



MARSHALL ERROCK CONSTRUCTION LIMITED

HEALTH & SAFETY POLICY

Issue:	14
Date of revision:	February 2018
Address	MEC House, 85 High Street, Lees, Oldham, OL4 4LY
Telephone:	0161 626 5803
Facsimile:	0161 628 6803

Index

1.0 Health & Safety Policy Statement

2.0 Organisation and Responsibilities

- 2.15 Managing Director / Safety Executive
- 2.16 Directors
- 2.17 Company Safety Executive
- 2.18 Company Safety Consultants
- 2.19 Construction Director
- 2.20 Commercial/Procurement Directors
- 2.21 Quantity Surveyor
- 2.22 Buyers
- 2.23 Site Managers
- 2.24 Assistant Site Manager
- 2.25 Site Operatives
- 2.26 Sub-Contractors
- 2.27 Office Staff
- 2.28 Apprentices/Young Persons

3 Arrangements for the implementation of the policy

- 3.1 Arrangements
- 3.2 Emergency Procedures – Office Based
- 3.3 Emergency Procedures – Site Based
- 3.4 First Aid – Office Based
- 3.5 First Aid – Site Based
- 3.6 Accidents
- 3.7 Accident Investigation
- 3.8 Welfare Facilities
- 3.9 Site Tidy
- 3.10 Induction Training
- 3.11 Young persons
- 3.12 Training
- 3.13 New Plant
- 3.14 Instruction for new plant
- 3.15 Consultation with Employees
- 3.16 Safety Representatives
- 3.17 Safety Committees

- 3.18 Risk Assessments
- 3.19 Permits to Work
- 3.20 Health & Safety of the Public
- 3.21 Plant and Work Equipment
- 3.22 Defects in Plant
- 3.23 Lifting Operations
- 3.24 Company Vehicles
- 3.25 Fire Fighting and Escape Facilities - Office Based
- 3.26 Fire Fighting and Escape Facilities – Site Based
- 3.27 Alcohol and Drug Abuse
- 3.28 Risk due to equipment or materials
- 3.29 Materials used or stored by the company
- 3.30 COSHH
- 3.31 Dermatitis
- 3.32 Respiratory
- 3.33 Health Surveillance
- 3.34 Asbestos
- 3.35 Lead
- 3.36 Personal Protective Equipment
- 3.37 Work in Confined Spaces
- 3.38 Work at Height
- 3.39 Ladders and Step-ladders
- 3.40 Manual Handling
- 3.41 Noise
- 3.42 Vibration
- 3.43 Electricity
- 3.44 Electrical Tools
- 3.45 Consultation and Communication
- 3.46 Competence of Sub-Contractors
- 3.47 Display Screen Equipment
- 3.48 Smoking
- 3.49 Lone Working
- 3.50 CDM 2015 Regulations
- 3.51 Work Related Stress
- 3.52 New and Expectant Mothers
- 3.53 Temporary Works

- 3.54 Monitor Audit & Review
- 3.55 Abrasive Wheels
- 3.56 Cartridge Operated Tools
- 3.57 Compressed Air Tools
- 3.58 Lighting

HEALTH AND SAFETY POLICY
AS REQUIRED BY
THE HEALTH AND SAFETY AT WORK ETC. ACT 1974
FOR
MARSHALL ERROCK CONSTRUCTION
LIMITED

1.0 HEALTH AND SAFETY POLICY STATEMENT

- 1.1 **This is the Health and Safety Policy Statement** under the Health and Safety at Work etc. Act 1974 for Marshall Errock Construction Limited.
- 1.2 **It is the policy of this company** to conduct its activities with regard for the health and safety of all its employees and members of the public.
- 1.3 **The management of this company** accepts its responsibility to take all necessary steps to ensure that all systems of work are as safe as is reasonably practicable and all equipment is maintained in a safe condition and operated correctly.
- 1.4 **We will ensure** that any substances are used and handled in a safe manner.
- 1.5 **Relevant training** will be provided and the competence of all employees to fulfil their responsibilities under this policy will be ensured.
- 1.6 **Adequate information**, instruction and supervision will be made available for every employee.
- 1.7 **Employees will be consulted** on matters affecting health and safety and this policy and any revisions will be brought to their attention.
- 1.8 **All employees** will be expected to exercise personal responsibility in preventing work related ill health and injury to themselves and others, and to co-operate with the management in complying with health and safety legislation.
- 1.9 **It is the intention** of this company to comply with both the requirements and the spirit of the Health & Safety at Work etc. Act 1974 and all regulations and Codes of Practice made under this act.
- 1.10 **Marshall Errock Construction Limited** will not discipline, discharge, suspend, lay off or demote an employee or impose any financial or other penalty on an employee who refuses to work where the use or operation of a machine or a method of working constitutes a danger to the employee or another person or where site conditions constitute a danger to the employee
- 1.11 **This policy** will be brought to the attention of employees during their induction. It will be reviewed at regular intervals, revised as necessary and any amendments brought to the attention of the employees.

Signature	Position	Managing Director
Date	February 2018	Review date	February 2019

2.0 ORGANISATION AND RESPONSIBILITIES

- 2.1 **Overall responsibility** for health and safety within this company is held by the directors of the company. **Paul Errock** has responsibility for ensuring the day to day implementation of this policy and informing the other directors of health and safety matters.
- 2.2 **Other directors, managers and staff** will be delegated duties and responsibilities under this policy as detailed in sections 2.15 – 2.28.
- 2.3 **Expert Advice** is provided by R. G. Wilbrey (Consultants) Limited, Aspen House, Great Brickkiln Street, Wolverhampton, West Midlands, WV3 OPT - Telephone 01902 420920, info@rgwilbrey.com who are retained by the Company to advise them on all matters relating to health and safety at work. Safety Consultants from R. G. Wilbrey (Consultants) Limited will be available to visit all premises and operations under the Company's control in order to ensure that healthy and safe working conditions are being maintained and that this policy is being observed. The Directors of R. G. Wilbrey (Consultants) Limited have access to the Safety Executive to discuss health and safety matters whenever necessary.
- 2.4 **Funds and facilities** will be made available to meet the requirements of the policy including ensuring adequate allowance is made for suitable welfare facilities, equipment, vehicles, systems of work and training. This is to avoid injury and damage to the health of employees and others who may be affected by the company's undertakings.
- 2.5 **Management will actively encourage safe working** practices and ensure that all safety rules, instructions and legal requirements are complied with, in respect of the operations carried out under their control. The Projects will be managed by the site manager or foreman, who will work closely with the Contracts Manager and the Company H&S Consultants to ensure the work, is planned monitored and reviewed to maintain standards. Work will only take place whilst adequate supervision is available.
- 2.6 **Employees must report immediately** any potentially dangerous situation or condition to their manager or the Managing Director. This includes any defective equipment, dangerous working practice, unsatisfactory personal protective equipment or any other hazard.
- 2.7 **Labour only (self-employed) sub-contractors** employed directly by the company will be treated as employees for Health and Safety purposes
- 2.8 **It is an offence** under the Health & Safety at Work etc. Act 1974 for any person to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare. Appropriate disciplinary action will be taken against anyone found interfering with or misusing these items.
- 2.9 **Joint consultation** on health and safety matters will be encouraged and the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 will be complied with. The main function of these consultations is to draw attention to any unsafe practices which become apparent and to bring forward suggestions for better safety standards and practices. Consultations will be encouraged during regular meetings.
- 2.10 **The environmental policy** of this company is to organise its operations in such a manner that there will be minimal damage to the existing environment. This policy will be achieved by incorporating the necessary control measures into method statements, safety assessments and into the training of all company personnel.
- 2.11 **Employment will be based upon ability** and discrimination because of age, gender, ethnic origin, sexual orientation or being classed as disabled will not be permitted.

2.12 **It is the Company's legal duty** to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.

2.13 **Documentation Statutory Retention Periods:**

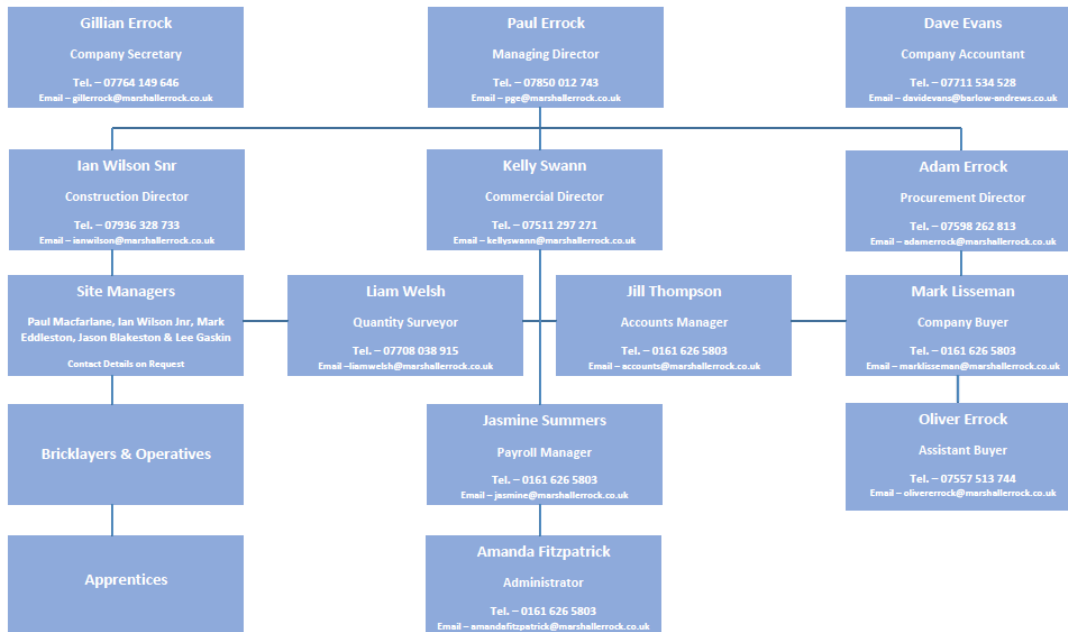
RECORD	STATUTORY RETENTION PERIOD	STATUTORY AUTHORITY
Accident books, accident records/reports	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). (See below for accidents involving chemicals or asbestos)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)(SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).
Accounting records	3 years for private companies, 6 years for public limited companies	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993(SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry	The Control of Lead at Work Regulations 1998(SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676)
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)
Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees exposed to asbestos. Medical examination certificates	40 years from the date of the last entry, 4 years from the date of issue	The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)
Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years	The Ionising Radiations Regulations 1999(SI 1999/3232)
Records of tests and examinations of control systems and protective	5 years from the date on which the tests were carried out	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs

equipment under the Control of Substances Hazardous to Health Regulations (COSHH)		1999/437 and 2002/2677)
Records relating to children and young adults	Until the child/young adult reaches the age of 21	Limitation Act 1980
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place	The Retirement Benefits Schemes (Information Powers) Regulations 1995(SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986(SI 1986/1960) as amended
Wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover	National Minimum Wage Act 1998
Records relating to working time	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833)

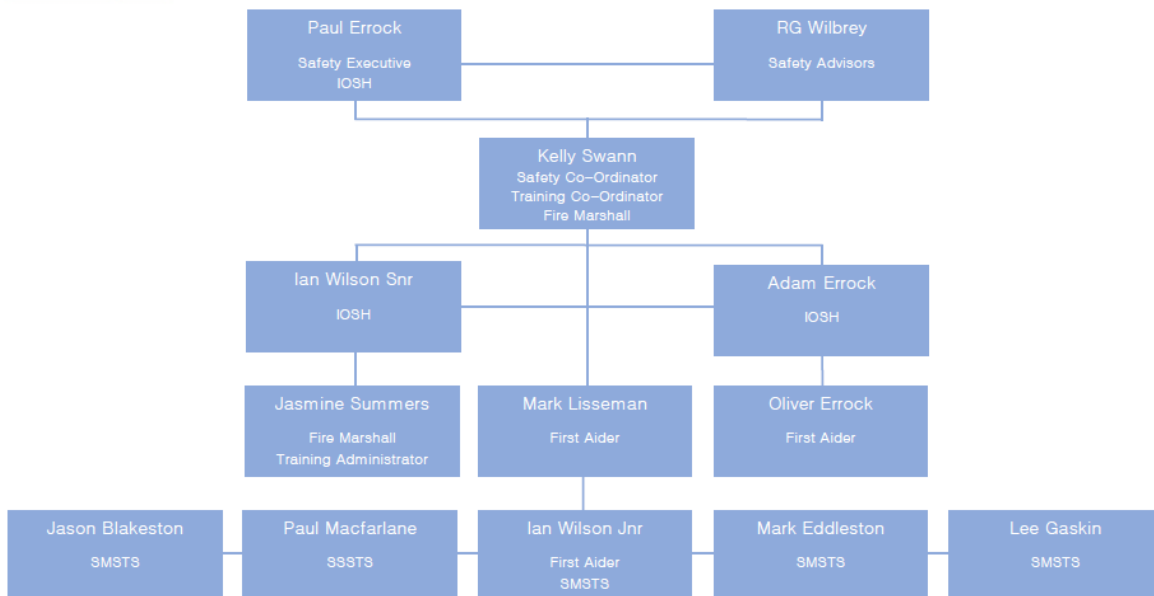
2.14 The company's health and safety management structure is as follows:-



Marshall Errock Construction – Company Structure



Marshall Errock Construction – H+S Structure



- 2.15 **The Managing Director/Safety Executive** is responsible for the implementation of the health and safety policy and his duties are:
- 2.15.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
 - 2.15.2 Appointing a Company Safety Executive or undertaking the responsibilities personally.
 - 2.15.3 Ensuring that all employees receive adequate and appropriate training.
 - 2.15.4 Making certain that in estimates for work allowance is made for adequate welfare facilities and equipment to avoid injury and damage to health or materials
 - 2.15.5 Insisting that sound working practice is continuously observed.
 - 2.15.6 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
 - 2.15.7 Ensuring funds and facilities are available to meet the requirements of the policy.
 - 2.15.8 Creating policy to co-ordinate safety activities between contractors.
 - 2.15.9 Promoting good health and safety practice through example.
 - 2.15.10 Developing and maintaining a culture that achieves high standards of health and safety management throughout the Company.

2.16 **The Directors** are responsible for

- 2.16.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
- 2.16.2 Developing and maintaining a culture that achieves high standards of health and safety management throughout the Company.
- 2.16.3 Ensuring that adequate resources are made available to meet the requirements of the policy.
- 2.16.4 Ensuring that a director or other senior member of the management team is appointed Safety Executive with responsibility for implementing the Policy.
- 2.16.5 Being familiar with the Health & Safety at Work etc., Act 1974 particularly those requirements which impinge on each Director's executive responsibilities.
- 2.16.6 Periodically reviewing and amending the policy as necessary.
- 2.16.7 Promoting good health and safety practice through example.

2.17 **The Company Safety Executive** is responsible for:

- 2.17.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
- 2.17.2 Arranging for employees representatives to be consulted and implementing safety meetings.
- 2.17.3 Ensuring procedures are in place so that all new employees receive a safety induction.
- 2.17.4 Identifying training needs and arranging for employees to receive appropriate training. Ensuring records are maintained of employees training.
- 2.17.5 Insisting that sound working practice is continuously observed.
- 2.17.6 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
- 2.17.7 Arranging for funds and facilities to meet the requirements of the policy.
- 2.17.8 Creating policy to co-ordinate safety activities between contractors.
- 2.17.9 Implementing and monitoring procedures to ensure risk assessments are carried out and the relevant information is communicated.
- 2.17.10 Introducing health surveillance where this is appropriate and a significant risk is identified and ensuring records are maintained.
- 2.17.11 Ensuring procedures are in place so that Injuries, Diseases and Dangerous Occurrences are reported in accordance with legislation and that records are maintained.
- 2.17.12 Instituting proper reporting, investigation and costing of injury, damage or loss; promoting action to preclude recurrence and initiating analysis to discover accident trends and potential hazards from the reports of site staff and Safety Consultants.
- 2.17.13 Arranging for adequate first aid facilities and a sufficient number of trained first aid attendants in the administrative office and on site.
- 2.17.14 Ensuring that a fire risk assessment is carried out, and updated annually, for all premises under the control of the company. Arranging for the equipment and procedures required by the assessment to be provided, tested and maintained.
- 2.17.15 Arranging for an adequate number of fire extinguishers of a suitable type to be positioned in the office and around the site.
- 2.17.16 Ensuring that a satisfactory procedure for evacuating the office building in the event of a fire, or other emergency is implemented and periodically practised.
- 2.17.17 Appointing a competent person or persons to carry out the necessary inspections and tests of fire alarms, emergency lighting, fire control equipment and emergency escape routes.
- 2.17.18 Advising the Directors when a review of the safety policy is necessary.
- 2.17.19 Promoting good health and safety practice through example.

- 2.18 **The Company Safety Consultants** are responsible for:-
- 2.18.1 Advising the company on health and safety and statutory compliance.
 - 2.18.2 Advising the company's management on their responsibilities for ensuring employees comply with all statutory requirements in health and safety matters.
 - 2.18.3 Providing advice on training and carrying it out when requested.
 - 2.18.4 Assisting in the preparation of risk assessments and other safety related documentation as required.
 - 2.18.5 Advising the company on measures to reduce the risk of injury or ill-health of any person employed by the Company or any member of the general public as a result of any work undertaken by the Company.
 - 2.18.6 Providing advice on the implementation and communication of safe working systems and procedures.
 - 2.18.7 Carrying out regular and systematic inspections as instructed by the company to ensure that the Company Safety Policy and relevant statutory requirements are complied with.
 - 2.18.8 Reporting any blatant or persistent disregard of normal standards of safety.
 - 2.18.9 Investigating accidents and other safety related incidents when requested.
 - 2.18.10 Promoting good health and safety practice through example.

- 2.19 The **Construction Director** must undertake the responsibilities required of all staff and in addition must:
- 2.19.1 Understand the Health & Safety Policy and ensure that it is brought to the notice of any employees under his/her control.
 - 2.19.2 Pre-plan and organise sites with the Site Manager so that all operations are carried out with a minimum risk to the persons employed.
 - 2.19.3 Enforce the Company policy for the prevention of injury, damage and loss.
 - 2.19.4 Ensure that the requirements of the Construction (Design & Management Regulations) 2015 are implemented and the procedures set out in the health and safety plan are complied with.
 - 2.19.5 Stop any dangerous activity observed when visiting an operation and draw the attention of the site management or supervisor to any contravention of the legal requirements.
 - 2.19.6 Make certain that in estimates for new projects allowance is made for adequate welfare facilities and equipment to avoid injury, damage to health and materials.
 - 2.19.7 Ensure that there is effective co-ordination of safety activities between the main contractor, sub-contractor and any other individual contractors who may be working on the same site.
 - 2.19.8 Reprimand any employee failing to discharge satisfactorily the responsibilities allocated to him.
 - 2.19.9 Implement procedures to ensure effective co-ordinator between contractors.
 - 2.19.10 Ensure adequate Fire and First Aid procedures are in place for projects.
 - 2.19.11 Promote good health and safety practice through example by showing a positive interest in all safety matters and wearing appropriate personal protective equipment while on site.

- 2.20 The **Commercial/Procurement Directors** must undertake the responsibilities required of all staff and in addition must:
- 2.20.1 Understand the Company Health and Safety Policy and ensuring that it is brought to the notice of any employees under his/her control.
 - 2.20.2 Take reasonable steps to ensure that only sub-contractors who are adequately trained and competent to safely carry out their work are employed.
 - 2.20.3 Check that there is adequate insurance cover for unusual types of operation, e.g. deep trenches, work on multi-storey buildings etc.
 - 2.20.4 Ensure that all sub-contractors are asked to provide full information on any hazards associated with the equipment or materials supplied by them, together with any precautions required in their use and that this information is passed to the relevant Site Manager.
 - 2.20.5 Promote good health and safety practice through example

2.21 **Quantity Surveyors** must undertake the responsibilities required of all staff and in addition they must:

2.21.1 Liaise with site management in controlling and monitoring all subcontractors' safety arrangements during the construction process.

2.21.2 Show a positive interest in all safety matters and wear appropriate personal protective equipment while on site.

- 2.22 **Buyer** must undertake the responsibilities required of all staff and in addition they must:
- 2.22.1 Ensure that prior to orders being placed, all subcontractors are fully aware of their duties concerning health and safety and have been assessed as competent.
 - 2.22.2 Ensure that fully detailed operating and erecting instructions are requested when items of plant, equipment, scaffold, and site welfare facilities are ordered.
 - 2.22.3 Ensure that any equipment ordered is to the correct specification and appropriate standard.
 - 2.22.4 Ensure that all work equipment is suitably maintained.
 - 2.22.5 Arrange for materials to be delivered in reasonable sized units or arrange adequate mechanical handling to enable safe off-loading and distribution.
 - 2.22.6 Advise the relevant person, when appropriate, any known alternative materials which could be used that are less hazardous in their usage.
 - 2.22.7 Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant Site Manager.
 - 2.22.8 Show positive interest in all safety matters and wearing appropriate personal protective equipment while on site.

- 2.23 **Site Managers** are responsible for the day to day organisation and control of operatives and subcontractors on site and to:
- 2.23.1 Understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.
 - 2.23.2 Ensure that risk assessments have been carried out and written records containing appropriate control measures are available on site.
 - 2.23.3 Organise and control sites so that work is carried out with minimum risk to persons who may be affected. Ensure that all employees and subcontractors are working in a safe manner in accordance with the procedures laid down in any risk assessments and, where work method statements are relevant, that they are adhered to.
 - 2.23.4 Understand the requirements of relevant current legislation and guidance and request training when necessary.
 - 2.23.5 Give all line supervision precise instruction on their responsibilities for correct working methods and to see that they do not require or permit employees (especially young persons) to take unnecessary risks.
 - 2.23.6 See that Regulations and legal requirements are observed on site including carrying out, or arranging to be carried out, all statutory inspections and examinations as required.
 - 2.23.7 Check that machinery and plant, both company owned and externally hired, including power and hand tools, are maintained in good condition and where required have current certificates of test.
 - 2.23.8 Remove from use any equipment that is not in a suitable condition for safe use.
 - 2.23.9 Ensure that the relevant COSHH assessments on hazardous materials are available on site and that the necessary precautions are adhered to.
 - 2.23.10 Make sure that suitable protective equipment is available and that it is used as and when necessary.
 - 2.23.11 Make sure that the first aid arrangements are adequate and that first aid boxes are fully stocked.
 - 2.23.12 Ensure that the site welfare facilities are adequate, properly maintained and kept in a clean condition
 - 2.23.13 Ensure the relevant facts of all accidents are recorded and reported to Head Office.
 - 2.23.14 Co-operate with Safety Advisers and HSE Inspectors and to act on their recommendation.
 - 2.23.15 Ensure that all operatives are competent to carry out the tasks required.
 - 2.23.16 Promote good health and safety practice through example.

- 2.24 **The Assistant Site Manager** is responsible for:
- 2.24.1 Understanding the Company Health and Safety Policy and carrying out work in accordance with its requirements.
 - 2.24.2 Assisting the Site Manager to organise and control the site so that work is carried out with minimum risk to any persons who may be affected.
 - 2.24.3 Understanding the procedures laid down in any risk assessment applicable to the work being carried out under his charge.
 - 2.24.4 Ensuring that the operatives under his/her direct control work safely and have regard for the safety of others.
 - 2.24.5 Paying particular attention to the activities of new employees, particularly young persons, and advising them on safe methods of work.
 - 2.24.6 Reporting any defects affecting plant, tools and equipment to the Site Manager and ensuring it is put out of service if unsafe.
 - 2.24.7 Ensuring that the operatives under their charge wear, and take care of, any protective equipment which the company provides.
 - 2.24.8 Being familiar with the procedure to be followed in the event of accident or fire.
 - 2.24.9 Being familiar with the location and operation of the firefighting equipment and fire alarm control points.
 - 2.24.10 Being familiar with the arrangements for first aid treatment.
 - 2.24.11 Reporting to the site manager, as soon as possible, any accident requiring first aid treatment.
 - 2.24.12 Ensuring that the operatives under their charge do not interfere with, or misuse, anything provided for their safety, health or welfare.
 - 2.24.13 Promoting good health and safety practice through example.

- 2.25 **Site Operatives** are responsible for:-
- 2.25.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
 - 2.25.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
 - 2.25.3 Complying with site rules including completing the site attendance register.
 - 2.25.4 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
 - 2.25.5 Warning new employees of known hazards.
 - 2.25.6 Using tools and equipment in accordance with the training received.
 - 2.25.7 Using the correct tools and equipment for the job including using any safety equipment and/or protective clothing required by risk assessment.
 - 2.25.8 Checking plant, equipment and tools prior to use, setting aside if unsafe and reporting any apparent faults to their supervisor.
 - 2.25.9 Avoiding improvisation which entails unnecessary risks
 - 2.25.10 Being familiar with the procedure to be followed in the event of accident or fire.
 - 2.25.11 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
 - 2.25.12 Being familiar with the arrangements for first aid treatment.
 - 2.25.13 Reporting to the site manager, as soon as possible, any accident requiring first aid treatment.
 - 2.25.14 Suggesting ways of improving safety at work
 - 2.25.15 Co-operating with the company management on all matters relating to health, safety and welfare.
 - 2.25.16 Not interfering with, misusing or abusing any equipment provided for securing health and safety.
 - 2.25.17 Regularly inspect and test their own plant and equipment, provide copies of all necessary certificates as required and remove from service any that are found to be unsafe.

2.26 **Subcontractors** are required to:

- 2.26.1 Furnish the **Site Manager** with a copy of their site specific risk assessments and any relevant method statements prior to commencement of work.
- 2.26.2 Carry out their work in a safe manner and with due regard for all other people working on site or in any way affected by the works.
- 2.26.3 Acquaint the **Site Manager** of any information available to them that may affect Health and Safety on site.
- 2.26.4 Notify the **Site Manager** when work of an unusual, dangerous or hazardous nature is contemplated, discuss the most suitable and appropriate method of work and provide written method statements if requested.
- 2.26.5 Regularly inspect and test their own plant and equipment, provide copies of all necessary certificates as required and remove from service any that are found to be unsafe.
- 2.26.6 Satisfy the **Site Manager** that adequate safety measures are in hand when using any toxic or noxious substances on site, and to supply relevant COSHH safety data and assessments.
- 2.26.7 Being familiar with the procedure to be followed in the event of accident or fire.
- 2.26.8 Being familiar with the location and operation of the firefighting equipment and fire alarm control points.
- 2.26.9 Being familiar with the arrangements for first aid treatment.
- 2.26.10 Reporting to the site manager, as soon as possible, any accident requiring first aid treatment.
- 2.26.11 Co-operate with the company and their safety consultants in improving health and safety in the workplace.

- 2.27 **Office Staff** are responsible to the persons to whom they report directly for:-
- 2.27.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
 - 2.27.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
 - 2.27.3 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
 - 2.27.4 Warning new employees of known hazards.
 - 2.27.5 Using the correct tools and equipment for the job including using any safety equipment and/or protective clothing required by risk assessment.
 - 2.27.6 Ensuring any equipment appears safe before using it and reporting any defects or faults to their supervisor.
 - 2.27.7 Being familiar with the procedure to be followed in the event of accident or fire.
 - 2.27.8 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
 - 2.27.9 Being familiar with the arrangements for first aid treatment.
 - 2.27.10 Reporting to their superior, as soon as possible, any accident requiring first aid treatment.
 - 2.27.11 Suggesting ways of improving safety at work
 - 2.27.12 Co-operating with the company management on all matters relating to health, safety and welfare.
 - 2.27.13 Not interfering with, misusing or abusing any equipment provided for securing health and safety.

- 2.28 All **Apprentices/Young Persons** must be managed and supervised and the following responsibilities undertaken:
- 2.28.1 A Young Person's Risk assessment will be completed for all Apprentices/Young Persons under the age of 18 years.
 - 2.28.2 The Apprentice/Young Person will be under the direct supervision of a competent Supervisor/Manager at all times when on a construction site.
 - 2.28.3 A Young Persons Tool Box Talk and Induction will be undertaken by the Site Manager & the supervisor responsible for the Apprentice/Young Person.
 - 2.28.4 Where applicable the Principal Contractor will be advised that an Apprentice/Young person will be working on site.
 - 2.28.5 The appropriate Personal protective equipment will be worn at all times.
 - 2.28.6 Horseplay and practical jokes of a hazardous nature will not be tolerated.
 - 2.28.7 They will be familiar with the emergency arrangements, reporting any accident or incident to their supervisor/manager.
 - 2.28.8 Anyone under the age of 18 will not be exposed to radiation, noise and vibration, toxic substances or extreme temperatures.

3.0 ARRANGEMENTS

- 3.1 **Where the company's arrangements** for health and safety need to be explained in more detail this will be done in procedural guides, specific site health and safety plans, method statements or risk assessments.
- 3.2 **Emergency procedures, Office Based** - will be detailed in risk assessments and method statements and reviewed periodically. This information will be brought to the attention of new employees during their induction.
- 3.3 **Emergency procedures, Site Based** – On construction sites the Directors/Site Manager will ensure that the principal contractor has this requirement in place and available. This will be confirmed at the on site induction.
- 3.4 **First Aid, Office Based** - First aiders and persons trained in Emergency First Aid at Work (EFAW) or Appointed Persons will be appointed as relevant for each of the company's sites or premises. A fully equipped first aid box will be available at each place of work.
- 3.5 **First Aid, Site based** – On construction sites the Directors/Site Manager will ensure that arrangements are made available with the principal contractor. This will be confirmed at the on site induction
- 3.6 **Accidents**, no matter how small, will be reported to the appropriate person and details entered in the accident book. Any injury should receive immediate first aid treatment by a first aider followed by hospital treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the company's safety consultants will be informed and if it is specified in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, the incident will be reported to the Health & Safety Executive. Reporting requirement amended for over-three-day injuries to over-seven-day injuries to be reported within 15 days and via the HSE on-line form. Reportable accidents will be 'out of or in connection with work' and will include; the death of a person, a major injury, gas incident, disease or dangerous occurrence specified within the ACoP, an injury which incapacitates or prevents the injured person from working for over 7 days or an injury to a member of the public that requires them to attend hospital from the scene of the accident.
- 3.7 **Accident Investigations** will be carried out by the company's health and safety consultants as requested by the Company Safety Executive. Serious accidents reported under RIDDOR as well as minor accidents and near misses, if trends appear to be developing, will be investigated to try and discover the events leading up to and the cause of the accident, those involved and any injuries or damage caused. The investigation report will be retained by the company for 10 years.
- 3.8 **Suitable Welfare Facilities** will be provided by the Company in accordance with current legislation. On construction sites the site management will establish the facilities before work starts, taking into account sub-contractors requirements. Thereafter, the facilities will be maintained to a good standard and kept in a clean and hygienic condition. Where the Company is in a sub-contract position, arrangements will be made with the principal contractor to use their welfare facilities.

- 3.9 **Sites will be kept tidy** and free of trip hazards. Everyone on site will take responsibility for keeping their work area clear and removing any debris they produce to the skips provided. Site management will ensure that access routes are kept clear.
- 3.10 **Induction training** will be carried out for all new personnel and also for existing personnel where new procedures are introduced. This will be arranged by the employees line manager and include information on this policy and the employees responsibilities under it, the location of welfare and emergency equipment and other information as deemed necessary by the Company Safety Executive. Special risk situations will be assessed and the need for specific instruction and/or training identified.
- 3.11 **Young persons** must receive a specific induction during which the dangers they may encounter and warnings about horseplay and unsafe practices must be emphasised. There are specific restrictions on the type of work that young persons can carry out and a risk assessment must be carried out for the duties they will be expected to undertake. See Young Persons Induction Form and Risk Assessment.
- 3.12 **Training** will be provided for all employees to ensure they have the necessary knowledge to carry out their duties competently. Training needs will be periodically assessed and records of training provided will be maintained. General site safety training will be provided for site operatives and this will take the form of on-site toolbox training, having content suitable for the operations being carried out.
- 3.13 **When new plant**, equipment, processes or substances are introduced the Directors will ensure the necessary training is provided. They will ensure that new plant, equipment etc is as safe as is reasonably practicable, fully efficient and tested and thoroughly examined in accordance with regulations.
- 3.14 **Arrangements will** be made to ensure that site managers are aware of any safety instructions issued with the plant, substances, equipment and processes and operatives will receive training or instruction in their operation or application.
- 3.15 **Consultation with employees** on health and safety matters is a legal requirement on employers, particularly in respect of:-
- 3.15.1 The introduction of any measure which may substantially affect health or safety
 - 3.15.2 Arrangements for appointing competent persons to assist the employer to meet statutory requirements.
 - 3.15.3 The provision of information specifically required by regulations.
 - 3.15.4 The planning and organisation of training required by regulations.
 - 3.15.5 The consequences of introducing new technology.

The company operate an open door policy whereby all employees have access to directors and supervisor to air their views and raise any concerns they may have with regard to health and safety.

- 3.16 **Safety Representatives** can be appointed by a recognised Trades Union where members of that union are employed at a site or office. Where there is no recognised Trades Union a group of employees may elect someone to represent them for health and safety consultation with the employer.

- 3.17 **Safety Committees** will be established if requested by at least two safety representatives.
- 3.18 **Risk assessments** will be carried out, and written records prepared as necessary, with control measures to minimise the identified risks. The line management will keep the need for risk assessments in mind when planning operations and seek expert advice when necessary. When carrying out risk assessments, due consideration will be paid to the need for assessments to be made under all relevant health and safety regulations.
- 3.19 **Permits to Work** will be used when required by risk assessment, employer's requirements or company rules.
- 3.20 **Where the health and safety of the public** might be affected by the company's operations the company fully accepts its legal responsibility. All operations will be conducted with this in mind and each site will be left in a safe condition at the end of each working day. Due consideration will be given to this aspect of health and safety when COSHH, Noise and Management risk assessments are being compiled.
- 3.21 **Plant and work equipment** will be inspected, tested and checked in accordance with legislation. The Responsibilities section of this Policy detail who is responsible in each case.
- 3.22 **All defects in plant**, equipment and vehicles must be reported by the site management to the Directors immediately and, if necessary, the use of any such item should be prohibited until the necessary repairs have been carried out. The Directors will be responsible for responding to such reports and arranging for the necessary repairs to be carried out without delay. All plant, equipment and vehicles will be maintained and serviced in accordance with the existing Company schedules/manufacturers schedules.
- 3.23 **All lifting operations** will comply with the Lifting Operations and Lifting Equipment Regulations (LOLER), all lifting operations will be planned and carried out by a competent person, (someone with sufficient knowledge, experience, training, and other attributes), to ensure that they are carried out safely. A risk assessment will be carried out for all lifting operations, based on the results of the risk assessment a lifting plan may be prepared; the plan will address all of the risks identified, the resources required; and the procedures and responsibilities involved
- 3.24 **Company vehicles** must only be driven by persons authorised by the company who hold a current driving licence for the appropriate class of vehicle. Road traffic legislation must be complied with including the wearing of safety belts. The company's rules concerning use of company vehicles will be made available to all company drivers.
- 3.25 **Fire Fighting and Escape facilities, Office Based** - will be provided in all areas under the company's control. The facilities and equipment provided will be determined by risk assessment, the contents of which will, if necessary, be communicated to the fire service. Fire Alarms, emergency lighting, fire control equipment and emergency escape routes will be inspected and tested at regular intervals by the person(s) appointed by the Company Safety Executive.
- 3.26 **Fire Fighting and Escape facilities, Site Based** -- Directors/Supervisors will ensure that the Principal contractor has in place suitable fire fighting and emergency procedures. The nature of our scope of works is generally on new build projects; as such we do not anticipate that any of our activities would pose a significant fire hazard. Directors/Supervisors will review and monitor project requirements and should such a risk be present will ensure that all necessary controls are introduced and brought to the attention of its personnel.

- 3.27 **Alcohol and drug abuse** by employees and sub-contractors (including supervisory and management staff) can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that we do not allow alcohol to be consumed during the course of the working day. It can take some time for the effects of alcohol to leave the body and so excessive consumption the night before can still make someone a potential hazard in the work place. Everyone has a responsibility under law to ensure that they take reasonable care of the health and safety of themselves and others who could be affected by their actions. If a member of the management team has reason to believe that someone is under the influence of alcohol and could pose a risk to themselves or others they will be asked to leave their vehicle where it is and make their own way home until they are fit to drive, any person suspected of such abuse or displaying any unusual behavioural symptoms will be removed from site. Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.
- 3.28 **When the long term health of an employee or sub-contractor** is at risk due to equipment, materials or processes the company will undertake monitoring or screening as required. This may include regular blood or urine checks for operatives carrying out high risk lead work or health checks on those using vibrating tools.
- 3.29 **Materials used or stored by the company** or encountered during its operations will be assessed and if there is a substantial risk to employee alternatives will be sought. If this is not reasonably practicable then control measures will be implemented including, if appropriate, health monitoring. Written COSHH assessments will be prepared detailing the risk and any control measures and will be reviewed whenever the substance changes or is required to be used in a different manner than was originally considered.
- 3.30 **COSHH** - Suppliers of materials are required to produce adequate Safety, Health and Environmental information to support their products. Where we as contractors are able to will, substitute hazardous materials for less harmful ones. If designers and clients are able to substitute hazardous materials for less harmful ones we request that they do so

COSHH Assessments are carried out on all potentially hazardous materials used by this company. Copies of these assessments are provided to the operatives using the material. Method Statements associated with these substances will identify principles to minimise risk. Employees are instructed not to use a substance unless they have read and understand the COSHH assessment

We provide information, training and instruction for employees who work with substances hazardous to health and ensure they understand the outcome of the associated risk assessment and what this means for them. They will be trained in emergency procedures including;

- The correct equipment to deal with the emergency (eg a spill), including protective equipment and decontamination products;
- The correct procedures to deal with a casualty;
- The people trained to take action;
- The arrangements to deal with the waste created

- 3.31 **Dermatitis** is inflammation of the skin that can arise from contact with a range of materials. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking and blistering, and it can be very painful. Work-related dermatitis is caused or made worse by work. As employers we will ensure that workers' health is protected by identifying hazards, assessing risks, avoiding exposure and, where this is not possible, managing the remaining risk.
- All employees will have ready access to welfare facilities supplied with running hot/warm and cold water in which they can wash their hands and forearms or other exposed parts of the skin. Suitable soaps, cleaners, barrier creams and hand creams are provided. The provision and use of pre- and after-work creams, and skin checks, are other critical elements for managing the residual dermatitis risk.
- 3.32 **Respiratory** - We understand that as employers must reduce the exposure of workers to substances that can cause respiratory disease or breathing difficulty if inhaled. This is done by eliminating the hazard where possible or controlling the substance by means other than personal protective equipment (PPE), e.g. by water suppression or extraction of the dust. As a last resort, PPE may be needed along with clear information, instruction and training in the use of respiratory equipment for those exposed to the risk
- 3.33 **Health Surveillance** - The company will consult with employees over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements. The company will inform affected employees of the health risks and of the health surveillance procedure. The person carrying out the health surveillance procedure is competent to undertake the task and will ensure that the results of health surveillance are suitably recorded. Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment. The company will treat an individual's health surveillance records as confidential information and will inform employees of the collective results of health surveillance, but ensuring that no individual is identified ensuring that health surveillance records are retained for statutory retention periods.
- 3.34 **Control of Asbestos 2012** - Asbestos containing material is now prohibited in this country, however existing asbestos containing materials (ACM's) might be encountered. The company does not currently work on any refurbishment projects, however should it do so in the future we will not do so until a Refurbishment/demolition asbestos survey in accordance with HSG264 has been carried out or there is clear evidence from the health and safety file that asbestos is not present. Where asbestos is present and will be disturbed a risk assessment and clear plan of work will be prepared. Where necessary the company will ensure that all personnel have sufficient and appropriate training to be able work with asbestos this applies for all types of asbestos and advice will always be taken from qualified asbestos professionals even with non-licensed asbestos as it may be notifiable work.
- 3.35 **Lead can pose serious risks to health.** The company's employees normally have limited contact with lead. A risk assessment will be prepared for work involving lead particularly where fumes or dust are produced and will be the subject of a job specific risk assessment.
- 3.36 **Personal Protective Equipment** will be provided for all employees, free of charge, and for self-employed operatives at the discretion of the company. Operatives must look after the equipment provided and use it in accordance with the training given, they are responsible for informing their supervisor if their PPE is lost or damaged so that it can be replaced.
- 3.37 **Work in confined spaces**, including tanks, deep excavations, chambers and any space with poor air circulation can be hazardous. When a work area is designated as a confined space a specific risk assessment must be completed specifying the requirements for PPE, RPE (if required) and emergency escape.

- 3.38 **Work at Height** - The company understands the risks of working at height and will therefore avoid work at height where practicable. We will ensure operatives use work equipment or other measures to prevent falls where they cannot avoid working at height; and if they cannot eliminate the risk of a fall, operatives will use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- All work at height is properly planned and organised;
 - Those involved in work at height are trained and competent;
 - The risks from work at height are assessed and appropriate work equipment is selected and used before work commences;
 - The risks from fragile surfaces are properly controlled;
 - Equipment for work at height is properly inspected and maintained.
- 3.39 **Ladders and Step-ladders** can be used for certain short term operations. Managers/supervisors will assess the suitability of ladders for any particular operation. Operatives will be given regular tool-box talks on safe use of ladders.
- 3.40 **Manual handling** will be avoided where this is reasonably practicable but there will be many occasions when materials or equipment will be required to be moved manually. Weights of items will be obtained and where possible lighter materials or smaller units obtained. Employees will be given training on safe ways of lifting and kinetic handling methods and risk assessments will highlight any other control measures.
- 3.41 **Noise** can lead to permanent health problems and disabilities over a period of time. Work will be planned to minimise exposure, and tasks involving noise will be identified, risk assessed and appropriate control measures put in place. Employees will receive information and training in the form of toolbox talks and advice on effective control measures. Employee will be issued with the necessary PPE, including training and guidance on maintenance of this equipment.. Noise will be reduced by using different working methods or selecting quieter plant or equipment. Hearing protection zones will be marked and people not involved in the work kept away from the source of the noise. Noise levels will be monitored and Health Surveillance will be provided for those employees exposed to high levels of noise.
- 3.42 **Vibration** can lead to permanent health problems and disabilities over a period of time. Work will be planned to avoid or reduce exposure, and tasks involving vibration will be identified, risk assessed and appropriate control measures put in place. Tools will be purchased with the lowest vibration levels to do the task efficiently. The time that each worker uses high vibration tools, such as concrete breakers, angle grinder or hammer drills will be limited, as far as possible. All employees will received information and training in the form of tool box talks and advice on effective control measures so they know what the risk are from hand-arm vibration, and what they need to do to avoid those risks. All vibrating tools will be properly maintained, including keeping drill bits sharp. Vibration levels will be monitored and Health Surveillance will be provided for those exposed to high levels of hand-arm vibration, especially when exposed for long periods.
- 3.43 **The Electricity at Work Regulations 1989** cover the safe use of all electrical equipment and systems, ranging from high voltage overhead lines to battery-operated equipment. The aim of the regulations is to prevent the risk of injury arising out of work activities both on, and with, electrical systems. The Company does not carry out electrical work but will ensure that all installations provided for use at work are maintained and are free of risk during normal usage.

- 3.44 **Electrical tools** and leads will be checked each day before use by the user and weekly by an appointed person. PAT tests will be carried out every 3 months on portable site tools. Defective equipment will not be used. Generally only 110v and battery powered tools will be used on site, however if higher voltage equipment is required a separate specific risk assessment must be carried out.
- 3.45 **Where consultation and communication** is required with other companies, the company is committed to ensure that employees are aware of health and safety requirements through the development and issue of procedures, work instructions, method statements, general memos, formal briefings and risk assessments. If further reinforcement of the safety message is needed toolbox talks are carried out as on the job training, during toolbox talks, inductions and other discussions with the workforce they are encouraged to raise concerns or suggest improved methods of working. Should there be members of the workforce that do not speak English, translated documents and pictorial inductions will be used, we require, however, that there is one English speaking member of the gang
- 3.46 **The company will assess the competence** of all companies employed to carry out works in a sub-contract role. The assessment will look at the sub-contractors safety procedures, supervision and the competence of its managers and operatives.
- 3.47 **Display screen equipment** and work stations will be assessed periodically to ensure the working environment is satisfactory. Frequent users will be given advice and any necessary equipment to minimise discomfort, fatigue and eye strain caused through working with DSE.
- 3.48 **Smoking is not permitted** in any workplace ie; offices, site locations, welfare facilities or accommodation controlled by the company. Suitable arrangements may be made in an area which does not affect other persons, these arrangements will comply with the current legislation and be specified on site rules.
- 3.49 **Where lone working** is a requirement for any of the company's employees, the company will assess any additional risks operatives could be exposed to and provide training and other control measures to minimise these risks. Operatives must not undertake unaccompanied work without their managers knowledge.
- 3.50 **CDM 2015 Regulations:** The company acknowledges its responsibilities' under the CDM2015 Regulations as outlined below

CDM Dutyholders* – Who are they?	Summary of role/main duties –
<p>Clients – are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • Other dutyholders are appointed and are competent; • Sufficient time and resources are allocated; <p>Making sure:</p> <ul style="list-style-type: none"> • Relevant information is prepared and provided to other dutyholders (Pre-Construction Information); • The principal designer and principal contractor carry out their duties; Check a H&S plan & File is prepared • Welfare facilities are provided. • The project is notified where applicable <p>If clients need help in making these arrangements, they could draw on the competent H&S Advice they are required to have under the Management of Health and Safety at Work Regulations 1999 (the MHSW Regulations).</p>

<p>Domestic clients – are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • The contractor, on a single contractor project or; • The principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p>
<p>Designers – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>*When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction; and * • The maintenance and use of a building once it is built. • Provide information to other members of the project team to help them fulfil their duties.*
<p>Principal designers** – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role</p>	<p>Plan, manage, monitor and coordinate the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Identifying, eliminating or controlling foreseeable risks; * • Ensuring designers carry out their duties; * • Prepare and provide relevant information to other dutyholders; • Liaising with the client and Principal Contractor Organising cooperation between contractors and coordinating their work. • Prepare the H&S File (pre-construction), review it and update it as the project progresses * • Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase for as long as their appointment lasts;
<p>Principal contractors – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the client and principal designer; • Preparing the construction phase plan; * • Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided;* • Reasonable steps are taken to prevent unauthorised access; • Workers are consulted and engaged in securing their health and safety; and • Welfare facilities are provided.
<p>Contractors – are those who do the actual construction work and can be either an individual or a company</p>	<ul style="list-style-type: none"> • Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;* • For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor; • For single-contractor projects, prepare a construction phase plan.
<p>Workers – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything they see which is likely to endanger either their own or others' health and safety; <i>(This is everyone involved in a project and must be reported to the person in charge of the work)</i> • Cooperate with their employer, fellow workers, contractors and other dutyholders;

- 3.51 It is Marshall Errock Construction Limited's policy that appropriate measures will be taken to ensure that the risk of staff developing symptoms of **Work Related Stress** during their work activities is reduced to the lowest possible level Marshall Errock Construction Limited will also provide support for those who may experience work related stress. Marshall Errock Construction Limited will seek to identify all causes of workplace stress and will work to reduce stress levels that can be controlled by the company.
- 3.52 Marshall Errock Construction Limited is aware of the vulnerability of **new and expectant mothers** to certain risks that may arise during their work. All reasonably practicable steps will be taken to ensure that health and safety of new and expectant mothers and their children that may be affected by their work activities. Potential hazards will be identified by risk assessment and suitable control measures will be put into place.
- 3.53 **Where required a Temporary Works Coordinator** will be appointed who will ensure that a TW register is developed and a suitable design has been prepared for the relevant temporary works to be carried out, once erected an inspection of the temporary works will be carried out to ensure that it has been constructed to the design and monitored during its use to ensure that its integrity is maintained. The temporary works will include:
- Site Fencing/Hoarding
 - Formwork, Falsework
 - Propping
 - Facade Retention
 - Needling
 - Edge Protection
 - Scaffolding

All temporary works will be managed, coordinated, inspected and monitored during the execution of the works by a trained TW Coordinator and Supervisor.

- 3.54 **Monitoring, Audit and Review** - The Company understands the importance of monitoring, auditing and reviewing Health and Safety. Monthly reports are carried out by our Health and Safety consultants and graded against industry standards; any discrepancies are reported and addressed immediately by our Site Managers. The company also holds regular Health and Safety meetings on site and any issues raised are addressed accordingly, site monitoring forms are also filled out monthly and are used to assist with these meetings.
- 3.55 **Abrasive wheels** and disc cutters present a high degree of risk to the users and persons close to the activity from flying particles, bursting wheels, contact with moving parts, dust, noise and vibration. The Company recognises the need to reduce the risks associated with this type of equipment and will ensure
- a) Ensure all employees that operate this type of machinery are trained and competent
 - b) All abrasive wheels are inspected and maintained
 - c) Guards are fitted and used
 - d) Dust suppression is used
 - e) Hearing protection, Eye protection will be used when operating this equipment and also dust masks where appropriate
 - f) Discs will be stored in accordance with manufacturer's instructions
 - g) Equipment performing the same task but generating less noise and vibration will be selected over abrasive wheels

- 3.56 **Cartridge tools** are potentially lethal in the hands of the untrained. If at all possible an alternative, less hazardous method of fixing will be used. The hazards associated with the cartridge tools are, lack of knowledge and training, deliberate misuse including horseplay, poor maintenance

Only persons over 18 years of age will be allowed to use cartridge-operated tools and they will be carefully selected as mature and responsible persons for this type of work. They will be adequately trained in the use of equipment and made aware of the hazards. They will be tested for colour blindness to ensure that the different coloured cartridges can be identified. Ear and eye protection, together with safety helmets will be used at all times.

Cartridges will be kept in a locked metal box and only the required amount will be issued for the given task and all unused cartridges will be returned back to store at the end of the task, or at the end of every working day.

Suitable ear protection to BSEN 352 and eye protection to BSEN 166B must be worn when operating these tools. Explosive charges shall be stored in a secure stowage separate to the tool. Only the required amount of charges to complete the task shall be issued to authorised persons. Operators must ensure that the work area is clear of other persons and flammable vapours prior to using these tools.

- 3.57 **Compressed Air** tools can be dangerous in many ways, for example:

- a) it can enter body orifices such as the mouth, ears and other cavities, causing severe and often fatal injuries;
- b) at high pressure it can penetrate the skin;
- c) particles or oil carried in an air jet can damage the eyes;
- d) oil-coke deposits in a system can spontaneously ignite and cause an explosion;
- e) vessels containing compressed air, even at comparatively low pressure, can explode violently once their integrity is lost; and
- f) dirty or 'wet' air can lead to corrosion and blocked valves which may make the system unsafe.

The Company will ensure safe working procedures are employed and only trained, competent employees will be authorised to operate compressed air tools. Hearing and Eye protection will always be worn when using this equipment

The efficient safe running of a compressed air system relies on cleanliness, filtration, cooling and lubrication. The Company will operate the plant in accordance with the operator's manual and to draw up and follow a written schedule of maintenance work. The written schedule will identify areas for attention, how often attention should be given and the responsibilities of those who carry out and supervise the work.

- 3.58 **Lighting** will be suitable and adequate to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations and in accordance with HSG38 Lighting at Work.

On construction sites, every part of the site will be, as far as possible, arranged so that natural light is available for people to see to do their work and move about the site safely. Where natural light is inadequate or not available, artificial lighting will be provided. Where work will continue outside daylight hours or the building or structure is enclosed, artificial lighting will be provided. If necessary, The Principal Contractor will provide extra lighting to illuminate shadow areas. Cabling and bulbs will be protected against breakage and a system will be in place for regularly checking bulbs to maintain electrical safety and to keep the site well-lit. Sub-contractors may be asked to provide task lighting.

The company will ensure that lighting:

- allows people to notice hazards and assess risks;
- is suitable for the environment and the type of work (for example, it is not located against surfaces or materials that may be flammable);
- provides sufficient light (illuminance on the task);
- allows people to see properly and discriminate between colours, to promote safety;
- does not cause glare, flicker or stroboscopic effects;
- avoids the effects of veiling reflections;
- does not result in excessive differences in illuminance within an area or between adjacent areas;
- is suitable to meet the special needs of individuals;
- does not pose a health and safety risk itself;
- is suitably positioned so that it may be properly maintained or replaced, and disposed of to ensure safety;
- includes, when necessary, suitable and safe emergency lighting

This policy will be reviewed by the date below or as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.

Date to be Reviewed	Date Reviewed	Reviewed By	Signature	Comments
	July 2005	RGW		Work at Height Regulations 2005; The Control of Vibration at Work Regulations 2005; Control of Noise at Work Regulations 2005
July 2006	September 2006	RGW		Regulatory Reform (Fire Safety) Order 2005
September 2007	October 2007	RGW		CDM Regulations 2007, Smoking at Work Regulations 2007
November 2008	November 2008	RGW		General update
November 2009	November 2009	RGW		First aid at work – September 2008
November 2010	November 2010	RGW		Asbestos survey guidance updated by HSE. 18 February 2010 – Added 3.29, 3.30, 3.31, 3.41 a
November 2011	October 2011	RGW/KELLY SWANN		Management structure updates, health surveillance update
January 2012	January 2012	RGW		Added 1.10; 3.48 – Temporary Works Amended 3.26 – Enhanced drug and alcohol policy
January 2013	April 2013	RGW		Amended: 3.5; 3.33; 3.42
April 2013	December 2013	RGW/KELLY SWANN		Amended 2.5, 3.6; 3.30, 3.34 Added: 3.1 Company Arrangements, 3.23 LOLER, 3.42 Electricity at work Regulations, 3.51 Monitoring, Audit & Review
December 2014	December 2014	RGW		Amended: 3.6; Accidents 3.34; Asbestos
January 2015		KELLY SWANN		Amended Quantity Surveyor Section Amended Buyers Section
January 2016	February 2016	Graham Nesbitt		Amended 3.49 CDM Regulations added in 3.50 Work related Stress & 3.51 New and Expectant Mothers
February 2017	February 2017	RGW		Amended: Section 2
February 2018	March 2017	RGW		Amended; Section 2
February 2018	February 2018	RGW		Amended: 2.3, 2.14 Added: 2.13, 2.28, 3.55-3.58 3.42 Noise & vibration separated into separate statements and subsequent numbering amended.
February 2019				