



CONCEPT 17
PROJECTS LTD

HEALTH, SAFETY & ENVIRONMENTAL POLICY

**115 VENTURE HOUSE
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BRACKNELL
BERKSHIRE
RG12 1WA**

ISSUE DATE: MAY 2020

REVIEW DATE: MAY 2021

VERSION: 1.0

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CONCEPT 17

PROJECTS LTD

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Concept 17 Projects Ltd to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

The overall objective of our Health and Safety Policy and management system is to minimise the number of instances of occupational accidents and illnesses and ultimately to reduce them to zero. We endeavour to do all that is reasonably practicable to ensure the health and safety of our employees and representatives. However, health and safety at work is the responsibility of each and every individual associated with our business and all employees are required to be constantly vigilant and concerned for the welfare of themselves and others.

It is the duty of each employee or representative to take reasonable care of his or her own safety and welfare and to report any situation, which may pose a threat to the wellbeing of themselves or any other person. Hazards in the workplace must be reported as a matter of routine and no member of staff will be penalised for complaining if hazards are not addressed in a timely manner. It is every workers' responsibility to report immediately any situation that could endanger the wellbeing of themselves or others and to ensure that the reporting of injuries sustained by a person at work, however small, never goes unrecorded. Accident records are crucial to the effective monitoring and revision of our policy and must therefore be accurate and detailed.

Concept 17 Projects Ltd believes that the success of its Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must support and assist inexperienced and young employees or representatives by not allowing them to unknowingly put their health and safety at risk. An inexperienced, untrained or young worker must not attempt to do hazardous work if they do not feel competent or have not been trained for that work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out a work activity they must immediately stop doing the work and inform their supervisor. Employees will be provided with the required equipment, information, training and supervision required to do their job in accordance with our Health and Safety Policy.

The Company's Health and Safety Policy is regularly monitored and improvements to the Policy will be implemented as necessary. We invite all employees to put forward suggestions for improvements regarding the Health and Safety Policy either informally or in writing directly to myself.

NAME	POSITION	SIGNATURE	DATE
<i>James Glanville</i>	<i>Managing Director</i>		

THE PERSON RESPONSIBLE FOR HEALTH, SAFETY & FIRE IS:

NAME	POSITION	ADDRESS FOR CORRESPONDENCE
JAMES GLANVILLE	MANAGING DIRECTOR	115 VENTURE HOUSE, 2 ARLINGTON SQUARE, BRACKNELL, BERKSHIRE, RG12 1WA

ORGANISATIONAL STRUCTURE FOR HEALTH AND SAFETY



JAMES GLANVILLE
MANAGING DIRECTOR, HEALTH, SAFETY AND FIRE
OFFICER

WE WILL SEEK THE ASSISTANCE OF
GH SAFETY LTD FOR COMPETENT
HEALTH AND SAFETY ADVICE

WORKFORCE
SUBCONTRACTORS

SCOPE OF THIS POLICY

THIS POLICY DESCRIBES THE HEALTH AND SAFETY MANAGEMENT SYSTEM FOR:



PART 1 HEALTH & SAFETY RESPONSIBILITIES

MANAGING DIRECTOR
EMPLOYEES AND REPRESENTATIVES
CONTRACTORS

PART 2 HEALTH & SAFETY ARRANGEMENTS

PART 3 CONSTRUCTION SAFETY

PART 4 ENVIRONMENTAL POLICY

PART 5 CONTROL OF INFECTIOUS DISEASES

PART 6 INDUCTION & CONFIRMATION OF RECEIPT

PART 1 HEALTH & SAFETY RESPONSIBILITIES

RESPONSIBILITIES OF THE MANAGING DIRECTOR

The Health and Safety Commission requires that Director(s) recognise their personal responsibilities and liabilities under health and safety law.

- The Managing Director of the Company must accept formally his role in providing health and safety leadership for their organisation.
- The Managing Director needs to accept their individual role in providing health and safety leadership for their organisation.
- The Managing Director needs to ensure that all decisions reflect the health and safety intentions detailed in the Health and Safety Policy statement.
- The Managing Director needs to recognise their role in engaging the active participation of workers in improving health and safety.
- The Managing Director needs to ensure that they are kept informed of relevant health and safety risk management issues.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks

RESPONSIBILITIES OF EMPLOYEES AND REPRESENTATIVES

All employees have a personal responsibility with regard to health & safety as follows:

- To be familiar with our Health & Safety Policy, to co-operate and implement its contents.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work. Some rules have a general application, like those in place for fire risks and emergencies. Others refer to specific jobs and equipment.
- To work with due care and attention at all times. Whilst it is the management's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employee's responsibility and legal obligation to use that equipment properly.
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- Not to operate plant, tools or equipment unless trained and authorised to do so.
- To wear or use personal protective equipment as instructed and when circumstances dictate its use.
- To report any hazards and, if appropriate, make suggestions for their elimination and control.
- To report any defects in plant, tools or equipment.
- Not to misuse or remove any items provided for the purposes of health and safety.
- To ensure their work area is kept clean and tidy.
- To raise any safety matter with the appropriate person.

RESPONSIBILITIES OF THE HEALTH & SAFETY OFFICER

The Managing Director has overall responsibility for all day to day health, safety and welfare matters within our company. He ensures that there is an effective health and safety policy, the provision of regular reviews to its efficiency and the provision of staff, funds and materials to meet the policy's requirements. He ensures:

- That responsibility for safety is properly assigned and accepted at all levels.
- That arrangements are made for the provision of suitable and sufficient safety training for all employees including specialised training if required.
- Updates and changes are subject to consultation with staff and are communicated to staff and that updated documentation, e.g. a revised H&S Policy is available to staff.
- Suitable and sufficient accident and incident investigation to identify the cause and appropriate remedial action, including for those which result in only minor injuries, damage to plant or materials with no injury and near misses.
- That records of injuries and work-related diseases are maintained and that appropriate reporting action is undertaken.
- The provision of adequate welfare and first aid.
- That health and safety monitoring is regularly undertaken at all sites where we operate.
- That information is obtained from suppliers on the safe use of plant, equipment and materials and that relevant health and safety information and guidance are provided to employees as required.
- That records of statutory inspections and other appropriate records are kept.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- The provision of suitable plant and equipment necessary to ensure safe access, safe working or ease of handling including the requirements for any specialised safety and storage equipment.
- The provision of all necessary items of personal protective equipment, safety signs and relevant health and safety documentation.
- That the action to be taken in the event of fire or other emergency and the provision of suitable firefighting equipment is fit for purpose.
- Ensures that materials are stored safely and that, where appropriate, firefighting equipment is readily available.
- The protection of the public where they may be affected by our work.
- That suitable and sufficient risk assessments are prepared for each of our significant risks following the identification of hazards in the workplace; and supports the determination of the most appropriate method of working safely; and that assessments are recorded.
- That all relevant health and safety matters are discussed with prospective clients and where necessary liaises with clients and building occupiers over health and safety arrangements.
- That employees are only allocated work according to their ability, and that they have been given the appropriate instructions and/ or training to enable them to carry out their work in a safe manner.
- That only trained, competent and authorised personnel use plant, tools and equipment and those young or inexperienced workers are properly supervised.
- The availability, where required, of information on the potential hazards of articles and substances used by personnel within their control, and that all necessary COSHH assessments are carried out.
- The co-ordination of work of sub-contractors and liaises with main contractors where applicable.
- That prompt corrective action is taken whenever unsafe acts are noticed or reported.
- That cleanliness, tidiness and all general good housekeeping is of an acceptable standard.
- That competent advice on all health and safety topics is sought, where it is not otherwise readily available.

RESPONSIBILITIES OF CONTRACTORS

All contractors working for our business are required to demonstrate that the work they carry out is done in a safe manner and that the activity does not present a risk to our employees and visitors or to themselves. Contractors are required to:

- Provide risk assessments and where applicable method statements to us in advance of starting work.
- Make themselves aware of our Health & Safety Policy and ensure that their own systems meet the same standard as a minimum.
- Have sufficient insurance coverage to cover their operations.
- Provide trained and competent workers.
- Provide all necessary personal protective equipment for their workforce.
- Provide sufficient signage and barriers to protect other people who may be in the area affected by the contractors' work.

PART 2 HEALTH & SAFETY ARRANGEMENTS

2.1.0 GENERAL HEALTH & SAFETY GUIDELINES

All personnel must follow the rules and procedures contained in this policy.

- All personnel must immediately report any unsafe practices or conditions in the workplace to the assigned health and safety officer or their supervisor.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless instructed by a senior member of the Company.
- Waste materials, particularly combustible materials and oily rags must be disposed of carefully, and in a way that they do not constitute a fire or other hazards.
- Employees should not undertake a task, which appears to be unsafe to him or her or other personnel.
- Employees will not undertake tasks that require safety training without receiving that training.
- All injuries must be reported to the assigned health and safety officer or their supervisor.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in guards and safety devices must be reported to the employee's immediate supervisor and/or the Health & Safety Officer.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

Further information on all of the above can be found in the relevant section below.

2.2.0 ACCESS & EGRESS

Being able to move around the workplace without risk of tripping or slipping is essential, walkways and passageways must be kept clear from obstructions including trailing wires, ropes and cables. Where this is not possible suitable signage and segregation will be provided.

- Walkways or passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or has been removed.
- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Long or sharp edges to objects stored in or around walkways or passageways must be covered to ensure the prevention of injury to persons.
- Warning signs must be placed as appropriate to indicate any hazard that may injure or obstruct the accessing persons.
- Never store equipment or supplies on stairs or stairways where they can become a trip hazard.
- Use handrails whilst walking up and down stairs.
- Do not run up or down stairs.
- Ensure lighting is sufficient to see step edges.
- Ensure stair treads/noses are in good repair.
- Ensure that you can see where you are going when carrying bulky items.
- All spillages to be mopped up immediately and colleagues to be advised of any slip hazards.

- If stairs are inconsistent with the height highlight the problem with warning signs.
- Thoroughly clean on a regular basis to remove contaminants.
- When cleaning ensure warning signage is used and notify colleagues.
- Report all concerns that you can't immediately fix to the Health & Safety Officer.

2.3.0 ALCOHOL AND UN-PRESCRIBED DRUGS

The uses of either alcohol or drugs which have not been prescribed are not allowed during work hours on company premises. Any employee found to be in possession of, or under the influence of any such substances whilst at work will be subject to disciplinary procedures. Employees are to notify management if any prescribed drugs they are taking will affect them whilst at work.

2.4.0 ACCIDENT INVESTIGATION & REPORTING

The Company will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Health & Safety Officer is responsible for reporting under the Regulations. This will entail the Health & Safety Officer or other designated personnel making reports, and the cooperation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

We will study the completed report and will attempt to discover why the accident or dangerous occurrence or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease. Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the Company will take appropriate professional legal advice.

ACCIDENT PROCEDURE

All employees must ensure they report all accidents, personal injuries or 'near misses' and any potentially unsafe items of equipment or working situations. The employee and the Health & Safety Officer, must record ALL ACCIDENTS, no matter how trivial, by completing an Accident Form which can be completed in the accident book or as an online function where provided.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR, employees must report to the Health & Safety Officer any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents). During the COVID-19 Pandemic in 2020, an addition reporting requirement was introduced relating to those who may have been exposed to the disease at work which can be viewed on the link provided <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

The Health & Safety Officer will undertake investigation of accidents and where practicable, will recommend a means of preventing a recurrence. All serious (reportable) accidents will also be investigated by the Health & Safety Officer.

2.5.0 ASBESTOS

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years. There is no cure.

Asbestos can be found in most buildings and is used in asbestos cement products as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

IF YOU DISCOVER OR ENCOUNTER ASBESTOS or think you have disturbed asbestos based material, **STOP WORK**, inform the Health & safety Officer and do not recommence this work until further instructions. Make sure your work colleagues are made aware of the hazard of the asbestos.

For all construction projects that involve work on a building that was built or refurbished prior to 2000, we will ensure that a competent person has undertaken a demolition or asbestos survey prior to performing any works disturbing the existing building.

Where deemed necessary we will ensure that our workers are sufficiently skilled in Asbestos Awareness.

2.6.0 BOILERS

Where installed in a workplace, the Company shall ensure that boilers are serviced annually and carbon monoxide alarms installed close by. These alarms shall be regularly tested to ensure that they are functioning in measuring that there are sufficient oxygen levels in the air.

In the event of entering another premises, we will ensure to check the hazards associated with boilers with the client and jointly agree additional controls to protect our workers as required during any required time on site.

2.7.0 CLIENT-SITE-BASED ACTIVITY

Where work is carried out at customer's premises, it is the responsibility of each employee to ensure:

- That the client is advised where employees are working and arrangements have been made to ensure that their work poses no risk to the client or other employees.
- That employees define and create a safe working area.
- That employees only carry out work that they are competent and trained to do.
- That employees do not put themselves at risk whilst carrying out their duties.
- That employees comply with the clients' Health & Safety arrangements.
- In advance of carrying out any activity, employees should ensure that they carry out a visual risk assessment and think of practical working arrangements to reduce hazards in the work place.
- That employees keep their working area clean and tidy and that they tidy up and remove waste at the end of each working day.

If work is carried out on behalf of the Company on clients' premises, employees must be aware that the client has the overall legal responsibility for the health and safety of all personnel whether

personnel are client's employees, or members of the public. Employees must make themselves aware of, and comply with, the health and safety procedures of the client. In addition, they must comply with safe working practices contained in this policy and/or any instructions given by any On-Site Health and Safety Officer. When working on client's premises, employees/subcontractors should address any immediate health and safety concerns with the On-Site Safety Officer or Health & Safety Officer of the Company.

Regardless of where employees work, they are responsible for safe working practices at all times. At the start of each new contract, a Site Specific Risk Assessment will be carried out on behalf of the Company. An appointed person from the Company will be made responsible for ensuring that employees adhere to the findings of the Site Specific Risk Assessment. All workers are required to read and sign the site specific Risk Assessment and Method Statement for the work activity. Regular safety inspections will be performed throughout the duration of the contract.

2.7.2 LONE WORKING WHEN VISITING CLIENTS

When employees are visiting clients' sites they must:

- Ensure regular contact with your line manager or other designated person and maintain appropriate reporting in systems.
- Be aware that certain areas of towns or cities have a higher risk of violence as does working early in the morning and late at night.
- Do not go into a situation if you feel threatened.
- Adopt an early warning policy to alert colleagues about potentially violent clients or problem areas.
- Carry a means of communication with you, such as a mobile phone. Upon arrival at site signal coverage should be checked.
- If you feel threatened, make your excuses and leave. Be aware of your surroundings and make sure you can leave the premises quickly if you need to.
- Follow the signing in and out procedures operating at client's sites. Failure to do so may make you and your employer liable in the event of an incident.
- Make yourself familiar with first aid arrangements when visiting client sites.
- Follow safety rules in operation at clients' sites, including for example, no access areas and the use of personal protective equipment.
- Raise any safety concerns with the Company's Health and Safety Officer in the first instance.
- All accidents and near misses at Clients' sites must be reported to the Site Safety Officer and the Company's Health and Safety Officer.
- Where possible, employees should avoid situation where they are working alone at clients' sites. Where this is unavoidable follow the lone working procedure and never put yourself in a position where you are exposed to a high level of risk.
- Ensure that you take regular breaks and avoid excessively long hours.
- Make sure your car is parked in a public, well-lit area, which is easily accessible.
- Avoid remote routes.
- Have your car keys in your hand to avoid searching for them next to your locked car.
- In order to maintain appropriate records of incidents it is essential that all incidents where you feel threatened or unsafe are reported to your line manager.

2.8.0 COMMUNICATION & CONSULTATION

We will endeavour to ensure that employees are familiar with the contents of the Company Health and Safety Policy and will communicate with employees orally, through supervisors, and in writing. We will consult with employees on all health and safety topics that may impact their work and work environment.

2.9.0 DRIVING

Only staff with a valid driving license and insurance covering business use may drive on Company business. Driving is a hazardous activity and you are required to drive in a manner that minimises the risks to you, your passengers, other road users and the general public. The Company would like to stress the following points:

- Driving at high speed has been shown to be a contributory factor in accidents. You should allow sufficient time to complete your journey without having to drive too fast. You should never need to exceed speed limits in order to reach your destination on time.
- It is your responsibility to ensure that you do not drive when you are tired or over the drinking limit.

The Company requires you to:

- Advise the health and safety officer of any accidents either privately or on Company business that you are involved in.
- Provide a copy of your driving licence on request.
- Advise the health and safety officer of any driving convictions or fines that you receive (including speeding but excluding parking fines).

A specific driving risk assessment is in place and updated as deemed necessary.

Use of mobile phones while driving

Employees are reminded that driving whilst using a hand-held mobile phone is an offence. The definition of “whilst driving” includes time spent in traffic jams or at a traffic light. If you are involved in an incident, even with a hands free device being used you are at risk of prosecution for careless driving.

When driving on Company business you should not either initiate or answer telephone calls. If you are a Company mobile phone user, then you must follow this policy both during and outside working hours. If you own your own phone then we strongly advise you to follow the same policy when driving privately and stress that if you receive a business call while driving either on business or privately, then you should not answer it. If you wish to make a business call whilst on a journey, then we recommend you to park when it is safe to do so and make the call with the engine switched off and the handbrake applied. If you receive a call when driving, we also recommend you to park when it is safe to do so and use the answering service or “missed call” facility on your mobile.

2.10.0 FIRE SAFETY & EMERGENCIES

Fire risk assessments will be undertaken as required under the Regulatory Reform (Fire Safety) Order 2005. However, employees must bring to the attention of the Health & Safety Officer any potential fire risks that they may become aware of.

Controlling fire risk

One of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Flammable liquids including oils, fuels and paints or other flammable material must be removed from the business premises if not normally required for business operations. If flammable liquids/materials are used for business operations liquids/materials must be kept to a minimum and securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition.
- Gas leaks are a source of fire or explosion and the detection of a gas leak must be reported to the Health & Safety Officer or Fire Officer or the on-site management immediately. All equipment with gas taps including gas bottles not in use should be regularly checked to ensure that the gas taps are turned off and not leaking.
- Any waste including paper, cardboard, pallets, oily rags etc. must not be allowed to accumulate and must be disposed of in appropriately.
- Smokers must only smoke in designated areas and discarded cigarette butts must be properly extinguished. Do not extinguish or throw cigarette butts into waste paper bins.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Health & Safety Officer or Fire Safety Officer.
- Pallets and refuse bins in yard areas must be positioned a safe distance away from the building.

Where we work on other premises, we will make every effort to leave all fire detection equipment in operation and assess whether additional measures will be required based on the fire hazards involved; however in the event that we are required to cover smoke detectors during work operations that cause dust which would activate an alarm, we will ensure to work under additional controls during this process and return the detector to normal before finishing the shift and leaving site. We may operate a bespoke permit system to cover this.

Evacuation of disabled employees & visitors

All disabled employees and visitors must, where practical to do so, be located in a position within the building where it is easy to exit the building quickly and safely in the event of an emergency. As part of the fire evacuation procedure a check must be undertaken to ensure that the evacuation route is appropriate for a disabled person. Disabled visitors shall be designated two able bodied employees who can assist with the safe evacuation in the event of an emergency. The Site Safety Officer shall be notified whenever a disabled employee or visitor is in the building to ensure that practical, appropriate arrangements have been made.

Evacuation of members of the public, visitors and contactors

If a Company visitor is meeting you, it is your responsibility to ensure they follow the signing in and out procedure and to assist with their safe evacuation in the event of a fire drill or emergency evacuation. Visitors who are left unattended must be made fully aware of the escape routes and evacuation procedure. Ensure that members of the public are escorted from the premises during an evacuation. All contractors working at Company premises must be advised of the evacuation procedure by the Health and Safety Officer.

Fire Safety Officer

The Fire Safety Officer has the overall responsibility for the Company's fire and emergency policy and training. All supervisors are responsible for implementing policy and all employees are responsible for carrying out the instructions of the policy.

The Company's fire and emergency policy and procedures take account of special fire hazards in specific areas of the workplace with, where available, the cooperation and advice from the local fire service.

JAMES GLANVILLE is the **FIRE SAFETY OFFICER** for the Company.

GENERAL FIRE PROCEDURES

All personnel associated with the Company must familiarise themselves with this fire and emergency policy. All fire alarms will be acted on by all persons, including false alarms and drills. If there is any doubt that a fire cannot be extinguished immediately without risk or injury to individual persons, all employees must immediately report any fire to the local fire service (**dial 999 or 112**).

Fire alarm

The sounding of fire alarm is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure, a bomb scare, and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. When the alarm sounds all employees must leave the building by the nearest available exit and assemble at the designated assembly point, including contractors from other firms, temporary workers and any members of the public. Employees must also ensure visitors leave the building by the designated exit routes.

Fire detection equipment

Smoke detector alarms and alarm call points or similar devices are located at points throughout the workplace. Employees must familiarise themselves with the location of detectors and alarms.

Fire doors

Fire doors and corridors should never be blocked, jammed or left open.

Fire drills

Fire drill, emergency evacuation procedures, will be carried out you are required to familiarise yourself with this procedure. New employees will be advised of the fire drill during their induction, including the type of alarm given, the fire escape routes and the assembly point.

Fire escape routes & exits

All specified means of escape for the site premises must be properly signed, maintained and kept free from obstruction. It is essential that all personnel are familiar with the means of escape and the route to be followed in case of fire. Fire exits and corridors must never be locked or blocked.

Firefighting equipment

Firefighting equipment is provided throughout the workplace and training in its use is given to fire wardens and other relevant personnel. Make yourself aware of the location and type of fire extinguishers in your work area. Do not remove or relocate extinguishers and report any that have been used so that they may be replaced.

2.10.1 OTHER EMERGENCY PROCEDURES

In the absence of the alarm sounding in the case of a fire or other dangerous situation being detected, supervisors will warn employees or members of the public by word of mouth to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately after supervisors give instructions, all employees must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also ensure that visitors, contractors, temporary workers and members of the public leave the building by the exit routes.

Employees must consider that old people, disabled people or children may need assistance to leave the premises and that people using toilets or other ancillary rooms may not be aware of the emergency.

Discovery of explosives, bombs, suspicious packets

- DO NOT touch anything suspicious
- Warn the Health & Safety Officer.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.

2.11.0 END OF DAY SAFETY

If you know you will be the last to leave the premises after it has been made secure:

- Ensure that all hazards such as scaffold access or open excavations are protected.
- Ensure that all buildings are locked and left safely.
- All machines should be safely parked, locked up and isolated.
- Ensure CCTV is working where provided.
- Check for potential fire risk due to presence of combustibles.
- Make sure your car is parked in a well-lit area that is easily accessible.
- Avoid remote routes.
- Have your car keys in your hand to avoid searching for them next to your locked car.
- Report any suspicious people to the Police and do not leave the premises until you believe that it is safe to do so.
- Do not allow entry to any unplanned visitors into the premises when working alone.
- Lock up the site.

2.12.0 FIRST-AID



PERSONNEL TRAINED IN FIRST AID ARE AS FOLLOWS:

NAME	POSITION
JAMES GLANVILLE	MANAGING DIRECTOR

It is the responsibility of each individual first aider, checked by the health and safety officer to maintain the Company's first aid boxes and monitor those held on work vehicles. Any use of first aid or eye wash to be reported by in place company procedure.

All employees must have ready access to first aid facilities. New employees will be told about first aid arrangements as part of their induction. (Arrangements are recorded in writing).

When shared facilities are not arranged, sites will be provided with a first aid kit in the charge of the "appointed person". Where only one or two employees are involved on work of very short duration, or in vehicles on Company business, small travelling first aid kits will be available.

- First-Aid is only to be carried out by a trained First-Aider.
- Every first aid box will be of the appropriate size and have the correct contents.
- The location of the first aid box shall be clearly identified.
- It is the Health and Safety Co-ordinator's responsibility to ensure that the stock is replaced in the boxes as necessary.
- In cases of more serious injury employees will be sent or taken to the nearest hospital.

As well as applying first aid if qualified to do so, if there is any doubt as to the severity of an injury or the health of any person on the Company's premises, employees will not hesitate to dial **999 or 112** and ask for the ambulance service.

All accidents or injuries must be reported to the immediate supervisor of the relevant department, and/or the Health & Safety Officer.

First-aid boxes

First aid arrangements will be agreed in advance prior to working on third party sites. First aid kits can be found in the following locations:

WHERE	EXACT LOCATION
OFFICE	BEHIND DOOR

The First-Aid box should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked.

First-Aid boxes and travelling First-Aid kits should contain sufficient quantities of suitable First-Aid materials and nothing else. For most First-Aid boxes sufficient quantities may be considered as:

- A general guidance card on First-Aid.
- 20 individually wrapped, sterile, adhesive dressings (assorted sizes) appropriate for the work environment.
- 2 sterile eye pads, with attachment.
- 6 individually wrapped, triangular bandages.
- 6 safety pins.
- 6 medium sized, individually wrapped, sterile, un-medicated wound dressings (approx. 10cm x 8cm).
- 2 large, individually wrapped, sterile, un-medicated wound dressings (approx. 13cm x 9cm).
- 3 extra-large, individually wrapped, sterile, un-medicated wound dressings (approx. 28cm x 17.5cm)

2.12.1 INFECTIOUS DISEASES FIRST AID GUIDANCE (CORONAVIRUS PANDEMIC)

The Government and industry advisory bodies have recently revised some of the guidance being issued to protect first aid responders exposed to further risk whilst administering first aid in light of the current global pandemic of COVID-19 in 2020.

It is recommended that you should check the latest government information on a regular basis as this is always the most accurate in a dynamic and fast evolving situation. Please visit the [Gov UK](#) website for up to date information for those First Aid Responders. If reading this in a hard copy format, ask the Managing Director for access to the link.

There is also a really useful demo on CPR from the Resuscitation Council that is worth watching, use the link [Click Here](#) to watch or ask James for access.

2.13.0 HOUSEKEEPING

Accidents happen more frequently in an uncontrolled or untidy environment. It is necessary to maintain a high standard of cleanliness and the proper and safe storage of all goods and supplies must be ensured. All employees should be vigilant in maintaining their surroundings in a clean, tidy and well organised manner. Where hazards are identified that you cannot readily rectify yourself you must report this to your supervisor or the Health and Safety Officer so that action can be taken to control any risk to yourself and others.

2.14.0 HYGIENE & HEALTH CONDITIONS

- Paying attention to good personal hygiene will help to reduce the spread of diseases and viruses in the workplace. Most importantly, employees should thoroughly wash and dry off hands after toilet use. The co-operation of all employees in this regard is requested.
- If handling food or drink (including tea/coffee making operations) or handling crockery or utensils that are for use by others (kettles or cups for example) employees must wash their hands first.
- Employees should be aware of the potential for the spread of viruses through the use of shared telephone handsets, these should be periodically wiped with a clean damp cloth containing detergent or disinfectant. Where possible use dedicated telephone hand set extensions.
- Employers should ensure that workplaces are adequately lit, well ventilated and adequately heated. Any concerns in this regard must be brought to the attention of the Health & Safety Officer.

2.15.0 INSPECTIONS IN THE WORKPLACE

We will comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended). This requires regular inspections of the workplace on an on-going basis. Inspections will be of a routine nature and/or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary. Inspections may be recorded and will be discussed at health and safety or team meetings. The MD or his nominated representative will carry out a health & safety audit on contract jobs as required. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required.

2.16.0 LEGIONELLA

We will comply with our duty to consider the risks from Legionella that may affect employees or members of the public and will take suitable precautions to control the risks. Where it is deemed necessary we will have an assessment of the portable water system carried out by a competent person.

2.17.0 LONE WORKING

The Company recognises that some staff are required to work by themselves without close or direct supervision, sometimes in isolated work areas or out of office hours. These are defined as lone workers.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Company has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Where it is unavoidable to have lone workers in order to meet business requirements of the Company a suitable risk assessment will be undertaken in consultation with workers to assess risks and take steps to avoid or control risks where necessary. Emergency procedures will be established and employees trained in them.

This policy applies to all situations involving lone working arising in connection with the duties and activities of Company staff.

When considering the risks attributed to a lone worker, the responsible person should consider:

- Is the person medically fit and suitable to work alone?
- Is there a safe way in and out for the person?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker e.g. machinery, hazardous substances, lifting objects too heavy for one person?
- Is there a risk of violence?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Lone workers must ensure that they fully understand the risks and safe systems of work required where they are working and avoid tasks that have been identified as too high risk for lone working e.g. use of ladders.

- Where possible avoid situations where you are working alone.
- Never attempt a high-risk activity when working alone, as working up a ladder or lifting heavy objects.
- Do not allow any suspicious customers into the premises if you are working alone.
- Carry a means of communication with you or ensure that you have access to a phone.
- Follow any agreed reporting arrangements.

If you know you will be the last to leave the premises after it has been made secure:

- Make sure your car is parked in a public, well-lit area, which is easily accessible.
- Avoid remote routes.
- Have your car keys in your hand to avoid searching for them next to your locked car.

2.18.0 NEW & EXPECTANT MOTHERS

A risk assessment will be carried out in respect of risks to new or expectant mothers, during pregnancy the risk assessment will be reviewed at least every 3 months and more frequently if required. A further assessment will be made when the new mother returns to work. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made.

2.19.0 OFFICE SAFETY

All office personnel have a duty to assist in reducing the risk of accidents and fire. The following rules and precautions are to be observed:

- Keep desks tidy and ensure that waste paper is disposed of regularly and in appropriate containers.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open.
- Never open more than one filing cabinet drawer at a time. Fill from the bottom drawer to minimise any tendency for the unit to overbalance.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in guards and safety devices must be reported to the
- Ensure that cables and connections on all electrical equipment are sound before use.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire-fighting equipment and its use.
- Access to fire-fighting equipment must never be obstructed.
- Avoid high shelving in storage areas that required the use of access equipment such as stepladders. Where unavoidable employees must use suitable access equipment e.g. kick steps and stepladders (minimum Class 2 EN131) that must be regularly inspected and used with care.
- Never use chairs or stools to access storage areas, change light bulbs or other activities at height.
- Adhere to all requirements that arise as a result of infectious diseases.

2.19.1 DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATIONS

The Company will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). The risks to users of VDU screens will be reduced as much as is reasonably practicable.

- Display screen users should be provided with equipment that:
 - Has adequate contrast with no glare or distracting reflections
 - Has an adjustable screen with a stable, readable image
 - Has an adjustable, detachable and legible keyboard, with wrist rest if necessary
 - Has appropriate software.
- Employees must receive appropriate safety training before using display screens.
- Employees' workstations should have:
 - Adequate lighting
 - Adequate working space
 - Adjustable seating with foot rest if necessary
 - Adequate leg room and clearance to allow postural changes
 - Distracting noise minimised
 - Window covering to minimise glare and reflections
- Employees' workstations should be risk assessed for compliance with the Approved Code of Practice and appropriate modifications made where necessary.
- Employees who consider that their health is being adversely affected by the use of display screen equipment or the workstation must inform the Health & Safety Officer.
- Employees who require additional information or training regarding how to adjust their equipment, workstation or working practices to minimise risks, should inform the Health & Safety Officer.
- All display screen users are entitled to free eye and eyesight tests on request. Users who require a test must inform the Health & Safety Officer.
- All display screen users should take periodic breaks during their work.
- All staff must ensure that workstations are kept clean, tidy and free of debris.

Equipment

Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any office equipment before use.

Only trained, competent and authorised personnel should use office equipment and young or inexperienced employees should be properly supervised.

Any obvious sign of irregular operation of office equipment should be reported at once to the supervisor or the Health & Safety Officer.

Filing cabinets

- To prevent filing cabinets from tipping (whether fitted with anti-tilt or not) the bottom drawer should be filled first to minimise any tendency for the unit to overbalance.
- Only one drawer in a filing cabinet should be open at any one time.
- When not in use, filing cabinets and cupboards should be kept shut and drawers should not open into corridors or escape routes.

Storage & work at height

- Care should be taken not to overload cupboards, cabinets or shelves.
- Where necessary units must be fixed securely to the wall.
- High shelving in storage areas/rooms that requires the use of access equipment such as stepladders should be avoided wherever possible. Where this is unavoidable, employees must use suitable access equipment e.g. kick steps and stepladders.
- Kick steps and stepladders must be accessible, kept in good condition and used with care. They should be regularly inspected and taken out of use until any necessary repairs are made.
- On no account should employees use chairs or stools to access storage areas, change light bulbs or other activities at height.
- Storage areas should be kept clean and tidy and free from clutter. In particular materials or equipment must not be left where people may fall over them, nor piled on top of cupboards and cabinets.

2.20.0 HOME WORKING

Employees who work from home have a responsibility to create a safe working environment. The Company will supply appropriate equipment and the Health & Safety Officer will provide assistance in identifying any risks. Adjustments to working conditions should be made to avoid risks where possible.

2.21.0 SMOKING

The Company operates a 'No Smoking Policy' and smoking is not permitted within any of the buildings. Smokers must only smoke in the external designated area. Smoking is not permitted in any of the Company vehicles, or on clients' premises outside a designated smoking area. We provide adequate means to dispose of smoker's materials in a safe location away from combustible materials and flammable substances. Combustible materials must never be stored or allowed to accumulate in designated smoking areas.

Smoke free policy – This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and the Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is our policy that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Company vehicles. This policy applies to all employees, consultants, contractors, customers or members of the public and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Managing Director, however, all staff are obliged to adhere to and support the implementation of the policy.

All new personnel are given a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

2.22.0 MENTAL HEALTH AND WELLBEING

At Concept 17 Projects Ltd we recognise that stress is a growing issue in modern life and acknowledge our part in managing issues in the business so as to minimise any potential for increasing the psychological burden on workers.

Stress is the adverse reaction people may have to being put under excessive pressure, which can in extreme circumstances lead to mental or physical illness, such as depression and heart disease.

The Company will:

- Identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Ensure, as far as is reasonably practical, that appropriate selections are made for jobs at the recruitment stage and that staff are fully trained to discharge their duties.
- Provide training for all managers and supervisory staff in good management practices.
- Ensure clarity of expectations in terms of role, accountabilities and performance standards, e.g. through clear job descriptions, reporting lines, and published service level specifications.
- Ensure effective local supervision and communications to allow employees easy access to advice and support in dealing with excessive or conflicting work demands.
- Provide appropriate and effective staff development activities and training.
- Maintain commitment to effective Equality and Diversity and Harassment policies, including the promotion of a culture, which has a zero-tolerance approach towards bullying and harassment and other unacceptable behaviours.
- Provide adequate resources to enable managers to implement the Company's Stress Management Policy.

We would encourage any employee to approach their Manager should a stress issue arise so that a successful conclusion can be achieved at the earliest opportunity. If the issue is of a nature, which would be more appropriately discussed with an alternative colleague, a Senior Member of staff can be contacted in confidence. In particular, where stress is believed to be work-related, it is important to raise the issue so that the problem can be addressed. Any such information will be treated with the strictest confidentiality.

2.23.0 TEMPORARY WORKERS

Temporary workers must undergo a workplace induction to include induction training, passing on risk assessment information, site safety rules, communication arrangements, the need for special occupational qualifications or skills the worker should have to perform safely e.g. fork lift truck license, any health surveillance that is required, any personal protective equipment that is required. Training certification should be checked to ensure the temporary worker is competent. Records of training for temporary staff should be maintained.

2.24.0 HEALTH AND SAFETY RECORDS

All records will be recorded in written forms indicated in the various appendices. Such records will include:

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

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

- Contract Start-up information
- Specific Risk assessment
- Construction Phase Health and Safety Plan (where designated as Principal Contractor)
- Method Statements and Safe systems of work.
- Other Safety documentation in the form of a site Health and Safety File

2.25.0 HEALTH SURVEILLANCE

All employees of the Company are encouraged to carry out and record personal health checks. Any problems reported will be dealt with in a personal and confidential manner. Should the Company have any concerns regarding the wellbeing of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues the Company will pay for conducting relevant medical surveillance where appropriate.

PART 3 CONSTRUCTION SAFETY

3.1.1 ABRASIVE WHEELS

Abrasive wheels are only to be mounted by persons who have been appointed, in writing, by the management. The competence of operators will be established and documentary evidence of their training seen before appointments. The Company will keep a register of appointed persons. This register will indicate the class or description of abrasive wheel for which persons are appointed. Training in the use and mounting of abrasive wheels will be arranged as necessary.

- Do not change or adapt any abrasive wheels unless trained and certificated to do so.
- Obtain any necessary protective equipment that you need from the Health & Safety Officer whilst using this type of equipment.
- Abrasive wheel cutters and the cutting discs used with them must not be used for surface grinding.

Serious injuries can arise from the use of abrasive wheels. Injuries can result from:

- Particles being thrown out during the grinding process. Eye protection (box goggles or face shield to BS2092 grade 1 impact) must be worn.
- The bursting or disintegration of a wheel or disc, caused by the misuse of the tool, incorrect mounting of the wheel or the use of the wrong wheel or disk.

3.1.2 ACCESS & EGRESS

- Roads, gangways, passageways, staircases and working platforms must be kept free from obstruction and, where necessary, adequately lit.
- Work areas must be kept tidy and materials stored safely.
- Nails protruding from timber must be hammered down or removed.

3.1.3 COMPRESSED AIR EQUIPMENT

- Obtain all necessary personal protective equipment including mufflers required from the Health & Safety Officer before using compressed air equipment.
- Report all defects to equipment immediately to the Health & Safety Officer and ensure the defects are rectified prior to its further use.
- Do not start a compressor until sure it is safe to do so.
- Compressed air tools must not be connected to the compressed air supply line until the tap to which your air hose is connected has been turned off.
- It is forbidden to interfere in any way with the compressor unit unless you are trained to do so.
- No appliance may be connected to the compressed air system by means other than the correct connector.
- It is forbidden for any person to miss-use compressor air in any way.

3.1.4 CRADLES

- Cradles will be erected, maintained and dismantled only by properly experienced scaffolding contractors.
- Equipment is not to be used until the Health & Safety Officer has inspected it and a 'Hand-over Certificate' obtained from the scaffolding contractor.
- The Health & Safety Officer will instruct operatives on all operating and safety features of the equipment and will closely supervise the work.
- The equipment must be checked daily, before use. Additionally, the Health & Safety Officer must inspect the equipment, including winches, pulleys and the roof rig counterweights or fixings, at least once a week.
- Precautions, such as protective fans and warning must be taken to protect any person who might be below.
- The Safe Working Load (SWL) of a cradle must be clearly marked on it, and this SWL must never be exceeded.
- If a secondary rope is not fitted to the cradle, to hold its weight in the event of a main rope breaking, safety harnesses are to be worn by persons in the cradle. Harnesses must be attached to points on the building, which are independent of those supporting the equipment, and positioned at a level higher than the place of work.
- A notice must be displayed at the power source that work is in progress and that the power must not be switched off.
- When work has finished for the day, cradles and equipment must be safely secured to prevent interference by unauthorised persons and to prevent movements in the event of high winds.

3.1.5 GAS

- All LPG or similar gas bottles must not be used or stored inside any unauthorised hut, store or vehicle. When not in use they should be stored under lock and key.
- If a smell of gas is detected, open all doors and windows immediately and report the occurrence to the Health & Safety Officer.
- If a gas leak can be stopped by turning off a known source by means of a gas tap – turn off the source.
- DO NOT USE A NAKED FLAME
- Allow a period of at least 20 minutes for a gas leak to disperse and check for leakage at all internal joints within the workplace.
- Finally, check the gas has completely cleared at both head level and floor level.
- Do not enter a confined space where dangerous/explosive gases may be present until proved safe to do so. If in doubt, consult the Health & Safety Officer.

3.1.6 GRIT BLASTING

Reputable sub-contractors will carry out grit blasting however the Health & Safety Officer is responsible for ensuring that all proper precautions are taken for the protection of the workforce and the public, in particular that:

- Suitable protection (e.g. heavy duty overalls, gauntlets, 'air-line' helmet and ear defenders) is worn by the operator of the air pressure gun.
- Suitable protection (e.g. goggles, respirators, heavy duty overalls, gauntlets and ear defenders) is worn by other members of the grit blasting team.

- The area is close sheeted so that escaping dust is reduced to a minimum.
- Scaffolding is adequately tied to allow for additional sheeting loads.
- Barriers are positioned to prevent unauthorised persons gaining access to the blasting area.

3.1.7 GROUNDWORKS

- Trench sides can collapse suddenly whatever the nature of the soil. Any excavation deeper than 1.2 metres must have the sides sloped or supported.
- Dig well away from underground services e.g. electric cables, gas pipes etc.
- If the work has to be undertaken in the vicinity of underground services, use service plans, locators and safe digging practices to avoid danger.

3.1.8 LIFTING APPLIANCES & TACKLE

- All lifting appliances/tackle must have up-to-date records of inspection and testing.
- Records must be available for inspection at any time.
- Appliances/ tackle must be marked with its safe working load (SWL) and a SWL table must be displayed where tackle is used/stored.
- Only trained and authorised personnel should operate/use appliances/tackle.

3.1.9 NOISE

- New Noise at Work Regulations were introduced in April 2006. If you have difficulty having a conversation at 2 metres in a work environment there may well be a noise risk to you.
- When operating plant and equipment above 87db the use of hearing protection is mandatory. Use of a disc cutter and secondary saw require hearing protection.
- Ensure hearing protection is clean well maintained and correctly fitted.

3.1.10 OVERHEAD WORK

- Permission, from authorised personnel, must be sought before any overhead work is carried out.
- Where practicable, a safety harness must be worn with lines attached, or safety nets should be installed - to ensure safe working conditions.
- No work shall be carried out until all necessary precautions have been taken to ensure the safety of workers below (or who may pass below) any overhead working.

3.1.11 RESPIRATORY PROTECTION

- Dust is a health hazard and suitable masks will be provided. These must be worn when conditions dictate.
- Approved respirators must be worn for grit blasting or when necessary in the presence of some chemicals for example

3.1.12 ROOF WORK

- Do not enter upon any existing roof until authorised to do so.
- Unless safe handholds and footholds are provided by the roof battens, properly constructed and secured roof ladders or crawling boards must be used for work on sloping roofs with a pitch of more than 30 degrees. Roof ladders or boards must also be used on roofs with a lesser pitch if the surface is slippery.
- Crawling boards must be used on any fragile roof materials or glass roofs.
- Never walk along the line of the roof bolts above the purlins or along the roof edge of a fragile roof.
- Except for very minor repairs, edge protection must be provided for work on sloping roofs. Edge protection must also be provided for work near the edge of flat roofs. Where it is not possible to provide edge protection, safety harnesses must be worn.
- Never throw materials down from the roof or scaffold where this could cause injury to people below. Use enclosed debris chutes or lower the debris in skips or baskets.
- If you are unused to working on roofs or at roof heights inform the Health & Safety Officer.

3.1.13 SAFETY FOOTWEAR – ON SITE

- If applicable, safety boots or shoes will be issued to employees working under the Company's control. The company financially supports the desire to purchase appropriate footwear different to any standard issue (budget applies). These are to be worn on site at all times where appropriate i.e. identified risk of foot injury.

3.1.14 SAFETY HARNESS

- Where there is the risk of falling more than 2 metres, and it is not possible to erect a working platform, a safety harness will be provided and must be worn.
- A safety harness must also be worn when working in cradles, if secondary safety ropes are not fitted.
- A safety harness must conform to BS1397 and if used in conjunction with a fall arrest device the device must conform to BS5062.
- Employees who are required to use a safety harness or fall arrest device will be instructed on the use of the equipment. Personnel are prohibited from using equipment unless trained and authorised to do so.
- It is the responsibility of the user to carefully inspect all harnesses and fall arrest devices before use.

3.1.15 SAFETY HELMETS

If applicable safety helmets will be provided on all contracts and are to be worn on site unless instructed to the contrary. Damaged helmets must be replaced immediately, including those that have sustained a significant knock but do not appear damaged. Helmets have a 'shelf-life' and should only be used while this is valid, refer to labelling inside the helmet.

3.1.16 SILICA & QUARTZ DUST

Activities and processes have been designed and must be operated to minimise emission, release and spread of RCS and quartz dust.

- Dust extraction equipment must be regularly maintained and inspected.
- Only trained and authorised staff may maintain and empty the dust extraction unit and access must be restricted to this area during the task
- Dust extraction equipment must be tested by a competent person at least every 14 months. All employees must report any defects to extraction equipment immediately
- The Company will ensure exposure to RCS/quartz is below the current workplace exposure limit (WEL) of 0.1mg/m³
- All employees will be informed and trained on the hazards and risks of exposure to RCS and quartz dust and the control measures that have been put in place
- Employees should be provided with personal protective equipment or clothing where necessary and should be trained in the use, maintenance and purpose of the equipment.
- Dry shovelling must be avoided. Remove dust by vacuum (with HEPA filter) or dampen materials before shovelling and wash down floors and walls to remove residue.
- All elements of control measures will be monitored for continuing effectiveness

3.1.17 SLINGS

- Check lifting gear daily and examine all wire slings for kinks and frays and nylon slings for cuts and tears.
- Do not use improvised slings.
- Ensure the correct pin is used in all shackles and that it is properly screwed home.
- Always see that the crane hook is centrally placed over the load to prevent swinging when the load is lifted.
- Do not hang slings or ropes on the teeth of excavator buckets.
- Nylon slings must not be used in close proximity to chemical substances or hot surfaces such as engine exhausts and steam pipes - unless specifically designed for this purpose.

3.1.18 TEMPORARY WORKERS

Temporary workers must undergo a workplace induction to include site safety rules, communication arrangements, and personal protective equipment. Training certification (where applicable) should be checked to ensure the temporary worker is competent.

3.1.19 VIBRATION – HAND/ARM; WHOLE BODY

Hand/Arm vibration syndrome (HAVS) can cause a range of conditions including vibration white finger and carpal tunnel syndrome. When working with tools and processes known to or likely to create hazardous vibration employees must:

- Only operate equipment if trained and competent to do so.
- Try to keep hands and body warm when using vibrating equipment – wear (PPE Provided e.g. gloves) and warm clothing
- Look to rotate tasks as often as possible, to reduce exposure times
- Ensure vibrating equipment is regularly maintained
- Where a risk has been identified ensure reduced exposure time is adhered to

- Employees are encouraged to report any early warning signs e.g. tingling or numbness in the hands or fingers
- Where significant risk is identified a suitable programme of occupational health surveillance should be introduced

Whole body vibration exposure can be prevented through the provision of suitable machinery fitted with anti-vibration suspension seats etc. Surfaces shall be kept even to prevent pot holes from developing in machine operating areas. Suitable speed limits shall be adhered to and work shared to reduce exposure time.

3.1.20 SECURITY

Sites must be made secure at the end of the working day. All ladders must be removed, or boarded over, and tools and equipment removed or locked away.

3.2.0 CO-OPERATION & CARE

This Health and Safety policy and supporting management system are designed to ensure that we provide and maintain a safe and secure work place for all of our employees and others affected by our work. Employees are expected to co-operate with the Health & Safety Manager 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 his or her duties in accordance with this policy.

3.3.0 COSHH PRECAUTIONS

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) the following precautions should be taken:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances always refer to the COSHH assessment.
- Before eating, drinking and smoking ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used and replace immediately after use.
- Store flammable substances as per manufacturers/suppliers recommendations.
- Only minimum quantities, required for immediate use, are to be kept in a work area.

Substances hazardous to health

The Company will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). CoSHH risk assessments will be undertaken for all work involving exposure to hazardous substances. The Company will ensure that exposure of workers to hazardous substances is minimised and controlled.

- Employees who may come into contact with hazardous substances will receive training and information on the health and safety issues concerning substances. Employees working with hazardous substances must follow procedures relating to the substances.

- Employees must assume that all substances are hazardous unless known otherwise and you must abide by all the hazard information provided on assessment sheets. If you are in doubt as to the substance or its method of use ask the Health & Safety Officer.
- Substances hazardous to health include natural and artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any employees exposed to them.
- In the event of contamination, the employee should find out the substances and its source and, if injury occurs he/she should contact the First-Aider, his/her own doctor or the Local Hospital (Casualty Department) for treatment without delay.

3.4.0 ELECTRICITY

No person shall interfere or attempt to undertake work involving electricity unless they are a trained and competent electrician. Only 110v tools should be used on site and such should be supplied from an approved transformer.

Work on Live Equipment

Work on live equipment should not be undertaken. Equipment should be electrically isolated before work commences.

Avoidance of Danger from Buried Cables

All available plans and drawings should be obtained prior to the commencement of work. A Cable Avoidance Tool (C.A.T.) should be used to locate cables and the position of such indicated by 'marking out' its route. Once the position of the cable has been established safe digging practices should be employed.

Avoidance of Danger from Overhead Electric Line

Work adjacent to overhead power lines must be carried out in accordance with certain provisions. The Company Safety Advisor must be informed of the position of any overhead power lines and the necessary steps taken to eliminate risks.

3.5.0 ELECTRICAL APPLIANCES

- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept.
- The correct voltage for tools and equipment must always be used.
- Waterproof fittings must be used for external work.
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately.
- Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, and plugs of any electrical equipment before bringing into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the supervision.
- If any electrical appliance, is found to be faulty whilst in use it must be reported immediately to the Health & Safety Officer

- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.
- Care must be taken when using kitchen equipment and any spillages must be cleaned up immediately.

3.6.0 LADDERS

- No ladder may be used unless it is of sound construction, of the correct length, and either secured or footed.
- Defective ladders must be removed from use immediately and reported to the Health & Safety Officer
- Only light work, of short duration, is to be carried out from a ladder
- When working on clients sites check the specific policy on ladders
- Always carry out a visual inspection to ensure the ladder is not defective prior to use
- Ladders used for work on client sites must be Class 2 EN131
- Ensure the ladder is pitched @ 75 degrees and is tied where possible
- Only one person should access the ladder at any one time
- Ladders used for access should extend 3 runs beyond the surface being accessed
- Never lean sideways when using a ladder
- Avoid lone working when using a ladder

3.7.0 MANUAL HANDLING OPERATIONS

The Company will comply with the Manual Handling Operations Regulations 1992 (as amended). Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account all factors including the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

- Using mechanical devices rather than manual handling possible, the mechanical devices should be appropriate for the task and are subject to risk assessment.
- The object to be lifted or moved must be inspected for sharp edges and other hazards, i.e. wet or greasy patches, and appropriate steps taken to remove or reduce hazards.
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage or other hazard.
- Employees must not attempt to lift or move an object which is too heavy and which might damage their health.
- Where the lifting or moving of an object is to be done by more than one person, one of the persons should be designated as the supervisor of the operation, so as to coordinate the lifting or moving.
- Employees should assume a squatting position, by keeping the back straight and allowing the knees to take the weight of an object (rather than the back) when lifting a heavy object off the ground.

3.8.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

We will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended). This requires that all employees who may be exposed to a risk to their health and safety that cannot be controlled by other means will be provided with properly fitting, suitable, and effective personal protective equipment (PPE) or clothing.

All personal protective equipment or clothing will be maintained in good working order and all employees provided with PPE or clothing must wear or use it properly. Employees must report defective personal protective equipment or clothing to their immediate supervisor or Health & Safety Officer as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment. Any concerns in relation to PPE should be raised with your manager immediately.

Body Protection – protective clothing will be provided as necessary.

Eye Protection – If applicable, suitable eye protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

Ear Protection – the company will comply with The Control of Noise at Work Regulations 2005. If applicable, suitable ear protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk. Employees must familiarise themselves with the activities that require hearing protection and comply with this instruction.

Hand Protection – if applicable, suitable industrial gloves will be provided that must be worn when handling abrasive materials or chemicals that could harm the skin.

Safety Footwear – if applicable, safety boots or shoes will be issued to employees working under the Company's control and employees have a duty to wear the protection when there is a foreseeable risk.

3.9.0 SCAFFOLDING

- A reputable scaffold contractor will erect scaffolds. Exceptionally, trestle scaffolds and proprietary tower scaffolds may be erected by Company employees, following the relevant training and, under the direction of the Health & Safety Officer.
- It is forbidden to alter, miss-use or overload, adapt or remove any scaffolding or part thereof e.g., ties, bracing, guard-rails, toe boards, planks etc. Where alterations are required, consult the Health & Safety Officer.
- Plank run-ups must not be used.
- Never throw anything from scaffolding - lower it carefully.

3.10.0 WORK AT HEIGHT

Working at height is one of the highest causes of serious workplace accidents and is the subject of recent regulations. The definition of working at height is carrying out any task where there is a risk of falling.

- Where practical to do so avoid working at height.

- Seek advice from the Companies Health & Safety Officer on an appropriate safe system of work when working at height
- Consider protective measures when planning work at height i.e. guard-rails, personal protective equipment and a fall arrest system or safety harness.
- For higher risk activities always work in pairs
- When working on a clients' site always check that the Principle Contractor is satisfied with your control arrangements (this does not in any way reduce your legal responsibility)
- If you are working at height always ensure that the access equipment is suitable for the intended task.
- When working at height ensure that a colleague is available to assist in an emergency.
- Never work at height if there is a medical reason why you should not.
- If you feel your safety is placed at risk in any way stop work and seek advice from the Managing Director.

3.11.0 TOOLS & EQUIPMENT

- Tools equipment and machinery are only to be used if in good working order and by qualified and authorised personnel. Defective tools equipment and machinery must be reported to the employee's immediate supervisor and/or the Health & Safety Officer.
- Protective guards and safety devices must be properly fitted and used where appropriate when using tools equipment and machinery. Clothing, jewellery or long hair that might pose a risk to safety when using tools equipment and machinery must not be worn.
- Employees must not use any tools equipment and machinery for any purpose other than what the tools equipment and machinery are designed for.
- Hand tools should be restricted to 110V when working on client sites unless confirmed otherwise by the main contractor.

3.12.0 TRAINING

Health and safety training is essential for all effective work procedures. All workers will be trained in safe working practices and procedures relevant to their duties. Training will include advice on the use and maintenance of personal protective equipment, where applicable. Training sessions will be held as often as is deemed necessary and will take a variety of formats. Despite training sessions, employees can raise concerns regarding health and safety at any time with their immediate supervisor or directly to the Safety Training Officer.

3.13.0 VEHICLES, PLANT & MACHINERY

- Only authorised and, if applicable, certificated, drivers and operators may use any vehicles, plant or machinery.
- Users of any vehicles, plant and machinery must ensure that equipment is in good working order and well maintained. Defects must be brought to the attention of the Health & Safety Officer or other suitable person immediately.
- Regular inspections appropriate to each vehicle, plant or machine must be made and any defects brought to the attention of the Health & Safety Officer.
- Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be immobilised until made safe.
- Official notices or instructions on vehicles, plant and machinery must be obeyed.
- Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition, with keys removed.

- All guards must be kept in position at all times whilst machinery is being operated.
- No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.
- All loading gates must be kept closed, except where loading or off-loading is in progress.
- On the completion of work for the day all practical steps must be taken to secure all vehicles, plant and machinery.
- It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- Anything carried in/on a dumper must be contained within its skip.
- The driver of any Company vehicle must ensure that clear access required to reverse a vehicle is given by ensuring that no people are obstructing that access before reversal and by making use of rear view mirrors and by using the guidance of experienced lookouts if required.

3.14.0 WEILS DISEASE (LEPTOSPIROSIS)

Weil's disease is contracted from 'rats' urine either from direct contact or through contact with contaminated water/sewage. Strict precautions should be taken with regard to personal protective equipment. Impervious rubber gloves should be used along with waterproof footwear and overalls.

Persons at risk include ground workers and labourers who are undertaking work in ditches, excavations, manholes. Reducing the risk of Weils disease:

- Ensure that all reasonable steps are taken to prevent rats entering the work area
- Report the presence of rats to the site manager
- Never touch a live or dead rat with unprotected hands
- Cover all cuts and broken skin with waterproof plasters before and during work
- Always wear protective clothing
- Wash your hands after working in an area where rats may be present
- Always wash your hands before eating, drinking or smoking

3.15.0 WORK EQUIPMENT

We will comply with the Provision and Use of Work Equipment Regulations 1998 (as amended) and will try at all times to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. Employees will be provided with adequate information and training to enable them to use relevant equipment safely and equipment must only be used by authorised and trained employees.

Work equipment must be maintained in good working order and repair. Employees must report defective work equipment to their immediate supervisor or Health & Safety Officer as soon as it is found to be defective. Where applicable, employees will be provided with protection from the hazards associated with the use of work equipment and work equipment will be clearly marked with relevant health and safety warnings.

3.16.0 CONSTRUCTION (DESIGN AND MANAGEMENT) 2015

The Company will co-operate and co-ordinate activities with other contractors and will communicate information with all involved in the site construction activities. The company will check that there is adequate protection for the public and site workers, including monitoring and reviewing safety arrangements. We will also pass on key information to the construction teams where they are to design and construct something that is safe to build, safe to use and safe to maintain. The CDM Regulations apply to most common building, civil engineering and engineering construction work. We will ensure that the HSE is notified of the construction work if it is expected to either: last longer than 30 days and have more than 20 persons working on site per day; or involve more than 500 person days of construction work; this will be arranged using the online F10 form.

PART 4 ENVIRONMENTAL POLICY

The Company recognises the importance of sustainable environmental protection and is proactive in complying with environmental regulations, legislation and approved codes of practice. Our environmental objectives are delivered through:

- Ensuring that every employee is aware of the importance of their individual role in protecting the environment
- Actively encouraging feedback from our team on ways we can further improve our environmental performance
- Ensuring our suppliers and contractors must meet our environmental standards
- Listening and responding to the feedback provided by our customers on environmental issues
- Adhering to all relevant regulations concerning waste and environmental well-being
- Minimising the production of waste, continually seeking new opportunities to reduce the use of any packaging material, re-using where practical to do so and recycling waste
- Reducing and/or limiting the production of pollutants to water, land and air
- Taking reasonable and practical steps to control noise emissions from our operations
- Responsibly and legally disposing of any waste product
- We shall undertake a critical review of our environmental management system at least annually

This Policy is communicated to all of our employees, suppliers, and contractors and is made available to our customers.

PART 5 CONTROL OF INFECTIOUS DISEASES

We will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the Company's aim during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace if possible. However, if deemed necessary, the business will close or partially close nonessential activities.

We are committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the spread of infection in the workplace

We will make every effort to ensure that our workers undertake their work from home if possible. However due to the nature of the business, where attendance is a requirement we will ensure a clean workplace is maintained, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, meeting rooms and door handles. A designated person will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious— remaining at safe distance from others and frequent hand washing with warm, soapy water. Individuals are asked to cough or sneeze into a tissue and discard used tissues immediately in designated wastebaskets. We will also install alcohol-based hand sanitisers throughout the workplace as required to help maintain good levels of hygiene.

Limiting travel

All nonessential travel should be avoided during a significant infectious disease outbreak. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the country shall not be authorised until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis.

Staying home when ill

Many times, with the best of intentions, employees report to work even though they feel ill. We will encourage all workers with symptoms of any infectious disease to stay at home in line with government guidance.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing relevant symptoms or a member of their household has any. For COVID-19 this has been referred to as a new persistent dry cough, fever and high temperature. Employees who report to work will be sent home in accordance with current health guidelines and government advice.

Social distancing guidelines for workplace infectious disease outbreaks

In the event of an infectious disease outbreak, the implementation of social distancing will be considered to minimise the spread of the disease among the staff. With COVID-19 this will include the requirement to remain 2 metres apart from others at all times.



PART 6 INDUCTION & CONFIRMATION OF RECEIPT

Thank you for taking the time to read this Policy and contributing towards our goal of creating a safer environment. I would like you to sign a short declaration and return this page.

James Glanville
Managing Director

I confirm that I have received, read and understood The Company’s Health & Safety Policy and I agree to comply with the risk assessments, method statements and safe working practices related to the work I perform.

YOUR NAME (PLEASE PRINT).....

YOUR SIGNATURE.....

TODAY’S DATE.....

TO BE COMPLETED BY THE HEALTH AND SAFETY OFFICER.

I confirm that I have discussed the following arrangements with
 as part of their induction.

DISCUSSED THE FOLLOWING	H&S OFFICER–INITIAL
Location of the First Aid box, First Aid arrangements etc.	
General emergency procedures.	
Accident reporting arrangements.	
Fire assembly points, fire appliances and emergency evacuation procedures at the office and on sites.	
Key points in the safety guide specific to the employee & their operations.	
Appropriate risk assessments & method statements relating to their work.	
Current levels of competence. Activities permitted to undertake due to approved capability.	
Any agreed additional training provision.	

HEALTH AND SAFETY OFFICER/MANAGER’S SIGNATURE:.....