

## **Construction of 7no Detached Dwellings**

**C/O Clarke Group Construction Ltd  
Land Adj 62 Water Gate  
Quadrant  
Lincs  
PE11 4PY**

## **Construction Management Plan**

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- Chas Certification
- Safecontractor Certification

## 1.1 INTRODUCTION

This construction management plan is to be read in conjunction with the site construction phase health and safety plan. This document is intended to satisfy the requirements of the planning condition as detailed below:

### *Condition 15*

*The development hereby permitted shall be undertaken in accordance with a Construction Management Plan and Method Statement that shall first be submitted to, and approved in writing by, the Local Planning Authority.*

*The Construction Management Plan and Method Statement shall include details of:*

- *How disturbance during the construction process through noise, dust, vibration and smoke shall be minimized:*
- *The phasing of the development to include access construction*
- *The parking of vehicles of site operatives and visitors*
- *The loading and unloading of plant and materials*
- *The storage of plant and materials used in constructing the development*
- *wheel washing facilities*
- *A strategy stating how surface water run off on and from the development will be managed during construction*

### *Condition 16*

*Details of the precautions to be taken to prevent the deposit of mud on public highways by vehicles travelling from the site during construction of the development shall be submitted to and approved in writing by the Local Planning Authority before the development commences. These facilities shall include the provision of wheel washing facilities where considered necessary by the Local Planning Authority. These precautions shall be made available before commencement of the construction of the development and be kept available and in full working order until such time as the Local Planning Authority agrees in writing to their withdrawal or the completion of the development."*

## **SITE HISTORY:**

The site area is located on former arable land, with existing dwellings on either side of the land on Water Gate.

Planning permission has been granted to construct 7no detached dwellings, outline approval reference H15-0360-22. This construction management plan and the construction phase health and safety plan apply to this scheme and planning permission.

The CMP will be reviewed at least every 6 months during the construction.

## SITE LOCATION PLAN

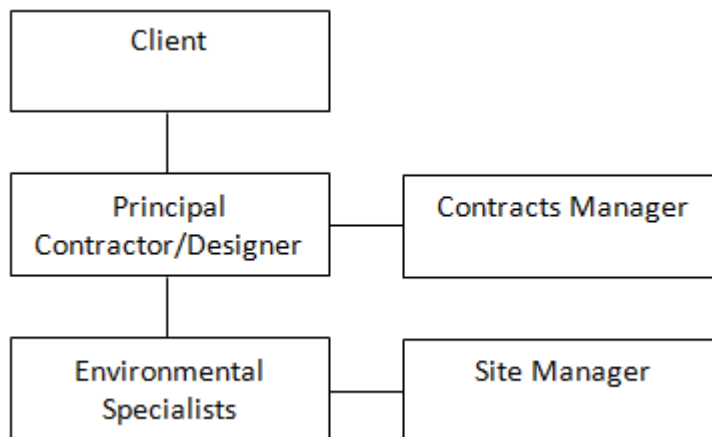


# PLANNING

## 2.1 PROJECT ORGANISATION AND RESPONSIBILITIES

The CMP will clearly define the role and responsibilities of the project team. Figure 2.1 details the management chain with descriptions of each team member being provided in the following sections.

**Figure 2.1**



### 2.2 Client

The Client (Clarke Group) has overall responsibility for monitoring the performance of the project against statutory requirements and the agreed objectives and targets.

The duties associated with this role include:

- Ensure that the Contractor's CMP together with any specialist procedures are drawn up and submitted to discharge the planning conditions.
- Identify the competence of principal contractor to be employed for the works;
- Review construction method statements with regard to environmental aspects and advise of suggested improvements prior to works commencing, and
- Provide principal contractor with any relevant information of the site.

### 2.3 Principal Contractor, Contracts Manager

The Contracts Manager will have responsibility for co-ordinating and planning all the activities during the construction works. The duties associated with this role include:

- Develop and review the CMP, construction method statements, work instructions and other specialist procedures.
- Identify competence requirements for all staff and ensure delivery of training to the project team.
- Review and improve method statements for environmental aspects prior to works starting.
- Monitor construction activities to ensure that identified appropriate control measures are effective and ensure compliance with the CMP;
- Act as main point of contact between the regulatory authorities and the project on all issues;
- Provision of advice and liaison with subcontractors to ensure that risks are identified and appropriate controls developed which are identified within method statements;
- Assist with the development and undertaking of training for site staff;
- Liaison with the Client (Clarke Group) Project Manager

## **2.4 Site Manager**

The Site Manager will be responsible for the following:

- Assist the contract manager in developing and maintaining the CMP together with other documentation;
- Monitor construction works to ensure any necessary control measures are in place and meet the requirements of the CMP.
- Carry out weekly site inspections and complete inspection report identifying any actions required;
- Assist in responding to complaints;
- In the event of an environmental incident ensure correct procedures are adhered to.
- Provide information on waste management procedures to relevant staff
- Implementation and operation of environmental controls on site;
- Respond to any environmental incidents such as spills

## **3.0 PROJECT COMMUNICATION AND CO-ORDINATION**

Periodic meetings will be held between the team members to discuss performance to date, the need for improvements (if any), results of inspections and any complaints received. Upcoming work operations will be reviewed in order to plan any necessary actions to mitigate risks and to disseminate information on best practice. If necessary, representatives of the Statutory Authorities may also be invited to attend such meetings, as and when required.

## **4.0 SITE WELFARE FACILITIES AND LAYOUT**

All site accommodation will be placed in the contractors compound suitable sanitary provisions will be provided to comply with The Construction (Design and Management) Regulations 2015. To service a maximum number of 20

This will comprise of the following:

- 1x Site Managers Office / Canteen with sink, running cold water, water heater, fridge, microwave and drinking vessels.
- 2x Chemical Toilets and toiletries (Additional will be supplied to comply with legislations).

## **5.0 OPERATIONAL CONTROL**

Site works will be checked against the CMP requirements. Any mitigation measures that have been agreed with the Statutory Authorities, or are part of planning conditions, will be put into place prior to the undertaking of the works for which they are required and all relevant staff will be briefed accordingly.

Method statements that are prepared for the works will be reviewed / approved by the Client (Clarke Group) Project Manager and where necessary the relevant Environmental Specialist.

### **Site Hours:**

Monday to Friday – 07.00am to 16:30pm.

### **Site Access:**

The site area is located on former arable land with existing dwellings on either side of the land on Water Gate.

Access is achieved through a single lane track between two private residences, however these have in place

fences which provide good physical segregation to ensure no conflict during site traffic movements.

Due to the COVID-19 Guidance please refer to the risk assessment and updated site induction form.

Contractors car parking will be confined to the contractors compound, operatives and visitors will be briefed at site induction not to park in any other areas of the business.

At the site Induction it is to be stressed to all operatives that any safety issues must be raised with the Site Manager. Daily pre-start briefings will be undertaken to ensure all works are coordinated, a daily site hazard board will be on display in a prominent location on site and be updated daily by the site manager so site workers are aware of hazards present on site on a daily basis. Additional periodic meetings on Health and Safety and any other relevant issues will be held as appropriate.

In the event that project workers do not have English as their first language Clarke Group will ensure that all required information is provided in a suitable language and that there is a means of effective communication not only for written communications but also the HSE notice board information and verbal communications such as toolbox talks and other site briefings.

Site signage will also be displayed in suitable languages to ensure all project workers have the necessary visual information available to them warning of site hazards & PPE requirements etc. to ensure their health, safety and welfare whilst working on site for the duration of the project.

As contractors are appointed to the project they will be provided with relevant information to ensure their health and safety documentation can be developed taking into consideration any site specific hazards or requirements. A copy of the project construction phase plan will also be made available for their reference. Once on site contractors will be included in all daily pre-start briefings (nominated supervisor) toolbox talks and other meeting as necessary to ensure they have all the necessary information available to them to ensure their health, safety and welfare whilst working on site for the duration of the project.

#### **Contractors Compound and Work Areas:**

The main site compound will be surrounded with heras security fencing. Heras type fencing hoardings will be cordoned off the contractor's compound to prevent unauthorised access to the work areas.

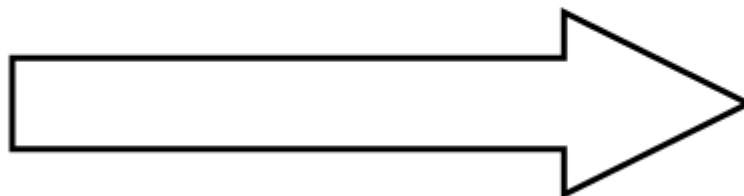
Gates will be erected at the entrance of the contractors compound. These will be kept shut and locked at all times to prevent unauthorised access. Safety and corporate signs will be placed on the fencing and hoardings to warn of the hazards. The Site Manager's name and telephone number will be detailed on the fencing and hoarding.

All site accommodation will be placed in the contractors compound suitable sanitary provisions will be provided to comply with The Construction (Design and Management) Regulations 2015. Materials and plant will be securely stored when not in use and so as not to create an arson risk. Access to the compound/parking area will involve crossing pedestrian routes hence they must be observed and banksman guidance must be employed at all times.

#### **Signage:**

To ensure that construction traffic utilises the designated access and egress route to and from the site, appropriate signage will be positioned in the proximity of the site. All construction traffic will be instructed to only follow the appropriately signed route.

Directional arrow signage will be placed on local approach roads to the site to identify the chosen route on to site.



**WATER GATE, QUADRING  
CONSTRUCTION OF 7NO DWELLINGS**

At the entrance to the site compound a sign will provide the safety information to construction workers and visitors as detailed below. The Site Manager's name and contact details will be displayed at the site entrance. Other signage as appropriate will be placed at strategic locations to warn staff and visitors of the potential hazards.

**Clarke**  
Group  
CONSTRUCTION LTD

**SITE SAFETY NOTICE**

Under the Health and Safety at Work Act 1974 all persons entering this site must comply with all regulations under this act. All visitors must report to the site office and obtain permission to proceed onto the site or any work area. All safety signs and procedures must be observed and the relevant personal protection and safety equipment must be used at all times.



**Unauthorised entry to this site is strictly prohibited**



**Danger Construction work in progress**  
Parents are advised to warn children of the dangers of entering construction sites



**High visibility jackets must be worn**



**Safety helmets must be worn**



**Protective footwear must be worn**

**TO ACCESS SITE PLEASE CONTACT:**  
**SIMON GARDNER – 07833 451158**  
**MIKE STUBLEY – 07957 719956**



A daily hazard sign board will be placed at the entrance to the contractors compound to inform people of the planned daily tasks and hazards presented by these activities.

Larger deliveries will be guided on and off site with the use of a banksman.

**Speed Restrictions:**

The site will adhere to a 10mph speed limit. This will be clearly indicated at the site entrance

**Pedestrian Routes:**

Access routes and pedestrian walkways on site will be clearly defined and signed as necessary.

All pedestrian and vehicular access routes will be kept clean and clear of obstruction

**Security and Site Traffic Management**

Visitors to the site will be requested to report to the Site Manager, sign in and receive an induction prior to entering any of the working areas.

All operatives and visitors to the site will be briefed at site induction stage. All plant operators will be briefed at the potential for staff and visitors walking around the live areas. All plant will be tracked to its place of works with the aid of a banksman. When in use all plant will be confined to an area which is cordoned off with heras fencing or solid timber hoarding. This will be signed on the outside to warn staff and visitors of the hazards presented by operating plant. The secure area will be moved along with the plant when required.

**Wheel Wash Facilities**

All required construction traffic will use the on-site pressure washing facilities prior to leaving the site to limit any debris that naturally occurs from construction work which could possibly adhere to the vehicles/plant tyres.

**6.0 CHECKING AND CORRECTIVE ACTION**

Inspections of the site boundary fencing and welfare facilities will be carried out to ensure that they are in good order. Any short comings will be reported to the contracts manager and put right immediately to ensure compliance. Please refer to inspection checklist in appendices.

**7.0 ENVIRONMENTAL CONTROL MEASURES**

Specific procedures to manage the key aspects of the project will be developed prior to work commencing which will include the following.

**7.1 Highways**

All spoil will be kept on site in bunds so muck away using the highway will be kept to a minimum. The construction areas of the site and access to the site will be topped with clean stone to assist in keeping vehicles entering and exiting the site clean and to prevent deleterious materials from being deposited on the highway. Any excessively dirty vehicles will be pressure washed on site prior to leaving site so as not to deposit onto the public highways. Whenever required the highway will be swept and washed.

### **7.1.1 Construction Phase Traffic**

In order to mitigate the impact of construction traffic during peak hours, a Traffic Management Plan will be developed and implemented by the Contracts Manager. This plan will focus on the:

- Co-ordination of car parking construction personnel;
- Implementation 'just in time' contract plant hire
- Restriction of unnecessary vehicle movements during the day; and
- Co-ordination of deliveries to arrive outside of peak times where appropriate

## **7.2 Air Quality**

No specific mitigation, other than adopting best construction practices are proposed with regard to air quality. The CMP will ensure that measures are in place to minimise dust during construction activities, during drier periods and earth works operations.

## **7.3 Noise and Vibration**

It is not envisaged that issues associated with noise and vibration will be encountered but industry recognised controls will be instigated.

### **7.3.1 Construction Noise**

Several safeguards exist to minimise the effects of construction noise and these will apply during the construction of the proposed development infrastructure. The safeguards include:

- Any compressors brought on to site should be silenced or sound reduced models
- All pneumatic tools should be fitted with silencers or mufflers;
- Deliveries should be programmed to arrive during daytime hours only. Care should be taken when unloading vehicles to minimise disturbance to local residents. Delivery vehicles should be prohibited from waiting within the site with their engines running;
- All plant items should be properly maintained and operated according to the manufacturers' recommendations in such a manner as to avoid causing excessive noise. All plant should be sited so that the noise impact at nearby noise-sensitive properties is minimised;
- A neighbourly approach has been adopted on site with adjacent property owners and contact has already been made with them to make them aware of the scheme.

## **7.4 Control of Watercourses, Groundwater**

### **7.4.1 Water Management and Pollution**

Precautions will be taken prior to and during construction to ensure the protection of watercourses and groundwater against pollution. A planning condition exists for dealing with any potential contamination so the strategy and scope of works for this will be agreed with the local authority prior to works commencing.

#### **7.4.2 Storage of Materials**

Construction materials such as cement, oils and fuels for site plant etc have the potential to cause pollution. All fuel, oil and chemical storage will be stored in bunded tanks of adequate storage capacity. The risk of fuel spillage is greatest during refuelling of plant. Mobile plant would be refuelled either off site or within a designated area on hard standing. All pumps, hoses etc would be checked regularly.

#### **8.0 COMPLAINTS PROCEDURE**

It is important that members of the public or interested parties are able to make valid complaints about the construction works. Such complaints can provide a valuable feedback mechanism to which helps to reduce potential impacts on sensitive features and will also allow the construction techniques to be refined and improved.

Please see complaints procedure form in appendices.



# Site Safety Plus

To certify that

**Michael David Stubleby**

has successfully completed the following course

## Site Management Safety Training Scheme Refresher

For the Construction and Civil Engineering Industries

Course completion date: 18-06-2024

Certificate expiry date: 30-06-2029

To confirm the authenticity of this certificate please check the [CITB Construction Training Register \(CTR\)](#)



Jonathan Chivers  
Director of Product Management

Issued Date: 01/07/2024

1582786-22079-5-G

Registration No: 1286012



The National Examination  
Board in Occupational  
Safety and Health

Dominus Way  
Meridian Business Park  
Leicester LE19 1QW

www.nebosh.org.uk

Mr M Chamberlain  
28 Rider Gardens  
Fishtoft  
BOSTON  
Lincolnshire  
PE21 0BN  
United Kingdom

11 August 2009

**NEBOSH National Certificate in Construction Health and Safety  
(July 2007 specification)**

**UNIT RESULT NOTIFICATION AND STATUS REPORT**

Student number: **00058115**  
Student name: **Matthew Chamberlain**  
Course provider: **620 - MSM Safety Management Services**

Unit	Description	Mark	Status	Date	Course provider	High mark	Unit result
NGC1	Management of health and safety	71	Pass	05/06/2009	620	71	Pass
NCC1	Managing and controlling hazards in construction activities	70	Pass	04/06/2009	620	70	Pass
NCC2	Construction health and safety practical application	78	Pass	04/06/2009	620	78	Pass

\* mark capped to Pass Overall mark: **219**  
Grade: **DISTINCTION**

**\*Notes**

Candidates who have achieved a Pass within the previous five years in the NEBOSH National General Certificate, Unit NGC1 of the NEBOSH National General Certificate or the Certificate in Fire Safety and Risk Management, an examination pass in Unit A of the National Diploma, Diploma Part 1 or Part 2, can use these to count towards part of the qualification and will not need to complete Unit NGC1.

National General Certificate and Fire Certificate candidates who rely partly on previous results are allowed to carry forward previous marks. However, candidates who rely partly on previous results from the Diploma qualifications are credited with a Pass only in Unit NGC1 for the purpose of calculating the overall qualification grade.

If you have achieved a Pass in any of the above units ( $\geq 45\%$  for examinations and  $\geq 60\%$  for the practical), your unit certificate will be sent shortly, on which your name will appear as above (see overleaf).

If you have achieved a Pass in all three units, then congratulations on your success and your qualification parchment will follow in due course, on which your name will appear as above (see overleaf).

You may, however, opt to re-sit a successful unit for the purpose of improving your overall qualification grade (see overleaf).

**EXAMINATIONS ADMINISTRATION SECTION**

**00058115**



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**ENVIRONMENTAL MANAGEMENT PLAN- External Contract/ Communication/Complaints**

We recognise that at part of our environmental management systems it is good practice to record any external contact / communications from external parties / authorities such as local councils, Environmental agency, police etc. It is also good practice to record any complaints received from the public in respect of environmental issues. We aim to use this information and record to ensure any breach or concern once tracked and closed out / addressed diligently in a professional manner. These records will be reviewed quarterly and be used as a reactive monitoring tool to ensure continuous improvement for future operations.

Date	Name & Address of person or Authority making contact	Description of concern/complaint	Represented to	Action Taken Immediately?	Action Taken to prevent reoccurrence?	Follow up Action



# **Health, Safety and Environmental Policy**

Clarke Group Construction Ltd

July 2024

## Document Revision History Table

Document Revision Number:	Revision Date:	Reason for Review:	Description of Revision:
1	07/12/2018	CDM PC and PD Arrangement section added	CDM PC and PD Arrangement section added
2	14/02/2019	Welding Fume Control Measure Updates	Welding fume require engineering controls to be implemented as general ventilation is no longer adequate.
3	31/05/2019	Update to work related stress	Mental health consideration within work related stress arrangement.
4	21/11/2019	Welding Fume Control Measure Updates	Updates to (Rev 2) HSE updates to welding fume control measures.
5	31/01/2020	CDM section updates	Updated to include summary of all duty holder responsibilities.
6	June 2021	General Review	-
7	July 2022	General review	-
8	July 2023	General review	-
9	July 2024	General review & inclusion of Paul Clarke's signature	-



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## **Introduction**

This document sets out the company's philosophy on health, safety and welfare, and describes the ways in which that philosophy is put into practice. We are required under the provisions of the Health and Safety at Work etc Act, to produce a statement of policy with respect to the health and safety of employees and others affected by the company's activities.

This document is intended to bring the company's statement of policy to the attention of all its employees, and to provide details of the organisation and arrangements for carrying out that policy, as required by the Act. A copy of the policy should be kept at all offices and sites and the statement of intent should be displayed on a health and safety notice board. Employees should read it and understand the importance that they have in putting the health and safety arrangements into practice.

A copy of the full document will be kept at Head Office. This will be kept up to date, and revised where there is a change in activities, personnel, or methods of work that affect the health and safety of employees. Procedures are to be in place to review the Policy periodically, and we envisage that the document and the procedures will evolve in line with our strive for continuous improvement in health and safety standards as the business develops.

This main Policy is the central controlling document and is aided by separate supplements for each specific division which forms part of our systems to generate a safe and healthy working environment, some of the other related documents are listed below which will be placed on site and in the head office:

- Company risk assessments, method statements and standard working procedures
- Company accident records
- Company training records
- Equipment safety inspection and examination records

Our health and safety systems should reflect current best practice, as described in the HSE publication "Successful Health and Safety Management". Part of this will involve monitoring the implementation of this Policy and reviewing the safety performance of the Company.

## **Health, Safety and Welfare Policy Statement**

The company is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities through applying the high standards set out within this policy.

The managing director, has overall responsibility for ensuring that the company maintains high standards of health and safety. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention, areas in which we can improve.

The company will:

Comply with all applicable legislation, codes of practice and industry standards. Management will pay due regard to professional advice from our Health and Safety Consultants who will act as our centre of competence and identify any changes in legislation which directly affect the company.

Be committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. The company appoints a combination of internal and external specialists to provide competent health and safety advice.

Will have in place an ongoing and annual audit and review systems to monitor the performance standards of the Company, its appointed contractors, and its health and safety management systems and seek to achieve ongoing improvements.

Through investigation, follow-up and analysis of incident reports, we strive to eliminate incidents that have the potential to result in injury to employees, customers, members of the public and harm to the environment.

Provide an effective system of communication throughout the Company to minimise the risk to employees and encourage co-operation and participation for high standards of health and safety from our appointed contractors and installers.

Ensure the protection of workers from reprisals for raising health and safety issues.

Employ at all levels, a competent and trained workforce through appropriate recruitment, selection, performance assessment, training and when necessary, re-training.

Systematically identify hazards in the workplace and implement controls to minimise the risk to employees. Maintain standards, procedures and work instructions sufficient to avoid injury to employees and others.

Provide adequate welfare facilities, plant and equipment and maintain them in a safe condition.

Select contractors and installers who demonstrate a level of commitment to and comply with Health and Safety standards commensurate with those of the Company.

Consult with employees at the workplace on issues of health and safety and relay requirements via safe methods of work procedures.

Responsibility for the implementation of this policy lies with management while employees are responsible for ensuring they co-operate and comply with this policy and all related safety standards and practices



Name: S. Clarke  
Director

Date: July 2024  
Review Date: July 2025



Name: P. Clarke  
Director

Date: July 2024  
Review Date: July 2025

## **Environmental Policy Statement**

The company recognises that environmental issues are of fundamental importance both in their own right and as part of a successful and responsible business strategy. Therefore, we are committed to ensuring that the environmental impact of our operations will be minimised by preserving, protecting and improving the environment, and by the prevention of pollution.

As Managing Director I am ultimately accountable for the company's environmental performance, with responsibility for implementation being delegated through line management. I will ensure that the necessary resources are made available to achieve successful environmental management throughout the business.

The company will undertake a full analysis of all its environmental aspects and impacts, in order to develop a comprehensive environmental management system. This system will then be used to ensure, as a minimum, that legal requirements are met, along with industry best practice and the Company's own standards. In addition, this analysis will also allow the setting of specific targets and objectives in order to ensure ongoing continuous improvement.

We will ensure that environmental considerations are taken into account throughout its sphere of operations and in doing so expects the full co-operation and commitment of its staff, employees, sub-contractors and suppliers in meeting the requirements of this Policy. We will ensure the protection of workers from reprisals for raising environmental issues.

The company will undertake a complete formal review of the environmental management system annually. This annual review will include for the measurement of progress against set targets and objectives.

A copy of this Environmental Policy, and all subsequent revisions, will be prominently displayed at all sites and workplaces, and will be made available to all interested parties



Name: S. Clarke  
Director

Date: July 2024  
Review Date: July 2025



Name: P. Clarke  
Director

Date: July 2024  
Review Date: July 2025

## **Company Organisation and Responsibilities**

This section of our policy sets out the health and safety responsibilities of the individuals within the company.

### **Directors**

The Managing Director has final and overall responsibility for health and safety matters within the Company and in particular will:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- Allocate adequate resources to implement the health and safety policy
- Review this policy along with the company's health and safety advisor at least annually and more frequently where appropriate e.g. as a result of changes within the company, the work activities or legislation and guidance
- Appoint the company's external health and safety advisor and any other specialist advisors as required;
- Keep the health and safety advisor informed of:
  - (a) Accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health
  - (b) Any proposed changes to the premises, activities or management structure
  - (c) Any new hazards not already identified within risk assessments which have been brought to his attention
  - (d) Any visits by, or correspondence with, enforcing authorities
  - (e) Any difficulties or delays in implementing advice provided by the advisors.
- Review the health and safety standards and practices of the company on an ongoing basis
- Investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the health and safety advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the current Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations (RIDDOR)
- Ensure that there is an effective mechanism for consulting with employees on health and safety matters through team meetings.
- Ensure that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements this will be done with the assistance of the health and safety advisor
- Ensure that supervisory staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves  
oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied
- Ensure that there are suitable control measures in place for compliance with the current construction (design and management) regulations.
- Every five years, arrange for the testing and inspection of the fixed electrical installation and highlight to the MD any remedial actions required.
- Arrange for the testing of portable electrical equipment using a competent electrician according to an agreed schedule.
- Ensure the fire extinguishers are serviced annually by a specialist contractor.
- Monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition.

- Test the fire alarm on a weekly basis, record the outcome and instigate any remedial action required.
- Implement fire safety measures specified in the fire safety risk assessment.
- Ensure that the no smoking policy is strictly applied.
- Conduct a monthly activation test of emergency lighting and ensure that an electrician conducts an annual inspection of the lighting and full discharge test.
- Ensure that the building fabric and services are maintained in good condition and effective working order.
- Ensure that records are maintained of all of the above premises checks, testing and maintenance activities.
- Ensure an asbestos survey report has been carried out on any of the company's premises that were built pre 2000.

### **Contract Managers**

- Ensuring the board are informed of any major health and safety issues affecting or likely to affect the company, and through the board promote a pro-active approach to positive health and safety risk management.
- Actively contribute towards a positive health and safety culture within the company, and recognise the benefits of a healthy and safe working environment, including the financial aspects of accident prevention, as an example.
- Ensure that safety is planned at the pre-contract stage of all new contracts.
- Inform the company of any medical condition, medication you are taking whether prescribed or not and of any allergy so the company can put in place measures to ensure you and other persons are not put at any risk to your safety or health.
- Make certain that, at all stages of a contract adequate provision is made for safety management including welfare facilities, fire safety, first aid, safe systems of work, suitable clothing and equipment and other arrangements in order to avoid injury, ill health, property and environmental damage and wastage.
- Plan safety into all work activities and ensure all teams have adequate time, resources, information, skills and training to carry out the operations in a safe manner.
- Ensure only contractors who have successfully demonstrated their competence are permitted to work within the undertaking of Clarke Group Construction Ltd.
- Assess the competence of contractors
- Report accidents in accordance with RIDDOR as soon as practicable, following consultation with the Directors and the company safety advisors.

### **Site Manager**

All Site Managers assist the Managing Director/Contracts Managers in the management of the health and safety systems. His health and safety role is therefore to:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Consult with employees on health and safety matters during team meetings; or for organisations with a health and safety committee, the responsibility might be to attend quarterly health and safety committee meetings.
- Plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the current working time regulations.
- In the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work.
- Provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals.

- Ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks.
- Ensure employees [and sub-contractors, if applicable] are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce.
- In the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied.
- Ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained.
- Only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others .
- Work with the health and safety advisor to ensure that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work or work experience involving under 18 year olds and the needs of new and expectant mothers at work ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities
- In the absence of the managing director take on other aspects of his role as necessary e.g. accident investigation and liaison with the health and safety advisor.
- Report to the managing director any health and safety concerns which he/she is not able to resolve.

### **Site Supervisors**

All Site Supervisors are to assist the Site Managers and Contract Managers in the management of the health and safety systems. Their health and safety role is therefore to:

- Understand the Company Safety Policy, its procedures and requirements.
- Ensure that any persons under their control are adequately supervised, trained or instructed with sufficient information in respect of any potential hazards.
- Ensure that appropriate protective equipment and clothing is selected, issued, and used.
- Ensure that all safety devices provided are fitted, properly adjusted and used.
- Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly and in accordance with Accident and Work Related Ill Health policy.
- Support all accident / incident investigations.
- Take an active role in ensuring and improving our health and safety systems.

### **Office Staff**

- Understand the Company Policy for Health, Safety and Environmental matters.
- Actively promote at all levels the Company's commitment to effective Health, Safety & Environmental management.
- Set a personal example by wearing appropriate Personal Protective Equipment within working areas.
- Assist the Company in achieving high standards of Health, Safety & Environmental performance.



## **All Employees**

Including casual labour:

- All employees must take care of themselves and others affected by their work and in particular are expected to:
- Familiarise themselves with this health and safety policy, risk assessments and safe systems of work relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor
- Follow the safety rules and their training for the work activity and the particular location
- Know the emergency procedures for the location at which they are working
- Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the company
- Actively promote at all levels the company's commitment to effective health, safety & environmental management.
- Make suggestions to improve the company's health, safety and environmental management.
- Ensure that each place of work is actively maintained in a safe manner, and accept ownership of the safety procedures laid down for their benefit.
- Work in a safe manner at all times and set a personal example by wearing appropriate personal protective equipment.
- Assist the company in achieving high standards of health, safety & environmental performance.
- Ensure that any work you carry out does not create a risk to any other person, both on farm land and in public areas, and especially public highways.
- Never operate any plant or equipment or handle any herbicide or pesticide unless you have received certificated training to do so, and have been authorised by the company to do so.
- It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner.
- If in doubt, inform your immediate supervisor. Do not take chances.

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## **Contractors**

- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out. All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others on the site and the general public.
- All plant or equipment brought on to site by subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Contracts Manager before work commences.
- Access equipment must comply with current British Standards and the Work at Height Regulations and possess suitable hand rails or other suitable and adequate edge protection. Step ladders and ladders shall only be permitted for use on site where a risk assessment demonstrates that no other safer method of access is practicable.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be CE marked for industrial use, be in good condition and certified for their use.

- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this company's site representative. Suitable welfare facilities and first aid equipment, in accordance with the regulations, must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this company's facilities in which case a certificate will be issued detailing facilities provided.
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the regulations and current recommendations and that information must be provided to any other person who may be affected on site. Any risk assessment associated with any substance or process hazardous to health, which will be used on the site, must be provided to our Contract Management before work commences.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds. All sub-contractors, visitors, etc. on the company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management. Signs erected on site that safety helmets to be worn must be complied with by sub-contractor personnel.

### **Health and Safety Advisor**

A source of competent Health & Safety advice has been appointed to advise and assist with all health, safety and welfare issues covered by "The Management of Health and Safety at Work Regulations" which are related specifically to our business undertakings.

The Health & Safety Advisor will be responsible directly to Senior Management.

Specifically they will perform the following functions as requested:

- Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
- Maintain an up-to-date knowledge in matters of legislation and safety legislation as they apply and affect the Company and its Health and Safety Policy.
- Advise the Company of any changes in legislation which may affect its operations.
- Advise employees at all levels, as appropriate, on matters directly affecting their health and safety.
- Investigate and report on any accident, dangerous occurrence or near miss which is notified, and recommend any means of preventing a recurrence of the incident.
- Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
- Encourage a high profile health and safety campaign within all levels of the company and review or recommend any health and safety contributions from company employees.
- Advise Management on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Advise on the training requirements for employees, especially new starters, specifically formal safety awareness training and induction training.
- Maintain the Health and Safety Manuals at each location.

**No Director, Manager, or employee of the Company may undertake or authorise any activity which places employees, or others in danger, or is in breach of legal requirements with respect to health and safety.**

## **Arrangements**

### **Competence, Training and New Employees**

Where specific health and safety skills or competencies are required, this is defined within job descriptions. At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters within the first 2 days of employment, including:

- Their duty to take reasonable care for the health and safety of himself and of other persons.
- The findings of risk assessments.
- Arrangements for first-aid.
- Fire, evacuation drills and other relevant emergency procedures.
- Expected standards of behaviour and housekeeping.
- How to report accidents, incidents and 'near-misses'.
- How to report unsafe conditions or other safety concerns.
- Any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out using a checklist which is kept as a signed and dated record that the training took place.

The ongoing competence of individuals to work safely is assessed on an ongoing basis by their immediate supervisor.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, for example this applies to directors, managers, and supervisors, and specific training for specialist roles such as fire wardens and first aiders.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by including the topic as part of our health and safety meetings when required.

All health and safety training is provided by competent instructors and takes place during paid working hours. The effectiveness of training is evaluated by the use of end of course assessments and management reviews. Records of training are held which include the date, name of delegate, tutor details and contents of the course.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

A personal safety file will be created for each employee. Copies of any professional qualifications or certificates will also be held on file.

Translation services will be used for non-English speaking employees and contractors' employees both for documentation and verbal instructions and training.

## **Consultation with Workforce**

The company, in line with the current Health and Safety (Consultation with Employees) Regulations is committed to a cooperative approach involving employees on all matters concerning health and safety. As a company, we shall convene regular health and safety meetings at intervals no less than every 12 weeks to discuss any issues relating to health and safety, these meetings will be two way giving the employees the opportunity to raise any health and safety concerns. In particular the company will consult with staff on:

- Any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work.
- The arrangements for competent advice on health and safety matters.
- The information to be given to employees about risks to health and safety and preventative measures.
- The planning and organising of health and safety training.
- The health and safety consequences of introducing new technology.

The meetings will be formal and the minutes will be documented and circulated to employees.

Any health and safety information that requires employees to be updated urgently will be communicated in the form of a tool box talk or emails direct to each employee.

## **Risk Assessment and Safe Systems of Work**

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with traveling and offsite activities such as work at the premises of others and driving.

Where hazards are identified within the risk assessments and cannot be eliminated by reasonably practicable controls then safe systems of work will be developed by a competent person, the process will be assisted by the employees who carry out and have the experience of the work activity.

Progress on the programme of risk assessments and safe systems of work, the outcome of assessments and any significant findings are communicated to staff involved in relevant activities via Health and Safety Meetings, Staff Meetings, email consultation systems and during the induction process for new employees where the risk assessments and safe systems of work will be issued.

All staff are expected to read and sign the registers to confirm they accept and will work in accordance to the risk assessments and safe systems of work. Employees who do not work in accordance with or flagrantly breach the risk assessments or safe systems of work may be subject to disciplinary action.

Risk assessment and safe systems of work will be held in locations throughout each premises to ensure that all employees have access to them at all times.

Risk assessments and safe systems of work shall be reviewed at least annually or more often if there have been changes in work processes and/or legislation and to ensure they are effective.

Where necessary, management will engage external competent assistance to assist with the risk assessments.

Ensure that all employees have received appropriate training and induction and have received proper instruction and information to enable them to perform their duties in accordance with the prescribed methods.

Training will be repeated periodically to accommodate changes in risk assessment and legislation as appropriate.

It will be ensured that there will be co-operation with other employers, where in a shared work place, they will be provided with necessary information which will enable suitable assessment of work activities and the implementation of appropriate control measures to ensure safe working practices by all persons involved.

Where a young person (anyone under the age of 18) is employed an individual risk assessment will be carried out ensuring they are capable medically, physically and mentally of undertaking the intended activities and that suitable control measures, training provided and supervisions are in place to ensure his/her health and safety

Where women of child bearing age or are pregnant or breast feeding, risk assessments shall be undertaken to determine the exposure to risk of those persons and where such assessments so determine, controls shall be introduced by way of elimination, preventative measures or changes in routine or duties so as to avoid the foreseen risks.

### **Fire Emergency Plan**

All employees must take responsibility for ensuring that the risk of fire is kept to a minimum by complying with this procedure.

#### **Fire Safety Risk Assessment**

A fire safety risk assessment will be carried out on the premises by a competent fire safety specialist and all actions points raised within the assessment will be acted upon. Reviews of the fire risk assessment will be undertaken on an annually basis or as circumstances change (e.g. alterations to the premises). The risk assessment is held in the main office.

#### **Fire Prevention**

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. It will be ensured that the following are undertaken to aid with fire prevention electrical inspection and testing, control of hot work, gas safety inspections, regular removal of flammable waste, locking of external bins, smoking rules, correct storage of flammable liquids and regular fire safety inspections.

#### **Alarm System**

Within many areas of our premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.

The alarm system is serviced routinely as a minimum on a six monthly basis this maybe more regular depending on the recommendations of the fire risk assessment.

The alarm system is tested on a weekly basis by activating a different alarm call point each time in rotation this test will be documented and recorded. All employees will be made aware that the fire alarm system will be tested on a set day and time to ensure there is no confusion as to whether the alarm being sounded is a test or a real fire emergency. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises. Fire drills with full evacuation are carried out at least every six months and these will be documented and any learning actioned.

Within the company there are areas which are too small size and do not have an alarm system fitted and all employees are informed that upon discovery of a fire they should shout fire, fire, fire and evacuate the premises.

#### **Emergency Lighting**

Where possible the Company have installed an emergency lighting system incorporating battery backup, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by a competent person. The results of emergency lighting tests are recorded.

#### **Signage**

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits. Signs are also displayed:

- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware
- to show 'fire action' required
- to identify fire doors which must be kept shut or kept clear
- to provide the names of fire marshals

- to designate the building as non-smoking in accordance with smoke free law

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations. As part of our routine weekly checks it will be ensured that safety signs are in place and clearly visible. The results of these checks are recorded.

### **Escape Routes and Exits**

Daily visual and weekly documented checks are undertaken to ensure that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals are checked.

### **Fire Extinguishers**

The Company have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. Our fire marshals will receive training in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract and monthly internal checks are made to ensure that fire extinguishers are correctly located and in good condition, tamper tags are in place. The results of these checks are recorded.

### **Action to be taken on discovering a fire**

1. Raise the alarm
2. Notify management/fire warden who will call the fire brigade
3. Attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
4. Leave by the nearest available exit to the assembly point
5. Close doors behind you
6. Report to the person in charge of the fire assembly point.

### **Action on hearing the alarm – all persons except for Fire Marshalls**

1. Stop what you are doing
2. Do not stop to collect personal belongings
3. Close windows and doors if it does not cause undue delay
4. Escort any visitors and leave by the nearest available exit and go to the assembly point
5. Check that someone has called the Fire Brigade by dialling 999
6. Do not return to the building until given the all clear by the Fire Brigade.

### **Action for Fire Marshalls on hearing the alarm**

1. So far as possible without taking risks, check that all areas of the floor are clear of people including stores, toilets and kitchen. If there are two fire marshals on duty, divide the search between you if the opportunity arises
2. Shut off machinery/the gas supply/other if safe to do so
3. Once the building is clear, go to the assembly point closing doors behind you.
4. Meet the fire brigade and report any persons who remain in the building, report on areas not able to be checked, the location of any hazardous substances, any signs of fire observed and the zone indicated on the panel; where fitted.
5. Prevent people from re-entering the building
6. Once the fire brigade announce that the building is safe, inform assembled staff that they may return to the building.

### **On Site Fire Emergency Plan**

Before starting work on site, the Site Manager will evaluate the conditions relating to the site, establish suitable emergency procedures.

The procedures are applicable in the case of FIRE, POLICE and AMBULANCE services.

The Site Manager will nominate competent person(s) on each site to implement these procedures and the evacuation of the site. The name of the nominated person will be displayed on site.

Management will ensure that all employees and sub-contractors have received suitable instruction on the emergency evacuation routes, the locations of firefighting equipment together with names of the fire co-ordinator and marshals and emergency contact numbers.

In addition the following will be carried out as necessary:

Adequate training will be provided to employees in the use of firefighting equipment.

Names of qualified first aiders and the fire co-ordinator will be displayed on site.

A record of all persons entering the premises or onto site will be made and Management shall ensure those persons have received suitable instruction on company health and safety procedures and emergency procedures.

Management will, as soon as is practicable, make a written record of the incident, the consequences and the action taken to bring it under control.

If in doubt, use the nearest telephone and contact an emergency service using 999

### **Training for all Staff**

New starters are provided with information on emergency procedures on their first day of employment including the location of escape routes, the sound of the alarm and the location of the assembly point

All staff receive annual refresher training in fire safety and fire procedures. Those with particular fire safety roles such as the fire wardens. Records of all training are held.

### **Cooperation and Coordination**

Contractors working on the premises are briefed on essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

## **Accident and Work Related Ill Health Reporting and Investigation**

It is the Companies policy that all injury accidents, however minor, are reported and recorded within the accident book or on the Company accident form. Staff are instructed in this policy on starting work with the company and instructed that they should inform their immediate supervisor should they have an accident.

All accidents, incidents and near misses are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by our Health and Safety Advisor; on request.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

In accordance with current RIDDOR Regulations, the Company will report all reportable injuries as specified with the relevant legislation.

A nominated person (Manager or Health & Safety Advisor where requested) shall investigate all accidents/incidents reportable under RIDDOR as soon as possible. The investigation must have regard for the cause of the accident/incident and actions to be taken to prevent a recurrence. A written report must be prepared, a copy of which will be submitted to the Managing Director and any other person where appropriate.

Accident investigation will not seek to apportion blame; it will be aimed at preventing recurrence. All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information such as witness statements, photos etc. are filed securely within the employees' personal file and retained for a minimum of 3 years.

Accident statistics/trends are reviewed and any learning points and outcomes of investigations of serious incidents are discussed at health and safety meetings. This system of reporting allows trends to be identified at an early stage and actions taken to prevent re-occurrence.

Should an accident or incident occur then the following actions shall be undertaken:-

Employee to report accident or incident to supervisor without delay and give details of:

- What happened
- Where the incident occurred
- When the incident occurred
- How the incident occurred; if known
- What injuries were sustained or what damage was caused
- What equipment was involved
- Any witnesses

Supervisor to ensure that adequate first aid has been given:

- Ensure accident/incident location is made safe
- Do not move anything if the accident/incident is serious as an investigation may be required
- Inform Manager of accident/incident
- Record details of accident/incident on the Report Form providing all information required
- Carry out brief investigation to establish immediate actions to be taken to prevent recurrence.
  - Record findings on report.
- Record any witness statements
- Ensure immediate actions to prevent recurrence are carried out
- Establish whether further actions are required and record on report with details of who is responsible
- Pass report to appropriate Manager once all necessary sections have been completed



Where an accident or incident is deemed to be serious, or where the injured person has received hospital treatment, then the initial Accident/Incident Report Form must be completed and submitted to the Directors within 24 hours.

Managers, having been informed of an accident or incident need to establish its severity:

- Inform Managing Director and where requested the Safety Advisor.
- Dependant on the severity of the accident, or where an accident is reportable to HSE, a full investigation will be carried out by a nominated persons
  - Directors to nominate suitable individuals to investigate the accident/incident
- Ensure that HSE's RIDDOR Incident Contact Centre (ICC) is notified as soon as practicable in accordance with the current RIDDOR legislation
- The final investigation report must be presented to the Directors/Board for approval and any further actions required have been authorised

Safety Advisor, on receipt of Accident/Incident Report Form:

- Ensure that it has been completed correctly
- Ensure that all necessary steps have been taken to prevent recurrence
- Ensure that any follow up actions have been carried out or are in hand
- Where appropriate, ensure that HSE have been informed
- Where the accident is reportable to the HSE, ensure that an investigation has been carried out
- Ensure that the client has filed the report and relevant documentation in accordance with current legislation.

## **First Aid**

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

Monthly checks of the first aid kits and eye wash will be undertaken and replenished as necessary.

In selecting training, account is taken of HSE guidance. Re-training is arranged to take place prior to the expiry of first aiders' certificates.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

Where first aiders use any equipment to treat an injury they will be responsible for ensuring that the equipment used is replaced as soon as possible.

All first aid equipment provided will conform to HSE Guidelines, any equipment not specified will not be used. Medication will not be administered.

All employees are instructed to report all accidents no matter how small.

## **Alcohol and Drugs in the Workplace**

The company recognises that the Misuse of Drugs Act states that anyone occupying or managing a premises commits an offence if they knowingly allow possession, supply or production of controlled substances on that premises.

The Company aims to actively promote the well-being and good health of its employees. Drug, alcohol and other substance abuse may have an undesirable impact on the personal and working lives of employees. Problems arising from alcohol or drug misuse may include long term health issues for staff, absenteeism, lower productivity and enhanced safety risks for the individual and for others involved in our business as employees, customers and contractors.

The Company has developed this policy to ensure that employees:

- Are aware of the risks which are associated with drugs and alcohol misuse;
- Understand the company's rules regarding the consumption of drugs, alcohol and other intoxicating substances;
- Understand that support will be offered to help employees who want to stop substance misuse;
- Provide a fair and consistent process for the handling of substance abuse allegations at work.

The Company will use the policy to:

- Support employees who identify that they have a substance misuse problem;
- Maintain the health and safety of employees and others with whom they come into contact;
- Preserve the reputation of the company.

This policy covers the use and misuse of intoxicating substances, such as drugs (including prescription, over-the-counter and illegal drugs), alcohol, solvents and any other substances that could adversely affect productivity and/or health and safety.

This policy applies to all employees, temporary workers, contractors and volunteers.

For the purpose of this policy substance misuse is defined as:

The habitual taking of drugs or substances (other than those prescribed by a medical professional), or the drinking of alcohol which affects:

- The employee's ability to carry out their work effectively and efficiently;
- Attendance at work;
- The reputation of the business; and
- The safety of the employee and others.

All employees should report to their line manager, or a senior manager, at the earliest opportunity if they are experiencing drug or alcohol-related problems, or have concerns about the alcohol or drugs which may impact upon:

- The health and safety of the public, colleagues, customers and others;
- The reputation of the company; and
- Work performance, behaviour and attendance.

Colleagues should encourage those with a drug or alcohol problem to seek help. If help is not sought, employees have a responsibility to inform their line manager or senior manager in strictest confidence if they have concerns about a colleague's alcohol or substance misuse.

The company, where possible, will endeavour to support employees who are experiencing problematic drug or alcohol use, that have approached the company for assistance. The company's aim will be to help an employee to resolve a drug and alcohol problem and to return to normal work attendance and performance.

However, in some cases, disciplinary action may be taken where:

- The employee has been disqualified from driving as a result of alcohol or drug related offences (where required to drive a vehicle for their duties);
- The employee is not able to conduct normal work performance due to drug and alcohol use;
- Where an employee has consumed drugs and/or alcohol at work or prior to work or when on call;
- Where an employee has not requested, or accepted, support and the employee's work, approach to health and safety, or the company's reputation has been adversely affected by alcohol consumption or substance abuse; and
- Where, despite support, the employee's work performance and/or approach to health and safety has been adversely affected by alcohol consumption or substance abuse.

This list above is not exhaustive.

Where there is evidence of illegal drug or alcohol use the police must be notified.

Persons receiving prescribed medication that may affect any aspect of their work should inform their Supervisor immediately. Advice should be sought from the prescribing medical practitioner.

Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, stress, etc, and the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be subsequently considered. If there is any doubt, as to the person's medical condition, or to the cause of their condition, then, medical advice will be sought immediately.

### **Work Related Stress**

The HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. Mental health issues in the workplace are any conditions that affect employees' state of mind and can lead to the development of mental ill health conditions. These conditions may include depression, stress, anxiety and other types of mental illness which may result in burnout and nervous breakdowns.

We value our staff's emotional and psychological well-being at work and therefore our policy is to be proactive in managing stress and mental health related issues that may occur as a result of workplace demands or pressures.

We will make reasonable adjustments to accommodate staff where reasonably practicable. Where an individual considers that reasonable adjustments can be made to accommodate their well-being we encourage them to bring this to the attention of line management.

We recognise that stress and mental health problems are difficult to talk about and can develop as a result of workplace and personal issues. The company will ensure that all employees have opportunities to discuss with their line manager whether stress or mental health has become compromised via stress and mental health screenings/questionnaires and this will be reviewed on a regular basis not less than annually. We value confidentiality of staff, therefore any information shared relating to stress/mental illness will be treated confidentially and in a non-judgmental manner.

The company also encourages that any individual that is suffering with stress/mental health problems alert their line manager as soon as possible so that reasonable adjustments can be made by the company to accommodate the employee. Equally if it is felt that a colleague is suffering with stress or mental health problems then individuals are to raise their concerns with their line manager and the matter will be looked into.

The company discourages staff from working excessive working hours to ensure compliance with the Working Time Regulations.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs.

The company has taken into consideration the HSE's management standards to manage stress in the workplace.

### **Occupational Health Provision and Health Surveillance**

The Company will ensure that prior to employment, personnel shall be asked as to their general health in relation to the work tasks expected of the employee.

Upon employment employees are supplied with a medical questionnaire and annually thereafter this helps determine a base line for each employee and identify any new conditions. An occupational health specialist shall be consulted should any issues be raised on the medical questionnaires.

As a company we carry out risk assessments on all work activities, control measures are implemented and we considered if there is any residual risk and the need to provide ongoing health surveillance to employees involved in work activities which may cause long term ill health i.e. noise, vibration, hazardous substances and asbestos.

If an individual has an injury or illness which appears to be work related, affects their work, or is made worse by work, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.

Health and safety legislation emphasises the importance of retaining OH records for as long as possible, with the transferable information being kept for a minimum of **40 years** after the date of the last entry, or longer if required by law

### **Noise and Vibration**

Some of the work undertaken by our company include some processes which produce high levels of noise. These activities/machines/plant have been subject to a risk assessment and control measures implemented to reduce the amount of exposure to as low as reasonably practicable.

For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request. At and above the upper action level, their use is compulsory and Hearing Protection Zones are therefore designated and signed.

Employees who are provided with hearing protection are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also provided with the risk assessment which identify the tasks that are subject to noise hazards.

All tools used by employees have been assessed to establish if a risk of vibration exposure exists, where this is the case control measures have been introduced. We have ensured that employees are aware of vibration hazards and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products.

Vibration exposure will be reviewed where there are changes in the equipment used or work patterns.

Employees will record their usage of tools that produce vibration and they will ensure they do not exceed 400 points per day. This shall be achieved by limiting the trigger time or job rotation where tools have a high vibration output.

Refer to occupational health Provision and health surveillance policy for further guidance.

## **Performance Monitoring and Audit**

The Company's Policy and Safety Management System will be formally reviewed on an annual basis by the following methods:

- Formal review of the health and safety policy and safety management systems to ensure it accurately reflects the Company's undertakings and current legislation is adhered to.
- Health and safety monitoring of the workplace and work activities
- Monitoring of accident and incident statistic to identify trends
- Review of the impact of changes such as changes in work processes or products.

### **Formal Review and Audit**

A formal audit is carried out every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. A report and action plan are developed as a result of the audit.

The Health and Safety Policy and other health and safety documentation are reviewed by the company's health and safety advisors and the Managing Director on an annual basis to ensure that they reflect current activities, company structure and legislation.

### **Health and Safety Monitoring**

As a company we undertake weekly, monthly, quarterly, 6 monthly and annual inspections of the entire premises. On completion of these checks, the information is collated and reviewed to and determine any actions to be taken.

### **Accident and Incident Statistics**

We review all accident and incidents to establish any trends on an annual basis. Refer to Accident and Work Related Ill Health Reporting and Investigation Policy

### **Work Processes and Products**

During our annual review all work processes and products are checked to ensure no additional risks have been introduced to the business. Where changes have occurred thorough risk assessment of the change takes place and where required safe systems of work are produced. Refer to Risk Assessment and SSOW Policy.

## **Welfare Facilities**

We have evaluated the welfare facilities required for our business to comply with the current Workplace (Health, Safety and Welfare) Regulations and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them. Separate male and female toilet facilities are provided. Drinking water is available and equipment for boiling water and heating food is available. A suitable area away from work is provided for taking breaks.

All of the welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. A cleaning regime is in place.

All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent person.

## **Smoke Free Work Environment**

This no smoking policy aims to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act.

As we wish to maintain a fit and healthy workforce, smoking is not encouraged within the Company.

Smoking or the use of E-cigarettes is not permitted within our building/s and company vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking or the use of E-cigarettes is also not permitted in any private vehicle when used on company business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any customer premises or within any place where "no smoking" signs are displayed.

Where smoking is permitted, adequate provision is made for the safe disposal of smoking materials. Consideration is given to ensure that non-smokers are not affected.

Overall responsibility for policy implementation and review rests with Management; however, all staff are obliged to adhere to, and support the implementation of the policy.

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **Legionnaire's Disease**

The company has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and Technical guidance produced by the HSE Legionnaire's disease:

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of a 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's Approved Code of Practice (ACOP) and any particular precautions specified in the risk assessment
- The maintenance of records of all applicable maintenance and testing which are held together with a copy of the risk assessment.
- Monitoring to check the records and confirm that the precautions have been implemented.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

## **New and Expectant Mothers at Work**

As a company we recognise that some of our activities involve risks to new or expectant mothers at work for example the use of substances hazardous to health, lifting/carrying heavy loads, standing or sitting still for long lengths of time, work related stress etc.

In the event that an employee notifies us that she is pregnant, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from an occupational health specialist where required. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed at appropriate intervals, as a minimum every 3 months.

We provide rest facilities for new and expectant mothers and as a company when appropriate are flexible to accommodate the new or expected mother with more regular rest breaks.

## **Young People at Work**

When we employ young people under the age of 18 ensure that we comply with applicable employment and working hour's legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which we do not allow young workers to carry out and these are identified in the individual risk assessment.

In the case of employment/work experience of young persons, we comply with legislation and local byelaws placing restrictions on the type of work permitted and where applicable ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting

## **Manual Handling**

As a company we adhere to the current Manual Handling Operations Regulations and follow the hierarchy of control which shall be to:- avoid manual handling where reasonably practicable, make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided, reduce the risk of injury from those operations so far as is reasonably practicable.

Although every effort is made to eliminate manual handling or reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved.

Specific manual handling risk assessments are undertaken where manual handling cannot be eliminated to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable.

Equipment is provided where possible to minimise or simplify handling of heavier objects and we ensure that two persons are available where the risk assessment identifies the need.

All employees are trained in the safe techniques of manual handling and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities by circulating the risk assessments to all employees, a folder of assessments within each department or where required tool box talks. Where the use of equipment or safe systems of work have been specified to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those persons with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

## **Hazards Resulting from Slips, Trips and Falls**

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a monthly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seek assistance with anything which they cannot personally resolve.

The premises and equipment within are maintained and repairs are made as soon as reasonably practicable to prevent any issues becoming a hazard to personnel.

We ensure that storage areas are of sufficient capacity and are well managed.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. Step edges are highlighted where necessary for visibility. All personnel are informed not to store anything in stairwells.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled. If there is a spillage, staff are responsible for ensuring that it is cleaned up, in accordance with the specific COSHH assessment, promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Staff are encouraged to wear sensible footwear and where risk assessments deem it necessary safety footwear shall be worn.

Suitable and sufficient lighting is provided for tasks. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

### **Display Screen Equipment**

Suitable furniture is provided for our office staff, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort.

Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

The employee should, when using display screen equipment, make sure it is set up to their personal requirements. Adjust the height, angle, brightness and volume to suit. In bright lights use a filter screen, and remember to take regular breaks to avoid fatigue.

Workstation assessments are carried out. The outcome of assessments is shared with each 'user'. Assessments are reviewed and updated whenever employees move to a new workstation work stations or new equipment is introduced.

Staff that use mobile devices including laptops, tablets, smart phones etc. whilst on the move, are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

Records of workstation assessments are filed securely with the employee's personal file as display screen assessments may contain health information.

Eye and eyesight examinations are provided by the company on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated 'users' are provided with information on the hazards of display screen use, the precautions for safe working and the arrangements for obtaining eye and eyesight testing. This information is provided when they first begin working with display screen equipment.



## **Contractors / Sub-Contractors**

### **Introduction**

We recognise that when we use contractors to work on our premises, we have a duty to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected, competent contractors to ensure that our workplace remains safe and without risk to health.

### **Competence Assessment**

We select contractors based on technical competence, experience and suitability for the work to be done. Where possible we useSSIP accredited contractors, where this is not possible/practicable our assessment process involves a review of requested information from the contractor including:

- Track record of experience in similar contracts
- Membership of reputable trade bodies or approved contractor schemes
- Legally required registrations (e.g. Gas safe register or Chas)
- Health and safety policies and practices
- Recent health and safety performance (number of accidents etc)
- Qualifications, training and skills of their staff and manager
- Selection procedures for sub-contractors
- Example safety method statements and risk assessments for similar work
- Supervision arrangements
- Arrangements for consulting their workforce
- References from previous clients.

### **Essential Information Provided to Contractors**

To enable contractors to ensure health and safety of their employees for the durations of their work we provide essential health and safety information including:

- For any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- Any restrictions on the time or location in which the work is done
- Access, parking and road traffic rules
- Information about other people who could be present in the premises, or could be at risk in the vicinity
- Restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers
- Rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- Smoking restrictions
- Rules about work on the electrical installation and the use of electrical equipment
- Requirements for work on the gas system
- General rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project
- Rules requiring the use of personal protective equipment when required as a result of the hazards of the work

- Any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc, anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- Restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and are subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- Restrictions and rules about the use of hazardous substances or generation of noise
- Rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- Restrictions on the use of our facilities e.g. toilets, washing facilities, restaurants and equipment e.g. fork lift trucks
- Requirements for supervision and quality assurance
- Restrictions or rules on the use of sub-contractors
- Any specific qualifications required for particular parts of the job
- Requirements to report all accidents and incidents to the client representative
- The contact details of our representative responsible for coordinating the work who can be contacted for further information.

### **Receiving Information from Contractors**

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement is reviewed.

Any risks created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

### **Contracts**

In the conditions of contract we stipulate that the contractor and all of their employees must:

- Adhere to the contractor's safety rules which we have issued
- Comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance
- Comply with all health and safety laws applicable to the work undertaken.

### **Monitoring**

All work by contractors is monitored periodically to:

- Review progress
- Check quality of workmanship
- Check that the workers on site are those expected and who have signed in
- Identify any problems or unanticipated risks at an early stage
- Check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- Check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

### **Contract Review**

On completion of works we receive required certification, operating instructions, product guarantees and other necessary health and safety information.

A contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- Quality of the work
- Compliance with health and safety rules and with the method statement
- Effectiveness of communications
- Decision whether to add or delete the organisation from the preferred contractor list
- Any improvements required to the policy and procedures for control of contractors.

This process takes place on completion of the work.

### **Electricity Supply and Electrical Equipment**

Our staff are clearly instructed that they are not permitted to undertake any electrical repairs unless they are qualified and competent to do so. All work on electrical equipment and installations is carried out by NICEIC registered electrical contractors.

Electrical standards are applied as set out within the Electricity at Work Regulations and for new works, the standards applied follow current requirements the IEE Regulations for Electrical Installations and the current Building Regulations.

All electrical equipment and temporary electrical installations, where appropriate, will be subject to visual inspections before use and formal visual inspection and regular testing where this is appropriate

It is the company's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced person with appropriate controls and suitable equipment.

Temporary or makeshift connections will not be permitted and a qualified electrician will ensure that electrical systems and equipment are in good order and carry out regular inspections, maintenance and testing.

Our installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety.

All portable electrical equipment receives regular PAT by a trained and competent person at intervals recommended by the competent specialist.

All persons bringing any new electrical equipment to be used at any work place under the Company's control whether Company owned or privately owned must be declared to the relevant Manager so it can be tested for electrical safety prior to first use.

Intrinsically safe equipment only will be used when accessing and for all work in association with confined spaces, or where the environment in which we operate may present a flammable or explosive atmosphere.

All temporary power supplies to site buildings such as offices / mess rooms etc. will be installed by a competent electrician to current I.E.E. standards.

Plugs, sockets and couplers will be of industrial weatherproof type to BS 4343 specification. This specification covers single and three phase components and is designed so that the equipment of one voltage cannot be plugged into the wrong supply.

All extension leads for lighting or portable tools must be constructed of tough industrial grade sheathed cable.

It is most important that all equipment be effectively earthed, or be of the double insulated type which is marked with the international symbol for double insulated equipment.

Temporary or makeshift connections will not be permitted and a qualified electrician to ensure that electrical systems and equipment are in good order will carry out regular inspections, maintenance and testing.

## **Work Equipment**

The current Provision & Use of Work Equipment Regulations apply to all work equipment made available for use by employees at work.

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

Defects are reported to line managers who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

Portable electrical equipment is subject to portable appliance testing by a trained and competent person. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections and formal weekly inspections that all staff are instructed to carry out.

Portable power tools rated at more than 110v must not be used during any of the company's operations due to the dangers that can arise with higher voltage equipment in the hazardous environment of a construction site or on the company's premises. Therefore, it will be necessary to use transformers, centre point or earthed to reduce the mains voltage to 110v. Alternatively a portable, earthed, generator rated at 110v may be used.

Where a transformer is used, the mains voltage lead to the transformer must be kept as short as possible to reduce the possibility of damage to the mains cable.

The above requirements also apply to subcontractor's equipment used on the company's sites or premises.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons only. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Suitable storage arrangements are provided for work equipment.

Where we hire equipment on a long term basis we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company.

## **Health Hazards & COSHH**

Where possible it shall be ensured that exposure to substances hazardous to health will be prevented, where this is not reasonably practicable the following hierarchy of control shall be followed:-

- Change the method of work so that the operation which creates exposure is no longer necessary;
- Modify the process to eliminate the production of a hazardous by-product or waste product;
- Substitute, wherever reasonably practicable, a non-hazardous substance which presents no risk to health where a hazardous substance is used. It will be the responsibility of the managing director to investigate the availability of replacement substances and put them to use as soon as possible, including those used by contractors and installers working for the company. Advice from the health & safety advisor shall be sought where applicable.
- PPE and RPE is the last means of control and should only be considered where the previous are not practicable.

The company will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

A COSHH assessment will be carried out by a competent person for every substance hazardous to health, or where practicable, on substance groups i.e. solvent based paints grouped onto one assessment.

Any safety precautions recommended as a consequence of a COSHH assessment must be adhered to at all times while the substance is in use.

COSHH assessment shall be reviewed if: -

- There is reason to suspect that the risk assessment is no longer valid;
- There has been a significant change in the work to which the risk assessment relates; or
- The results of any monitoring carried out show it to be necessary.

Updates to assessments will be made where the review shows they are required.

All COSHH assessments will be carried out on the standard form.

Managers must ensure that the significant findings of any COSHH assessment, including any safety measures required, are communicated to all personnel who will be exposed to the substances. Any training required will be provided as necessary to employees.

The company will provide facilities at all locations to ensure that, employees meet and maintain a standard of personal hygiene that is consistent with adequate control of exposure, the spread of substances hazardous to health is avoided and to reduce the risk of ingestion of substances hazardous to health.

All employees are responsible for ensuring that they have read and understood any COSHH assessment relating to their work activity and any control measure required are implemented prior to commencing work with the substance. Adequate supervision shall be provided to ensure this tasks place.

The buyer must consider the requirements of the COSHH regulations, purchasing safer substances where practicable, and requesting Safety Data Sheets with each order.

A Hazardous Substance Register will be created and maintain containing hazardous data sheets for every substance purchased by the Company. These data sheets will be provided by the supplier of the substance and must be formatted so as to provide clear health and safety information including first aid, fire precautions, emergency action, correct storage and safe handling.

Health surveillance will be carried out where risk assessments show a requirement. Refer to Occupational Health Provision and Health Surveillance Policy.

## **Highly Flammable Liquids**

Highly flammable liquids (HFLs) are widely used, the main hazards are fire and explosions and everything possible must be done to lessen the risk.

Safety is divided into three areas:

- The storage of the substances.
- The safe handling and transport of the substances.
- The use of the substances.

The Company will ensure that suitable non-flammable storage facilities are provided for highly flammable liquids and will arrange for a licence for the storage of petroleum, or petroleum mixtures where applicable.

The Company will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable but which could be a fire hazard, and will arrange for any necessary firefighting equipment or materials to be available. The Company will ensure that any firefighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

## **Asbestos**

An asbestos management survey will be undertaken at the premises and where asbestos is identified and in good condition these materials are left in situ, are clearly labelled and closely managed to prevent the accidental release of fibres.

A risk assessment has been undertaken of remaining ACMs and an asbestos management plan, produced as a result. The condition of materials is reviewed through ongoing vigilance on an annual basis and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials. Work on ACMs is only carried out by licensed contractors.

We have ensured that any employee who carries out maintenance work on the fabric of the building has received asbestos awareness training and specific familiarization with the ACMs in our building. Asbestos awareness training will be renewed on an annual basis,

During work activities, if any material is suspected of being asbestos work, activities shall cease immediately. The suspected material must be reported and further investigation conducted to verify if asbestos is present. No material suspected of containing asbestos will be removed until the nature of material content has been identified and adequate arrangements made for safe removal by licensed contractors. The area must be deemed as "No Unauthorised Access" and signage displayed until such measure have been undertaken to make the area safe.

Should any building or refurbishment works be carried out on the fabric of any building then an Asbestos Refurbishment and Demolition Survey will be undertaken prior to the work commencing and supplied to the contractor carrying out the work.

Where our employees work on site or third party premises, should any ACMs be identified or suspected during the course of the works they shall be dealt with and disposed of in strict accordance with the provisions of the current Control of Asbestos Regulations and the approved code of practice by trained and competent specialists. No employees shall attempt to carry any form of work on asbestos containing materials.

## **Pressure Systems**

Pressure systems/vessels used by the company have been identified and fall within the requirements of the current Pressure System Safety Regulations.

A written scheme of examination has been drawn up by a competent person and is held in a location readily accessible to the equipment. The examination and testing is carried out in accordance with the written scheme of examination also by a competent person.

Only trained and competent employees operate the pressure system on a day-to-day basis, including undertaking daily checks and the planned preventative maintenance schedule.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system.

It will be ensured that operations involving the pressure systems have been risk assessed and all relevant control measures are implemented. Any required PPE will be provided to operatives prior to carrying out any work involving the pressure system. Refer to the Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) Policy and the Risk Assessment and SSOW Policy.

The company will ensure that any compressor or compressed air tool provided for use are fitted with all necessary guards, noise control measures and safety devices (jockey wheel, brake, engine cover stays, etc.). All operatives are given instruction in the correct use of the equipment to reduce noise, injuries, damage, etc. and the Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to the hire company.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

When changing tools connected to compressed air lines, not fitted with automatic cut-off valves, the air must be turned off at source (lines must not just be folded, held or tied).

## **Work at Height**

Work at Height means all heights, not just those over 2m.

Whilst we aim to avoid work at height we have identified there are some situations where our staff may be at risk of falling from a height.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the current Work at Height Regulations, where applicable, risk control measures include arrangements for rescue.

Where work involves difficult access or work at height which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include Tower scaffold, Scaffolds or MEWPS.

Where required safe systems of work are produced for working at height activities and should identify:-

- How falls are to be prevented, means of access, edge protection, safety harness etc.
- Safeguards for workers below and the public i.e. Debris netting, designated and fenced exclusion zones, Toe boards.
- Controls for health risks, escape route in the case of fire and handling of materials.
- Equipment and tools required including PPE.
- Competence of training of operatives.
- Level of supervision.
- How changes to the agreed safe method of work will be dealt with.
- Who will monitor the system to ensure the risks are effectively controlled.

During any operations where operatives are working at height the supervisors will ensure that:-

- Only trained operatives are engaged in this work.
- That all access routes/equipment are in good condition and safe to use.
- That all freestanding scaffolds, edge protection and safety line anchorage are in good condition.
- That where work demands that operatives wear safety harness that they are suitably clipped to anchor points.
- That any adverse weather conditions, i.e. Frosty mornings, high winds etc. which will increase the risk to operatives working at height have been adequately risk assessed.
- That any precautions put in to place for the safety of the public/other workers are implemented and maintained to a high standard.
- That persons only use ladders as a working platform for short duration and where a risk assessment demonstrates that no safe means of access was practicable.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Refer to Ladder Policy

Our employees are trained instructed in working at height and in the principles of safe use of the access equipment provided.

### **Ladders**

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include Tower scaffold, Scaffolds or MEWPS. Refer to Working at Height Policy

All ladders and stepladders used by our employees meet EN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg.

In January of 2018 Ladder standard changed and going forward any ladders purchased by the company will meet EN131 Professional Use standards.

Steps used for heavy industrial applications e.g. work on construction sites will always have a maximum static load capacity of 175Kg. All work at height equipment including kick stools, step ladders and ladders, are subject to formal weekly inspections in addition to pre-use visual inspection by the employee.

Any defective ladders will be removed from service immediately and disposed of.

Any operative who carries out work at height from ladders will be trained in their use.

### **Lifting Equipment and Lifting Operations**

The company's activities involve the use of lifting equipment including but not limited to forklift trucks, mobile elevating work platform (MEWP), an excavator (or other earth-moving machinery) adapted to be used for lifting.

All lifting equipment including lifting accessories is identified on a matrix which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). The equipment is also signed to indicate that it is not to be used for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.



Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions.

Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the current Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. As such:-

- All lifting equipment used for the lifting of personnel and all lifting accessories will be subject to thorough examination and testing every 6 months. All lifting equipment not used for the lifting of personnel will be subject to thorough examination and testing annually.

Pre-use inspections are carried out by operators on lifting equipment and lifting accessories and documented weekly inspections are undertaken.

Defective equipment is taken out of service whilst awaiting repair or replacement. Maintenance work will only be undertaken by a trained and competent person.

Lifting equipment is only operated by persons that have had suitable and sufficient information and training on their safe operation and use and any control measures required.

Operators must also be formally authorised to use the equipment. We have implemented a training programme to cover our lifting equipment and this training is refreshed at appropriate intervals as identified by the training provider.

Records of training and authorisation for the use of lifting equipment are held and where required displayed in appropriate locations.

### **Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)**

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments and COSHH assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance. Where PPE is issued the employee will sign a record of acceptance.

Where respiratory protection is identified as being required it will be ensured that all employees receive face fit testing to ensure the selected RPE is suitable for the individual. The type of RPE provided to employees will be suitable to protect them from the hazardous substances to which they are exposed.

Employees who are required to use or wear PPE/RPE are provided with training and risk assessments which identify the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

It is the employee's responsibility to ensure PPE/RPE is checked prior to use and that it is used when carrying out tasks which require it, any faulty/damaged PPE/RPE should be reported to their supervisor prior to commencing work. Should PPE/RPE be damaged then replacements are available on request. Employees must not alter, deface or otherwise misuse any safety equipment supplied to them.

Managers will ensure that all persons under their control are equipped with and use correctly, any PPE/RPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE/RPE) should be in place.

## **Permits to Work**

Where work conditions require it, a permit for work system shall be used and strictly adhered to, in some circumstances this will be operated by a Client who will approve nominated personnel.

Typically permits to work are used for the following operations:

- Entry into a confined space
- Lifting operations
- Hot works
- Electrical work
- Work at height
- Breaking ground

Only nominated personnel may take out, transfer and cancel permits for work. Records of the issue and return of permits is to be logged and maintained.

All conditions entered on the permit shall be strictly complied with. The nominated person shall be responsible to ensure such conditions are complied with, before a permit is cancelled he will ensure all tools and equipment are removed from the area, and all personnel withdrawn.

## **Lone Working**

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.'

All Company employees' safety is paramount and will therefore avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Company will take all reasonable steps to ensure the health and safety of all employees working alone.

The Company will ensure that all employees working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.

Reasonable checks will be made into the general health of lone worker to ensure they are not at increased risk of working alone. Refer to Occupational Health Provision and Health Surveillance Policy.

We will ensure risk assessments are undertaken on all lone working activities and put risk control measures in place.

A buddy system will be implemented by the Company as required to ensure protocol is in place if a lone worker fails to check in at an agreed time or if they raise an alarm then the buddy will check on the lone worker or, where required, shall alert the emergency services. This procedure will be followed by employees at all times and failure to do so will result in disciplinary action.

It shall be ensured that lone workers have a means of communication with supervisors (e.g. mobile phones) or a device to alert the buddy in an emergency situation (e.g. lone worker alarm).

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

## **Home working**

The company defines home workers as those who work from home on an agreed basis comprising on average more than 10% of their working hours.

We ensure that home workers are able to work safely by undertaking a home working risk assessment and a display screen assessment. Improvements are implemented as agreed between the home worker and the company. These risk assessments are held at head office and are reviewed annually.

The company will ensure that any equipment supplied to homeworkers is checked and maintained at appropriate intervals.

We ensure that the home worker has ready access to their supervisor. Regular communications take place between the home worker and supervisor.

A buddy system is implemented to ensure the safety of the homeworker. The buddy will initially be a family member. Where the home worker does not have a family member that can fulfil this role then the supervisor will be the buddy.

## **Violence**

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it we recognise that staff involved in some of our work activities may be at risk of violence.

To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults or displays violence towards our staff.

## **Driving**

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives for work purposes, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. The licence check includes use of the DVLA's on-line records via a 'check code' generated by each driver. If there is any doubt about the validity of a licence we contact DVLA with the permission of the driver, to confirm details.

At the same time as checking driving licences we also check that private vehicles used for work purposes are insured for business purposes and where more than 3 years old, MOT'd.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are in a safe condition. All vehicles used by employees for work purposes are required to record vehicle checks on a weekly basis.

Company vehicles are maintained at the manufacturer's approved service centre or garage in accordance with the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by the company.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days

by, where required, providing overnight accommodation, arranging for driver sharing or using public transport. Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks and unplanned overnight stays where required. Employees are required to inform their line manager if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Employees who drive for work purposes have an expected behaviour and are informed of the following:

- An expectation that they will adhere to road traffic laws
- Normal limits for working hours when the day involves driving
- The need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- Not driving under the influence of alcohol or drugs (including prescription drugs)
- Not using a hand held phone when driving
- No person is permitted to use a mobile telephone whilst in control of a vehicle, even if using a hands free kit.

Mobile phones must not be used in any way whilst driving any vehicle, even where a hands-free kit is fitted. Mobile phones should, wherever possible, be switched off or place it on call divert or voicemail to receive messages when driving whilst driving and only activated when the vehicle is parked.

It can be illegal to use a hands free phone whilst driving depending on the individual circumstances. At a minimum it could be considered to be a contributory factor in any accident.

It has been stated by the Attorney General that “any mobile phone use at the time of an accident, whether hands-free or not, will result in prosecution for death by dangerous driving”. In past police enquiries, call records have been checked to establish call by call details of time, duration and destination.

Vehicle accidents are recorded and investigated in the same way as other work related incidents, and improvements made to our policy as necessary to avoid a recurrence.

## **Construction (Design and Management) Regulations**

The Construction (Design and Management) Regulations (CDM Regulations) places a range of statutory duties on the key parties involved in any construction works in order to ensure that no-one is harmed during construction work and that the structure is safe to use and maintain.

The definition of ‘construction work’ is detailed within the CDM Regulations and it is wide ranging and encompasses a broad spectrum of works.

Before accepting any appointment under the CDM Regulations we will ensure that as a company we are fully aware of our responsibilities under all current health and safety legislation and that we have the necessary skills, knowledge, experience and organisational capability to fulfil the role.

As a company where we hold one, or more, of the statutory roles under the CDM Regulations we will be fully committed to ensuring all of the duties are effectively discharged and managed throughout the lifetime of the works. Duties associated with each role include:

### **Designer**

- not commence work unless we are satisfied that the client is aware of their duties under CDM 2015
- when preparing or modifying a design the Company shall take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
  - (a) carrying out or liable to be affected by construction work;
  - (b) maintaining or cleaning a structure; or

- (c) using a structure designed as a workplace.
- if it is not possible to eliminate these risks, the Company shall, so far as is reasonably practicable—
  - (a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
  - (b) provide information about those risks to the principal designer; and
  - (c) ensure appropriate information is included in the health and safety file.
- take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.

### **Principal Contractor**

- plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- draw up a construction phase plan prior to commencement of works on site and ensure it is appropriately reviewed, updated and revised throughout construction period
- take into account the general principles of prevention
- ensure that a suitable site induction is provided and that suitable supervision, instruction and information is provided
- ensure that necessary steps are taken to prevent access by unauthorised persons to the construction site
- ensure that welfare facilities are provided throughout the construction phase (in accordance with requirements of Schedule 2)
- liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.
- provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file

### **Contractor**

- not commence work unless we are satisfied that the client is aware of their duties under CDM 2015
- plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety
- not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- draw up a construction phase plan prior to commencing work on site if there is only one contractor working on the project
- comply with any direction given by the principal designer or principal contractor and in the construction phase plan
- provide each worker under our control with appropriate supervision, instructions and information
- not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

## **Confined Spaces**

Within our premises we have identified that confined space entry may be required at times.

These spaces have prominently displayed warning signs, highlighting the confined space hazard and the mandatory requirement to obtain a permit to work. Prior to entry assessment as to whether the proposed work is strictly necessary and whether entry to the confined space could be avoided by employing alternative means. If entry is essential, the entry person checks that the correct safety equipment and trained personnel are available for the job and that there is a suitable written risk assessment, safe system of work and rescue plan are in place prior to entry. The supervisor then issues a permit to work to authorise the work and monitor periodically to ensure that the safe system of work is followed.

A safe system of work and permit for confined space entry will consider the following:-

- Supervision;
- Competence for confined spaces working;
- Communications;
- Testing/monitoring the atmosphere;
- Gas purging;
- Ventilation;
- Removal of residues;
- Isolation from gases, liquids and other flowing materials
- Isolation from mechanical and electrical equipment;
- Selection and use of suitable equipment;
- PPE and RPE;
- Portable gas cylinders and internal combustion engines;
- Gas supplied by pipes and hoses;
- Access and egress;
- Fire prevention;
- Lighting;
- Static electricity;
- Smoking;
- Emergencies and rescue;
- Limited working time.

Records of risk assessments, safe systems of work (including emergency procedures), permits to work and records of training are held within the office.

Staff who undertake confined space work are subject to an occupational health assessment to check their fitness for the work including the use of breathing apparatus where applicable. A fit-test is undertaken in respect of any respiratory protection provided for their use. They are provided with specific training (with refresher training in the timescales advised by the training company) and always work under supervision.

Employees who have been trusted with the authority to undertake confined space work take on a great deal of responsibility for their own safety, for their colleagues and for those who may potentially need to rescue them. They must always follow safe systems of work, act in accordance with their training and diligently check their safety equipment before use. Any concerns arising before or during the work must be notified to the supervisor immediately.

The supervisor must ensure that the safe system of work is followed and that equipment and personnel are on standby in order to implement the emergency rescue plan. In the event of danger, workers must be withdrawn from the space, the risk assessment reviewed and the work only continued when the concerns are addressed and resolved.

### **Abrasive Wheels**

An abrasive wheel is defined as a wheel, cylinder, disc or point having abrasive particles and intended to be power driven.

The current Provision and Use of Work Equipment Regulations requires that an employer must only supply work equipment that is correct and suitable for the job and ensures that that equipment is maintained and kept in good working order.

Management will ensure that any abrasive wheel or disc machine hired or owned by the Company will be provided and maintained in accordance with PUWER. Risk Assessment will be carried and suitable control measures to reduce any risks highlighted implemented.

Management will ensure that any operatives that use abrasive wheel have been trained in accordance with the Regulations. Training will cover the following points as outlined in the Safety in the Use of Abrasive Wheel guidance:-

- Hazards and risks arising from the use of abrasive wheels and the precautions to be observed;
- Methods of marking abrasive wheels with their type, size and maximum operating speed;
- How to store handle and transport abrasive wheels;
- How to inspect and test abrasive wheels for damage;
- The functions of all the components used with abrasive wheels such as flanges, blotters, bushes, nuts etc;
- How to assemble abrasive wheels correctly to make sure they are properly balanced and fit to use;
- The proper method of dressing an abrasive wheel (removing dulled abrasive or other material from the cutting surface and/or removing material to correct any uneven wear of the wheel);
- The correct adjustment of the work rest on pedestal or bench grinding machines;
- The use of suitable personal protective equipment, for example eye protection.

It is recommended that a record of training in the safe mounting of abrasive wheels is kept, showing the trainee's name and date of training.

Management will ensure that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required and that any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

Pre use visual inspections and formal documented inspections will be carried out by the user and maintenance shall be carried out in accordance with the manufacturer's instructions.

### **Cartridge Tools**

The primary factors affecting the proper and safe use of cartridge tools are: Adequate training, Competent and responsible users

A cartridge tool is an item of work equipment under The Provision and Use of Work Equipment Regulations 1998 which requires that an employer only supply work equipment that is correct and suitable for the job and ensures that equipment is maintained and kept in good working order.

Management will arrange for all operatives who will be required to use cartridge tools on site to be trained by the cartridge tool manufacturer's representatives and certificates obtained which will be kept on the company premises or site.

Management will ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools.

Management and users will ensure that, all cartridges are stored in the storage facilities provided.

Before cartridge tools can be used, a risk assessment under the current Management of Health & Safety at Work Regulations will be carried out. Managers will ensure that every employee using this tool as read and understood the Risk Assessment before commencing work.

### **Leptospirosis**

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar in influenza.

Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely.

Persons working in areas which have been assessed and identified with the potential existence of Leptospirosis will be issued with a Leptospirosis Information Card to be shown when attending a doctor or a hospital suspecting Leptospirosis symptoms.

In addition adequate First Aid, washing and welfare facilities will be available on site.

Personal Protective Equipment including impervious gloves will be available, issued to relevant personnel and adequate procedures installed for reporting defect and damage.

Personnel working in potentially contaminated areas must ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking, or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

### **Children and Public Safety**

Supervisors/Managers must ensure that all members of the public are not allowed to enter areas where they could potentially become exposed to dangerous situations or conditions.

The company take account of risks to the public within our risk assessments including the risks to children, the elderly and people with disabilities.

Wherever possible a fence of suitable specification will be erected around projects carried out by this company and will be reasonably secure against trespassers. Access gates will be secured outside working hours.

Vehicles and plant will be effectively immobilised; gas and oxygen cylinders will be isolated and stored in separate locked compounds.

Ladders providing access from ground level will be removed and locked away.

The provision of debris fans and facade netting will be provided where necessary to prevent accidents from falling objects. Such fans must not be used for access or be allowed to become loaded with debris.

The relevant authorities will also be notified in respect of specific policy sections, e.g. Underground and overhead services, explosives, asbestos etc.

Supervisors/Managers must ensure that all members of the public are not allowed to enter areas where they could potentially become exposed to dangerous situations or conditions.

The company take account of risks to the public within our risk assessments including the risks to children, the elderly and people with disabilities.

All machines and work equipment will be left in a safe manner, locked, guards in place and keys removed when left unattended.



Gates will be secured in such a manner so they are unable to fall on any person or child.

### **Plant & Equipment**

To ensure their safe and effective operation all machines are required to be visually checked on a daily basis and recorded inspections undertaken on a weekly basis.

All plant & machinery is to be operated only by those operatives authorised by the Management and qualified to do so i.e. holders of current authorised training certification. The carrying of passengers on plant is not allowed, unless the particular item is properly equipped for the purpose.

Maintenance will only be carried out by operatives authorised and approved by the Company. Prior to carrying out any maintenance programme the following will be adhered to:-

- Guards will not be removed other than by or under the supervision of the competent person and will be replaced as soon as the required maintenance is completed.
- Always stop machinery and safely isolate before removing guards.
- Prior to any works, park the machine/plant item on level ground.

### **Scaffold**

All scaffolds erected by or used by employees will be erected in accordance with the requirements of BS EN 12811-1 and NASC Technical Guidance TG20 and erected in accordance with the requirements of SG4. Scaffolds shall only be erected by competent persons. System scaffolds shall be erected in accordance with the manufacturer's written guidance and by persons who can prove their having received training specific to that system scaffold.

In accordance with the current Control of Asbestos Regulations, any scaffolding contractor whose employees erect, alter, maintain or dismantle scaffolding which will form the framework from which an enclosure will be built for the purpose of 'working with asbestos' or to provide access for work where it is foreseeable that asbestos is likely to be disturbed will require to hold a license issued by the HSE and will have to notify the enforcing authority of proposed work as well as the main licence holder.

At tender or negotiation stage, the scaffolding requirements for a contract will be determined and allowed for in accordance with the above standards.

The Contracts Manager will arrange for full details to be provided to the scaffolding sub-contractor re: the use and loading of scaffold to be erected.

Before accepting a scaffold erected by a specialist-scaffolding sub-contractor for use by the company's employees, the scaffold contractor will issue a handing-over certificate and the Site Manager will inspect the scaffold.

The Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week, after any alteration or following adverse weather conditions etc. he will compile an inspection Report in line with the Work at Height Regulations.

No person other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on company premises and sites or for use by Company employees.

Any scaffold being erected altered or dismantled or otherwise not suitable for use by employees must have a notice erected warning that it is not to be used.

Trainee will be directly supervised by a competent scaffolder when erecting, altering and dismantling scaffolds.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

## **Tower Scaffold**

Competent persons in accordance with the current Work at Height Regulations and HSE Construction Information Sheet No.10 will erect all scaffolds erected on Company sites, or used by employees.

In all cases the manufacturer's instruction leaflet should be followed taking full account of the maximum safe height to which the tower can be erected. Wherever practicable tower scaffold units will be tied to the structure for added stability.

It should be noted that the original height to base ratios (3.5:1 internal & 3:1 external) are no longer sufficient. The overturning and wind calculations have been investigated and interpreted by individual manufacturers and guidance must be sought from the details contained within their assembly guides.

The Site Manager will ensure that all tower scaffold units are erected and inspected in accordance with the above standards and a 'Scaf-Tag' or where incomplete a warning notice stating 'Incomplete – This Scaffold Should Not be Used' secured to the tower. He will also ensure that it can be safely and efficiently used on site, taking into account floors, ceiling heights, roof members, type of work etc.

No person other than the designated competent person will be permitted to alter, erect, dismantle or otherwise interfere with the unit. Suitable training will be provided to ensure a competent person is available.

When mobile tower scaffolds are not in use, boards are to be secured on the ladder to prevent unauthorised access.

## **Overhead Services**

Work anywhere in the vicinity of overhead electric lines must be planned carefully and necessary controls installed prior to such work commencing.

It is particularly relevant where long or high plant or equipment, such as scaffold poles, vehicles, cranes, ladders etc. are operated or moved under or near to these lines. To receive an electrical shock from overhead power cables, actual contact with a power cable is not necessary as electricity can "arc" across large gaps whether it is as high as 400,000 volts or as low as 230 volts.

Overhead lines usually consist of bare (uninsulated) conductors (usually called cables) supported via insulators on wooden poles or metal towers or structures. Many people mistake overhead power lines on wooden poles for telephone wires and these can still be found in rural areas and may be as low as 3 metres above ground level.

At pre-contract stage, the Project Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions and any other matters with the apparatus owners.

A method statement will be produced detailing how the measures are to be installed and maintained, in accordance with GS6.

Such measures can be:

- A stout post and rail fence;
- Steel drums, filled with aggregate, supporting non-conducting goalposts from which hazard bunting is hung;

All measures shall be made as visible as possible by being painted with red and black stripes.

The minimum safe distance for working beneath overhead power lines varies depending on a number of factors including ambient weather conditions however the main factor is the voltage of the cable.

The arc radius will increase with higher voltage cables and therefore the minimum safe distance or danger zone must be extended to accommodate the cable voltage.

NEVER assume an overhead electric service shall have the same safe working distance as previous experience – always consult the apparatus owners.

In all cases a defined passage for mobile plant is required underneath such lines in accordance with GS6, and a separate detailed method statement must be produced and briefed to all relevant workforce members.

## **Working in Live Traffic**

In road works the most obvious hazard is working in live traffic. Excessive speed and close proximity of vehicles requires careful planning and great awareness. Work will never be carried out in live traffic without adequate signing and coning being in place. Only operatives that have received the appropriate training will establish traffic management measures in accordance with The New Roads and Street Works Act Approved Code of Practice.

The appropriate traffic management requirements will be assessed. One way traffic systems and pedestrian crossings need careful control measures with possible closure and appropriate signing required.

An appropriate safety zone will be maintained at all times- If these cannot be maintained alternative measures will be considered through discussion with the client and controlling authorities. Operatives will not stand or work in the safety zone.

Daily checks will be carried out to ensure signs/ cones are adequate, maintained and clean, and an out of hours contact number will be displayed in case of an emergency.

All operatives and plant will stay within the coned off working area. Mobile plant leaving the designated works area into live traffic will be guided by a banksman and display a hazard beacon.

## **Lead**

Lead can be encountered in various forms on Construction Sites, e.g., pipework, electricity cables, painted surfaces, paints and motor fuels.

Storage tanks may have contained leaded fuels and possibly protected by lead bearing paint.

Hazards to health may be evident from the undertaking, e.g., burning welding and grinding, painted surfaces or entry into confined spaces.

Breathing in dust or fumes, absorption through the skin and ingestion, are factors requiring consideration.

For work in confined areas, adequate ventilation will be provided or respiratory protective equipment provided and used depending upon the degree of risk involved, a survey will be carried out before work commences.

When work is carried out where lead levels hazardous to health are evident, and then employees will be instructed in the dangers and precautions required to avoid contamination.

Adequate washing facilities will be provided and used before those employed take food, drink or anything by mouth.

Separate storage facilities will also be provided for protective clothing away from personal clothing.

Medical surveillance will be undertaken for those workers coming into contact with lead with records kept.

Client will be approached for information regarding the likelihood of lead contamination at the place of work.

Sampling of the new work areas where lead is suspected will be undertaken before commencement.

## **Welding**

Various British Standards cover welding equipment and protective clothing. All equipment will be provided to the appropriate British Standard.

The Contracts Manager will ensure that all necessary protective clothing, ventilation equipment, respirators or breathing apparatus, fire resistant sheets, extinguishers, screens and so on required to comply with the above standards are planned and arrangements made for delivery to site before welding or cutting work starts.

Local Exhaust Ventilation Systems should be provided. Where Local Exhaust Ventilation Systems do not adequately control welding fumes then Respiratory Protective Equipment should be worn as an additional

control measures. Outdoor ventilation does not provide adequate control for ventilation fumes and Respiratory Protective Equipment is required as an additional control measure.

Regardless of duration, HSE will no longer accept any welding undertaken without any suitable exposure control measures in place, as there is no known level of safe exposure. If welding is part of your work activity, you must carry out a risk assessment to identify what measures are required to control the risks from exposure to welding fume.

The Supervisor will ensure a permit to work system is in operation on the site, and will ensure that site operatives are made aware of procedure for obtaining permit to work forms.

Information must be obtained from suppliers of welding rods on possible health risks and precautions before work starts and will check that all necessary safety equipment is available before work starts.

The Supervisor will check all welding equipment at weekly intervals and any defective equipment will be repaired or replaced.

The Contracts Manager will ensure that all LPG and compressed gas cylinders are used and stored in accordance with company policy and that trolleys or cradles where required are provided and used.

Only trained and experienced operatives are permitted to carry out work with welding equipment.

### **Site Arrangements & Procedures**

The current Construction (Design & Management) Regulations apply to all construction projects and require that health, safety and welfare are taken into account and managed throughout all stages of a project.

Prior to commencement of starting work on site all employees, sub-contractors and visitors will, where appropriate, have access to and be made aware through induction training of:-

- Site management and lines of communication
- Site welfare arrangements.
- Where to obtain first aid and the name of the first aider.
- Access and egress / traffic routes.
- Details of any site-specific health & safety hazards.
- Details of any site specific safety rules.
- Company Safety Policy
- Company rules for the operation of plant or equipment.
- Content of method statements or permits to work procedures.
- Company personal protective equipment rules.

Induction training course content will be discussed with the Contracts Manager / Director and the External Safety Adviser and will be tailored to the particular project and site conditions.

In addition the Site Managers should encourage relevant documentation, to be updated regularly. For example site checklists or inspections.

## **Site Welfare Arrangements**

The Site Manager will establish the Welfare and First Aid requirements of a site before work starts.

Welfare facilities will include:

Seating	Soap
Tables	Disposable hand towels
Hot running water	Cleaning equipment
Hot drink facilities	Rubbish bins
Drinking water	Clothes drying/storage areas
Food warming facilities	

Toilet facilities will comprise of plumbed in units wherever practicable, any chemical units should also be serviced weekly.

Through prior agreement subcontractors shall be permitted to use our welfare facilities however these must be maintained to the satisfaction of our site management.

Where we are appointed as Contractor the Contracts Manager will arrange with the principal contractor that all necessary welfare and first aid arrangements are provided.

The Site Manager will designate an operative to keep the welfare facilities clean. All facilities will be re-stocked as required.

Where site layout and surrounding areas dictate for example due to restricted space, the Company may seek to use shared facilities through prior agreement with neighbouring premises in order to meet the above requirements for all site personnel.

## **Site Setup, Notifications and Information**

Prior to starting each contract: -

The Contracts Manager / Director will have requested confirmation from the Client that they are aware of their duties (the Client) under the current Construction (Design & Management) Regulations, and will have been provided with a copy of the F10 notification for the project as will have been submitted by the Principal Designer or Client. This will be displayed in a prominent position on site at all times.

Where appointed as Principal Contractor we shall request formal written appointment by the Client as soon as possible, and prior to commencement of works on site.

The Director will make any other necessary notifications to statutory authorities, Environmental Health, Fire or Ambulance Service. He will also notify relevant authorities as required by specific policy sections, e.g. underground and overhead Services, road crossings, traffic management etc.

The Site Manager will ensure that a complete copy of the Company Safety Policy and the Company Site Health Safety Plan will be issued to each site, which will include all necessary safety documents and forms including client's instructions, method statements, safety notices, insurance certificate etc.

On commencement of the contract the Site Manager will: -

- Receive the Site Health & Safety plan and forms pack.
- Issue all operatives with a copy of the Health & Safety Manual.
- Display all statutory Safety Notices and Insurance Certificate.
- Ensure that a first aider and a first aid box are on site.
- Ensure that COSHH procedures are being implemented.

- Ensure that the possibility of noise on site has been addressed.
- Ensure that adequate fire precautions are available on site.
- Ensure that Method Statements are provided for all high risk or unusual operations.
- Ensure that only authorised plant operators are appointed.
- Ensure that all necessary measures required for the protection of the public are allowed for and planned. In particular, taking into account the recommendations contained in HSG151
- Ensure that all necessary welfare provisions are available.
- Liaise with client's representative and adopt all Permit to Work systems as appropriate.

At the completion of the contract the Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to the office for safe keeping. The Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of 3 years.

### **Site Survey and Safe Method of Work**

All preliminary procedures will be carried out by the Director, who will obtain adequate information from prospective clients, and complete a detailed survey of the project, from which will be formulated a method statement and programme of work detailing the methods to be used, and plant requirements.

The Site Manager/Director will assist in the implementation of a safe system of work, special requirements for dealing with health hazards, precautions and sequence of work, etc in association with the external Health and Safety Advisors (PIB Risk Management).

If the building in question has lain idle for a period and such information is not readily available, where necessary a specialist consultant or the external Health and Safety Advisors (PIB Risk Management) will be employed to identify any structural problems or to identify risks associated with any flammable or hazardous substances.

This will identify hazards such as: -

- The presence of adjoining properties. e.g. Hospitals where noise, dust or vibration might restrict the method of demolition
- The type of structure and its key elements including the condition of structural members and the contribution of floors, roofs, walls, etc. to overall stability.
- The need for temporary works or shoring.
- Confined spaces, such as tanks, vessels, hoppers and service ducts.
- Overhead and underground services.
- Health hazards, such as asbestos, asbestos cement, lead or lead in paint, residues from previous processes, vermin infestation or contaminated land.
- Suitable access for the proposed method of demolition and vehicle access for the removal of demolition materials from site.

In accordance with the current Construction (Design and Management) Regulations, a competent person will be appointed to supervise the work on site at all times.

The Supervisor appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, falsework, etc. which may apply on site. The appointed Supervisor will remain on site at all times while demolition works are being carried out.

The person appointed will be experienced in all aspects of demolition works and shall be fully trained in all aspects of health and safety to enable them to carry out any of the responsibilities required by this policy.

### **Transport on Site**

All transport on site including dumpers, tipper lorries, tankers, etc. will be provided, maintained, operated and used in accordance with Part 4 of the Construction (Design & Management) Regulations and HSG144 'The safe use of vehicles on construction sites'

The Road Traffic Act and associated legislation will also apply when transport is to be used on public roads.

Where necessary, discussions will take place between the Contracts Manager and the local Highway Authority, Police, etc. on road crossings, traffic management, etc. and ensure a traffic management plan is designed and implemented on site.

Temporary accesses, roads, fuel storage maintenance facilities, etc. for transport on site will be planned.

The Contracts Manager will prepare a planned maintenance schedule for all transport vehicles on site.

Training will be arranged for all transport drivers.

The Site Manager will ensure that all site transport when delivered to site is in good order and fitted with all necessary safety devices, notices and guards.

Any defect must be reported to the Contracts Manager and the machine must not be used until the defect is rectified.

The Site Manager will ensure that only authorised licensed drivers / operatives that are competent are permitted to operate any site transport. Where any doubt of competency of any operator exists, the Site Manager will cease this operation immediately and report to the Contracts Manager.

### **Tanks, Vessels & Pipework**

Before the dismantling of any tank, vessel or associated pipe work is commenced; the previous contents will be assessed, in accordance with the requirements of the COSHH regulations.

The results of the assessment will determine the precise method and procedure to be adopted. In many cases work permit systems will be involved. Irrespective of the procedure adopted, all employees concerned will strictly adhere to the specific instructions given.

When necessary, discussions will be held with clients, specialists and HSE to agree safe working methods and any additional precautions, which may be deemed necessary, will be incorporated into the safe work procedure.

### **Falsework**

Falsework used to temporarily support formwork or any part of a building or structure will be designed, constructed, maintained and removed in accordance with Part 4 of the Construction (Design & Management) Regulations 2015

British Standard for "Code of practice for Falsework", provides information of the design, checking procedures and general workmanship.

British Standard for "Access and Working Scaffolds and Special Scaffold Structures in Steel", will apply to accesses and working platforms on falsework.

At tender or negotiation stage, the above standards will be taken into account.

Where falsework to support formwork or sections of buildings or structures during construction, repair or refurbishment will be required, the Site Manager will ensure that the falsework is designed and planned in accordance with the procedures defined in the relevant British Standards. This will apply to falsework of any size.

The planning must take into account the safety of other contractors and the public.

The Supervisor will ensure that, all necessary design drawings; sketches and calculations are available on site before work starts to enable the falsework to be erected properly. The Supervisor will ensure that all materials used in falsework structures are in good order.

A safe system of work will be prepared by the Supervisor for the erection and dismantling of falsework providing safe accesses and working places for personnel involved.

Loadings will not be applied to falsework until the person appointed to carry out these duties has carried out checks and it is recorded in writing that, it is in order to proceed.

### **Temporary Works**

Temporary Works are engineered solutions used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side slopes of an excavation, or to provide access. Temporary works are generally 'temporary', but can in some situations remain in position for future use i.e. for maintenance solutions.

Examples of Temporary Works include, but are not limited to:

- Structures: site hoarding and signage, site fencing, formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, cofferdams.
- Earthworks: trenches, excavations, temporary slopes and stockpiles.
- Equipment / Plant Foundations: tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

### **Temporary Works Procedures**

Temporary Works must be carried out in line with the Company Temporary Works Procedures.

These include:

- Appointment of Temporary Works Co-ordinators (TWC), in writing
- Completion of a Temporary Works Schedule
- Production of Design Briefs
- Completion of a Temporary Works Register
- Production and checking of temporary works designs, including risk assessments and method statements
- Pre-use inspections of temporary works materials and components
- Control and supervision of the erection, safe use, maintenance and dismantling of temporary works, including Permits to Load and Dismantle
- Checks to ensure that temporary works have been erected in accordance with the design, including Permits to Load, where necessary
- Checks to ensure that permanent works have attained adequate strength to allow dismantle of temporary works, including Permits to Dismantle, where necessary

The Temporary Works Co-ordinator must be competent for the works required with the underpinning knowledge and managerial skills to bring together separate organisations, suppliers, designers whilst having a good understanding of design and associated risks.

Temporary Works Supervisors (TWS) may be appointed on larger sites or where a Site Manager considers it necessary. In the event a TWS is appointed to handle the day to day responsibilities he or she will be responsible to the TWC.

The company will ensure all temporary design work (false work, scaffold, façade retention etc) will be undertaken ensuring that the designer is adequately resourced and suitably qualified to undertake the scale of the design in compliance with The Construction (Design and Management) Regulations 2015.

Temporary works design will be contracted out to an external designer:

- All designers must identify hazards inherent in their designs.
- All designers must state a suitable foundation to be provided.
- All designers must consider stability, even during partly erected or dismantled structures.
- All designers must consider dead load and live load



- All designers must consider lateral, horizontal stability and resistance to weather (wind, snow loading etc.)
- Where ties to the main structure are necessary, tie loads must be specified and pull tests undertaken as required by TG4. (Minimum of 5%)
- All designers must consider any resultant risks during the erection, modification and dismantle.
- Understand how to eliminate the hazards, or reduce the risks.
- Provide information on all hazards that remain and state what resources are required to undertake the project safely.
- All false work will be undertaken in compliance with (BS5975) BS EN 128 12 and scaffolding in compliance with TG20 BS EN 128-11
- Working drawings will be provided by the engineer, which will be checked by the site Temporary works co-ordinator.
- A detailed risk assessment / method statement must be provided by the erection contractor which must include safe working at height and prevention of falls (SG4)
- All materials used in the construction of the temporary works must be checked for quality prior to use.
- A handover / dismantle certificate (permission to load and strike) must be provided by erectors.
- All temporary works must be part of a prior to use inspection system by a competent person.

A safe system of work will be prepared by the Supervisor/Contractor for the erection and dismantling of temporary works providing safe accesses and working places for personnel involved.

### **Underground Services**

All work in relation to buried services must have been subject to a Risk Assessment under the current Management of Health and Safety at Work Regulations. If any hazards are identified then the company will ensure control measures are in place to remove or reduce that hazard as far, as is reasonably practicable.

The Director shall have been provided with details of all underground services from statutory undertakers in the pre-construction information and shall be satisfied that they are up to date and accurate. This shall include but may not be limited to the following:

- Electricity cables
- Street lighting cables
- Gas pipes
- Mains water, sewers
- British Telecom
- Television Relay Companies
- Crude oil pipelines

Before any demolition or excavation work commences the Site manager will ensure that all information on existing underground services that may be affected, has been obtained and that either all services have been disconnected or physically marked by means of pegs and marker tape and a CAT survey undertaken.

Full consultation must be carried out at all stages with representatives of the various service authorities to agree precautions required.

All machine operators and banksmen will be instructed in the procedures to be followed. All persons on site will be instructed in the operation of a Permit to Work system if applicable.

## **Statutory Inspections**

A system will be used to ensure that all statutory inspection dates do not lapse. All inspections will be carried out by a competent person within the stated time as set out in the relevant regulations.

Management will make arrangements to ensure that all inspections are carried out before the validity of the previous inspection lapses.

## **Working in Occupied Premises**

All employees must ensure when visiting third party premises that they have received suitable instruction/induction on the emergency evacuation routes, the locations of firefighting equipment together with names of the fire co-coordinator and marshals and emergency contact numbers.

It will be ensured that Company personnel will liaise with the resident/client's representative on each site before work commences regarding health and safety issues relating to the work. The following requirements/restrictions shall be implemented (Client appointed representative or commercial Client):

- Ensure client is aware of the methods of work and restrictions e.g. hot works.
- Ensure the client is aware of operations taking place and the hazards involved well in advance wherever possible.
- Non company personnel must be excluded from work areas at all times, during works taking place and when the working area is left unattended prior to completion of the works.
- Personnel will ensure that all work carried out in occupied premises does not conflict with the Client's movements.
- Personnel will co-operate with the Client, provide necessary information and carry out suitable assessment of work activities and the implementation of appropriate control measures to ensure safe working practices by all persons involved, presenting no risks to non-employees.
- Ensure non-essential personnel are excluded from the work area, including signage detailing the nature of the work and the associated hazards.
- It will be assured that while work is being carried out on site that operations do not compromise individuals using the surrounding area by causing trip/slip hazards that may affect non-working personnel.

Until completion of the works, the area remains hazardous. The Company will therefore make Clients aware that the working areas must not be accessed at any time by any persons other than company personnel, and do all that is reasonably practicable to exclude non authorised persons whilst we occupy the working area.

## **Disciplinary Procedure**

The Company ensures that all personnel are given a clear understanding of what is expected of them and the consequences when individuals do not co-operate. Communication, motivation and discipline are essential parts of the system.

There is a formal disciplinary procedure within the Company which will be followed should employees not work in accordance with the safe systems of work set out.

## **HGV Operation**

The company operates a heavy good vehicle, and to this end employs a consultant as competent person with regard to legal compliance and best practice for the safe and efficient operation and use of the heavy goods vehicle.

In summary, the following stipulations shall be complied with:

**Services:**

- PMI's arranged on an 8 weekly basis.
- MOT's arranged on an annually basis.
- All documents received from service centre are checked over by Helen Mountain on monthly intervals.

**Planning Journeys:**

- Choose load dependent on whether a Tautliner or Flatbed is required.
- Where it is being collected from and delivered to.
- Try to travel only 40 miles empty each way.
- Can carry a load up to 28 Tonnes in total.
- Aim for loads of timber, palletised goods, empty pallets or any other non-waste materials.
- If we are required to carry waste we do have a waste carrier's license. But try to keep away from these types of loads.

**Consignment Notes:**

- These are produced by the customer whom we are hauling for and signed upon delivery.
- All consignment notes are returned to the office by the driver and to be posted with invoice.
- We produced our own delivery or collection notes for loads for Clarke Group Construction Ltd. The details on these are a reference, load details, date and time, address and vehicle registration.

**Tachographs:**

- The driver's tachograph card is to be inserted upon starting of the vehicle.
- The driver must comply with the drivers' hours laws.
- End of each working week the tachograph card is to be downloaded.
- Analysis of the data is to be carried out to look for any infringements. If there is an infringement letter and a copy of the infringement data is to be printed off and raised with the driver, signed off and kept on file.
- All information is entered onto a spreadsheet.
- WTD (working time directive) can be checked also at this time from the information downloaded.

**VU:**

- VU is to be downloaded once or twice a month dependent upon use.
- This allows for checks on the mileage to see whether any is unaccounted.
- All information is entered on to a spreadsheet.

**Checks:**

- Driver is to perform daily defect reports for any faults, damages, lights out.
- Driver is to perform a weekly vehicle inspection.
- All information is entered onto a spreadsheet and any faults rectified.

## Traffic Management Inspection

**Frequency:** 1) This checklist is to be filed out at the end of each working day/when the site is left unattended. 2) The form is to be completed by the site manager/supervisor and returned to the office at the end of each working week/completion of job.

Name of Site / Location:			
Week Commencing:		Inspected By:	

**Mark As-** YES/ NO/ N/A    **IMPORTANT:** Any Item marked as **NO** must have remedial action taken immediately.

Day & Date	MON:	TUE:	WED:	THUR:	FRI:	SAT:	SUN:
Traffic management signs placed so as not to interfere with pedestrian walkways.							
Traffic control signals in place/ in good working order							
Traffic signs in place as stated in chapter 8 RASW and lit as necessary.							
Work area protected by adequate safety zone as stated in chapter 8							
Pedestrian routes clearly signed & protected from work area & road							
Traffic signs in good order to prevent collapse or vehicle contact.							
Traffic management signs placed in positions not affecting the road							
Safe access/egress to & from the working area with adequate lighting							
Unrestricted access to properties situated around the working area.							
Traffic management in place to deal with the volume of traffic							
Road & pedestrian walkways clear of tools/materials & work debris							
Area available for the safe storage of tools & materials							

Additional Comments:	

## **Welfare arrangements**

REG. 22 – places duty of person in control of a construction site to ensure that welfare facilities are provided in accordance with Schedule 6 The Construction (Design & Management) Regulations 2007

The contractor, who has undertaken to provide the facilities, shall be deemed responsible for maintaining the facilities to the required standard for the number of persons employed by the contractor with whom the arrangements have been made.

Schedule 6 includes for the provision of;

- Sanitary conveniences- 1 toilet for every 20 persons working on site at a given time
- Washing facilities- 1 bowl for every 20 persons working on site at a given time with warm water and soap
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest

## Provision of welfare arrangements

Provision of welfare arrangements made under regulation 22 and schedule 2 Construction (Design & Management) Regulations 2007							
Site address:				Company:		Date work commenced:	
	<b>Facilities provided</b>						
	First-aid facilities	Adequate toilet facilities	Washing facilities- hot and cold running water	Clean drinking water	Heated accommodation for clothing and taking meals	Provision for clothing storage and drying	Shared facilities
Whether facilities provided (Yes/No)							
Action required if facilities not provided							
Arrangements if different							

## Weekly Safety Inspection Checklist

This inspection is to be completed by senior site personnel weekly. It is designed to assist in ensuring statutory requirements are met. If a "No" has to be selected, or if further information is required, please contact the Manager responsible for Health & Safety

<b>Site:</b>		<b>Inspected by:</b>	
<b>Date:</b>		<b>Site Manager:</b>	

Subject	Requirements	Yes	No	N/A
<b>Site set up:</b>	Statutory notices displayed, site signage displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site secure against children, gates kept closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Designated, secure and safe materials storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>General:</b>	All personnel trained to carry out the works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All personnel inducted, signed onto method statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Welfare:</b>	Toilets, wash basin with warm water, soap & towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drinking water, accommodation for making warm drinks and preparing food provided and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facilities for drying clothing available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate 1 <sup>st</sup> aid facilities and trained 1 <sup>st</sup> aider on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Access ways:</b>	Roads, gangways, stairs & scaffolds properly lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Obstruction free, openings properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Where possible pedestrian/ plant segregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Ladders:</b>	Good condition, properly angled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Firm, level unobstructed base.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Secured, adequate hand-hold at landing place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Scaffolds:</b>	Erected/ altered by competent persons only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Working platforms clear of debris and hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Toe boards, guardrails and brick guards fitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Not overloaded/ loads evenly distributed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspected as required, results recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signage available for incomplete scaffolds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Work at height:</b>	Edge/ fall protection in place to protect personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Areas below cordoned off with signage displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Holes/ openings covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Materials/ tools secure and kept to minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Excavations:</b>	Position of all services identified and marked (using drawings and confirmed with CAT survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sides supported, battered or stepped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Edge protection in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spoil stacked at least depth of excavation away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation inspected as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				

<b>Plant:</b>	Maintained in good repair with inspections recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Operated safely, beacons on, properly loaded, certified operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Static plant in drip trays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>Electricity:</b>	Apparatus, cables and connections all sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overhead electric lines or underground cables identified and specified controls in place i.e. goal posts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tools 110-volt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>Manual handling:</b>	Manual handling replaced with mechanical aids where possible e.g. kerb lifters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Loads handled and lifted correctly, gloves used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can all heavy materials/ tools that have to be manually handled be done so safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>PPE:</b>	Required PPE being worn, adequate stock on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>Fire:</b>	Suitable fire extinguishers available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Procedure for evacuation established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precautions taken for storing flammable substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Combustible materials cleared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fires/ heaters checked at the end of each working day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hot works permits in place as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>Noise/ Vibration:</b>	Ear protection supplied and worn where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Noisy processes eliminated/ reduced/ minimised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plant vibration exposure levels known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>Environmental:</b>	Hazardous substances stored correctly with spill kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emissions kept to a minimum e.g. dust, noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waste materials controlled- skips available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waste transfer notices received and filed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Where contaminated land specified controls in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				
<b>Lifting Operations:</b>	Lifting accessories and equipment being used holds current test and thorough examination certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lift case study/ permits in place as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Operator/ slinger/ banksman fully trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safe load indicators fitted and calibrated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exclusion zone established and monitored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues to action:</b>				





STANDARD

SSIP SAFETY  
SCHEMES IN  
PROCUREMENT

FOUNDER MEMBER

CERTIFICATE

OF

ACCREDITATION

This is to certify that

# Clarke Group Construction Ltd

Membership No.: CHAS-116025  
Principal Contractor

has been awarded certification after demonstrating compliance  
with the CHAS standards in line with the requirement of SSIP  
Core Criteria and UK H&S Legislation.



Ian McKinnon  
Managing Director



CERTIFICATE VALID UNTIL

18 APRIL 2025

0345 521 9111

CHAS.co.uk



# Certificate of Accreditation

**This is to certify that**

Clarke Group Construction Ltd

**has achieved SafeContractor accreditation**

**Date:** 15th August 2024

**This certificate is valid until:** 15th August 2025

**Certificate number:** QI8685

This SafeContractor Accreditation has been awarded on the back of the SSIP deem to satisfy process:

**SSIP Originator Scheme:** Contractors Health and Safety Assessment Scheme

**SSIP Originator Scheme expiry:** 18/04/2025

**Signed:**

Alyn Franklin  
Alcumus CEO

A handwritten signature in blue ink that reads "Alyn Franklin".



## Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

### Work Categories:

**Bricklaying:** Brickwork

**Principal Contractor:** Principal Contractor

**Refurbishment:** Interior Refurbishment

### Industry Roles:

Construction Contractor, Principal Contractor

### Category Related Activities:

Fixed Scaffolds, Inhalation of Dust, Fibres and Fumes, Ladders / Step Ladders, MEWPs, Selection & Control of Subcontractors, Tower Scaffolds, Working at Height, Working on Roofs, Working with Chemicals and Hazardous substances

**SafeContractor** accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

[www.safecontractor.com](http://www.safecontractor.com)  
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