Tunbridge Wells Roofing

Specialist Roofing Contractors

Tunbridge Wells Roofing Limited

Longfield Place

Longfield Road

Tunbridge Wells

TN2 3EY

Health and Safety Policy Manual

Completed in Partnership With

HEALTH & SAFETY CONSULTANTS

DEVELOP YOUR PROFESSIONAL EDGE

(Issue 00).

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Tunbridge Wells Roofing Limited Health and Safety Policy Manual

Date: May 2023

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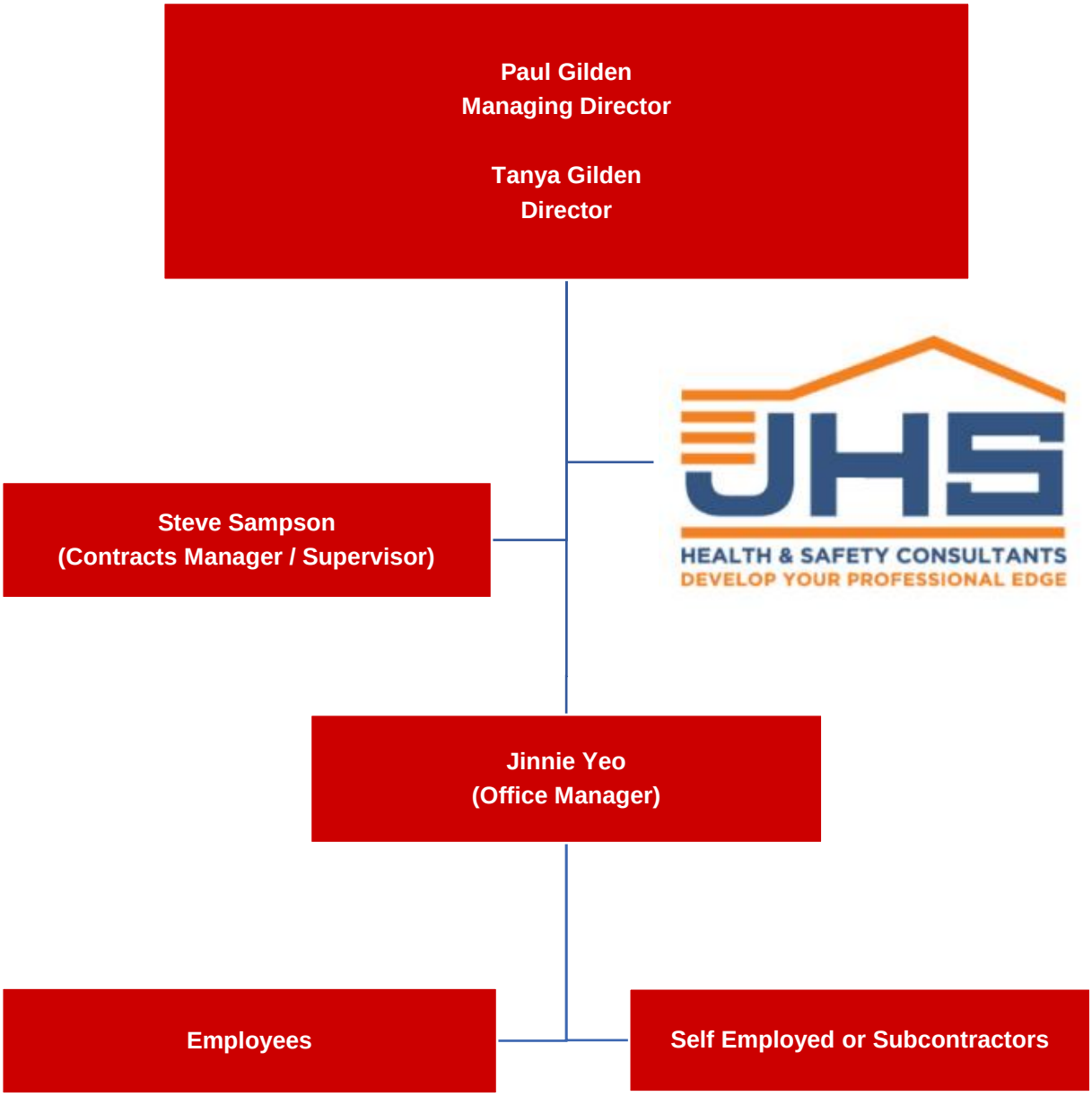
INTRODUCTION:

(Issue 00)

'ORGANISATION'

1.0 Tunbridge Wells Roofing Limited Chart.

(Issue 00)



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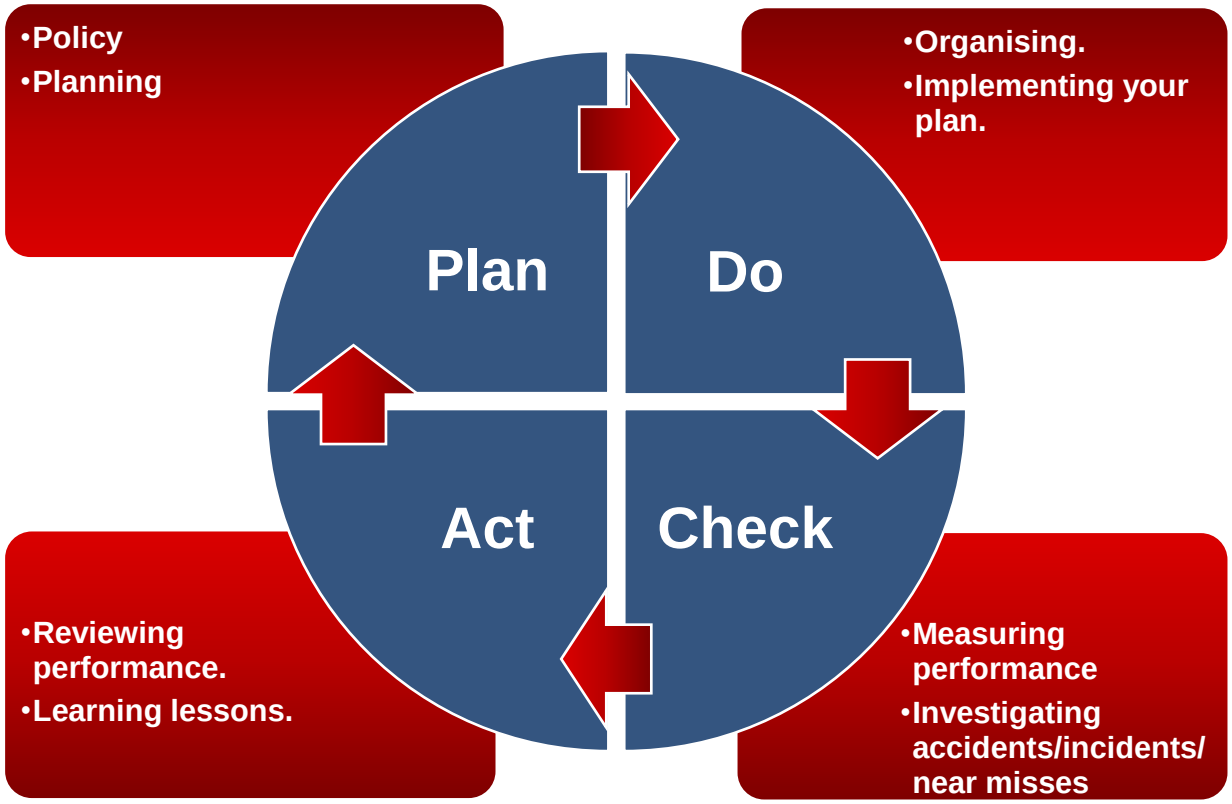
1.1 The Company's Health and Safety Management Model.

(Issue 00).

The Company bases its health and safety management on the Health and Safety Executive's HSG65 model, 'Managing for Health and Safety':



Plan, Do, Check, Act	Conventional Health and Safety Management	Process Safety
Plan	Determine policy/Plan for implementation.	Define and communicate acceptable performance and resources needed.
Do	Profile risks/Organise for health and safety/Implement plans.	Identify and assess risks/Identify controls/Record and maintain process safety knowledge.
		Implement and manage control measures.
Check	Measure performance (monitor before events, investigate after events).	Measure and review performance/Learn from measurements and findings of investigations.
Act	Review performance/Act on lessons learned.	

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1.2 Roles Within the Company.

(Issue 00)

Health and Safety Assistance	Outsourced to: JHS Health and Safety Consultants
Managing Director	Paul Gilden
Director	Tanya Gilden
(Contracts Manager / Supervisor)	Steve Sampson
(Office Manager)	Jinnie Yeo

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1.3 About Tunbridge Wells Roofing Limited

(Issue 00).

This document describes how the Company will manage health and safety within its undertaking, which is to cover a comprehensive range of domestic and industrial roofing installations, roof repairs and roof replacements.

In accordance with the Company's instruction, JHS Health and Safety Consultants have helped it to prepare this health and safety policy manual – It includes its health, safety, quality and environmental performance standards. These standards are risk-based and connected to the regular Company undertakings and in preparation for other infrequent or potential circumstances too. This health and safety manual has been produced as good practice and because of the nature of the Company's undertakings.

Hazards and risk cannot always be eliminated from the Company's undertakings, so this document demonstrates commitment to secure health and safety at work. The ideal is to take a sensible, practical and a proportionate approach to controlling unavoidable risk and by giving priority to high-risk circumstances.

Unless a stricter legal standard applies, so far, as it is reasonably practicable the Company will control the risk to people's health and safety.

The Company will monitor its undertakings to establish that health and safety performance standards are being achieved. The Company plans for continual improvement, within its health and safety performance, at work.

The likelihood of successful change, within the Company, improves with good consultation between all relevant people, with whom the change involves.

The Company will review health and safety policies and carry out timely periodic health and safety audits, to ensure it maintains and where possible improves its health and safety standards.

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1.4 How This Document Works.

(Issue 00).

This document is set out to compliment the health and safety management model detailed at the beginning. (Managing Health and Safety).

Advanced arrangements to comply with legislation and best practice is available to the Company within the JHS Health and Safety Consultants' client online 'How to Guides'.

PLAN - Policy and Planning.

Responsibilities: This section (and its sub-sections) set out the Company's policies and responsibilities that it aims to achieve to manage health, safety, quality and environmental performance standards.

DO - Organising and Implementing Plans.

General Arrangements: This section sets out the Company's general health and safety arrangements to manage health, safety, quality and environmental issues.

It is important to note that the Company will develop the health and safety arrangements, set out in this document, into its site-specific risk assessment and planning documents.

CHECK and ACT – Measuring Performance, and Investigating Accidents, Incidents and Near Misses, and Reviewing Performance and Learning Lessons.

This section sets out how the Company will measure its health, safety, quality and environmental performance standards and how, for continual improvement, it will investigate, review, learn and take action from any failings.

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1.5 When This Document is Due for Revision.

(Issue 00)

Revision	Review Date	Approved by	Signature
Issue 01	May 2024	Paul Gilden	
Issue 02			
Issue 03			
Issue 04			
Issue 05			
Issue 06			
Issue 07			
Issue 08			
Issue 09			
Issue 10			
Issue 11			
Issue 12			
Issue 13			
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Issue 15			
Issue 16			
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Issue 20			
Issue 21			
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Issue 24			
Issue 25			

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PLAN:

(Planning and Organising)

(Issue 00)

‘RESPONSIBILITIES’

This section (and its sub-sections) set out the policies and responsibilities that the Company will aim to achieve.

Important: Document Control.

Each JHS Health and Safety Consultants’ hardcopy of this document is deemed to be a ‘CONTROLLED’ document. We do not recommend that a controlled document, nor a PDF version of the health and safety policy manual, is printed, or otherwise duplicated, (an ‘UNCONTROLLED’ document), because there is a risk, that over time, old, inappropriate, versions will remain in circulation.

JHS Health and Safety Consultants will keep a register of controlled documents.

Following an annual health and safety policy review, JHS Health and Safety Consultants will, as necessary, send amended or additional pages with instruction to replace or add pages to the existing controlled documents. There may be instructions to remove pages.

The Managing Director will be responsible for health and safety document control.

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Health and Safety Policy.

(Issue 00)

Tunbridge Wells Roofing Limited

The main aim of this policy is to keep anyone affected by the Company's undertakings, safe and healthy. This statement acts to endorse, that health and safety will be considered a part of routine Company management.

Company aims, include:

1). Setting targets as to what is acceptable accident, incident and ill-health statistics.

2). Provision of adequate financial resources towards continuous health and safety improvements within the Company.

3). Provision of adequate resources to people, with key health and safety roles or responsibilities within the Company, to up-skill and fulfil their duties effectively.

4). Safeguarding the Company by making its employees (or workers) aware of the benefits from working efficiently and safely.

5). Identifying and prioritising the Company's work-hazards for risk-evaluation, and,

6). Acting to achieve or improve upon the minimum legal standards required to eliminate, or control risk at work.

To achieve Company aims, and in accordance with the Health and Safety at Work Act 1974, so far, as it is reasonably practicable, its objectives include:

1). Provision and maintenance of safe plant and equipment with systems of work that are safe and without risk to health.

2). Ensuring all articles and substances that the Company uses, stores, handles or transports is done so safely and without risk to health.

3). Providing information, instruction, training and supervision to the Company's employees (or workers) and others, where affected by Company undertakings.

4). Maintaining the Company's worksites, including places for access and egress, in a safe condition, and without risk to health, and,

5). Providing and maintaining work environments that are without risk to health and ensuring adequate arrangements for the welfare of the Company's staff.

Date: May 2023

Overall and final responsibility: Paul Gilden (The Managing Director)

Signature:

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Quality Policy.

(Issue 00)

Tunbridge Wells Roofing Limited

The main aim of this policy is to comply with trade standards and provide good quality services and materials to clients. This statement acts to endorse, the importance of managing 'quality' as a part of routine Company management. It also highlights the significance of delivering good quality works that are fit for purpose and which suit relevant people's needs.

Company aims, include:

1). Showing strong leadership and commitment to the provision of quality services, and materials and finishes.

2). Enabling others, when working on behalf of Company undertakings, to commit to the provision of quality services, materials and finishes.

3). Being responsible for checking the standards of any designs, which the Company intends to use in construction work.

4). Providing adequate and timely resources.

5). Communicating and working with others to achieve good quality outcomes.

To achieve Company aims, objectives include:

1). Providing adequate and constructive information, instruction and training to relevant people regards quality matters, which includes safe designs.

2). Ensuring others working on behalf of Company undertakings to manage the risks related to the standards of quality on offer.

3). Taking ownership and learning from quality failings and acting to avoid repeats.

4). Monitoring the Company's quality performance standards.

5). Undertaking at least an annual review of the performance of quality objectives and establishing new goals for continual quality improvement.

6). Acting upon any new goals for quality improvements, and,

7). Arranging for timely audits on contracts relating to quality and performance.

Date: May 2023

Overall and final responsibility: Paul Gilden (The Managing Director)

Signature:

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Environmental Policy.

(Issue 00)

Tunbridge Wells Roofing Limited

The main aim of this policy is to comply with environmental laws and to protect and improve the environment. It is important to adhere to best practice on environmental law to avoid causing harm. This statement acts to endorse, that environmental issues will be managed as a part of routine Company management.

Company aims, include:

1). Showing strong leadership and commitment to protecting the environment.

2). Sourcing and providing environmentally efficient resources.

3). Communicating and working with others to prevent pollution, reduce energy use and waste, and to reuse and recycle, and,

4). Enabling anyone working on behalf of the Company to commit to protecting the environment.

To achieve Company aims, objectives include:

1). Providing adequate and constructive information, instruction and training to relevant people regards environmental matters.

2). Ensuring anyone working on behalf of the Company will take the necessary measures to protect the environment.

3). Taking ownership and learning from any environmental failings and acting to avoid repeats.

4). Arranging for timely reviews of the environmental performance and establishing new goals for continual improvements to environmental protection, and,

5). Acting upon any new goals to improve environmental protection.

Date: May 2023

Overall and final responsibility: Paul Gilden (The Managing Director)

Signature:

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2.0 'Overall' Company Responsibility.

(Issue 00)

The Managing Director will have 'Overall Responsibility' for the Company's health, safety, quality and environmental performance standards. **They will not be absolved from this responsibility by delegating jobs to others.** They ensure the Company works to a recognised health and safety management system, which includes:

- Planning – Determining policies and planning for their implementation.
- Doing – Profiling risks, organising for health and safety and implementing plans.
- Checking – Measuring performance (monitoring before events, investigating after events).
- Acting – Reviewing performance and acting and improving on lessons learned on lessons learned.

Appointing Health and Safety Assistance.

In accordance with Regulation 7 of 'The Management of Health and Safety at Work Regulations' 1999, the Managing Director will appoint, cooperate and coordinate with a competent person or outsourced organisation to assist the Company with the management of its health and safety at work. All appointees will be provided with authority to access relevant information necessary to fulfil their duties.

Key roles and responsibilities.

To mitigate risk, effectively, the Managing Director will communicate what is acceptable health, safety, quality and environmental performance standards to anyone working on behalf of the Company. They shall:

- Act as the 'responsible person' where regulations specify such.
- Establish, implement and maintain means of internal Company control and risk management, including process safety knowledge and risk control.
- Commit to health and safety as being a part of routine Company management.
- Promote and lead the Company by example, with a visible commitment towards achieving its health and safety aims and objectives.
- Show strong leadership and commitment to preventing accidents at work.
- Set people's roles and responsibilities within the Company, and as necessary, appoint people to fulfil those duties, as part of their regular work.
- Provide the Company and relevant people with adequate and suitable resources to operate and to fulfil roles and responsibilities effectively and safely, and,
- Oversee compliance to the Company's health, safety, quality and environmental performance standards and aim for continual improvements.

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2.1 Managing and Supervisory Responsibilities.

(Issue 00)

Within overall roles for the Company, the Managing Director will aim to achieve at least, acceptable health, safety, quality and environmental performance standards for all areas of work under their jurisdiction, in accordance with the Company's aims and objectives. These are set out throughout this document.

2.2 Employee Responsibilities.

(Issue 00)

Please note. The Managing Director will expect self-employed personnel to maintain the same standards as employees.

Employees have legal duties to fulfil at work:

Employees shall:

- Take reasonable care, to ensure the health and safety of themselves, and others their act, or omission, may affect.
- Cooperate with their employers, and others, as necessary to enable everyone to fulfil their legal duties at work.
- Use, work equipment, and any hazardous substance their employer provides, in accordance with their instruction and training, and,
- Not intentionally or recklessly, interfere or misuse anything that their employers provide in the interests of health, safety and welfare at work.

Employees have legal duties to report health and safety failings, to their employer, or to an employee representative, who has specific responsibility for the health and safety of their fellow employees.

Employees shall:

1). Report a work situation, that with their training or instruction, they consider a serious and immediate danger to health and safety, and,

2). Report a shortcoming in the Company's arrangements for health and safety.

2.3 Designs, Fabrications and Build Quality.

(Issue 00)

The Managing Director will be responsible, for monitoring and reviewing quality performance standards within the Company's undertakings. Also, as or if applicable, they will be responsible for checking the standards of any designs, which the Company intends to use in construction work.

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2.4 Modern Slavery.

(Issue 00)

The Company has no legal duty to write this policy, although as good practice, it has done so. This statement sets out the steps the Company takes to ensure there is no modern slavery nor human trafficking taking place within the Company or its supply chain, in pursuance of Section 54. Transparency in supply chains, of the Modern Slavery Act 2015.

The Company recognises and wants it to be known that there is no place in modern society for slavery, servitude, human trafficking or forced labour. The Company has a zero-tolerance policy towards modern slavery within its undertaking or its supply chain. To demonstrate Company integrity, when relevant it will have policies and methods of work which maintain safe, ethical and transparent undertakings.

It is the Company's policy that, if necessary, it will only employ people under a written employment contract. Any new employment contracts can include clauses that ensure that the Company conducts its undertaking in an ethical and transparent manner.

Senior Company personnel recognise that, as necessary, they are responsible for promoting and ensuring awareness and compliance of this modern slavery policy amongst workers in their individual roles and responsibilities. If necessary, they would expect them to cooperate with any reasonable instructions, regarding compliance.

Senior Company personnel will monitor the effectiveness of this policy.

2.5 Right to Work.

(Issue 00)

Law which is relevant to the Company in relation to people's right to work in the UK, includes:

- The Immigration, Asylum and Nationality Act 2006, and,
- The Immigration Act 1971 and 2016.

Please Note. The Company will not rely upon the wording within this policy as it is only a summary of legal guidance.

Please Note. The Managing Director will ensure contractors and or recruitment agencies etc, will carry out appropriate right to work checks on the people they employ, who the Company might engage.

Whether or not the Company directly employs workers, it is important to know their right to work status: Should an illegal worker be removed, this would affect the Company's reputation, disrupt operations, and it may have implications on health and safety, safeguarding and insurance.

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The Managing Director will ensure that they, or any other personnel responsible for the Company's recruitment, carry out the necessary UK Home Office document checks, case-by-case, on all people who will potentially be paid via the payroll. This will either be manual document-based, or online checks. Conducting either will provide a statutory excuse.

The Managing Director will be responsible regardless of whoever carries out the right to work checks, and therefore any civil penalties. For example, they will not have a statutory excuse if the check was performed be a third party, such as a recruitment agency.

Whomever carries out the right to works checks, they will not discriminate against people's right to work, nor assume who has the right to work in the UK. This will be in accordance with the UK Home Office guidance publication, "An employer's guide to right to work checks". This is to ensure, that before engaging someone, the potential worker has permission to work in the UK. I.E., they will check the worker can legally carry out the work in question. They will also carry out a follow up check on people who have only time-limited permission to work in the UK, just before the existing right ends.

They can use the Employer Checking Service where an individual has an outstanding application, administrative review or appeal, or if their immigration status requires verification by the Home Office, for example in the case of Crown Dependencies.

In accordance with the UK legal requirements, the Managing Director shall ensure that they or the personnel responsible for the Company's recruitment will always carry out the following three key steps on any people that it is potentially going to employ:

They shall:

1. Obtain the necessary original documents from the person in question.

2. Check – Visually inspect and check the holder's documents validity in their presence, and,

3. Copy – Take a clear copy of the holder's documents and keep them secure, plus keep a record of the date they carry out the checks.

The Managing Director will ensure all people involved with its recruitment are aware of the Company's right to work obligations. They will also monitor the performance of the Company's right to work check systems.

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DO:

(Organising and Implementing Plans)

(Issue 00)

‘GENERAL ARRANGEMENTS’

This section (and its sub-sections) set out the health, safety, quality and environmental performance standards that those responsible within the Company’s undertakings will aim to achieve.

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3.0 Accidents, Incidents, First Aid and Work-Related Ill-Health.

(Issue 00)

The Regulations, which are relevant to the Company, relating to accidents and incidents, include:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and.
- The Health and Safety (First Aid) Regulations 1981.

Where a job is under the Company's control, in all cases, no one working on behalf of the Company nor other people should suffer further harm, should there be an incident, because of no accident, incident/emergency and ill-health arrangements put in place.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Setting Up.

1). At each site or overall, set up systems that aim to help achieve the Company's desired accident, incident and ill-health targets:

- Tell staff about accident, incident and ill-health targets.
- Enable others to assist with accident prevention and risk reduction.
- Identify resources needed to implement measures that will deliver results.
- Cooperate with others and keep local plans and record keeping systems.

2). Assess and establish risk control systems that will meet the target of what is acceptable accident and incident statistics – Account for specific or special risks.

3). Cooperate with others and plan for accidents, incidents, emergencies, and ill-health, including mental ill-health.

- Identify what could go wrong and require an emergency procedure.
- Be prepared to deal quickly with an accident, near miss, dangerous occurrence or ill-health at each worksite.
- Carry out a suitable and sufficient risk assessments, which account for specific or special nature of risk and the need for emergency procedures.
- Establish emergency plans at a local level, which account for any specific or special nature of risk.

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- Ensure plans address what to do in an emergency, and ensure they are proportionate to the level of risk and potential incident severity.
- Know the Ordnance Survey (OS) map/grid reference or the 'What3Words' location of remote workers in case emergency services need them.
- Include contacts for first-aid, emergency medical care or rescuers.
- Include contacts for external services, such as electricity distribution.
- Assess first-aid needs, to establish what provision for first aid is required at the place of work – Is there anyone with special medical needs?
- Ensure easily identifiable and enough first aid personnel for the site.
- Provide adequate and appropriate first aid and other relevant equipment, facilities to suit the circumstances at the place of work, so people would receive immediate attention if they were injured or taken ill.
- Make sure any rescue equipment is readily available and in efficient condition.
- Provide instruction to relevant people on what to do in an emergency, including cooperating with emergency procedures and understanding responsibilities and use of specialist equipment.

4). Be prepared to take prompt action should there be an accident or incident to secure the site and ensure people are not exposed to residual danger.

5). Be prepared for early investigations of an accident, incident or ill-health.

- Ensure it is safe first, then get notes or photos of critical evidence as soon as possible. You may need permission from emergency responders.
- Work according to any emergency responder instructions and otherwise keep the site secure to enable a thorough investigation to take place.
- Always record accidents, near misses and dangerous occurrences.

6). Be prepared for a thorough investigation of a significant accident, incident, near miss, dangerous occurrence, ill-health or industrial diseases.

- Enable others to cooperate with any accident investigation and with the application of remedial measures.
- Does the accident or incident need a RIDDOR report and if so, by when?

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3.0.1 Accident, Incident, Near Miss, or Dangerous Occurrence Investigations.

(Issue 00).

Investigations will be as simple or complicated as necessary, to identify the immediate and underlying causes, and the sequences that led to the event. This is for arranging measures that will avoid or reduce the risk of recurrence.

Ideally, accident investigators will be impartial. Ensure there is a suitable number of competent people to carry out the investigation – this will depend on the extent and scale of the event to be investigated and on the nature and severity of the harm caused.

Ensure investigators:

1). Collect all necessary information that relates to the event that may include drawings, photos and witness statements.

2). Identify, all contributory, unsafe acts and conditions or omissions that when combined, led to the event.

3). Understand the sequences that led to the event.

4). Identify, appropriate remedial action that will meet any relevant statutory requirement.

5). Carry out a suitable, report, that is comprehensive, so far, as it is appropriate in the circumstances, and,

6). Circulate copies of the report to all relevant parties with a need to know its detail.

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3.0.2 RIDDOR Reporting.

(Issue 00).

Please note. The Managing Director will be responsible RIDDOR reporting.

An incident usually requires reporting when:

1). An accident results in the death of any person.

2). An accident results in specified injuries to workers:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia, and
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours, and,

3). Non-fatal accidents requiring hospital treatment to non-workers.

4). Dangerous occurrences.

Types of reportable incidents: https://www.hse.gov.uk/riddor/reportable-incidents.htm The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure. This is most easily done by reporting online. https://www.hse.gov.uk/riddor/report.htm Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923. NB: A report must be received within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, the enforcing authority must be notified within 15 days of the incident, using their online form.

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.

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3.1 Alcohol and Drugs.

(Issue 00)

The laws, which are relevant to the Company, relating to alcohol and drugs, include:

- The Health and Safety at Work Act 1974.
- The Misuse of Drugs Act 1971, and,
- The Road Traffic Act 1988.

Please Note. For this document the term 'drugs', includes, 'controlled drugs', and all prescribed medication. In addition, reference to 'drug misuse', includes, 'substance misuse', as solvents at work can be misused too.

This document aims to draw-attention to anyone working on behalf of the Company to the fact that no one should ignore the risk associated with alcohol and drug misuse, and the potential effect of someone on medication being able to carry out their work safely.

When someone misuses alcohol or drugs, whether it is intentional, or not, they will put at risk, their health and wellbeing. Moreover, should they be under the influence of alcohol or drugs while they are at work, and especially if the use of each is simultaneous, they could affect the Company's activities and their and others health and safety. They will increase the risk of a serious accident occurring, particularly if the work is safety critical.

In addition, alcohol or drug misuse by people, at, or near the Company's worksite, could affect the site activity, or worker health: For example, through people's anti-social behaviour, or from people discarding drug paraphernalia, which is dangerous.

In consideration of the above, the aim is to implement the following policies:

1). Anyone working on behalf of the Company should be aware of the risks associated with alcohol and drug misuse at work.

2). Everyone should remain aware of possible, misuse of alcohol or drugs at work.

Should a situation arise where it's reasonably believed that people may be misusing alcohol or drugs, at or near the place of work, the 'Responsible Person' will take investigative action to find out and deal with the circumstances, appropriately.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Treat, as far as possible, someone's alcohol or drug misuse as a health-issue.

Please Note. People may find it awkward to be open and honest about any difficulties with alcohol or drugs that they may have; therefore, adopt a proactive approach to help.

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Nevertheless, consider the Company's legal position where it is possible, or the person has broken the law. Without alternative action, report any illegal drug activity to the Police immediately.

2). Have a discussion with anyone who intends to use medication that their doctor prescribes, before they start work for the Company, if it may cause drowsiness or other effects that could affect their ability to work safely.

3). Never allow the consumption of alcohol at the Company's worksites, or at any premises of its customer or client.

4). Never allow possession, distribution, or use of drugs for non-medical purposes, at the Company's worksites, or at any premises of its customer or client.

5). Never allow abuse of solvents during working hours and,

6). Periodically monitor and review the Company's alcohol and drug arrangements.

Please Note. It is not unknown for the paraphernalia of illegal drug taking (such as syringes, razor blades, silver paper, burnt teaspoons, etc.) to be found on worksites. Because of the secretive nature of illegal drug use, users may hide items, which can increase the danger to those finding them.

Therefore, ensure everyone working on behalf of the Company, will:

1). Remain vigilant, particularly regarding used hypodermic syringes. There is a risk of an unintentional, needle stick injury.

2). Warm others should you discover drug paraphernalia.

3). Never, without authority and without using appropriate hand protection, touch discarded needles, and.

4). If appropriate, report the discovery of drug paraphernalia and or any needle stick injury, and,

5). Ensure there is a record of any accident, in the accident book.

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3.2 Asbestos.

(Issue 00)

The laws, which are relevant to the Company, relating to asbestos, include:

- The Control of Asbestos Regulations (CAR) 2012, and,
- The Health and Safety at Work Act 1974.

No one working on behalf of the Company should be exposed to asbestos above statutory safe working exposure limits.

The Company's undertakings should not expose people non-employees to asbestos above statutory safe exposure limits.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Non-domestic premises or domestic premises with 'common' areas.

Duty holders who identify ACM in the premises must manage it and cooperate by passing information to those with a reason to know about it, such as this Company.

Duty holders, shall:

1). Carry out risk assessments.

2). Have an asbestos management plan, which will be monitored and reviewed.

3). Maintain an asbestos register, with locations and condition of ACM, and which details the potential exposure risk to people, and,

4). Act to protect people who work, or use the premises in other ways, from exposure to an unacceptable level of asbestos fibres in the atmosphere.

Domestic premises.

Those who control work at a domestic worksite and think there could be ACM in the area it plans to work upon, or demolish, should carry out a suitable and sufficient assessment to identify and assess the presence, condition, and type of any ACM; if in doubt, they must presume materials contain asbestos. In such premises, they have a duty to plan, and act to protect others who reside, work, or use them in other ways, from exposure to an unacceptable level of asbestos fibres in the atmosphere.

Please Note. Under the 'The Health and Safety at Work Act' 1974, the occupiers of domestic premises must not be at risk from the work of others on that premises.

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Asbestos Arrangements – Prior to Work.

Whether the Company controls the worksite or not, or whether it is a duty holder or not, before planning work where there could be asbestos present:

1). Coordinate with all relevant parties who the work affects, to help identify if ACM will, or could be disturbed.

2). Decide what to do if asbestos will or could be disturbed.

3). Check, as relevant any risk assessments, survey results, and the asbestos register at the premises, to identify and assess the potential asbestos risk.

4). Ensure any plans will include an emergency plan to immediately deal with any unplanned release of asbestos fibres during the work, which will avoid, limit or reduce the potential for people's harm and,

5). Ensure that all plans for work include measures, or systems to prevent, or where this is not reasonably practicable, to reduce to the lowest level reasonably practicable the spread of asbestos from the affected area under the Company's control.

Please Note. When the Company controls work in a domestic property, if there could be an ACM in the area that it plans to work upon, or demolish, identify and assess whether there is any potential risk from asbestos. Take action to control any risks from ACMs.

Asbestos - Finding or Disturbing Asbestos During Work.

When discovering or disturbing material that is thought to contain asbestos, prevent or reduce the spread of asbestos fibres.

Therefore, ensure anyone working on behalf of the Company, will:

1). Stop any work that may disturb potential ACM.

2). If relevant, immediately notify relevant people with worksite authority.

3). Secure the asbestos area, so that no-one will disturb it, and,

4). Clearly identify the area that has the ACM, unless there is only a minimal risk to people's health.

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3.3 Assessing Risk and Risk Control.

(Issue 00)

The Regulations, which are relevant to the Company, relating to risk control, include:

- The Management of Health and Safety at Work Regulations 1999.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Enable others to assist with risk assessments, especially if known to the task.

2). Identify significant hazards to people's health, safety and to the environment within the Company's undertakings.

3). Prioritise hazards, for their risk evaluation.

4). Assess the risk of the hazards to people's health, safety, and welfare.

5). Assess the hazard aspects to the environment, for their potential impact.

6). Ensure, so far, as it is reasonably practicable, that there are legally compliant risk controls set, to avoid, eliminate or reduce the risk of the work's hazards.

These controls should be at least, proportionate and relevant to the risk, and suitable and sufficient so that everyone who the work involves or affects, can go about their work safely and securely.

Please Note. A stricter standard than, 'so far, as it is reasonably practicable', may apply.

7). Do the outcomes of risk controls meet Company health, safety, quality and environmental performance standards?

Further arrangements will be:

1). Monitor risk controls for effectiveness and compliance still with regulatory and the Company's health, safety, quality and environmental performance standards.

2). Suspend work immediately, where there is a serious risk of harm or serious and imminent danger to people or the environment.

3). Maintain the suspended work, until there is an appropriate change.

4). Coordinate with the relevant people regards making such a change, which will allow work to continue.

5). Ensure there are reviews of work arrangements, risk assessments and risk-control measures:

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- When they are no longer valid, or,
- When there has, or there will be a significant change to work, such as for a new substance or work equipment, or,
- After an accident or ill health, or,
- When appropriate as a routine event, for example, at the end of construction projects, to check the efficiency of health, safety, quality and environmental performance standards, risk controls, and legal compliance.

6). Investigate any breach of legal or health, safety, quality and environmental performance standards, and failure of risk-control arrangements, and,

7). Learn from incidents, ill health, and work experience and coordinate with the relevant people regards updating policies, risk assessments, plans, and risk-control arrangements, as necessary for future works.

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3.4 Covid-19.

(Issue 00)

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

The Company intends to make every effort to protect its workforce and minimise the risk of spread of Coronavirus infection.

Simple measures include:

- Working from home if you can.
- Minimising face-to-face interaction.
- Encouraging one-meter-plus social distancing.
- Encouraging vehicle cab hygiene, and,
- Use face coverings.

To enable this, and more, the Managing Director will arrange to assess the risks and set relevant control measures. These will ensure they and the Company's staff always comply or follow any client, industry and Government rules, guidance or advice.

The link below is to the Construction Leadership Council's guidance on site operating procedures:

https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-statement

Moreover, as relevant, they will ensure Company compliance with any Client or Main Contractor site rules regarding safe working procedures to protect against the spread of the Covid-19 virus amongst, all site personnel and the public.

However, rules change and the response to Coronavirus varies. Therefore, should stricter measures become applicable, they will ensure risk assessments and work planning take account of and include:

- Undertaking work safely where the Company may be exempt under Government Coronavirus rules or guidelines.
- Socially distancing workers to stay two metres apart, or one metre with risk mitigation where two metres, is not viable.
- Disallowing activity if workers are unable to carry it out safely.
- Possible delays in emergency responders, owing to their workload and limitations.

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- Routine and situational cleaning and hygiene measures.
- Reminding workers at every opportunity to adhere to relevant Covid-19 procedures, as well as compliance to the other safe systems of work on site, and,
- Frequent monitoring, reviewing and updating of workplace and travel procedures and activity to ensure compliance with CLC and worksite Covid-19 guidance.

Other factors to be considered, as expressed in the CLC Covid-19 guidance, include:

- When staff should travel to work.
- Travel to work and parking.
- Driving at work.
- Site access and egress points.
- Hand washing.
- Toilet facilities.
- Canteen and rest areas, and,
- Changing facilities, showers and drying rooms.

The Managing Director will be responsible for promoting and ensuring awareness and compliance to this Covid-19 policy amongst the Company's workers in their individual roles and responsibilities, and they will monitor the effectiveness of this policy. If necessary, they would expect workers to cooperate with any reasonable instructions, regarding compliance.

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3.6 Enforcing Authority Visits.

(Issue 00)

Please Note. Enforcing authority include the Health and Safety Executive (HSE), the Environment Agency, Local Authorities and the Police, etc.

Please Note. Should it become necessary, the Managing Director will be responsible for meeting people from enforcing authorities. Should they delegate this role to someone else, it will not relieve them of their obligations to those authorities.

Dealing with visits.

1. All personnel must give their full cooperation to a visiting officer/inspector, to enable them to fulfil their duties.

2. Where an officer/inspector issues a 'Prohibition' or an 'Improvement Notice', or they issue a 'Notice of Contravention', (with a fee for intervention), the Company must comply with what the enforcing action 'immediately' requires.

3. The Managing Director should contact JHS Health and Safety Consultants to outline the situation, and if necessary, to ask for help to clarify or interpret what the enforcing action requires.

4. The Managing Director must cooperate with the relevant enforcing officer/inspector, keep them abreast of corrective action and send written confirmation once it is complete.

Investigations.

Sometimes an enforcing authority investigation is necessary. An officer/inspector may need to interview or take a statement from one or more workers, under caution, (and if relevant, the Police and Criminal Evidence Act). The Managing Director will ensure they appoint a solicitor to sit in.

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3.7 Environmental Arrangements.

(Issue 00)

Environmental laws are evolving and now the key regimes are as follows:

- Environmental Permitting (EP), which combines pollution prevention and control, and waste management licensing and industrial emissions.
- Waste, in relation to aspects not dealt with under EP.
- Water.
- Contaminated land.
- The conservation of nature, wildlife and habitats.
- Environmental impact assessments, and,
- Climate change, particularly in relation to the UK's new target of net zero emissions by 2050.

The Environment Act 2021 has been introduced. It sets out legal reforms that aim to protect and improve the environment. There is a new Office for Environmental Protection.

It is important to adhere to the principles of all round environmental best practice to avoid causing harm. To enable careful management of all round environmental responsibilities, it is best to assess the Company's impacts upon the environment.

The factors to consider include:

1). Emissions into the air, for example, fumes, or dust from the treatment of waste.

2). Noise, for example, from vehicles, machines or work equipment.

3). Odours, for example, from waste products.

4). Disposal of solid or liquid waste, which must be done through correct channels.

5). Water discharges, for example, from waste storage, chemical or fuel spills and container overflows.

6). Contaminating land, for example, oil or solvent spills.

7). Nature and wildlife, for example, disturbing bats or destroying wildlife habitats, and,

8). Excessive energy use, for example, because of a lack of maintenance and inefficient engines.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

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The Company must comply with relevant environmental legislation and take reasonable measures to safeguard the environment. This includes protecting an environment where the aspects of an undertaking, will have an immediate impact.

Measures as relevant, appropriate and reasonable:

1). Provide training, information and instruction on environmental matters within the Company and to others where appropriate.

Factors will include:

- The causes and effects of pollution.
- Safe use and maintenance of work equipment.
- What to do in an emergency.
- Complying with any risk assessments and management plans, and,
- Identifying areas susceptible to environmental damage or harm, for example, archaeological sites, waterways and or protected areas and species.

2). Provide information to people who will be affected by the Company's undertakings.

3). Involve people, such as designers, suppliers, customers, contractors and subcontractors, to promote the Company's environmental objectives.

4). Maintain and apply efficient policies and arrangements to reduce waste, and energy use, and,

5). Set targets against which to measure and improve environmental performance.

Take reasonable measures, to safeguard the environment.

These measures, where reasonable, or as laws oblige, shall:

1). Promote the purchase and use of renewable and or sustainable resources.

2). Select articles, substances and structural designs, which eliminate risk to the environment. (This includes, where possible, steel and alloy products derived from a creditable percentage of recycled material).

3). Provide, where risk to the environment is not eliminated, physical controls and processes that will reduce risk to the environment. These include recycling and being energy efficient, such as.

- Recycling used ink/toner cartridges, paper/cardboard, plastic and metal.
- Maintaining insulated and double-glazed offices, and,

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- Switching off electricity when not in use rather than leaving equipment on standby.

4). Provide, as a last resort, safe systems of work and personal protection to protect the environment and people.

5). Arrange, as necessary, to identify wildlife at risk from the work.

6). Arrange, as necessary, to work within timescales and to set other control measures, which avoid harm to wildlife.

7). Ensure any client or contractor, that the Company works with, is environmentally aware. Where appropriate, include contractual agreements, so that each party knows who is responsible for what.

8). Prevent pollution, including.

- Keeping to strict vehicle maintenance schedules for their efficient running, thus reducing land/air pollution to as low as possible (for example, from exhaust).

- Using low-sulphur fuel, whenever practicably possible, and,

- Using safe storage to prevent loss of oil-based or another harmful substance into a water course.

9). Minimise, so far, as it is practicable, noise and or dust disturbances to our neighbours and to the public, and,

10). Ensure the responsible people respond promptly to any environmental incident or emergency.

Please Note. The Managing Director will ensure that anyone working on behalf of the Company will take care not to disturb or harm animals or wildlife on worksites. This includes bats, nesting birds and reptiles.

Always look out for signs of wildlife prior to commencing any work. Report to whomever is responsible for the property any suspicion, or discovery of wildlife.

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3.7.1 Managing Waste.

(Issue 00)

The laws, which are relevant to the Company, relating to its managing of waste, include, but are not limited to:

- The Environmental Protection Act (EPA) 1990.
- The Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003.
- The Hazardous Waste (England and Wales) Regulations 2005 (as amended).
- The Waste (England and Wales) Regulations 2011 (as amended).
- The Environmental Permitting (England and Wales) Regulations 2010, and,
- The Environmental Permitting Regulations (England and Wales) (As Amended) Regulations 2011.

Please Note. The Environment Agency and The Local Authority regulate waste.

The Company must take all reasonable steps to ensure it properly manages waste that it might import, produce, collect, transport, recover or dispose.

Where the Company produces, handles or disposes of waste, there is a legal duty of care to uphold, which is to ensure such controlled waste will not be accepted, or given to anyone not authorised to take it.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Coordinate and cooperate with any relevant parties that the work may involve.

This could include:

- Clients.
- Contractors and subcontractors, and,
- The people with overall responsibility for the waste plan.

2). Where necessary, check the need for environmental permits, registrations or waste licences, or exemptions depending on what waste the work will generate. For example, there are limits on the amount of hazardous waste that can be produced in any twelve-month period before the need to register with the Environment Agency.

3). Also, if necessary, check how long waste can be held or stored, as there are time limits, which may change.

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4). Where the Company carries any waste, see that it is registered as a 'waste carrier'.

Generally:

1). Identify any hazardous waste.

2). Ensure all waste is properly contained.

3). Ensure only registered waste carriers collect the waste that the Company produces (unless the Company uses its own vehicles).

4). Ensure waste is disposed at a licensed facility.

5). Ensure all waste collections are accompanied with a valid waste transfer note, or consignment note for waste that is hazardous, that correctly describes the waste.

6). Keep a record of all transfers for at least two years, and,

7). Take steps to prevent waste escaping during their period of its control.

Plan, manage and design work processes and structures, so that they continually minimise waste generation (especially waste that is hazardous).

Select appropriate technology for work equipment. Keep good order at worksites. Encourage people to comply with the waste procedures at their places of work.

Where the work generates unavoidable waste, ensure a competent person carries out a COSHH assessment on the waste to identify how it may harm or be a nuisance to people or the environment.

Apply the following waste hierarchy in this priority:

1). Prevention.

2). Re-use.

3). Re-cycle.

4). Recovery, and,

5). Disposal.

Before any work starts, identify any waste the work will generate and if necessary, the licensed contractors who will take the waste away.

Where necessary:

1). Estimate how much the project will cost.

2). Classify waste – hazardous or non-hazardous.

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3). Name substances and the work processes that will create the waste and provide an estimate of the quantity the work will generate.

4). Provide a chemical and physical analysis.

5). Identify any special problems, requirements or knowledge, that relate to the waste.

6). Identify how it will manage each type of waste in a timely and effective way.

7). Identify the persons responsible for managing and disposing of waste.

8). Identify where the work will be undertaken.

9). Identify how it will get waste out of, or off and away from a structure safely, and,

10). Identify positions for any skips and access for Lorries.

Moreover, make sure there is provision for safe and secure waste storage. In addition, prevent waste from harming people or polluting the environment.

Therefore:

1). Ensure proper waste storage that includes:

- Separating hazardous waste, from non-hazardous.
- Separating different types of waste that are hazardous.
- Separating different types of waste that are non-hazardous, and,
- Separating different types of waste oil.

2). Ensure containers have clear labels to identify the type of waste they contain.

3). Provide suitable waste containers that will prevent waste from escaping.

4). Provide covers to prevent waste from blowing away and,

5). Provide waterproof covers if water ingress could cause contaminated runoff or spoil the waste from its potential reuse.

In addition to the previous points, where storing hazardous waste:

1). Display written instruction for storing and disposing of the waste.

2). Keep records about all waste that is hazardous and details of their location.

3). Carry out a COSHH assessment on the waste.

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4). Ensure dedicated areas for secondary containment for hazardous liquid waste in tanks or drums: This can be barriers or bunds that will prevent leaks from escaping into drains or the ground, and,

5). Arrange for regular checks for leaks and defective containment, or other risk.

6). Keep any emergency procedure up to date.

7). As relevant and appropriate anyone working on behalf of the Company needs to be aware of worksite waste procedures and know what to do, and,

8). Supervise/Monitor the efficiency of waste procedures.

Also, anyone working on behalf of the Company, as relevant and appropriate, shall:

1). Only deal with waste that is hazardous if they are competent to do so, and ensure they are aware of the risk from its exposure.

2). Only enclose, seal, store and transport waste that is hazardous if they are competent to do so.

3). Separate and recycle waste; but if this is not possible, dispose of it via an authorised route.

4). Segregate liquid and solid waste if it will create risk, for example, a flammable liquid, paper and wood.

5). Segregate waste away from a source that will create danger, for example, through ignition or impact.

6). Put waste into appropriate containment, which prevent unintentional escape during transport, and,

7). Immediately clean spillages or solid waste escape.

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3.8 Fire.

(Issue 00)

The laws, which are relevant to the Company, relating to fire, include:

- The Regulatory Reform (Fire Safety) Order (RRFSO) 2005.

Please Note. The RRFSO does not apply at 'domestic' premises. However, other law will apply, such as the Construction (Design and Management) Regulations 2015 for construction work.

When working on other people's premises, the Company will adhere to any fire and evacuation procedures.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate. They will ensure, so far, as it is reasonably practicable, the safety of any employee at worksites for which under the RRFSO the Managing Director will act as the 'responsible person'. Moreover, in relation to relevant persons who are not the Company's employees, the Managing Director will take general fire precautions, as may be reasonably required in the circumstances of the case to ensure that the premises are safe.

Where the duty lays with the Managing Director, they shall:

1). Act, as the responsible person, as an employer, in relation to workplaces if they are to any extent under their control, and,

2). In relation to any premises not falling within paragraph 1):

- Act, as the responsible person, where they have premises, as its occupier, or otherwise connecting with their activity as a trade, business or other undertaking, or,

- Act, as the responsible person, where premises belongs to them, but the person who has its control, does not have control connecting with their activity as a trade, business or other undertaking.

Workers must:

1). Follow fire procedures in accordance with instruction and training provided.

2). Never misuse any fire-fighting equipment provided.

3). Keep fire-fighting equipment, and fire doors and emergency escape routes, free from obstructions.

4). Report the use, damage, fault or unsuitability of any firefighting equipment to their supervisor and notify their employers of any shortcoming in a fire arrangement.

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3.8.1 Fire arrangements at construction sites.

(Issue 00)

The Regulations, which are relevant to the Company, relating to fire precautions on construction site, include:

- The Construction (Design and Management) Regulations (CDM) 2015.
- The Regulatory Reform (Fire Safety) Order' (RRFSO) 2005.
- The Fire (Scotland) Act 2005.
- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002, and,
- The Fire Safety (Employees' Capabilities) (England) Regulations 2010.

If the Company has any control over construction work at a premises, where necessary in the interests of the health and safety of people at the worksite, the person in charge will carry out reasonable steps to prevent fire occurring and to reduce its spread, if it did, and to deal with emergencies.

The person in charge, shall:

1). Consult the client or the domestic client, and with others as necessary to identify significant fire hazards and any existing fire precautions at the premises.

2). Assess the risk of a fire, and where necessary provide and properly locate suitable and sufficient fire-fighting equipment, and fire detection and alarm systems.

3). Consider the health and safety capabilities of any people they intend to appoint to carry out fire related duties.

4). Implement suitable and sufficient arrangements for dealing with a foreseeable worksite emergency, and its evacuation: The measures will account for the unique nature of the worksite.

As relevant, this includes:

- Provision of suitable and adequate information, instruction and training to all relevant persons.
- Planning and ensuring there is an emergency evacuation procedure, so that people, especially vulnerable people, will reach a place of safety.
- Arranging daily inspections and, as necessary, acting to ensure there are clear, unobstructed, safe and effective escape routes.
- Ensuring, as necessary, there are timely fire-drills, and a record of the areas to improve.

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- Acting to improve fire-drills, and,
- Ensuring visitors are aware of relevant emergency procedures.

5). Ensure competent people maintain fire-fighting equipment and fire detection and alarm systems effectively.

6). Ensure competent people examine and test fire-fighting equipment and fire detection and alarm systems at suitable intervals.

7). Ensure that any fire-fighting equipment, which is not designed to come into use automatically, will be easily accessible.

8). Instruct every person at work, so far, as it is reasonably practicable, in the appropriate use of any fire-fighting equipment, which they may have to use.

9). Stop people from doing work that will create a fire risk, until they receive suitable advice and information on how to carry out the work safely.

10). Ensure there are suitable signs to indicate fire-fighting equipment, and,

11). Ensure people cooperate with the Fire Brigade.

3.8.2 Fire arrangements for premises the Company Owns or Uses.

(Issue 00)

In accordance with regulatory requirements, the person in charge of the premises, or parts of a premises under their jurisdiction, will take general fire precautions steps to prevent fire occurring and to reduce its spread, if it did.

Where necessary, their general fire precautions will include:

1). Ensuring their systems of work will keep apart the three elements that a fire needs to ignite, which include:

- Oxidising agents (usually oxygen).
- Heat, such as an ignition source like an electrical spark, and,
- A fuel, source.

2). Ensuring workers keep good order at worksites.

3). Making sure people use and store combustible articles and substances properly; especially those which are flammable or dangerous, such as certain chemicals.

4). Keeping, in case of emergencies, safety data sheets and a record of the location of dangerous substances, such as:

- Any asbestos within the structure of the premises.

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- Bottled gas.

5). Allowing vehicles room for manoeuvre.

6). Ensuring effective building, and process designs, which includes use of fire retardant and resistant materials.

7). Ensuring there are effective fire breaks or barriers in place, and,

8). Arranging, when appropriate, the use of flame-retardant materials in temporary works, such as sheeting on scaffolding.

Moreover, other general measures and safe systems of work, when necessary, will include:

1). Stopping people from doing work that will create a fire risk, until they receive such suitable advice and information on how to carry out the work safely.

2). Ensuring continued, safe, means for people to escape from premises.

For example:

- Setting designated escape routes to assembly points safe from fire.
- Ensuring strict requirements for escape routes, which include their condition, length, lighting and signage.
- Ensuring there are suitable signs to indicate fire-fighting equipment.
- Planning and ensuring there is an emergency evacuation procedure, so that people, especially vulnerable people, will reach a place of safety.
- Ensuring people roll-calls at assembly points.
- Arranging regular inspections and, as necessary, acting to ensure there are clear, unobstructed and effective escape routes.
- Ensuring there are timely fire-drills, and a record of the areas to improve.
- Acting to improve fire-drills, and,
- Ensuring visitors are aware of relevant emergency procedures.

3). Providing and maintaining suitable manual or automatic fire detection, firefighting, emergency lighting, and alarm systems and equipment.

These include:

- Providing fire-action notices, as part of fire systems.
- Keeping fixed or portable fire-fighting equipment in suitable locations, which will suit the likely types of fire, for example, electrical or fuel fires.

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- Ensuring that any fire-fighting equipment, which is not designed to come into use automatically, will be easily accessible.
- Ensuring fixed or portable fire-fighting equipment have suitable markings and maintenance schedules.
- Maintaining a regular schedule to inspect, test and maintain fire systems and equipment.
- Ensuring competent people inspect and test fire systems and equipment in accordance with their provider's advice.
- Ensuring someone keeps a record of the details of inspection and test results, and,
- Keeping records of fire safety measures.

4). Providing people, who a fire will affect, with suitable information, instruction and training on a fire arrangement at the premises so far, as it is reasonably practicable, and relevant.

These include:

- Emergency procedures.
- Specific roles or responsibilities, such as, use of portable fire-fighting appliances.
- What action to take to mitigate the effects of a fire, and,
- Ensuring people cooperate with the Fire Brigade.

3.8.3 Fire arrangements at non-construction sites under the control of others.

(Issue 00)

At domestic premises, it will be highly unlikely for the need of fire and explosion precautions. There may be fire-fighting equipment available to tackle small fires.

Always call the fire brigade if a fire is discovered, which cannot be extinguished easily.

When the Company is due to work at commercial or semi commercial premises under the control of other people, if appropriate, there should be staff responsible for arranging suitable and sufficient fire precautions at the premises.

Coordinate and cooperate with those people, so far, as it is necessary, for both parties to fulfil their legal obligations.

Make sure that any people that might be working on behalf of the Company would receive information, instruction and, as appropriate, training regarding to the premises' fire procedures.

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3.9 General Safe Systems of Work.

(Issue 00)

The Company is serious about the health, safety and welfare of people that its undertakings may affect.

Detailed guidance on these topics is available to the Company on the JHS Health and Safety Consultants website. Below is a key point summary of those arrangements.

Please note. Some of these subsections may not be relevant to the Company, but they are included in case circumstances change.

Please note. The Managing Director will be responsible for nominating and or conducting the following arrangements as they are or may become relevant and appropriate.

At a local worksite level, evaluate site-specific, safe systems of work. This is best done within risk assessments, construction phase plans, or for any other safe system of work, necessary.

Where there is a particular risk to health and safety and or the task is complex, write down a safe system of work as a method statement and or a permit-to-work. For example, tasks within a confined space.

3.9.1 Abuse, Aggression and Violence at Work.

(Issue 00).

The laws, which are relevant to the Company, relating abuse, aggression and violence at work, include:

- The Health and Safety at Work Act 1974.

Identify the hazards and assess risk of potential abuse, aggression and violence at work. So far, as it is reasonably practicable, take adequate steps to avoid, or if this is not possible, reduce the chance of anyone working on behalf of the Company from facing abuse, aggression and violence, at work, which can cause people, significant stress.

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3.9.2 Cofferdams and Caissons.

(Issue 00).

The Regulations, which are relevant to the Company, relating to cofferdams and caissons, include:

- The Construction (Design and Management) Regulations, (CDM) 2015,

Persons in charge of jobs which involve work in cofferdams or caissons shall coordinate and cooperate with others, as appropriate, to help with effective work process planning.

3.9.3 Confined Spaces and Spaces with Limited Ventilation.

(Issue 00).

The Regulations, which are relevant to the Company, relating to confined spaces, include:

- The Confined Spaces Regulations 1997,
- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Management of Health and Safety at Work Regulations 1999.

Enclosed spaces give rise to serious risks from factors like fire and explosion, unconsciousness due lack of oxygen, asphyxiation from free-flowing solids and drowning.

Examples of a confined space include pits, tanks, silos, trenches, cellars, chambers, roof spaces and controlled atmosphere stores.

By using other means, those managing tasks will take reasonable steps to avoid work in a confined space.

If they are unable to avoid confined space work, they will clarify the resources the Company needs to carry out a confined space task safely. They will express, to others, what will be acceptable performance standards on the task.

They will arrange for a competent person to identify the foreseeable task hazards and conduct a thorough risk assessment.

Use of a permit to work system may be appropriate.

Spaces with Limited Ventilation.

Dangerous gages can build up in spaces with limited ventilation.

Those managing the work will consider where these gases may build up and they will ensure risk areas have appropriate and obvious signs fitted, that warn people of the danger. Moreover, they will make sure people know about any danger.

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3.9.4 Dangerous Substances and Explosive Atmospheres.

(Issue 00).

The Regulations, which are relevant to the Company, relating to dangerous substances and explosive atmospheres, include:

- The Dangerous Substances and Explosive Atmospheres Regulations 2002.

The Company will maintain systems of safe storage, transportation and use of any dangerous substance it might need within its undertakings. It will avoid or reduce the risk of creating any flammable atmospheres at its worksites.

3.9.5 Demolition and Dismantling.

(Issue 00).

The Regulations, which are relevant to the Company, relating to demolition and dismantling, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

Those in charge of the Company's demolition and dismantling work will ensure they plan jobs, or they have a job plan, in writing before work starts. This includes scaffolding work.

They will plan, design, review and arrange work to prevent danger during the Company's demolition and dismantling work. If it is not practicable to prevent danger completely, then they will reduce it to as low a level as is reasonably practicable.

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3.9.6 Excavations.

(Issue 00).

The Regulations, which are relevant to the Company, relating to excavations, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

Those in charge of the Company's work, which involves excavations, will ensure compliance with the relevant regulatory requirements.

Should it be ever relevant, before planning significant excavation work, when necessary, they will arrange for a competent person to inspect the ground for any suspected ground contamination. If necessary, they will arrange for soil or trial holes in the ground tests to identify any contaminant. If the land has planning consent for development, it will list conditions to comply with, which relate to any ground contamination. They will arrange to assess the results as part of its risk and COSHH assessment processes. Ground contamination has an impact on the environment and work.

However, in accord with their worksite responsibilities, where relevant, those managing the work will arrange all necessary, practicable steps to prevent danger that relate to excavations, which includes danger where workers carry out work within, or near to an excavation. They will ensure there are suitable and sufficient precautions in place before workers start work. In some instances, a permit to work system will be apt.

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3.9.7 Fresh Air in Places of Construction Work.

(Issue 00).

The Regulations, which are relevant to the Company, relating to fresh air, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

Those in charge of the Company's work will take suitable and sufficient steps to ensure that every place of work, or approach to that place of work has sufficient fresh or purified air so that they are safe and without risk to health.

3.9.8 Hot Work.

(Issue 00).

The Regulations, alongside more specific law, which is relevant to the Company, relating to hot work, include:

- The Control of Artificial Optical Radiation at Work Regulations (CAORW) 2010.

Identify the hazards and assess the risks of any hot work. Where possible, avoid the need for hot work operations. However, when it is unavoidable, ensure that it is only done by competent people following a safe system of work.

3.9.9 Housekeeping.

(Issue 00).

The Regulations, which are relevant to the Company relating to housekeeping, include:

- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

Identify the hazards and assess the risks of poor housekeeping. Maintain worksites under Company control, in a reasonable state of cleanliness and with adequate security arrangements in place.

Consider lifting operations and the subsequent design requirements for any racks, shelves or other structures needed for loads, and the storage locations of materials and substances.

As necessary and as far as it is practicable, arrange provision for adequate and suitable storage for articles and any substance that may be used in the Company undertaking.

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3.9.10 Lead at Work.

(Issue 00).

The Regulations, which are relevant to the Company relating to lead at work, include:

- The Control of Lead at Work Regulations 2002.

Those in charge of the Company's work will not allow workers to undertake processes involving lead when it is foreseeable that such work will cause people significant harmful exposure to the substance.

There could be circumstances where the Company requires its personnel to undergo medical surveillance and it may need to keep health records.

3.9.11 Legionella.

(Issue 00).

The Regulations, which are relevant to the Company relating to legionella, include:

- The Control of Substances Hazardous to Health Regulations 2002.

Legionella is a bacterium, and it is often present where water is stored, or distributed and used. It is usually in low and harmless numbers, but the organism multiplies in certain conditions. These can be, for example, where there is organic material, stagnant or slow-moving water, algae or biofilms, sludge, rust or scale. The water temperature will need to be between 20°C and 70°C.

Legionnaires' disease is an infection caused, where there is a means of inhaling contaminated breathable water aerosols.

Those in charge of the Company's work will, as necessary, take all reasonable steps to prevent the risk of people's exposure to the bacteria, but if prevention is not achievable, they will reduce the risk of their exposure.

They will avoid creating situations that will encourage the growth of Legionella bacteria; they will endeavour to maintain risk controls.

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3.9.12 Leptospirosis and Weil's Disease.

(Issue 00).

The Regulations, which are relevant to the Company relating to Leptospirosis and Weil's Disease, include:

- The Control of Substances Hazardous to Health Regulations 2002.

Work near water, lakes, rivers, sewers, and other standing water, will expose workers, to the risk of contracting the bacterial infection, leptospirosis, which animals transmit, but especially by rats through their urine. Ninety percent of the time, the symptom is like mild flu, with a chill, headache and muscle pain. However, the infection can be severe, known as Weil's disease, with life-threatening problems, which include organ failure and internal bleeding.

Those in charge of the Company's unavoidable work, near water, lakes, rivers, sewers, and other standing water, will ensure compliance with the relevant regulatory requirements.

3.9.13 Lighting.

(Issue 00).

The Regulations, which are relevant to the Company relating to lighting, include:

- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

Identify the hazards form poor lighting and assess the risks. Lighting should be suitable and sufficient for the intent of work process. Generally, so far, as it is reasonably practicable to do so, ensure there is suitable and sufficient lighting at workplaces; preferably, natural light.

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3.9.14 Noise at Work.

(Issue 00).

The Regulations, which are relevant to the Company relating to noise, include:

- The Control of Noise at Work Regulations 2005.

Those in charge of the Company's work will consult anyone working on behalf of the Company and generally monitor the work, to identify any noise problems above statutory noise-limit levels, as set out in the Control of Noise at Work Regulations 2005. Those planning work will aim to organise activity that avoids people's exposure to loud noise. This includes the coming together of noise, which will make it harmful.

The use if hearing protection may be mandatory, but only if the Company is unable to control noise exposure by organisational and technical measures, and during the period of planning and introduction of those measures.

Make hearing protection readily available. Use hearing protection whenever working with or close to certain powered work equipment, in accordance with its instructions.

As relevant and appropriate, ensure subcontractors and contractors supply and wear suitable hearing protection at any of the Company's worksites.

When acquiring the Company's work equipment, endeavour to choose 'low-noise' equipment, whenever it is reasonable to do so.

Ensure there is scheduled work-equipment maintenance, and procedures to use work equipment efficiently to reduce excess noise they may otherwise create. Monitor such, in relation to its effect for reducing people's noise exposure, to as low as it is reasonably practicable.

3.9.15 Peripatetic Working.

(Issue 00).

When planning, peripatetic work, identify, the health, safety and welfare hazards at the worksite and assess the risks associated with the job; this will include the transport arrangements, street work licencing, and any risks to the public, etc. Agree and establish, so far, as it is reasonably practicable, suitable and sufficient, work precautions, and safe systems of work; this may sometimes require a 'permit to work' system.

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3.9.16 Permits to Work.

(Issue 00).

Use of permits to work is usual for 'non-routine' work under circumstances, which will be potentially hazardous, for example, maintenance work working at height, or hot work in roof spaces. For example, a client may require the Company to comply with a permit to work at height because they see the work as non-routine; even though to this Company, it is.

Those in charge of the Company's work will provide workers, and if appropriate any visitors with the necessary information, instruction and training, which relates to their task, and the permit to work system. They will ensure workers are competent to carry out the work or perform any tests that may be required under the permit.

3.9.17 Security at Worksites.

(Issue 00).

The Regulations, which are relevant to the Company relating to security at worksites, include:

- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

Identify hazards and assess worksite security risks. This includes assessing how the alcohol or drug habits, of others, can affect the business.

So far, as it is reasonably practicable, ensure each worksite under the Company's jurisdiction has adequate security arrangements. Ensure it has adequate precautions to prevent, and if this is not possible, to reduce the risk of harm to people and property.

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3.9.18 Smoking Arrangements.

(Issue 00).

Identify the hazards and assess the risks of smoking during the Company's undertakings.

Smoking is illegal within enclosed workplaces, or shared vehicles.

To satisfy the Company's legal duties:

1). Ensure there is no smoking within any enclosed workplace, shared vehicle, or any other place prohibited by law.

2). Ensure the display of 'No Smoking' signs in all of the Company's enclosed workplaces and vehicles.

3). Where appropriate, ensure there will be a designate smoking area at the workplace under the Company's jurisdiction, and,

4). Ensure any workers on behalf of the business will adhere to the specific smoking rules at each worksite.

3.9.19 Stress at Work.

(Issue 00).

The Regulations, which are relevant to the Company relating to stress at work, include:

- The Health and Safety at Work Act 1974.

The Managing Director will have a legal duty, so far, as it is reasonably practicable, to ensure the health, safety and welfare of employees (or workers) while they are at work. Moreover, they have a legal duty to carry out a suitable and sufficient assessment of the risk to employees' (or workers) health, safety and welfare, and to take adequate measures to control risk.

Therefore, those in charge of the Company's work will identify what is causing people any significant stress at work. Where necessary they will arrange for further action to take place.

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3.9.20 Thermal Environment.

(Issue 00).

Anyone working on behalf of the Company will be exposed to extremes of temperature during their work. Their exposure to excess heat or cold will cause fatigue, or discomfort; furthermore, it may impair their decision-making and it may affect their ability to follow, safe working procedures.

Identify the hazards and assess the risks and, so far, as it is reasonably practicable, adequate worksite precautions to minimise the effect on those people from varying temperatures.

3.9.21 Vehicle and Pedestrian Routes.

(Issue 00).

The Regulations, which are relevant to the Company relating to vehicle and pedestrian routes, include:

- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

As necessary, identify the hazards and assess material and equipment worksite distribution needs, and the risk to people's health and safety, and the risk to property from such – keeping vehicle and pedestrian routes in good condition will help to avoid accidents that may cause people, vehicles and property harm.

Establish adequate worksite precautions, which, so far, as they are reasonably practicable, will prevent, but if this is not possible reduce the risk of harm to people and property. Organise worksites so that pedestrians and vehicles can circulate safely. Aim to keep vehicle and pedestrian routes apart, well-lit – especially during winter months – and unobstructed. Moreover, regularly inspect and maintain these routes in a reasonable condition. During winter months, as applicable, this can include dealing with snow and ice, especially on a road, footpath, external staircase, welfare area, walkway, or working platform.

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3.9.22 Vibration.

(Issue 00).

The Regulations, which are relevant to the Company relating to vibration, include:

- The Control of Vibration Regulations 2005.

The Company has duties to protect anyone working on its behalf from the harmful effects of, 'Hand Arm Vibration' and 'Whole Body Vibration'. The risk of a worker suffering Hand-arm Vibration Syndrome will increase if they operate vibrating equipment, frequently, in cold conditions.

Identify the hazards and assess the risk of harm from working with sources of, vibration. Aim to eliminate, vibration risk at its source, but if this is not possible, arrange to set controls to reduce exposure to vibration, to, as low, as is reasonably practicable.

Those in charge of the Company's work will arrange health surveillance for employees who have regular exposure to, vibration, at or above the daily Exposure Action Value (EAV), or who are at risk.

Report, as necessary, cases of 'hand arm vibration' and 'whole body vibration' in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

3.9.23 Visitors.

(Issue 00).

The Regulations, which are relevant to the Company relating to visitors, include:

- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

Identify the hazards and assess the risks to visitors. Ensure, so far, as it is reasonably practicable, not only the health and safety of people who visit the Company's worksite, but also the health and safety of the workers their visit may affect.

Include the risks from a potential fire.

Plan and set precautions relevant to each occasion. This does not need to be complex, but make sure they receive an appropriate site induction. Arrange some generic precautions in advance, in case there are unexpected visitors.

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3.9.24 Winter Working.

(Issue 00).

The UKs winter weather and its lack of daylight hours, create additional work hazards.

Identify the hazards and assess the risks. So far, as it is reasonably practicable, plan and set precautions to avoid or reduce risk from winter work. This will include keeping track of weather forecasts, and planning work accordingly.

Working, for example, in strong wind, cold wind, ice, hail, sleet, snow, cold or cold and wet conditions, and or dark, or poor visibility conditions, is likely to increase task risk.

Please Note. Working at height will make risks more significant.

3.9.25 Working Near Water, or In Water or Free Flowing Solids.

(Issue 00).

The Regulations, which are relevant to the Company relating to work near water, or in water or free flowing solids, include:

- The Health and Safety at Work Act 1974,
- The Management of Health and Safety at Work Regulations 1999,
- The Construction (Design and Management) Regulations, (CDM) 2015.

Please Note. Someone may drown or suffer harm, because of a fall into water, or another liquid, and likewise, if free flowing solids trap or bury someone, who falls into them, the person could suffocate. In addition, someone working in a waterway could drown, from unexpected events, such as a sudden rise in water level or a flood.

When work is near, above, or in water or free-flowing solids, those in charge of the Company's work will ensure compliance with relevant Regulations.

They will check with the Environment Agency where the work is in or near a 'main' waterway or a sea defence, as it could be a flood risk activity and will require an environmental permit. Some work does not need a permit, but other laws may apply. Where work is in an 'ordinary' waterway they will check with local councils to see if the work affects any byelaws.

They will take suitable and sufficient steps to eliminate risk to the Company's workers, but if this is not possible, so far, as it is reasonably practicable, they will ensure there is a suitable and sufficient procedure to minimise their risk.

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3.9.26 Working Time Regulations.

(Issue 00).

A person who works excessive hours, through fatigue, will be prone to making extra errors and mistakes, which could lead to accidents at work. They will also increase their risk of suffering from stress or other forms of mental or physical ill health.

Those in charge of the Company's work will ensure that all workers comply with 'The Working Time Regulations', whether they are part-time or full-time. However, the Regulations do exclude some categories of workers.

The Regulations set out worker's maximum weekly working time; patterns of work; holidays; daily and weekly rest periods, and health and working hours of night workers. The Regulations have special requirements to restrict the hours of young workers.

Should the Company propose a change in its patterns of work, senior personnel will consult the workers who will be affected and explain the reasons behind such a move and the benefits which may accrue to both the Company, and the worker.

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3.10 Information and Instruction.

(Issue 00)

Information and instruction is to be shared amongst all relevant people. This can include employees (or their representatives), clients, contractors, designers, any workers on behalf of the business and others, should the work be likely to affect their health, safety and welfare: Consultation will be both formal and informal.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

As relevant and applicable:

1). Check how anyone working on behalf of the Company would prefer to be consulted.

For example, if English was not someone's first language, the Company would ensure that they receive interpreted, translated or other means of clear health and safety information, which includes clear signs, symbols and diagrams.

2). Ensure effective two-way communication and provision of information and instruction to people, in many ways. On small jobs, this will be simply by looking at and talking through the work together.

In addition, as relevant and applicable:

1). Hold regular meetings with anyone working on behalf of the business to review health and safety issues and to get feedback.

2). Ensure relevant people receive worksite inductions and daily briefings.

3). Provide health and safety information, instruction and training: For example, specific health and safety issues through toolbox talks.

4). Carry out informal walks around the worksite and talk to anyone working on behalf of the Company and others about health and safety, and,

5). Set up ways for people to report health and safety problems or to suggest safer ways of working.

Moreover, as necessary and or relevant:

1). Make health and safety documents readily available.

2). Ensure anyone working on behalf of the Company and, as necessary, others will receive details of risk assessments, method statements or other information which is relevant to their undertaking: Present information in a media and language, which the recipient understands.

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3). Seek end-of-shift feedback and listen to and act upon as necessary.

4). Listen to customer feedback and act upon as necessary.

5). Close jobs formally, identifying what went well, or not so well.

6). Display notices and or notice boards, which are dedicated to the provision of health and safety information, and,

7). Hand health and safety memorandums directly handed to the necessary people.

Use any feedback to act upon improving Company consultation strategy and overall health, safety, welfare, quality and environmental performance too.

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3.11 Lifting Operations and Lifting Equipment and Accessories.

(Issue 00)

The Regulations, which are relevant to the Company for lifting operations, lifting equipment and accessories, include:

- The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Mechanical lifting equipment can range from being as simple as a mechanical pallet truck, to hoists, telehandlers, or larger items like cranes.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge of the Company's work will only allow competent persons, who have experience, to manage a lifting operation and to use lifting equipment and accessories. They will arrange suitable provision of instruction, information and training to workers.

They will ensure that any lifting equipment and accessories for use in its work processes are safe and fit for purpose. Moreover, they will take reasonable measures to ensure loads will be safe too.

They will ensure lifting equipment and accessories have clear markings to indicate their safe working load (SWL). The exception will be if the SWL of the lifting equipment depends on its configuration: In this case, they will ensure each configuration has clear markings, which indicate its SWL, or they will keep such information with the equipment. They will ensure that markings on lifting accessories are in such a way, that they identify the characteristics necessary for their safe use.

If lifting equipment is a design to carry people, they will ensure markings are appropriate and clear to this effect. In addition, they will ensure that lifting equipment, which is not a design for lifting people, but which someone might use in error, has appropriate, and clear marking to that effect.

Please Note. The Company's workers must never use lifting or other work equipment to lift or lower people unless the equipment is a design with, appropriate and clear marking to that effect.

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3.11.1 Planning a Lifting Operation.

(Issue 00).

The most important part of a lifting operation is its planning.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge of the Company's work will coordinate with others, as necessary, to assess and plan a lifting operation. They will ensure the work has a safe system of work. The operation must be carried out under adequate supervision, so to protect those whom the work will affect.

They must account for weather conditions when planning for a lifting operation. Wind, and in general, winter conditions etc. are likely to increase task risk. They must be prepared to postpone lifting operations in poor weather, to ensure safety.

Generally, they shall:

1). Ensure, lifting equipment and accessories have adequate strength and stability to support the loads intended.

2). Ensure positioning of lifting equipment and accessories in locations, which will eliminate, but if this is not possible reduce the risk of harm or damage to, as low, as is reasonably practicable, should a lifting operation fail.

3). Identify weights of loads, their correct lifting points and appropriate lifting equipment and accessories.

4). Ensure every part of a load and anything attached to it are secure, and,

5). Ensure, if the lifting equipment is for people, it has suitable devices, which will prevent a person from falling down a shaft or hoist way.

Where those in charge of the Company's work identify a crane as the best means to reduce manual handling work, they shall:

1). Ensure the crane hire Company proves that it has safe lifting equipment and accessories.

2). Ensure the crane hire Company has competent people, who will have experience to plan and carry out the lifting operations safely, and,

3). Coordinate and cooperate with the crane hire Company.

Please Note. All people involved with a lifting operation must adhere to the lifting plan.

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3.11.2 Inspections and Maintenance of Lifting Equipment.

(Issue 00).

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge of the Company's work will ensure the integrity of any lifting equipment and accessories prior to their use in its undertaking.

They shall:

1). Assure, a competent person has, or will inspect, test and record details of lifting equipment and accessories, in accordance with LOLER 1998.

2). Ensure timely inspections and testing, in between statutory examinations.

3). Ensure maintenance is in accordance with manufacturers' recommendations, and,

4). Check hire or contractors lifting equipment and accessories have, as necessary, EC or UK Conformity Assessed (UKCA) declarations of conformity, certification, maintenance records and physical evidence of an up-to-date thorough examination.

3.11.3 Thorough Examinations of Lifting Equipment and Accessories.

(Issue 00).

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

LOLER 1998 requires that a competent person will carry out thorough examinations of lifting equipment and accessories to check for any defect.

Those in charge of the Company's work will arrange thorough examinations of lifting equipment and accessories.

They Shall:

1). Ensure any lifting equipment and accessories have a thorough examination before the Company uses it for the first time. However, this is not necessary:

- When they are, unused and come with an EC or UK Conformity Assessed (UKCA) declaration of conformity, not less than 12 months before they come into service, or,

- They come from another person's undertaking with physical evidence of an up-to-date thorough examination.

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Please Note. In respect to thorough examination reports of lifting equipment, those responsible for managing the Company's equipment, will keep a record of these available for inspection, until the Company ceases to use the equipment.

Please Note. In respect to thorough examination reports of lifting accessories, those responsible for managing the Company's equipment, will keep a record of these reports for at least two years after the examiner produces the report.

2). Ensure any lifting equipment and accessories have a thorough examination to check it is installed correctly and is safe to operate where its safety depends on its installation conditions:

- After its installation and before the equipment will be going into service for the first time, and,
- After its assembly and before the equipment will be going into service for the first time at a new worksite, or in a new location.

Please Note. In such circumstances, those managing the work will keep a record of reports available for inspection, until the Company ceases to use it at the place where it is installed or assembled.

3). Ensure any lifting equipment and accessories have a thorough examination following their exposure to conditions causing deterioration, which is liable to result in dangerous situations:

- At least, every six months when they lift people, or otherwise every twelve months.
- In either case, in accordance with an examination scheme, and,
- Each time situations of exceptional circumstance occur that are likely to jeopardise the safety of lifting equipment.

Please Note. If appropriate for the purpose, competent people will inspect the equipment at suitable intervals between their thorough examinations.

Please Note. Those managing the Company's equipment, will keep a record of these examination reports available for inspection, until they have the next report, or the expiration of two years, whichever is later.

Those in charge of the Company's work will arrange to keep EC or UK Conformity Assessed (UKCA) declarations of conformity for so long as the Company operates the corresponding lifting equipment.

Those in charge of the Company's work will ensure that no lifting equipment or accessory leaves the Company or is used after people return it after their undertaking, unless it has with it physical evidence of an up-to-date thorough examination.

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3.11.4 Reports for Lifting Equipment and Accessories.

(Issue 00).

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge will not allow the use of defective lifting equipment and accessories.

A person making a thorough examination, on behalf of the Company shall:

1). Notify the Company of lifting equipment and accessory defects forthwith, which in their opinion is, or could become a danger to people, and,

2). Write a report of the examination in accordance with LOLER 1998, and then, as soon as is practicable:

- Provide it to the Company.
- Provide it to any person from whom the lifting equipment has been hired or leased, and,
- Send a copy to the relevant enforcing authority, should the lifting equipment have, in their opinion, an existing or imminent risk of serious personal injury.

A person inspecting, on behalf of the Company shall:

1). Notify the Company of lifting equipment and accessory defects forthwith, which in their opinion is, or could become a danger to people, and,

2). Write a record of the inspection, as soon as is practicable.

3.11.5 Lift Trucks (Including Telehandlers).

(Issue 00).

The Regulations, which are relevant to the Company, for lifting operations and lifting equipment and accessories, include:

- The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Only competent people with written authorisation from the Managing Director may operate lift-trucks. Those in charge will ensure that only competent people plan and undertake work associated with using a lift-truck.

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3.12 Managing Work According to the CDM Regulations.

(Issue 00)

The Regulations, which are relevant to the Company relating to Construction work, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

No matter what role the Company has under CDM, it will fulfil its duties according to those Regulations. Construction work will be managed appropriately from the conception of a project, through to its ongoing maintenance.

As a business, even the smallest of building-related jobs will class as a construction project: The scope for risk control, however, only needs to be proportionate to the nature of the job's hazards and risks.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

The client must appoint the principal contractor, in writing.

Should two or more independent construction projects occur on the same worksite, at the same time, it is essential that there is clarity, over who is in control during the construction-phase, in any part of the worksite at, any given time.

Where it is not possible for one principal contractor to be in overall control:

- They must cooperate with one-another.
- They must coordinate their work, and,
- They must take account of any work interface they share.

Company duties if it acts as a 'contractor'.

As relevant and appropriate:

1). Never, arrange to carry out any construction work unless they make sure the client is aware of their duties, under the CDM Regulations.

2). Plan, manage and monitor construction work under the businesses' control, to ensure, so far, as it is reasonably practicable, they carry it out without risk to health and safety.

3). Liaise, with the principal contractor where there is more than one contractor, to pass on their views on the effectiveness of the construction-phase plan in managing the site risk.

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4). Comply with any directions, which the project's principal designer, or its principal contractor give where there is more than one contractor.

5). Comply with the parts of the construction-phase plan, which are relevant to the businesses work where there is more than one contractor.

6). Where the Company is the only contractor on site:

- Take account of 'the general principals of prevention' to control risk, when deciding design, technical and organisational aspects, to plan, the various items, or stages of work, and,

- Take account of 'the general principals of prevention' to control risk, when estimating the time needed to complete various items, or stages of work.

7). Where the Company is the only contractor, draw up, or arrange a construction-phase plan, as soon as practicable prior to setting up a construction site.

Ensure the construction-phase plan will include the following aspects:

- Construction-site rules, and,

- Construction-site health and safety arrangements, that consider any contractor views on arrangements for managing the construction phase.

Both aspects, where necessary, will consider the industrial activity, likely to take place on the construction site, and if applicable, any work specified within Schedule 3, of the CDM Regulations, involving 'particular' risk.

8). Never appoint anyone to carry out Company construction-related work, unless they have, or they are in the process of obtaining the necessary skills, knowledge, training and experience to carry out the work, in a way that secures health and safety of any person, working on the site.

9). Arrange, to provide anyone working on behalf of the Company with appropriate, supervision, instruction, and information, so construction work can be carried out, so far, as it is reasonably practicable, without risk to health and safety, at work:

- Provide a suitable construction-site induction, where the principal contractor has not already provided such.

- Provide information about any procedure to follow in the event of serious and imminent danger to health and safety.

- Provide information, on health and safety risk, as a risk assessment has identified, or, arising out of the conduct of another contractor's undertaking, of which they should reasonably be aware.

- Provide any other information necessary, to enable compliance with the relevant statutory provisions.

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10). Never, begin work on a construction site unless, there are reasonable steps to prevent access to the worksite by unauthorised persons, and,

11). So far as it affects the Company, or anyone under its control, and, so far, as it is reasonably practicable, always ensure there is an adequate supply, of wholesome drinking water, and suitable and sufficient, sanitary conveniences, washing facilities, changing rooms and lockers, and facilities for rest.

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3.13 Manual Handling Operations and Ergonomics.

(Issue 00)

The Regulations, which are relevant to the Company, for manual handling operations and ergonomics, include:

- The Manual Handling Operations Regulations 1992.

Please Note. The Health and Safety Executive set out weight guidelines for lifting and lowering. But, where it is reasonably practicable, this does not mean the Company, will not try to avoid, or reduce risk in tasks that fall within its boundaries: No, manual lifting or lowering operation can be regarded as 'safe' because people have wide ranging mental and physical capabilities, and sometimes simple things can trigger an injury.

Please Note. Manual handling is usually addressed in formal trade training.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

The nature of the Company's manual handling work.

Due to the nature of the Company's work, there is lots of awkward and heavy, manual handling work, which varies in nature.

During the UK's winter months, the effects of the weather and working conditions give rise to additional hazards: Handling articles or substances in cold, icy, wet and abrasive conditions is likely to damage someone's unprotected skin. There is an increased risk of slips. Moreover, work equipment and or material can become, difficult to grip. Material can slip from someone's handhold and fall, especially where their dexterity is affected by the cold too. Also, poor natural light can add to trip or fall risks during manual handling work.

Experienced personnel will provide inexperienced workers with day-to-day generic information, instruction and training about manual handling tasks.

They will always consider the loads, individuals, tasks and the work environment in their arrangements to assess, plan and implement designs and work processes.

Please Note. No formal risk assessments will be carried out where the manual handling operation is straightforward, of low risk and of short duration, and or where the time and effort to record the assessment will be disproportionate to the task.

Those in charge will avoid, so far, as it is reasonably practicable, the need for workers to undertake manual handling operations, which may cause them an injury. When this is not possible, they shall arrange for competent people to carry out a suitable and sufficient assessment of manual handling operations. These will consider the interaction between the task, people's capability, loads, and the work environment.

Extra, attention will be paid to any 'vulnerable' person. For example:

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- A young person.
- A person of school age on work experience.
- Someone with a disability.
- Someone who is, or has recently been pregnant, and,
- Someone with a known, health issue.

They will take appropriate steps to reduce the risk of someone's injury to the lowest level reasonably practicable and take appropriate steps to provide people with general indications of load risk: Including, where it is reasonably practicable, precise information on load weights, and the heavy sides of a load, if its centre of gravity is not central.

As relevant, they will take steps to reduce work risk, such as:

1). By limiting or removal of space restraints, in the work areas.

2). Addressing and improving, if reasonable to do so, the nature and condition of the ground or floor surfaces, in the work areas.

3). Arranging delivery of materials close to the point of use.

4). Using mechanical handling work equipment instead, such as aids like a hoist.

5). Provision of specific manual handling operation information, instruction and training, for example, on how to use an electric, hoist.

6). Ensuring workers do not carry out significant manual handling operations without relevant information, instruction or training.

7). Instructing and training workers, to recognise and report a sign or symptom of a work-related upper limb disorder or other health disorder, and,

8). Providing workers, with suitable personal protective equipment, e.g., gloves, which protect hands and skin, and aid better grip when handling something.

Those in charge will review manual handling assessments:

1). When there is reason to suspect that it is no longer valid, and,

2). After a significant change in the manual handling operations to which it relates.

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3.14 Safe Places of Work.

(Issue 00)

The Regulations, which are relevant to the Company, relating to worksite, safety and upkeep, include:

- The Construction (Design and Management) Regulations 2015.
- The Working at Height Regulations 2005, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate. As relevant and appropriate:

1). Keep, existing places of work, and means to gain access or egress, safe, and in a clean and efficient state, and in good repair.

2). Where there is a particular risk, such as a fire, prepare and adapt the Company's premises or worksite, as necessary for such an emergency, should it occur.

This will include, if relevant, having identifiable, pedestrian routes, to a place of safety, to reduce people's risk of losing their way where there is poor light, or other conditions to inhibit, safe movement: This is important where there are vulnerable people, who may need help by special measures, or sensory aids.

3). Ensure, effective and secure, guardrails, toe-boards, barriers, covers, or a similar means of 'collective' protection, and,

4). Establish and fulfil maintenance regimes and keep a record of these measures.

General worksite safety and upkeep.

As relevant and appropriate, so far, as it is reasonably practicable:

1). Protect, a place of work, from the risk of any foreseeable impact hazard.

2). Ensure, the worksite is well-lit, clean, tidy and well-organised, with emergency routes that are free from obstruction.

3). Provide adequate and suitable storage areas, and facilities.

4). Keep food preparation areas separate to reduce the risk of cross-contamination.

5). Keep food preparation areas, clean, tidy, and their surfaces free of contamination.

6). Remove or control a worksite hazard posing a risk of a fall, slip, trip or bump, and,

7). Ensure there are routine worksite inspections, and as required, take remedial action, to rectify faults as soon as it is reasonably practicable.

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3.15 Selecting Staff or Contractors – Health and Safety Checks.

(Issue 00)

Please note. When the Company needs to engage any of a self-employed person, a temporary or casual worker, a contractor or any other third-party business, the Managing Director will need to check their health and safety suitability for the intended work.

They will coordinate with those the appointment will affect and together factor health and safety into the selection decision-making procedure. It is important to check that appointees are competent, i.e., they have the skills, knowledge, training, experience or other qualities necessary for the intended work.

The Managing Director and nominated people will conduct the following arrangements as they are or may become relevant and appropriate. The Contracts Manager / Supervisor will play a key role in the process. They will collate and securely store all relevant information at the Company's office.

Arrangements as relevant and appropriate, to attend a worksite:

1). Ask contractors and other businesses to complete the 'health and safety pre-assessment form', to demonstrate their health and safety competence, or not!

- Ask for specific risk assessments and method statements (RAMS) for the work due to be carried out.
- Check these RAMS to ensure that they are suitable and sufficient to prevent or reduce risk.
- Decide whether they will be allowed to work at the worksite.

2). Ask individuals, before any work, to see at least their valid CSCS or CISRS card and or a health and safety awareness training certificate as minimum evidence of basic health and safety training.

- If appropriate, ask to see valid skill cards, certificates, licences or qualifications etc., as evidence that the person is competent to carry out their job appropriately – Keep a secure record in the worksite office.
- If they are unqualified ask for other evidence to prove their competence.
- Decide whether they will be allowed to work at the worksite.

3). Induct workers onto a job, as soon, as it is reasonably practicable and ensure workers unfamiliar with the Company's worksite:

- Do not expose themselves or others to unreasonable risk at work.
- Know who to coordinate with.
- Receive adequate information, instruction and training about the place of work, which includes for example knowledge of the site, land, plans or

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layouts, access, egress, any restrictions and welfare facilities. (Consider any language or cultural barriers that may affect safe procedures).

- Receive adequate information, instruction and training about any processes they will undertake, and,

- Understand rules and procedures, which includes emergencies, and of how to find assistance, or to report problems.

Temporary or Casual Workers.

1). Check workers will have the appropriate physical and mental capability for the work they are to fulfil.

2). Check any worker agency has a license, as required under the Gangmasters (Licencing) Act 2004 and carries out appropriate right to work checks on the people they employ.

3). Ensure intended appointees receive details of the skills, knowledge, training, and as necessary, the licence or qualification etc., needed for the job, and,

4). Prior to people starting work insist that where appropriate they produce evidence of their health and safety competence, which will be relevant to the intended job.

The Managing Director will take adequate measures to ensure the health, safety and welfare, of temporary workers. If using an agency, by a written contract or service agreement, they will agree and act in accordance with whoever has responsibility for the management of health and safety, training, supervision, provision and maintenance of PPE or RPE. (This may include medicals and health surveillance in accordance with regulations). If this Company is responsible, then the Managing Director shall:

1). Ensure they receive the necessary information, instruction and as necessary, the training they need to fulfil their roles and responsibilities safely while at work.

- This includes arrangements for people who have little or no knowledge of the English language.

2). Arrange for them to receive medicals and health surveillance, if appropriate, in accordance with regulatory requirements.

3). Make temporary workers aware of risk assessments, risk-control measures, safe systems of work, and welfare and first-aid arrangements, and worksite emergency procedures.

4). Ensure those measures and systems are in place prior to their work, and,

5). Supervise their work to make sure they are competent in their roles and responsibilities, and to ensure health and safety.

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3.16 Stability of Structures (Including Scaffolding).

(Issue 00)

The Regulations, which are relevant to the Company, for stability of structures, include:

- The Construction (Design and Management) Regulations (CDM) 2015, and,
- The Work at Height Regulations (WAH) 2005.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

In accordance with the CDM Regulations, those in charge of the Company's work, where responsible and necessary, will take all practicable steps to prevent danger from an unstable structure.

Therefore, as necessary, they shall:

1) Ensure that because of the work there is no, unintentional collapse of a structure.

2) Ensure there is a suitable and sufficient construction design for the structure's purpose and foreseeable loading.

3) Engage the services of competent structural engineers and designers.

4) Ensure where appropriate, there is suitable and sufficient installation and maintenance of every structure, or its support, that is under their jurisdiction, and,

5) Ensure the use and loading of every structure, or its support, that is, under their jurisdiction, does not exceed design limits. (Including storage racking or shelves).

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3.17 Substances Hazardous to Health.

(Issue 00)

The Regulations, which are relevant to the Company, relating to any substance hazardous to health at work, include:

- The Control of Substances Hazardous to Health (COSHH) Regulations 2002, and the COSHH (Amendment) Regulations 2004.

Please Note. The COSHH regulations will not apply if the Control of Lead at Work Regulations (CLAW) 2002 or the Control of Asbestos Regulations (CAWR) 2012 already apply.

Substances can include chemicals, products containing chemicals, fumes, gases, vapours and mists, dusts, and biological agents, (which include bacteria, viruses, fungi (amongst them, yeasts and moulds) and parasites).

The Company's aim is that no one, nor the environment suffers harm because of exposure or contact with a substance hazardous to health.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

As relevant and appropriate:

1). Identify all substances at work under the Company's jurisdiction, plus establish which are hazardous to health and liable to expose people to harmful effects.

This includes substances that arise from a work process, or are created by the work of others, or by what is present in the work environment.

2). Where there is a hazard, a competent person will carry out a suitable and sufficient COSHH assessment.

The assessment must establish exactly which people may be harmed, how, why and to what extent.

Approach COSHH assessments in a different way to other types of risk assessment: this is because of the wide-ranging health effects, latency periods, individual responses, the nature of work processes, durations of exposure, environments and other complexities from exposure to one or more substance hazardous to health.

3). Ensure there is a record of the COSHH assessment and its findings.

4). Set suitable, sufficient and proportionate risk control measures.

Plan and arrange to implement these steps prior to the start of relevant work.

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Where a COSHH assessment identifies steps to prevent, or control risk to people's health and safety, ensure there is safe use, storage, handling and transport of each substance needed for the relevant work.

5). Only allow people working on behalf of the Company to start work once they are sure there is no significant risk from a hazardous substance, and,

6). People must not use or generate any substance without set measures to prevent, or control risk to people's health and safety.

3.17.1 Construction Dust.

(Issue 00).

The Regulations, which are relevant to the Company, for any substance hazardous to health at work, include:

- The Control of Substances Hazardous to Health (COSHH) Regulations 2002, and the COSHH (Amendment) Regulations 2004.

Please Note. The COSHH regulations will not apply if the Control of Lead at Work Regulations (CLAW) 2002 or the Control of Asbestos Regulations (CAWR) 2012 already apply.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

When assessing jobs, those managing the Company's work will identify whether there is any risk to workers from exposure to construction dust, which can be inhaled.

Construction dust can be a substance hazardous to health. For example, these include:

- Crystalline Silica, from masonry work. (Crystalline Silica is a basic component in soil, sand, stone, slate, and minerals etc. and is found in the makeup of many construction materials, for example, blocks and bricks).
- Cob.
- Softwood and hardwoods, and,
- MDF.

Health Risks.

Many construction processes create dust, for example, cutting, drilling and grinding work. The use of power tools will increase the amount of dust, especially fine, respirable dust, leading to high exposure risks.

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Dust inhalation can cause many types of short-term (or acute), and chronic respiratory system ill-health. These include:

- Respiratory system irritation.
- Asthma.
- Chronic Obstructive Pulmonary Disorders (COPD), and,
- Cancer.

People who smoke will increase their risk of damage to their respiratory system.

Silicosis (from exposure to crystalline silica) is a hidden killer. There is no cure. In severe cases, it can be disabling and can lead to death. It is classified as a human lung carcinogen. When it enters someone's lungs, it causes scar-tissue which reduces their ability to take in oxygen. Silicosis can also make people susceptible to lung infections.

The Company recognises that owing to the nature of its employees' work, they will experience exposure to construction dust. Especially where any surface dust is disturbed. Such as when moving dry scaffold boards.

Principal contractors are liable to set and enforce measures to avoid or reduce workers' exposure to construction dust. At a local level and in accordance with measures identified, by risk assessment, those managing work will arrange preventative and protective measures to control dust exposure to workers and to the public where it cannot be reasonably avoided.

These can include, but are not limited to:

1. Replacing harmful materials with safer materials.
2. Engineering controls and or good ventilation.
3. Updating work practices for new and efficient controls and maintenance regimes.
4. Providing instruction, training and supervision to workers in regard to safe working practices.
5. Damping down work methods.
6. Appropriate welfare facilities, and ensuring workers decontaminate and use skincare.
7. FFP2 or FFP3 dust masks.
8. Health screening, and,
9. Regular monitoring and reviewing of the effectiveness of control measures.

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3.17.2 Monitor and Review Processes Using a Hazardous Substance.

(Issue 00).

Those managing the Company's work will monitor all processes, which involve one or more substance hazardous to health.

They will identify, the need for any employee health surveillance, and act as necessary. They will report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

They will review all COSHH assessments as often as it is necessary to ensure their associated risk-control measures work well to prevent, or control people's risk of harmful exposure to a hazardous substance.

They will arrange a COSHH assessment review:

1). If they suspect that it is no longer valid.

2). When there is significant change in the work process, and,

3). When results from monitoring the work show it is necessary.

They will plan and implement any changes to the work process, as soon as is 'practicable' after the COSHH assessment.

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3.18 Supervision.

(Issue 00)

The laws, which are relevant to the Company, relating to supervision, include:

- The Health and Safety at Work Act 1974, and,
- The Management of Health and Safety at Work Regulations 1999.

Non-direct supervision:

For clarity, a 'supervisor' is a person who does not carry out construction work, at a worksite, but someone who visits a worksite to ensure aspects of safe working and quality control.

A supervisor's role is not one of working foremen, charge hands or leading hands, who simply act as senior tradespeople of a gang of workers, as these people give only 'direct-supervision' to workers under their control at a worksite.

Supervision of a construction project or worksite, for example, by someone who liaises with clients, deploys workers, carries out estimations, pricing, inspections, and deals with health and safety, etc. will be carried out by a 'competent' person, regardless of whether they are certified, or not.

The extent of supervision, for it to be appropriate, depends upon the type of work, the health and safety risk, and the skills, knowledge and experience of the employees, or others' who carry out the job.

There will be close 'direct supervision' over employees (or workers), or others who, are young, lack experience, or are starting a new work activity. Other factors for consideration when setting an appropriate level of supervision will include, people's health and safety awareness, and their vulnerabilities.

Direct supervision:

Depending on the task, people such as charge hands, leading hands, foremen or any competent person can provide direct supervision over those who need it.

Routine Supervision.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

As it may become necessary, they will monitor the health, safety, quality and environmental performance of anyone working on behalf of the Company.

Those in charge of the Company's work will keep a written record for acts of supervision. For example, site set up or other checklists and daily check sheets, diary entries; site or

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work equipment inspection check sheets; feedback, job closing-down review sheets, or other types of reports and registers.

In the absence of a supervisor, anyone working on behalf of the Company will need to know how to get supervisory help if it's needed.

As relevant and appropriate:

1). Show strong leadership and or commitment to work supervision.

2). Enable anyone working on behalf of Company undertakings to cooperate and coordinate with each other.

- Ensure they are competent and have the appropriate physical and or mental capabilities to perform their work safely. This includes the use of any allocated work equipment and vehicles.

3). Observe, inspect, monitor, keep a record and review etc., any lack of awareness and or vulnerabilities within health and safety, environmental issues, quality and financial work standards and performance.

- Treat all with equal importance and discretion.

4). Check that any job surveys and designs are complete and appropriate to avoid or reduce work risk and ensure, quality performance and finish.

5). Check the work has had a suitable and sufficient risk assessment and, especially where specific risk exists, a method statement.

6). Check the risk control measures, or the plans to set those controls, are adequate and will avoid or reduce risks to the lowest level reasonably practicable.

7). From job start to finish, afford 'timely' communication to all people who the work may affect.

8). Check, as appropriate, anyone working on behalf of the Company and any other relevant people affected by the work receive and understand job risk assessments and method statements.

9). Manage people's work, so it will be carried out within a realistic timescale.

10). Act on situations or reviews and or make changes as obliged, fair, reasonable and appropriate, and,

11). Obtain feedback, and review job completeness, work standards and performance etc. before completion, and on handover or commissioning.

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3.19 Training.

(Issue 00)

The laws, which are relevant to the Company, relating to training, include:

- The Health and Safety at Work Act 1974, and,
- The Management of Health and Safety at Work Regulations 1999.

Training fulfils an important part of a safe system of work: The Company will arrange training as a part of the process that at least ensures the minimum skills, knowledge, training and experience to carry out work activities effectively, and in a way, that secures health and safety at work.

Please Note. Those who manage the Company's work will keep all relevant training records and copies of certificates in personnel files. The Managing Director will maintain, for quick reference, a training and skills matrix at the Company's office. They will distribute copies of training as required.

Whoever conducts training will keep a record of employees (or workers) training attendance. Where relevant, someone from the Company will minute the training session and distribute these to the attendees.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

As relevant and appropriate:

1). Display strong leadership and commitment to training.

2). Enable others, if working on behalf of the Company's undertakings, to commit to assisting with identifying training needs and participating in relevant training.

3). Identify training needs through risk assessments, periodic training needs analysis or from monitoring work.

4). Undertake specific training where there is a mandatory requirement or legal obligation to enable workers to carry out jobs at a certain type of worksite, and,

5). Ensure training is suitable for its purpose and is of adequate quality for it to be effective.

Types of training can include online training, formal training, (for example certified training where people attend training venues), or, informal training, for example, on-the-job training, where individuals are under direct supervision or site inductions or briefings to instruct workers on work processes and safe use of work equipment in accord with its manufacturer's operating manual (or supplier instructions).

This includes relevant CSCS training.

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The Company divides its training into four categories:

1). Inductions.

2). Skill training.

3). Health, safety and environmental training, and,

4). Modular training, i.e., toolbox talks and task briefings.

Training Needs Analysis.

Those responsible for conducting training needs analysis, will:

1). Assess people's existing health and safety skills, knowledge, training and experience.

2). Compare people's existing attributes, with the range of skills, knowledge, training and experience they need for the job, and,

3). Identify any shortfall between paragraphs 1) and 2). The difference between the two will be the 'necessary training'.

Moreover, they will arrange training specific to 'particular' risk or other Company needs.

For example:

1). In addition to technical skills, for work, consider if people require training to acquire 'softer' skills, such as the ability to foresee risk, anticipate mistakes others might make, and to communicate clearly.

2). Is training required to perform a designate role, in respect to using, or maintaining dangerous-work equipment with specific risk to health and safety? And,

3). Consider if people require training to perform specific, health and safety roles and responsibilities.

In addition, consider further training, where:

1). Exposure to risk changes in the work.

2). The Company introduces new technology or equipment.

3). The Company or others change systems of work.

4). Skills may have declined if not been able to use them regularly, and,

5). There is an occasion where someone deputises for another.

6). Monitor the effect of training, to check that it improves overall competence and the Company's health and safety performance.

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3.19.1 Inductions.

(Issue 00).

Those in charge of the Company's work will ensure employees (or workers) and others, when necessary, receive an induction with clear, descriptive information. They will provide worksite inductions, which relate and are proportionate, to the nature and the risk of their undertaking.

They will make sure the information in inductions, include:

1). Detail, on the Company's commitment to health and safety at work.

2). Detail about the work, or project.

3). The name and contact details of the person responsible for the work or the projects health and safety arrangements.

4). The name and contact details of the employees' health and safety representative(s), and,

5). Detail of how the Company will consult and involve people about health and safety at work.

In addition, where relevant they will make sure the information in inductions, include:

1). 'Particular' or significant risk at the worksite and the arrangements to control risk.

2). The work, or projects affect upon the environment and upon the people passing, living or working nearby.

3). Protective equipment arrangements, which include details on, what equipment to use, where to find it and how it should be used.

4). Detail on any training that is planned.

5). First-aid arrangements, which include the names, and contact details of appointed first-aiders and the locations of the first aid facilities.

6). Welfare arrangements.

7). Worksite rules, for example, what to do in an emergency, security procedures, and keeping good order.

8). Employee and other people's health and safety responsibilities, and,

9). Worksite procedures to report something that is or could become dangerous.

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3.19.2 Modular Training (Toolbox Talks and Site Briefings).

(Issue 00).

These types of training raise awareness, discussion and understanding of health and safety and worksite issues. They can include sessions on general topics, specific issues and or health and safety areas of concern, or to share information and or best industry practice.

The Managing Director will arrange to carry out toolbox talks on at least a quarterly basis. They will review the need and arrange for periodic refresher sessions as necessary.

They will ensure employees (or workers) and others receive toolbox talks and site briefings with clear, descriptive information. Worksite briefings will be proportionate to the nature and the risk of their undertaking. Employees (or workers) will have opportunity to raise questions and to discuss issues.

Each employee (or worker) taking part in training will sign to acknowledge their attendance. Those in charge of the Company's work will aim to make time to ensure the provision of training to any relevant employee who is absent from a group training session.

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3.20 Vehicles.

(Issue 00)

Please Note. 'Driver' means the person who drives a vehicle, which includes riders, and operators of mobile work equipment, such as construction plant and machinery.

Please Note. A goods-vehicle operator's licence is required by owners of one or more goods vehicles (or combination of a vehicle and trailer), with a gross plate weight of over 3,500 kilograms, or a gross-unladen weight of more than 1,525 kilograms, where there is no plate weight. Compliance with the terms of any licence will help the Company to operate its vehicles safely.

The Contracts Manager / Supervisor will manage the Company's vehicles (and any hire or lease vehicles) and arrange to store and maintain them, legally, and to operate them safely, in a condition fit for their intended purpose: They, will not, allow drivers to use a vehicle with significant, or dangerous defects.

They will also arrange for a competent person to carry out the Organisation's vehicle inspections, tests, examinations and maintenance.

Moreover, where appropriate, they will arrange for provision of relevant information, instruction and training, to each driver, to ensure they can operate vehicles safely, store them securely, and remain in control of their vehicle always.

Therefore, as appropriate, they shall:

1). Register the Company's vehicles, which will be used on public roads, with the Driver, and Licensing Agencies (DVLA).

2). Obtain, where necessary, and maintain operational, or other licences, which are appropriate for the Company's work, and ensure workers act in accordance with their terms.

3). Ensure, as relevant, vehicles have up-to-date, M.O.T certificates, road tax, and insurance: That includes any insurance, if necessary, for the carriage of dangerous goods.

4). Ensure, they arrange to maintain vehicles in a legal condition.

- Therefore, vehicles, in line with legal requirements and their manufacturer recommendations, will receive a periodic inspection, test and service.

5). Ensure, any vehicle, that they, or others hire, will be legal, and fit for purpose, and,

Periodically, monitor and review the Company's compliance to, its operational arrangements for vehicles, and its driver standards: They will take, corrective, or improvement action as necessary.

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3.20.1 Operational Planning, Hazards and Risks.

(Issue 00).

Please Note. Everyone within the Company should always review his or her need to travel.

The Company recognises the unique and specific hazards and risk, which the use, or operation, and storage of vehicles, pose.

Please note. The Contracts Manager / Supervisor will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

The Contracts Manager / Supervisor will lead by example. They will make themselves aware of the additional risk, which driving vehicles at work involves. This includes allowing for tiredness and distractions.

Therefore, so far, as it is reasonably practicable, and as appropriate, they shall:

1). Allow, enough time, for a driver and other workers, to fulfil their work without rushing, and to have reasonable breaks for rest.

2). Ensure that drivers, and other workers receive relevant, information, instruction, and training about their work.

3). Issue workers, and others as necessary, with suitable high visibility clothing and suitable footwear, for their work, and ensure, when appropriate, it is worn.

4). Avoid arranging vehicle movement during peak times, whether this is on a public road, or at a worksite.

5). Plan, for vehicle movement, and loading and unloading operations, to take account of weather conditions: They should stop or postpone work if the weather conditions make the operations potentially, unsafe.

6). Ensure their plans account for the nature of worksite environmental conditions.

For example, their plans may include:

- Vehicle routes and parking.
- Wheel-washing areas, if necessary, to prevent mud transfer to a road, and in cold weather, any subsequent ice hazard possible on the site, or road.
- Pedestrian routes.
- Specific times for deliveries.
- Vehicle-weight limits.

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- The need and availability of an attendant, to directly supervise, driver's undertaking awkward, or hazardous vehicle manoeuvres.

- The risk of a vehicle overturning, and,

- Factors, to eliminate, or reduce the potential risk of vehicle contact with overhead, or underground electrical services.

7). Ensure, where necessary, that a competent person directly supervises a vehicle being loaded or unloaded: This person can be, the driver of the vehicle.

Moreover:

- Vehicles must not be loaded beyond their safe working, load limit, and when applicable, the load must not exceed the vehicle's gross plate, and axle-weight limits.

- When a vehicle is loaded, the articles and substances on board must be, contained, stable, and secure, with load weight evenly distributed, before the vehicle moves.

- For rigid-sided vehicles

  1. Loads stacked above the height of the sides of the vehicle need securing to the vehicle by means such as over-the-top lashings as the sides of the vehicle cannot be relied upon to secure the load.

  2. Tarpaulins, netting or sheeting should be used on tippers/flatbed bulk containers and skips to stop loose items from falling and goods should not be loaded over the height of the sides of the vehicle or skip.

- Plans for vehicle loading and unloading operations, will account for means to prevent, or reduce the risk of people falling from a vehicle, or sustaining other significant bodily injuries, or being significantly exposed to a substance, potentially harmful to health, and,

- Plans for vehicle loading and unloading operations, will account for means to prevent, or reduce the risk from, harmful, exhaust emissions, especially in confined areas.

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3.20.2 Driver Selection, and Eligibility to Drive, Rules.

(Issue 00).

The Company will provide vehicles for use by its workers, where it is necessary for them to carry out its work.

Please note. The Contracts Manager / Supervisor will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge of the Company's work will select drivers carefully: A driver must be reliable, responsible, and have a reasonable level of intelligence, and physical and mental fitness suitable for the work and type of vehicle they will use, and as applicable, the length and duration of their journeys.

Where insurance and licencing requirements etc. allow, and only when the person, who manages the Company's relevant vehicle, gives their prior written permission, may workers use this vehicle for their personal use.

Furthermore, those in charge of the Company's work will only allow a person to drive this vehicle, when they comply with the following eligibility to drive, rules:

1). Workers must not drive any vehicle without written authorisation from their manager, as a part of their job role, and,

2). Workers, unless under close direct supervision as part of their training, must not drive a vehicle, without having the competence, and the appropriate age, licence, qualification, or certificate, for its type.

Therefore, as relevant:

- Drivers, when their manager requests, must produce up-to-date evidence of their licence, qualification, or certificate.
- Drivers must annually submit copies of their insurance to the person who manages the vehicles they use, and,
- Drivers must notify their manager of changes, or pending changes to their driving licence, which includes any driving ban, limitation, and recordable offences.

3). Vehicles will be altered or have available adjustments to suit the driver's needs.

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3.20.3 Driving, and Vehicle Rules, for Drivers and Workers.

(Issue 00).

Please Note. The following rules apply to workers, who drive the Company's, or as appropriate, other people's vehicles.

Please note. The Contracts Manager / Supervisor will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Drivers are responsible for the vehicle they drive. Those in charge of the Company's work will monitor and review driver standards.

Please Note. Drivers must cooperate, as required by officers from the Health and Safety Executive (HSE), the Police, or the Driver and Vehicle Standards Agency (DVSA).

Personal health, rules for drivers.

Drivers must:

1). Have had an eye test within the last two years, whether they drive at a worksite, or, on a public road, and as necessary use corrective appliances to meet safe driving standards.

2). Have the standard of vision, as the DVLA requires to drive vehicles on public roads, which is appropriate for the class of vehicle they will drive.

3). Notify their manager if they have, or develop a notifiable medical condition, or disability that could affect their ability to drive safely, both on, and off road: Drivers who use vehicles on public roads, must notify the DVLA, too.

4). Inform their manager of any ill health, injury, or their use, of medication, which may affect their ability to drive safely.

5). Ideally, have no alcohol in their system; if they do, it must be below the legal limit before they drive.

6). Never be under the influence of an illegal drug that may affect their ability, to drive safely, and,

7). Take breaks to rest, when driving for continuous periods on public roads: These should be about every two to three hours, or whenever tiredness sets in.

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Driving on public roads.

Please Note. Drivers, who commit an offence, under standards set in the Highway Code (HC) (including the 2022 updates), the Road Traffic Act (RTA), or by the Driver, and Licensing Agencies (DVLA), will, incur any penalty that an authority issues, unless, the offence was owing to the Company's negligence, or breach of law. Those in charge of the Company's work may act against drivers who frequently or excessively breach the HC, RTA, or DVLA, standards. The authorities may, of course, find that both a driver and the Company at fault, and both may incur penalties.

Those in charge of the Company's work will only allow workers to drive on a public road, when they comply with the following driver rules:

Drivers must:

1). Comply with the guidance of the HC.

2). Comply with the requirements of the RTA.

3). Abide with drivers' hours if they drive large goods vehicles (LGV), and tachograph laws, too:

- Drivers must look after their tachograph-cards, for as long as their manager, requires.
- Managers, when due in accordance with legislation, will keep-hold of driver tachograph-cards, and,
- Vehicle managers, if necessary, for vehicles, fitted with a digital tachograph, will require drivers to either have, or must apply for a driver's card.

4). Meet all other of the Company's licensing conditions.

General rules, for drivers, and other workers.

1). Drivers, and other workers, must comply with, any reasonable rule, instruction, and training which their manager provides, in relation to, loading, unloading, the handling and distribution of articles or substances, making up a load, passengers, travel, personal protective equipment (e.g., safety helmets), and any other aspect, relating to the use and storage of vehicles.

2). Drivers must bring any matters, which relate to the Company's vehicle operations, to the attention of their manager: This includes details of, accidents, incidents, and any shortcoming in the Company's work arrangements.

3). Drivers must not, carry passengers aboard their vehicle unless, it has a design for such, and they have prior authorisation from their manager.

4). Drivers must not use their vehicle for an unauthorised purpose.

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5). Drivers must ensure the safety and security of their vehicle, and as applicable, their passengers, or load.

6). Drivers must ensure loaded goods are evenly distributed and secured to prevent any movement which could cause damage to goods or to any trailer or cause any nuisance or danger to other road users.

7). Drivers, and other workers, are responsible for the use and safe keeping of any articles, such as a belt, strap, chain, or rope, which are supplied with the vehicle, and must ensure that they have an adequate supply of such equipment to carry out work safely.

8). Drivers and, as applicable, their passengers, must not smoke any substance, which includes e-cigarettes, within their vehicle.

9). Drivers, before its use, must check the condition of their vehicle, and, if appropriate for its class, they must record this, in accordance with their instruction and training.

10). Drivers must not use a vehicle in an un-roadworthy condition.

11). Drivers, as soon as it is practicable, will report their vehicle defects to their manager.

12). Drivers, as soon as it is practicable, will report to their manager, a load that seems insecure, or unsafe.

13). Restraints or seat belts, when provided, must be used by people aboard a vehicle.

14). Drivers must act courteously, with due regard for others at a worksite and, as relevant, public-road users, especially, pedestrians, horse riders, cyclists and bikers and according to the new highway code.

15). Drivers must keep to speed-limits.

16). Drivers must not exceed any maximum working hours for driving.

17). Drivers must always park vehicles safely, and at an appropriate place, and,

18). Drivers, if they need to leave their vehicle unattended, must ensure it is secure, and they remove the keys.

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Using mobile telephones or other electronic, devices: Rules, for drivers.

1). It is a criminal offence to drive, or have another person drive a motor vehicle while using a hand-held mobile telephone or other electronic device, such as satellite-navigation equipment, or mp3 players.

2). For the purposes of the legislation, 'driving' will include sitting in a stationary vehicle with the engine running, and a 'hand-held' mobile telephone will include any 'hands-free' mobile telephone if it is held at any point during the call. It will not be an offence to use a hands-free mobile phone, while it is in its holder.

3). Legislation does not prevent passengers in vehicles from using hand-held mobile telephones; however, they must not hold it for the driver, to use in a moving vehicle.

The Company's drivers must not breach the legal requirements, which paragraphs 1), 2), and 3) above, refer.

Even when using 'hands-free' equipment when driving, drivers can still be distracted:

Therefore, the Company, as good practice, will expect its drivers not to make out-bound calls on hands-free, phone equipment, unless for a reason which is reasonable. It will also expect drivers to keep all out, or in-bound calls brief. It is preferable, that if it is necessary for drivers to make, or receive a telephone call, they should look for a safe and legal place, to stop their vehicle, and they must turn off the engine.

Emergency procedure for accidents or breakdowns.

Drivers, (and if appropriate, passengers), shall in an accident or emergency:

1. Call the emergency services, and,

2. Keep a record of any incident.

Drivers, (and if appropriate, passengers), shall in a breakdown:

1. Avoid stopping in a dangerous place.

2. On a motorway, if the vehicle breaks down, if possible, move and park it to the left side of the hard-shoulder and switch on its hazard warning lights:

    - All people to get out of the vehicle and move to a place of safety, ideally behind the crash barrier.

    - Place a warning triangle at least 45m on the same side of the road behind their broken-down vehicle. You may use another permitted warning device. (Use caution when placing or retrieving warning devices), and,

    - Summon break-down assistance. Never attempt to fix the vehicle yourselves.

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3.20.4 Additional Arrangements for Mobile Plant and Worksite Vehicles. (Issue 00).

Please Note. Mobile-work equipment includes construction plant e.g., a dumper truck or road roller, and any other mobile vehicle (including hire vehicles) e.g., a cherry picker or scissor lift.

Please note. The Contracts Manager / Supervisor will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

As necessary, those in charge of the Company's work vehicles, shall:

1). Arrange, to minimise the risk of vehicles rolling.

2). Ensure, vehicles have suitable, restraints, and rollover protection systems, to protect drivers, should their vehicle roll.

3). Ensure vehicles offer drivers protection against falling objects.

4). Ensure, drivers can have safe control over self-propelled vehicles.

5). Ensure vehicles have adequate guards to prevent any risk from drive-shafts, that

6). Ensure vehicles allow drivers to have adequate vision, with suitable lighting if necessary, and adequate braking devices.

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3.21 Vulnerable People.

(Issue 00)

Law relevant to the Company, for vulnerable people at work, includes:

- The Equality Act 2010.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge of the Company's work will protect 'vulnerable people' against risk to their health, safety and welfare, which are owing to its undertakings.

They will assess the works risk and evaluate whether it will expose vulnerable people to additional risk. The Company aims to be 'inclusive'. (Therefore, as 'reasonable', and when relevant, it intends for its managers to alter places of work, work processes, and apply worksite precautions to keep vulnerable people, who the work affects, safe and healthy.

Employees or people who apply for work, must tell the Company if they have any disability, or a mental health or learning difficulty that will affect their ability to carry out their intended work safely.

To ensure health, safety and welfare, as legally appropriate, those managing work will monitor employees' needs, and health and capability at regular intervals.

Pregnant or nursing women, are vulnerable people. There will be additional risk, to consider when they are at or near the Company's worksites. Those managing work will arrange to assess and evaluate risk. Where necessary they will arrange, adequate controls, to ensure the women's health, safety and welfare.

They will ensure the Company's work does not expose pregnant or nursing women to a toxic or carcinogenic substance. Moreover, they will ensure the Company's work does not expose pregnant or nursing women to a substance that will potentially cause genetic damage. This will include a genetic or teratogenic (non-hereditable) birth defect, or any other chronic health effect to their unborn children. They will assess risk and set, adequate worksite precautions that will prevent exposure to all foreseeable physical, biological and chemical hazards that will cause harm to pregnant or nursing women, their children, or unborn children.

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3.22 Welfare Facilities.

(Issue 00)

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Construction Sites.

The Regulations, which, are relevant to the Company relating to construction site welfare, include:

- Schedule 2, of the Construction (Design and Management) (CDM) Regulations 2015.

In accordance with CDM Regulations, if the client's construction project is notifiable, to the relevant enforcing authority, they must ensure the worksite has provision of suitable and sufficient welfare facilities, prior to, and during the construction phase of the project.

When the Company acts as a contractor, those managing work will coordinate with the 'principal contractor', and the client, or the domestic-client where applicable. Such coordination will help the principal contractor to set suitable and sufficient welfare facilities. If appropriate, they can share these facilities with other contractors, or relevant parties.

On construction work, under the Company's jurisdiction, those managing work, in accordance with the CDM Regulations, will establish welfare facilities, which are suitable and sufficient.

To be inclusive, they will assess the worksite with a view to accommodate any additional needs for vulnerable people. Where it is, reasonably practicable, they will incorporate generic measures into the construction-site plan, to make it accessible. When appropriate, they will assess the needs of vulnerable individuals too, and, so far, as it is reasonably practical, they will arrange to make their places of work suitable and accessible.

Their measures, will as appropriate, include:

1). Sanitary conveniences.

2). Facilities for people to wash.

3). A supply, or availability of wholesome drinking water.

4). Changing rooms and lockers, and,

5). There will be a facility for workers to rest.

Moreover, where work, is peripatetic by nature, they will, so far, as it is reasonably practicable, ensure there is appropriate provision for people's welfare, which will, include

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adequate protection from inclement weather and the need for changing facilities where other special clothing is worn.

Also, they will take reasonable measures, e.g., by covering water pipes in insulation, to protect a fresh water supply for a welfare facility, and any water heating system from the freezing effect of temperatures below, zero-degrees Celsius.

Please Note. All workers will adhere to construction-site smoking and other site welfare rules.

Workplaces (Non-Construction Site).

The Regulations, which, are relevant to welfare, at a non-construction site depot (office, yard, etc.), under the Company's jurisdiction, include:

- The Workplace (Health, Safety and Welfare) (WHSW) Regulations 1992.

The Managing Director, so far, as it is reasonably practical, will ensure, there are suitable and sufficient welfare measures at the workplace under their jurisdiction, as necessary, to comply with the WHSW Regulations.

Moreover, they will, ensure there is an assessment of individual, employee welfare needs, and as reasonable, they will arrange to make the workplace suitable, and accessible to all employees, and others, as necessary. These will take account of peripatetic workers and the need for changing facilities where special clothing is worn.

They will ensure, each office is set for reasonable comfort, and welfare, and has adequate, room dimension, space and floor area, to account for furniture and the number of users.

Also, they will take reasonable measures, e.g., by covering water pipes in insulation, to protect a fresh water supply for a welfare facility, and any water heating system from the freezing effect of temperatures below, zero-degrees Celsius.

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3.23 Work Equipment – Procurement.

(Issue 00)

The law, which is relevant to the Company, relating to work equipment, includes:

- The Employer's Liability (Defective Equipment) Act 1969.

Whether work equipment or machinery is new or second hand, it is an important strategy to purchase or hire such, which, if possible, will reduce people's health, safety and welfare risk, at work, and risk to the environment too.

Policy is to use a 'cradle to grave' approach when selecting, purchasing or hiring the businesses' work equipment.

Ensure that generally any new work equipment and machinery will conform to, the new UK Conformity Assessed (UKCA) mark for workplace products and other goods. This will be replacing the CE marking which was placed on goods for the UK market. However, there are some transitional arrangements and exceptions where the CE and other manufacturing marks will continue. From the 1st of January 2023 relevant manufacturers will use the UKCA mark.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Check the work equipment has got a CE or a UKCA marking and that it comes with a Declaration of Conformity.

2). Ensure the equipment is free from obvious defects and that it comes with instruction in English, and,

3). Only acquire work equipment and spare parts that meet recognised specification and performance standards, such as BS EN ISO standards.

Those responsible for purchasing or hiring the Company's work equipment, as relevant and appropriate, will consult relevant people (e.g., the end user) to assess the equipment needs. Assessments will ensure the equipment is suitable for its purpose. Any second-hand work equipment will be brought up to meet regulatory health and safety standards: In decision-making for the right equipment, the likely working conditions are to be considered for its use and risk to people, who the work will affect. Moreover, unless the equipment is like-for-like replacement, it will consider what, if any, additional risk the equipment will create.

As relevant and appropriate, other factors to consider will include, are, but not limited to, the work equipment's:

1). Safety and suitability, for its users. For example, how easy is it to access high parts of machinery and can most maintenance be done at ground level to avoid or reduce risk from work at height.

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2). Safety and suitability, for the work process, and the work environment, for example, is having good visibility important or are warning devices needed.

3). Use, in combination with other work equipment or process.

4). Power, which must be enough for the ease of task, and to reduce vibration and noise.

5). Noise, and vibration levels, which will be as low as possible.

6). Dust and fume emissions.

7). Rollover or falling object protection systems.

8). Ease of clearing blockages.

9). Guarding.

10). Height limitations.

11). Quality, costs and efficiency.

12). Moral, legal or other standards.

13). Installation and commissioning.

14). Availability of adequate instruction manuals and training.

15). Use, handling, transport and storage.

16). Maintenance, and,

17). Reuse, recycling or disposal.

After considering the facts, work tasks will be planned, designed and arranged for the process to be safe, and in accord with the limitations of any new work equipment they select to use.

Moreover:

1). Ensure, where necessary, the work equipment will fail safe when in fault mode.

2). Ensure there will be proper, handling, transport, storage and security of the work equipment, and,

3). Ensure, adequate provision of work equipment, to avoid the use of an inappropriate alternative.

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3.24 Work Equipment (Incl. Vehicles, Plant and Machinery).

(Issue 00)

The laws, which are relevant to the Company, relating to work equipment, include:

- The Provision and Use of Work Equipment Regulations 1998, and,
- The Employer's Liability (Defective Equipment) Act 1969.

Please Note. 'Suitable' in these Regulations means suitable in any respect, which, it is reasonably foreseeable will affect the health or safety of any person.

Determine and implement plans on how to avoid or reduce the chance of harm occurring through transport, handling, use or operation and storage of Company work equipment.

All safety precautions will account for safe transport, handling, use or operation and storage of work equipment and, as relevant the effective management and supervision of such.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Identify the hazards associated with the task and work equipment required.

2). Ensure appropriate selection of work equipment, which will be suitable for the task and the conditions at the place of use.

3). Assess the risks of the task and work equipment, (always considering any 'dangerous parts', guarding, safety devices and the potential effects of any unsafe work practices).

4). Assess and ensuring operators or users have the necessary mental and physical capability, competence, and if relevant, an appropriate licence or qualification for the work equipment.

5). Ensure that anyone working on behalf of the Company will receive relevant, and adequate health and safety information about the work process and the work equipment necessary for the task, (for example, do suppliers other any initial instruction or training).

6). Instruct and or train people working on behalf of the Company to set proper work precautions relevant and appropriate to their task roles and responsibilities.

7). Restrict the operation or use of some specific types of work equipment, or such specified as dangerous, to competent people only, giving them written consent. These include cartridge-operated/compressed gas tools.

8). Arrange for adequate light and ventilation at places of work, which will help with operating work equipment safely, and without risk to health.

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9). Ensure provision of clothing and personal protective equipment to keep warm, especially in winter. This will help to avoid fatigue and errors.

10). Ensure risk management to prevent injury from very hot or cold temperatures that the work equipment, the material, or the process produce.

11). Ensure that any work equipment people use, will have, as necessary:

- Appropriate means to identify the controls to start, stop and otherwise control the work equipment, and means to ensure that these control systems are safe, and,

- Suitable means to isolate the equipment from its power source, including electric, hydraulic, pneumatic, and gravitational energy.

12). Avoid injuries by ensuring use of stabilised work equipment, through clamping, braking or otherwise.

13). Arrange, effective measures to prevent access to dangerous parts of work equipment, by including the use, where appropriate, of effective safety devices:

- Ensure safeguards are not inconvenient or too easy to remove, as this may encourage workers to take chances.

14). Arrange effective measures to prevent, or control the risk to people, from an article or substance falling or being ejected from work equipment; this includes articles from the rupture, or disintegration of any working parts or accessories.

15). Ensure the work equipment is fitted with the manufactures' guards or shields, or as they otherwise recommend.

16). Ensure adherence to any relevant worksite rules.

17). Arrange timely inspections of work equipment, which is likely to become dangerous in deteriorating conditions.

18). Arrange timely statutory examinations of certain types of work equipment, and,

19). Ensure timely maintenance of work equipment.

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3.24.1 Abrasive Wheels (E.G. Angle Grinders and Disc Cutters).

(Issue 00).

The Regulations, which are relevant to the Company, relating to abrasive wheels, include:

- The Provision and Use of Work Equipment Regulations 1988.

Identify the hazards and assess the risks of all abrasive wheel work. It is only acceptable for anyone on behalf of the Company to change an abrasive wheel and use abrasive-wheel equipment if they are competent and authorised to do so.

3.24.2 Compressed Gases.

(Issue 00).

The Regulations, which are relevant to the Company, relating to any use of compressed gases, could include:

- The Pressure Systems Safety Regulations 2000.
- The Pressure Equipment Regulations 1999.
- The Pressure Systems and Transportable Gas Containers Regulations 1989.
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, and,
- The Provision and Use of Work Equipment Regulations 1988.

Identify the hazards of any compressed gas use in the Company's undertakings and assess the risks. Common compressed gases include compressed air, diluted acetylene and liquid petroleum gas (LPG), such as propane, or butane.

Should the work involve compressed gases, ensure compliance with the relevant regulatory requirements.

Where there is a need to acquire or arrange the delivery and use of any compressed gas and associated equipment for work, on behalf of the Company, do so through reputable suppliers, contractors or subcontractors.

Have, so far, as it is reasonably practicable, the delivery of compressed gases made through the gas suppliers, or by any competent contractors who will use the gases as part of their work.

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3.24.3 Display Screen Equipment – User or Operator Arrangements.

(Issue 00).

The Regulations, which are relevant to the Company, relating to any use of display screen equipment, include:

- The Health and Safety (Display Screen Equipment) Regulations 1992.

Identify the hazards, assess the risks of display screen equipment and workstations. A workstation must be made to suit its user or operator and not the other way around. Reduce a workstations risk consequence, to its user or operator, to the lowest extent reasonably practicable.

3.24.4 Electricity and Portable Electrical Appliances.

(Issue 00).

The Regulations, which are relevant to the Company, relating to electricity at work, could include:

- The Electricity at Work Regulations 1989.

At premises under the Company's jurisdiction where it carries out its undertakings, as relevant, identify and assess the risks of all significant electricity hazards. This includes identifying and assessing any existing systems of work and protective equipment. Regarding these, so far, as it is reasonably practicable, prevent danger from such, always.

Additional electricity hazards may arise on land that the Company carries out its undertakings: These can be underground electricity services, but they are usually in the form of overhead power lines. Ensure to keep a map record of these, as they can be a danger to anyone working on behalf of the Company or in some cases to others. If relevant and appropriate, share these records with any contractors, visitors or others if they may be affected.

If relevant, ensure to ask clients about the presence of any underground services and overhead power lines. If appropriate, ask clients for maps and include the details in contracts. When it comes to any work, consider the use of appropriate work equipment and vehicles to reduce risks. Moreover, if relevant, ensure that anyone working on behalf of the Company receive all appropriate information and instruction about the electricity services and the measures necessary to work away from them at a safe distance and manner. This includes emergency procedures.

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3.24.5 Mobile Phones.

(Issue 00).

Identify the hazards and assess the risks from mobile phone use at work. Nevertheless, no one working on behalf of the Company must ever answer a telephone call, or otherwise use a mobile phone, unless they are in a safe situation. This is to avoid distractions, which may create an unsafe situation. There are additional rules for driving or operating vehicles.

Never:

1). Use a mobile phone in an area that has an explosive, or highly flammable atmosphere or substance.

2). Answer or use a handheld phone, whilst they are in a significantly hazardous or dangerous position, nor,

3). Answer or use a handheld phone, whilst they operate any machinery, plant or other work equipment: There is an exception to this paragraph for use of hands-free phone equipment when driving, riding, or operating vehicles.

3.24.6 Personal and Respiratory Protective Equipment.

(Issue 00).

The Regulations, which are relevant to the Company relating to personal and respiratory protective equipment, include:

- The Personal Protective Equipment Regulations 2002, as amended.

Identify the need and assess the risks for the use of protective equipment. As relevant, this will include anyone that could work for the Company who may not be employees. However, only plan for its use in circumstances where the protection supplements other risk-control measures or as a last resort when a risk is uncontrollable, by any other means.

There is a large range of such equipment and purposes for its use. So, without exception, a risk assessment to choose protective equipment will involve its intended users. But, regardless, when in use, the equipment must be effective for its purpose. Suitable and sufficient equipment will be used in accordance with the work process and all other relevant guidance and regulation.

As might be required by the Control of Substances Hazardous to Health, Lead at Work or the Control of Asbestos Regulations, when necessary, arrange face-fit testing for respiratory protective equipment.

Please Note. As relevant, ensure any self-employed workers, and any contractors have the same regard for protective equipment when they attend the Company's worksites.

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3.24.7 Petrol and Diesel Fuel (Storing and Handling).

(Issue 00).

The Regulations, which are relevant to the Company, relating to petrol and diesel, include:

- The Dangerous Substances and Explosive Atmospheres Regulations 2002.

If applicable, in accordance with the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR), those in charge of the worksite will arrange to assess, control and mitigate the risk of petrol fuel before its storage or handling. This includes the quantity of petrol to store, which they will arrange to keep within the legal limits relevant to its type of storage area.

The Company may need to use or handle different types of fuel-storage containers for its work, for example, diesel tanks, drums, or portable petrol containers.

It may be necessary to store fuel oils in tanks with bunded secondary containment in case of leaks or spills. Some installations must comply with permit conditions set by the Environment Agency.

However, whenever it is reasonably practicable, those in charge will arrange to store only minimal amounts of fuel oils needed for the work or premises. Workers will return any unused fuel to designated storage areas.

All systems of work will be assessed to ensure safety and what to do in emergencies.

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3.24.8 Pressure Systems.

(Issue 00).

The Regulations, which are relevant to the Company, relating to pressure systems, include:

- The Pressure Systems Safety Regulations 2000, and,
- The Pressure Equipment Regulations 1999.

Identify the hazards and assess the risks of any pressure systems for use in the Company's undertakings. Ensure the integrity of any pressure system equipment supplied for use in the Company's undertakings. Ensure, it comes through reputable suppliers and meets regulatory standards. Where contractors or subcontractors will supply such equipment, for example an oxy acetylene, welding set, ensure the contractors carry out, their necessary safeguards.

The Company will not allow, within its undertakings, the operation of pressure system equipment unless it has, safe operating limits. Moreover, it will not allow anyone to exceed these limits, other than where required in tests by competent specialists. As a precaution, where appropriate, it will ensure the fitting of suitable protective and warning devices to the equipment.

Ensure that any installation of pressure system equipment, or its subsequent work and maintenance, complies with the relevant regulatory requirements.

3.24.9 Pressure Cleaners.

(Issue 00).

Those in charge of the Company's work will ensure there are necessary precautions set, that will make work with pressure cleaners safe.

They will ensure workers receive pressure-cleaning equipment that is suitable for the task, and the task environment. As appropriate, they will ensure workers have suitable and sufficient access equipment and personal protective equipment too.

They will ensure, so far, as it is reasonably practicable, unauthorised persons do not enter a pressure-cleaning zone. This is to prevent their harm from flying debris.

Workers operating pressure-cleaning equipment must wear eye protection during its use, to protect themselves from flying debris.

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3.24.10 Maintenance of Work Equipment.

(Issue 00).

These Regulations, may also apply to the Company, relating to maintenance of work equipment:

- The Pressure Systems Safety Regulations 2000.

Please Note. The regulations cover systems that contain a liquid or gas under pressure.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those in charge of the Company's work will arrange for timely, and adequate maintenance in its worksite environments: They will ensure they arrange to maintain work equipment in an efficient state, in efficient working order and in good repair. Moreover, they are aware that it makes economic, and legal sense, and it will be good for people's health and safety and, will help the environment too.

Failing to arrange timely or adequate maintenance could create dangerous or unsafe situations, which could result in accidents, near misses and poor health, safety, and welfare. The Company will not be legally compliant, and it could lose-out economically.

Nevertheless, there can be many physical, chemical, and biological high-risk hazards when people undertake maintenance, which, they will not take, lightly.

Where necessary, they shall:

1). Authorise only competent people to install, commission, maintain, repair, alter and test work equipment.

2). Ensure that people carry out work equipment maintenance safely, despite whether the equipment must stop working, or not.

3). Keep a register of work equipment, which is subject to a statutory examination.

4). Arrange, routine tests or inspections of work equipment.

5). Ensure the staff responsible keep up to date work equipment maintenance logs.

6). Ensure workers report, defective work equipment, to their supervisor; this will include defective guards, shields or safety devices.

7). Arrange to remove or isolate defective work equipment from service straight away and ensure it has a clear mark, which states, "Defective, do not use".

8). Arrange, to either repair, or to make defective, work equipment unusable, and,

9). Arrange, to re-cycle unusable, work equipment, but if this is not possible, arrange for its appropriate disposal.

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3.25 Working Alone.

(Issue 00)

Owing to the nature of the business, it is not always reasonably practicable, for anyone working on behalf of the Company to avoid working alone or unsupervised. However, where possible, aim to avoid or reduce the need and chance of harm occurring.

Determine and implement plans on how to avoid or reduce the chance of harm occurring through working alone or unsupervised.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Identify the task hazards from working alone or unsupervised.

2). Assess the risk of working alone within the task.

3). Arrange, so far, as it is reasonably practicable, adequate measures to control risk and reduce the chance of harm occurring from working alone or unsupervised.

Ensure no one will work alone or unsupervised if it is assessed that the work is high risk; in such a case, arrange for at least one other person to be present.

When planning risk-control measures:

1). Identify the nature and risk of the work, for example:

- Access and egress.
- The work environment, conditions and atmosphere.
- The work's difficultly, or awkwardness.
- The work's remoteness, or isolation.
- The risk of threats of violence, abuse, criminal acts, or perhaps a dangerous dog, and,
- Use of any work equipment, article or substance.

2). Consider whether to give people advance warning to expect someone.

3). Consider physical and mental capabilities.

4). Consider someone's knowledge, skill and experience, for the nature of the work.

5). What are someone's personal safe working limits?

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6). What could happen, (the worst-case scenario) in undesirable situations, for example, an accident?

7). Consider difficulty in communication.

8). What is the duration of any period of working alone, or being left unsupervised, or isolated? And,

9). How to supervise someone working alone.

As necessary, arrange to provide anyone who will be working alone or unsupervised, with enough information, instruction and training to recognise and apply work precautions.

Those working alone, shall:

1). Ensure someone knows of their whereabouts, especially if their work is remote, isolated or behind closed doors.

2). If possible, keep in pre-arranged contact with someone.

3). Act, in accordance with safe working procedures, instruction and training, and,

4). Never, take unnecessary risk; they should check if unsure, or need guidance or help.

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3.26 Working at Height.

(Issue 00)

The Regulations, which are relevant to the Company, relating to working at height, include:

- The Working at Height (WAH) Regulations 2005.

Aim to ensure the safety of people who the work at height may affect. In accordance with the WAH Regulations, this means applying a hierarchy of means to control risk from the work.

Determine and implement plans on how to avoid or reduce the chance of harm occurring through work at height.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

1). Identify, and arrange to assess the risk associated with the work, addressing the measures that the WAH Regulations 2005 require.

So far, as it is reasonably practicable, the first measure when arranging work precautions, will be, to where possible, avoid work at height. When it is not reasonably practicable to avoid work at height:

2). Arrange suitable and sufficient measures to prevent, so far, as it is reasonably practicable, any person falling a distance liable to cause personal injury.

- When it is reasonably practicable, arrange to carry out work at height under appropriate ergonomic conditions, and from a safe 'existing' place of work or means to gain access or egress.

- Where this is not, reasonably practicable, ensure, so far, as it is reasonably practicable, that there is sufficient equipment readily available to prevent a fall occurring.

However, if those measures do not eliminate the risk of a fall occurring:

1). Arrange, so far, as it is reasonably practicable, sufficient work equipment to minimise the distance and consequences of a fall, or at least the consequences, if it is not reasonably practicable to minimise the distance, and,

2). Arrange, training and instruction, if relevant, or take additional, suitable and sufficient measures, to prevent, so far, as it is reasonably practicable, any person falling a distance liable to cause personal injury.

This includes ensuring that anyone working on behalf of the Company, knows how to safely:

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- Get on and off vehicles, plant and machinery, and,
- Get up and down from places of work at height.

Organise, and plan work at height that, as relevant and appropriate:

1). Plan for emergency and rescue procedures.

2). Have adequate work supervision.

3). Arrange, so far, as it is reasonably practicable, to carry out work safely.

4). Select suitable work equipment.

5). Arrange to postpone or stop work when weather conditions jeopardise people's health and safety.

6). Ensure that workers wear, suitable protective clothing, for their work, and,

7). Insist that any subcontractors produce suitable and sufficient risk assessments and method statements for their tasks.

Moreover, ensure that only competent people engage in organising, planning and supervising activity relating to work at height, and the equipment for use in the work.

As relevant and appropriate:

1). Only engage competent contractors or subcontractors, for tasks of work at height.

2). Ensure a competent person confirms the design and suitability of structures and working platforms.

3). Ensure a competent person confirms safe systems of work.

4). Ensure a competent person confirms that work equipment is inspected, tested or certified safe for work at height.

5). Ensure use of competent workers for work at height; they will have the physical and mental capabilities for their work, so they will fulfil their tasks safely.

6). Ensure that anyone that might be working on behalf of the Company will use and maintain work equipment, safely and effectively, and,

7). Only use work equipment fit for the purpose and conditions it is intended.

3.26.1 Existing Places of Work, and Access and, Egress at Height.

(Issue 00).

The Managing Director will ensure that all existing places of work and means of access at height, will be safe and secure.

3.26.2 Selecting Work at Height, Equipment, to Protect against Falls. (Issue 00).

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Please Note. Those managing the Company's work will give 'collective' protection measures priority over 'personal' protection measures when selecting equipment protection systems.

They will select the most suitable and sufficient work equipment for the work at height. They will prevent, so far, as it is reasonably practicable, and if it is not, to minimise, so far, as it is reasonably practicable, the risk of people falling a distance liable to cause personal injury.

The equipment they select will have the features and size suitable for the type of work, the foreseeable loadings, and will allow passage without risk.

They will keep a record of any equipment issue and their inspections, at their office.

Where, work managers select mechanical equipment, for work at height, they shall:

1). Ensure that, as relevant, workers have the necessary training and permission to use this type of equipment.

2). Ensure, Mobile Elevated Work Platforms (MEWPs), and Scissor-lifts, are only operated by competent people.

3). Ensure workers use, MEWPs, Scissor-lifts and lightweight access systems, in accordance with manufacturer guidelines, and their design parameters, and,

4). Ensure workers use safety harnesses properly, always, whilst they conduct work, as relevant, from within the equipment's basket, or from its work-platform.

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3.26.3 Guardrails, Toe-boards, Barriers and 'Collective' Fall Protection.

(Issue 00).

Those managing the work will ensure, where appropriate, worksites under their jurisdiction have safe, secure and effective, guardrails, toe-boards, barriers, or similar means of 'collective' fall protection, which includes their supports.

They will ensure that any structures, or its parts, for backing or attaching supporting means of protection, will be suitable for their purpose, which includes having sufficient strength.

3.26.4 All Working Platforms.

(Issue 00).

Those managing the Company's work will, ensure any surface, upon which rests a supporting structure, will be stable of sufficient strength and of a suitable composition safely to bear the structure, the working platform, and any loading that the Company, or others will place on to the platform.

Moreover, they will ensure that any supporting structure:

1). Is suitable and of sufficient strength and rigidity for its purpose.

2). In the case of a wheeled structure, is prevented by appropriate devices from moving inadvertently during work at height.

3). In other cases, is prevented from a slip, by its secure attachment to the bearing surface or to another structure, by provision of an effective anti-slip device or, by other means of equivalent effectiveness, and,

4). Is stable during its erection, use, alteration or modification, and dismantling.

In addition, they will ensure that a working platform:

1). Is suitable, and has sufficient strength and rigidity, for its intended purpose, or purposes, or, for the use, it already serves.

2). Have people erect and use it in a way which ensure no factor will displace its components accidentally, to endanger people.

3). Have, when necessary, people alter, or modify it in a way to ensure that it remains stable.

4). Have people dismantle it in such a way as to prevent accidental displacement.

5). Have sufficient dimension, to enable people's safe passage, and the safe use of work equipment, or materials the work will require.

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6). Have sufficient dimension to provide a safe working area, having regard to the work, and,

7). Possess a suitable surface and, 'in particular', be constructed so that the surface of the working platform has no gap, which:

- A person could fall.
- Material or an object could fall and injure someone, and,
- Give rise to other risk of harm unless there are measures to protect against this.

Furthermore, they will ensure that a working platform is erected, used, and maintained in such condition, as to prevent, so far, as it is reasonably practicable:

1). The risk of people's slips or trips, and,

2). People catching themselves between the working platform and any adjacent structure.

They will not allow people, to load a working platform and any supporting structure, to give rise to a risk of collapse or to any deformation, which could affect its safe use.

3.26.5 All Working Platforms (Additional Arrangements for Scaffolding). (Issue 00).

Those managing the Company's work, where necessary, will ensure they arrange strength and stability calculations for scaffolding, unless:

- A note of the calculations, covering the structural arrangements they contemplate, is available, or,
- People will assemble scaffolding to conform with a generally recognised standard configuration.

Depending on the complexity of the scaffolding structure, they will ensure a competent person will draw up a scaffolding assembly, use and dismantling plan. This may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.

They will keep a copy of the plan, including any instruction it may contain, available for people to use in relation to the assembly, use, dismantling or alteration of scaffolding, and until after the dismantling of the structure.

They will ensure the dimension, form and layout of a scaffolding deck is appropriate to the nature of the work the Company or others will perform, and suitable for the loads, it will support and permit work and passage in safety.

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They will ensure, scaffolding has, general warning, sign markings, while it is not available for use, including during its assembly, dismantling or alteration. They will ensure these are in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. They will ensure the scaffolding has a suitable boundary by physical means too, to prevent people's access to the danger zone.

They will ensure that workers, who they intend to assemble, dismantle or significantly alter scaffolding, will receive appropriate and specific training and information for the operation they envisage. They will ensure a competent person will supervise the work. As relevant, they will address the specific risk, which the operation may entail, and the precautions to take.

In 'particular', these include:

1). People's understanding of the scaffold assembly, dismantling or alteration plan.

2). Safety, during the scaffolding assembly, dismantling or alteration.

3). Measures to prevent the risk of people, material or an object falling.

4). Safety measures in the event of changing weather conditions, which could adversely affect the safety of the scaffolding.

5). Permissible loadings, and,

6). Other risk, which the scaffolding assembly, dismantling or alteration, may entail.

3.26.6 Collective Safeguards for Arresting Falls.
(Issue 00).

Those managing the Company's work, where necessary, will arrange use of safeguards for 'arresting' falls during work at height, but only in the following circumstances:

1). The use of other, safer work equipment is not reasonably practicable.

2). A risk assessment shows the work, so far, as it is reasonably practicable, can be undertaken safely, and it will not affect the safeguard's effectiveness.

3). The safeguard is suitable and of sufficient strength, to safely arrest any person liable to fall, and,

4). A sufficient number of available people receive adequate training specific to the safeguard, which includes a rescue procedure.

Moreover, they will ensure that any safeguard, they arrange to use, is set up appropriately.

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3.26.7 Personal Fall Protection Systems.

(Issue 00).

Personal fall protection systems include work positioning systems; rope access or positioning techniques; fall arrest systems and work restraint systems.

Those managing the Company's work, where necessary, will arrange use of 'personal fall protection systems', for arresting falls during work at height, but only in the following circumstances:

1). A risk assessment shows:

- The work, so far, as it is reasonably practicable, can be undertaken safely using the system, and,
- The use of other, safer work equipment is not reasonably practicable.

2). The user, and a sufficient number of available people, receive adequate training specific to the operation they intend to undertake, which includes, a rescue procedure.

They will ensure that any personal fall protection system, they intend workers to use, is suitable and sufficient, and set up appropriately in consideration of the work to be undertaken.

3.26.8 Ladders (Including Step Ladders).

(Issue 00).

Those managing the Company's work will assess the work at height and only use, or allow the use of ladders for access and egress to such, when the following conditions, apply:

Ensure more suitable access is not justified, because of the work's low risk, and the short duration of ladder use, or one cannot alter an existing feature on the worksite.

3.26.9 Fragile Surfaces.

(Issue 00).

Those managing the Company's work will ensure, that no one at work, will pass across, or near, nor work on, from, or near a fragile surface, where it is reasonably practicable to carry out the work safely and under appropriate ergonomic conditions, in another way.

Where this is not reasonably practicable, they shall:

1). Ensure, so far, as it is reasonably practicable, the provision and use of suitable and sufficient platforms, coverings, guard rails or similar means of support or protection, which will support or bear any foreseeable loadings, and,

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2). Where the risk of a person falling, remains, they will take suitable and sufficient measures to minimise the distances and consequences of their fall.

They will ensure the fixing of prominent warning notices, so far, as it is reasonably practicable, at approaches to the place, where people, may pass across, or near, or work on, from, or near, a fragile surface. Where this is not reasonably practicable, they will make people aware of the hazard by other means.

3.26.10 Falling Material and Objects.

(Issue 00).

Those managing the Company's work will take suitable and sufficient steps, where necessary, to prevent injury to any person, so far, as it is reasonably practicable, from the fall of any material or object.

Where it is not reasonably practicable, they will take suitable and sufficient steps to prevent any falling material, or object from striking people, which is liable to cause personal injury.

They shall:

1). Ensure, people do not throw, or tip materials or objects from height, in circumstances where it is liable to cause injury, and,

2). Ensure, they arrange to store materials or objects, in a way that will prevent risk to people arising from its collapse, overturning or unintended movement.

3.26.11 Danger Areas.

(Issue 00).

Those managing the Company's work will act where the worksite contains an area in which, owing to the nature of the work, there is a risk that an object may fall and strike someone or a person at work may fall a distance, which is liable to cause personal injury.

They shall ensure, so far, as it is reasonably practicable, they equip these places with devices to prevent unauthorised people from entering, and clearly identify these areas.

3.26.12 Inspection of Work Equipment for Work at Height.

(Issue 00).

Please Note. This section only applies to work equipment for work at height in accordance with The Work at Height (WAH) Regulations 2005.

Those managing the Company's work will ensure they arrange for the inspection of work equipment, in accordance with the Work at Height Regulations 2005.

They will ensure they arrange to maintain health and safety conditions and detect and remedy any deterioration to the equipment, promptly.

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3.26.13 Inspection of Places of Work at Height.

(Issue 00).

Those managing the Company's work will ensure, so far, as it is reasonably practicable, they arrange checks, on each occasion before their use, of a surface, and every parapet, permanent rail, or other such fall protection measure, of every place of work at height.

3.26.14 Scaffolding Inspection, Commissioning, and Handover.

(Issue 00).

Once complete, a scaffold, or section of scaffold will be thoroughly inspected, by a competent scaffolding inspector, to check it conforms to its intended design, (including scaffolding anchor systems), and that it is safe and free from significant defects. When the scaffolding meets the correct standards, a competent person will commission and arrange its formal 'hand over' to the Company.

As the Company and scaffolding contractor agree, a scaffold check-card or an electronic version can be attached to a complete or incomplete scaffold, or section of scaffold. These will be fitted near to the scaffold's access point.

The Company may arrange, under contract, for the scaffolding contractor to carry out statutory inspections, on the scaffold, in accordance with the requirements of the Work at Height (WAH) Regulations 2005. However, the Company will treat, and limit these inspections to the following 'routine' scaffolding inspections:

Routine Scaffolding Inspections Include:

1). Inspection before it is taken into use for the first time.

2). Inspection after any substantial addition, dismantling, or other alteration, and,

3). Inspection at regular intervals not exceeding 7 days since the last.

Non-routine Scaffolding Inspections.

Under the WAH Regulations, where a scaffold has exposure to conditions causing it to deteriorate, which is liable to result in dangerous situations, the Company will give their scaffolding contractor reasonable notice if a scaffolding inspection is necessary after an occurrence of exceptional circumstance that was liable to jeopardise its safety.

The Company treats these types of inspection as a variation to the works contract, and an extra cost to carry out. Therefore, they will provide the scaffolding contractor a written request for any such inspection.

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3.27 Young People (Under 18's).

(Issue 00)

The Regulations, which are relevant to the Company, for 'young' people, i.e., employees who are under eighteen years' old, include:

- The Management of Health and Safety at Work Regulations 1999.

Please note. The Managing Director will be responsible for nominating and or carrying out the following arrangements as they are or may become relevant and appropriate.

Those managing the Company's work will protect young people at work, against risk to their health and safety, which are a consequence of their lack of experience, or absence of awareness of existing, or potential risk, or the fact that they are not yet fully mature.

They will coordinate with workers, and others, as necessary, to identify hazards, and assess the special nature of a young person's risk of harm from those hazards. They will reduce, young people's risk to, the lowest level reasonably practicable.

Therefore, they shall, in accordance with the risk assessment, ensure young people receive suitable and sufficient, information, instruction and training.

They will provide parents, or guardians, of young people below school leaving age, with a copy of the risk assessment relevant to their child's work.

They will ensure young people are closely supervised.

Those managing work will not, allow young people to operate work equipment, unless they first receive sufficient training, or they are under adequate direct supervision.

In addition, they will not, permit young people to carry out work under the following circumstances, unless, it is necessary as part of their training, or they are under adequate direct supervision, and the work risk has been reduced, to the lowest level, reasonably practicable.

These work circumstances, are where:

1). Limits may be beyond the young person's physical or psychological capability.

2). The work has extreme noise, vibration, or temperature.

3). There is a risk of an accident, that reasonably young people will not recognise due to their insufficient attention to safety, or their lack of experience, or training.

4). The work involves harmful exposure to radiation, or involves exposure, to an agent which is toxic; known carcinogens, i.e., it could cause cancer; could cause, heritable, genetic damage, or harm to an unborn child; could cause, a teratogenic, non-heritable, birth defect, to an unborn child, or could cause another chronic health effect.

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Check and Act:

(Measure and Review Performance).

(Issue 00)

This section sets out the arrangements of how the Company will measure health, safety, quality and environmental performance standards, (including accident investigation), review and learn from any failings.

It is important to note that the Company will develop the arrangements set out in this document into site-specific risk assessment and planning documents.

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4.0 Monitoring, Occupational Health and Health Surveillance.

(Issue 00)

Please note. The Managing Director will be responsible for nominating and or carrying out the following monitoring arrangements as they are or may become relevant and appropriate. They will coordinate with senior personnel to determine and implement plans on how and when to monitor, review and audit the Company undertakings effectively.

They will act upon what is observed or recorded and use to achieve continual health and safety improvements within the Company's undertakings. This will require daily proactive and reactive monitoring and reviewing health, safety, quality and environmental performance standards. This includes monitoring occupational health, and any health-surveillance needs too, where the Company's work causes, or could cause people adverse health effects. They will question staff about their experiences. They will ask for suggestions about making improvements. They will be responsive to any issues.

The objective is to determine whether the Company will meet its health and safety objectives, legal requirements and will prevent accidents or ill-health. The aim is to act upon what is observed and to achieve continual health and safety improvements.

The Company has duties to fulfil where legal statutes require, or where a risk assessment identifies that work will be a risk to employees' health. For example, this could be the risk of dermatitis from regular exposure to wet, harsh and abrasive conditions, occupational asthma caused by dust, or work stress – due to the nature of the Company's work, it is impossible for workers to avoid occasional stressful situations. Those managing work will encourage workers to report any troubles they might have. They will treat worker concerns with confidentiality, and be non-judgmental, and respectful. They will coordinate with appropriate people within the Company, and should the consensus think there is a need they will arrange confidential support or counsel for employees.

Those managing work will coordinate with appropriate people within the Company, and should the consensus think there is a need, they will utilise the services of an occupational-health specialist: An occupational-health specialist, for example, may assist with an employee's medical assessment or their health surveillance. In addition, they could help the Company with noise, vibration or dust assessments.

When necessary, and as legally appropriate, the Managing Director shall:

1). Use health checks and medical questionnaires to assess people's suitability for work.

2). Arrange occupational-health assessments and or advice.

3). Arrange employee health surveillance appropriate to their risk of harm, and,

4). Arrange employee job placement on return to work after an injury or ill health.

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4.0.1 Monitoring Subcontractor Health and Safety Performance.

(Issue 00).

Please note. The Managing Director will be responsible for nominating and or carrying out the following monitoring arrangements as they are or may become relevant and appropriate.

Overview.

The competence of a subcontractor to perform the work intended will be assessed prior to them being engaged. This can include their supervision arrangements.

Those managing the Company's work will monitor subcontractor performance, as they are expected to perform in a competent manner and adhere to relevant health, safety, and environmental legislation, industry best practice, and to the Company's health and safety rules and procedures.

Moreover, at work, subcontractors are expected to be courteous. Offensive, threatening, or violent language or behaviour is unacceptable. This includes, but is not limited to incidents relating to age, gender, sexual orientation, disability, appearance, ethnicity or religion.

Subcontractors will be informed of matters of concern and of the remedial action, necessary to improve. Where there is a serious and imminent danger, or they fail to co-operate, subcontractors will be asked to stop work.

Information for subcontractors.

1). Ensure subcontractors, who are engaged to carry out any part of the work are consulted about their expected health, safety, and environmental performance.

2). Ensure subcontractors receive the necessary, and relevant information and instruction to carry out their job safely, which can include,

- Detail about their, and the Company's legal duties.
- The Company's health and safety aims, objectives, rules and safe working procedures, and,
- Risk assessments, method statements, site rules, welfare, accident and first aid, fire, emergency, and other construction phase arrangements.

3). Ensure subcontractors understand the methods the Company's will use to monitor their health, safety, and environmental performance, which will include periodic:

- Checks to ensure appropriate levels of competence and supervision, are maintained.

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- Checks to ensure necessary licences and or certificates, are maintained.
- Checks on the understanding and adherence to health, safety, and environmental legislation, and best industry standards
- Checks where the Company is legally obliged to ensure people's health is not at risk, or at risk of deterioration because of the work, and,
- Checks on the understanding and adherence to the Company's safe systems of work and especially, systems relating to, as relevant:
    i. Scaffolding and scaffold towers.
    ii. Access equipment, e.g., scaffold stairs, ladders, and mobile access equipment.
    iii. Lifting equipment, e.g., hoists.
    iv. Signs, lighting, and guarding barriers, and protecting the public.
    v. Security.
    vi. Hazardous Substances.
    vii. Housekeeping and waste.
    viii. Correct use of PPE.
    ix. Conduct, and,
    x. Response to a health, safety, or environmental incident.

Monitoring subcontractors.

The Managing Director will arrange for subcontractor monitoring. They will determine any need to investigate poor health, safety, and environmental performance, and will take proportionate action.

Investigations.

Depending on the severity of the circumstance, the following factors, relating to subcontractor health, safety, quality and environmental performance, will trigger an investigation:

1). A health and safety incident that causes concern.

2). Someone is harmed.

3). Something is damaged.

4). Breaches of health, safety or environmental legislation.

5). Poor health, safety, or environmental practice or standards.

6). Complaints, and,

7). An investigation by the Health and Safety Executive.

Subcontractors will co-operate fully with the investigation.

While a subcontractor is under investigation, they may have their work suspended.

The Company may request, in writing, for the subcontractor to attend a formal meeting to discuss matters of concern with the aim of a reasonable solution or outcome.

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4.1 Health and Safety Reviews.

(Issue 00)

JHS Health and Safety Consultants will keep the Company abreast of relevant changes in health and safety legislation, change and best practice and with any other notable health and safety information too. They will help us to carry out an annual review of our health and safety policy and arrangements, and as necessary, will update the associated documents.

JHS Health and Safety Consultants has a webpage where the Company's senior personnel can undertake an annual health and safety review. This will help them to grasp what they can do to improve the Company's health and safety performance.

Nevertheless, each year, they will hold a health and safety review meeting. At this meeting they will look at the Company's policies and its health, safety, quality and environmental performance standards, to see how it performs against these, what the gaps are, and what needs developing. They will set a plan of action for improvements.

Topics for review and or attention at meetings can, but are not fixed or limited to include:

1). Previous meeting minutes/notes.

2). Analysing previous period's aims and objectives.

3). Policies, including their validity and effect.

4). Health and safety arrangements, including their validity and effect, such as COSHH controls, occupational health, risk assessments and method statements.

5). Managing business change, and its effect on health and safety, the environment and quality.

6). Accidents, incidents or loss.

7). Results from inspections, and other monitoring and audits.

8). Business performance against regulatory, industry and commercial/client requirements.

9). Competence and training needs within the Company's undertakings.

10). Consulting and communication with workers.

11). Setting aims and objectives for the forthcoming period, and,

12). Learning events, (good and bad), and conclusions.

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FORMS:

(Issue 00)

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Businesses Appointed to Assist the Company with Health and Safety.

(Issue 00)

Business Name:	Role/Responsibility	Date Appointed
JHS Health and Safety Consultants	Health and Safety Assistance	May 2023

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Miscellaneous Appointments.

(Issue 00)

These people are appointed from within the Company, to fulfil the role below, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Role:		
Employee Name:	**Date Appointed:**	**Appointment Expiry or Review Due:**

First Aiders.

(Issue 00)

These people are appointed from within the Company, to fulfil the above role, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Employee Name:	Date Appointed:	Appointment Expiry or Review Due:

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Emergency First-Aid Appointed Person.

(Issue 00)

These people are appointed from within the Company, to fulfil the above role, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Employee Name:	Date Appointed:	Appointment Expiry or Review Due:
Rhys Gilden	September 2020	27 September 2023
James Gilden	September 2020	27 September 2023
John Gilden	September 2020	27 September 2023
Jason Pree	September 2020	27 September 2023

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First-Aid Equipment and Facilities – Inspection and Equipment Replacement.
(Issue 00)

These people are appointed from within the Company, to fulfil the above role, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Employee Name:	Date Appointed:	Appointment Expiry or Review Due:
Jinnie Yeo	May 2023	Once every 3 months: next date: Aug 2023

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People Responsible for Maintaining 'General' Equipment.

(Issue 00)

These people are appointed from within the Company, to fulfil the above role, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Employee Name:	Date Appointed:	Appointment Expiry or Review Due:
Paul Gilden	Feb 2023	Aug 2023
Steve Sampson	Feb 2023	Aug 2023

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People Authorised to Change an Abrasive Wheel.

(Issue 00)

These people are appointed from within the Company, to fulfil the above role, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Employee Name:	Date Appointed:	Appointment Expiry or Review Due:
Rhys Gilden	12 May 2021	12 May 2024
Nathan Hall	12 May 2021	12 May 2024

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Certified Inspectors of Work Equipment, for Work at Height.
(Issue 00)

These people are appointed from within the Company, to fulfil the above role, and its associated responsibilities or duties. The Managing Director will provide adequate resources to duty holders, so they can fulfil their function, effectively.

Employee Name:	Date Appointed:	Appointment Expiry or Review Due:

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