CG FRY & SON
BUILDERS
DEVELOPMENT & CONTRACTING

BSG
The Building Safety Group

# HEALTH AND SAFETY POLICY

Published by the

5 Pinkers Court, Briarlands Office Park, Gloucester Road, Rudgeway, Bristol BS35 3QH
T: 0300 304 9050 W: www.bsgltd.co.uk E: info@bsgltd.co.uk

The Building Safety Group Limited
Pinkers Court, Briarlands Office Park, Gloucester Road,
Rudgeway, BRISTOL BS35 3QH

Revised edition published February 2025

**© Building Safety Group Limited 2025**

The Building Safety Group Limited (BSG) has made every effort to ensure that the information contained within this document is accurate. Its content should be used as guidance material and not as a replacement for current regulations or existing standards.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission in writing of BSG.

**The Policy is divided into three parts:-**

**Part A**

This makes a general declaration based on our obligations under the Health and Safety at Work etc Act 1974.

**Part B**

This deals with organisation and the chain of responsibility within the company for health, safety and welfare.

Employees also have a duty to take care of themselves and others who may be affected by their work activities, and to co-operate with the company in respect of health, safety and welfare.

**Part C**

This deals with the arrangements that have been made by the Company. It identifies the particular hazards that are applicable to our specific activities.

**Reviewing Procedure**

This Policy will be formally reviewed every 12 months by the Company's Board of Directors.

The Directors will consider alterations and amendments, which become essential between review dates.

| **Policy review** | | |
|---|---|---|
| **Date** | **Name** | **Signature** |
| 28.02.2025 | Kevin Murch | |
| 01.08.2025 | Mike Crawford | |
| | | |

CG FRY & SON
BUILDERS
DEVELOPMENT ~ PARTNERSHIP HOUSING ~ CONTRACTING

# General Health and Safety Policy

It is the policy of CG Fry & Son to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

**The organisation's responsibilities**

The organisation will ensure that:

- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

**Employees' responsibilities**

Employees must ensure that they:

- co-operate with management to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- familiarise themselves with the health and safety arrangements that apply to them and their work functions.

**A safe and respectful environment**

At CG Fry & Son, we are committed to providing a safe and respectful workplace for all. Harassment, bullying or inappropriate behaviour by anyone – including customers, staff, contractors and visitors – will not be tolerated and they will be asked to leave.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed on behalf of CG Fry & Son
**Mike Crawford MCIOB**
**Development Construction Director**
Date: 01.08.2025

# Part B: Responsibilities and Duties

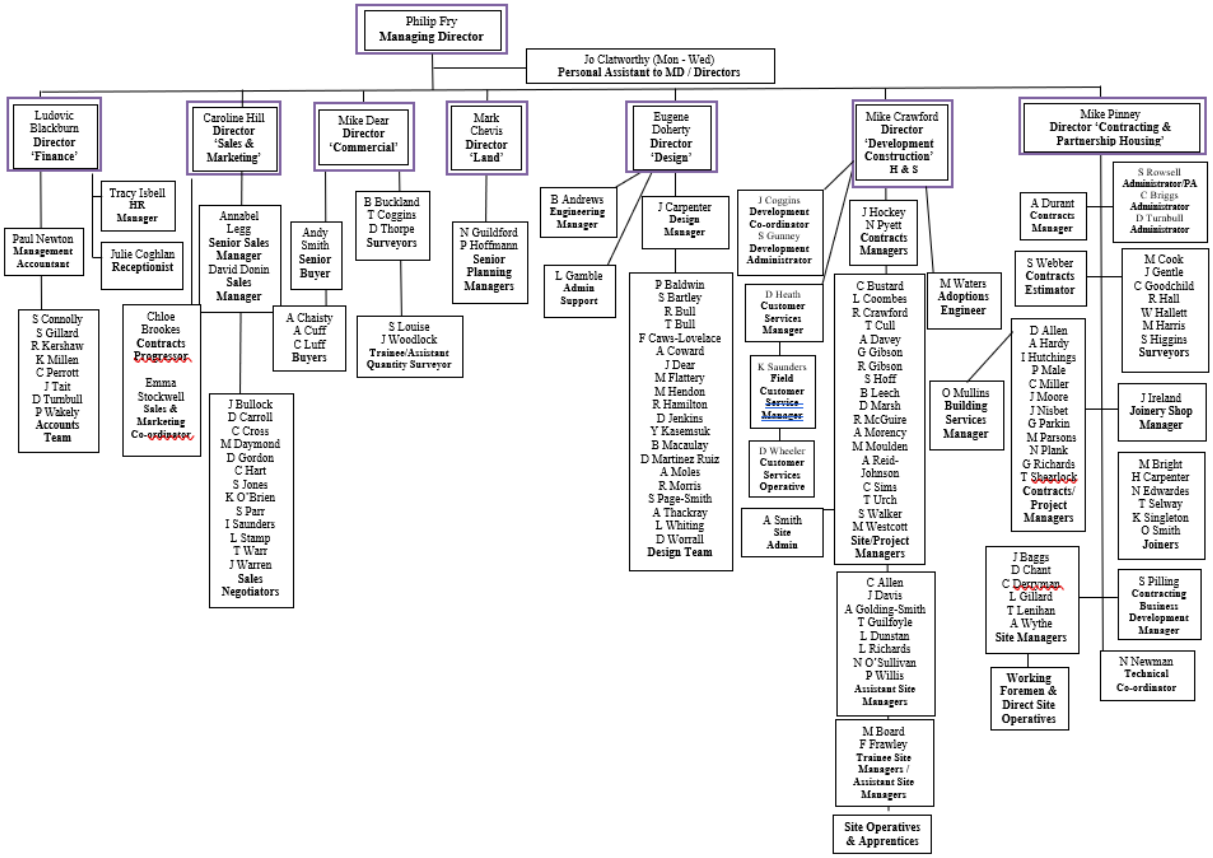
- Chain of Responsibility
- Schematic Company Health and Safety Structure
- The Company's Duties
- The Safety Director's Duties
- Contract Manager's Duties
- Site Manager's and Foreman's Duties
- Operative's Duties
- The Building Safety Group: Health and Safety Advisers' Duties
- Contractors' Duties and Declaration
- Declaration – Employees
- Behavioural Safety Statement

# Chain of Responsibility

The chain of responsibility will, ‘So far as is reasonably practicable’, be:

- The overall responsibility for health and safety lies with the Board of Directors;
- The Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company;
- The company’s health, safety and environment adviser, the Building Safety Group Limited, will advise on health, safety and environmental matters, and carry out obligatory monitoring of registered sites and facilities;
- Managers will be responsible for the organisation of health, safety and environmental obligations on their site/facility and within their departments;
- Site/facility managers and foremen are responsible for implementing this policy and the requirements of all health and safety legislation;
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

### Schematic Company Structure



# The Company's Duties

The Company's duties will, 'so far as is reasonably practicable', be:

- To observe the requirements of the Health and Safety at Work etc Act 1974;
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required;
- To ensure that appropriate personal protective equipment (PPE) is provided;
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- To consult with the company's employees on health and safety matters;
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- To liaise closely with the Building Safety Group Ltd;
- Provide adequate first aid and welfare arrangements for employees whilst at work;
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- To ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work;
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- To prevent any person working whilst under the influence of alcohol or drugs; and
- To provide satisfactory levels of finance, human resources, time etc to ensure health and safety at all times.

# The Safety Director's Duties

The Safety Director's duties will, 'so far as is reasonably practicable', be:

- To keep the Board of Directors advised as to their responsibilities;
- To ensure adequate financial arrangements are made to meet statutory requirements;
- To ensure that an effective management system is in place for the management of health and safety within the company and the system is periodically audited;
- To ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- To ensure all employees receive adequate and relevant training;
- To provide a visible management commitment to higher standards of health and safety;
- To ensure all Company employees and all persons with an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- To monitor the effectiveness of this Policy and to make revisions as necessary;
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken;
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.

**When the company is acting as Principal Contractor, the Safety Director is responsible for ensuring a system of management to effectively control and co-ordinate the activities of contractors.**

# The Contract Managers Duties

The Contract Manager's duties will, 'so far as is reasonably practicable', be:

- To monitor the implementation of this policy, the client's safety requirements and statutory responsibilities;
- To ensure adequate financial provision is made for health and safety;
- To ensure that the Building Safety Group Limited is notified of our sites;
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- To ensure co-ordination and co-operation between all parties involved in construction;
- To encourage good health and safety practises;
- To ensure site supervisors are competent;
- To ensure sites are adequately protected and signed;
- To ensure that members of the public and any other person, affected by the Company's operations are adequately protected;
- To ensure that statutory notices are displayed;
- To ensure provision of adequate welfare facilities;
- To set a good personal example by wearing the appropriate personal protective equipment;
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded;
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities;
- To monitor the maintenance of all relevant site safety records.

**When the company is acting as principal contractor, the Contracts Manager is responsible for ensuring:**

1. Co-operation between contractors;
2. The development of the Construction Phase Plan and the provision of information and instruction to contractors;
3. The provision of information to the Principal Designer for inclusion in the Health and Safety File;
4. The laying down of site rules, where appropriate.

# Duties of Site Managers

The Site Manager's duties will, 'so far as is reasonably practicable', be:

- To comply with this policy and enforce it on site;
- To organise and co-ordinate site work with minimum risk to health and safety;
- To ensure a suitable and sufficient Construction Phase Plan is in place and is kept up to date;
- To ensure that all operatives are competent;
- To ensure agreed methods of work, codes of practice, risk assessments and method statements are adhered to and all registers and records are kept up to date;
- To ensure that operatives are given precise instructions in respect of health and safety;
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements;
- To maintain site accommodation and welfare facilities in a clean and hygienic condition, to maintain a tidy, organised site;
- Produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas;
- To ensure that all work equipment whether company owned or hired in, is used for the purpose it was designed for, correctly maintained and safe for use;
- To ensure First Aid provision is adequate and all first aid equipment is adequately stocked, in date and replenished on a regular basis;
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example;
- To implement reporting procedures for all accidents and dangerous occurrences and record all injuries in the accident book;
- To meet and liaise with visitors to the site and co-operate with statutory authorities;
- To appoint a competent person to take charge during his temporary absence;
- To rectify any non-compliances or contraventions identified by the BSG Safety Adviser, HSE Inspector or clients representatives;
- To ensure that an adequate site induction is given to everyone before they start work on site;
- To ensure a procedure for worker engagement and consultation is put in place and implemented;
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and are available;
- Ensure that a fire risk assessment is completed; a fire plan is produced and both are complied with.

# All Operatives are required:

To comply with this Policy, in particular to:

- Co-operate with management to enable all statutory duties to be complied with;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- Familiarise themselves with the health and safety arrangements that apply to them and their work activities;
- Engage in the consultation process;
- To work in compliance with risk assessments and method statements appropriate to their work;
- To comply with all safety signs regarding site safety and personal behaviour;
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required;
- To immediately report any defects in equipment and machinery to their Supervisor;
- To wear PPE as appropriate or instructed. To store it correctly and not misuse or abuse it;
- To report any accident, dangerous occurrence or near miss to their Site Supervisor;
- To avoid improvised arrangements and suggest safe ways of eliminating hazards;
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- To ensure that suitable guards are in position whilst plant and equipment are in use;
- To make unattended plant safe and secure, to switch off and remove keys etc.;
- To dismount from dumpers whilst they are being mechanically loaded;
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

# The Building Safety Group Ltd Health and Safety Advisers' Duties

BSG's Safety Advisers' duties will, 'so far as is reasonably practicable', be:

- To advise member companies, when required, on health and safety matters in advance of construction operations;
- To carry out regular site inspections in the company of the member's Site Supervisor;
- To discuss and advise on matters affecting health, safety and welfare;
- To notify the member's Site Supervisor of all defects, contraventions and non-compliances found and provide a written report;
- To notify the company Safety Director if serious defects are continually not remedied;
- To immediately contact the Safety Director if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- To advise of safety training requirements for new and existing employees;
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- To check site documentation is being completed correctly and where necessary to ensure that adequate risk assessments and method statements are available;
- To carry out inspections of offices, workshops and joinery shops as required by the company.

# Contractors and the Self Employed

The main duty of a contractor under The Construction (Design and Management) Regulations 2015, is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.
Contractors and the self-employed who are working for this company, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings and before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with this Safety Policy.

**Contractor Declaration**

I hereby declare:-

- All my employees are conversant with the requirements of the Health and Safety at Work. Act 1974, all codes of practice and other statutory regulations and requirements,
- That we will conduct our operations and activities in accordance with the provisions therein, and The Construction, Design and Management Regulations 2015.
- Risk assessments, method statements, etc. will be prepared and submitted before our intended start date on site, for inspection and assessment of their adequacy.
- Risk assessments, etc. will be available to and within the knowledge of, my employees.

Company: Signed:

Position in company: Date:

# Employees Declaration

I (print name in full)

Employed by (name and address of employer)

Declare that I have received a copy of the above mentioned health and safety policy: and:

- I have read it;
- I understand it;
- I agree to work according to those conditions and provisions.

Signed:

Witnessed:

Date:

Or:

- I have had the above health and safety policy read to me.
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions.

Signed:

Signature of person reading and explaining policy:

Date:

# Behavioural Safety

Should the company be notified that behavioural safety is an issue which would require further intervention then a suitable plan will be developed to address behavioural and attitudinal issues within the workplace.

# Part C: Arrangements for Health and Safety

A. The Construction (Design and Management) Regulations 2015 – Duties,
   The Building Safety Act 2022 and The Fire Safety Act 2021
B. Information, Training, Consultation, Welfare, Working Time and Lone Working
C. Safe systems of Work - Risk Assessment – Method Statement
D. Safe Access, Traffic Management, Safety Signs and Signals
E. Work at Height, Scaffolds, Towers, Ladders, Roof Work, Temporary Works
F. Demolition and dismantling
G. Excavations, Earthworks and Confined Spaces
H. Environmental Protection
I. Work Equipment, Portable Electrical Equipment and Lifting Operations and Equipment
J. Driving Motor Vehicles on Company Business, Plant Safety
K. Personal Protection Equipment
L. COSHH
M. Occupational Health: Noise, Dermatitis, Respiratory disorders, Vibration, Management of Stress, Mental Health Policy, Management of Workplace Fatigue
N. Asbestos in the Workplace
O. Working with Lead
P. First Aid
Q. Fire Safety: Site Emergency Procedures, Site Safety – clients and other persons, Fire Procedures
R. DSEAR: Storage and Use of Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG)
S. Office Health and Safety, Visual Display Screens
T. Electrical Work
U. Manual Handling
V. Protection of Young Persons
W. Migrant Workers
X. Accidents/Dangerous Occurrence Procedures – Monitoring procedures
Y. Smoking Policy, Drugs and Alcohol Policy
Z. Misconduct Subject of Disciplinary Procedures

# Appendix A

**The Construction (Design and Management) Regulations 2015 – Duties, The Building Safety Act 2022 and The Fire Safety Act 2021**

(Relevant Regulation - The Construction (Design and Management) Regulations 2015)

Good management of health and safety on site is crucial to the successful and safe delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; Principal Designer; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Safety Director, and the co-operation of all members of management and staff is required.

**Duty Holders under the Regulations**

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- Clients (all projects): anyone having construction work carried out on their behalf.
- Principal Designers must be appointed on all projects where there is more than one contractor engaged, to plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties, prepare and provide relevant information to other dutyholders, liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
- Designers (all projects): those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.
- Principal Contractors must be appointed on all projects where there is more than one contractor engaged. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.
- Contractors (all projects): businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self employed).
- Workers (all projects): all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).

# Clients Duties

A client is an organisation or individual for whom a construction project is carried out. Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to the contractor, on a single contractor project or the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. The client has a major influence over the way a project is procured and managed. CDM 2015 makes the client accountable for the impact their decisions and approach have on health, safety and welfare on the project.

Where the range and nature of risks to health or safety involved in the work warrants it, the management arrangements will also include the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout, what is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built.

If we occupy the position of Client we will take ownership of these arrangements and ensure they are communicated clearly to other dutyholders. Where the construction work on site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days, the project is notifiable to the HSE. We will give notice in writing to the Executive as soon as is practicable before the construction phase begins. We will prepare a clear “client’s brief” as a way of setting out the arrangements. We will make sure that suitable arrangements for managing the project are in place by:

- Assembling a project team proportionate to the size of the project and risks arising from the work, appointing Designers including the Principal Designer in writing and Contractors including the Principal Contractor in writing.
- Ensuring the roles, functions and responsibilities of the project team are understood.
- Take necessary steps to ensure that any appointed Principal Designer and Principal Contractor comply with their separate duties by requiring regular written updates.
- Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion;
- Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- Ensuring all team members co-operate with others engaged in the project as is necessary to allow other duty holders to comply with their duties under the Regulations.
- Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout the project.
- Ensuring that workers are provided with suitable welfare facilities for the duration of construction work and that there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensuring the arrangements for commissioning the new building and a well- planned hand-over procedure to the new user are in place.

# Principal Designer Duties

The role of Principal Designer (PD) is to plan, manage and monitor the co-ordination of the Pre-construction phase, including any preparatory work carried out for the project.

The duties of the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If the PD appoints other designers then the PD is responsible for ensuring that the other designers have the relevant skills, knowledge, training and experience to deliver their work.

If we occupy the position of Principal Designer we will manage health and safety during the preconstruction phase by:-

- Assisting with the project set up
- Assisting with compiling and preparing the pre-construction information.
- Co-ordinating other designers and overseeing design decisions

We will fulfil our duties during the construction phase by:-

- Liaising regularly with the principal contractor
- Communicating regularly with the client
- Preparing the health and safety file

# Designers Duties

A Designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

‘Designers’ can be architects, consulting engineers, interior designers, temporary works engineers, chartered surveyors, technicians, specifiers, Principal Contractors and specialist contractors.

Manufacturers supplying standardised products for use in any construction project are not Designers. However, the person who selects the product is a Designer and must take account of health and safety issues arising from the installation and use of those products. Designers' earliest decisions fundamentally affect the health and safety of construction work. These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital to address health and safety from the very start.

If we occupy the position of Designer, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

In particular Designers should:-

- understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions;
- have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design;
- check that clients are aware of their duties;
- co-operate with others who have responsibilities, in particular the Principal Designer;
- take into account the general principles of prevention when carrying out design work;
- provide information about the risks arising from their design;
- co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled;

# Principal Contractor Duties

The principal contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one principal contractor for a project at any one time. The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site and must be capable of carrying out the role and have the relevant skills, knowledge, training and experience. This will depend upon the nature of the work and the range and nature of health and safety risks involved. The principal contactor is normally a contractor so will also have contractor duties.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. In particular:

As Principal Contractors we will:

- Ensure the construction phase is properly planned, managed and monitored;
- Prepare a Construction Phase Plan which will outline the duties of Site Managers and set Key Performance Indicators against which the site will be measured;
- Implement the plan, including facilitating co-operation and co-ordination between contractors;
- Review, revise and refine the plan and check work is being carried out safely and without risks to health;
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times by site security fencing with a lockable gate and adequate signage to inform members of the public, visitors and any other party that unauthorised access is forbidden;
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken and the amount of personnel expected to be on site at any one time;
- Ensure that every contractor who will work on the project is informed of the minimum amount of time that they will be allowed for planning and preparation before they begin work on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract;
- Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available afterward;
- Ensure safe working, co-ordination and co-operation between contractors by holding regular co-ordination meetings, which will include all contract Supervisors;
- Prepare and enforce site rules by informing all site personnel, via site induction, of those rules, prominently displaying them on site and monitoring compliance;
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings to be part of the agenda for site meetings;
- Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records.
- Ensure that the workforce is consulted about health and safety matters. This will be achieved by adopting an open door policy and by instigating a feedback forum to be held after each regular Toolbox Talk;
- Display in a prominent position on site, the F10 (if applicable), Health & Safety at Work Law poster and a copy of the employer's liability insurance;

- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE, where necessary, by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR;
- Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF etc.) prior to the work commencing;
- Provide the Principal Designer with any information that is required for inclusion in the Health and Safety File by compiling relevant information throughout the project;

# Contractors and Self Employed Duties

A contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety. They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

Prior to starting work on site we will:-

- Visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- Speak with the principal contractor to find out whether other work will take place at the same time as our work and agree on how arrangements for interfaces with the other contractors will be managed.
- Request information from the principal contractor regarding the presence of any known asbestos containing materials (ACMs) or other hazardous material on the part of the site we will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any work.
- Consider how long it will take us to organise our workers, and any plant and materials needed, so that we can estimate when we will be ready to start.
- Check the proposed workforces' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workforce.
- Make arrangements to provide adequate supervision by supervisors with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities the principal contractor is providing in case we need to arrange additional provision.
- Check whether any first aid provided by the principal contractor is available to us and whether it will be sufficient for the work we are undertaking, the workforce involved and the location in which we are working. If no first aid is to be provided or if we consider the first aid cover to be inadequate we will make additional arrangements.
- Inform the Principal Contractor of any known health issues our workforce may have.
- Communicate the method of work that our workforce must follow, particularly if the control measures are unusual or not obvious and focus on the work activities where there is most risk of injury or ill-health.

- We will share our method of work with the principal contractor or other contractors, so they can take it into account when planning and organising their work by submitting a method statement, risk assessment or task sheet.
- Arrange for our workforce, plant and materials to arrive on site at the allocated time.

Once on site we will manage the risks to the safety and health of our workforce and others who could be affected by our work by:-

- Setting a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it;
- Ensuring our workforce receive site induction from the principal contractor.;
- Providing instructions to our workforce on what needs to be done and how we intend the works to be carried out, in which order and with what equipment, particularly when it involves working at height;
- Providing supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work;
- Briefing our workforce on what is expected of them, and consider any suggestions from them on better ways of working;
- Ensuring our workforce is aware of what to do in the event of any likely emergency
- Ensuring our workforce is complying with the site rules and working in accordance with how the work was planned to be done;
- Liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other persons or activities;
- Liaising with other contractors and the principal contractor and co-operate with any reasonable suggestions for reducing risks to health and safety on the site;
- Carrying out regular checks on plant and equipment and, when necessary, maintaining, repairing or replacing it;
- Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what we have installed at the end of our time on site;
- If we are the only contractor working on the project, we will draw up a construction phase plan that meets the requirements of regulation 12, as soon as is practicable prior to setting up a construction site.
- Before starting work on any site we will take all reasonable steps to prevent access by unauthorised persons to that site.
- We will arrange for the provision of adequate welfare facilities that meet the requirements of Schedule 2.
- We will provide each worker under our control with appropriate supervision, instruction and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- The information we provide will include a suitable site induction, the procedures to be followed in the event of serious and imminent danger to health and safety and information on risks to health and safety identified by the risk assessments carried out
- We will provide adequate first aid cover following a risk assessment to calculate the level of cover required.

# Appointing Contractors

The Construction (Design & Management) Regulations 2015 describe those companies traditionally known as Sub-contractors as Contractors.

The reference to Contractors includes all those companies who are carrying out work on site whilst the site is the responsibility of the Principal Contractor and include:-

- Domestic contractors chosen by the Principal contractor
- Nominated contractors specified by the client
- Specialist work contractors eg. Statutory authority
- Contractors employed directly by the client who may be working on site with the permission of the Principal Contractor.

Contractors and the self-employed working on our sites, regardless of who appointed them, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015
- They will conduct their activities in accordance with the requirements of the project's Construction Phase Plan.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings and before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Company, as the Principal Contractor, has the duty and responsibility to ensure that all site operatives comply and co-operate with the Plan.
- The duty to ensure the skills knowledge, training and experience of any Client nominated contractor is the Client's (Regulation 8 CDM2015). However the duty to manage the contractor is the Principal Contractor's (Regulation 13 CDM2015) and the Company reserve the right to stop the activities and remove from site any Contractor or worker employed by a Contractor if their activities or performance should put at risk the health and safety of anyone who may be affected by their activities (Regulation 15 CDM2015)

When we appoint contractors we will:-

- Check the health and safety capabilities of the people we plan to use.
- Provide them with the health and safety information they need for the work.
- Discuss the work, its impact on other site activities and any other relevant information with them before they start.

- Make sure that we have provided everything agreed to (for example safe scaffolds, the correct plant, safe access to welfare facilities etc.).
- Monitor their performance and remedy any shortcomings.
- For smaller jobs, we will look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.
- For more complicated or higher risk jobs, further enquiries will be needed. For this we will utilise our Pre-Qualification Questionnaire (PQQ) Document number MS37.

# The Building Safety Act 2022

The new act contains provisions intended to secure the safety of people in or about buildings and to improve the standard of buildings, it also contains provision about the building safety regulator BSR and its functions in relation to buildings in England which will come under the remit of the HSE.

Existing duty holders under the Construction (Design and Management) Regulations 2015 will have new duties. These duty holders are clients, designers, principal designers, contractors and principal contractors. Their new duties will be to: plan. manage and monitor their activities in relation to building regulations. Should the company undertake works on a high-risk building which are on an existing building over 18m or 7 storeys or more with two or more residences or are care homes or a hospital it will comply with all requirements under the building safety act.

**The Building Safety Act in Scotland**

The Building Safety Act has limited application in Scotland; however, the Act grants the Secretary of State powers to introduce new regulations governing the safety of construction products and competence of architects in Scotland.

Further guidance will be obtained if works involving high risk buildings are carried out in Scotland.

**The Building Safety Act in Wales**

Further guidance will be obtained from the Welsh government but the amount of high-risk buildings are limited.

# Fire Safety Act 2021 and The Fire Safety (England) Regulations 2022

Should the company undertake works in England on a high-risk building which are on an existing building over 18m or 7 storeys or more with two or more residences or are care homes or hospital it will comply with all requirements under the Fire Safety Act 2021 and The Fire Safety (England) Regulations 2022. Guidance for all works will be taken from HSG168 (third addition) and The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation (tenth addition).

**Working in Scotland and Wales will require appropriate guidance to be implemented.**

# APPENDIX B

**Information; Training, Cooperation, Consultation; Welfare; Working Time and Lone Working**
(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 - The Working Time Regulations 1998)

**Health & Safety Information**

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

We are advised by The Building Safety Group Ltd, who provides us with health and safety guidance, advice, support and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

**Training**

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities;
- Competent to operate specialist tools, plant and work equipment;
- Adequately inducted.

Training needs will be identified and provided as necessary. The training plan and programme of competency training will be maintained and implemented by the *(safety director)* throughout the company. A training matrix format is maintained.

**Recommended Training**

| | |
|---|---|
| Safety Director | Safety Directors Duties/SMSTS |
| Construction Manager | SMSTS/First Aid at Work/Scaffold Inspection |
| Project Manager | SMSTS/First Aid at Work/Scaffold Inspection |
| Contracts Manager | SMSTS/First Aid at Work/Scaffold Inspection |
| Site Manager | SMSTS/First Aid at Work/Scaffold Inspection/CSCS |
| Engineer | 2Day Supervisor/First Aid at Work/Scaffold Inspection/CSCS |
| Foreman | 2Day Supervisor/First Aid at Work/Scaffold Inspection/CSCS |
| Operative | Safety Awareness/Toolbox Talks/Manual Handling/CSCS |

| | | |
|---|---|---|
| SMSTS | = | CITB Site Management Safety Training Scheme |
| CSCS | = | CITB Construction Skills Certification Scheme |

**Cooperation**

Cooperation between parties and coordination of the work are key to the successful management of construction health and safety. The Company will arrange regular site meetings to ensure the construction phase is adequately planned, managed and monitored. Minutes of meetings will be circulated to all interested parties.

**Consultation**

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Safety committee meetings are held quarterly and initiatives from employees for enhancing health and safety in the workplace are encouraged, and made through normal management channels. Suggested items for discussion:

- Review of site inspection reports (Available from the BSG database)
- Accidents/Incidents
- HSE Enforcement action
- Current issues
- Legislative changes
- Review of systems
- Training and Competency
- Review of statistics (Available from the BSG database)

The safety committee will comprise of representatives from all tiers of the company. Minutes from these meetings will be communicated to all personnel with details of any action taken. In general the company operate an open door policy which encourages all staff to raise any concerns or issues with management.

**Contractors**

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

**Welfare - Principal Contractor**

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks, prepare and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

**Welfare - Contractor**

If we are the only contractor we will provide or if there is a principal contractor we will ensure they provide, suitable and sufficient welfare facilities adequate for the number of operatives expected on site at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Lit and ventilated toilets (suitable for men and women)
- Lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or other means of drying hands
- Supply of drinking water and cups.
- Facilities for rest (tables and chairs)
- Where required, changing rooms and lockers

**Working Time Regulations 1998**

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

**Lone Working**

The Company recognises that those working on the Company's business may face additional occupational risks related to lone working and will ensure lone workers are provided with effective support.

**Arrangements for Securing the Health and Safety of Workers**

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing personal safety equipment, a mobile phone etc where this is felt to be desirable;
- During their working hours, all staff leaving the workplace (or working from home) should complete a 'Weekly Whereabouts' sheet;
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office;
- Telephone contact between the lone worker and a colleague, may also be advisable;
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries;
- Occasionally risk assessment may indicate that lone workers need training in first aid;
- Consulting and engaging with workers when developing safe systems of work

**Duties of Employees**

Employees will:

- Take reasonable care of themselves and others affected by their actions;
- Follow guidance and procedures designed for safe working;
- Report all incidents that may affect the health and safety of themselves or others and ask for guidance as appropriate;
- Take part in training designed to meet the requirements of the policy;
- Report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

# APPENDIX C

**Safe Systems of Work, Risk Assessment and Method Statements**
(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999)

### Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work will be developed by a Contracts Manager or other designated competent person i.e. a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.

### Risk Assessment

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as the safety of workers and satisfying legal requirements.

### Arrangements for Securing the Health and Safety of Workers

### Elimination of Hazards

The company will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

### Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

### Likelihood

Whether the likelihood of the harm arising from the hazard is:

1. Unlikely
2. Likely
3. Highly likely

### Severity

Consideration will be made of whether the severity of harm from the hazard is likely to be:

1. Slightly harmful
2. Harmful
3. Very harmful

Reference will be made to accident book records, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* forms (F2508), sickness, ill-health records and any health surveillance records, first-aid records and incident (near miss) records when reaching this decision.

### Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons.

If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc are likely to be exposed, additional consideration will be given.

**Managers' and Supervisors' Duties**

Managers or supervisors will ensure:

1. Assessments are carried out where relevant and records are kept;
2. Control measures introduced as a result of assessments are implemented, understood and followed;
3. Employees are consulted with, informed of the relevant results and provided with necessary training;
4. Any injuries or incidents are followed by a review of relevant assessments;
5. Employees adhere to safe systems of work;
6. Safety arrangements are regularly monitored and reviewed;
7. Employees identified by the assessment as being at risk are provided with appropriate health surveillance;
8. Special arrangements are made, where necessary, for vulnerable persons.

**Employees' Duties**

Employees must ensure:

1. They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
2. They comply with all instruction and training;
3. Their own health and safety is not put at risk when carrying out work activities;
4. They use equipment and machinery in accordance with instruction and training provided;
5. Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them;
6. If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation must be immediately reported to the person in charge on site;
7. The situation will then be reviewed by the person in charge on site. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and others;
8. The method statement and risk assessment will be updated considering the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work;
9. If the individual remains dissatisfied, the person in charge will contact the safety Manager, providing all the relevant details/ background to the situation who will review the working practice / situation and wherever possible implement appropriate action to resolve the situation; Should the individual still be dissatisfied with the system of work, CG FRY & SON BUILDERS DEVELOPMENT & CONTRACTING
10. will provide independent arbitration from an external source, The Building Safety Group Ltd, who will review against all legislative standards and industry best practice to determine the safety impact of the task or condition;
11. The Building Safety Group Ltd consultant will liaise with the individual and the safety manager to consider the disputed working arrangements, recommend any necessary changes and advise the Safety Director accordingly;
12. Changes to working arrangements will be documented and implemented by the Safety Director / Safety Manager. This may include amendments to internal procedures, work instructions, processes, Risk / COSHH Assessments;
13. Additional levels of training and competence may be required by individuals or further briefings as appropriate;

14. Full details of the eventual, agreed outcome will be forwarded to the individual and suitable records will be maintained;
15. Should the arbitrator uphold CG FRY & SON BUILDERS DEVELOPMENT & CONTRACTING safe system of work and the individual still refuse to work CG FRY & SON BUILDERS DEVELOPMENT & CONTRACTING retain the right to implement the disciplinary procedure;
16. The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis;
17. Where opportunities for improvement in safety standards or safety problems are identified, they will be dealt with promptly to ensure that they are adequately implemented and clearly briefed to all employees.

**Information and Training**

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training requirements identified will be provided. A responsible person will also regularly review training requirements and any refresher training required will be provided at reasonable intervals.

**Method Statement**

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

# APPENDIX D

**Safe Access; Traffic Management; Safety Signs and Signals**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 –The Health & Safety (Safety Signs and Signals) Regulations 1996)

### Safe Access

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
- Every place of work shall be made and kept safe for anyone at work there;
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
- Every place of work shall have sufficient working space and be so arranged that it is suitable for any person working there;
- Wherever possible the worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely;
- Traffic routes will be suitable for purpose and the vehicles authorised to use them;
- Traffic routes will be indicated by suitable signs, regularly checked and properly maintained.

### Traffic Management

The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing ‘construction vehicle-only’ areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; an
- Planning and designing routes to reduce the need for reversing manoeuvres;
- Consider the need for wheel washing prior to vehicles entering public highway;
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a ‘banks man’ should be considered;
- Site management will produce a site traffic route plan.

### Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed by any other practicable means, as part of the control measures to reduce we will make use of proprietary safety signs. They consist of:-

| | | |
|---|---|---|
| Warning signs | - Yellow triangular signs | e.g. “Overhead Power Lines”, “Fragile Roof” |
| Prohibition signs | - Red round signs | e.g. “No Smoking”, “No Entry” |
| Mandatory signs | - Round blue signs | e.g. “Eye Protection”, “Safety Gloves” |
| Emergency signs | - Green rectangular signs | e.g. “First Aid”, “Fire Escape Route” |
| Fire signs | - Red rectangular signs | e.g. “Fire Extinguisher” |

# APPENDIX E

**Work at Height; Scaffolding and Towers; Ladders; Roof Work; Temporary Works**
(Relevant Regulations – The Work at Height Regulations 2005 - The Construction (Design and Management) Regulations 2015 –The Provision and Use of Work Equipment Regulations 1998)

### Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to construction site workers, particularly those engaged on smaller projects. The company will take all reasonable steps to provide a safe working environment for all employees who may be required to or may be affected by, working at height activities.

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from height in the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height we will ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- All work at height will be adequately planned and organised;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary access equipment to facilitate safe access to and egress from the place of work is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- Any working platform and its supporting structures are selected and/or designed in accordance with current industry and legislative standards;
- Regular inspections of all equipment required for working at height are undertaken and recorded;
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities;
- Plans for and procedures are prepared for emergencies and rescue.

### Scaffolding and Towers

All scaffolding and towers installed and used by the company shall be constructed of compatible materials and components that have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably trained, qualified and experienced staff.

Where we are required to use scaffolding or towers we shall ensure that:

- They are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- A competent person has inspected them before use and after any adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- The results of the inspection are recorded in a prescribed format;
- 'Scaffold incomplete notices' are displayed as required;
- Ladders will be removed or secured to prevent unauthorised access after working hours;

- Special scaffolds are subject to design or calculations;
- Design drawings and calculations for special scaffolds, TG20: compliance sheets or mobile alloy tower manufacturers instructions are available on site for the information of persons carrying out inspections, adaptions, alterations and eventual dismantling of any access equipment;
- Scaffolding is secured against bad weather conditions and short boards secured down;
- Edge protection measures are not removed unless authorised and are replaced as soon as the need to remove them has expired;
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- When moving tower scaffolds they are pushed via the narrowest side at the bottom of the tower brakes are applied before use and remain applied during use;
- The safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- Materials are not stored on working platforms so as to exceed the height of the edge protection;
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

**Ladders: including step-ladders, podium steps and hop ups:**

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment, carried out under the *Working at Height Regulations 2005,* has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:-

- Used by trained and competent operatives only;
- Subject of an inspection regime with records of inspections maintained;
- Visually inspected by operatives before use;
- Marked with a means of identifying them;
- Class 1 ‘Industrial’ or EN131 ladders or stepladders for use at work and they are a suitable size for the work;
- In good condition and free from defects;
- Secured against movement;
- Pitched out to a 75º angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place;
- Free from obstruction at their base area;
- Used by only one person at a time;
- Overhead cables will be identified and made safe when working at height.

Operatives will:-

- Maintain three points of contact at all times;
- Not use the top 3 rungs when used as a work platform;
- Not ‘over reach’;
- Not carry materials or tools when ascending or descending ladders.

**When step ladders, podium steps and hop ups are used they will be:-**

- Suitable and sufficient for purpose;
- Of industrial quality;
- Used on safe, level ground;
- Used for short duration and light work;
- Properly ‘set up’ and not inclined against walls etc.;
- Operative not to use top 2 steps on step ladders or to over reach on any equipment.

**Roofing**

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent, and be aware of the HSE document *HSG 33 'Health and Safety in Roof Work'*. Method statements will be prepared in line with the current working at height regulations, for the work and closely adhered to.

We shall ensure:-

- That all work at height is properly assessed and planned by a competent person;
- Work at height will only be carried out by trained and competent operatives;
- That a safe system of access and egress will be provided with materials and equipment lifted to height by mechanical means;
- A safe place of work will be provided with edge protection that conforms to the Working at Height Regulations;
- The risks associated with fragile surfaces and falling objects are controlled;
- Areas where fragile roofs are present will be barriered off or securely covered and warning notices fixed;
- Tar boilers will be fitted with fire resistant bases and sited appropriately;
- LPG cylinders will be located at least 3m away from any sources of heat;
- Suitable fire extinguishers will be available where tar boilers or hot work takes place;
- Work at height will only be carried out if weather conditions permit it;
- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

**Temporary Works**

Temporary Works covers an extremely wide range of works which do not form part of the finished works. In simpler and more commonplace situations, standard solutions (provided under BS 5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of Temporary Works will be clearly defined. *BS 5975* recommends that the main items for which responsibility should be established are:-

- The design brief;
- The concept of the scheme;
- The design, drawing out and specification of the Temporary Works;
- The adequacy of the materials used;
- The control of erection, maintenance and dismantling on site;
- The checking of design and construction operations;
- The issue of a formal permission to load and dismantle the Temporary Works.

Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. To comply with *BS 5975* a “Temporary Works Co-ordinator” will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The Co-ordinator’s duties include:-

- The co-ordination all Temporary Works activities;
- Ensuring that the various responsibilities have been allocated;
- Ensure that a satisfactory Temporary Works design is carried out;
- Ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it;
- Ensuring that checks are made at appropriate stages covering the more critical factors;
- Ensuring that, during use, all appropriate maintenance is carried out;
- After final check, issue permission to load if this check proves satisfactory;
- When it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the Temporary Works.

# APPENDIX F

**Demolition and Dismantling**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 –The Provision and Use of Work Equipment Regulations 1998).

The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing as part of a demolition plan that will include a range of surveys and reports to check the presence of asbestos; structural stability of the site and nearby structures; the location of above and below ground services in the work area; previous uses of the structure to be demolished or dismantled and any other considerations required before the demolition or dismantling work begins.

This company recognises that demolition is a hazardous operation. In order to meet its high standards of health and safety, its legal obligations, and to ensure efficient and effective demolition works, this company will ensure that:

- All persons involved in demolition work possess the relevant skills, knowledge training and experience;
- All persons carrying out or supervising demolition works are suitably qualified;
- All equipment used in lifting operations is fully tested and inspected;
- Loads do not become displaced or that equipment becomes overturned by thorough planning;
- Employees working in mechanical handling are suitably qualified;
- Employees are protected from harmful vibration;
- Plant is regularly inspected and written reports compiled;
- All support materials used are inspected and are of sound condition;
- Manual handling operations which might cause injury are prohibited unless a suitable assessment has been made and suitable control measures are in place;
- Suitable equipment and control measures are in place for all work at height;
- Employee's and others' exposure to hazardous substances, either naturally occurring or man-made, is prevented so far as is reasonably practicable;
- Any necessary work in confined spaces is carried out by trained and competent personnel, after a risk assessment and suitable control measures have been put in place;
- Any noise at work which is likely to cause injury is minimised.

# APPENDIX G

**Excavations and Earthworks; Confined Spaces Operations**

**Excavations and Earthworks**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 – The Provision and Use of Work Equipment Regulations 1998)

This organisation recognises that excavation is a hazardous operation.

Excavation includes any earthwork, trench, well, shaft, tunnel or underground working

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

- Any excavation or part does not collapse;
- No material from the side, roof or adjacent to any excavation is dislodged or falls;
- No person is buried or trapped in an excavation by dislodged or falling materials;
- No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
- Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
  - At the start of each shift;
  - After any event likely to affect its strength or stability;
  - After any material unintentionally falls into the excavation;
- The person carrying out the inspection is satisfied work in the excavation can continue safely;
- Tests and monitoring will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found;
- Safety helmets will be worn in and near excavations;
- Information, instruction and training on the use of laser devices will be given;
- Buried services shall be identified by consulting existing services/utility drawings, traced using approved and calibrated locating devices and steps taken to protect them;
- Suitable precautions are taken to prevent undermining or weakening of nearby structures;
- Overhead power lines will be protected against accidental contact by machine;
- Underground services will be located and digging carried out by hand within 500mm of the confirmed location.

**Confined Spaces Operations**

(Relevant Regulations - The Confined Spaces Regulations 1997)

A confined space can be described ‘as a place that is substantially enclosed and there is a foreseeable specified risk’.

A specified risk means ‘a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided’.

It is the policy of the company to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- A risk assessment of the work will be completed;
- Site specific method statements will be compiled and available on site;
- Permit to work and permit to enter schemes will apply;
- No entry into a confined space shall be permitted until we are satisfied that entry is safe;
- Atmosphere testing will be continuous during the work within a confined space;
- Appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- We maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen;
- We provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces;
- Only suitably fit and trained personnel will be used in these operations;
- Constant and competent supervision will be provided at the scene of operations.

# APPPENDIX H

**Protection of the Environment**

(Relevant Legislations - The Environmental Protection Act 1990), Town and Country Planning (Environmental Impact Assessment) Regulations 2017

**Environmental Policy**

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System. Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

**Site Waste Management Plans**

Site waste management plans (SWMPs) aim to reduce the amount of waste produced on construction sites and to prevent fly-tipping. They do this by setting out how building materials, and resulting waste, is to be managed during the project.

The Site Waste Management Plans Regulations 2008 were rescinded in December 2013 but many construction companies intend to carry on using them as best practice. It is the policy of this organisation to have in place a SWMP for each construction project that it undertakes.

In this respect, for each construction project, the company will:

- Appoint someone to take overall responsibility for the SWMP;
- Identify the types and quantities of waste that will be produced during the project by working out in advance what materials will be used and estimating how much waste will be reused, recycled or disposed of;
- Work out the best options available for recycling and disposal;
- Ensure that all waste is stored and disposed of responsibly;
- Ensure a record is kept of all waste disposed of or transferred through a system of signed waste transfer notes;
- Ensure that waste contractors comply with all legal responsibilities;
- Carefully plan what materials are needed for the project and state all SWMP targets on the data sheet;
- Ensure that everyone on site knows about the SWMP;
- Develop a training programme for all contractors and site workers to ensure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials, etc,;
- Measure how well the SWMP is working by assessing how much and what type of waste is being produced as the project progresses;
- Assess how effectively the materials on site were managed and how well targets for waste management were met at the end of the project to learn lessons for future projects.

# APPENDIX I

**Work Equipment, Portable Electrical Equipment and Lifting Operations**
(Relevant Regulations – The Provision and Use of Work Equipment Regulations 1998 - The Electricity at Work Regulations 1989 – The Lifting Operations and Lifting Equipment Regulations 1998 - The Control of Electromagnetic Fields at Work Regulations 2016)

### Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. In particular we will:

- Maintain equipment in an efficient state, in efficient working order and in a good state of repair;
- Ensure that all equipment and plant shall be inspected as required with records of inspections maintained;
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary;
- Ensure that persons are protected against dangerous parts of machinery;
- Ensure that equipment will only be used in a stable or stabilised condition;
- Suitable and sufficient lighting to be available if necessary;
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped;
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order;
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts;
- Ensure appropriate personal protective equipment is provided and worn.

### Portable Electrical Equipment

The majority of portable electrical equipment used on construction sites is at levels below the Exposure Limit Values (ELVs) and will not exceed the indirect-effect Action Levels (ALs). However special consideration to the safety of employees at particular risk will be given and a separate risk assessment will be carried out for employees who have notified the company of any condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy).

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections i.e. 3 monthly may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example, in workshops and in site work, etc. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

- Visual inspections by the user: Daily or before use of all hand held tools - including plugs and sockets cables, etc.
- Wherever possible, persons using items of privately owned electrical equipment in a company building or construction site should ensure that each item is inspected and tested for electrical safety.

**Lifting Operations**

The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects. In particular we will ensure:

- All lifting operations will be planned and supervised by a competent person;
- A method statement will be prepared before any lifting operations are commenced;
- Lifting equipment will only be operated by competent and authorised personnel;
- Evidence of thorough examination of all lifting equipment must be provided;
- Structures and ground surfaces from which lifting equipment will operate will be suitable for purpose;
- Slingers and signallers will be trained and authorised;
- Barriers and fencing will be erected to protect operatives and members of the public during lifting operations. The exclusion zone created by such barriers will extend over the full operating range of the lifting equipment being used.
- Safe working loads must be clearly displayed and not exceeded;
- Routine inspections will be carried out every 7 days and recorded.(refer section B Responsibilities and duties – operatives, Site Manager)

# APPENDIX J

**Driving of Motor Vehicles on Company Business and Plant Safety**

(Relevant Regulations – The Road Traffic Act 1991 - The Provision and Use of Work Equipment Regulations 1998)

**Company Cars, Vans and Lorries**

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs.
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol; take drugs or medication which could affect their ability to drive.
- Drivers and passengers will not smoke in company vehicles.
- Where supplied the driver will be responsible for the inspection and re stocking of the First Aid kit.
- In the event of a breakdown on a motorway, the driver should not undertake repairs / wheel changing themselves on the hard shoulder and should remain out of the vehicle well away from danger of being hit by traffic, until emergency/recovery vehicle arrives.

**Plant Safety**

- Plant operations will comply with the current Lifting Operations and Lifting Equipment Regulations, Provision and Use of Work Equipment Regulations and Construction (Design and Management) Regulations.
- Plant will be selected that is suitable for the task.
- Plant will only be operated by trained, competent and authorised persons.
- Operatives will only operate plant of the type that they have been trained to use.
- Plant will be immobilised and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be carried out before being put into service
- We will ensure a safe system of refuelling fork lift trucks is in place at all times.
- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance and reporting of defects to the appropriate supervisor.
- All incidents or accidents involving plant will be reported to the supervisor

# APPENDIX K

**Personal Protective Equipment**
(The Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022))

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the *Personal Protective Equipment at Work (Amendment) Regulations 2022*), to ensure it is properly maintained and that employees including limb(b) workers are provided with adequate information, instruction and training in its use and storage.

The implementation of this policy requires the co-operation of all members of management and staff.

The company will, in consultation with workers and their representatives:

- Ensure PPE requirements are identified when carrying out risk assessments;
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- Carry out an assessment to identify suitable PPE;
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- Ensure PPE is available to all staff who need to use it and to all people that fall under the definition of a worker.
- Provide adequate accommodation for correct storage of PPE;
- Provide adequate maintenance, cleaning and repair of PPE;
- Inform staff of the risks their work involves and why PPE is required;
- Train staff and limb (b) workers in the safe use and maintenance of PPE;
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees and limb(b) workers are responsible for safeguarding such items, reporting defects and using the equipment as instructed.

# APPENDIX L

## COSHH

(Relevant Regulations – Control of Substances Hazardous to Health Regulations 2002)

Many people are exposed to a variety of substances at work (e.g. chemicals, fumes, dusts, fibres) which can, under some circumstances, have a harmful effect on their health. These are called 'hazardous substances'. If exposure to a hazardous substance is not properly controlled it may cause ill health in a number of ways. The substance may cause harm by:

- too much being taken into the body through breathing;
- being absorbed through the skin;
- being swallowed; or
- acting directly on the body at the point of contact, e.g. the skin.

Some illnesses caused by exposure to hazardous substances in the workplace (occupational diseases) may not appear until a long time after the first exposure. Therefore, it is important to know in advance how to protect the health of people working with hazardous substances and also of other people who may be affected by the work being carried out.

### Workplace Exposure Limits (WELs)

WELs are British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used: long-term (8 hours); and short-term (15 minutes).

Substances that have been assigned a WEL are subject to the requirements of COSHH.

These Regulations require employers to prevent or control exposure to hazardous substances.

Under COSHH, control is defined as adequate only if:

a) the principles of good control practice are applied

b) any WEL is not exceeded and

c) exposure to asthmagens, carcinogens and mutagens are reduced as low as is reasonably practicable.

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:-

**Step 1** Having consulted the material safety data sheet (MSDS) carry out a COSHH risk assessment which will show the WEL, for all substances used in or created by workplace activities.

**Step 2** Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.

**Step 3** Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.

**Step 4** Ensure that control measures are used and maintained properly and that safety procedures are followed.

**Step 5** Monitor the exposure of employees to hazardous substances, if necessary.

**Step 6** Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.

**Step 7** Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.

**Step 8** Ensure employees are properly informed, trained and supervised.

Many thousands of substances are used at work but only about 500 substances have Workplace Exposure Limits (WELs) listed in the HSE guidance document "*EH40 workplace exposure limits"*.

The absence of a substance from the list of WELs does not indicate that it is safe. For these substances, exposure will be controlled to a level to which nearly all the working population could be exposed, day after day at work, without any adverse effects on health.

# APPENDIX M

**Occupational Health: Noise, Dermatitis, Respiratory Disorders, Vibration, Management of Stress, Mental Health Policy, Management of Workplace Fatigue**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 – The Control of Substances Hazardous to Health Regulations 2002 - The Control of Noise at Work Regulations 2005 - The Control of Vibration at Work Regulations 2005 – The Workplace (Health, Safety and Welfare) Regulations 1992)

### Health Surveillance

Health surveillance is about systematically watching out for early signs of work- related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures may include:

- Simple methods, such as looking for skin damage on hands from using certain chemicals;
- Technical checks on employees, such as hearing tests;
- More involved medical examinations.

Some health and safety regulations also require employers to provide health surveillance for their employees.

The company recognises its duty to make arrangements for health protection and surveillance to be conducted and employees are required to co-operate. There may be requirements for health surveillance to continue even after cessation of the exposure, but this is for diseases that have a long latency period (such as asbestos-related disease).

a) Noise

The company will provide health surveillance (including hearing checks) for all their employees likely to be regularly and frequently exposed at or above an upper exposure action value (EAV) or likely to be at particular risk of noise induced hearing loss (NIHL) at noise levels below the upper EAV. The requirement for health surveillance is determined by a suitable and sufficient risk assessment.

The Control of Noise at Work Regulations 2005 (the Noise Regulations) Regulation 9 sets out the law for health surveillance for noise.

b) Vibration

If our risk assessment indicates that there is a risk to the health of our employees who are, or are liable to be, exposed to vibration; or our employees are likely to be exposed to vibration at or above an exposure action value, the company shall ensure that our employees are placed under suitable health surveillance.

For both noise and vibration, the issue of partial exposures will be taken into account to ensure that all the noisy activities and each period of time using vibrating tools forms part of our assessment of the exposure for our employees.

c) Dust

The company will carry out the necessary health surveillance as required by the Control of Substances Hazardous to Health Regulations 2002.

Where there is reliance on PPE, e.g. respirators, as an exposure control measure even with the closest supervision there is no guarantee that PPE will be effective at all times.

These health surveillance procedures may require the supervision of a registered medical practitioner.

It is our policy to:

- Carry out risk assessments under the *Management of Health and Safety at Work Regulations* and any other applicable Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

Further information on how we manage Occupational Health is available in our document Occupational Health Procedure. Document number MS 19.

**Noise**

The Control of *Noise at Work Regulations 2005* will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. First priority should be to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise has failed to reduce the noise level sufficiently.

The company will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and maintain hearing protection.

Where noise levels are such as to expose operatives to in excess of 80dB(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

**Exposure to noise may cause**:

- Hearing loss
- Irritation, annoyance and fatigue
- Inefficiency and lack of concentration

- Failure to hear warnings, sounds and instructions

**Safeguard your hearing**:
- Use hearing protection as instructed
- Trained persons should supply and fit ear protection to suit individuals needs
- Keep ear protection clean, check regularly for damage
- Replace as necessary

A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of hearing impairment should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary.

**Dermatitis/ Eczema**

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. The main signs of eczema are redness, swelling, crusting and cracking and flaking of your skin. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent).

It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis;
- Allergic contact dermatitis;
- Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of ‘invisible’ damage to the skin that can build up until more serious signs are seen.

The company procedure is:-

1. Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided
2. Protect the skin. Select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE.
3. Check for early signs of dermatitis. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of dermatitis / eczema should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary.

**Respiratory Disorders**

**Chronic Obstructive Pulmonary Disease (COPD)**

Chronic Obstructive Pulmonary Disease (COPD) is a long-term illness that makes breathing difficult. The lungs and breathing tubes are damaged making it difficult to get air in and out.

Common symptoms include;

- a persistent chesty cough and phlegm
- wheeze
- more frequent and troublesome chest infections

COPD is a slow developing condition; the symptoms tend only to start becoming a problem in mid-life, usually in the late forties onwards.

A wide variety of dust or fumes have the potential to cause COPD if exposure is high and over a long period of time, for example studies suggest the following substances have the potential to cause COPD;

- Hardwood dust
- Mineral dust
- Silica dust
- Solvent fumes in paint
- Welding Fumes

Some of these occupations and substances are also linked to other diseases, for example, welding fume can cause fume fever and pneumonia. Some can also cause occupational asthma.[4]

**Occupational Asthma**

Breathing in substances called respiratory sensitisers at work can cause occupational asthma.

A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitiser.

The symptoms are:

- asthma - attacks of coughing, wheezing and chest tightness
- rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes

Once a person is sensitised, continued exposure can result in permanent damage to their lungs and increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air.

Respiratory sensitiser's are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

The company procedure is:-

- Adequate Information, instruction, training and supervision will be provided;
- Avoid long term contact with machinery or tasks that would cause COPD/Asthma;
- Suitable dust suppression should be provided with the machinery;
- If you have any doubts about the substances or material you are to use, speak to your supervisor.

Checks should include the following:

- Identify material or substances before use;
- Read any information on packaging or containers or manufacturer's instructions;
- Make sure you have been trained in the use of the equipment;
- Clean and service all equipment after use following maintenance instructions.

Protect the Operative. Select suitable equipment with dust suppression measures, and appropriate PPE as the last resort. When it is not possible to reduce the risk at source, respiratory equipment can safeguard health. It is available as:

- Disposable face masks;
- Half mask respirators and full face respirators;
- Positive pressure powered respirators;
- Select the correct type of respiratory equipment;
- Use additional protection, such as gloves, goggles and overalls as necessary;
- Other equipment is designed for specialist work, e.g. in sewers;

Check for early signs of COPD. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of COPD/Asthma should be brought to the attention of management. Specialist advice may be sought from an occupational health professional as necessary.

**Vibration**

**Whole Body Vibration**

Vibration transmitted through the seat or feet (known as whole-body vibration or WBV). Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers, however further study is needed into the impact of WBV.

**Hand-arm Vibration**

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome and vibration white finger.

The company procedure is:-

1. Avoid long term contact with machinery that would cause HAV. Adequate Information, instruction, training and supervision will be provided.

2. Protect the Operative. Select suitable vibration dampened equipment, suitable welfare facilities (warmth) and appropriate PPE as the last resort.

3. Check for early signs of HAV. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of HAV/ white finger should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary.

**Management of Stress**

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- Job content,
- Working environment,
- Relationship with others at work,
- Excessive workload or working hours,
- Inadequate training,
- Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

**Mental Health Policy**

**Introduction**

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

**Policy Statement:**

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff.

The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

**Implementation of the core standards set out below:**

1. Produce, implement and communicate a mental health at work plan

2. Develop mental health awareness among employees by using information via the Lighthouse Charity link https://www.lighthouseclub.org/help-inside-the-hard-hat/
3. Encourage open conversations about mental health and the support available when employees are struggling
4. Provide your employees with good working conditions
5. Promote effective people management by using the Weekly Wellbeing Check-up found at: Weekly wellbeing check-up

6. Routinely monitor employee mental health and wellbeing

This policy is developed in reference to Thriving at Work Report 2017 a review of mental health and employers by Lord Dennis Stevenson and Paul Farmer.

**Policy Aim:**
To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

**Scope:**
This policy will comply with Health and Safety legislation and best practice guidelines.
This policy will be developed in accordance with existing organisational policies and procedures.
This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

**Policy Objectives**
**To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.**

**Policy Actions:**
- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- We will ensure that posters and information from the Lighthouse Construction Industry Charity are readily available.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.

- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

**To provide support for employees experiencing mental health difficulties**.

**Policy Actions**:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and
- in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling.
- Ensure employees are aware of the support that can be offered through their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

**To encourage the employment of people who have experienced mental health problems.**

**Policy Actions***:*

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace.

**To recognise that workplace stress is a health and safety issue.**

**Policy Actions***:*

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress if applicable.
- Provide training in good management practices. As members of BSG we have support available via BSG and the Lighthouse Construction Industry Charity.
- Provide confidential counselling and adequate resources. As members of BSG we have support available via the Lighthouse Construction Industry Charity.

- Align with other relevant policies such as physical activity, alcohol and absence management

**Communication**
All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

The works forum /Health and Safety Committee will take forward the actions from this policy.

Regular updates will be provided to all employees via their line management.

**Review and Monitoring**
Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The mental wellbeing activities as advised by BSG and the Lighthouse Construction Industry Charity will be included in an annual 'health at work audit'.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The human resources department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

The policy will be reviewed annually from implementation

**Management of Workplace Fatigue**

The company recognises that the management of fatigue is crucial in ensuring the health, safety and wellbeing of our workforce. We will identify all safety critical workers and other persons who could be affected by fatigue.

Procedures, management systems and controls are in place to manage and control the risk of fatigue within the company, including, Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the work period.

Any employee must not commence or continue work if he or she is fatigued to such an extent that their condition may prejudice his or her safety, or the safety of others. Although the company does not carry out shift work all managers will monitor the worked hours of all employees. Should shift work be considered then HSG 246 guidance will be followed.

**Good Practice Guidance for Managers**

Suggested approach for sites:

The suggested approach for sites on this issue is to focus more on the system for controlling excessive or fatiguing working hours, rather than individual, one-off instances. The company is aware of the legal duty to manage risks from fatigue, irrespective of any individual's willingness to work the extra hours.

Early Starts

- Move early shift starts before 6am forward (e.g., 7am not 6am start).
- Limit the number of successive early starts i.e. before 7am (to 4 maximum if possible)
- Shifts involving an early start should be shorter in length to counter the impact of fatigue later in the shift.

Shift Length

- If 12-hour shifts worked then no overtime worked in addition.
- Avoid long working hours (more than 50 hours per week).
- If 8/10 hour shifts then no more than 4/2 hours additional overtime to be worked.
- Restrict 'back to backs' with 8-hour shifts and avoid entirely with 12 hour shifts.

Rest Periods

- Allow minimum of 12 hours between shifts and avoid 'quick return' of 8 hours if possible. (Rest period between shifts should permit sufficient time for commuting, meals and sleep.)
- Plan some weekends off, advisably at least every 3 weeks.

Rotation

- Rotate shifts quickly (e.g. every 2-3 days). Avoid rotating shifts every 1-2 weeks.
- Use forward rotation (morning/afternoon/night) for preference.

Social Considerations

- Arrange start/finish times of the shift to be convenient for public transport, social and domestic activities.
- Consider travelling time of workforce.
- Allow some individual choice where possible to accommodate larks/owls and family commitments.
- Keep the timing of shifts regular and predicable but also allow employees to have some flexibility to choose their own work schedule.

# APPENDIX N

**Asbestos Containing Materials**
(Relevant Regulations – The Control of Asbestos Regulations 2012)

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

We will ensure all operatives and supervisors undergo Asbestos Awareness training and that the training is refreshed regularly in compliance with Regulation 10.

We shall further ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

**Arrangements for Managing Asbestos in the Workplace**

A Refurbishment and Demolition Survey will be carried out before commencing any work on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, ACMs will be removed prior to commencing any work.

**If we uncover or damage asbestos materials**

If suspect materials are discovered during the course of the works then we shall follow the guidance given in *'Asbestos Essentials EM1'* i.e.:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.

**Notifiable Non-Licensed Work**

All non-licensed work will be carried out with the appropriate controls in place. But for notifiable non-licensed work (NNLW), the company will have additional requirements to:

- notify work with asbestos to the relevant enforcing authority;
- ensure medical examinations are carried out; and
- maintain registers of work (health records)

Whether a type of asbestos work is either licensable, NNLW or non-licensed work has to be determined in each case and will depend on the type of work the company are planning to carry out, the type of material to be worked on and its condition. The identification of the type of asbestos-containing material (ACM) to be worked on and an assessment of its condition are important parts of the risk assessment, which will be completed before the work starts.

A decision will be made if the work is exempt from licensing or not.

If the works are exempt from the need for a licence, then it will be determined if it is notifiable non-licensed work or non-licensed work.

If applicable the company will notify the relevant enforcing authority of any NNLW with asbestos before work.

# APPENDIX O

**Working with Lead**

(Relevant Regulations – The Control of Lead at Work Regulations 2002)

Exposure to lead is potentially dangerous and the *Control of Lead at Work Regulations 2002* legislate the requirement to minimise those risks. The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead. Where engineered solutions to the control of this exposure cannot be achieved, operatives will be provided with the necessary respiratory protective equipment and protective clothing.

- Wherever our operatives are exposed to significant exposure to lead, we will carry out medical surveillance consisting of initial screening followed by blood tests etc. as required by the Regulations.
- Where there is a possibility that our operatives are likely to be exposed to lead, a risk assessment of that exposure will be carried out.
- Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.
- Where lead is known to be in paintwork requiring stripping, the method used to strip the paint will be such as to prevent dust or fumes being generated. COSHH assessments will be required for chemical stripping.
- If hot work or abrasive methods are used for stripping paint, then the lead in air levels will be monitored and appropriate personal protective equipment issued and used.
- Where exposure to lead is unavoidable then the Control of Lead at Work Regulations 2002 applies and the Approved Code of Practice will be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Lead can also be found during demolition, refurbishment work and industrial re-roofing. In these instances a build-up of lead in the system is a possibility and health surveillance is appropriate.
- There are two action levels referred to in the Regulations. 'Action levels' and 'Suspension levels'. 'Action levels' are initiated when concentrations of lead in blood measured as a number in micrograms of lead for each decilitre (100 millimetres) of blood. If these are reached or exceeded we will :-
  1. Carry out an investigation to find out why;
  2. Review our control measures; and
  3. Take steps to reduce the operative's blood / lead concentration. 'Suspension levels' are concentrations of lead in blood (or urine) at which further exposure to lead must be prevented we will:-
     A. Maintain health surveillance records for at least 40 years; and
     B. Conform to the HSE guidance contained in **indg305.**

# APPENDIX P

**First Aid**

(Relevant Regulations – The Health and Safety (First-Aid) Regulations 1981)

First Aid arrangements shall be in compliance with *First Aid Regulations 1981(amended 2013)* and the Approved Code of Practice. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements as identified by carrying out a First Aid needs assessment will be put in place.

Sites shall be provided with a sufficiently stocked first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process. (Refer to section B – Responsibilities for kit inspections)

As an employer, when reviewing your risk assessment to include working during the COVID-19 outbreak, consider refreshing your first aid at work needs assessment.

To help employers ensure first aiders are confident that they can help someone injured or ill at work during the coronavirus (COVID-19) outbreak.

Employers and their first aiders should take account of the specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

The First Aid Needs Assessment will evaluate the following points:

- The nature of the work, the hazards and the risks
- The nature of the workforce
- The organisation's history of accidents and illness
- The needs of travelling, remote and lone workers
- Work patterns such as shift work
- The distribution of the workforce
- The remoteness of the site from emergency medical services
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aiders
- First-aid provision for non-employees
- The size of the organisation
- COVID-19

# APPENDIX Q

**Fire Safety**

(Relevant Regulations - The Regulatory Reform (Fire Safety) Order 2005)

Fires can and do kill, injure and cause serious human suffering and financial loss. The owner or employer in every workplace has legal responsibility for carrying out a fire risk assessment. This includes identifying the risk of arson and acting to reduce it. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements. By doing this we can protect our business, the jobs and safety of our employees, our stock, our premises and the service(s) we provide to the community. Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that is initiated will ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

**Construction Sites Fire Safety**

Relevant Regulations and Guidance

The Regulatory Reform (Fire Safety) Order 2005)

CDM Regulation 29 Prevention of risk from fire, flooding or asphyxiation.

CDM Regulation 30 Emergency procedures

CDM Regulation 31 Emergency routes and exits

CDM Regulation 15 Duties of contractors

Guidance document

HSG168 Fire safety in construction, The role of contractors and workers.

The potential dangers are particularly severe on many construction sites, where high-risk activities such as hot work are frequently combined with circumstances where fires can spread quickly and escape may be difficult. Construction fire safety needs to be managed from the earliest stages of design and procurement and needs to address the risks both to site workers and to site neighbours. This may mean rejecting proposals for particular methods and materials in a specific location, based on the potential for serious consequences from any fire during the construction stage, or planning additional, sometimes expensive or difficult, mitigation methods if a specific design or method is not to be changed. It is essential that fire safety measures are considered throughout all stages of the procurement and design process and implemented effectively during the construction phase. The Construction (Design and Management) Regulations 2015 (CDM) also place duties on duty holders in relation to fire safety. The Regulatory Reform (Fire Safety) Order 2005 legislation requires that those with control over construction work can demonstrate that they have:

- Recognised the risks in their workplaces;
- Considered who will be affected;
- Assessed the extent of the risks;
- Come to an informed decision on the necessary action to reduce them; and
- Ensure that the actions decided are implemented.

Guidance from the HSE (HSG 168), Fire Insurers (JCOP) and FPA should be sought. On sites with Timber Frame construction the advisory 16 point plan of the UKTFA must be incorporated.

## Site Emergency Procedures; Site Safety – Clients and Other Persons

### Site Emergency Procedures

Wherever we control the site, the Site Manager will ensure that:

- Personnel trained in First Aid are on site at all times.
- Fully equipped first aid container, eye wash, etc. is available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- An emergency muster point is established, clearly marked and its location is included in the site induction.
- Telephone numbers and details of emergency services are exhibited.
- Site telephone number and correct address are exhibited.
- Ambulance authority is advised when more than 25 operatives work on site.
- An adequate means raising an alarm (howler etc.) is in place and tested regularly.
- Where necessary, contingency plans for dealing with accidents with a potentially high casualty rate will be made in association with the emergency services.
- Adequate fire precautions are in place and a site specific fire plan is produced.
- Emergency procedures and contingency plans are established for dealing with such risks.
- Regular emergency evacuation drills are carried out.
- The use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc. is adequately controlled.
- Employees are familiar with, understand and comply with the procedures.
- Hot work will only be carried out under a 'hot work permit' scheme.
- Gas cylinders are kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors are fitted and inspected at least annually.
- A safe system of refuelling plant and portable tools, including a designated refuelling area which is situated away from any inflammable materials.

Wherever the company act as Contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

### Site Safety – Clients and Other Persons

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not;
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works;
- Where possible, building work should be separate to that of the client's activity;
- Should clients and client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled;
- Assessment of hazard and risk will be carried out in respect of any work activity;
- Management will monitor control measures and review the assessment as necessary;
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly;
- Information, communication and control measures are essential matters, which need to be discussed with clients at regular meetings;
- Care in detailing design should be applied to minimise any health and safety risk;
- A safe method of work will be planned and put in place prior to work commencing;

- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of the Site Manager for necessary action;
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken;
- In the event of an incident or accident to client personnel or member of the public the Safety Adviser will be informed and carry out an investigation and report, if necessary;
- Any fire plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

**Office Emergency Procedures**

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;
- A Fire Warden will be appointed and receive appropriate training for the task;
- All staff will be instructed in the 'emergency evacuation' procedures;
- Emergency evacuation drills will be carried out and recorded;
- Alarms and Fire fighting equipment will be serviced and maintained;
- Fire and emergency evacuation instructions will be posted in conspicuous positions;
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;
- Fire hazards will be minimised by:-
    A. keeping fire doors closed.
    B. keeping fire extinguishers in place.
    C. keeping paper and other flammable materials to a minimum.
    D. A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.
- Personnel trained in First Aid to be available on premises at all times;
- Fully equipped first aid container, eye wash, etc. shall be available on premises at all times;
- Details of First Aider identity and the location of the first aid kit will be included within office induction;
- Telephone numbers and details of emergency services to be exhibited.

# APPENDIX R

**DSEAR**

(Relevant Regulations - The Dangerous Substances and Explosive Atmosphere Regulations 2002).

**Storage and Use of Highly Flammable Liquids (HFL)**

- Containers of all HFL's will be identified and properly marked.
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

**Storage and Use of Liquefied Petroleum Gases (LPG)**

L P G s (butane and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- The company complies with the *Dangerous Substances and Explosive Atmospheres Regulations 2002.*
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- Except for special applications, LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Suitable fire extinguishers shall be in place.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with suitable fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:-
- Gas turned off at cylinder valve;
    A. All doors and windows opened;
    B. Area will be vacated and Site Manager to be informed;
    C. Electrical switches and telephones WILL NOT BE OPERATED.
- In the event a cylinder catches fire, the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

# APPENDIX S

**Office Health and Safety ¦ Visual Display Screens**

(Relevant Regulations - The Health and Safety (Display Screen Equipment) Regulations 1992 - The Control of Electromagnetic Fields at Work Regulations 2016)

**Office Health and Safety**

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials;
- Protecting against or eliminating trailing electrical cables;
- Closing filing cabinet drawers;
- Keeping staircases and fire exits clear and unobstructed;
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals;
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established;
- Chemical hazards will be subject of COSHH assessments;
- Electrical hazards will be minimised by ensuring:-
    - that all cables and connections are maintained in good condition;
    - Equipment is properly earthed and correctly fused;
    - Sockets are not overloaded;
    - Water kept away from electrical installations;
    - Electrical equipment shall be subject to regular checking every 12 months.

**Visual Display Screens**

The majority of electrical equipment, including VDUs used in an office is at levels below the Exposure Limit Values (ELVs) and will not exceed the indirect-effect Action Levels (ALs) However special consideration to the safety of employees at particular risk will be given and a separate risk assessment will be carried out for employees who have notified the company of any condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy).

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections;
- Adequate space to be provided to allow postural changes and leg room;
- All work stations should be tailored to suit individual operators and records of training kept;
- Equipment provided must be appropriate to the task;
- Work surfaces must allow for flexible arrangements;
- Work chair to be adjustable and have 5 points of contact with the floor;
- Footrest to be provided if required;
- User to take frequent short breaks away from the screen area;
- Eye sight test to be provided at request of user;
- Damaged or faulty equipment will be taken out of use and reported to management.

# APPENDIX T

**Electrical Work**

(Relevant Regulations - The Electricity at Work Regulations 1989 - The Control of Electromagnetic Fields at Work Regulations 2016)

The *Electricity at Work Regulations 1989*, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

Any electrical circuit or installation (including cables, busbars, switchgear and transformers), where the cables carrying the electrical currents are bundled together so that they are always touching or nearly so and there are no unusual earthing arrangements that could create unbalanced currents. Any electrical circuit or installation (including cables, busbars, switchgear and transformers), where the cables or busbars carrying the electrical currents are separated, and the rating of the circuit or that part of it is <100 A (equivalent to 23 kW for a single-phase 230 V circuit, 69 kW for a three-phase 230 V circuit, or 1.9 MW for a three-phase 11 kV circuit). Are sources of EMF at levels below the Exposure Limit Values (ELVs) and which will not exceed the indirect-effect Action Levels (ALs). However special consideration to the safety of employees at particular risk will be given and a separate risk assessment will be carried out for employees who have notified the company of any condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy).

**Competent Persons**

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

- Practical experience in working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

**General Safety Precautions**

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.

- Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
- On no account must a three-phase socket outlet be used to supply single-phase apparatus.
- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
- If it is possible to do so, we shall always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

**Underground Power Cables**

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

**Overhead Power Lines**

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, *'Avoidance of danger from overhead electrical lines - GS6'*.

# APPENDIX U

**Manual Handling**

(Relevant Regulations - The Manual Handling Operations Regulations 1992, as amended in 2002)

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
    A. The task; (T)
    B. Individual capacity; (I)
    C. The load; (L)
    D. The working environment; (E)
    E. Other factors that may affect the activity; and
    F. Make full and proper use of handling aids
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

# APPENDIX V

**Protection of Young Persons**
(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999)

A ‘young person’ is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A ‘child’ is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a ‘relevant’ scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as Slinger/Signaller/Banksman in lifting operations.

# APPENDIX W

**Migrant Workers**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999)

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK's health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- The worker's language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
- The level of information, instruction, training and supervision required in relation to the work;
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
- Perception of risk and the extent to which this may differ due to experience of another country's health and safety workplace culture;
- Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment.

These may include:-

- Ensuring each individual's competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- Appropriate levels of information, instruction and training in their own language.
- Ensuring they are supervised by a competent person who is bilingual.

# APPENDIX X

**RIDDOR**

(Relevant Regulations – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents an enforcing authority, usually the HSE, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

**Death or Non Specified Fatal Injury**

If there is an accident connected with work and:

- Your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately.

**Over Seven Day Injury**

If there is an accident connected with work (including an act of physical violence) and:

Your employee, or self employed person on your premises, suffers an over seven day injury; An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non work days).

- You must notify the enforcing authority within fifteen days.

**Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

**Dangerous Occurrence**

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

**Near Misses**

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'.

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made
- The method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to General Data Protection Regulation requirements.

**Accident Reporting and Investigation Guidelines**

- Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
- In the case of a major accident or dangerous occurrence the Site Manager will telephone the Contracts Manager, or, if not available, the Safety Director to discuss the action to be taken.
- Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive. All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:
    A. Minor accidents or incidents should be investigated by Site Manager
    B. Arrangements should be made, if necessary, for a Safety Adviser to visit the scene of reportable major injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

**Reporting Procedures**

**Telephone**

All incidents may 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).

**When do I need to make a report?**

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0345 300 9923. Cases of seven day injuries must be notified within fifteen days of the incident occurring using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

**Ways to report an incident at work – online (www.hse.gov.uk)**

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident

**Contact HSE Out of Hours**

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

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235**.** The duty officer will take your message and will ask you for a phone number to allow them to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact

When making a telephone notification an incident reference number will be allocated for future reference. A copy of the completed form should be forwarded to the Contract Manager for information purposes and subsequent filing. Details must not be released to a third party without authority.

**Accident Book**

The Accident Book used by the Company complies with the requirements of the General Data Protection Regulation. For that reason it is set out in two parts.

- The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the Contract Manager for information purposes and subsequent filing.
- The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.

**Minor Accident/Incident Report Form**

- All minor accidents or incidents should be the subject of further examination to prevent a recurrence.
- The form should be completed by the Site Manager following a meeting with the injured person, witnesses, and a representative of the injured person's company authorized to implement changes to the 'method statement'.
- The 'observations/recommendations' section should be used to indicate any agreed changes to the 'method statement'.
- Contact the Contract Manager and/or a Safety Officer by telephone for advice.
- Work must not proceed until any recommendations, if any, have been implemented.
- The completed form should be attached to the detached portion of the accident book entry and forwarded to the Contract Manager for information purposes and subsequent filing.

**Measuring Performance**

Measurement is essential to maintain and improve health and safety performance. There are two ways the Company generate information on performance:

### Active Monitoring

This allows for feedback on site performance before an accident, incident or ill health. The data recorded during the visit site inspection allows a bank of non- compliance issues to develop for trends and patterns to then be identified for management action. This also satisfies the needs of multi-site organisations in meeting performance standards. Meetings with BSG advisers are pre-planned and are held at a minimum annually and the Company, accident record and non-compliance statistics are available for review and discussion.

### Reactive Monitoring

By definition is triggered after an event and includes identifying and reporting.

### Inspection

The Building Safety Group provides an independent regular visit cycle of site inspections. An electronic site inspection report form will be complete on site and a copy will be emailed to the member company's office.

The Company will ensure any non-conformity is rectified or seek confirmation of any action taken by the site management. Any outstanding unresolved issues should be reported to the head office. The site manager will ensure all non-conformities are addressed.

### Site Inspection

- The site manager will carry out weekly inspections and record any findings on a Health and Safety Monitoring Report Form
- Identified unsafe working practices must be remedied before work proceeds and recorded on a Safety Action report Form
- Any external reports on health and safety issues must be actioned and noted on Safety Action Report Form
- The site manager is responsible for ensuring all statutory records are maintained.

# APPENDIX Y

**Smoking Policy**
(Relevant Regulations - The Public Health, Smoke-free (Premises and Enforcement) Regulations 2006)

We will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the company's' offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

**Drugs and Alcohol**
(Relevant Regulations - The Health and Safety at Work etc Act 1974)

- Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.
- The Company is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, sub-contractors and members of the public.

The Company will:

- Increase the general awareness/knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and to encourage individuals with drug or alcohol problems to seek help and assistance as appropriate
- Generally take a welfare based approach when dealing with individuals having drug or alcohol problems, however the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked
- Assist line managers to identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems
- Make clear that the company regards excess/inappropriate alcohol consumption, or use of illegal drugs as incompatable with acceptable employment performance, by ensuring that clear statements of the company rules regarding drug and alcohol are communicated to the workforce
- Ensure that the company can operate in an effective manner not disrupted by drug or alcohol use, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance
- Abide by rules and procedures adopted by clients/principal contractors whilst at their premises or sites

# APPENDIX Z

**Misconduct Subject of Disciplinary Procedures:**
(Relevant Regulations - The Health and Safety at Work etc Act 1974 – The Management of Health and Safety at Work Regulations 1999)

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.