:

During Design Phase:

- Ensure **Client** is aware of their duties and assist the **Client** in developing the initial brief
- Assist **Client** in identifying, obtaining and collating the preconstruction information
- Pass on preconstruction information to other **Designers**
- Plan, manage, monitor and co-ordinate the preconstruction phase of a project
- Ensure that other **Designers** comply with their duties and co-operate with others involved with the project

During Construction Phase

- Provide pre-construction information to the **Principal Contractor**
- Communicate and liaise with the **Principal Contractor** during the appointment
- Prepare and develop the Health & Safety File
- Facilitate good communication between the **Client, Designers** and **Contractors**
- Liaise with the **Principal Contractor** to help in the planning, management, monitoring and co-ordination of the construction phase.
- Liaise with the **Principal Contractor** and other **Designers** regarding ongoing design work

Post Construction Phase

- Issue the Health & Safety File to the **Client**

When appointed as **Principal Designer** for domestic projects, the Company will:

- Undertake the duties of **Client** if requested by the **Client** (this normally defaults to the **Contractor / Principal Contractor**) – Note that the first **Designer** appointed becomes the **Principal Designer** – which could be a **Designer** or a **Builder** who produces a quotation, schedule of works, list of items etc)

3.16.6 *Client Duties (when managing Domestic Projects)*

As **Contractor/Principal Contractor** on domestic projects the following duties as **Client** will also apply:

During Design Phase:

- Prepare a Client brief which sets out key requirements, visions for the project and communicates aims and aspirations

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- Ensure suitable arrangements in place for managing the project
- Select a competent project team and formally appoint duty holders – **Contractors** and **Designers**, and **Principal Contractor** and **Principal Designer** when more than one **Contractor** is involved in the project
- Ensure sufficient time and resources are allocated for health & safety is adequately throughout the project
- Provide information to help with design and construction planning
- Notify notifiable projects to the enforcing authority using the F10 Form or arrange for someone else to notify on their behalf
- Check that the **Principal Designer** is carrying out their duties

During Construction Phase

- Ensure the construction phase plan is in place
- Ensure welfare facilities are in place
- Check that the **Principal Contractor** is carrying out their duties
- Check completion and handover arrangements

During Post Construction Phase

- Check that the health and safety file has been prepared (where applicable)
- Maintain and make available the health and safety file (where applicable)

3.16.7 CDM Responsibilities in the Company

The **Contracts Managers** will be overall responsible for the design, planning, management and control of projects.

The **Contracts Manager** and **Contract Supervisors** will be responsible for the management and control of health and safety on site.

Relevant Legislation and Information:

[Construction \(Design & Management\) Regulations 2015](#)

[Construction \(Design & Management\) Regulations 2015 – HSE Guidance L153](#)

[CITB Industry Guidance for Clients](#)

[CITB Industry Guidance for Principal Contractors](#)

[CITB Industry Guidance for Contractors](#)

[CITB Industry Guidance for Principal Designers](#)

[CITB Industry Guidance for Workers](#)

[CITB Industry Guidance for Designers](#)

Health & Safety Policy

3.17 Managing Subcontract Companies

The Company uses the services of **Subcontract Companies** at times. Under the CDM Regulations the Company is responsible for ensuring that the work undertaken by the **Subcontractor** is carried out safely and without risk to employees or others affected by the **Subcontractor's** acts or omissions, so far as is reasonably practicable.

The Company will ensure that **Subcontractors** are competent before any work is started. To achieve this, some or all of the following information will be requested from the Subcontractor depending on the size of the **Subcontractor** and the size / nature of the work.

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (ie qualifications, experience, training)
- Details of membership of professional or trade bodies

The information will be obtained, reviewed and held on file by the **Safety Officer**.

Prior to commencing any work on site, a **Subcontractor** will be required to submit a suitable risk assessment and method statement for review by the **Safety Officer**. The **Subcontractor** must ensure that these documents are brought to the attention of contractor employees to ensure that the work can be carried out safely.

Subcontractors are required to co-operate with, and to follow, any reasonable instructions given by the Company in the interests of health and safety.

The **Site Supervisor/Manager** will bring to the attention of the **Subcontractor** any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance, training or information.

The **Contracts Supervisor** will be responsible for the daily interaction and provision of instructions to the **Subcontractor** and monitoring their work. Any breaches of health & safety will be brought to the attention of the relevant **Subcontractor Manager / Supervisor**.

[Relevant Legislation and Information:](#)

[Construction \(Design & Management\) Regulations 2015](#)

3.18 Co-operation and Co-ordination on Site

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The Company recognises that good co-operation and co-ordination on a shared site is essential to ensure that risks affecting everyone on site are identified in good time and suitable control measures implemented and followed.

As a **Contractor** on site the Company recognises that the **Principal Contractor** will take the lead during the construction phase of a project, in encouraging all parties to interact at an early stage and throughout the project.

As a **Contractor** we will ensure that information about risks and precautions are shared effectively and appropriately with those who need to know and we will make sure that design changes are communicated as soon as possible to the relevant managers and employees.

Communications will take place at morning briefings, between the **Site Manager** and our **Contract Supervisors**, and between other trade **Managers/Foremen** and our **Contract Supervisors** as required.

Employees will be briefed about activities undertaken by others in the morning before work commences or as required throughout the working day.

The Company's method statement will identify any activity that may affect others on site and will identify the means of co-ordinating that activity.

The **Contract Supervisors** will ensure that effective inductions are given to all our employees before they start work relating both to the health and safety provisions on the site and to the work which is to be carried out.

[Relevant Legislation and Information:](#)

[Construction \(Design & Management\) Regulations 2015](#)

3.19 General Fire Precautions in the Premises

The **Managing Director** has overall responsibility for ensuring that suitable fire precautions are implemented and maintained and that a fire risk assessment is undertaken in accordance with the Fire Regulations.

Employees will be instructed to remain vigilant with consideration given to guarding against things that can fuel a fire (e.g. cardboard, paper, clothing etc) and ignite a fire (heaters, electrical equipment etc).

Employees working in the premises will be made aware of the location of fire extinguishers, other fire

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precautions and the emergency exit routes during the Company induction briefing.

Signs will be positioned above each extinguisher to make it clear about which type of extinguisher to use in the event of a fire.

Fire exits are located at strategic points. Everyone in the Company will be made aware that exit doors and corridors must never be blocked locked or used as storage space.

The day to day informal inspection of the premises will be undertaken by the **Managing Director** to identify any shortcomings in fire arrangements.

The Company will provide employees with information in the safe use of fire extinguishers. Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should leave the building immediately.

The fire extinguishers will be serviced and tested annually by **an approved fire equipment servicing company**

Employees must abide by the no smoking policy in the premises and at client's premises. Employees will be instructed not to store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

[Relevant Legislation and Information:](#)

[Regulatory Reform \(Fire Safety Order\) 2005](#)

[Fire Safety Risk Assessment: Guide 2 Factories & Warehouses](#)

3.20 Emergency Evacuation Procedure at the Premises

In the event of the fire, the person discovering the fire will shout 'FIRE'. On hearing the alarm all employees will leave the building by the nearest available exit and assemble at the designated assembly point in the street.

Suitable fire action signs will be positioned in key and prominent locations throughout the premises.

All appointed Fire Marshalls – Sally Hamilton, Sam Simmons, Angie Russell, Mike Morgan Rowe, Petra Sedova, will be responsible for ensuring safe evacuation and be the point of contact with the emergency services.

[Relevant Legislation and Information:](#)

Regulatory Reform (Fire Safety Order) 2005

Fire Safety Risk Assessment: Offices & Shops

3.21 General Fire Precautions on Site

Employees working on site will be given details of the fire precautions and procedures during site induction, where applicable.

On CDM notifiable projects, the fire precautions will be outlined in the Health & Safety Plan.

On managed sites, suitable fire extinguishers will be located at strategic points throughout the site.

Operatives will only be expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous, or potentially dangerous, then the Operative should leave the building immediately.

Operatives will be required to abide by the smoking policy on the site. Smoking will only be permitted in external designated areas to be advised during site induction.

Operatives will be instructed to not store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

3.22 Work Equipment

It is the policy of the Company to comply with the Provision and Use of Work Equipment Regulations.

The **Managing Director** will be responsible for selecting/hiring appropriate and CE marked work equipment for use in the premises.

The **Managing Director** will ensure that all equipment is serviced and maintained in good working order in accordance with the equipment manufacturer's recommendations and statutory requirements using approved servicing companies. He will undertake monthly checks of the equipment.

A limited amount of cleaning and maintenance will be undertaken by **authorised cleaning staff** subject to risk assessment.

Health & Safety Policy

The **Project Managers** will be responsible for selecting/hiring appropriate and CE marked work equipment for use on site.

The **Project Managers** and **Contracts Supervisors** will be responsible for ensuring selected/hired equipment is used and maintained in accordance with the manufacturer's instructions on site by trained and competent operatives and records maintained.

Risk assessments will be undertaken on work equipment with significant risks. The risk assessments will take into account the risks during maintenance, fault finding etc as well as general use.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment with significant risks will be restricted to authorised persons.

Where equipment has been provided with covers/guards and interlocks, the covers/guards and interlocks will be kept in good working order and used at all times.

All employees will be provided with such personal protective equipment (PPE) as is necessary to protect them from the dangers of using work equipment. PPE will be issued as a last resort, the management having first considered whether risks can be eliminated or reduced by other more permanent means.

All work equipment will be clearly marked with health and safety warnings where appropriate.

[Relevant Legislation and Information:](#)

[Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)

3.23 Hand / Arm Vibration Syndrome (HAVS)

It is company policy to comply with the Control of Vibration at Work Regulations.

The Company will take all reasonably practicable steps to reduce the likelihood of any employee contracting the condition known as Hand / Arm Vibration Syndrome.

The **Project Managers** will select vibrating equipment with preference given to equipment with the lowest published vibration emission levels for their respective sites.

Health & Safety Policy

Vibrating equipment will be well maintained to ensure that the levels of vibration do not increase over time and use.

Where vibration levels are not known for particular equipment, a look up chart will be referenced to establish the approximate vibration levels for that equipment. The chart will be positioned in a prominent position in the office.

The Company will assess the use of hand held vibrating equipment and ensure that employees are not exposed to daily exposure levels in excess of 5.0 m/s^2 (A8) so far as is reasonably practicable.

The HSE website <http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> will be used to calculate daily exposures.

The **Project Managers** will ensure that employees using vibrating equipment are provided with suitable equipment, suitable gloves, have adequate rest breaks and a place for warming hands in cold weather.

Employees will be provided with information on recognising symptoms of HAVS and informed about the measures required to reduce the risks.

Employees will be instructed to report any signs of HAVS or any concerns with the equipment being used.

Relevant Information:

[Control of Vibrations at Work Regulations 2005](#)

[HSE leaflet INDG175 Controlling the risks from hand arm vibration](#)

3.24 Electricity at Work

It is the policy of the Company to comply with the Electricity at Work Regulations.

The regulations stipulate that anyone working with electricity must be competent to do so. Therefore only qualified electricians are authorised to undertake any electrical work in the premises.

Employees will be instructed to switch off electrical equipment immediately if they notice a problem with electrical equipment and report the situation to the **Project Managers**, who will arrange for a suitably qualified electrician to check the equipment.

Health & Safety Policy

All portable electrical equipment used by the Company will be subject to regular inspection and test to ensure it remains safe to use. Employees will be encouraged to inspect equipment before use.

Portable electrical equipment will be subjected to inspection and or test by a competent person at the following intervals:

Type of Equipment	User Checks	Formal Visual Inspection	Combined Inspection & Testing (PAT Test)
Mobile Equipment in Office (ie kettles)	N/A	N/A	Annually
Static Equipment in Office (ie computers)	N/A	Annually	Every 2 years
Portable Equipment used on site	Before Use	Monthly	Annually

All portable electrical equipment will be tagged with a date for re-inspection and test. Employees will be instructed to take out of service any equipment found without a date or an expired date report it to the **Project Managers**.

The fixed electrical installation in the premises will be checked by a qualified electrician at least once every 5 years.

Relevant Legislation and Information:

The Electricity at Work Regulations 1989

3.25 Personal Protective Equipment

It is the policy of the Company to comply with the Personal Protective Equipment at Work Regulations.

All employees, who may be exposed to a risk to their health and safety while at work, will be provided with suitable properly fitting and effective personal protective equipment (PPE) – such as safety boots, eye protection and gloves by the **Storeman**. PPE will always be considered as a last resort or as a back up to other control measures.

Employees will be required to use PPE as identified by the risk assessments.

All PPE provided by the company will be properly assessed and selected by the **Managing Director** prior to provision.

The Company will not charge employees for the issue of PPE.

All employees who are required to use PPE will receive information and instruction on the use, maintenance and purpose of the equipment. The Company will provide facilities for the correct storage

Health & Safety Policy

of the PPE whenever necessary. Employees will be instructed to report any defects with PPE and not use it until replacement PPE has been issued.

The Company will endeavour to ensure that all PPE provided is used and used properly by its employees.

The **Storeman** will be responsible for keeping records of PPE issued to employees. Records will be retained in the Health and Safety Files.

[Relevant Legislation and Information:](#)

[Personal Protective Equipment at Work Regulations 1992](#)

3.26 Manual Handling Operations

It is the policy of the Company to comply with the Manual Handling Operations Regulations.

Manual handling operations will be avoided as far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

The **Project Manager** will be responsible for assessing significant manual handling risks during the project planning stage. The **Contract Supervisors** will be responsible for day to day assessments of manual handling on site.

The assessment will identify measures that will reduce the risk of injury to the lowest possible level possible. Priority will be given to providing mechanisation where practicable.

All employees who undertake manual handling tasks will be trained in safe manual handling techniques.

[Relevant Legislation and Information:](#)

[The Manual Handling Operations Regulations 1992](#)

3.27 Display Screen Equipment

It is the policy of the Company to comply with the Health and Safety (Display Screen Equipment) Regulations.

Health & Safety Policy

The **Safety Officer** will ensure that each person who is a designated “user” of computer workstations undertakes a Workstation Assessment to ensure that the risks to their health and safety is minimised by meeting the workstation requirements as set out in the Schedule of the Regulations.

Workstation assessments will be undertaken soon after an employee joins the Company, following any changes to the workstation or work environment and at yearly intervals.

The **Safety Officer** will ensure that any identified actions are implemented and filing workstation assessments in Personnel files.

The Company will take all reasonably practicable steps to ensure the risks to the users of computers are eliminated or reduced to the lowest possible levels.

Computer users will be advised to undertake other tasks, take rest breaks etc to enable them to have 5 to 10 minutes break away from the screen or keyboard every hour.

Eyesight tests will be provided for Computer users on request.

Where computer users require corrective equipment specifically for using computers at work, the Company will provide funding towards a pair of glasses or contact lenses, the amount being equivalent to the cost of procuring a basic pair of glasses.

All computer users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

[Relevant Legislation and Information:](#)

[The Health and safety \(Display Screen Equipment\) Regulations 1992](#)

[HSE Leaflet: 'Working with VDUs' INDG36](#)

3.28 Control of Hazardous Substances

Whilst the Company does not use any Hazardous Substances at present, it is the policy of the Company to comply with the Control of Substances Hazardous to Health (COSHH) Regulations if the situation were to change in the future.

A COSHH assessment would be conducted on work involving exposure to hazardous substances. It would be the responsibility of the **Contract Managers/Associate Directors** to ensure COSHH assessments are undertaken.

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The assessment will be based on manufacturers' safety data sheets and the Company's knowledge of the work process. The findings of the COSHH assessment will be filed in the Health and Safety File and with the Health and Safety Plans.

The Company will take all reasonably practicable steps to ensure that exposure to hazardous substances is minimised and adequately controlled in all cases. The Company will follow the HSE's COSHH Approved Code of Practice (ACOP) to ensure adequate precautions are implemented. By applying the precautions outlined in the ACOP, the Company will ensure that the Workplace Exposure Levels are not exceeded.

Employees who come into contact with hazardous substances will receive information about the hazards and information and training on the safe handling and use of the substance.

COSHH assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

[Relevant Legislation and Information:](#)

[Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#)

3.29 Health Surveillance

The Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health Regulations 2002 require the Company to conduct occupational health surveillance programmes where employees may be at risk of contracting a disease or adverse health condition related to the work they are doing. The requirement for health surveillance will be established through the risk assessment process or following reports of work related illness.

The purpose of health surveillance is to detect any health problems at an early stage and to evaluate the effectiveness of controls.

The **Safety Officer** will issue all employees with a health surveillance questionnaire annually.

Employees will be required to complete the questionnaire and return the questionnaire to the **Safety Officer** in confidence.

The **Safety Officer** will review the completed questionnaires, and decide whether any of the responses should result in a referral to a qualified occupational health specialist for further investigation.

Health & Safety Policy

The Company will advise employees about the health surveillance procedures and outcomes following the surveillance.

Employees have a statutory duty to co-operate with their employer in health surveillance programmes deemed necessary by risk assessment or statutory provision.

Health Surveillance records will be filed by the **Secretary** in Personnel Files in the Office and retained for 40 years. Information will be securely filed in accordance with the Data Protection Act 1998.

Any indication of increasing health effects will initiate a review into the effectiveness of existing control measures.

[Relevant Legislation and Information:](#)

[Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#)

[Data Protection Act 1998](#)

[HSE Leaflet: Understanding Health Surveillance at Work INDG304](#)

3.30 Working at Height

Under the Work at Height Regulations, the Company has a legal requirement to ensure that employees remain safe when working at height.

It is the policy of the Company to avoid working at height if possible. If work at height cannot be avoided then priority will be given to the provision of equipment that prevents falls (ie guard rails, scaffolding, scaffold towers, mobile elevated working platforms, podium steps). Ladders and stepladders may be used, but only after having first considered the possibility of using safe working platforms and after having fully assessed the risks associated with undertaking the work from ladders and stepladders.

The **Contracts Managers** and / or **Contracts Director** will ensure:-

- All work at height is properly planned and organised
- Those involved in working at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- The risks of falling objects are minimised
- Equipment for working at height is properly inspected and maintained
- People are prevented from entering danger areas below any working at height activity

Health & Safety Policy

All equipment for working at height is covered by the Provision and Use of Work Equipment Regulations 1998, therefore, equipment used for working at height must be suitable for the type of work being done.

The **Project Managers** will ensure that any equipment used for working at height is regularly inspected and maintained.

The **Project Managers** will ensure that users of the equipment receive information, training and instruction in working at height and the safe use of the equipment.

Ladders, Roof Ladders and Stepladders

It is Company policy to use ladders, roof ladders and stepladders only when other safer means of access are not practicable and where the work is light and short term (i.e. less than 30 minutes at a time).

The **Project Managers** will ensure that Class 1 (Heavy Industrial) or BSEN131 (light Industrial) equipment is used.

Ladders, roof ladders and stepladders will be stored in a safe place when not in use and the Company will only permit authorised employees to use the equipment.

Any defective equipment will be reported immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as out of service.

Mobile Scaffold Towers / Mobile Elevated Working Platforms / Podium Steps

Employees will be required to use Mobile Scaffold Towers, Mobile Elevated Working Platforms (MEWPs) or Podium Steps. The Company will hire suitable equipment from reputable suppliers when required.

All persons who are expected to use Mobile Scaffold Towers, MEWPs or Podium Steps will be trained in the use of the equipment.

Employees will inspect the equipment following delivery. Employees will be instructed to report any defects immediately and not use the equipment until replacement or missing parts have been delivered.

Safety Harnesses

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All persons who are expected to use Safety Harnesses will be trained in the use of the equipment. The **Project Managers** will ensure that safety harnesses are inspected annually by a competent person.

The **Project Managers** will ensure that any lanyards/harnesses are suitable for the type of work being undertaken.

Operatives will be required to inspect harnesses before use. The harness will be connected to a designated anchor point which is certified to take the load of a falling person.

Safety Harness's must only be used when at least two persons are present on site. Only one operative may use a harness, the other must remain on the ground as banks man / observer. Operatives will be instructed to ask a manager if in doubt about using harnesses.

The **Project Managers** will ensure that a rescue plan is prepared where there is a risk that a person could fall while using the equipment.

Fragile Roofs

Where work on roofs is necessary, the company will assume that all roofs are fragile unless there is compelling evidence that the roof is structurally sound.

In order to ensure the safety of those working on roofs the Company will, in order of priority:

- Provide and ensure that there are suitable platforms, coverings, guardrails or other similar means of support or protection, which must be capable of supporting any foreseeable load.
- Minimise the distance and consequences of a fall should it occur, by providing fall arrest equipment, netting etc
- Ensure prominent warning notices are placed at approaches to any fragile surface, or where it is not reasonably practicable, ensure employees are made aware of the fragile surface by other means (ie formal instruction, method statement etc)

Scaffolding (Commissioned by others)

Employees will occasionally be required to work from scaffolding that has been commissioned by another company.

To ensure the safety of the employees using the scaffolding, the **Project Managers** must make enquiries to ensure that:

- The equipment was erected by a competent scaffolding contractor
- A handover certificate was issued by the scaffolding contractor
- The equipment is being inspected at least once every seven days by a competent person
- A register is kept to record the inspections

The Company will provide information and training on basic scaffold safety to employees who are expected to work from scaffolding unsupervised. Employees working at the site will be instructed to visibly inspect the structure for any obvious defects and inform the **Project Managers** immediately about any concerns with the scaffolding.

Relevant Legislation and Information:

Work at Height Regulations 2005.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE Document: Work at Height Regulations – A brief guide INDG401

HSE Document: Health & Safety in Roof Work HSG33

HSE Leaflet: Safe Use of Ladders & Stepladders INDG402

HSE Leaflet: Preventing falls from boom-type mobile elevating work platforms MISC614

HSE Leaflet: Tower Scaffolds CIS10

3.31 Asbestos on Site

Under the Asbestos at Work Regulations it is the responsibility of the Company to ensure that employees working on site are not exposed to asbestos in client's premises, so far as is reasonably practicable.

There is always the possibility of encountering asbestos on sites where work is required on existing buildings. Employees will be provided with information on how to recognise asbestos and the risks concerning exposure to asbestos.

Under current regulations it is the Client's responsibility in commercial premises to identify, assess and control asbestos in his premises and advise the Company if and where asbestos may be encountered.

It may be necessary for employees to work near asbestos without disturbing it. In this case the **Project Managers** and or Surveyors will undertake a risk assessment beforehand.

Where asbestos is likely to pose a significant risk, the Company will request the **Client** to arrange for its removal by a licensed contractor before work commences.

Any employee discovering a substance that could be asbestos will be provided with instructions to stop immediately and inform the **Project Managers**. Work will not start again until full assurance has been given that it is safe to do so.

Health & Safety Policy

Any low risk work will be carried out in accordance with HSE 'Asbestos Essentials' guides which are available in paper format or online at the HSE's website.

Relevant Legislation and Information:

Control of Asbestos Regulations 2012

Asbestos ACOP (L143)

3.32 Asbestos Surveys and Asbestos Removals

Under the Control of Asbestos Regulations 2012 it is the responsibility of the Organisation to ensure that asbestos surveys and asbestos removals are undertaken so that employees and others affected by the activities are prevented from exposure to asbestos, or where this is not reasonably practicable, to ensure exposure levels are kept as low as is reasonably practicable, and in any case, not above a peak 10 minute exposure of 0.6 f/ml.

As an asbestos surveying Organisation, the Organisation will ensure:-

- All asbestos surveyors have a nationally recognised BOHS P402 qualification and are competent to undertake the work
- All surveys are risk assessed before work starts
- Surveys are undertaken, samples are collected, asbestos is assessed and documentation prepared in accordance with MDSH 100 "Surveying, Sampling and Assessment of Asbestos-Containing Materials"
- All surveys are undertaken in accordance with ISO 17020
- A UKAS accredited laboratory is used for analysing the asbestos samples

As a licensed asbestos removal Organisation, the Organisation will ensure:-

- All employees working with asbestos will be trained by a UKATA Approved company to standards as defined in Chapter 4, of HSG247, 'Asbestos: the licensed contractors guide' .
- All asbestos removal work is risk assessed and a detailed method statement prepared before work starts

Asbestos removal activities that are non-notifiable will be undertaken in accordance with all relevant Approved Code of Practices.

For asbestos removal work that is notifiable under the Asbestos Regulations, the Organisation will:-

- Notify the enforcing authority responsible for the site where the work is being undertaken at least 14 days before the intended start date using the ASB5 Form
- Ensure a specific method statement is prepared that includes emergency procedures

Health & Safety Policy

- Ensure that the area around the work area is identified as an asbestos area with clear signage displayed
- Provide a suitable decontamination unit
- Ensure everyone affected by the work is provided with adequate information
- Ensure that ongoing air monitoring and clearance air monitoring is undertaken by a UKAS accredited analyst in the asbestos area

All operatives who are liable to be exposed to asbestos above the action level of 0.6 f/ml over 10 minutes / 0.1 f/ml over 4 hours will be subject to a medical examination in accordance with CAR 2006 Regulation 22 before starting work and thereafter at two yearly intervals as part of an ongoing health surveillance programme (see following section).

The Organisation will ensure all appropriate PPE / RPE is available (see section 3.25).

Any material containing more than 0.1% asbestos will be disposed of by a registered waste disposal in accordance with the Hazardous Waste Regulations 2005 using appropriate containers or packaging. All asbestos waste will be suitably labelled.

The Organisation will ensure that Hazardous Waste Consignment notes are issued accordingly.

[Relevant Legislation and Information:](#)

[Control of Asbestos Regulations 2012](#)

[Asbestos ACOP \(L143\)](#)

3.33 Noise at Work

Where necessary, the Company will comply with the Control of Noise at Work Regulations.

It is possible that work undertaken by the Company will produce noise above the lower exposure action level (80 dB(A) Lepd / Lepw). The Company will not undertake formal noise assessments as a general rule. However, if there is any workplace where people have to shout or have difficulty in being heard clearly by somebody more than 1m away, then the Company will arrange for a noise assessment to be undertaken by a competent person.

Should the noise levels exceed 80 dB(A) Lepd / Lepw then the **Project Managers** will ensure all possible steps are taken to lower the sound levels and exposure, ensure **Operatives** are issued with hearing protection and advise the **Operatives** about the risks to their hearing.

Health & Safety Policy

In the unlikely event that the sound levels exceed 85 dB(A) Lepd / Lepw then the **Project Managers** will instruct **Operatives** to wear the ear defenders at all times in the noisy environment.

Even though the sound exposure levels are likely to be below the lower exposure action level, all employees will be required to wear ear defenders when using exceptionally noisy equipment, such as abrasive wheels.

Any **Operative** who works in a workplace where noise levels have been assessed as exceeding 85 dB(A) Lepd / Lepw will be subject to health surveillance in the form of annual personal audiometry tests. For more details about Health Surveillance refer to earlier paragraph.

[Relevant Legislation and Information:](#)

[Control of Noise at Work Regulations 2005](#)

3.34 Workplace & Welfare Arrangements

It is Company policy to comply with the Workplace (Health, Safety and Welfare) Regulations and Construction (Design & Management) Regulations.

The Company will take all reasonable steps to ensure that employees are provided with a comfortable and safe working environment with adequate space, lighting, ventilation, welfare facilities and good standards of housekeeping.

The Company will always enquire to ensure that there are suitable toilets, suitable washing facilities and rest facilities at each site as part of the planning process. If necessary, the Company will arrange to hire a portaloos with suitable washing facilities.

Floors, access routes and storage systems will be regularly inspected and maintained in good condition.

Areas and equipment used for the consumption, preparation or storage of food and drink will be cleaned thoroughly every day and inspected on a regular basis to ensure a high standard of hygiene.

The premises' toilets will be cleaned on a daily basis.

Cleaning products will be kept in the cleaning cupboards and must not be used by anybody other than those undertaking cleaning. Employees will be instructed to report any problems with toilets or other welfare facilities to the **Project Managers** who will decide what further action to take.

[Relevant Legislation and Information:](#)

Health & Safety Policy

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design & Management) Regulations 2015

3.35 General Storage and Stacking

No equipment, plant, furniture, tools or materials will be stored in the Company's premises or on site in a way likely to cause danger or hazard to themselves or others.

The Company will ensure suitable storage systems are provided and maintained.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

3.36 Cleanliness and Waste Disposal

All employees will observe a high level of personal hygiene and cleanliness at all times and assist in maintaining a clean and acceptable working environment, whether in the company's premises or in the premises of others.

Waste and rubbish will not be allowed to accumulate and will be disposed of in the receptacles provided.

The Company encourages employees to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

3.37 Driving on Business

Employees will only be allowed to drive Company vehicles or their own vehicles while at work if they have been authorised to do so. An authorised driver will: -

- Provide a copy of their driving licence (and MOT certificate if using own cars) to the **Safety Officer**
- Be over 21 years old
- Advise the **PA to the MD (Angela Russell)**, immediately if they accrue any driving penalty points
- Be fit to drive and advise the **PA to the MD (Angela Russell)**, if they have a medical problem that may affect their ability to drive the vehicle safely.

Health & Safety Policy

- Be responsible for daily vehicle checks in accordance with the vehicle manufacturer's recommendations

No person will be required to continually drive a vehicle for more than 3 hours without a rest break.

Drivers of vehicles will ensure that the carrying capacity of the vehicle under their control is not exceeded.

Drivers of vehicles shall always drive in a careful and consistent manner while complying with the Road Traffic Act, local byelaws and other relevant legislation.

All accidents will be reported to the **PA to the MD (Angela Russell)**, as soon as possible.

[Relevant Legislation and Information:](#)

[Health & Safety at Work Act 1974 section 2&3](#)

3.38 Company Vehicles

The **PA to the MD (Angela Russell)**, is responsible for ensuring that vehicles owned by the Company are kept roadworthy and in good condition, and repaired and maintained by competent vehicle servicing companies.

The Company will subscribe to a suitable rescue and recovery firm. No-one will be expected to work on a vehicle in the event of a breakdown.

A travelling first aid kit and small fire extinguisher will be provided for all Company vehicles.

Smoking is not allowed in Company vehicles.

[Relevant Legislation and Information:](#)

[Health & Safety at Work Act 1974 section 2&3](#)

3.39 Use of Mobile Phones and Electronic Devices in Vehicles

No drivers will be allowed to use mobile phones whilst driving a vehicle, unless a hands free kit has been fitted.

Similarly, no drivers will be allowed to use text messaging systems, SAT NAVs or any other electronic equipment whilst driving a vehicle.

[Relevant Legislation and Information:](#)

The Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003

3.40 Medical Conditions

Any employee prescribed or taking medication or drugs that could affect their work or present a potential hazard must report their situation to the **Project Managers** before commencing work.

Any employee having a contagious condition must report the condition to the **Managing Director** as soon as possible.

3.41 Drugs and Alcohol Abuse

The Company will not tolerate under any circumstances the use of illegal drugs, solvent or alcohol abuse. No employee shall be in possession of or under the influence of any illegal drug, solvent or alcohol at any time when travelling to, from or during work.

3.42 Smoking

Smoking is not allowed in the workplace, except in authorised external smoking areas.

Smoking is not allowed in any Company Vehicle.

Relevant Legislation and Information:

The Smoke Free Regulations 2015

3.43 Mobile Employees

It is the responsibility of the Company to conduct suitable risk assessments and put in place all 'reasonably practicable' measures to ensure your safety whilst working away from the office.

Mobile Employees includes staff normally office or site based but whose work schedule requires them to be mobile for some periods. Controls that demonstrate proof of arrival at the workplace, attendance during the work and return to base or home safely on completion of tasks will be implemented by Management.

Management will also ensure that mobile workers are subject to a system of surveillance by means of checks and monitoring.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE Leaflet: 'Working Alone in Safety' INDG73

3.44 Lone Working

The requirement within the Management of Health and Safety at Work Regulations means that in any job or task where a person may work alone, the risks have to be assessed taking account of the differences that will exist because the employee is unaccompanied.

Lone workers are defined as those who work by themselves without close or direct supervision i.e. employees who work alone both in and outside of normal working hours e.g. mobile operatives, liaison and or co-ordinator workers (i.e. management, office staff etc visiting domestic and commercial premises), cleaners, security etc.

Personnel working alone must:

- be able to recognise and ensure a safe place of work
- have adequate training both technically and in safe systems of work
- have adequate equipment so that there is no need for improvisation
- have clear instructions on how to summon help in an emergency.

The **Managing Director** will also ensure that lone workers are subject to a system of surveillance by means of checks and monitoring.

[Relevant Legislation and Information:](#)

[Management of Health & Safety at Work Regulations 1999](#)

[HSE Leaflet: 'Working Alone in Safety' INDG73](#)

3.45 Young Persons

The Management of Health and Safety at Work Regulations 1999 stipulate that a special risk assessment must be undertaken for individuals' aged under 18. The Company recognises that young persons are more vulnerable to risks at work due to their immaturity and lack of experience in the work environment.

In the event that the Company employs a young person, the Company will prepare a risk assessment for the young person and ensure that they receive additional training, instruction and supervision, over and above that ordinarily required to comply with legislation, to ensure the health and safety of themselves and others affected by their actions.

[Relevant Legislation and Information:](#)

[Management of Health & Safety at Work Regulations 1999](#)

3.46 New or Expectant Mothers

Under the Management of Health and Safety at Work Regulations employers are required to undertake a specific risk assessment for new or expectant mothers. This is to ensure that the mother and/or baby do not suffer health problems as a result of work activities.

The company will therefore take all necessary steps to protect new or expectant mothers and their babies against health problems. Typical areas which will be addressed by the risk assessment are:

- Seating and workstation arrangements
- Elimination of manual handling tasks
- Change of working hours
- Alternative work

If any employee is pregnant or thinks they are pregnant they are required by law to advise the company in writing about their condition. This is required before the company can commence the risk assessment process.

[Relevant Legislation and Information:](#)

[Management of Health & Safety at Work Regulations 1999](#)

3.47 Work Related Stress

The Company recognises that excessive workplace pressure and resulting stress can be harmful and damaging to employees' health and the Company's business performance. Occasionally, often because of an external factor such as family illness, divorce etc or sometimes because of job-related factors such as fluctuating workload or poorly defined role, the degree of stress becomes too great and individuals can suffer from inability to concentrate, disturbed sleep, feelings of not being able to cope or other stress related symptoms.

Any employee who feels that he/she is suffering from stress can consult, in complete confidence, the **Managing Director** to resolve any work related difficulties. In addition, the Company will assist, where necessary, in obtaining professional advice and guidance where external factors are precipitating the stress.

The Company recognises that workplace stress can be effectively managed by listening and responding to employees' concerns, by providing a suitable working environment and by ensuring that employees do not have unreasonable work pressures.

A number of factors affecting levels of stress and possible solutions are documented in the HSE guide below.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE guide "Work Related Stress" INDG281.

3.48 Workplace Violence and Aggression

The Company recognises that employees may occasionally face aggressive or violent behaviour. Verbal abuse, threats and bullying are the most common types of violence while physical attacks are comparatively rare. The Company realises that verbal abuse can be just as upsetting as a physical injury and that violent and aggressive behaviour can lead to low morale, absenteeism and stress as well as physical injuries.

Any employee finding themselves in a confrontational situation must report their concerns immediately to their manager. The **Safety Officer** will record all incidents of violence or aggressive behaviour and will monitor the situation to establish whether any additional improvements can be made to reduce further risks of violence or aggression. Any violence instigated by an employee will result in disciplinary action.

Any employee who has been the subject of violent or aggressive behaviour will be given time off as required, and support and assistance to help them come to terms with the situation and avoid long term distress. Further advice can be found in the Home Office leaflet listed below which can be obtained from the local library, police station or Citizens Advice Bureau.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Health and Safety at Work Act 1974

Home Office leaflet 'Victims of Crime'

4 Environmental Policy

BSW Building Services Ltd recognises the need to operate the business in a manner which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company has a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, we will:

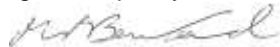
- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practiced in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all employees, and it will be freely available to customers and the general public.

The **Managing Director** is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Signed

A handwritten signature in black ink, appearing to read 'M. Bennett', is written over a light blue horizontal line.

Date: 8th April 2015