



Health & Safety Policy

Including
Environmental Statement

Prepared by
Complete Health & Safety Ltd (now trading as Omny Safety Ltd)
Reviewed July 2025
To be reviewed before end July 2026

**ASH Drywall
Unit 1, Ghyll Road Industrial Estate
Heathfield
East Sussex
TN21 8AW**

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1 General Statement of Policy

ASH Drywall are committed to ensuring the health and safety of everyone who works for the Company and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Company will ensure, so far as is reasonably practicable, that:

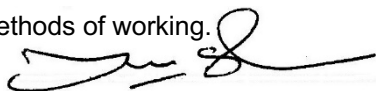
- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

It is Company policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate.

The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

The Company will collect and use personal data to ensure the health, safety and welfare of its staff and others. This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.



Signed

Dean Ash – Managing Director – DM&C Ash Ltd

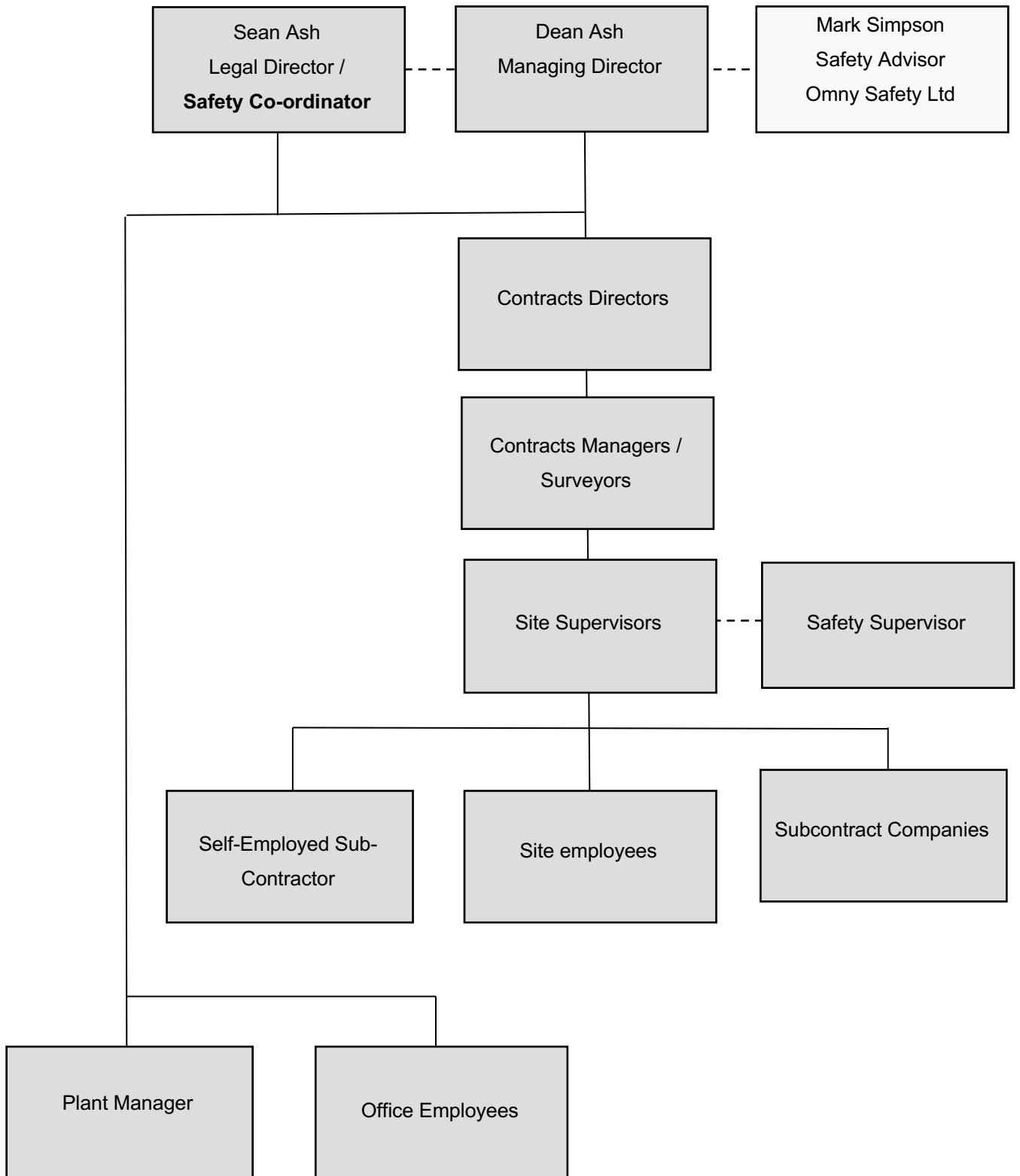
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Objectives for managing Health, Safety and the Environment

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all employees and, in addition, the environmental impact of our operations to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Company employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance.

2 Organisation & Responsibilities

2.1 Organisation for Managing Health & Safety



2.2 Responsibilities of Managing Director

As Managing Director, Dean Ash is ultimately responsible for the health, safety and welfare of employees and of everyone else who may be affected by the Company's activities, including the public. He is specifically responsible for ensuring that:

- An adequate and effective Policy for health, safety and welfare is prepared and implemented
- Adequate and effective arrangements for planning, organisation, control and monitoring for health and safety are implemented in accordance with relevant legislation and this policy
- Sufficient financial, labour resources and time are available to meet statutory requirements
- Suitable equipment and safe systems of work are provided to prevent or reduce risks to health and safety
- Equipment procured by the Company is suitable for the intended task, complies with statutory safety standards and is CE marked
- A regular review of equipment suitability takes place
- Competent health and safety advice and support is available
- Maintaining the Company environmental policy objectives
- A Responsible Person is appointed for the Company as required by the Regulatory Reform (Fire Safety) Order 2005
- Providing support for the safety co-ordinator.

Dean Ash also has duties as an employee as well as employer (see 2.8 below)

2.3 Responsibilities of Contract Directors

The Contracts Directors share responsibility with the Managing Director for ensuring that there are effective arrangements, planning, organisation, control and monitoring for safety within the Company and that preventative measures are maintained, and legal requirements met. The specific responsibilities include:

- Supporting the Managing Director in his general duty to ensure the health and safety and welfare of employees, and of others, who may be affected by the Company's activities
- Acting on reports from employees and others on matters of health and safety and reporting back to the Managing director
- Ensuring that health and safety is fully taken into account in all dealings with the Company and using the competent advice available
- Ensuring that employees are fully aware of this policy and their duties in relation to health and safety
- Identifying employee training needs in respect of health and safety

- Ensuring that suitable health and safety information is provided to employees
- Providing induction and ongoing training by way of toolbox talks and other methods as required
- Ensuring that employees are consulted and their views considered prior to implementing changes that may affect their health and safety
- Investigating accidents and implementing measures to prevent re-occurrence
- Site risk assessments are undertaken in accordance with statutory requirements
- Ensuring that subcontractors produce and adhere to risk assessments and method statements and that they are adequately managed
- Ensuring that a good example of behaviour is set with regard to health, hygiene and safety

The Contracts Directors also have duties as employees (see section 2.9 on responsibilities of employees)

2.4 Responsibilities of Safety Co-ordinator

Sean Ash, is the Legal Director and Safety Co-ordinator for the Company. He is responsible for ensuring that the health and safety management system is implemented and maintained. He is specifically responsible for ensuring that:

- The arrangements set out in this policy are implemented and for continually monitoring and reviewing safety performance
- All managers and employees receive adequate instruction, information, training and supervision to achieve the requirements of this policy
- Risk assessments for the premises are undertaken in accordance with statutory requirements and subject to 12-month review with Complete Health & Safety Ltd.
- All reported health and safety issues are reviewed and remedial action applied when necessary with Complete Health & Safety Ltd.
- Contractors in the premises are competent with adequate health & safety arrangements
- The Company has adequate first aid provisions
- Accidents are entered in the accident book
- Accidents and dangerous occurrences at work are reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Accidents are investigated and measures implemented to prevent re-occurrence
- Employees are fully aware of this policy and of their duties in relation to health and safety
- Identifying employee training needs in respect of health and safety, arranging health and safety training and ensuring health and safety training records are retained
- Suitable health and safety information is provided to employees
- Employees are consulted and their views considered prior to implementing changes that may affect their health and safety

- The office is tidy, clean and that adequate housekeeping and hygiene inspections take place
- Motor vehicles used by the Company are adequately maintained
- A fire risk assessment is undertaken, and fire precautions implemented and maintained
- Appropriate PPE is issued to employees and that records are retained
- A good example of behaviour is set with regard to health, hygiene and safety

Sean Ash also has duties as an employee (see section 2.9 on responsibilities of employees)

2.5 Responsibilities of Contracts Managers

The **Contracts Manager** are specifically responsible for:

- Implementing the arrangements set out in this policy and monitoring the safety performance across the Company
- Organising and co-ordinating site work to ensure minimum risk to the health and safety of employees or any who may be affected by the Company's activities
- Ensuring compliance with the Company safety policy and relevant regulations, and the construction phase plan where applicable
- Ensuring risk assessments, method statements and safe systems of work are prepared and adhered to, and all registers and records are kept up to date
- Ensuring that all plant and equipment, procured or hired for the Company, are suitable for the intended task, complies with statutory safety standards and is CE marked as appropriate
- Investigating accidents and implementing measures to prevent re-occurrence
- Ensuring that employees are aware of their health and safety responsibilities and comply with the requirements of the policy
- Ensuring suitable health and safety information is provided to employees
- Co-operating with statutory authorities (ie HSE Inspector)
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and subcontract Company employees concerns in relation to health & safety and act accordingly

The **Contracts Managers** also have responsibilities as employees (see section 2.9 on responsibilities of employees)

2.6 Responsibilities of Safety Supervisor

The Safety Supervisor for the Company is specifically responsible for:

- Supporting the management team in ensuring that the arrangements set out in this policy are implemented and for continually monitoring and reviewing safety performance

- Providing practical H&S advice and support to the site management team and operatives
- Inspecting sites to ensure H&S standards are maintained
- Undertaking accidents / incident investigations and ensuring measures are identified to prevent re-occurrence
- Preparing RAMS or supporting the management team in preparing RAMS
- Delivering toolbox talks / briefings as required
- Employees are fully aware of this policy and of their duties in relation to health and safety
- Supporting the management team in identifying employee training needs in respect of health and safety
- Providing suitable health and safety information to employees
- Setting a good example of behaviour is set with regard to health, hygiene and safety

The Safety Supervisor also has duties as an employee (see section 2.9 on responsibilities of employees)

2.7 Responsibilities of Site Supervisors

Site Supervisors are specifically responsible for:

- Implementing the arrangements set out in this policy and continually monitoring and improving safety performance on site
- Ensuring compliance with the Company Safety Policy and relevant regulations and the Site Safety Plan where applicable
- Organising and co-ordinating site work on a daily basis to ensure minimum risk to the health and safety of employees or any persons who may be affected by the Company's activities
- Ensuring that employees and Self-Employed Sub-Contractor on site are aware of their health and safety responsibilities and comply with the requirements of the policy
- Ensuring that suitable health and safety information is provided to employees and Self-Employed Sub-Contractor
- Providing induction and ongoing training by way of toolbox talks and other methods as required
- Ensuring that subcontractors produce and adhere to risk assessments and method statements and that they are adequately managed
- Ensuring that risk assessments are undertaken and are implemented on site
- Ensuring that employees and Self-Employed Sub-Contractor on site are aware of the findings of the risk assessments, and ensuring control measures, including the use of Personal Protective Equipment that (PPE), are used at all times
- Ensuring that risk assessments, method statements and safe systems of work are adhered to and that all registers and records are kept up to date

- Identifying employee training needs in respect of health and safety and advising the safety co-ordinator of any training requirements
- Ensuring that work equipment on site is used correctly by authorised, trained staff
- Ensuring that portable electrical equipment is portable appliance tested
- Ensuring that materials are stored safely on site and maintaining a tidy site with safe access and egress
- Listening to employees, self-employed subcontractors and contractors concerns in relation to health & safety and acting accordingly
- Setting a good example of behaviour with regard to health, hygiene and safety

Site Supervisors also have duties as employees (see section 2.9 on responsibilities of employees)

2.8 Responsibilities of Plant Manager

The Plant Manager is specifically responsible for:

- Implementing the arrangements set out in this policy and continually monitoring and improving safety performance
- Ensuring compliance with the Company Safety Policy and relevant regulations
- Ensuring that plant and equipment used by the Company is regularly inspected and maintained in accordance with statutory requirements and that records are maintained
- Ensuring that portable electrical equipment is portable appliance tested
- Providing induction and ongoing training by way of toolbox talks and other methods as required
- Ensuring that motor vehicles used by the Company are adequately maintained
- Maintaining a tidy warehouse with safe access and egress

The Plant Manager also has duties as an employee (see section 2.9 on responsibilities of employees)

2.9 Responsibilities of Employees and Self-Employed Sub-Contractor

All employees have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Self-employed subcontractors will comply with all aspects of this policy as though they were employees/operatives. Conversely the Company will treat self-employed subcontractors as though they were employees/operatives.

All employees and subcontractors will therefore:

- Comply with the Company Health and Safety Policy, risk assessments and other documented procedures
- Comply with the Site Health and Safety Plan on CDM projects
- Co-operate with management and follow reasonable instructions in the interests of health & safety
- Use, operate or maintain any plant or equipment as instructed and not misuse it in any way
- Ensure that guards or covers are in position whilst plant / equipment is in use
- Keep plant, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to a Director, Site Supervisor or Safety Co-ordinator
- Take all reasonable steps to ensure the safety of themselves and of others
- Avoid improvised arrangements and suggest safe ways of reducing risks, where appropriate
- Observe all warning notices and follow instructions
- Not interfere with or misuse anything provided in the interests of health, safety and welfare (ie tampering with any part of scaffolding, misuse of extinguishers, removal of guards on work equipment)
- Wear appropriate clothing, footwear and PPE conducive to the work
- Raise any health & safety concerns with the Supervisor or a Director
- Report immediately any defective plant and equipment and not use it until repaired
- Inform their Supervisor or the Safety Co-ordinator if they suffer from any allergy, health problem or are receiving medication likely to affect their work or ability to do manual handling tasks

Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action may be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

2.10 Responsibilities of External Safety Advisor

The Company's nominated **External Safety Advisor** will:

- Meet with the **Director** as required to review/audit the Company's health & safety management system
- Ensure the Company H&S Policy reflects the Company's operations and organisation and is compliant with current legislation
- Assist the company in preparing construction phase plans, general risk assessments and method statements, as required
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health & safety advice and support as required
- Assist in accident investigations and preparing accident reports, as required

3 Health & Safety Arrangements

3.1 Communication and Consultation

The management of the company will communicate to employees their commitment to safety and ensure that employees are familiar with the contents of the Company Health and Safety Policy. Communication will take place by providing written or verbal information from this policy; through formal management meetings; information on the Office notice board, written instructions/memos; toolbox talks; through informal meetings and through the general supervision process.

Similarly, employees will be consulted on health and safety matters through the management meetings; monthly supervisors' meetings; toolbox talks; informal meetings and the general supervision process.

Relevant Legislation and Information:

Consultation with Employees Regulations 1996

The Health & Safety Information for Employees Regulations 1989 (As Amended) 2009

The Health & Safety (Signs & Signals) Regulations 1996

Involving your workforce in health and safety: Good practice for all workplaces – HSG263

CITB GE700: Health and Safety Law

CITB GE700: Communications with Non English Speaking Workers

3.2 Health & Safety Information

All new employees will receive induction training when they join the Company. As part of the induction process, employees will receive an Employee Health & Safety Handbook and be informed about the contents this policy and other Company health & safety documentation (e.g. risk assessments, COSHH assessments).

The Employee Health & Safety Handbook will include key aspects of the Health & Safety Policy and includes emergency procedures, "Do's and Don'ts", safe systems of work, diagrams of safe lifting techniques and other key health & safety information.

Employees will also receive information when:

- There are changes to work procedures or working patterns
- New machinery, tools and equipment are being procured
- There are changes as a result of new or revised legislation

In addition, Supervisors are provided with a Supervisors Handbook which includes extracts from the H&S Policy, method statements, risk assessments, tool box talks, blank forms and HSE leaflets.

Employees will be encouraged to read the health & safety law posters displayed in Reception and in the Warehouse; the posters provide key information about employer's responsibilities and employee's rights.

The Company will also display a copy of the Company's Policy statement and Employers Liability (Compulsory Insurance) certificate.

Relevant Legislation and Information:

Health & Safety at Work Act 1974

Health & Safety Information for Employees/operatives Regulations 1989

CITB GE700: Health and Safety Law

CITB GE700: Induction and Training

3.3 **Co-operation and Care**

If the Company is to build and maintain a health and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with management and clients on safety matters and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by operations of the Company.

Relevant Legislation and Information:

Managing for Health & Safety – HSG65

CITB GE700: Health and Safety Law

3.4 **Health & Safety Training**

All new employees will be given induction training in the following:

- Fire and emergency evacuation procedures in the premises and on site
- Arrangements for First Aid
- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements
- Use and care of protective clothing and/or equipment

Training will be provided on the safe use and maintenance of work equipment and safe systems of work. CSCS skills cards will be issued as appropriate for all levels in the Company. Toolbox talks will be held, as appropriate.

All employees will be trained in safe working practises and procedures prior to being allocated any new role.

Employees will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

The Safety Co-ordinator will carry out a formal review of training needs annually in consultation with the management team and employees.

All employees will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles / tasks e.g. first aid.

Records of training will be filed in the Personnel files.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(2c)

The requirement for training appears in all health & safety regulations

CITB GE700: Health and Safety Law

CITB GE700: Induction and Training

3.5 Monitoring and Review of H&S Policy and other H&S Documents

The Managing Director, Safety Co-ordinator and Safety Supervisor will review the H&S Policy and other H&S documents annually to ensure that the documentation remains valid. Advice will be obtained from the Company's safety advisors to ensure that the documentation remains compliant with legislation. Any updates or amendments will be brought to the attention of the employees, and information, instruction and training provided where necessary.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(3)

Management of Health & Safety at Work Regulations 1999

Managing for Health & Safety – HSG65

CITB GE700: Health and Safety Policies

3.6 Inspection and Monitoring

The management team will be responsible for monitoring of safety in the workplace and on site as part of their normal work duties.

On significant sites the Site Supervisors will undertake daily informal inspections throughout the working day.

Further, the Contracts Managers will undertake informal inspections during site visits and the Contracts Directors will undertake periodic safety tours.

The Safety Supervisor will also undertake formal site inspections as and when specified by the Client or Principal Contractor. Inspection records will be retained in the Health & Safety File on site, and copies returned to the office for review at site supervisors' meetings.

In addition, inspections will be conducted in other areas whenever there are significant changes in the nature and / or scale of the Company's operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the Policy and identify areas where revision of the Policy may be necessary.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Construction (Design & Management) Regulations 2015

CITB GE700: Inspections and Audits

3.7 Annual Inspection / Audit

The Company's nominated safety advisors will audit the safety management system annually to:-

- a) Ensure that the Health & Safety Policy remains up to date and effective
- b) Ensure that the safety management system is being implemented correctly together with any recommendations for improvement
- c) Identify any uncontrolled hazards in the workplace

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

CITB GE700: Inspections and Audits

3.8 Health & Safety Advice

It is a Legal Requirement that every organisation must have access to help from one or more competent persons to enable it to meet the requirements of health and safety law. This is an explicit requirement under Regulation 7 of The Management of Health and Safety at Work Regulations 1999.

Advice on health and safety and occupational health matters will be available from the Company's nominated safety advisors: -

OMNY Safety Ltd
Suites B & C, KBF House
55 Victoria Road
Burgess Hill
West Sussex
RH15 9LP
Telephone: 01273 833919
Email: safety@omnygroup.co.uk

Additional advice may also be obtained from HSE website:- www.hse.gov.uk

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.9 Hazard Reporting

It is the policy of the Company to eliminate hazards from the work place, wherever possible.

All employees have a duty to report any unsafe or unhealthy working conditions, practices or arrangements to their manager/supervisor. The management will take immediate remedial action to eliminate or minimise the risk and will take the necessary long-term action to prevent future occurrences.

If an employee is concerned that the Company is not doing enough, the Company accepts that the employee ultimately has the right in law to approach the Health and Safety Executive as detailed on the health and safety law poster on the notice board.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

CITB GE700: Accident Prevention and Control

3.10 Risk Assessments

It is the policy of the Company to comply with the statutory requirement for risk assessment as set out in the Management of Health & Safety at Work Regulations.

The Company will carry out suitable risk assessments for all tasks undertaken in the Company and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

It is important for employees to understand the difference between hazard and risk. A hazard is "something which could cause harm" and a risk is "the potential severity of the hazard combined with likelihood, high or low, that someone will be injured by the hazard".

The Safety Co-ordinator is responsible for ensuring that risk assessments are undertaken in the premises.

The Contracts Managers and/or Site Supervisors and/or Safety Supervisor are responsible for ensuring that suitable risk assessments have been prepared for site work and are available on site.

The master risk assessments for the premises will be held in the Health & Safety File in the Office. The master risk assessments for site work will be held in the Health & Safety Project File on site and in the Office; copies will be held by the Site Supervisors.

Employees will be made aware of the significant findings of the risk assessment process and the necessary control measures before commencing work.

Risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes as a result of new or revised legislation
- Following any accident or incident

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999 Regulation 3

A number of other Regulations also have a specific requirement for risk assessment

CITB GE700: Risk Assessments and Method Statements

3.11 Safe Systems of Work and Safe Working Practices – Premises

A safe system of work is a laid out and considered method of working. It takes account of the hazards of the job and the people who may be affected by them. A safe system of work requires adequate training and instruction and the selection of suitable equipment.

The Plant Manager is responsible for drawing up safe systems of work for the warehouse and yard and for ensuring that they remain up to date and valid. Employees working in the warehouse will be made aware of the systems and trained in their use.

Employees must co-operate with the Plant Manager and follow safe systems of work wherever they apply. Employees must also tell the Plant Manager whenever a safe system of work becomes out-of-date or unworkable for any reason so that amendments and changes can be made.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 Section 2.2a

CITB GE700: Risk Assessments and Method Statements

3.12 Safe Systems of Work / Method Statements – Site Work

All site work will be carried out in accordance with the safe system of work documented in the Employee Health & Safety Handbook or in more detail in the CITB manual 'Construction Site Safety' GE700. A copy of GE700 will be available for reference in the Office.

All employees will be trained in the safe systems of work.

Site specific method statements will be prepared for all significantly hazardous activities such as work at height. The Company will generally not prepare method statements for routine work with low hazards and risks.

Method statements will include, as a minimum, the following information:

Description of work; sequence of operations; supervisors; plant and equipment used; PPE required; First Aid requirements; emergency procedures; safety of third parties and waste disposal.

The Company will request and review method statements from subcontractors before commencing work on site.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 Section 2.2a

CITB GE700: Risk Assessments and Method Statements

3.13 First Aid

It is the policy of the Company to comply with the Health & Safety (First Aid) Regulations.

First aid cover is normally provided by the **Principal Contractor** running the site.

An Emergency First Aid at Work (EFAW) trained person will be available to provide first aid cover in the premises. First aiders will also be available on managed sites and their identities made known during site induction. A First Aid box is situated in the kitchen at the premises and boxes will be available on site and in company vehicles. The **Safety Coordinator** will be responsible for regularly checking and restocking the first aid kits.

The Company will also train a number of staff in Mental Health First Aid at Work.

All employees working away from the Office carry mobile phones, which should be used to call an ambulance or other assistance in the case of an emergency. In addition all company vehicles will be required to carry a travelling first aid kit.

Relevant Legislation and Information:

Health & Safety (First Aid) Regulations (As Amended) 2013

First Aid at Work ACOP (L74)

CITB GE700: First Aid

3.14 Accident Procedures

In the event of an incident or accident the Safety Supervisor, along with Contracts Managers and Site Supervisors as appropriate, will investigate the accident to determine why the accident occurred and what action should be taken to avoid a recurrence of the problem.

The Safety Supervisor will ensure that all accidents are recorded in the accident book which is situated in the office.

On managed projects the Principal Contractor will be responsible for recording the accident information.

The personal details from the accident book will be stored securely in personnel files held in the Office in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

No employee will be permitted to take photos following an accident or incident for the purposes of posting on social media. Photographs will only be taken by authorised persons for the purpose of accident / incident investigation.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Accident Reporting and Investigation

3.15 **Accident Investigation**

The Company views accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury, a report will be drawn up by the Safety Supervisor with assistance from Contracts Managers / Site Supervisors detailing:

- The circumstances of the accident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed to discover the underlying or root causes and what action should be taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Accident Reporting and Investigation

3.16 Reporting Accidents and Incidents to the HSE

In the case of an over 7 day injury which is reportable under RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified within 15 days of the incident using the online form at website.

www.hse.gov.uk/riddor/report.htm .

In the case of an occupational health condition which is reportable under RIDDOR the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible after diagnosis of the occupation health condition using the online form at website.

www.hse.gov.uk/riddor/report.htm.

In the case of a fatality or specified injury to worker the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0345 300 9923 or using the online reporting facility www.hse.gov.uk/riddor/report.htm. In the case of notification by telephone, a report must be submitted within 10 days.

In the case of a dangerous occurrence or injury to the public involving treatment at a hospital, the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm.

The Safety Co-ordinator will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. All reports will be filed securely in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

The Company accepts that failure to report these types of accidents or incidents could result in a criminal prosecution.

For more information about RIDDOR and specific criteria for reporting refer at website

www.hse.gov.uk/riddor/ .

Relevant Legislation and Information:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

HSE leaflet 'RIDDOR' HSE31

ACOP L73 Guide to RIDDOR

Data Protection Act 2018

General Data Protection Regulations (GDPR) 2018

CITB GE700: Accident Reporting and Investigation

3.17 Construction (Design and Management) Regulations

It is the policy of the Company to comply with the Construction (Design & Management) Regulations (CDM Regulations).

The CDM Regulations are intended to ensure the complete safety of any building from design through construction and working life to, ultimately, demolition.

The CDM 2015 Regulations apply to both domestic and commercial projects. A “notifiable” project is one which lasts more than 30 working days and has more than 20 workers working on the project at any one time, or exceeds 500 person days.

When there is more than one Contractor involved in a project, regardless of duration, then the project will require a Principal Contractor and Principal Designer to be appointed by the Client. Specific duties as applicable to the Company are detailed below.

3.17.1 Worker Duties

For all Workers working on all types of domestic or commercial projects Workers must:

- Be consulted about matters which affect their health, safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;
- Report anything they see which is likely to endanger either their own or others’ health and safety;
- Cooperate with their employer, fellow workers, contractors and other duty holders;
- Comply with legal health and safety requirements for construction sites.

3.17.2 Contractor Duties

On all types of construction projects the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision
- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided

- Ensure the site is secure
- Provide information to the Principal Contractor (where applicable), Workers and Subcontractors
- Comply with the specific requirements in Part 4 of the CDM Regulations

When appointed as sole **Contractor** on a domestic project, the Company will:

- Undertake the duties of **Client**

3.17.3 *Principal Contractor Duties*

When appointed as **Principal Contractor** the Company will:-

- Ensure the **Client** is aware of their duties (on commercial projects), has prepared a Client Brief and has appointed a **Principal Designer** before starting work
- Liaise and co-operate with the **Principal Designer** during the preconstruction and construction phase
- Plan the construction phase and prepare the construction phase plan
- Ensure welfare facilities are provided
- Provide site induction
- Ensure the site is secure
- Appoint competent **Contractors** and **Workers**
- Ensure adequate arrangements in place for managing and supervising
- Engage **Contractors** and **Workers** – through information, communication, consultation, co-operation and co-ordination
- Maintain health and safety standards and monitor risks on site
- Provide information for the health & safety file to the **Principal Designer**
- Liaise with the **Client** and **Principal Designer** throughout the project, including during the pre-construction phase

When appointed as **Principal Contractor** for domestic projects, the Company will:

- Undertake the duties of **Client** – although this can be duty can be undertaken by the **Principal Designer** if agreed in writing

3.17.4 *CDM Responsibilities in the Company*

The Contracts Directors will be responsible for the planning of projects, and management and control of health and safety on site.

The Safety Supervisor will be responsible for providing advice, support and monitoring to ensure compliance with the CDM Regulations.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

CITB Industry Guidance for Principal Contractors

CITB Industry Guidance for Contractors

CITB Industry Guidance for Workers

CITB GE700: Construction (Design and Management) Regulations

3.18 **Co-operation and Co-ordination on Site**

The Company recognises that good co-operation and co-ordination on a shared site is essential to ensure that risks affecting everyone on site are identified in good time and suitable control measures implemented and followed.

When the Company is a **Contractor** on a construction site the Company recognises that the **Principal Contractor** will take the lead during the construction phase of a project, in encouraging all parties to interact at an early stage and throughout the project.

As a **Contractor** we will ensure that information about risks and precautions are shared effectively and appropriately with those who need to know and we will make sure that design changes are communicated as soon as possible to the relevant managers and employees.

Communications will take place at morning briefings or as required, between our **Site Managers / Trades Foremen** and other trade **Managers/Supervisors** as required.

Communications will take place at morning briefings, between the **Site Manager** and our **Site Supervisor / Operatives**, and between other trade **Managers/Supervisors** and our **Site Supervisor / Operatives** as required.

Operatives will be briefed about activities undertaken by others in the morning before work commences or as required throughout the working day.

The Company's method statement will identify any activity that may affect others on site and will identify the means of co-ordinating that activity.

The **Site Managers / Trades Foremen** will ensure that effective inductions are given to all our employees before they start work relating both to the health and safety provisions on the site and to the work which is to be carried out.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

3.19 Managing Subcontract Companies

The Company frequently uses the services of subcontract companies. Under health & safety legislation the Company is responsible for ensuring that the work undertaken by the Subcontractor is carried out safely and without risk to employees or others affected by the Subcontractor's acts or omissions, so far as is reasonably practicable.

The Company will ensure that subcontractors are competent before any work is started. To achieve this, some or all of the following information will be requested from the subcontractor depending on the type / experience of the subcontractor and the size / nature of the work:

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (i.e. qualifications, experience, training)
- Details of membership of professional or trade bodies

The Safety Co-ordinator will be responsible for obtaining the above information, maintaining suitable records and keeping a register of "competent" subcontractors.

Prior to commencing any work on site, a subcontractor may be required to submit a suitable risk assessment and method statement for review by the Company. The subcontractor must ensure that these documents are brought to the attention of subcontractor employees to ensure that the work can be carried out safely.

Subcontractors are required to co-operate with, and to follow, any reasonable instructions given by the Company in the interests of health and safety.

The Company will bring to the attention of the subcontractor any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance, training or information.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Managing Health & Safety in Construction L153 (CDM Regulations Guidance)

CITB GE700: Leadership and Worker Engagement

3.20 General Fire Precautions in the Premises

The Safety Co-ordinator has responsibility for ensuring that suitable fire precautions are implemented and maintained and that a fire risk assessment is undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Employees will be instructed to remain vigilant with consideration given to guarding against things that can fuel a fire (e.g. cardboard, paper, clothing etc) and ignite a fire (heaters, electrical equipment etc).

Employees working in the premises will be made aware of the location of fire extinguishers, other fire precautions and the emergency exit routes during the Company induction briefing.

Signs will be positioned above each extinguisher to make it clear about which type of extinguisher to use in the event of a fire.

Fire exits are located at strategic points. Everyone in the Company will be made aware that exit doors and corridors must never be blocked locked or used as storage space.

Day to day informal inspection and monthly inspection of the premises will identify any shortcomings in fire arrangements.

The Company will provide employees with information in the safe use of fire extinguishers. Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should leave the building immediately.

The fire extinguishers, fire alarm and emergency lighting will be tested annually by a competent firm. It is the intention that a fire alarm test will be undertaken weekly and suitable records retained by the Plant Manager.

Employees will be instructed to abide by the smoking policy in the premises (only in designated areas).

Employees will be instructed not to store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

CITB GE700: Fire Prevention and Control

3.21 Emergency Evacuation Procedure at the Premises

In the event of the fire, the person discovering the fire will shout 'FIRE' and operate the nearest fire alarm. On hearing the alarm all employees will leave the building by the nearest available exit and assemble at the designated assembly point.

Suitable fire action signs will be positioned in key and prominent locations throughout the premises.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

CITB GE700: Fire Prevention and Control

3.22 General Fire Precautions on Site

Employees working on site will familiarise themselves with the fire precautions and procedures at the site before commencing work, especially if they have not received induction training.

On managed projects, the fire precautions will be outlined in the Construction Phase Plan. Fire extinguishers will be located at strategic points throughout the site.

Employees on site are only expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous, or potentially dangerous, the employee should leave the building immediately.

Site employees must abide by the smoking policy on the site. Normally smoking is only allowed in designated areas.

Site employees will be instructed to not store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Fire Safety in Construction – HSG168

CITB GE700: Fire Prevention and Control

3.23 Storage of Flammable Liquids/Gas

It is the Company's policy to store and use LPG and HFLs in accordance with Dangerous Substances and Explosive Atmospheres Regulations 2002.

LPG will be stored in a dedicated, well-ventilated storage area away from buildings, excavations, perimeters, hot works and other ignition sources.

HFLs will similarly be stored in a suitably ventilated storage area with suitable bunding arrangements to collect spills.

There will be a no smoking sign and fire extinguisher in the vicinity of LPG or HFL storage areas.

All LPG bottles on site will be stored in the storage area until required for use. Empty LPG bottles will be kept separate from full bottles and removed from site as soon as possible.

LPG and HFLs will be stored and used on site in accordance with the controls identified in the risk assessments.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Dangerous Substances and Explosive Atmospheres Regulations 2002

Fire Safety in Construction – HSG168

CITB GE700: Fire Prevention and Control

3.24 **Work Equipment**

It is the policy of the Company to comply with the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the work place is safe and suitable for the purpose for which it is used. The Plant Manager will ensure that all equipment is maintained in good working order and repair.

A limited amount of cleaning and daily maintenance will be undertaken by competent staff, while significant maintenance or repairs will be undertaken by approved servicing companies.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons.

Where equipment has been provided with guards and interlocks, the guards and interlocks will be kept in good working order and used at all times.

All employees will be provided with such personal protective equipment (PPE) as is necessary to protect them from the dangers of using work equipment. PPE will be issued as a last resort, the management having first considered whether risks can be eliminated or reduced by other more permanent means.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

ACOP L22 Safe Use of Work Equipment 1998 (PUWER)

CITB GE700: Plant and Work Equipment

3.25 **Fork Lift Trucks**

It is Company policy to ensure that Fork Lift Truck (FLT) operations are carried out with minimal risk to the health and safety of employees and visitors in accordance with the relevant statutory regulations.

The Company will ensure that any FLT's procured are suitable for the workplace and for the type of work being undertaken. It is crucial that FLT's have an appropriate certificate of conformance (if new) or proof of thorough examination and test.

Only authorised employees will be allowed to drive FLT's. FLT drivers will:

- Have a current certificate of competence
- Be medically fit
- Undertake refresher training at least once every 5 years

Drivers will be required to carry out daily inspections in accordance with the FLT manufacturer's recommendations, by way of a checklist. The Plant Manager will ensure that daily inspection records are retained.

Employees will be instructed to report problems with FLT's immediately so that arrangements can be made for inspection and repair.

The Company will utilise the services of an approved company to undertake repair, maintenance and statutory examinations of FLT's and of any associated lifting accessories. The Company will ensure that FLT's are maintained in good working order and examined at least once every 12 months; any lifting accessories will be examined at least once every 6 months. Appropriate records will be retained in the Plant Manager's Office.

Relevant Legislation:

Provision and Use of Work Equipment Regulations 1998 (PUWER)
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
HSE document L112 – Rider Operated Lift Trucks: Operator Training ACOP
CITB GE700: Lifting Equipment

3.26 **Abrasive Wheels / Angle Grinders**

It is Company policy to ensure that anyone who is expected to use either portable or fixed abrasive wheels is made aware of the hazards and trained to operate the equipment safely.

The Company will ensure that the right type of abrasive wheel is chosen for each particular job.

No employee will be permitted to mount or set an abrasive wheel unless they have received training and have a certificate of competence. Any training will be provided by an approved training provider.

Guards are fitted for the protection of operators and they must not be removed or interfered with in any way. Any employee found interfering with, or misusing, an abrasive wheel may be disciplined. The equipment will be maintained by competent persons in accordance with manufacturer's recommendations.

Should an employee believe any abrasive wheel to be dangerous or unsafe to use, they should remove it and report it so that arrangements can be made for it to be inspected by a competent person.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)
ACOP L22 Safe Use of Work Equipment 1998 (PUWER)
HSE leaflet HS (G) 17 'Safety in the Use of Abrasive Wheels'
CITB GE700: Plant and Work Equipment

3.27 **Cartridge Operated Tools**

It is Company policy to ensure that anyone who is expected to use cartridge operated tools is made aware of the hazards and trained to operate the equipment safely.

Cartridge operated tools are potentially lethal if used recklessly or incompetently. Risk assessments are therefore required to identify the necessary precautions.

All cartridge operated tools will be suitable for the type of work being undertaken and include suitable safety devices to prevent unintentional firing.

The cartridge strength will be at a level that is just suitable for the job.

All persons using these tools will be competent and will have had suitable training in the use and maintenance of the equipment.

All persons using the equipment will ensure that the base material, into which the nails etc are being fired, is suitable.

A simple test should be made beforehand by use of a hammer and nail.

The cartridge operated tool and cartridges will be stored in a secure, dry and cool location.

Relevant Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

ACOP L22 Safe Use of Work Equipment 1998 (PUWER)

CITB GE700: Plant and Work Equipment

3.28 Electricity at Work

It is the policy of the Company to comply with the Electricity at Work Regulations. The regulations stipulate that anyone working with electricity must be competent to do so. Therefore only qualified electricians are authorised to undertake any electrical work in the premises.

Employees will be instructed to switch off electrical equipment immediately if they notice a problem with electrical equipment and report the situation to the Plant Manager, Safety Co-ordinator or Safety Supervisor who will arrange for a suitably qualified electrician to check the equipment.

All portable electrical equipment used by the Company will be subject to regular inspection and test to ensure it remains safe to use. Employees will be encouraged to inspect equipment before use. Portable electrical equipment will be subjected to Portable Appliance Testing (PAT Testing) by a competent person at the following intervals:

6 months	Equipment used on site
12 months	Equipment used for general production
12 months	Mobile office/kitchen equipment
36 months	Static office equipment (e.g. computers, monitors)

The Plant Manager and Safety Supervisor are trained to undertake Portable Appliance Testing.

All portable electrical equipment will be tagged with a date for re-inspection and test. Any such equipment found without a date or an expired date must be removed from service and reported to the Plant Manager or Safety Supervisor.

The fixed electrical installation in the premises will be checked by a qualified electrician once every 5 years.

Where it is necessary to use 240 Volt tools, a suitable RCD will be installed in the circuit. Battery powered tools will be used as the preferred solution whenever possible.

Relevant Legislation and Information:

The Electricity at Work Regulations 1989

Electricity at work: Safe working practices – HSG85

CITB GE700: Electrical Safety

3.29 **Pressure Vessels**

It is Company policy to comply with the Pressure Systems Safety Regulations.

Pressure Vessels and associated systems are potentially hazardous if they are required to operate at high pressures, and can explode or release high velocity jets should they fail. The screed pumps and compressors contain pressure vessels.

The Company will ensure that such systems are procured from a reputable supplier, supplied with CE markings and the correct written information, and installed by competent installers.

The regulations require that vessels are examined and records retained. The Plant Manager will ensure that a written scheme of examination is prepared and periodic examinations undertaken by a competent person.

The Plant Manager will also be responsible for the safe keeping of records.

The Plant Manager will check the pressure indications regularly to ensure that the operating pressure is within its safe operating limits.

All employees who are required to operate the system will be trained in the safe use of the equipment and be made aware of the hazards.

No unauthorised person will operate or undertake maintenance on the equipment.

Relevant Legislation:

The Pressure Systems Safety Regulations 2000
The Pressure Equipment Safety Regulations 2016
Safety of Pressure Systems ACOP (L122)

3.30 Lifting Equipment & Lifting Operations

It is the policy of the company to comply with the Lifting Operations and Lifting Equipment Regulations.

The Contracts Directors / Managers will be responsible for procuring / hiring lifting equipment or lifting services from reputable companies. They will ensure that any lifting equipment selected for use on site is suitable for the task while having adequate strength and stability. The management will also ensure that adequate information on the safe and proper use of the equipment is obtained from the supplier.

The Plant Manager will ensure that lifting equipment and lifting accessories owned by the Company are subject to 12 monthly or 6 monthly statutory thorough examinations by a competent firm. This is in addition to any servicing/maintenance requirements as required by PUWER 1998.

The Contracts Managers will check that owned / hired equipment has been subject to statutory LOLER thorough examination checks before use.

Risk assessments will be carried out on the use of the lifting equipment and all lifting operations will be planned, undertaken and supervised by competent persons. Method statements will be prepared by competent people for all lifting operations.

Operatives who are undertaking/supervising lifting operations will have been provided with suitable information, instruction and training in the safe operation of the equipment.

All operatives must ensure that the specified safe working loads (SWL) of the lifting equipment or accessories are not exceeded. Operators of the lifting equipment must be aware that it must not be used in a way, or for a purpose, for which it is not intended.

Any defective lifting equipment will be reported to the Site Supervisors immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as being out of service.

The Safety Co-ordinator will ensure that any failure of the lifting equipment, even if no one is injured, is reported to the HSE under RIDDOR (see policy on RIDDOR).

Relevant Legislation and Information:

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

ACOP L113 Safe Use of Lifting Equipment.

CITB GE700: Lifting Operations

CITB GE700: Lifting Equipment

3.31 **Personal Protective Equipment**

It is the policy of the Company to comply with the Personal Protective Equipment at Work Regulations.

All employees, who may be exposed to a risk to their health and safety while at work, will be provided with suitable properly fitting and effective personal protective equipment (PPE) – such as safety boots and hard hats. PPE will always be considered as a last resort or as a back up to other control measures.

The Company will ensure that independent subcontractors (LOSC, LIMB, Bonafide) appointed by the Company shall have available and wear appropriate PPE. If necessary, and by arrangement, the Company shall supply the appropriate PPE.

Employees and subcontractors will be required to use PPE as identified by the risk assessments.

All PPE provided by the company will be properly assessed by the Safety Supervisor and Contracts Managers prior to provision. The Company will not charge employees for the issue of PPE.

All employees who are required to use PPE will receive comprehensive training and information on the use, maintenance and purpose of the equipment. The Company will provide facilities for the correct storage of the PPE whenever necessary.

Employees will be instructed to report any defects with PPE and not use it until replacement PPE has been issued.

The Company will endeavour to ensure that all PPE provided are used and used properly by its employees.

A record of PPE issued to employees will be kept by the Safety Co-ordinator.

Relevant Legislation and Information:

Personal Protective Equipment at Work Regulations 1992

Personal Protective Equipment at Work (Amendment) Regulations 2022

PPE at Work Guidance L25

CITB GE700: Personal Protective Equipment

3.32 Manual Handling Operations

It is the policy of the Company to comply with the Manual Handling Operations Regulations.

Manual handling operations will be avoided as far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

The assessment will identify measures that will reduce the risk of injury to the lowest possible level possible. Priority will be given to providing mechanisation where practicable.

All employees who undertake manual handling tasks will be trained in safe manual handling techniques by way of toolbox talks and other methods.

Relevant Legislation and Information:

The Manual Handling Operations Regulations 1992

Manual Handling Guidance L23

HSE Leaflet: Manual Handling Assessment Charts INDG383

HSE Leaflet: Risk Assessment Pushing & Pulling INDG478

CITB GE700: Manual Handling

3.33 Display Screen Equipment

It is the policy of the Company to comply with the Health and Safety (Display Screen Equipment) Regulations.

Where there are employees who use computers as part of their usual work, the Company will conduct an assessment of each computer workstation and ensure that all computer workstations meet the requirements set out in the Schedule of the Regulations.

The assessment will identify any significant risks to the users of computers and suitable measures implemented to reduce the risks to the lowest extent reasonably practicable.

VDU Screen users will be advised to undertake other tasks, take rest breaks etc to enable them to have 5 to 10 minutes break away from the screen or keyboard every hour.

Eyesight tests will be provided for computer users on request.

Where computer users require corrective equipment specifically for using VDUs at work, the Company will provide funding towards a pair of glasses or contact lenses, the amount being equivalent to the

cost of procuring a basic pair of glasses.

All computer users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Relevant Legislation and Information:

The Health and Safety (Display Screen Equipment) Regulations 1992

The Health & Safety (Miscellaneous Amendments) Regulations 2002

Guidance L26 Work with Display Screen Equipment

HSE Leaflet: Working with VDUs INDG36

3.34 **Control of Hazardous Substances**

It is the policy of the Company to comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

A COSHH assessment will be conducted on work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Company's knowledge of the work process. The findings of the COSHH assessment will be filed in the Health & Safety File held in the Safety Co-ordinator's Office.

The Company will take all reasonably practicable steps to ensure that exposure to hazardous substances is minimised and adequately controlled in all cases. The Company will follow the HSE's COSHH Approved Code of Practice (ACOP) to ensure adequate precautions are implemented. By applying the precautions outlined in the ACOP, the Company will ensure that the Workplace Exposure Levels are not exceeded.

Employees who come into contact with hazardous substances will receive information and training on the safe handling and use of the hazardous substance.

COSHH assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

CITB GE700: Control of Substances Hazardous to Health

3.35 **Leptospirosis**

It is the policy of the Company to comply with the Control of Substances Hazardous to Health (COSHH) Regulations, in relation to exposure to biological hazards.

Employees may be at risk of coming into contact with Leptospirosis (Wiel's disease) passed through contact with infected rat urine.

The Company will provide Information about this condition to employees.

Leptospira bacteria can enter the body through cuts and scratches and through the eyes or mouth potentially causing an employee to contract Leptospirosis. The Company will ensure that the following general precautions are taken:

- Ensure all cuts/broken skin covered with waterproof plaster when working
- Wear protective clothing
- Wash hands thoroughly immediately before eating, drinking, smoking or after leaving suspect environments

Anyone who suspects they are exhibiting symptoms of any of these conditions is instructed to report their concerns immediately to the Safety Officers and make an appointment to see their doctor as soon as possible and explain the circumstances.

Leptospirosis is a notifiable disease. Should an employee's doctor confirm that an employee has Leptospirosis, then the doctor is required to report the condition to the Safety Co-ordinator, who will then report the case to the HSE (see section 3.16).

The employee will be required to take advice from the doctor as to the treatment of the disease.

The Safety Co-ordinator will investigate the circumstances under which the employee became infected, and ensure that additional precautions, information and training are provided accordingly.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

3.36 **Legionella**

The Company will ensure that the risks associated with Legionella proliferation are prevented or controlled as far as is reasonably practicable.

This will be achieved by a process of risk assessment for the properties where the organisation have maintaining and repairing responsibilities. The Safety Co-ordinator will be the person(s) appointed with managerial responsibility for controlling Legionella.

The Safety Co-ordinator will:

- Identify and assess sources of risks
- Implement, manage and monitor precautions
- Prepare schemes including maintenance for preventing and controlling risks
- Keep records

The Safety Co-ordinator must consult the Managing Director in relation to all Legionella related risks.

Where Legionella proliferation has been proved positive, the Company will ensure that adequate risk assessments, safe systems of working and all necessary control measures are in place and communicated to all appropriate employees/operatives before any work commences.

Relevant Legislation and Information:

Health and Safety at Work etc Act 1974

The Control of Substances Hazardous to Health Regulations 2002

Management of Health and Safety at Work Regulations 1999

Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8

INDG458 - Legionnaires' disease A brief guide for dutyholders

3.37 **Occupational Health**

The company believes that the well-being and reputation of our company is based on our commitment to the health and safety of our employees. Management will ensure that every reasonable precaution will be taken to ensure the health and safety of its employees. No job is to be regarded so urgent that health and safety is compromised.

The promotion of safe working attitudes and behaviors is a commitment that we take seriously. We will ensure that we have met or exceeded all legislated health and safety requirements. We are committed to:

- Ensuring the integration of workplace health and safety program requirements into each department within the company;
- Ensuring that all managers, supervisors and contractors are accountable for the:
 - health and safety of employees under their supervision,

- identification and management of hazards in their workplace,
 - safe operation and condition of all machinery and equipment utilized by their employees,
 - compliance of established safe practices and procedures,
 - maintenance of a workplace free of impairment; ensuring employees are mentally, emotionally and physically fit for the job task.
- Ensure that every employee is equipped with the knowledge and training to protect his or her own health and safety and the health and safety of those for whom they are responsible

It is the responsibility of every supervisor to understand all legal requirements, ensure that safe and healthy work conditions are maintained, that employees are trained and that safe practices are followed and enforced.

It is the responsibility of every employee to report all unsafe conditions and to comply with all safe work practices, procedures and regulations

Relevant Legislation and Information:

Control of Lead at Work Regulations 2002

Control of Lead ACOP L132

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

Data Protection Act 2018

General Data Protection Regulations (GDPR)

3.38 **Health Surveillance**

The Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health Regulations 2002 require the Company to conduct occupational health surveillance programmes where employees may be at risk of contracting a disease or adverse health condition related to the work they are doing. The requirement for health surveillance will be established through the risk assessment process or following reports of work related illness.

The purpose of health surveillance is to detect any health problems at an early stage and to evaluate the effectiveness of controls.

The Safety Co-ordinator will issue all employees who are potentially at risk of long term occupational health problems with a health surveillance questionnaire annually.

Employees will be required to complete the questionnaire and return the questionnaire to the Safety Co-ordinator in confidence.

The Safety Co-ordinator will review the completed questionnaires, and decide whether any of the responses should result in a referral to a qualified occupational health specialist for further investigation.

The Company will advise employees about the health surveillance procedures and outcomes following the surveillance.

Employees have a statutory duty to co-operate with their employer in health surveillance programmes deemed necessary by risk assessment or statutory provision.

Health Surveillance records will be filed by the Safety Co-ordinator in Personnel Files in the Office and retained for 40 years. Information will be securely filed in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Any indication of increasing health effects will initiate a review into the effectiveness of existing control measures.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

Data Protection Act 2018

General Data Protection Regulations (GDPR)

3.39 Working at Height

Under the Work at Height Regulations, the Company has a legal requirement to ensure that employees remain safe when working at height.

It is the Policy of the Company to avoid working at height if possible. If work at height cannot be avoided, priority will be given to the use of safe working platforms with guardrails (e.g. scaffolding, scaffold towers, mobile elevated working platforms, podium steps). Ladders and stepladders may be used but only after having first considered the possibility of using safe working platforms and after having fully assessed the risks associated with undertaking the work from ladders and stepladders.

Where working at height is necessary, the Company will ensure that:

- All work at height is properly planned and organised
- Those involved in working at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled

- Equipment for working at height is properly inspected and maintained

All equipment for working at height is covered by the Provision and Use of Work Equipment Regulations 1998, therefore, equipment used for working at height must be suitable for the type of work being done.

Any equipment used for working at height will be regularly inspected and maintained and users of the equipment will receive information, training and instruction in the safe use of the equipment.

Ladders & Step Ladders

It is Company policy to use ladders and step ladders only when other safer means of access are not practicable and where the work is light and short term (i.e. less than 30 minutes at a time).

The Company will ensure that only Class 1 or EN131 ladders or step ladders are used (for ladders procured prior to January 2018). Ladders and stepladders procured after 1st January 2018 will comply with the EN131 (Professional) standard.

Ladders and step ladders will be stored in a safe place when not in use and the Company will only permit authorised employees to use the equipment.

Any defective equipment will be reported immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as out of service.

Mobile Scaffold towers / Mobile Elevated Working Platforms / Podium Steps

Employees will occasionally be required to use Mobile Scaffold Towers, Mobile Elevated Working Platforms (MEWP's) or Podium Steps. The Company will hire suitable equipment from reputable suppliers when required.

All persons who are expected to use this type of equipment will be suitably and sufficiently trained.

Employees will inspect the equipment following delivery and prior to use and will be instructed to report any defects immediately and to not use that equipment until replacement or repair.

Scaffolding (Commissioned by others)

Employees will occasionally be required to work from scaffolding that has been commissioned by another company.

To ensure the safety of the employees using the scaffolding, the Site Supervisors must make enquiries to ensure that:

- The equipment was erected by a competent scaffolding contractor
- A handover certificate was issued by the scaffolding contractor
- The equipment is being inspected at least once every seven days by a competent person
- A register is kept to record the inspections

The Company will provide information and training (ie toolbox talks) on basic scaffold safety to employees who are expected to work from scaffolding unsupervised. Employees working on scaffolding will be instructed to look out for any obvious defects while going about their day to day work and inform the appropriate Supervisor immediately about any concerns with the scaffolding.

Relevant Legislation and Information:

Work at Height Regulations 2005

Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE Document: Work at Height Regulations – A brief guide INDG401

HSE Document: Health & Safety in Roof Work HSG33

Ladder Association Leaflet: Safe Use of Ladders & Stepladders LA455

HSE Leaflet: Preventing falls from boom-type mobile elevating work platforms MISC614

HSE Leaflet: Tower Scaffolds CIS10

NASC Document “Guide to Good Practice for Scaffolding with Tubes and Fittings” TG20:21

BS 8620:2016: Low-level work platforms

CITB GE700: Work at Height Regulations

3.40 Temporary Works

It is Company policy to comply with the requirements and regulations for temporary works.

Temporary works (TWs) are the parts of a construction project that are needed to enable the permanent works to be built. Usually the TW are removed after use.

Typical TWs include:-

- Earthworks (ie Trenches, excavations, temporary slopes and stockpiles)
- Structures (ie Formwork, falsework, propping, façade retention, needling, shoring, edge protection, temporary bridges, site hoarding and signage, site fencing)
- Equipment/plant foundations (ie Tower crane bases, supports, anchors and ties for hoists)

As part of the planning process the Contracts Managers will ensure that TWs are identified and ensure that a suitably qualified person is appointed to act as Temporary Works Co-ordinator (TWC) who will coordinate design, selection of equipment, appointment of contractors, supervision of work, checking completion, authorisation to load and removal. This could be the Contracts Manager, Site Manager, Structural Engineer, Temporary Works Co-ordinator or other competent person.

The risks will be assessed, and appropriate safe systems of work identified before work commences on site.

Where the situation is small scale and straightforward there may be a “standard solution” provided for the temporary works (TW). For temporary propping arrangements, even with proprietary equipment, the support system will be worked out by a competent person who knows the correct methods of assessing the loads and designing the support arrangement.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

CDM 2015 Regulations Guidance L153

BS5975: 2019 Code of practice for temporary works procedures and the permissible stress design of falsework

3.41 **Asbestos on Site**

Under the Control of Asbestos Regulations, it is the responsibility of the Company to ensure that employees working on site are not exposed to asbestos in client's premises, so far as is reasonably practicable.

There is always the possibility of encountering asbestos on sites where work is required on existing buildings. Employees will be provided with information on how to recognise asbestos, the risks concerning exposure to asbestos and the procedures to follow on encountering possible asbestos.

Under current regulations, it is the Client's responsibility, in commercial premises, to identify, assess and control asbestos in their premises and to advise the Company if and where asbestos might be encountered.

It may be necessary for employees to work near asbestos without disturbing it. In this case a suitable risk assessment will have been prepared beforehand.

Where asbestos is likely to pose a significant risk, the Company will request the Client to arrange for its removal by a licensed contractor before work commences.

Should any employee discover any substance which may be ACMs, then work will stop immediately, and the relevant Surveyor will be informed. Work will not start again until full assurance has been given that it is safe to do so.

Relevant Legislation and Information:

Control of Asbestos Regulations 2012

Control of Asbestos Regulations ACOP L143
Construction (Design and Management) Regulations 2015
CITB GE700: Asbestos

3.42 **Noise at Work**

The Company will comply with the requirements of the Noise at Work Regulations.

It is possible that some of the work undertaken will produce noise above the lower exposure action value of 80 dB(A) over an 8 hour working day. The Company will therefore ensure that a competent person undertakes formal noise assessments, as appropriate.

Where the noise levels exceed 80 dB(A) (lower exposure action value) over a working day then the Company will take all practicable steps to lower the sound levels and exposure, and issue employees with suitable hearing protection.

Should the sound levels exceed 85 dB(A) (upper exposure action value) over a working day then the Company will advise the employees about the risks to their hearing and instruct them to wear the ear defenders at all times in the noisy area. Noise zones will be identified and signs put up.

Even though the sound exposure levels are likely to be below the first action level, all employees will be encouraged to wear ear defenders when using exceptionally noisy equipment, even for short periods.

Any employee/operative who works in a workplace where noise levels have been assessed as exceeding 85 dB(A) L_{epd} / L_{epw} will be subject to health surveillance in the form of annual personal audiometry tests. For more details about Health Surveillance refer to earlier paragraph.

Relevant Legislation and Information:

Control of Noise at Work Regulations 2005
Controlling Noise at Work - Control of Noise at Work Regulations Guidance L108
CITB GE700: Noise

3.43 **Workplace & Welfare**

It is Company policy to comply with the appropriate regulations concerning the workplace environment.

The Company will take all reasonable steps to ensure that employees are provided with a comfortable and safe working environment with adequate space, lighting, ventilation, welfare facilities and good standards of housekeeping and hygiene.

Floors, access routes and storage systems will be regularly inspected and maintained in good condition.

Cleaning products will be kept in the cleaning cupboards and must not be used by anybody other than those undertaking cleaning. Employees will be instructed to report any problems with toilets or other welfare facilities to the Safety Co-ordinator who will decide what further action to take.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design and Management) Regulations 2015

CDM Regulations Guidance L153

Workplace (Health, Safety and Welfare) Regulations ACOP L24

CITB GE700: Welfare Facilities

3.44 Cleanliness and Waste Disposal

All employees will observe a high level of personal hygiene and cleanliness at all times and assist in maintaining a clean and acceptable working environment.

Waste and rubbish will not be allowed to accumulate and will be disposed of in the receptacles provided.

The Company encourages employees to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design and Management) Regulations 2015

CDM Regulations Guidance L153

Workplace (Health, Safety and Welfare) Regulations ACOP L24

3.45 Site Welfare Facilities

As Principal Contractor / Subcontractor, the Company will always ensure that there are suitable rest areas, toilets and washing facilities at each site as part of the planning process. Washing facilities will comprise hot and cold water, soap and towels.

Drinking water and facilities for making drinks and meals will be provided, together with a place for eating and drinking.

The welfare facilities will include changing areas, and if necessary, a drying room.

The above facilities may be available when work is undertaken on an existing site or suitable facilities may need to be hired in.

The facilities will be checked by the **Safety Supervisor / Site Supervisor** on a daily basis to ensure they the facilities are clean and well stocked.

Operatives will be instructed to keep the facilities clean during induction and report any problems immediately to the **Safety Supervisor / Site Supervisor**.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

The Workplace (Health, Safety and Welfare) Regulations 1992

Workplace (Health, Safety and Welfare) Regulations ACOP L24

CITB GE700: Welfare Facilities

3.46 **Storage Systems**

There have been many accidents with the use of racking storage systems, including falls of people and goods from the racking, and complete collapse of the racking structure.

The company realises that the correct design and installation of racking is crucial to its long term safe operation.

The Safety Co-ordinator will ensure that a reputable company is selected for the supply, installation and maintenance of the racking systems. All racking systems will be installed in accordance with the code of practice as produced by the Storage Equipment Manufacturer's Association (SEMA).

The type of racking used, will be suitable for:

- The types of goods to be stored
- The storage medium (ie pallets)
- The mechanical handling equipment in use
- The safe load bearing capacity of the floor
- The space available for storage
- The unit and total loading imposed on the structure

The maximum safe working load will be clearly displayed on the racking and steps taken to ensure that the maximum safe working load is not exceeded.

The racking will be regularly inspected by Plant Manager for signs of damage or overload and maintained accordingly. An annual inspection will be undertaken by competent persons.

Only the correct type and size of pallets will be used. They will be in good condition and procedures will be in place to ensure that they are safely stacked and not overloaded. It will be the responsibility of the directors to ensure that the storage system and methods of storage are safe.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

The Workplace (Health, Safety and Welfare) Regulations 1992

ACOP L153 CDM 2015 Regulations

CITB GE700: Site Organisation

3.47 **General Storage and Stacking**

No equipment, plant, furniture, tools or materials will be stored in the premises in a way likely to cause danger or hazard to themselves or others.

The Company will ensure suitable storage systems are provided and maintained within the Company's premises and on site.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

The Workplace (Health, Safety and Welfare) Regulations 1992

ACOP L153 CDM 2015 Regulations

CITB GE700: Site Organisation

3.48 **Company Car / Van Drivers**

Employees will only be allowed to drive company vehicles if they have been authorised to do so. An authorised driver will: -

- Be at least 25 years old
- Have their driving licence checked at the DVLA website at least once a year by the Safety Co-ordinator
- Be fit to drive and advise the Company if they have a medical problem that may affect their ability to drive the vehicle safely

Custodians of vehicles will be responsible for checking their vehicles at least once a week.

No person will be required to continually drive a vehicle for more than 3 hours without a rest break.

Drivers of vehicles will ensure that the carrying capacity of the vehicle under their control is not exceeded.

Drivers of vehicles shall always drive in a careful and consistent manner while complying with the Road Traffic Act, local byelaws and other relevant legislation.

Drivers should understand the importance of staying within speed limits, and how to identify the limit on the roads they use. Drivers must know the speed limit that applies to their vehicle. Drivers who feel pressured to exceed speed limits (due to a tight schedule, for example) should discuss this with either the Managing Director/Safety Co-ordinator or the Contracts Manager. All staff should never drive faster than road conditions safely allow, should obey speed limits at all times (including variable limits and temporary limits at roadworks) and that persistent failure to do so will be treated as a serious matter.

All accidents will be reported to the Safety Co-ordinator as soon as possible.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2

Road Traffic Act 1988

CITB GE700: Mobile Workforce and Driver Safety

3.49 **Company Vehicles**

The Plant Manager is responsible for ensuring that vehicles owned by the Company are kept roadworthy and in good condition, and repaired and maintained by a competent vehicle maintenance company.

All vehicles will be covered by a recognised rescue service. No-one will be expected to work on a vehicle in the event of a breakdown.

A travelling first aid kit will be provided for company vehicles.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2

CITB GE700: Mobile Workforce and Driver Safety

3.50 Social Media, Use of Mobile Phones and Electronic Devices in Vehicles

The purpose of these guidelines is to make clear what our responsibilities are when using social media in a work capacity, but also to highlight when these responsibilities cross into our personal use of social media.

Use of Social Media Responsibilities The Company will:

- Make appropriate social media access available to employees as appropriate to their work needs/capacity.
- Set clear standards of behavior expected by employees.
- Support expected standards of behavior via the appropriate policies and
- Ensure all employees receive the appropriate information/training in relation to social media.

Using Social Media in the Workplace

Employees wanting to use social media to support their work duties should first discuss their requirements with their line manager

Using Social Media for Business Use

Those authorised to use social media in the workplace have a responsibility to use the tools in an appropriate manner.

- Staff should not use any social media tool for Company business unless they have received appropriate training. Services must apply for a representative/s to be registered on the approved business social media user and directors
- All online participation must be attributable and transparent ie no anonymous posts or posts using a pseudonym.
- Authorised users must follow copyright and data protection laws. For the Company's protection as well as that of the individual member of staff, it is critical that they stay within the legal framework and be aware that libel, defamation, copyright and data protection laws apply. Permission should be sought to publish or report on conversations that you take part in at work. Be aware that content on social media websites may be subject to Freedom of Information requests. Staff should be aware that if they break the law using social media (for example by posting something defamatory), they will be personally responsible. They may also be subject to the Council's Disciplinary Procedure.
- The Company's reputation is closely linked to the behaviour of its employees, and everything published reflects on how the Company is perceived. Social media should be used in a way that adds value to the Company's business; ie solving problems;

enhancing the Company's services, processes and policies; creates a sense of community; or helps to promote the Company's aims and values.

- Staff should be aware that by revealing certain details they might be more vulnerable to identity theft.

Using Social Media for Personal Use

As the use and popularity of social media grows, the lines between what is public and private, personal and professional have blurred. The Company respects their employees' right to personal use of social media out-with the workplace.

Considering the following points may help avoid any conflict between personal use of social media and an employee's employment with the Company:

- If staff already use social networks or blogs for personal use they should be aware that any comments or images should not reflect on the Company or you as an employee in a negative manner;
- When using social media for personal purposes, staff must not imply they are speaking for the Company. The use of the Company e-mail address, Company logos or other Company identification should be avoided and it should be made clear that what is said is not representative of the views and opinions of the Company.
- Staff should comply with other Company policies when using social media. For example, staff should be careful not to breach company confidentiality and information security or information management policies, or the Employee Code of Conduct. If in doubt, don't post it.
- Staff should also be careful when posting sensitive personal details i.e. revealing your employer or address.
- Staff should be mindful of their privacy settings.
- Racism, sectarianism or other types of discrimination are unlawful and are not acceptable in any context. Putting these comments on line effectively puts them in print.
- Staff should be aware that copyright and data protection laws, as well as libel, defamation and data protection; laws apply to them. Staff should also be familiar with guidance on social networking provided by professional or statutory bodies.

Non-Compliance with Social Media Policy and Guidelines

Expectations of employee's behavior when interacting with social media are no different from expectations of their behavior when dealing with other methods of communication, such as face-to-face or on the telephone or email.

However, as with all other forms of communication, there may be circumstances where an employee's participation with social media is brought to the attention of the Company. In these circumstances, and dependent on the nature of the complaint this may require further investigation and may be subject to the Company's Disciplinary Procedure.

Employees should also be aware that where there is a serious breach of the Company's social media Policy, that the Company may be obliged to report these to the Police, for example making racial or sectarian comments.

No drivers will be allowed to use mobile phones, text messaging systems or any other electronic devices whilst driving a vehicle unless the vehicle has been fitted with hands free/Bluetooth equipment.

Relevant Legislation and Information:

Using a hand held mobile phone whilst driving Regulation 2003

CITB GE700: Mobile Workforce and Driver Safety

3.51 Medical Conditions

New employees will be required to complete a medical questionnaire as a condition of employment.

The Directors, Safety Co-ordinator and Safety Supervisor will be the only persons to have visibility of the completed questionnaire which will be securely filed in employees' files.

Any employee having a medical or contagious condition that could affect their own or anyone else's health & safety, must report the condition to a Director or the Site Managers / Trades Foremen as soon as possible.

All information provided will be handled in the strictest confidence and in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Relevant Legislation and Information

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Management of Health

3.52 Drugs and Alcohol Abuse

The Company operates a zero-tolerance policy for drugs including psychoactive substances so called "legal highs") and alcohol

- Employees must not under any circumstances consume drugs, psychoactive substances or alcohol while at work.

- Employees that need to drive and operate equipment must not consume drugs, psychoactive substances or alcohol less than eight hours before coming to work and must not attend work under the influence of drugs or alcohol.
- Abuse of drugs, psychoactive substances or alcohol that affects an employee's performance at work or their safety or the safety of others will not be tolerated.

If a supervisor or colleague notices behaviour that indicates an employee may be affected by the use of alcohol, psychoactive substances or drugs while on the job, he/she must report it to management immediately. All information provided will be handled in the strictest confidence and in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Any breach of this policy will be treated as gross misconduct, and the Company will be entitled to initiate disciplinary procedures.

Relevant Legislation and Information

Misuse of Drugs Act 2001

Psychoactive Substances Act 2016

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Drugs and Alcohol

HSE INDG 240 Employers Guide Alcohol in the Workplace

HSE INDG91 Drug Misuse at Work

3.53 Lone Working

The requirement within the Management of Health and Safety at Work Regulations means that in any job or task where a person may work alone, the risks have to be assessed taking account of the differences that will exist because the employee is unaccompanied.

Lone workers are defined as those who work by themselves without close or direct supervision i.e. employees who work alone both in and outside of normal working hours e.g. mobile operatives, liaison and or co-ordinator workers (i.e. management, office staff etc visiting domestic and commercial premises), cleaners, security etc.

Personnel working alone must:

- be able to recognise and ensure a safe place of work
- have adequate training both technically and in safe systems of work
- have adequate equipment so that there is no need for improvisation
- have clear instructions on how to summon help in an emergency.

Management will also ensure that lone workers are subject to a system of surveillance by means of checks and monitoring.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE Leaflet: 'Working Alone in Safety' INDG73

3.54 **Smoking**

Smoking in the premises is restricted to designated areas. Smoking on site will generally not be permitted but information will be provided as necessary.

Relevant Legislation and Information:

The Health Act 2006

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Signs) Regulations 2012

The Smoke-free (Exemptions and Vehicles) Regulations 2007

HSE Guide "Passive Smoking at Work" INDG63

CITB GE700: Management of Health

3.55 **Young Persons**

The Management of Health and Safety at Work Regulations 1999 stipulate that a special risk assessment must be undertaken for individuals' aged 18 or under. The Company recognises that young persons are more vulnerable to risks at work due to their immaturity and lack of experience in the work environment.

The Company will therefore prepare a risk assessment for young persons and ensure they receive additional training, instruction and supervision, over and above that ordinarily required to comply with legislation, to ensure the health and safety of themselves and others affected by their actions.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE INDG 364 Young Persons and Work Experience

3.56 **New or Expectant Mothers**

Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake a specific risk assessment for new or expectant mothers. This is to ensure that the mother and/or baby do not suffer health problems as a result of work activities.

The Company will therefore take all necessary steps to protect new or expectant mothers and their babies against health problems. Typical areas which will be addressed by the risk assessment are:-

- Seating and workstation arrangements
- Elimination of manual handling tasks
- Change of working hours

If any employee is pregnant, or thinks they are pregnant, they are required by law to advise the Company in writing about their condition. This is required before the Company can commence the risk assessment process.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Equality Act 2010

HSE INDG 373 New and Expectant Mothers Who Work

3.57 **Work Related Stress and Mental Health**

The Company recognises that excessive workplace pressure and resulting stress can be harmful and damaging to employees' health and the Company's business performance. Occasionally, often because of an external factor such as family illness, divorce etc or sometimes because of job-related factors such as fluctuating workload or poorly defined role, the degree of stress becomes too great and individuals can suffer from inability to concentrate, disturbed sleep, feelings of not being able to cope or other stress related symptoms.

Any direct employee who feels that he/she is suffering from stress or a mental health condition can consult, in complete confidence the employee assistance program. Sub-contractors may discuss with the Safety Co-ordinator any work related difficulties that are leading to stress or related mental health issues. In addition, the Company will assist, where necessary, in obtaining professional advice and guidance where external factors are precipitating the stress.

The Company recognises that workplace stress and mental health issues can be effectively managed by listening and responding to employees' concerns, by providing a suitable working environment and by ensuring that employees do not have unreasonable work pressures. The Company will also train a number of staff in Mental Health First Aid at Work.

A number of factors affecting levels of stress and possible solutions are documented in the HSE guide below.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE guidance "Health risk management a practical guide for managers in small and medium-sized enterprises" HSG 137

HSE guide "Working Together to Reduce Stress at Work" INDG 424

HSE guide "How to tackle work-related stress" INDG 430

CITB GE700: Work Related Stress

3.58 **Sexual Harassment at Work**

The Company is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The Company will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy

- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The Company recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

All sexual harassment is prohibited whether it takes place within the Company premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Company.

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The Company recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department.

Employees who believe they have been discriminated against and have not been able to resolve this informally are advised to use our internal grievance procedure. An employee who brings a complaint of discrimination must not be less favourably treated.

When dealing with general disciplinary matters, care is to be taken that employees or workers who have, are perceived to have, or are associated with someone who has, a protected characteristic are not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other employees or workers.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Health and Safety at Work Act 1974

Home Office leaflet 'Victims of Crime'

3.59 Workplace Violence and Aggression

The Company recognises that employees/operatives may occasionally face aggressive or violent behaviour. Verbal abuse, threats and bullying are the most common types of violence while physical attacks are comparatively rare. The Company realises that verbal abuse can be just as upsetting as a physical injury and that violent and aggressive behaviour can lead to low morale, absenteeism and stress as well as physical injuries.

Any employee/operative finding themselves in a confrontational situation must report their concerns immediately to their manager. The Safety Co-ordinator will record all incidents of violence or aggressive behaviour and will monitor the situation to establish whether any additional improvements can be made to reduce further risks of violence or aggression. Any violence instigated by an employee/operative will result in disciplinary action.

Any employee/operative who has been the subject of violent or aggressive behaviour will be given time off as required, and support and assistance to help them come to terms with the situation and avoid long term distress. Further advice can be found in the Home Office leaflet listed below which can be obtained from the local library police station or Citizens Advice Bureau.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Health and Safety at Work Act 1974

Home Office leaflet 'Victims of Crime'

4 Environmental Policy

D M & C Ash Ltd recognises the need to operate the business in a manner which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company has a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, the Company will:

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all employees, and it will be freely available to customers and the general public. The Managing Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Signed..  Dean Ash – Managing Director Date 11th July 2025