



**HEALTH & SAFETY POLICY  
THE WIGGETT GROUP LTD**

**Version 4.0  
1<sup>st</sup> of April 2025**

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## 1.0 COMPANY DETAILS

### **Registered Office:**

The Wiggett Group Ltd  
Unit 4 Clapgate Farm  
Warley  
Brentwood  
Essex  
CM13 3DS

### **Trading Address:**

The Wiggett Group Ltd  
Unit 4 Clapgate Farm  
Warley  
Brentwood  
Essex  
CM13 3DS

### **NAME OF PERSON(S) WITH THE ULTIMATE RESPONSIBILITY FOR HEALTH & SAFETY MATTERS WITHIN THE COMPANY**

NAME: Mr. Reece Wiggett  
POSITION: Managing Director

### **SPECIFIC SAFETY FUNCTIONS AND NAMED RESPONSIBILITIES.**

ALL HEALTH AND SAFETY FUNCTIONS:  
Mr. Reece Wiggett - Managing Director

ALL HEALTH ARRANGEMENTS:  
Mr. Reece Wiggett - Managing Director

ALL SAFETY ARRANGEMENTS:  
Mr. Reece Wiggett - Managing Director

ALL WELLBEING ARRANGEMENTS:  
Mr. Reece Wiggett - Managing Director

## 2.0 COMPANY HEALTH & SAFETY STATEMENT OF INTENT

Wiggett Group Ltd fully accept their responsibilities under the health & safety at work act 1974 to their employees to ensure, so far as is reasonably practicable, their health, safety and welfare at work and any other persons who may be affected by the company's work operations and to:-

1. Provide and maintain plant, equipment and systems of work which are so far as is reasonably practicable, safe and without risks to health.
2. Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage & transport of articles and substances.
3. Provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees.
4. Maintain in a condition that is safe and without risks to health so far as is reasonably practicable, any place of work under our control.
5. Provide means of access to and egress from any place of work under our control which is so far as is reasonably practicable safe and without risks to health.
6. Provide and maintain for all employees a working environment that is, so far as is reasonably practicable safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. The necessary financial provisions will be made available to provide and maintain such standards of health & safety.
7. Regular management meetings will be held to discuss, deal with and adopt improvement methods for all Health and Safety issues. All necessary financial provisions will be made available to provide, maintain and implement such standards of health & safety.
8. All employees will receive induction and toolbox talks on commencement of their employment. Site specific induction and toolbox talks will be undertaken prior to the commencement of each contract/project. Employees will be provided with Site specific Risk Assessments and Method Statements prior to the commencement of work on site.
9. At annual intervals all employees will be provided with a review of the Health and Safety policy, with the provision of information and training required to address any newly identified risks.
10. The Company will endeavour to pursue continual improvement in relation to their health, safety and welfare commitments.
11. A commitment to review the policy on an annual basis.

Wiggett Group is owned and managed by Mr. Reece Wiggett who is directly responsible for Health and Safety matters within the company. The responsible persons will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

We use Matthew Brierley MIIRSM, DipNVQ, Grad / Cert IOSH (Mr Accreditation Safety Services) for gaining help and advice with Health & Safety matters where required.

The organisation of the workforce is the responsibility of Mr. Reece Wiggett who holds the position of Director and who is responsible for ensuring that the companies Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Mr. Reece Wiggett who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

It is the duty of all employees to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large.

Directors and management of the company will monitor the operation of this policy. The organisation and arrangements of this policy will be displayed at each office, workshop, site and workplace for inspection by all employees.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Director.

**Signature for Wiggett Group Ltd**

Issued by: Reece Wiggett

Position: C.E.O

Date: 1<sup>st</sup> of April 2025

Review Date: 1<sup>st</sup> of April 2026



Signature:

## 3.0 ORGANISATION & RESPONSIBILITY OF COMPANY OFFICIALS

### 3.1 Directors & Managing Director

1. The provision and maintenance of safe and healthy working conditions for the workforce and any others who may be affected. These conditions will conform at least to the minimum laid down by statute.
2. The preparation of instructions for the organisation and administration of this policy.
3. Ensuring that each person is aware of their individual responsibilities and duties.
4. Ensuring that sound and safe working practices are both understood and observed.
5. The provision of the necessary instruction for employees and sub-contractors in order to enable them to perform their work safely.
6. Ensuring that all quotations allow for the cost of the provision of adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access (as far as is reasonably practicable).
7. Ensuring that liaison between the company's offices, workplaces, representatives of the health and safety executive occurs (where notification is required by statute).
8. The provision of the appropriate equipment and protective clothing for the task in hand and ensuring that they are used correctly (PPE regulations).
9. To consult with the employees of the company, or their representatives on matters relating to health, safety and welfare.
10. The setting up and administration of an adequate system of accident reporting and investigation.
11. Ensuring that regular and frequent workplace inspections of both equipment and materials are carried out.
12. The setting up of a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
13. Set a personal example by wearing protective clothing where appropriate when visiting a workplace.
14. Directors/safety officer & consultants will carry out a review of the policy on a six monthly basis. The review will take account of any new or amended legislation or changes in working practices.
15. Maintain hazard data sheets for all substances used by the company, this includes updating the sheets prior to the use of a substance for a new purpose or a new substance being used for the first time. Introduce and maintain a hazard reporting procedure for all locations and places of work.

16. Arrange for the provision of written risk assessments for any operation, substance or method that could entail potential hazards to employees or others, or the general public; in good time to be agreed before work commences.
17. The appointment of competent persons to undertake risk assessments and to devise and apply protective steps shown to be necessary as a result of the written assessment.
18. Put into operation effective arrangements for the implementation of adequate protective and preventive measure resulting from risk assessment.
19. Ensure that the company complies with the requirements of “construction (design & management) regulations 2015” “CDM” (where applicable).
20. Ensure that sufficient funds are made available for the company to fulfil its health & safety policy commitments.
21. Take appropriate steps to ensure that the company fulfils its legal responsibilities as a principal contractor under the construction (design & management) Regs 2015.
22. To develop a training policy to ensure compliance with regulation 13 of the management of health & safety at work 1999 (amendment) Regs 2006 and regulation 17 of the construction (design & management) Regs 2015.
23. To ensure disciplinary measures are in place to deal with breaches of health & safety procedures.
24. Will ensure maintenance of work equipment is undertaken

### 3.2 Managers & Supervisors

#### **The responsibilities of managers and supervisors within the company shall be:-**

1. To read and understand the company’s safety policy and to ensure that its provisions are being effectively carried out.
2. To bring the provisions of this policy, insofar as they affect all personnel, to the attention of the employees under the control of particular managers/supervisors.
3. To inspect machinery, equipment regularly and to ensure that any defects discovered are remedied forthwith, as part of a hazard reporting procedure.
4. To prevent access by the workforce or other persons to any defective machinery, equipment until the faults have been rectified.
5. To ensure that employees are adequately instructed/trained in the safe operation of equipment and machinery.
6. To ensure that any areas of the workplace to which the general public or visitors may have access are maintained to ensure their safety.



7. To arrange for all necessary insurance's, certificates etc, appropriate to the workplace's size and function.
8. To arrange for the reporting of incidents to the insurers where appropriate.
9. To arrange the appropriate fire risk assessments for each office, location, workplace, the proper maintenance of appropriate firefighting equipment, regular fire drills and adequate access to firefighting services.
10. Ensure that adequate first-aid facilities are available and adequately maintained.
11. To ensure that all accidents are reported in accordance with the provisions of this policy.
12. Ensure that no unnecessary risks are taken by the employees in pursuance of this policy.
13. Set a personal example.
14. To give advice upon this policy when requested by either the directors or workforce.

### 3.3 Workforce Operatives & Employees

#### **The responsibilities of the workforce operatives & employees: -**

1. To understand and apply the company health and safety policy to the workplace for which you have responsibility.
2. To organise the workplace in such a way that tasks are carried out with the minimum of risks to employees and other persons who may be affected.
3. In appropriate circumstance to issue written working instructions/risk assessment to all operatives and other person who may be affected.
4. To maintain and supervise the workplace accident record book and such other registers as shall be required by statute.
5. Ensure that inspections of equipment, machinery and harmful substances shall be carried out frequently and by competent persons, as part of a hazard reporting procedure.
6. Ensure that supervision under your control are aware of their duties and obligations and that they do not permit employees and other persons who may be affected to take any unnecessary risks.
7. Make arrangements for the safe off-loading of machinery, equipment and materials from vehicles and its safe and secure storage.
8. Ensure that the necessary utilities are connected and that they are maintained in a safe and secure manner for each workplace.
9. Plan and maintain a tidy workplace.

10. Communicate and allocate responsibility to sub-contractors and others having cause to visit the workplace from time to time.
11. Check that all workplace machinery, powered tools, plant and safety equipment is properly used and maintained.
12. Ensure that supplies of protective clothing are adequate, properly used and maintained and issued when required.
13. Ensure that first-aid facilities are provided and that all persons in the workplace are aware of the location.
14. Ensure that adequate liaison and communication is established with local emergency services and that they may gain appropriate access to the workplace.
15. Accompany HSE Inspector on any visit and arrange for the compliance with any notice so issued.
16. Ensure that adequate fire precautions are taken and that adequate fire fighting equipment and access is maintained.
17. Set a personal example by wearing protective clothing.
18. Ensure that any accident resulting in an injury to any person is adequately treated and is reported in accordance with company policy.
19. To appoint competent people to devise and apply protective steps shown to be necessary by
  - a. risk assessment.
20. Put into operation effective arrangements for the implementation of adequate protective and preventive measures resulting from risk assessment
21. Carry out its requirements and work in a safe manner at all times.
22. Wear protective clothing and use safety equipment at all times as appropriate (PPE regulations). Safety helmets must be worn on all designated hard hat sites and where there is a danger of head injury.
23. Report defects in equipment, machinery or materials, immediately to the workplace supervisor or his/her assistant.
24. Maintain workplace machinery and equipment in good condition.
25. Use equipment only for the purposes for which it is intended.
26. Use only the equipment upon which you have been instructed/trained.
27. Not to take part in "horseplay" or dangerous practical jokes whilst in the workplace.
28. Report to the supervisor any injury to yourself which result from an accident at work even if it appears to be only very minor and does not stop you working.

29. Make suggestions whereby the safety of current working arrangements could be improved, and report all hazards or potential hazards to your supervisor.
30. Inform management or the supervisor of any medication which you are taking and which may affect your capacity for work or treatment following an accident and to comply fully with the company's policy on drugs & alcohol.
31. Employees are reminded that they have a duty under section 7 of the Health and Safety at Work act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions and also to co-operate with the company in its arrangements to perform or comply with statutory safety obligations which includes adherence to the company safety policy.
32. Employees are required to comply with regulation 12 of the management of health & safety at works 1999 (amendment) Regs 2006. A copy of the regulations are contained in the company's "health & safety manual" which is available to all employees/operatives

### 3.4 Workforce Sub-Contractors

1. The Company appointed person, or authorised person is responsible for assessing all Subcontractor and to ensure that they complete our "Subcontractors Pre-Qualification Questionnaire" as outlined in the company policy for the selection and monitoring of all sub-contractors and submit before work commences. A copy is retained in our site-specific H&S files.
2. Expected to comply with and read the provisions of this policy.
3. To ensure that any operatives under their control or employed have knowledge of and will comply with the company safety policy.
4. The Company appointed person, or authorised person will ensure that all subcontractors provide suitable reference of satisfactory completed contracts.
5. They are also required to provide all the necessary health & safety documentation; equal opportunities policy, environmental policy, site waste management plan (SWMP), health & safety policy, COSHH & risk assessments, methods statements, insurance details/certificates and a list of competent & qualified employees. Also, valid CSCS cards, CHAS/Constructionline certificates. Copies will be retained in our site-specific H&S files.
6. Subcontractors (or their employees) are not entitled to modify, alter or otherwise interfere with any workplace, equipment or materials for which they have no responsibility or need to use, unless otherwise authorised by the site supervisor or his/her assistant.
7. To ensure that any injury sustained or damage caused by the sub-contractors must be reported to the workplace supervisor immediately.
8. To arrange for suitable welfare facilities and first-aid equipment to be provided for their employees unless arrangements have been made on their behalf by the main contractor.
9. To observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials which they shall bring on to the workplace.

10. To keep all workplaces, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
11. To wear protective clothing and use safety equipment appropriate to the operation (PPE regulations).
12. To provide information and co-operate fully in respect of the provisions of the M.H.S.W 1999 regulations (amendment) 2006.
13. To fully comply with the “CDM” Regs 2015 (where applicable) and provide relevant information. Carry out all work in accordance with the safety plan as directed by the principal contractor.
14. Required to attend pre-start health & safety meetings.

#### 4.0 Health and Safety Advisor / Officer

**The company will seek advice as is necessary under The Management of Health and Safety at Work Regulations 1999 – Section 7**

**The company has retained the ability to seek advice from the following –**

**HS Direct Ltd 0114 244 4411 – External Advisor**

**The responsibilities of the company’s safety officer shall be:-**

1. Advise on the company health and safety programme.
2. Regularly inspect all workplaces and machinery/equipment to ensure that the policy is being complied with and make recommendations directly to management and employees concerning health and safety.
3. Review any safety recommendations received and interpret new safety legislation for management and advise on its implementation, arrange and attend safety meetings when necessary.
4. Assist in and advise on the safety training/induction of all employees and new employees.
5. Arrange suitable material and publicity for the health and safety programme.
6. Investigate accidents and damage to company property and recommend corrective action.
7. Inspect new and unusual processes for potential hazards.
8. Recommend any necessary safety rules in the light of legislation and past performance.
9. Comply fully with the young workers directive (YWD).

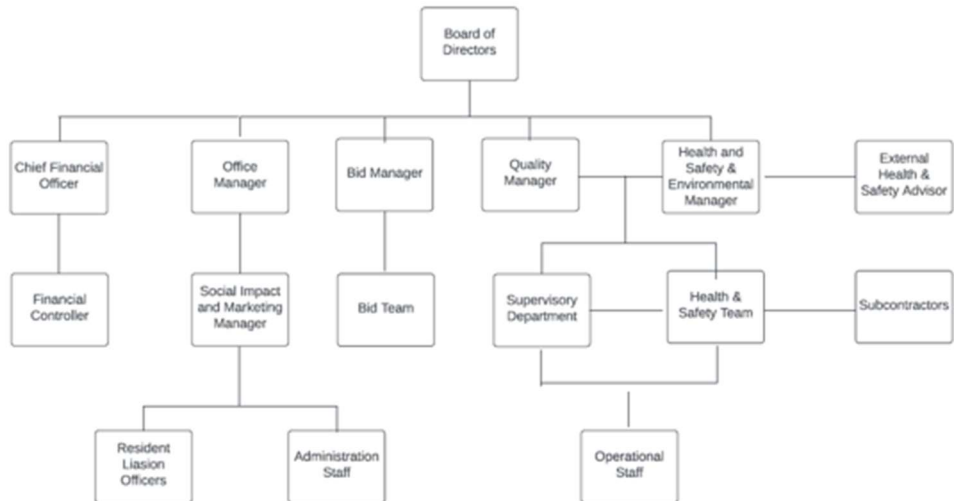
10. In the event of personal accidents at work or dangerous occurrence the B1 510 First Aid book must be completed and if reportable under the RIDDOR Regs 2013 F2508/A form must be filled in as appropriate.
11. Assist and advise on the training of new safety committee representative when necessary.
12. Inspect and investigate all new machinery/equipment before they are commissioned.
13. Advise and assist managers/supervisors in ensuring compliance on site with construction (design & management) Regs 2015 (where applicable).
14. Review accident records and statistics regularly, inspect workplace, office accident book.
15. Ensure first-aid boxes, accident books, registers and posters in accordance with statutory regulations are available at offices and workplaces.
16. Ensure that any unsafe machine/tools/equipment are immobilised and assist and encourage the promotion of company's hazard reporting procedures.
17. Keep contact with official and professional bodies, e.g. Health and Safety Executive (H.M. Factory Inspectorate) local authorities, fire authorities, royal society for the prevention of accidents, British safety council and institution of occupational safety and health.

**Company safety officers must:-**

18. Foster within the firm an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
19. Set a personal example.
20. Ensure the C.O.S.H.H. Regulations are complied with and to be responsible for monitoring the use of substances and to take charge of any contingency situation involving spillage etc.
21. Assist when required with the preparation of written risk assessments and with protective measures shown to be necessary as a result of the assessment

## 4.1 Company Organisation Chart

### Organisation & Company Operational Structure 2024



## 5.0 ARRANGEMENTS FOR HEALTH AND SAFETY

This section defines our company arrangements and policies for dealing with our activities

### 5.1 Accident Reporting & Investigation

**RIDDOR 2013 - (Reporting of Injuries, Diseases & Dangerous Occurrences Regs 2013).**

#### **Definition of events which are reportable**

1. Any accident connected with work involving an employee, or self-employed person who is killed or suffers a major injury (including physical violence) also any member of the public killed or taken to hospital. This must be reported to the enforcing authority without delay call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) must be followed up by completing F2508 (on line) at [www.riddor.gov.uk](http://www.riddor.gov.uk) within 10 days.
2. Any accident connected with work (including an act of physical violence) involving an employee or self-employed person which result in an over seven-day injury. Must complete form F2508 (Online) at [www.riddor.gov.uk](http://www.riddor.gov.uk) within 15 days. Three day and over accidents must still be recorded and kept by the employer.
3. Where an employee suffers from a reportable work-related disease (confirmed by his doctor). Must complete form F2508A (on line) at [www.riddor.gov.uk](http://www.riddor.gov.uk) within 10 days.
4. If a dangerous occurrence happens which does not result in a reportable injury, but which clearly could have done it must be reported immediately, form F2508 must be completed (on line) at [www.riddor.gov.uk](http://www.riddor.gov.uk) within 10 days.

#### **Definitions of Specified Injuries, Dangerous Occurrences & Diseases**

##### **Reportable specified injuries are:**

- Fracture, other than to fingers, thumbs, and toes
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns – covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs
- Scalping – separation of skin from the head – which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or required resuscitation or admittance to hospital for more than 24 hours

##### **How to Report an Incident**

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### **Out of Hours**

The type of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties.
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the duty officer on 0151 922 9235

### **Reportable Dangerous Occurrences Are:**

- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person

For the full list of reportable dangerous occurrences refer to the online guidance at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **The Following Dangerous Occurrences Are Reportable Except In Relation To Offshore Workplaces:**

18. Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
19. Explosion or fire causing suspension of normal work for over 24 hours;
20. Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
21. Accidental release of any substance which may damage health.
22. All occurrences should be reported on line using forms (on line) at [www.riddor.gov.uk](http://www.riddor.gov.uk) within 10 days. OIR9B – Report of an Injury Offshore / OIR9B Report of a Dangerous Occurrence Offshore.

### **Reportable Occupational Diseases includes**

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Occupational cancer
- Any disease attributed to occupational exposure to a biological agent.



## **Person Responsible for Reporting the Reportable Injury**

### **Keeping records**

A record **must** be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case:-

- 1. The date and time of the accident-causing injury.**
- 2. The following particulars about the person affected: -**
  - a. Full name**
  - b. Occupation**
  - c. Nature of injury or condition**
- 3. Place where the accident happened.**
- 4. A brief description of the circumstances.**

The nature of the record is not stipulated by "RIDDOR". It is left to the responsible person to use a form of record which best suits his purposes. A copy of each completed form F2508 must be kept in a file and also any entry about an injury in H.S.E. Book F2509 (records of accidents and dangerous occurrences and ill health (disease) enquiries) where kept by an employer would suffice.

### **Accident Investigations**

All accidents and dangerous occurrences will be fully investigated. This will be carried out by the health & safety officer. The officer will produce a written report. A copy of this report will be forwarded to the Director responsible for health & safety.

### **Near Misses**

All near misses must be reported. Employees are made aware of the procedure at the induction process, tool box talks. They should record the near miss down on the appropriate form provided. The form will be analysed by their immediate Supervisor/Manager and the appropriate action taking, ie - Communicate revised safe system of work to all concerned.

### **Training**

The managing director will carry out a six-monthly survey to ascertain what training is required. All employees will be interviewed to find out what training they require. Records will be kept and a training programme will be established giving priority to the most hazardous areas and the needs of young/and/or new employees.

No person will be permitted to drive any company vehicle or article of plant unless they are selected and trained to do so.

In addition they will not be permitted to operate any machine, apparatus, tool or installation until appropriate training has been provided.

Arrangements will be made, where necessary, for a representative from the fire appliance suppliers to train staff in the use of firefighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the company in any arrangements made for their training requirements. The safety officer will maintain a record of all training that is undertaken and training records for all employees will be reviewed annually

## 5.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles.

Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager

## 5.3 Asbestos

It is the policy of the company, that we will NOT work with any Asbestos Containing Materials.

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care.

**When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. Any suspicious material shall be reported to the site or building manager immediately.**

An Asbestos Management Survey for the premises should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and Demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out

All work involving asbestos will be carried out in accordance with “control of asbestos regulations 2012” and approved code of practice. Any materials used which contains asbestos must comply with these regulations.

Because of the hazards and severe restrictions, we will liaise with the local authority, environmental health dept and the H.S.E. Only special qualified licensed contractors will be used for the removal and disposal of asbestos.

All employees are fully inducted & receive toolbox talks before each contract, which cover asbestos awareness and the procedures to follow. If asbestos is suspected on a job, it is Company policy that work be immediately suspended, the area would be clearly marked and sealed off and a specialist contractor brought in to remove the asbestos and confirm the site is safe and work can continue. All sampling, testing and clearance will be carried out by an accredited contractor (UKAS).

## 5.4 CDM Regulations (Construction, Design and Management 2015)

The company recognises the requirements of these regulations and makes every endeavour to comply.

- Briefly - The regulations call for:
- Skill, Knowledge, and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

### **Co-operation of employees, contractors, and others**

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others.

Supervisors have been appointed to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

### **Co-ordination of activities**

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will always remain safe from harm.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

### **Prevention of accidents**

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

### **Duties of Contractors**

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering, and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than one contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

If a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

#### **Notification to the HSE**

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

#### **Appointment of Principal Contractor**

Following our appointment as principal contractor we will develop the written construction phase plan. This will involve drawing up a programme of work, which will be undertaken in a logical, safe and efficient manner. We will identify areas of risk and prepare suitable rams prior to the commencement of such activities.

We will ensure that all employees are competent and trained to undertake the tasks they are employed to do. They will receive an on-site induction prior to commencing work. This induction will cover the company's health, safety & environmental procedures - health & safety policy, COSHH assessments, rams, manual handling, personal protective equipment.

Where training needs are identified a training programme will be prepared and implemented.

All subcontractors will be vetted and will be required to provide details of contracts completed. They will also be required to provide details of qualifications and their health & safety procedures (health & safety policy, COSHH, rams and a list of competent employees.

To ensure that health & safety procedures are in place and being implemented site management will carry out a daily health & safety inspection. He will also provide a written report on a weekly basis which will be discussed at the contract progress meeting which will also involve representatives of subcontractors. On major projects, in addition to the above a monthly health & safety audit will be carried out by a qualified health & safety officer

#### **5.5 Control of Substances Hazardous to Health – COSHH**

The control of substances hazardous to health regulations 2002 requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced.

All site/workplace supervisors have been instructed in the implementation of the C.O.S.H.H. Regulations and assessments/data sheets are available at all workplaces on all products and processes covered by the regulations

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or his nominated representative.

A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

### 5.6 COVID-19 – Living with Covid in the Workplace

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for all company employees, individuals and clients that may be affected by our work.

As the situation continues to develop and change, the company will provide updated advice, resources and guidance in line with current Government guidance to support our employers.

Currently, following all Public Health England, NHS England & NHS Scotland, following a positive test result there are no legal requirements for self-isolation, all company operatives have been informed if you they are testing positive, even though you may feel fine or only slightly ill with the virus, you could pass this on to someone much more vulnerable.

Employers can now set their own rules in terms of isolation and testing, so if you are unsure on what to do if you test positive, please ask management  
All operatives receive regular updates as to good hygiene practises and what to do if they become ill.

### 5.7 Communication with Workers

The company uses a variety of methods to communicate information with employees and sub-contractors. A quarterly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods.

1. Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
2. Use an interpreter; this may be a trained work colleague.
3. Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
4. Use pictorial information and internationally understood pictorial signs where appropriate
5. Where information must be in English, use clear and simple materials, and allow more time to communicate issues.

The company will encourage the active participation of all employees in promoting good health and safety practice within the company, to this end facilities will be made available for the appointment of safety representatives at workplaces where appropriate and the formation of safety committees in line with the provisions of the safety representatives and safety committees regulations 1977. The company will also comply with the requirements of the health & safety (consultation with employees) Regs 1996.

Where safety representatives are appointed, the company will consult on all health & safety matters required by the management of health & safety at work 1999 (amendment) regulations 2006.

1. The Company considers health & safety throughout the workforce to be paramount. It is our policy to ensure that all employees have received suitable and adequate training for the duties they are required to perform.

2. We have a open door policy where employees are encouraged to raise any issues they may have, in addition to any complaints, grievances.
3. The provision of adequate health & safety information and training before starting work and when exposed to new risks.
4. We consult with employees to ensure risk assessments/method statements are in place for all works undertaken.
5. We will attend contract meetings with the Principal Contractor/Client. In addition, all employees are fully inducted and receive toolbox talks for each contract undertaken.
6. Our supervisor will carry out daily site inspection checks to ensure all employees are adhering to health & safety.

We arrange annual one to one appraisal with each individual employee to ensure all training/qualifications are up to date, in addition we will see if any further or specialist training is needed

### 5.8 Contractors & Sub-Contractors

The use of contractors in the construction industry is commonplace.

Many companies turn to contractors to supplement their regular construction staff. They are also used for specialist tasks, often involving hazardous activities. This could involve working on critical process plant and equipment or carrying out non-routine activities where there is a greater potential for harm if their work is not properly managed.

It is important to ensure that contractors are properly briefed on and understand the hazards and risks associated with our activities in order for them to be able to work safely and to safeguard the integrity of construction related activities.

Either the Director of the company, or the appointed person or appointed Project Manager will be responsible for assessing and controlling contractors and subcontractors working for or on behalf of the company.

It is the policy of the company that all contractors and sub-contractors who are working for the company must have complete the contractor's competence assessment before commencing work.

As a minimum, it is expected that all Contractors and Sub-Contractors, will comply with the following as minimum-

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located in company office.

The company's health and safety policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractor's competence form before commencing work.

The MD or his nominated representative is responsible for assessing and controlling contractors and subcontractors working for or on behalf of the company

### 5.9 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. The company appointed person will carry out risk assessments and provide information, instruction, and training to its entire DSE user staff.

Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience

The assessment will take account of seating, lighting, office size, eyesight testing and other requirements of the D.S.E. Regulations 1992

### 5.10 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons.

Lone working is not allowed when live work takes place.

### 5.11 Environmental Protection

The company has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place.

This may include compliance with the requirements of a Site Waste Management Plan, Impact Risk Assessments where relevant. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

### 5.12 Environmental Waste Management & Pollution Control

The Company recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

Company management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with the current Controlled Waste Regulations.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration

of Carriers and Seizure of Vehicles) (Amendment) Regulations). Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

The Company shall:

Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.

Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.

To coordinate each activity within the waste management chain.

Promote environmental awareness to increase and encourage waste minimisation, reuse and recycling.

Ensure the safe handling and storage of wastes on site

Provide appropriate training for staff, on waste management issues.

Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

### 5.13 Equipment Inspections & Records

The User must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange 6 monthly inspections of all company equipment to include ladders, other access to height, PPE, tools, machines etc, and will keep a record of such inspections in compliance with PUWER.

Works transport will be visually checked by the designated person on a regular frequency to ensure correct operation of all functions and maintenance of fluid and pressure levels.

Servicing and MOT testing will be carried out in compliance with manufacturer recommendation and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are always clearly discernible.

Where an inspection reveals a defect, it will be the responsibility of the MD/ Site Manager to ensure that the equipment is not used until such time as a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturer's instructions.

1. It is the responsibility of the site manager/manager to ensure that machines are only operated by those employees who have the authority to do so and who are sufficiently trained and competent in the handling/operation of the machine.
2. Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.
3. Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.
4. The purpose and method of action of all switches must be clearly marked.
5. All electrical equipment on the company sites and other workplaces will be supplied, installed, maintained, or used in accordance with current regulations. \* the contract manager/supervisor will plan the temporary electricity and distribution on site in accordance with current regulations. \* all temporary supplies are to be installed by competent electricians and tested in accordance with The IET regulations



6. The contract manager/supervisor/workplace manager will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British standards.
7. 7. No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the company safety officer. Lower voltage tools, lighting, etc may be required in damp or confined situations. The company safety officer must be consulted in these situations.
8. All plant, machinery, electrical equipment, power tools/portable will be tested and assessed to ensure compliance with the noise at work regulations 2005.
9. All work equipment hired in or borrowed will be accompanied by all appropriate inspection and maintenance records.
10. All portable electrical equipment will undergo a daily visual check, any defects should be reported immediately and the equipment will be labelled and taken out of use.
11. The regulations may apply depending on the equipment\*
  - The electricity at work regulations 1989.
  - The IET regulations for electrical equipment of buildings.
  - British standard 4344.
  - British standard 4363.
  - British standard code of practice BS7430. 1991.
  - Provision and use of work equipment Regs 1998 (power).
  - Lifting operations & lifting equipment Regs 1998 (loler).
  - Low voltage electrical equipment Regs 1989.
  - Noise at work Regs 2005.
  - Control of vibration at work Regs 2005

#### 5.14 Fire Safety

In the event of a fire in company premises the MD is the Responsible Person (RP) alternatively in their absence their nominated representative will take charge, in their absence the most senior person on site will assume the responsibility

On a client's site where the company are responsible for the site, it is the responsibility of the company to RP or their nominated representative on site to ensure that all fire safety procedures are implemented in client buildings and on client sites and are communicated to staff.

Where a hot work permit is raised all company site operatives are expected to adhere to its requirements.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

#### **Office**

Site manager/office manager will be responsible for providing and having maintained all firefighting equipment, fire doors, fire blankets and fire notices. They will test the fire alarm system at least once per month from a different point, at least twice a year they will arrange a fire escape drill. Fire procedure notices will be displayed by all fire alarm points and appliances.

The office manager will undertake annual office awareness training to all office-based staff.

In addition, a comprehensive office premises fire risk assessment will be put in place. All new starters will be fully inducted.

The proper evacuation procedure will be drawn up by the site manager/office manager/safety officer and will be brought to the attention of all employees. This procedure will discuss assembly points, premises check and head count. A fire logbook will be maintained by the manager accurately recording the dates of all the above drills, tests, and inspections.

This log will be kept in the office. In addition, the company have also taken into consideration the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation. The company will comply with the requirements of the regulatory reform (fire safety) order 2005.

### **Means of Escape**

In the event of fire occurring, it is vital that staff and other persons can evacuate the premises. All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire e.g., unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

### **Highly Flammable Liquids**

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have current instruction sheets from the suppliers. The supervisor will ensure that such instructions are supplied and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres.

The highly flammable liquid store will be a strong metal container, located away from any building and clearly marked "no smoking - highly flammable". The keys to the highly flammable liquid store will be held by the supervisor.

Your attention is drawn to the guidance notes in the safety manual on highly flammable liquids

### **Operatives**

All operatives shall be informed during the site induction of the following information regarding fire:

- How to raise the alarm
- What the alarm signal is
- What action to take in the event of a fire
- Where the assembly point is
- Location of extinguishers
- Emergency Numbers including 999/112
- The importance of Hot Works Permits

### **5.15 First Aid Arrangements**

The MD or his nominated representative will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid

kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

The company will ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

The appointed person will be responsible for the following actions –

- Rest then returns to work
- Use of First Aid Kit and then returns to work
- Taken home – Fit note will be required before returning to work
- Minor Injuries Unit - Fit note will be required before returning to work
- Taken to A & E - Fit note will be required before returning to work
- Emergency Services Needed - Fit note will be required before returning to work

All staff when inducted will be made aware of the location of the First Aid kit

#### 5.16 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAVS.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavor to source low vibration tools and limit exposure to such tools. The company will also provide adequate information instruction and training to its staff and contractors on the risks of HAVS.

The MD or the appointed person will compile Hand Arm Vibration Assessments to identify the level risk exposed to all of the workforce, by using the HSE HAV's Calculator, on the Exposure Level and the Action Levels.

#### 5.17 Health & Safety Records

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

These records will from the minimum, further records could be retained as needed for the Health and Safety file.

### 5.18 Health & Safety Training

The company will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

#### Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety.

New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in the office, manually and electronically.

All new employees will receive a comprehensive health & safety induction prior to the commencement of any work/activity.

Existing employees will receive toolbox talks on all subsequent sites prior to the commencement of any work/activity.

As part of our health & safety induction procedures all new employees will be issued with appropriate P.P.E. which will be recorded.

Asbestos Awareness training will be including in each site induction

Copies of training records are available for clients upon request

### 5.19 Health Surveillance

All employees of the company are encouraged to carry out and record weekly personal health checks.

Any problems reported will be dealt with in a personal and confidential manner by senior management.

Should the company have any concerns regarding the wellbeing of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues the company will pay for conducting relevant medical surveillance were appropriate.

The Company will ensure that health surveillance of employees, and workplace monitoring, are undertaken in accordance with legislative requirements to ensure that work-related hazards are identified and appropriately managed.

The Company operate an open door policy should any employee need to discuss any medical concerns in private. Employees are made aware that they should inform their Supervisor/Manager of any concerns.

In addition, all employees are required to complete a medical questionnaire upon joining the company.

In addition, all employees are required to complete the medical questionnaire on an annual basis and inform the company of any changes concerning their health. The confidentiality of medical records will be protected.

Health Surveillance is also discussed in the company's quarterly health, safety & welfare meetings where all employees must attend. The meeting is chaired by the Director (s) of the company

### 5.20 Lone Working

Where work is carried out in the customer's premises, the MD or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g., lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

### 5.21 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately.

All machinery shall also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule OR at least annually and records held.

### 5.22 Machinery Operation

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current license to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

The responsibilities of equipment/machinery operators are: -

1. To read and understand the company safety policy.
2. To work in accordance with its provisions.
3. To inspect your machine frequently and report any defect to the workplace supervisor/manager.
4. To use the equipment/machinery only for the purposes for which it was designed. Seek guidance and advice from supervisors/managers in this matter.
5. To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out your duties.
6. Suggest ways in working practices can be made safer.
7. No handheld device including mobile phones, watches or tablets should be used whilst operating equipment/machinery.
8. Ensure that employees and others within the vicinity of the equipment are not endangered by its use.
9. Report all accidents or damage to the workplace supervisor or his/her assistant and ensure that details are entered in the accident record book.
10. Inform management or the supervisor of any medication which you are taking and which may affect your capacity for work or treatment following an accident.
11. To fully comply with the company's drugs & alcohol policy.

### 5.23 Manual Handling Assessments

The MD or his nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g., tools, equipment, materials etc, its size and weight, the individual, the task, and the environment in which the task takes place. The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

The HSE has made available tools for effective use, these are –  
Manual Handling Assessment Charts (MAC)  
Risk Assessment of Pushing and Pulling  
Assessment of Repetitive Tasks

#### 5.24 Method Statements (Safe Systems of Work)

The company will provide a safe system of work and to this end will ensure that detailed instructions and information is made available for all works/operations carried out by the company.

This will enable all employees to carry out their tasks in a safe and efficient manner.

Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method Statements are written using our online system and are made available to customers prior to works commencing.

#### 5.25 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. The wearing of suitable hearing protection shall also be enforced.

#### 5.26 PAT Testing

The term 'portable' is used to mean portable, movable or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'.

It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

#### 5.27 Personal Protective Equipment

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by the company free of charge. The relevant PPE must be always worn whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE

will be made available to employees within the risk assessments and method statements relevant to the works.

No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction, and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control. Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site

The workplace supervisor will ensure that adequate supplies of all necessary protective clothing and equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in the safety equipment and protective clothing issue register.

The workplace supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

Any person observed carrying out any process which required the use of protective clothing or equipment will be informed of statutory or company policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The site/workplace supervisor will ensure that the protective clothing or equipment is suitable for the specific purpose for which it is provided. Information and advice on the correct equipment to be issued will be provided by the company safety officer.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE. Safety helmets must be worn on all designated hard hat sites and where there is a danger of head injury.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective clothing and equipment where appropriate.

As of the 6<sup>th</sup> of April 2022, The Personal Protective Equipment at Work Regulations 2022 amend the 1992 Regulations to extend employers' and employees' duties in respect of PPE to a wider group of workers.

Where PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE, this now applies to all workers, regardless of their Employment Status, such as the following –

“worker” means ‘an individual who has entered into or works under –

(a) a contract of employment; or

(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual.

and any references to a worker's contract shall be construed accordingly

## 5.28 Purchase Policy

The Health and Safety at Work Act as amended imposes duties upon the company and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the

purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended, The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations.

When purchasing or hiring machinery/equipment the company will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance.

All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; as of Jan 2022, UKCA Marked it will be maintained in line with current legal requirements, and manufactures/suppliers' guidance or ACOPS ruling at the time of use.

### 5.29 Risk Assessments

The MD or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments.

The significant findings of the risk assessments will be relayed to all staff.

The MD or his nominated representative will carry out site specific risk assessment for new sites where company employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

A risk assessment will be prepared and made available to the employees concerned prior to the commencement of any work activity.

#### **This will involve: -**

1. Identifying the significant risks arising out of the work activity.
2. Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
3. Ensure that all relevant risks and hazards are addressed.
4. Address what actually happens in the workplace or during the work activity.
5. Ensure that all groups of employees and others who might be affected are considered.
6. Identify groups of workers who might be particularly at risk.
7. Take account of existing preventive or precautionary measures.

The risk assessments will be used positively by the company to change working procedures and improve health & safety performance

### 5.30 Safety Audits and Monitoring

At regular intervals the MD or his nominated representative will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may



seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

The company will discuss the effectiveness of its health and safety policy and procedures at its monthly management meeting, it will discuss the report of the safety officer and take on board any additional contributions from safety committees/safety representatives and other sources. Priority will be given to any action and expenditure that is required to maintain or improve the overall safety performance of the company.

In addition, all policies/procedures will undergo an annual audit review to ensure they are fully compliant and in line with current legislation

### 5.31 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

The company authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of firefighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

### 5.32 Site Security

The security of our client's premises and sites on which employees work is taken very seriously.

The company recognises that risks such as arson, fire, vandalism, theft and general mischief pose a threat not only to health and safety but also to project completion deadlines.

During working periods, the immediate area is always checked for any trespasses prior to work starting.

Once work has commenced both staff and contractors always remain alert to ensure no unauthorised persons have access to the working area. Where an unauthorised person comes into the area, work will be immediately suspended until the area is clear.

Premises are secured by adequate locks Both on internal storage units and where external Heras fencing is in use to prevent unauthorised access, appropriate warning signage is posted on all perimeter fencing.

All external fencing will be fully checked for integrity at the end of each working shift. No site will be left unsecured.

Machinery and equipment are locked away or immobilised and materials are stored securely. Materials, tools and equipment are kept to a minimum on site. Ladders are removed from every site and never left unattended.

All powered equipment is switched off and immobilised when not in use. Skips (where used) will be in a position as not to draw attention & will not be allowed to overflow. Waste materials which could be used for the purposes of arson are removed and flammable substances are locked away in appropriate storage units or removed from site completely

### 5.33 Transport & Company Vehicle Safety

It is the policy of the company to only employ drivers who are competent.

Driver approval and competence. A person may only operate company vehicles if he or she.

- Has held a full UK license for a minimum of 2 years
- Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
- Holds the correct license for the type of vehicle being operated
- Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to provide detail of driving licence number, national insurance number and Post Code registered on driving licence in order that annual checks may be made on applicable vehicle licences and any penalty points registered.

### 5.44 Welfare

In most cases company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in people's homes, we will make a verbal request to use their washing facilities if required.

Facilities on construction sites will meet the requirements required legislation.

The Company endeavour to use mains supply electricity where possible and shall ensure such service is in place before commencement of works, this is to be provided free of charge by client. However, if this is not possible portable generators will be required and the Company will ensure the risk of environmental pollution and noise is minimised.

If mains supply water is not available the Company will ensure a self-contained cabin is on site. This water supply will be regularly changed and monitored to maintain a hygienic source for the operatives. All Facilities on construction sites will meet the requirements required legislation.

**Welfare facilities (office):** all offices, stairways, passages, rest rooms, Workshops, stores & yards will comply with the workplace (health, safety & welfare) regulations 1992.

The office manager will inspect all such facilities once per week to ensure that they are all in good order and well maintained.

A copy of the requirements of the above act will be displayed on the notice board. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

Racking, shelving, cupboards and stores will be checked each week by the office manager/safety officer to ensure that they are in good order, not over-loaded or liable to collapse.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas.

Your attention is drawn to the guidance notes in the safety manual "hazards in the workplace".

#### 5.45 Working at Height

It is the policy of the company to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible, where work at height cannot be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall cannot be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

#### 5.46 Working at Height – General Scaffolding Arrangements

All tube and fitting scaffolds must be assembled in accordance with TG20:2021, the NASC's 'A comprehensive guide to good practice for tube and fitting scaffolding, or in the case of system scaffolding be erected in compliance with the manufacturer's instructions/manual, or be specifically designed. The following minimum scaffold requirements shall be in place:

##### **Scaffold Tube**

All scaffold tube must be galvanised and comply with BS EN 39 type 4, or high tensile steel tube of BS EN 10210-1 and the NASC recommend that all tubes should be marked in such a way as to identify the scaffolding company who own it.

##### **Scaffold Boards**

All timber scaffold boards must comply with BS2482:2009. Other boards such as laminated veneer or plastic manufacture shall comply with the general requirements of TG20:2021 short boards (less than 2.4 metres long) should be secured to prevent displacement as should internal boards that are considered likely to be displaced accidentally. Other than at returns of scaffolds, lapped boards to be avoided so far as is reasonably practical.

##### **Scaffold Fittings**

All scaffold fittings must comply with current UK industry standards (BSEN 74.1).

Brick guards, Sheeting and Debris Netting in accordance with the contract specifications, (which should include a suitable risk assessment by the main contractor) scaffolds may require brick guards, sheeting or debris netting fitted.

##### **Scaffold Loading Bays**

All Scaffold loading bays (except where cranes are used) shall be fitted with scaffold loading bay gates that FULLY protect operatives from the exposed edge when in an open position and prevent falls of operatives and/or materials when in a closed position.

Scaffold loading bays to be provided with brick guards or similar protection to the perimeter.

Scaffold loading bays must have clear signage to provide users with clear information regarding safe working loads. It is recommended that this signage should be fitted at the eye level of the fork truck driver.

##### **Access/egress to Scaffolds**

Access/egress to scaffolds must be provided to comply with the Work at Height Regulations 2005, HSE guidance and NASC SG25 (Latest edition) Access and egress from scaffolds, with regard to the hierarchy as follows:

- Staircase.
- Ladder access bay with single lift ladders.
- Ladder access bay with multi lift ladders.
- Internal ladder access with protection ladder gate, hatches or guardrails.
- External ladder access should be provided to no more than two lifts (Nominally 4m).

Considerations that need to be made regarding the assessment of suitable access and egress from scaffolds may include:

- Height and width of scaffold.
- Number of people using the scaffold at any one time.
- Duration of scaffold hire.
- Local emergency requirements (Fire, evacuation, etc.)
- Type of work to be undertaken on the scaffold (e.g. Access to confined space entry work and asbestos removal enclosures whilst using full face respirators, etc. requires a higher degree of assessment for access and egress).

### **Scaffold Ladder**

This section only applies to straight ladders (e.g. complying with BS EN 131) provided for access to or within scaffold structures.

Ladders shall, wherever possibly meet the following requirements.

Based on a firm level surface with both stiles supported.

Supported by a minimum of two support transoms (ladder stays top and bottom or similar arrangement) and secured, including the following:

- Have intermediate supports at approximately every 3m.
- Ensuring that support transoms (ladder stays) do not obstruct the rung and present a trip hazard.
- Both stiles are secured at each support transom using a suitable square lashing or proprietary clamp.
- Scaffold couplers should not be used to tie ladders unless the ladder is designed for that purpose.
- Ladders are the correct length and extend past the landing point by approximately 1m (or five rungs), unless a suitable alternative handhold is available.
- Ladders should be set at an angle of 75 degrees (or 4:1), where possible.

Ladder trap openings and lateral gaps in guardrails and toe boards at access points must be kept as small as ergonomically practicable but allow safe access and egress. Measures must be taken to protect scaffold users from falling through ladder access gaps in guardrails and working platforms, e.g. ladder safety gates or ladder trap doors.

### **Scaffold Ties**

All scaffolds erected must be protected from collapse or overturning. They must be tied in accordance with NASC TG20:21 (Tube and Fitting), manufacturer's instructions (proprietary system scaffolding) or the engineers design, as appropriate. Where masonry anchors are used they must be installed in accordance with the manufacturers' instructions and tested as required by current NASC technical guidance TG4 and TG20:2021

### **HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW**

To ensure that we comply with the requirements imposed by the Health and Safety at Work Act etc 1974 our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

<b>DATE OF REVIEW</b>	<b>REVIEWED BY</b>	<b>BRIEF DESCRIPTION OF CHANGES</b>	<b>NEXT REVIEW DATE</b>

