

Site Clear Solutions Ltd

Health and Safety Policy Manual

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Health & Safety Policy

General Statement of Policy

It is the policy of Site Clear Solutions Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Site Clear Solutions Ltd's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be consulted on matters affecting their Health & Safety

All employees will be provided with such equipment, information, training and supervision as necessary to implement the policy and achieve the stated objective.

Site Clear Solutions Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of Site Clear Solutions Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of Site Clear Solutions Ltd will provide employees with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Director of Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director of Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Resources shall be provided by the organization to meet the obligations of this policy. This provision and the policy in general will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

The person responsible for carryout this policy is:

Signed .....
Title DIRECTOR.....
Company SITE CLEAR SOLUTIONS LTD.....

Safety Organisation and Responsibilities

The person with the overall and final responsibility for health and safety in Site Clear Solutions Ltd is the Director, Mr Derek Finnegan. In addition to other titles Mr Derek Finnegan will be referred to as the Director of Safety.

The person responsible for overseeing, implementing and monitoring the policy is Mr Tony Sanders, who may also be referred to as the Health and Safety Manager.

All Employees have to;

- *Co-operate with managers and others on health and safety matters*
- *Take reasonable care of their own health and safety, as well as the effects of their own acts or omissions to others.*
- *Not interfere with anything provided to safeguard the health and safety of themselves and others*
- *Report all health and safety concerns to the Director of Safety or the Health and Safety Manager.*

Management Structure

Derek Finnegan - Director of Safety

Tony Sanders QA & documentation

Gary Clayton Shop Floor Supervision

Communication & Consultation

The management of Site Clear Solutions Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Site Clear Solutions Ltd communicates with its employees orally, in the form of directions and statements from management, in writing, in the form of directives and this policy statement, and by example.

Meetings and consultations are carried out on a quarterly basis unless the need arises to have one earlier. All meetings are documented and copy of the minutes made available to all employees on the notice board. All employees present at such meetings sign off their attendance and confirm they understand all points discussed.

Consultation with Employees

The Director of Safety consults with employees by job description, informal meetings and notices to provide a forum for ideas and concerns, any resulting changes to procedure or practice will be communicated by a revised risk assessment, method statement or other working practice

Co-operation & Care

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

All employees are expected to co-operate with safety officers 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 under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and others who may be affected by their acts or omissions.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of Site Clear Solutions Ltd that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

Health & Safety Risks

Risk assessments will be undertaken by the Director of Safety or nominee in conjunction with advisors as necessary.

The Director of Safety will then be responsible for taking action to remove or control the risks and checking such actions have been effective. Assessments will be reviewed every 12 months or when a work activity changes, whichever is soonest.

Workplace Inspections

It is the policy of Site Clear Solutions Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by Highfield Business Solutions Ltd. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

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

Work Equipment (PUWER)

It is the policy of Site Clear Solutions Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Ensuring that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

The Director of Safety is responsible for:

- Identifying all plant and equipment requiring maintenance
- Setting and implementing appropriate maintenance programmes and procedures

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

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

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

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

Work At Height

The Director of Safety will ensure compliance with the Work at Height Regulations 2005 (as amended), by doing all that is reasonably practicable to avoid situations where there is risk of a fall liable to cause personal injury.

The decision-making hierarchy for Work at Height in planning a work activity is:

- Avoid Work at Height where possible
- Use measures to prevent falls if working at height
- Use measures to minimize the distance and consequences of a fall should one occur.

The Director of Safety shall ensure:

- All work at height is properly planned and organized.
- All work at height takes account of weather conditions that could endanger health & safety
- Those involved in Work at Height are trained and competent
- The place where Work at Height is done is safe
- Equipment for Work at Height is appropriately inspected
- The risks from fragile surfaces are properly controlled and
- The risks from falling objects are properly controlled.

Electrical Inspections (Portable Appliances & Fixed Wiring)

The Director of Safety is responsible for the ensuring the inspection and testing of fixed wiring and portable electrical appliances (PEA); specifically:

Fixed wiring

Landlord responsibility and will be inspected at least every 5 years and records of inspection held by the landlord

PEA

- IT equipment not hand held and rarely moved
- Office equipment
- Hand held equipment, class 1 or 2 (earthed or double insulated)
- Cables and plugs connected to above including extension leads

The above are subject to an inspection and testing regime in accordance with the Electricity at Work Regulations 1989.

Inspection and where appropriate, testing are carried out by competent persons at scheduled intervals.

User checks are made before use of handheld equipment, or when moving usually sedentary PEAs by suitably trained staff as follows:

- Damage to the plug and / or cable sheath
- Non standard joints in the cable and / or the sheath not being gripped when it enters the plug
- Evidence of overheating or other damage (eg cracked casing)

Where the plug is not moulded to the flex, periodic inspection of the plug includes:

- Fuse; present and of the correct amperage rating
- Cord grip securely clamping the sheath
- Correct wiring connections
- Secure clamping of individual terminal wires

Personal Protective Equipment

It is the policy of Site Clear Solutions Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Site Clear Solutions Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by Site Clear Solutions Ltd will be maintained in good working order.

All workers provided with personal protective equipment by Site Clear Solutions Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Site Clear Solutions Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Display Screen Equipment

It is the policy of Site Clear Solutions Ltd to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Site Clear Solutions Ltd will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements no later than December 31st 1996.

The risks to users of DSE screens will be reduced to the lowest extent reasonably practicable.

DSE screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for DSE screen users on request.

Where necessary DSE screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

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

Manual Handling Operations

It is the policy of SCS Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will 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 the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

All employees involved in Manual Handling Operations are fully trained and follow the below guidelines.

1. Assess the load first. Make sure work area is clear from hazards.
2. Keep back upright in a natural way, bend the knees, stand close to the load and spread feet. DO NOT twist trunk.
3. Raise the head, lift using your legs, grasp the load firmly, arms close to body.
4. Hold close to the centre of body when stable, make sure work area is clear from hazards.

To prevent injuries with safe lifting all employees are encouraged to follow the following;

- Can moving the load be avoided? If Not;
- Examine the object for its weight, stability and condition.
- Plan the task ensuring the route is clear from trip or slip hazards, opportunities for rest and recovery.
- Get a good grip of the object
- Get help from other colleagues to reduce the work load
- Ensure correct equipment is equipment is being used i.e. Personal Protective Equipment.

Along with the above employees are also advised to ensure the appropriate Personal Protective Equipment is checked prior to the operation and worn throughout. This includes;

- Safety Footwear (steel toe capped)

- Gloves (aid with gripping objects)
- Helmet (where appropriate)
- Hi-Vis Jackets/vests (where appropriate)

Control of Hazardous Substances

It is the policy of Site Clear Solutions Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Site Clear Solutions Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

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

Control of Asbestos

The management of Asbestos Contaminated Materials (ACM) in the fabric of the building is primarily the responsible of Site Clear Solutions Ltd. All appropriate steps are taken to comply with current legislation, approved codes of practice and standards. In particular we seek to ensure that any work involving the ACM directly or in close proximity will not lead to any person being exposed to for unnecessary periods of time.

All contractors that come in to perform maintenance and/or structural work that involves disturbance of the ACM are notified of its location prior to commencement of works.

All Waste operatives are competent in the collection, transportation of ACM which has been pre-bagged by clients prior to their collection.

Health Surveillance

Site Clear Solutions Ltd will continually monitor their employee's health by visual checks and discussions with employees. All operatives will require to have up to date vaccinations of Tetanus, Hepatitis A & B at minimum.. We encourage all employees to monitor their own health and any concerns to be raised with confidence to management who will assist in ensuring you are treated effectively.

Fire Safety

Site Clear Solutions Ltd's fire safety policy and procedures take account of special fire hazards in specific areas

of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The person(s) with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the Director of Safety.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety is responsible for the provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly points for each department are:

Road Side opposite building outside of RIMAC Fabrication

The Director of Safety is responsible for carrying out Practice fire drills conducted every year to ensure

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employee familiarity with emergency evacuation procedures, alarm call point tests are carried out weekly; both test / drills are recorded in the 'Fire Log Book'

Noise

1. General statement

Excessive noise levels can cause permanent damage to hearing, which can reduce an individual's ability to hear normal conversation. This is known as Noise Induced Hearing Loss and can be caused by exposure to excessive noise levels over a period of many years. As a result, we have created a Noise at Work Policy to describe how we approach the issue of noise in the workplace.

2. Definitions

Noise levels are measured in decibels (represented as dB). The most common form of measurement is dB(A) which represents average noise levels. However, the format dB(C) may occasionally be used to measure peak, impact or explosive noises which arise from machinery and equipment which produce short bursts of very loud noise, e.g. cartridge-operated tools.

3. Legal position

The law regarding noise has recently changed and is now covered by the **Control of Noise at Work Regulations 2005** (CNWR). These were introduced in April 2006 and place new and more stringent duties on us to reduce noise levels in our factory/processing plant (*amend as necessary*). For example, whilst we are still required to take specific action once noise hits a certain number of decibels, these levels have been reduced. This means that the "lower exposure action value" is now 80dB and the "upper exposure action value" is 85dB. If noise emissions reach either of these levels, we are required by law to take specific action, depending on the level reached. It should be noted that the new maximum noise level allowed in our workplace will be 87 dB averaged over a day or a week, with a peak sound pressure limit of 140dB (this refers to the absolute maximum noise level allowed).

4. Employer's duties

In addition to this noise reduction, the CNWR place a number of duties on us as the employer to do the following:

- assess the risks to our staff from noise in the workplace
- to take steps to reduce these noise levels by introducing a variety of control measures (at 85dB)
- where this isn't possible, to provide our staff with hearing protection (at 80dB)
- to provide employees with enough information, instruction and training to enable them to understand these new regulations and their own duties (at 80dB)
- to provide the necessary health surveillance where there is a risk that employees will be regularly exposed to noise levels above the upper exposure action value of 85dB, or are otherwise at risk, e.g. due to an existing hearing problem.

5. Risk assessment

As in common with all recent health and safety legislation, the CNWR require us to assess the risks to our staff

from high noise levels. This will be done by identifying all noise hazards, e.g. machinery and equipment which produces noise levels of 80dB and above. We will then estimate the likely exposure to noise based over a typical week and identify the most suitable measures to eliminate, or most likely reduce the risks.

6. Control measures

After reviewing any working practices which involve high noise levels, we will try to eliminate this noise, where reasonably practicable. However, in most cases, this will not be possible. Therefore, we will look at ways of reducing both the noise level and noise exposure. This will include the following measures:

- assessing whether the parts of machinery or equipment which cause the noise may be replaced by those which are quieter
- using our Machinery Purchasing Safety Checklist in order to help assess new or second-hand machinery for noise levels
- introducing engineering controls which avoid metal-on-metal impacts, e.g. line chutes with abrasion-resistant rubber
- adding “dampeners” in order to reduce the noise from vibrating machine panels
- alternatively, using anti-vibration mountings, or flexible couplings to isolate vibrating machinery or components
- building enclosures around machines to reduce the amount of noise emitted into the workplace
- keeping noisy machinery and processes away from quieter areas and those where staff spend most of their time
- limiting the time that staff spend in noisy areas and ensuring that only authorised staff enter hearing protection zones.

7. Hearing protection

In some circumstances, it may not be possible to sufficiently reduce noise levels from machinery and equipment to below an average of 87dB. If this is the position, we will provide hearing protection to staff in order to reduce the noise level at the ear. Staff will be expected to wear this protection at all times when working, or passing through a designated hearing protection zone. *(insert name of manager or supervisor)*is responsible for issuing the following hearing protection *(insert type here, e.g. ear defenders)* and for making sure that replacements are readily available.

8. Employees' duties

All employees are expected to fully cooperate with us with regard to any instructions and safe systems of work which we introduce in order to protect their hearing. As the provision of hearing protection, such as ear defenders is even more important in terms of assisting us in complying with the new maximum noise limit, all staff working in a designated hearing protection zone will be expected to wear the personal protective equipment provided at all times. Any failure to do so without good cause could result in disciplinary proceedings being instigated.

9. Instruction, information and training

Due to the risks to hearing that our staff may be exposed to, it is our policy that if noise levels exceed 80dB, we will inform staff of this exposure and any risk to hearing which it creates. We will also explain what control measures we have introduced and where staff can obtain hearing protection, in the event that noise levels

cannot be sufficiently reduced by other means. Where the wearing of hearing protection is necessary, staff will be trained in its correct use, storage and how to look after it.

10. Health surveillance

It is our legal duty to provide hearing checks to any employee who is regularly exposed to noise levels of 85dB or above, or who is at greater risk of hearing damage, even at lower noise levels. Its purpose is to provide us with an early warning of any employee who may be suffering from the first stages of hearing damage and to take steps to ensure that no further damage occurs. If such health surveillance is necessary it will be provided by a local GP.

Accident Investigation & Reporting

It is the policy of Site Clear Solutions Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (formally RIDDOR 95).

Site Clear Solutions Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety or a person appointed by the Director of Safety detailing:

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

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

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

Accident and First Aid Arrangements

The Director (Derek Finnegan) is responsible for complying with the Health & Safety (First Aid) Regulations 1981 in providing adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees. Specifically:

Each vehicle has a first aid kit and there are two appointed persons (Tony Sanders) for first aid, holding current training certificates such that one may act as deputy for the other in the case of absence. The appointed persons are also responsible for checking the first aid kits both internally and on vehicles on a regular basis.

The Appointed person(s) names are displayed on the company notice board. Along with their certificate of competence.

All employees are responsible for reporting all cases of accident and disease to the Director.

The training certificates are displayed on the company notice board. The appointed persons are responsible for periodically checking the contents of the first aid kits.

Accident records are compiled and stored by the Director. Staff report accidents / incidents to the office as a central reporting and advice station.

The Director is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

The appointed persons (Tony Sanders) will attend refresher courses every 3 years to renew their certificate of compliance with First Aid.

Control of Contractors

1. General statement

Where contractors are engaged to undertake work for, or on behalf of, the company, it is our policy to carefully select them and plan, monitor and control their work for the safety of everyone who could be affected.

This policy covers the management of contract work. We have a separate policy on the selection of contractors.

2. Legal position

Regulation 11 of the Management of Health and Safety at Work Regulations 1999 requires that we co-operate with and co-ordinate other employers who share our workplace, to ensure compliance with health and safety law. This duty applies equally to the contracting organisation as to ourselves.

In relation to construction work, we are also subject to specific legal requirements under the **Construction (Design and Management) Regulations 2015** (CDM). These cover most maintenance, repair and redecoration works and require that in addition to checking the competence of appointed contractors, we:

- ensure there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors
- allow sufficient time and resources for all stages of the project; and
- provide pre-construction information to designers and contractors.

The CDM Regulations also place additional duties on use where a project is likely to exceed 30 working days or 500 person days of construction and is therefore “notifiable” to the HSE.

3. Overall responsibility for this policy

Derek Finnegan Director has overall responsibility for planning and co-ordinating contract work. It is their responsibility to ensure compliance with this policy in practice. It is also their specific responsibility to identify

whether the project is “notifiable” under the CDM Regulations, tell directors that this is the case and explain the additional actions which will apply.

4. Pre-contract information

Contractors will be given general information covering essentials such as access and parking rules, waste management information, fire procedures, smoking rules, information about vulnerable building users and their protection, safety rules regarding the use of our power supplies, any areas where PPE is compulsory, restrictions on high-hazard equipment, permit-to-work requirements, restrictions and rules about the use of hazardous substances or generation of noise, work at height rules, the use of our facilities, requirements for supervision and quality assurance, restrictions on the use of sub-contractors, security and site contact details.

We have developed a set of “Site Rules for Contractors” covering the above points and these will be supplemented with project specific information as appropriate.

In relation to specific projects, to enable contractors to take account of all issues affecting health and safety within their tender, we provide such information as is deemed necessary to enable them to plan for safe working on site. This will usually include a copy of the above site rules plus any additional information required. The specific list will vary according to the work in hand and will be taken from our “Pre-Construction Information Checklist”. The information provided will include any residual risks identified by designers.

5. Co-ordination of larger construction projects

In the planning stages of the work, the site Director will identify whether it is part of a project which is likely to exceed 30 working days or 500 person days of construction work. If this is the case, Part 3 of the CDM Regulations will apply, i.e. it will be “notifiable” to the HSE.

In the case of notifiable projects The site director Derek Finnegan will, in addition to general project requirements, ensure that:

- a competent Principal Designer (PD) is appointed in accordance with our Contractor Selection Policy
- a competent and adequately resourced Principal Contractor is appointed in accordance with our Contractor Selection Policy
- The work does not begin until there is a Construction Phase Plan in place and suitable welfare facilities for workers
- Information is provided to the PC for inclusion in the project Health and Safety File.

Note. For notifiable projects the specific health and safety requirements for the work will be determined by the Principal Contractor and set out within the Construction Phase Plan. As a general rule, the remainder of this policy will not apply to these projects other than where there is an interface between a designated “construction site” and our operational site.

6. Co-ordination of other contract work

In the case of contract work which is not “notifiable” as described in the section above, the Site Director will:

- define the scope of the work
- evaluate any new hazards introduced to the workplace and any hazards arising from our activities which are likely to affect the contractors
- decide whether it is necessary to segregate the work of contractors from other activities taking place on site either by scheduling the work out of hours or by physical separation
- check that if any design work is carried out on the company’s behalf that hazards are eliminated and risks are reduced at the design stage

- put together a pack of information for potential contractors as described in Section 4 above
- identify potential contractors, send the tender information and select a competent and adequately resourced contractor in accordance with our Contractor Selection Policy
- discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work
- include within the contract a requirement to comply with the site safety rules provided
- review our own risk assessments to identify any new or changed risk control measures which need to be implemented for the duration of the work
- ensure that contractors' representatives are briefed in essential health, safety and emergency information including the requirement to sign in and out of the site each day
- ensure that contractors are aware of the tasks which require a permit-to-work and the arrangements for obtaining one
- monitor the work periodically throughout the day to ensure that the method statement and site safety rules are being adhered to and to identify any additional hazards not previously anticipated
- ensure that on completion, the required certification, operating instructions, guarantees etc. are received before payment is authorised
- make sure that any new inspection and maintenance requirements for new equipment are identified and scheduled
- review the project at completion, or periodically for ongoing contractors for the purpose of ensuring any learning points are identified.

7. Contracts

Contract conditions will stipulate that the contractor and all of their employees/sub-contractors must follow our site safety rules, their own safety procedures and method statements and all health and safety legislation applicable to the work undertaken. The conditions will also state that our representatives have the authority to halt the work at any time if they believe that it is unsafe, in which case the matter will be reviewed as promptly as possible by our senior management team.

8. Checking in on site

All contractor representatives are required to sign in on arrival and out when they leave.

Our representative will check the scope of work and access required, ensure that the contractor's representative has received a briefing on the essential safety requirements and ensure that permits are issued in accordance with our permit-to-work policy. All contractor representatives are required to sign to confirm that they have understood our site safety rules.

9. Monitoring and review

All work by contractors is monitored periodically to ensure that it is proceeding in the manner expected, including a high quality of workmanship and a safe method of operation. Monitoring also assists us in checking that our signing-in procedure has been followed and identifies any problems with the work or new hazards at an early stage.

Where monitoring uncovers poor standards, our representative will stop the work until the matter can be resolved.

The frequency of monitoring will be determined based on the likelihood of safety concerns arising, i.e. due to the nature of work and past experience.

On completion of work, or periodically where there is an ongoing maintenance contract, we will undertake a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers quality of workmanship, safety of operations and the effectiveness of communications with the contractor. Improvements are identified where needed to either the specific working arrangement or the contractor control arrangement in general.

Where the review indicates that the contractor's standards are below those required, we will take action to ensure that the contractor is not used again or that other suitable measures are taken to improve performance.

DRIVING AT WORK POLICY

1. General statement

It is our policy to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

2. Legal position

We have a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job and to protect other road users. In order to comply with these duties, we will assess and control the risks of company driving activities as required by the Management of Health and Safety at Work Regulations 1999 (as amended). Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1988.

3. Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- where a fleet or company vehicle is provided, employees must always report any suspected vehicle defects to Derek Finnegan. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle
- if an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition
- managers should carry out a risk assessment of driving activities and in particular identify, and avoid where possible, journeys where the driver is at particular risk of fatigue
- when planning journeys, managers should build in time for rest breaks, overnight stops and the use of public transport so as to avoid excessive time behind the wheel. In particular, a long drive either end of a long working day should be avoided
- if staff feel tired when driving, they have the company's permission to stop and take the time needed to recover. Where necessary, overnight accommodation will be paid for
- when dialling a colleague's mobile number, all staff should check whether the individual is driving. If they are, they should only pass on a brief message and for all other conversations ask the driver to phone back when parked up.

4. Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary, Derek Finnegan will take responsibility for checking the following on an annual basis:

- the employee's driving licence
- if the car is more than three years old, the current MOT certificate
- insurance documents showing that the vehicle is covered for business use.

5. Employee duties

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- keep their insurance up-to-date and the vehicle maintained if using their own vehicle
- make available copies of the above documents annually when requested to do so
- inform the designated manager of any changes in circumstances, e.g. penalty points or new vehicle
- to have regular eye tests and to ensure that any necessary glasses for driving are worn
- to read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.
- before embarking on a long journey, carry out basic checks, e.g. to check oil, water levels and tyre pressure
- check the weather forecast before driving in winter, and be prepared for snow and ice, e.g. carrying de-icer, scraper, sufficient concentration of screen-wash, warm clothing and a shovel
- staff should follow any advice given on route-planning. They should also ensure that sufficient breaks are built in to prevent fatigue, enable contact to be made with the office and allow for any bad weather or traffic congestion etc.
- hand-held mobile phones should never be used whilst driving.
- where staff have been given permission to use hands-free mobile phones when driving:
 - the voice activation facility on the phone must be set up and used
 - conversations should be restricted to brief, essential exchanges of information only, complex or stressful exchanges should be avoided
 - on receiving a call the driver should warn the caller that they are driving and are only able to talk briefly
 - outgoing calls should be avoided unless stopped or queuing in slow moving traffic and should only be initiated using voice activation
 - the phone should only be answered when it is safe to do so (if in doubt, the phone should be allowed to go to voicemail and the driver should stop when convenient to retrieve the message)
- staff should always drive within speed limits and according to the prevailing weather conditions
- if feeling tired, staff should stop and take a break until recovered. The company will reimburse the cost of refreshments and an overnight stay, needed in an emergency, but please seek authorisation for expenses from your manager where possible
- before driving, staff should familiarise themselves with the procedure to follow in the event of a

breakdown.

6. Ill-health and driving

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even short distances. Those who drive regularly for long distances should advise us of any family history of Deep Vein Thrombosis, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety

Monitoring, Auditing and Review

The Director (Derek Finnegan) is responsible for checking performance of Health and Safety within the work place. This is adhered to by the Health and Safety Audit which will be completed every 26 weeks or when a concern/incident arises.

All Audits are recorded by the Health and Safety manager (Tony Sanders) and signed of by both Health and Safety Manager and Director (Derek Finnegan).

Safety Rules

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.

10. All injuries must be reported to the Director of Safety or a delegated representative.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend departmental safety meetings.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.

2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Revisions to Document

Current Issue	Changes Made	Dated	Instigated by
13	Updates to CDM Section - control of contractors in line with CDM 2015 addition of roles for Principal Designer	01/12/2020	David Marklew

End of document