



Health and Safety Policy

June 2017
Next Review: June 2018

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I.0 COMPANY POLICY STATEMENT

It is the Policy of Lockwood Projects Limited (*thereafter known as the Company*) to comply with the Health & Safety at Work Act 1974 by taking all the necessary measures to ensure the health, safety and welfare of all employees and third parties who may be affected by the company's activities.

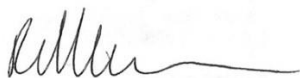
It is the Company policy to provide adequate resources and funding, and to employ competent persons to meet the Company commitment to health & safety.

All levels of management will actively promote and support this health & safety policy to ensure effective organisation and arrangements for its implementation.

The Company recognises the responsibilities as an employer to undertake all that is reasonably practicable to:-

- Provide and maintain a safe working environment for employees without risk to health.
- Ensure plant and equipment provided is safe to use and ensure safe systems of operation are provided.
- Ensure all articles and substances have been assessed prior to use, stored and used safely.
- Ensure the co-operation and co-ordination with other employees, contractors and the self-employed.
- Plan all work to ensure that Company work sites and activities are adequately prepared and resourced.
- Provide adequate safety information, supervision and training.
- Provide suitable and sufficient welfare facilities.
- Monitor and regularly review the performance of activities against this policy.
- Appoint employees accounting for their capabilities when carrying out the work.
- Ensure all Company employees fully cooperate and support this policy.
- Consult with employees on the health, safety and welfare matters.
- Seek external health & safety advice as necessary, to enable the Company to comply with statutory legislation.
- Give due consideration to any adverse impact of the Company's activities on the environment.
- To support initiatives on safety, the environment and quality as a part of a continuous improvement process.
- To promote the recognition that all accidents and ill health are preventable.
- Review the effectiveness of this Policy at least every 12 months, or when significant new legislation has to be taken into account.

Signed:



Dated: 3rd July 2017

Richard Wilkinson – Managing Director

2.0 ORGANISATION – DUTIES AND RESPONSIBILITIES

2.1 Managing Director

The Managing Director has the ultimate responsibility for the health, safety and welfare of the Company and that of the Company employees.

The Managing Director is responsible for, but not limited to:-

- Ensuring that the Company complies with its statutory obligations.
- Providing adequate financial resources and ensure they are applied to implement the requirements of this policy.
- Ensure all levels of management understand, actively support and implement the Health and Safety policy and procedures and are sufficiently competent to comply with their duties within health & safety law.
- Ensure this policy is reviewed when necessary.

2.2 Director Responsible for Health & Safety

The Director Responsible for Health & Safety has the day to day responsibility to ensure that Company health and safety policy requirements are being met in all Company operations.

The Director Responsible for Health & Safety is responsible for, but not limited to:-

- Establishing appropriate systems and procedures to ensure compliance with the Company health and safety policy, statutory health and safety law and codes of practice.
- Ensuring that all levels of staff receive adequate and appropriate health and safety information, instruction and training.
- Ensuring that all Company employees receive adequate and appropriate supervision.
- Ensuring the provision of all the necessary resources and equipment to carry out works safely and ensure all such equipment is tested and inspected in compliance with statutory requirements and codes.
- Ensuring all employees are provided with the necessary training and instruction to operate machinery, tools and equipment.
- Ensuring all electrical installations and equipment (including portable tools & equipment) used by the Company is tested, inspected and records maintained in compliance with statutory requirements and codes.
- Monitoring Company activities in relation to health and safety compliance with Company policy and statutory health and safety law and codes of practice.
- Holding periodic health and safety meetings to review Company health and safety performance.
- Ensuring all employees are consulted on health and safety matters when necessary.

2.3 Estimating & Design

The Managing Director is responsible for ensuring the Company complies with its Estimating & Design Responsibilities.

The Managing Director is responsible for, but not limited to:-

- Ensuring that the Company complies with its statutory obligations when tendering for work.
- Ensuring that all Designers and Surveyors employed by the Company are competent.
- Ensuring design risk assessments are prepared for all design work carried out by the Company or on behalf of the Company.
- Ensuring the tendering process takes into consideration those duties required under the Construction (Design and Management) Regulations 2015 and that adequate funding for health, safety and welfare resources have been included within tenders.

2.4 Contract Managers

The Contract Managers are responsible for the planning and organisation of Health & Safety on site.

The Contract Managers are responsible for, but not limited to:-

- Ensuring sufficient supplies of site safety folders / journals and their contents are readily available for projects.
- Obtaining pre-start health & safety information from sub-contractors.
- Ensuring the suppliers of plant and equipment provide the necessary maintenance records and health and safety information.
- Co-operating with the Client on matters concerning health, safety and welfare.
- Ensuring safety method statements, risk assessments and COSHH assessments are prepared, available on site and that the necessary control measures are in place with information provided to operatives prior to commencement of their work.
- Ensuring that induction safety training and site safety rules are brought to the attention of all employees, sub-contractors and the self-employed who work on behalf of the Company.
- Providing suitable and sufficient protective clothing and equipment to employees when required, ensuring its proper maintenance, use and appropriate means of storage are available at the workplace.
- Ensuring fire prevention and emergency procedures are implemented and fully understood by all operatives on site.
- Taking appropriate measures to prevent the entry of any unauthorised persons onto the site of work.
- Ensuring work activities and misuse of work equipment / PPE do not endanger or put at risk any site operatives, occupiers or existing premises or members of the public.
- Ensuring suitable and sufficient welfare and first aid facilities are made available.
- Ensuring that persons under 18 years do not drive or operate any item of mobile plant or equipment.
- Ensuring all equipment and plant brought onto the site is accompanied with relevant statutory inspection/test certificates and that operators employed are competent with regard to its use and maintenance.
- Ensuring that any electrical supply is installed by a competent person and maintained in a safe manner.
- Ensuring that the impact of noise, dust and vibration on the local environment and exposure to operatives is reduced to the lowest level, as far as reasonably practicable.
- Ensuring waste materials are disposed of correctly and where appropriate, by registered waste disposal carriers.
- Investigating and reporting all major injuries and dangerous occurrences.
- Ensuring regular workplace inspections are carried out by competent persons and when required by the Company's Independent Safety Advisors.
- Co-operating with and taking immediate action with regard to any requirement of the Health & Safety Executive or the Company's Independent Safety Inspectors.
- Monitoring the performance of employees, sub-contractors and the self-employed in regard to compliance with the Company Health & Safety Policy.

2.5 Site Managers

Site Managers are accountable to the Contract Manager and have a responsibility to ensure all work is carried out in a safe manner on site and in compliance with the Company Health & Safety Policy.

Site Managers/Supervisors are responsible for, but not limited to:-

- Ensuring safety method statements, risk assessments and COSHH assessments are prepared, available on site and that the necessary control measures are in place with information provided to operatives prior to commencement of their work.
- Ensuring that all operatives under their control conduct their activities in a safe manner and comply strictly with the site rules in force, following risk assessments, safety method statement instructions, ensuring employees comply and fully use the necessary health & safety methods of control/safe systems of work.
- Ensuring that any work activity does not expose any risk to the health and safety of employees, other contractors in the immediate vicinity or members of the public.
- Ensuring that any defective plant or equipment is reported and taken out of use if the defects affect safe use.
- Ensuring fire-fighting equipment is nearby when carrying out 'hot work' activities.
- Ensuring that personal protective equipment is used as required by site rules and/or procedures and through observational checks arranges to replace and or have maintained defective equipment.
- Assisting the Company/Client Safety Advisor by providing appropriate action on their recommendations.
- Immediately reporting any accident or dangerous occurrence, loss of plant/equipment, however minor to the Contract Manager.
- Co-operating with any instruction given by any appointed Safety Advisor.
- Maintaining a clean and tidy site at all times, taking necessary precautions to ensure minimal impact on the environment.

2.6 All Employees

All employees (including sub-contractors) have a responsibility to co-operate with the Company and its employees, to enable them to comply with Health & Safety legislation.

Employees (including sub-contractors) are responsible for, but not limited to:-

- Ensuring they take reasonable care of their own safety, and or any other person(s), who may be affected by their acts or omissions at work.
- Not misusing or interfering with anything provided with regard to safety, health, welfare and fire arrangements. (Employees misusing personal protective equipment will be subject to disciplinary action by the Company).
- Ensuring they use and/or wear PPE as instructed. Looking after and maintaining equipment issued and requesting replacements when necessary.
- Complying strictly to all site rules and safe working procedures and only operate plant and equipment for which they are trained.
- Using the correct tools and equipment for the task, reporting defective equipment.

2.7 Sub-Contractors

All Sub-Contractors employed or engaged to carry work for the Company are responsible for, but not limited to:-

- Accurately completing and submitting a Pre-Start Health and Safety Competency Assessment.
- When required, providing the Company with risk assessments, safety method statements, and making adequate arrangements for subsequent inspection and monitoring of work activities.
- Complying with all provisions contained in this Company Health & Safety Policy.
- Complying with the arrangements, emergency procedures and regulations specified in the site rules.
- Ensuring that their activities are carried out safely and without risk to health, and that such activities are conducted strictly in accordance with current Health & Safety legislation and industry best practice.
- Reporting all accidents, injuries, dangerous occurrences and 'near misses' to the Contract/Site Manager.
- Ensuring that all operatives under their control are competent and adequately supervised.
- Ensuring that only employees and sub-contractors authorised by the Company and having received a site induction talk are engaged in site work activities.
- Complying with instructions given by the Company/Client Safety Advisors.

2.9 Health & Safety Administrator / Co-ordinator

The Health & Safety Administrator / Co-ordinator is responsible for, but not limited to:-

- Ensuring sufficient supplies of site safety folders / journals and their contents are readily available for projects.
- Maintaining records of authorised vehicle users and driving licenses.
- Maintaining the Company accident book and reporting to the HSE when required.
- Ensuring the suppliers of plant and equipment provide the necessary health and safety information.
- Preparing and maintaining office frequent user display screen assessments are undertaken.
- Ensuring fire prevention and emergency procedures are implemented and fully understood by all.
- Ensuring that regular inspections are undertaken within the company premises and identified non-conformances are actioned.
- Maintaining the Company Health and Safety Training Matrix.

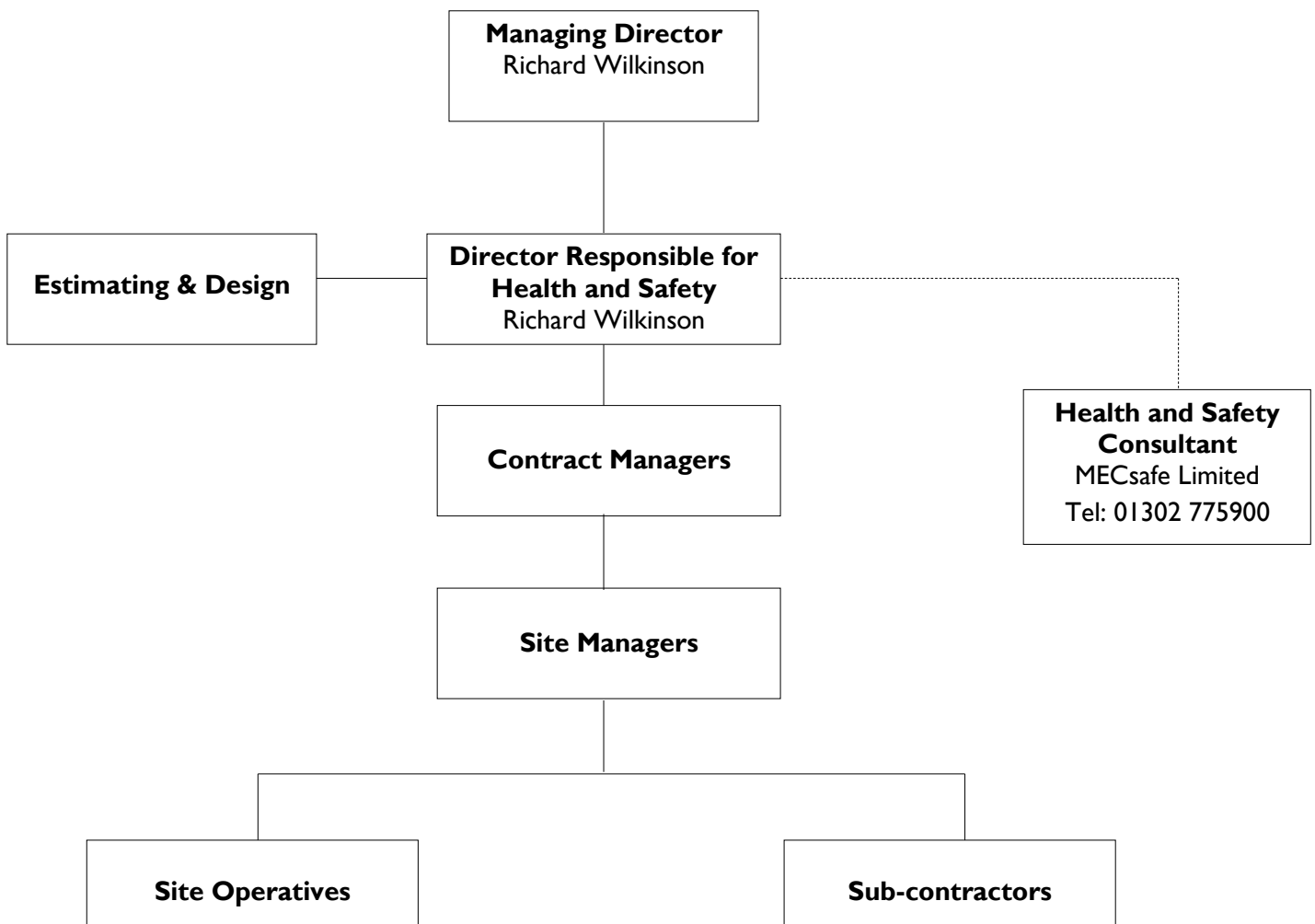
2.9 Company Health & Safety Consultant

The Company have engaged the services of MECsafe Limited as an external Health and Safety Advisor. MECsafe Limited have been appointed to undertake the following:-

- Provide ongoing advice and assistance on health & safety matters.
- Carry out periodic health & safety site inspections of site activities & working procedures when requested.
- Attend site based health & safety or any ad-hoc meetings as and when required.
- Investigate accidents, incidents or dangerous occurrences & advise on corrective measures when requested.
- Advise & deliver health & safety training requirements.

Organisation Chart (Health & Safety)

The following organogram illustrates the hierarchy of the Company management structure with regard to Health & Safety.



Line of responsibility and communication _____

Line of communication only -----

3.0 ORGANISATION – COMMUNICATION & PERSONNEL RESOURCES

3.1 Competency

- The Company will ensure that when selecting personnel and sub-contractors, due regard as to their competency in health and safety will be taken into account. The Contract Manager is responsible for the verification of trade and health & safety competency on their individual projects.

3.2 Recruitment

- All employees, sub-contractors and self-employed persons will be required to attend Company safety inductions, on site and within the Company premises.
- Young persons under the age of 18 will be informed of the statutory restrictions of work they are unauthorised to carry out, a young persons risk assessment will be produced where necessary.

3.3 Information, Instruction & Training

- The principal source of Health & Safety information, i.e. relevant Health & Safety legislation, Approved Codes of Practice and Industry Guidance shall be obtained from the HSE website.
- Health & Safety information and general Health & Safety Rules will be clearly displayed on the Site notice board, relevant information for office staff will be displayed on the office notice board.
- New employees are to receive a pre-start induction. Records are to be retained.
- Training and refresher training of all Company employees will be an on-going exercise; Contract Managers and Site Managers are to receive formal training on Construction (Design and Management) 2015. All other employees are to receive general health and safety awareness training and task specific training as required.
- A Training Matrix containing the details of all training records is to be maintained and kept up to date by the Health and Safety Administrator / Co-ordinator. All training certificates are to be retained in employees personnel file.

3.4 Consultation & Workforce Involvement

- Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Construction (Design & Management) Regulations 2015, all employees including the self-employed:-
 - Have access to the Company Health & Safety Policy and all relevant Health & Safety Information.
 - Can discuss concerns over safe working conditions with any member of staff.
 - Are encouraged to discuss and offer advice on matters which affect their health and/or safety.
 - Given an opportunity to discuss any Health & Safety matters with visiting inspectors.
 - Are encouraged to consult directly with the appointed Company Safety Advisor.
- Health and Safety meetings/discussions will be organised on a regular basis to ensure consultation and communication is achieved between all levels within the Company.
- Tool-box talks will be organised on site by the Site Manager as a means of consulting with the workforce. Records of tool-box talks are to be retained.
- Should the company employ operatives with little or no understanding of English, translated safety information will be provided and interpreted training courses attended as required. A 'buddy system' will be used to on site to ensure that individuals with less well developed language skills have access at all times to an operative/supervisor they can communicate with.

4.0 POLICY ARRANGEMENTS

4.1 Hazard Identification

- The Company recognises the commitment to anticipate foreseeable significant hazards as far as reasonably practicable and to assess the risks and to plan preventative protective measures of control.

4.2 Risk Assessments and Safety Method Statements

- Formal written risk assessments and safety method statements will be provided for all Company work activities and where necessary for other unusual issues i.e. emergency planning etc. Sub-contractors will provide risk assessments and safety method statements on request, and/or adhere to risk assessments and safety method statements issued by the Company. Where applicable, young persons and expectant mother risk assessments are to be produced and communicated to the relevant parties.
- The Contract/Site Manager is responsible for the planning and preparation of risk assessments & safety method statements and the applicable control measures for all works that occur on their respective projects. The Contract/Site Manager is also responsible for assessing the suitability of all risk assessments and safety method statements submitted by sub-contractors.
- Risk levels will be identified using High/Medium/Low/Insignificant categories with a Revised Risk Level determined by reconsidering the hazards in the controlled environment.

4.3 Manual Handling / Work Related Upper Limb Disorders

- The Contract/Site Manager is responsible for preparing assessments that are required for work tasks on their respective projects. Assessments will identify the level of risk (High/Med/Low/Insig) that any given task produces and the Residual Risk identifies the level after suitable and sufficient control measures to combat such risks are applied.
- The control measures will, wherever practicable, identify suitable and sufficient means of avoiding the need to manually handle and to identify and utilise appropriate mechanical means of handling.
- All employees are to be instructed on the safe procedure for lifting during their pre-start health & safety induction, a safety chart showing safe lifting techniques is also displayed on the site/office notice board.

4.4 Construction (Design and Management) Regulations 2015

- CDM Regulations 2015 will be fully complied with when carrying out all construction work.
- Where the Company performs the role of Principal Contractor, additional duties will be adhered to, the Company will monitor the Construction Phase in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to the health and safety of all involved parties.
- The Contract Manager is responsible for ensuring the following: -
 - The Pre-Construction Information Pack issued by the Client/Principal Designer is made into a working Construction Phase Health and Safety Plan includes any rules that are reasonable and necessary for the health and safety management of the project.
Plans will be developed for, but not limited to:
 - Site Security (Boundary/Access and Egress).
 - Site Establishment.
 - Traffic Plan.
 - Material Storage.
 - Hazardous and Flammable Materials.
 - Suitable Welfare facilities will be provided throughout the Construction Phase as per Schedule 2 of the CDM Regulations 2015 (see Section 4.11 of this Policy).
 - The competence of any others that are to be appointed is assessed by: -
 - Requesting a copy of sub contractors Health and Safety Policies.
 - Requesting and reviewing sub contractors project Health and Safety Plans.
 - Requesting copies of appropriate generic and or project specific risk assessments and method statements.
 - Obtain trade/skill specific competence documents as appropriate.
 - Sub-contractor health and safety documentation files are prepared for hand over to the Principal Designer for inclusion in the project Health and Safety file.
 - All contractors are monitored to ensure compliance with the Health and Safety Plan.
 - Site health and safety monitoring is carried out through periodic inspection; include all Companies and individuals.
 - Information is issued to all contractors on risks to employees that the project work may create.
 - All employees are provided with proper and appropriate information and training as required by legislation, together with information about risks to their health and safety.
 - Everyone on site is given the opportunity to discuss Health and Safety issues that may affect them and to coordinate all views.
 - Reasonable direction is given, as appropriate, to any sub contractor on the project.
 - Arrangements are put in place to ensure only authorised persons are allowed on a site or premises where construction work is being carried out.

4.5 Hazardous Substances

- All hazardous substances used on Company premises or construction sites will be used in conjunction with a suitable and sufficient COSHH assessment and the appropriate Material Safety Data Sheet.
- The Contract Manager is responsible for preparing COSHH assessments that are required for use of hazardous substances and /or materials on their respective projects.

- The use of hazardous substances in the workplace will be controlled by following guidance taken from the eight steps under COSHH Regulations as follows:
 - Assess the risk
 - Decide what precautions are needed
 - Prevent or adequately control exposure
 - Ensure control measures are maintained
 - Monitor the exposure
 - Carry out appropriate health surveillance where required
 - Prepare plans and procedures to deal with accidents, incidents and emergencies
 - Ensure employees are properly informed, trained and supervised
- Employees and Subcontractors will be advised at induction they are not to use any hazardous materials or substances without a suitable assessment and where required, safety method statement.

4.6 Asbestos

- No minor demolition works or building maintenance works are to proceed until an asbestos survey has been obtained from the client or organised on behalf of the client by the Contract Manager. All work involving the surveying of possible asbestos materials and the removal of asbestos materials is to be carried out by specialist registered subcontractors only.
- Information regarding the presence of asbestos on site (from the asbestos survey/register) will be fully communicated to all operatives during their Site Induction. Should operatives discover or disturb any suspected asbestos containing materials (not already identified in the asbestos register) during the course of their work they should stop work immediately, cordon off and ensure all persons have left the area and notify the Site Manager.
- In accordance with Regulation 10 of the Control of Asbestos at Work Regulations 2012, all employees liable to be exposed to asbestos at work shall receive mandatory asbestos awareness training.

4.7 Emergencies

- Where construction projects are undertaken on occupied premises, arrangements will be made to ensure strict compliance with existing emergency procedures.
- The Company will provide adequate information and instruction to employees in respect of site and company premises emergency procedures.
- Arrangements for emergency procedures will be included in the Health & Safety Plan.

4.8 Fire

- Fire prevention systems including, where appropriate, the development of a fire plan will be implemented to meet fire safety requirements on site.
- All Company owned buildings and where necessary, temporary site facilities will be fire risk assessed in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- All staff will be made aware of their duties in the event of a fire through the Fire and Emergency Evacuation Procedure issued at induction.
- The Contract Manager will assess the risks on any site prior to commencement of a contract and a suitable and Fire and Emergency Evacuation Procedure plan will be prepared.
- All site compounds will have a fire point clearly marked complete with necessary extinguishers (serviced on an annual basis).
- Fire rules of client occupied premises will be adhered to.

4.9 Accident Reporting

- The Site Manager is responsible for initially investigating and reporting accidents which occur on their respective sites using the Accident/Incident Report form, the Contract Manager should also be notified immediately to arrange further investigation where appropriate. Our appointed Health and Safety Advisor will conduct a formal investigation where requested.
- The HSE is to be informed of any injury or dangerous occurrence classified under The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) on Form F2508.
- The HSE to be informed of any work-related disease classified under (RIDDOR) on Form F2508A.
- All accidents to direct employees and sub contractors must be recorded in the Company accident book.
- Any damage to Company owned or hired plant and equipment must be reported as a near miss incident to the Contract Manager and / or Site Manager.

4.10 First Aid

- The Company will provide sufficient facilities, equipment and trained persons to deal with accidents and injuries at work. As a minimum there will be one first aid appointed person on all sites.
- Sufficient first-aid boxes will be available, first aiders are responsible for carrying out regular checks to ensure boxes are maintained and fully stocked.
- All injuries are to be recorded in the Company accident book that will be held at the Company head office.
- The names of nominated persons and the location of first-aid facilities will be prominently displayed.

4.11 Confined Spaces

- Anyone entering a confined space must be competent and experienced with the appropriate information, training and instruction appropriate to the proposed work activities.
- Employees and sub-contractors should not enter a confined space unless a competent person has produced a system of work that has been planned, organised, performed and maintained so as to render the work safe and without risk to health, as required by the Confined Space Regulations 1997.
- Suitable emergency and rescue arrangements must be in place and be appropriate to the task.
- The Contract/Site Manager is responsible for ensuring that all confined space working is sufficiently and suitably planned.

4.12 Welfare

- Welfare facilities will be provided to accommodate those conditions contained in the Construction Design & Management Regulations 2015 and the Workplace (Health, Safety and Welfare) Regulations 1992.
- Such arrangements will be provided so far as reasonably practicable, for:-
 - Suitable and sufficient sanitary conveniences.
 - Suitable and sufficient washing facilities.
 - An adequate supply of drinking water.
 - Suitable and sufficient accommodation for the storage of clothing.
 - Suitable and sufficient rest facilities.

- The Company will ensure that the workplace has adequate ventilation and suitable and sufficient lighting.

4.13 Environmental – Waste Disposal

- Works will be conducted so far as is reasonably practicable, so as not to cause a nuisance, with waste materials and/or dust.
- Special/Controlled waste will be removed by approved licensed waste contractors and disposed of and notified to the appropriate authority as appropriate.
- Special regard will be made to any implementation of the Environment Protection Act 1990.

4.14 Noise

- Noise assessments will be undertaken for all activities that pose a risk to employees. Measures will be implemented to eliminate or reduce the risk of exposure where the Action Values identified in the Control of Noise at Work Regulations 2005 are reached.
- Where the daily or weekly personal noise exposure of 80 dB (A-weighted) is reached, operatives will be advised and suitable hearing protection will be made available for use.
- Where the daily or weekly personal noise exposure upper exposure action value of 85 dB (A-weighted) is reached, operatives must wear the provided hearing protection to prevent any possible hearing damage. Signs will be displayed to identify hazardous areas of the workplace.
- The daily or weekly personal noise exposure of 87 dB (A-weighted) must not be exceeded taking into account the reduction afforded by the protection measures identified.

4.15 Personal Protective Equipment

- PPE will be issued to all Company employees. Minimum standard issue will consist of safety footwear, safety helmet, high visibility vest/jacket, and hand, eye, ear and respiratory protection when required. Other specialist safety clothing and equipment will be issued as site work dictates and where identified through risk assessment and safety method statement. Records will be maintained of all PPE issued.
- Any personnel required to wear RPE must be 'face fit tested' to ensure that a choice of RPE with a tight fitting face piece is able to adequately protect that person. A record must be kept of each fit test.
- Individual risk assessments will identify the type and standard of PPE to be used.
- Equipment is provided without charge to all direct employees.
- It is Company policy that safety helmets, safety boots and high vis vests/jackets will be worn by all operatives on sites.
- A sufficient supply of PPE will be available on each site to suit site conditions and PPE will be stored when not in use within site changing cabins or other such appropriate facilities.
- When required, PPE will be maintained in accordance with the manufacturer's instructions.

Respiratory Protective Equipment (RPE)

- Where RPE is used, it will afford adequate protection for individual wearers relative to the task.
- Fit testing will be carried out to ensure that the equipment selected is suitable for the wearer.

- Wherever practicable, fit testing will be carried out at the initial selection stage, giving individual users the opportunity of choice between adequate models of RPE.
- Following an individual undertaking a Face Fit Test, the make, model, type and size of face-piece that is worn as a part of a successful fit test is made available for their use. If an employee wears more than one type of tight-fitting face-piece relative to different tasks, then each type of face-piece will be fit tested.
- RPE fit testing will be conducted by a competent person who can provide evidence in verification of competence.

Records & Reporting:

- All personnel who have been trained in the correct use of RPE shall have a record of such training and issue of RPE maintained identifying the type, make and model and the date of which that training and issue was given to each individual.
- All personnel who have been trained and provided with RPE shall report any loss or obvious defect with the RPE as required under Regulation 11 of the Personal Protective Equipment at Work Regulations 1992.

4.16 Electricity at Work

- The Director Responsible for Health and Safety will ensure all electrical installations and equipment (including portable tools & equipment) used by the Company are tested and inspected by a competent person in compliance with statutory requirements and codes of practice.
- The Contract/Site Manager are responsible for ensuring all electrical works and repairs are carried out by trained competent electricians only.
- All portable electrical equipment shall receive a visual inspection before use and formal visual inspection and testing periodically.
- All supplies to sites must be transformed down to 110v and all tools must be double insulated.
- Where possible all extension leads and lighting systems should be secured at high level rather than on the floor.
- All repairs to cables and electrical equipment should be undertaken by an Electrician.
- All power tools must be examined and tested at determined intervals depending on use by a competent person and the results of that examination recorded. Records shall be retained.
- All cables, transformers and generators should be examined for frayed cables and poor connections and the fault rectified by an Electrician.
- The Checklist for all operators of electrical tools will be as follows:
 - Before use, visually inspect portable electrical equipment for damage and report any defects immediately for repair by a competent person.
 - Check that cables are not frayed and that all screws etc. are secure and that casing is not cracked.
 - Check that plug is correct and that 110v is supplied.
 - Disconnect from power source when not in use.
 - Do not carry tool by its cable.
 - Do not use damaged equipment until it has been repaired, tested and verified by a Portable Appliance Test label.

4.17 Work at Height

- All works at height carried out on behalf of the Company will comply with the Working at Height Regulations 2005. Where necessary the appropriate safety equipment and /or plant will be provided to ensure safe systems of work at height are applied and operators are competent in its use.

- All equipment used for working at height such as mobile elevating work platforms, mobile scaffold towers, podium steps and ladders/stepladders, are to be used by authorised and competent persons only.
- To ensure that safe systems of work are implemented all work at height will be planned, and supervised, with selection of appropriate equipment and where required, design by a competent person. The safe erection of equipment is considered as a part of the design process.
- Design must take into account the need for, and the partiality of, safe methods of working, including the erection, use and dismantling in weather conditions that do not impact on the safety of persons involved or who may be affected by the work and to prevent, as far as reasonably practicable, being struck by falling material or objects that can cause an injury.
- The selection of all equipment used for working at height such as mobile elevating work platforms, independent scaffold systems, mobile scaffold towers, podium steps and ladders/stepladders, will be with due consideration to the site environment and general conditions it is to be used.
- Collective protection measures such as fixed edge protection will be the first priority in all cases over the use of any individual personal protection such as Harness and Work Restraint/Fall Arrest Lanyards.
- Statutory inspections shall be carried out in accordance with any current regulations including but not limited to the Work at Height 2005 regulation (12) and LOLER 1998 regulations.
- Areas shall be suitably barriered and signed to prevent unauthorised and uncontrolled access to the workplace where there is a potential to fall or where materials or equipment may fall.
- Fall protection systems shall be selected by a competent person in the pre start development of a safe system of work and be suitable for the purposes it to be used with due regard to the work being carried including foreseeable load.
- Rescue plans will be produced for working at height activities where required.
- The use of ladders/stepladders will be controlled via the use of a permit issued by the Site Manager.

4.18 Lifting Operations

- All lifting operations carried out with the use of mobile cranes (including Contract Lifts) must be pre-planned and have a lifting plan prepared by a trained and competent person. The lift is to be fully supervised at all times by an appointed competent person, as required by the Lifting Operations and Lifting Equipment Regulations 1998.
- The Contract/Site Manager is responsible for ensuring that a lifting plan is prepared and/or obtained from the Contract Lift Company and assessed for suitability.

4.19 Hand Arm Vibration

- Vibration assessments will be undertaken for all activities that pose a potential risk to operatives, and measures will be undertaken to reduce or eliminate risks from exposure. Records of assessments will be retained.
- To minimise health risks in relation to hand arm vibration, it will be policy to use low vibration tools and where through risk assessment, repetition in use is identified, task rotation will be employed in so far as reasonably practicable to minimise such risk.
- Where equipment becomes worn out it will be policy to provide replacements that are suitable for the work to be carried out and where practicable, more efficient and lower vibration.
- All work equipment will be suitably maintained in accordance with the manufacturers instructions to avoid increases in vibration. Blunt and damaged tools will be replaced where necessary.
- Where applicable, workstation designs will be set up to reduce the effects on employees, hands, wrists and arms.

4.20 Health Surveillance

- All employees shall be issued with a Health Surveillance Questionnaire who work with materials, or in an environment/on an activity that gives a potential concern to their health. This will be issued on commencement of employment with the company to ascertain a base level of work related health and then issued periodically during their employment.
- Any identified issues may require a referral to an Occupational Health Provided or General Practitioner for further advice and assessment. The results will be treated as confidential and with full regard to their rights on privacy under the Data Protection Act 1998.
- Employees will be provided with information regarding the early signs and possible symptoms in relation to any work related health issues that may affect them.

4.21 Monitoring

- The Contract Manager will arrange for regular independent work place safety inspections to be carried out by the Company H&S Consultant to ensure performance standards are being adhered to. These inspections also take into account sub-contractor work activities, training and safety documentation checks.
- Records are to be retained of all inspections and any remedial action undertaken.

4.22 Work Equipment

Work equipment includes all portable tools and equipment or machinery used at work.

- The Director Responsible for Health and Safety will ensure arrangements are made for all Company owned or hired plant to be maintained, inspected and tested in accordance with statutory legislation (including both site and site company workshop).
- The Contract Manager shall ensure all sites have adequate arrangements to inspect plant and machinery in accordance with statutory legislation.
- Work equipment must be safe for use and have all necessary guards in place during use. Tools and machines must not be used in any way that can be a source of danger to the health and safety of personnel on site at any time.
- All plant and equipment will meet relevant standards, CE marking and legal requirements.
- Information, instruction and training will be provided for all employees using tools, plant and machinery owned or hired by the company.
- The Site Manager is to ensure that all hired plant and equipment is supplied with the appropriate service/inspection/maintenance record by the Hire Company, these will be retained on site.
- Portable Appliance Testing will be carried out on all Company owned equipment.
- Service/inspection/maintenance records of all Company owned equipment, plant and machinery will be retained.
- Items of plant and equipment covered by specific Statutory Regulations will be examined and records maintained in appropriate registers.

4.23 Lift Trucks

- Lift trucks will only be operated by competent and authorised persons.
- Such vehicles will not operate on the public highway unless insured and in compliance with the Road Traffic Act/Regulations.
- Vehicles should be appropriate to the task, size and suitability for the terrain and surface in which they are to be operated
- Operator inspections will be undertaken daily or before use and statutory inspections carried out in accordance with Lifting Operations and Lifting Equipment Regulations (1998).

4.24 Driving Vehicles at Work and Mobile Phone Use

- No employee shall drive a company vehicle unless they are authorised to do so by the Director Responsible for Health and Safety, it is the responsibility of the employee in possession of the company vehicle to ensure that it is not used by unauthorised persons.
- Any employee that is required to drive a company vehicle or their own vehicle must hold a valid licence. A copy of the licence must be submitted to the Health and Safety Administrator / Co-ordinator.
- Employees are strictly prohibited from driving company vehicles while impaired by the influence of alcohol, drugs or excessive fatigue. In the case of alcohol and drugs, employees may face disciplinary proceedings.
- All drivers are required to perform a pre-start inspection at the start of each working day.
- All drivers must immediately report and document any accidents, damage, problems or concerns to the Health and Safety Administrator / Co-ordinator.
- Employees must never exceed safe speeds to reach their destination. All agreed arrival times must take in to account the circumstances at the time, e.g. weather, road conditions, likely hold ups, distance etc.

Employees are required to notify the company immediately if:

- Their licence is endorsed or they are disqualified from driving.
- They no longer are able to meet the eyesight requirements set out in the Highway Code.
- They are suffering from a medical condition, or taking a course of medicine which affects their ability to drive safely.
- They believe the vehicle to be un-roadworthy.

Mobile Phone Use

- Employees should only use fully fitted hands free kits when driving, where the phone is held in a cradle and a speaker/microphone is permanently fitted to the vehicle or a 'Bluetooth' system is used.
- Mobile phones and hands free kits that require some part of the device to be held while in use are strictly prohibited. In these circumstances you should not answer the call, instead allow the call to go to the answer phone or be a missed call, these can be retrieved when it is safe to do so, i.e. when stationary with the engine switched off.

4.25 Alcohol and Drugs

Employees are responsible for their own acts or omissions (Section 7 of the Health and Safety at Work Act 1974); misuse of alcohol or drugs in the workplace can constitute a criminal offence and cause serious health and safety risks.

- Personnel suspected of being under the influence of drink or drugs will be subject to suspension and possible disciplinary action in accordance with Company procedure.
- A sub-contractor would be removed from site and referred to their respective employer for appropriate action.

4.26 Lone Working

- Personnel are required to carry out work activities which are deemed to be 'lone working' i.e. unaccompanied work at a remote or in an isolated location.
- Lone working should only be carried out for low risk activities unless identified and adequately controlled.
- All work activities shall be risk assessed prior to commencement and control measures implemented as appropriate. Lone working requires specific control measures which may include:-
 - Pre-arranged check in i.e. radio / telephone contact
 - Pre-arranged start and finish times which are communicated to the Line Manager/Supervisor e.g., Permit to Work procedures
 - Emergency response procedures
 - Periodic supervision to ensure all control measures are adhered to
- Contract / Site Managers should ensure safe systems of work are in place before work begins. This will include regular communication with lone workers via telephone.

4.27 Audit and Review

- An annual audit will be carried out by the Company Health & Safety Advisor who will provide the Director Responsible for Health & Safety with a report of policy and systems compliance across all areas of the business.
- Existing management systems, procedures and safe systems of work will be revised according to the significance of identified failures. The Director Responsible for Health and Safety shall ensure that all non-conformances, where reasonably practicable, are rectified and brought to the attention of all employees.
- All reviews and amendments to the Company Health and Safety Policy are to be communicated to all employees.