



COMPANY POLICY

HEALTH, SAFETY, ENVIRONMENTAL & WELFARE

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018

HEALTH & SAFETY POLICY

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AMENDMENT/REVIEW RECORD SHEET					
Date	Version	Reason for amendment	Description of amendment	Amended by	Accepted by
10/16	0	First Issue			
02/02/17	1	Changes	Insertion of document control information. Removal of individual names.	SF	PM

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STATEMENT OF INTENT

McDonnell Price Roofing Contractors Ltd has the highest regard for Health and Safety and is aware of its responsibilities for the wellbeing of all persons who may be involved with the programme of the development and others who may be incidental to it.

All effort and appropriate resource will be sanctioned to maintain as far as is reasonably practicable a safe working environment.

The revision of the Health and Safety Policy document is a natural process essential to maintain the established commitment and meet the new demands both for Customer/Client satisfaction and care, and the wellbeing of the Company.

The Company expects the full support of all persons to comply with and improve, by constructive comment, the established working procedures as itemised in the Company's Safety Manuals. A regular and formal review will be set in place for the subsequent revisions.

As Managing Director I have designated responsibility for Health and Safety co-ordination within the Company. I will require details of reviews of performances regarding Health and Safety on an annual basis.

The Company is aware of the innovative approaches being employed to further Health and Safety and consequently wishes to encourage the initiative of all in generating a 'pro-active' safety environment, particularly in the fields of competence to carry out the tasks and risk management during the works.

To develop the Managing Director will sanction funds and provide access to appropriate information, instruction and training for the mutual benefit of the Company and the employee. The Company is also mindful of the special risks presented to young and inexperienced persons and expects everyone to allow for their initial, essential understanding of the activities of site and other places.

McDonnell Price Roofing Contractors Ltd expects full commitment to the generation of a safe environment at work and will not tolerate a compromise on safety.

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Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of McDonnell Price Roofing Contractors Ltd.

As Managing Director I commit the company to the highest standards of Health and Safety and will comply with all statutory duties in regards to Health and Safety

As far as reasonably practicable this company will provide Safe and Healthy Working Conditions for our employees and selfemployed staff working under our control and will ensure that the conduct of their work does not endanger employees of others and the public.

Sufficient time and resources will be allocated for health and safety and the Company will:

- Ensure adequate risk assessments have been carried out and appropriate control measures are in place to control risks arising from the work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment, and require contractors to similarly satisfy requirements
- Ensure safe handling, use of substances, and safe disposal of any surplus or generated waste
- Provide information, instruction and supervision for employees
- Ensure tools and work equipment are fit for purpose and operatives are trained, competent and authorised to use such tools and equipment.
- Ensure all employees are competent to do their tasks, and source them adequate training as necessary and appropriate
- Aim to prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions
- Ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action.
- Review and revise this policy annually.

As Managing Director I will set a good personal example to others in complying with duties lay upon me and will expect all employees to co-operate with the company in respect of this policy to ensure this it is carried out.

Signed:



Date: 31/10/2016

Mr Patrick McDonnell (*Managing Director*)

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Responsibilities

Consultation with Employees and Application of Construction (Design & Management) Regulations 2015 (CDM 2015)

The overall and final responsibility for Health & Safety and the implementing of the corporate strategies to achieve a safe work environment so far as is reasonably practicable rests with the Managing Director.

The Company being mindful of day to day responsibilities will endeavour to ensure that persons charged with a management responsibility or affecting or actually controlling others at work do satisfy their responsibilities. The responsibility for confirming that measures are satisfactory is with the Contracts Manager.

Good liaison will be maintained by this individual with all necessary parties and in such instants as appropriate and in respect of the Health & Safety (Consultation with Employees) Regulations 1996 suitable channels will be established with information and a forum for discussion and just consideration to be maintained.

The Construction (Design and Management) Regulations 2015 place specific requirements on companies and in particular as we manage coordinate and control the works of others as in the role of Principal Contractor, (see “Principal Contractor Procedure” in this policy), we will pursue reasonable means to confirm competence.

In respect of the CDM Regulations 2015 and established good practice we will achieve co-operation through coordination, site supervision and application of the general principles of prevention.

The five following key duty holders will be considered as: -

Overall and final responsibility for health and safety is that of the **Managing Director**. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Contracts Manager who will maintain good liaison with all necessary parties.

1. Workers, must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others’ health and safety
- co-operate with their employer, fellow workers, contractors and other duty holders.

2. Contractors, must:

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

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For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single-contractor projects, prepare a construction phase plan.

3. Clients, must:

Make suitable arrangements for managing a project.

This includes making sure:

- other duty holders are appointed;
- Sufficient time and resources are allocated.
- Make sure:
 - relevant information is prepared and provided to other duty holders;
 - the principal designer and principal contractor carry out their duties;
- Welfare facilities are provided.

4. Principle Designers, must:

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.

Prepare and provide relevant information to other duty holders.

Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.

5. Principle Contractors, must:

Plan, manage, monitor and coordinate health and safety in the construction phase of a project.

This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising cooperation between contractors and coordinating their work.

Ensure:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided.

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Health & Safety Arrangements



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Managing Director: I have direct responsibility for ensuring that this policy is implemented and carried out. Suitable arrangements and resources in the form of finance and time will be made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be affected by the company's operations. Persons responsible for discharging particular duties within the policy will be given the appropriate authority to fill those duties and we will set a good personal example. I will ensure that staff are made aware of this and any revised version of the policy.

Contracts Manager: From time to time the Director will act in the role of Contracts Manager(s) for a particular contract, in such a instant he will report to the Board on matters of health and safety and is responsible for ensuring that procedures contained within the policy are carried out and safe systems of work are followed so far as is reasonably practicable. The Contracts Manager(s) has authority to request alternative methods of work or safe practices. He will oversee contractors and ensure that work is carried out in accordance with this policy and any procedures or relevant regulations. The Contracts Manager(s) will set a personal example in respect of health and safety. The Contracts Manager(s) must ensure that persons with responsibilities under this policy have received suitable and adequate training. He is responsible for ensuring that emergency procedures are detailed and observed, and also for ensuring the risk assessments are undertaken and the findings are communicated to all who may be affected.

Business Development: Reports to the Director, responsible for Health and Safety must ensure that all office staff have seen and understood the health and safety policy and any revisions. Ensure that the office environment and welfare provisions are maintained as per this policy and that defective office equipment is quarantined. The Office Manager must set a personal example in respect of health and safety.

Office Staff/Operatives: are responsible to the Director, and must read and understand this policy on health and safety and comply with all procedures. They have a responsibility to take reasonable care for their own health and safety and of others who may be affected by their work and must raise any health and safety issues with the Managing Director. All injuries/accidents whilst at work must be reported immediately and recorded in the Company Accident record (Accident Book Sheet).

Health and Safety Manager: will provide advice and assistance on health and safety matters within the organisation and reporting accidents under RIDDOR 2013 to the Health and Safety Executive. Ensure that any new relevant legislation or enforcement authority recommendations are incorporated within the Company's policy and procedures. Ensure that employees are made aware of necessary health and safety training and information. Such advice will include suitable emergency provisions as available and number of qualified first aiders. The Health and Safety Advisor must set a personal example in respect of health and safety.

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Accidents and First Aider

The Health & Safety Manager is responsible for maintaining suitable first aid facilities.

Any accidents/injuries must be reported as soon as possible after the incident to the Contracts Manager and the Health & Safety Manager.

The Health & Safety Manager will ensure that adequately trained first aiders are available on all sites; these first aiders will either be provided by the company or by the Main/Principal Contractor.

First aid containers are kept at **Site Offices and McDonnell Price Work Vehicles** or other readily convenient place for the workforce and will hold statutory contents suitable for the foreseeable number on site.

If you require a first aider for whatever reason:

Contact your manager/ supervisor immediately. A list of trained first aiders will be displayed on all sites & within head office.

If an ambulance is required:

Ring 999/112 then immediately contact the Health and Safety Manager.

First Aiders / Appointed Person

Are responsible for ensuring that the first aid boxes are checked on a regular basis, and replenished as necessary.

Accident Book

All accidents no matter how minor to be reported in the company accident book. The accident book is located at: **31 & 32 Stroud Business Centre, Stonedale Road, Stonehouse, GL10 3RQ.**

The Health & Safety Manager will ensure that HSE accidents are investigated in order to identify the cause and to plan and implement measures to prevent a reoccurrence. Where appropriate a report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 shall be made to register the event and record the unique Incident Report Number:

From 01st October 2013 the over-three-day reporting requirement under regulation 3(2) will become the over-seven-day reporting period. From then you only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days (not counting the day of the accident but including weekends and rest days). The report will need to be made within 15 days of the accident.

For reporting of fatal and major injuries only contact the Incident Contact Centre immediately on Tel: 0845 300 9923. It is advisable to keep a record of all telephone notifications, including the time, the name of the caller and what details were given of the event being notified.

To make a report of dangerous occurrences and Over-seven-day injuries the quickest and easiest way to send a report is to go to www.hse.gov.uk/riddor and complete the appropriate online report form.

The reportable dangerous occurrences are defined in Schedule 2 of RIDDOR. If there is a dangerous occurrence then a report should be made within 10 days

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Near Misses

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

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

What is a Near Miss? – A near miss is an unplanned event that did not result in injury, illness, damage or product loss – but had the potential to do so. The difference between a near miss and a full blown incident is often a fraction of a second or a fraction of an inch that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, we can prevent these situations recurring.

Why should they be reported?

The prevention and elimination of accidents can only be progressed by reporting the near misses as they occur. If the near misses are not reported, then no incident investigations will be carried out and none of the problems and warnings will be spotted. As a result, any learning points found cannot be communicated to others, who will therefore still be ‘at risk’. A near miss can be considered as an indication that something is wrong, maybe with the system of work and it is important that everyone is ‘warned’ by each near miss that occurs so that standards can be improved.

What can we do better?

We aim to be PROACTIVE instead of being REACTIVE

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First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces including those with five or fewer employees and to the self-employed.

What is adequate will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is needed. Employers should carry out an assessment of first aid needs to determine this.

The Regulations do not place a legal obligation on employers to make first aid provision for non-employees such as members of the public. However, the HSE strongly recommends that non-employees are included in the first aid needs assessment and that provision is made for them.

ASSESSMENT OF FIRST AID NEEDS

Employers are required to carry out an assessment of first aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first aid equipment, facilities and personnel should be provided.

The Health and Safety (First Aid) Regulations 1981 require organisations to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work.

The minimum first aid provision is:-

- **A first aid box**
- **An appointed person to take charge of first aid arrangements.**

You have to inform your employees of the first aid arrangements. Putting up notices, telling staff who and where the first aiders or appointed persons are and where the first-aid box is, will usually be sufficient. But don't forget that you will need to make special arrangements to give first-aid information to employees with reading or language difficulties.

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Tendering & Planning

At planning stage the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary pre-contact meetings will be held and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

Suppliers

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work

“In accordance with Section 6 of the Health and Safety at Work Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health and safety when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998”

All information received from suppliers will be passed to the Contracts Manager for implementation or reference on site.

Notifications

The Contracts Manager will make any necessary notifications to the Fire Service, Ambulance Authority and HSE.

The Contracts Manager will notify relevant authorities as required by specific policy sections, examples: underground and overhead services, explosives, demolition etc.

The Contracts Manager will satisfy himself that the Health and Safety Executive have been informed of all new sites which are notifiable under the CDM Regulations. Where appropriate, the Contracts Manager will ensure that details of the Client, the CDM Co-ordinator and the Principal Contractor are displayed as required in the CDM regulations.

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Protection of Public

All necessary measures for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in the HSE HSG151 Protecting the Public – Your next move.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas shall be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

Documentation

The Contract Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety Policy are made available at the site/workplace for reference. A copy of the current Employer’s Liability Insurance Certificate and Principal Contractor’s site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Site Agent must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

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Competency for Tasks and Training

The Company carries out training to ensure the competence of Management and Operatives in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities.

Training records relating to all competency training records are kept at McDonnell Price Roofing Contractors Ltd Head Office.

Company Induction

All staff members will be given a full Company Induction and also will be provided with relevant health and safety information and a copy of this health and safety policy. Managers must also brief new employees on health and safety matters relevant to their location.

Induction training will be provided for all employees and sub-contractors.

Site Induction

On site all employees and subcontractors are required to complete induction training prior to proceeding onto the site, and as appropriate may be required to confirm their understanding of specific safe system of work.

Where our work is of a subcontract nature, i.e. working for a Principal / Main Contractor, the Site Manager must ensure that appropriate induction training is received from the principal contractor which shall include site wide hazards, welfare facilities and site rules etc. Employees must inform the Contracts Manager(s) immediately if they arrive on a site and do not receive appropriate induction training.

Where a risk assessment / method statement identifies a specific hazard, and additional training is required, personnel shall be given the appropriate internal (tool box talks) or external training prior to performing the relevant task

First Aid Training

Persons appointed as first aiders/appointed person will be provided with:

A suitable first aid training course recognised by the Health and Safety Executive.

Training will be identified, arranged and monitored by the Health & Safety Manager.

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Consultation and Communication

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the company motivates their staff and makes them aware of health and safety issues.

The consultation approach adopted by the company involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

Through toolbox talks Site Managers and the Health and Safety Manager will discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors, problems with plant or working practices etc. Any particular concerns relating to the Main/Principal Contractor should also be raised so that actions can be taken.

If a toolbox talk is to be held on site, then attendance to it by site personnel is to be considered as mandatory, a record of attendance and subject covered is to be kept.

An open door policy is encouraged, and all employees' comments relating to health and safety are welcomed by the Company and if an employee does not want to discuss an issue with their direct line manager head they can contact the Managing Director.

Staff will be fully expected to co-operate with this policy to ensure successful implementation. They will be made aware of this document, and any changes made to it, through induction training and workbox talks. Copies will be placed on notice boards/displayed on sites/given to each employee.

Prior to any work commencing all subcontractors will be inducted into company procedures and records kept. Regular meetings will be held with the client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

The employee representatives are to be displayed on the HSE notice of information as displayed on sites.

The company does not have formally appointed employee representatives.

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Fire and Emergency Procedures

Office Fire and Emergency Procedures

The Health and Safety Manager is responsible for ensuring the fire risk assessment is undertaken, reviewed and implemented

Office fire wardens are to be appropriately trained and are detailed in the Site Fire Routine

The Business Development Manager is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested every: **Month or as required**

Access/Egress

Every effort is to be carried out to help maintain a safe access and egress route/exit in case of an emergency.

Exit routes are to be clearly signed and unobstructed.

Alarms should be tested weekly and records kept.

Raising and hearing the alarm

All office staff must raise the alarm immediately:

- fire is discovered
- flammable / toxic gas build up is suspected
- major accident / incident occurs

Upon hearing the alarm, all staff are to evacuate the office building immediately, by the nearest fire exit and congregate at the appointed assembly location (green sign). The Fire Wardens will take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the office allowed until the fire brigade have given the all clear.

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the fire fighting equipment within head office and only attempt to use if they have received training in the use of the equipment and are confident and at no personal risk.

Fire extinguishers should be positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected every month. Any fire extinguisher not in working order must be reported to the Health & Safety Manager who will replace it with a working fire extinguisher.

Site Fire and Emergency Procedures

Site Managers are appointed as fire warden; if they are unavailable then they will nominate an employee. A Site Fire Risk Assessment is to be completed and reviewed as necessary during construction.

The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested with proof either marked on the equipment, or readily available on request, and records held confirming routine is maintained on the inspection regime.

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Raising and Hearing the Alarm

On the occasion when the company is the principal/main contractor the following fire/emergency procedure must be followed.

The nominated fire warden on this site is the Site Manager, when not on site he will appoint a temporary fire warden. All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors book, conversely they **MUST** sign out upon departure, this allows the nominated fire warden to know exactly who is on site in case of an emergency. There are no exceptions to this rule

An alarm system has been installed on site to indicate that evacuation is required (e.g. air horn).

Fire extinguishers are to be kept readily available:

- in site office
- in site mess
- in material container/near fuel bund
- at any electrical switch gear panel

When carrying out hot work a fire extinguisher must be made available within close proximity to the work as per the Permit. Fire extinguishers are provided to allow escape; they may not be enough to extinguish the fire, if you are unsure then evacuate and leave it to the fire brigade.

Operatives must raise the alarm immediately:

- fire is discovered
- flammable / toxic gas build up is suspected
- major accident / incident occurs

Upon hearing the alarm alert all operatives by shouting **FIRE, FIRE, FIRE** then all operatives are to evacuate the site immediately and congregate at the nominated Assembly Point. The Fire Warden is to contact the emergency services and retrieve the site records indicating who is on site. The Fire Warden is to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade have given the all clear.

On the occasion when the company is subcontracted, either to a principal / main contractor or directly to a client, e.g. college or council property (non CDM) employees must ensure that they are aware of the fire / emergency evacuation procedures for the site / building.

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the fire fighting equipment on site. The equipment is not to be miss used any employee/operative found tampering or involved in "horseplay" with fire fighting equipment will be asked to leave site.

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Information, Instruction and Supervision

Information and Instruction

The company encourages the active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower our employees with the necessary information and instruction to work safely.

Health and safety issues are brought to employee's attention through the use of:

- Consultation (see Consultation section)
- Safety Notices including posters
- Tool box talks held regularly on site

The Health and Safety Law poster (Health & Safety Information for Employees Regulations HSIER) is displayed and leaflets are issued by the Contracts Manager(s) on each site where the company is principal contractor.

Health and Safety Advice is available from:

McDonnell Prices' Internal Health and Safety Manager.

Advice is also available from:

Building Safety Group Limited. 5 Pinkers Court, Briarlands Office Park, Gloucester Road, Bristol, BS35 3QH

Supervision

Young person's gaining 'work experience' as part of school/college programme must be introduced to the company/site by the school/college staff. Details of the work experience to be clearly defined before the young person are allowed to commence work.

Under no circumstances will employees or sub-contractors be allowed to bring young people/relatives onto the site on 'ad hoc' occasions for example during school holidays.

Supervision of young workers & trainees will be monitored by the Contracts Manager. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents. In depth induction training will be given and individuals will be closely monitored/supervised.

The Contracts Manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

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Monitoring

In order to ensure our safe working practices and procedures are being followed we regularly monitor our safe working practices by:

- Check all sites weekly and where there are any non-compliances they are assessed as to the degree of risk and measures taken to rectify the situation.
- Supervisors are required to observe work behaviour and act to ensure poor working practice and behaviour is improved.
- All work equipment is inspected on a regular basis and where subject to statutory inspection within those set timescales.
- Where appropriate accidents, incidents, hazards and cases of ill health are investigated and the results acted upon.

Review

Our policy and procedures will be reviewed as necessary and not less than every a year. The review will take account of the results from monitoring activities both active and reactive and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards develop, the risk assessment, method statement and, where necessary, the health and safety policy is revised to ensure all necessary controls are in place to safeguard the health and safety of our employees and others affected by our work activities. Our policy will also require immediate revisions when changes to key personnel, or change of address.

Where employees are affected they will be consulted and informed of any amendments to current practices and procedures and the introduction of any work equipment.

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Health and Safety risks arising from our Work Activities

Managers are responsible for ensuring that a safe system of work is provided to all employees, to this end the following is carried out by the company to enable all employees to complete their tasks in a safe and efficient manner.

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 the company is legally obliged to carry out risk assessments on its premises, tasks and hazardous substances.

For task assessments, the company has adopted Generic Assessments'. Where a generic risk assessment is not available, or the assessment is insufficient, the supervisor / manager or another competent person, shall complete a new specific risk assessment.

The assessment will examine all elements of the task and will list the hazards and move on to prioritise the risk management safe-guards. Such controls as will be necessary will however indicate residual risks which may only be controlled by competent persons applying established techniques and allowing where necessary for compensatory measures in addition to the safety systems employed.

COSHH Assessments are completed prior to work commencing and the information is passed directly to employees, this is to ensure that the correct controls are in place prior to work commencing, The company currently uses their own COSHH forms,

To complete an effective and suitable risk assessment, the following steps shall be followed:

- Identify & list all tasks / activities/ substances to be assessed
- Determine the hazards
- Work processes: Consider the work, how will it be done. Break it down into individual processes and determine those aspects that could cause an accident or dangerous occurrence.
- Environment: Consider the environment in which the work is being carried out, is it very hot, humid, cold, at height, in a confined space, are you working in an occupied building, or in and around other contractors
- Materials: Consider the existing materials and the materials utilised in the work and identify those that are hazardous
- Equipment: Consider the equipment being used directly for the work and those items that are in the surrounding area for other activities or used by third parties. Identify the hazards associated with their use and close proximity.
- Identify who might be harmed: Employees, Contractors, General Public, and Special Groups
- Assess the significant risks: Ask yourself is somebody likely to be harmed
- Consider and implement controls to reduce your identified significant risks, either through elimination or reduction / control methods
- Record the findings: record the assessment on the duplicate pad supplied on site

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- Inform all persons affected by the findings through induction / toolbox talks, individual meetings, etc.
- Make arrangements for serious and imminent danger
- Inspect the provisions made to confirm suitability prior to start of work and periodically thereafter i.e. Work at Height Regulations 2005 (WAH).

Risk assessments will be reviewed every: prior to the start of each activity or as the work activity changes as activity monitoring will signify

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Safe Working Practices

To control its working practices the company has adopted a Safety Handbook as their working practices, which has been issued to all employees, and will be available on all sites. The publication includes guidance on the following aspects of construction:

Safe Places of Work:

- Access, and work at height
- Scaffolding,
- Working on roofs,
- Working over water,
- Excavations
- Confined spaces,
- Refurbishing contracts
- Temporary lighting
- Protection from excessive noise
- Fire precautions

Hand Tools – Safe Use and Handling

- Safe location of hand tools when not in use
- Electrically operated tools
- Air operated equipment
- Cartridge assisted tools
- Power saws
- Abrasive Wheels

Working with Plant

- Goods hoists
- Working with small dumpers
- Working with cranes
- Working with excavators
- Compressors
- Rough terrain forklifts & telescopic handlers
- Woodworking machinery
- ‘Compo’ and small concrete mixers

Special Items

- Confined spaces
- Demolition
- Electricity
- Painting (Lead & Spraying)
- Liquefied petroleum gases (LPG) and highly flammable liquids (HFL)
- Work at height
- Work over water
- Refurbishment

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Work near Existing Services

- Electricity
- Underground cables (other than electricity)
- Gas, water mains and sewers

Health and Welfare Items

- Personal protection
- Protective clothing and equipment
- Protection against the operations of others
- Safety helmets
- Manual handling
- HAVS
- Dust
- Noise

Method Statements

Where work exceeds these working practices, the company produces Method Statements which are issued to Site Managers to clarify the system suitable and sufficient and appropriate for use. All operatives involved are obliged to read the document and sign the appropriate method statement register to acknowledge that they are aware of and understand the information contained within.

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Office Safety

Clear, safe access must be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to the Health & Safety Manager. Trailing leads for office equipment etc are to be kept to an absolute minimum. A cable tidy system is to be used to reduce the risk of a trip hazard.

Access

Safe means of access and egress shall be provided and maintained to every place of work.

Ventilation

Adequate ventilation will be provided. Most windows open, and there are several fans provided around the office.

Temperature

A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

Lighting

Suitable and sufficient lighting is provided at each office including passages, stairs, entrances, exits etc. Lighting is from natural light wherever possible.

Cleanliness and Waste Materials

Rubbish will not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times.

Welfare Facilities

Welfare facilities for company offices, workshops, stores, yards, meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Current facilities at head office include:

- Male / Female Toilets
- Kitchen facilities

Display Screen Equipment

A VDU user is usually a person who spends periods of an hour or more a day working at their screen. This will include most support staff. Workstations will be assessed to ensure that they are correctly set up. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request we will provide employees with an eye and eyesight test. Should an employee require special corrective appliances (usually glasses) to continue working with VDU these will be provided by the employer. Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the Health & Safety Manager.

In complying with the Visual Display Screen Equipment Regulations 1992 it may be necessary to require staff to periodically complete an ergonomic questionnaire/workstation appraisal. The full co-operation of the staff is anticipated in such an event

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Site Safety

Excavations: Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or safely battered back, or is in geologically stable horizontally bedded rock. If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation, or disabling injuries to the pelvis and legs, are common to accidents in excavations. For excavation work, employees must follow the guidelines to achieve and maintain a safe working place. A Permit to Dig is to be completed and issued to the operatives carrying out the work prior to their commencement.

Collapse of the sides: Prevent the sides from collapsing by battering them to a safe angle or supporting them with sheeting or proprietary support systems. Support **MUST** be installed without delay as the excavation progresses. Employees must never work ahead of the support system. A competent person must inspect the excavation at the start of each shift and after any event that may have affected its strength or stability or after a fall of rock or earth. The inspection will be recorded each day in the appropriate register.

Materials Falling into Excavations: Do not store excavated spoil and other materials or park plant or vehicles close to the sides of excavations. The extra load can make the sides of the excavation more likely to collapse. Loose material may fall from spoil heaps into the excavation. A scaffold board should be used as a toe board fixed along the outside of the trench sheets to provide extra protection against loose materials falling.

People and Vehicles Falling into Excavations: To prevent people from falling into excavations they should be guarded. Excavations Deep should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them (Chapter 8 rigid barrier type) Prevent vehicles from falling into excavations by keeping them out of the area. Where necessary, use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers should be painted or marked to make sure drivers can see them. Where vehicles are tipping into excavations stop blocks are to be used to prevent over-running. (The blocks must be anchored)

Undermining Nearby Structures: Make sure that excavations do not undermine the footings of scaffolds, or the foundations of nearby buildings, or walls. Many walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before digging starts, the Site Manager must decide if extra support for the structure is needed. Where necessary the Site Manager should seek the advice of a structural engineer.

Underground Services: Underground services can be easily damaged during excavation work. Contact with services can be avoided by proper planning and execution, and service location drawings must be a pre-start priority

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Health Hazards

Many of our processes can result in permanent health problems if we do not adequately protect our employees. Such health problems include:

- hazardous substances can cause illnesses such as asthma from the use of solvents in paints, adhesives and pesticides and dermatitis by allergy;
- asbestosis through incidental exposures to asbestos containing material (ACM);
- musculo-skeletal problems; (poor manual handling/work related upper limb disorders)
- noise induced hearing loss/tinnitus
- hand-arm vibration HAV, (most well known form is vibration white finger (VWF));
- pressurized working conditions (leading to stress/break-down)

To combat this, the company has in place procedures for dealing with these hazards. Such measures including health surveillance and occupational health support will be made available as well as providing for physical welfare and hygiene facilities.

Safe Handling of Substances

A great many chemicals - and materials containing chemicals – are used on all construction sites. Accidents can be prevented where employees know what the chemicals are, the hazards they pose, and observe the established safe practices in handling them. All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervision/management and employees have the necessary information to effectively control any associated hazards, and keep a record (COSHH Assessment).

COSHH assessments will be undertaken by the Health & Safety Manager. The Health & Safety Manager will ensure that all relevant employees are informed about the assessments. COSHH assessments will be reviewed every 3 years as a minimum.

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The Control of Asbestos Regulations 2012

Certain products and materials that have been used in the construction industry over many years contain asbestos. Breathing in asbestos fibres, which can be too small to see, is dangerous and the serious diseases these fibres cause may take years to appear. This Company will follow the requirement to not carry out any work which exposes or is liable to expose employees or others to asbestos or asbestos containing materials until a:-

If carrying out the Duties of Principal or Main Contractor and before work starts. A full and suitable survey has been carried out in accordance with the Asbestos – The Survey Guide (HSG264) e.g. Management Survey or Refurbishment or Demolition Survey. Details of any survey to be made available to all interested parties, client, CDM Co-ordinator, Sub-Contractors, operatives or others who may be affected by works being undertaken.

If carrying out the duties of a sub-contractor to a main or principal contractor the company will ensure provision of information is made available to them before starting works.

Identification of type or presence of asbestos will be made known from surveys carried out on behalf of the company and will therefore dictate measures, controls and methods to be taken for the removal of materials in a safe and proper manner.

Until surveys state otherwise any refurbishment or demolition work to be carried out will take the assumption that asbestos is present.

However awareness of the use of asbestos shows that it has the potential to appear in unanticipated locations, consequently training will be put in place to reflect the involvement with Asbestos Containing Materials (ACMs). If any suspicious product is found which may be made up with asbestos fibres, work must immediately **STOP**. Area where uncertainty exists must be immediately secured and measures put in place to prevent the potential spread of any contamination. The CAR 2012 give guidance as to the training requirements relating to working with or coming into contact with asbestos containing materials. There is now included the Notifiable Non Licence Asbestos removal and the company will ensure that the requirements for this is met any training given as necessary

Asbestos Awareness Training – is required and will be given to persons who are liable to become exposed to asbestos whilst carrying out their normal every day work.

Training for non-licensable Asbestos Work – is required for those who undertake planned work with asbestos which is not licensable.

Training for Licensable Asbestos – is required for those working with asbestos which is licensable.

All non-licensed work needs to be carried out with the appropriate controls in place. But for notifiable non-licensed work (NNLW), employers also have additional requirements to notify

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

Employees must therefore take every care of their own health and that of anyone else who might be affected by what they are doing. When carrying out demolition, refurbishment, and maintenance work employees are quite likely to come across asbestos that has been used in sprayed coatings for fire or thermal insulation, asbestos insulation lagging, asbestos insulation board, corrugated and flat sheeting, certain textured finishes, certain roofing felts and floor tiles. Materials **cannot** be determined merely by looking at them. **If in doubt employees MUST STOP and report the matter to their Site Managers.** Analysis by specialists will be required. All employees must follow the guidance provided within this section for their own and everybody else's safety. The Company will subcontract the removal of asbestos products to a licensed competent contractor. .

Any further training required will be allocated on task/scope requirements and certificates will be awarded by the Asbestos Training Provider.

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Manual Handling

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, the Company carries out a Risk Assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

When manual handling is necessary, the Company prevents injury by:

- Identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations.
- The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling
- Heavy or awkward loads that have to be lifted by hand should be carried out in teams
- All employees are to receive training in safe manual handling, kinetic lifting techniques and sensible handling of loads.
- All employees/operatives to have details of the Risk Assessment made know to them.

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Noise

The Company will assess which of its activities will involve noisy equipment. Assessment of how much noise from this work is going to affect employees working at the site and members of the public will be considered and measures taken as appropriate. Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company shall choose low noise tools and equipment. To control noise emissions the company shall wherever practicable:

- Eliminate the use of noisy equipment exceeding 80 dB (A)
- Choose the quietest model when buying or hiring equipment
- Move workers not involved out of a noisy area
- Erect signs to keep people out of noisy areas
- Try and quieten the noise at source e.g. fit mufflers to breakers, drills etc
- Make sure the exhausts of compressors, generators and other plant are directed away from work areas

Where it is not possible to eliminate or reduce the noise at source the Company will provide employees with earplugs or defenders and information about the effects of excessive noise on their hearing. In situations of prolonged exposure the company will consult Occupational Health Specialists and employ Health Surveillance.

Employees must take proper precautions to protect their hearing, and before working with noisy plant or in a noisy environment, study the items within this section.

Dust

The Company recognises its responsibilities to protect employees from harmful dusts such as crystalline silica which occurs as a natural component of many construction materials and that could cause serious health issues.

The health hazards of crystalline silica and other dusts come from breathing in the dust, work activities which can expose workers or members of the public to dust include cutting, drilling, cleaning or demolition.

The Company will undertake specific Risk Assessments on all construction activities that may produce dusts and convey all findings and requirements to its workforce, through safe systems of work e.g. Method Statements.

To control the risk of exposure may be as simple as changing working practices or substituting equipment/tools.

The Company will supply and encourage the use of all types of dust suppression i.e. water fed, local exhaust ventilation etc. In addition the company will provide Respiratory Protective Equipment (RPE) when required.

All employees will receive a Face Fit Test and be issued with the appropriate Face Dust Mask or any other respiratory equipment, also training on the maintenance and storage of such equipment.

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Hand, Arm Vibration Syndrome (HAVS)

The Company will endeavor to meet the requirements of the Control of Vibration at Work Regulations 2005 in reducing the risk of HAVS.

To control vibration emissions from tools and equipment the Company will action the following:

- Seek from the manufacturer or supplier the vibration exposure that those using the tool or equipment will be exposed to;
- Carryout a Risk Assessment to identify if there is a likelihood of a significant risk to hand, arm vibration
- Assess if the employee is likely to be exposed to above the Daily Exposure Action Level (EAV) or the daily Exposure Limit Value (ELV). If so provide health surveillance and regular health checks. If necessary take immediate action to reduce their exposure to below the limit values;
- Provide information, and training to the employees in the use of operating vibrating tools/equipment;
- Look to alternative work methods to eliminate or reduce exposure to vibration;
- Provide employees with suitable protective clothing to help keep them warm, and dry to help provide good blood circulation. The provision of gloves will help keep hands dry, warm and help from developing Vibration White Finger (VWF).

The Company will periodically reassess their Risk Assessment and working methods in relation to Hand Arm Vibration Syndrome.

Any further training required will be allocated on task/scope requirements and certificates will be award by the Training Provider.

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Stress

The Company recognises that, excessive pressures can have negative effect on health and safety and performance at work. The company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Arrangements for securing the health and safety of employees

The company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work, and
- communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The company will;

- ensure, as far as reasonably practicable, eliminate excessive stress from the working environment
- provide suitable support mechanisms for employees suffering from the negative effects of stress
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place
- encourage a culture where stress is not seen as a sign of weakness or incompetence
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information to employees in general on the effects of stress at work
- undertake general health promotion activities within the workplace

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or the Health & Safety Manager.

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Health Surveillance

Health Surveillance is required for all employees working where their work involves them coming into contact with harmful substances, or operations that may expose them to harm i.e. Noise, Vibration, Solvents, Fumes, Dust, Asbestos and Lead.

The Company shall undertake a Risk Assessment and through this the potential health hazards can be established, and who is at risk, and the measures required controlling the risk.

If Health Surveillance is required the company shall operate an annual employee monitoring programme and records kept on file.

Such monitoring will be to promote self checks by employees to report any ill health, monitor company's sickness records etc.

If at any time further medical advice is required the company shall provide through medical avenues, or medical treatment.

All Health Surveillance records shall be maintained and filed in Personnel Files.

All employees engaged with the company will be asked to complete a pre-employment medical questionnaire; all records will be held on personnel files.

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Welfare and Hygiene

Ventilation

Adequate ventilation will be provided, when using hazardous materials, especially solvent based paints additional ventilation / extraction should be provided to control emissions, which cannot be eliminated or substituted.

Temperature

A reasonable temperature will be maintained in site accommodation during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work. (In respect of the Workplace (HSW) Regulations 1992)

Lighting

Adequate lighting – either natural or artificial – is essential to site safety. It is also important that any temporary electrical installations are put in by trained electricians with equipment and voltage (110V) suitable for safe use in the temporary environment. Where employees need temporary lighting in the workplace they should ask management to make the necessary arrangements and follow the rules within this section to ensure safe use, and reduction of glare. Safe access and egress lighting will be provided on site.

Cleanliness and Waste Materials

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each activity. Floors, corridors, stairs etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area, and waste kept in similarly designated and preferably secured areas. A clean and tidy site is a safer site

Welfare Facilities

Welfare facilities for site based employees meet the requirements of the Construction Design & Management Regulations 2015 Regulation 9 Schedule 2. Whenever employees are sharing welfare facilities on site, the company will seek a shared welfare agreement from the main / principal contractor/client.

The Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order, any complaints regarding third party welfare facilities shall be directed through the Site Manager.

As a minimum the company shall supply or insist on;

- mess facilities, including facilities to heat up food, hot drinks
- fresh drinking water
- toilet facilities acceptable for the number of employees on site with washing facilities incorporating hot and cold running water, soap and towels

Any problems with welfare or hygiene on site are to be reported to the Contracts Manager.

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Personal Protection Clothing and Equipment

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it.

The Contracts Manager(s) is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on company policy on the protection of various parts of the body is provided within this section.

Safety Helmets: The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the company to provide employees with suitable head protection, and employees to wear the head protection in the proper manner. To ensure maximum safety and comfort employees should consider the points noted within this section.

Footwear: When working on construction sites there is a risk of injury from:

- Material being dropped on workers feet;
- or*
- Nails, or other sharp objects penetrating the sole

Therefore it is this company’s policy that boots with toe caps and soleplates are worn at all times by employees, visitors etc on our construction sites. Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

Goggles and Safety Glasses: Goggles and safety glasses are to be provided to protect against;

- Flying objects, for example when using a nail gun to provide adequate protection goggles should be shatterproof.
- Sparks, for example, when disc cutting
- Chemical splashes

Outdoor Clothing: Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided. On such occasions the company will ensure that facilities are provided for storing clothing not worn on site and protective clothing as well as for drying wet clothing.

High Visibility Clothing: High visibility clothing on site will be required at ALL TIMES: The need to be seen by others to allow them to work safely, for example, banksmen and signallers assisting in lifting operations need to be clearly visible to the driver/operator of the plant to allow the machine to be stopped.

Gloves: Suitable gloves will be provided to protect against dusts (such as cement), wet concrete and solvents which can cause dermatitis; and cuts and splinters when handling

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bricks, steel and wood. Anti vibration gloves help to cut down the risk of vibration white fingers for those operatives using such tools as Jackhammers/scabblers etc.

Personal Fall Protection: Where corrective fall arrest safety provisions may not remove the risk of persons falling or provisions are necessary as a compensatory back up suitable. Personal Fall Protection equipment will be provided.

The equipment will be specifically chosen for the site environment and will be compatible with the anchor points and couplings which provide an effective tether.

Specific user training will be required for all persons using the equipment and their employer will have authorised their use of the equipment.

The equipment itself will be confirmed as suitable and within manufacturers tolerances by means of proof of regular inspection by a competent person in addition to the daily re-use operative, inspection. Such inspections will include the adequacy of any incorporated 'shock' dampening devices, and follow the manufacturer's regime.

Protection against The Operations of Others: There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases, and always be content with the Method Statement of/for each substantial operation.

Personal Care: Whilst every precaution is taken by the Company towards the issue of PPE and the wearing and control of it. It is up to the individual to maintain the PPE and wear it at all times in accordance with the United Kingdom's legislation on Health and Safety at work and for personal protection to avoid any injuries. Also the Clients on sites also expect all staff to abide with the simple process of wearing of the PPE without being constantly reminded with Do's and Don'ts. The Health and Safety Executive can drive past on any site and inspect any work that is being carried out and can carry out STOP WORK procedures immediately if the correct PPE is not be worn or is not suitable for use on the scope being carried out. This could result in heavy fines for not only the individual or the Company or in fact the Client.

Simple Do's: Wear your PPE at all times its provided for your HEALTH & SAFETY

Simple Don'ts: Don't take a chance of not wearing the correct PPE as it could cost you a serious injury or worst YOUR LIFE

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Special Items

The following covers those activities etc carried out on site that have specific health and safety implications that must be effectively controlled:

Entry into Confined Spaces

The Confined Spaces Regulations 1997, applies to work in excavations, pits, tunnels and other enclosed or confined spaces and requires that ventilation be provided to ensure a safe and healthy atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available.

Health & Safety Executive Publication INDG258 (rev1) Confined Spaces – A brief guide to working safely – provides information on hazards involved, precautions and procedures required.

All work will be planned to take the above standards into account.

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained, as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

The Supervisor will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorised persons are permitted to enter the confined space.

All changes in working methods or conditions, which were not included in the Planning Procedure must be referred to the Contracts Manager before the work commences.

All safety equipment must be regularly checked, calibrated and maintained. Any defects in equipment must be attended to immediately.

Employees and supervision shall follow the guidance provided and all work shall be subject to 'permit to work'.

Demolition: Demolition is not just one of the most dramatic operations, it can also, by its very nature, be one of the most dangerous. Demolition work varies very widely from the controlled collapse of large structures, to the hand demolition of walls. All large-scale demolition is to be completed by competent contractors. Demolition carried out by this company is limited to small-scale internal demolitions e.g. forming new openings etc. Suitable and sufficient

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steps will be taken to ensure that any demolition works are planned and carried out under the supervision of a competent person. Where employees are required to carry out demolition work they must follow the rules provided within this section in the interests of their own safety and those of work mates, other contractors and third parties etc.

Electricity: This section deals with the controls necessary to work safely near overhead electricity cables. All overhead cables must be re-routed, switched off or protected by goalposts and barriers.

Liquefied Petroleum Gases (LPG) and Highly Flammable Liquids (HFL) Accidents relating to these products result from the unsafe storage and use of LPG and HFL's. Fire and explosion are not the only hazards – many of these materials are highly toxic (poisonous). Where employees are involved in using or storing such materials, they must make sure they know and observe the rules for each type of gas or liquid, as incorporated within this section.

Painting and Spraying: Employees who are to carry out work on or with lead paints or are to use a paint sprayer must ensure that they follow the guidance provided from manufacturer.

Work at Height: As all work at height presents a risk of injury unless suitable precautions are put in place to control it. This Company will pursue safe systems in **all** work at height activities.

A range of works of low height and short duration or of a minor nature such as inspection or minor maintenance will not normally present a risk of personal injury, however all will be required to have undergone risk assessment consideration and where it is appropriate, suitably recorded, with relay to the personnel involved.

The choice of work equipment will be critical to the work activity and the safety of the persons carrying it out. In the event of use of work equipment for access or as a safeguard it will be essential to confirm proof of instruction in its safe installation and use.

Wherever reasonably practicable, works will be carried out other than at height, and under controlled means, which does include the setting up of danger zones and as appropriate means for preventing unauthorised access to areas and the display of approved notices.

Work at height requirements rightly extend to prevention of not only falling of persons, but also the falling of objects and items. The Company will pursue all reasonably practicable means to prevent the risk of any item from falling.

Inspections of work at height equipment and of the place of work will be kept available on site to record the diligence of the competent person(s) to check suitability before use, the adequacy of use and the maintenance of the suitability of the workplace during use.

Working on Roofs: Working on roofs carries a high risk of accidents unless proper procedures are followed and precautions taken. Before working on any type of roof employees should know the rules set out within this section and follow them. This section also covers fragile roofs and sloping roofs.

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Working over Water: Falling into water and being drowned or carried away by currents is an ever-present danger when working over or adjacent to water. Even though workers may be good swimmers, precautions/procedures must always be followed. Site specific Risk Assessments and Method Statements will be required prior to works being carried out on working over water.

Refurbishing Contracts:

Refurbishing existing properties give rise to particular health and safety problems (harmful substances, asbestos support requirements, and various others?). In some cases the situation is made more difficult by the property remaining occupied whilst refurbishment is carried out. For our employees own and other people's safety, the rules given in this section shall be adhered to with segregation and a documented plan to be put in place.

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Lone Working

Lone workers are those who work by themselves without close or direct supervision, for example:

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

Arrangements for securing the Health and Safety of workers

- Ensuring that all staff are aware of the policy;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary. Employees are required to call the office on a regular basis to confirm their whereabouts;
- Access to contacting assistance (mobile phone or radio device in areas without signal),
- The employee to inform his immediate line manager of where he is going and for how long. Details shall also be entered into the office diary which is kept by the administration staff;
- No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to structural materials exists;
- Ensuring that appropriate support is given to staff involved in any incident;

Duties of Employees

Employees will:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy; and

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- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Where Lone Working is not permitted

Certain hazardous working situations are stipulated in the law where more than one person should be in attendance. The second person is often required to act as a supervisor. Some examples are as follows:

- Where a young person is working on dangerous machinery until he/she has received full instruction and training under Regulation 19 of The Management of Health and Safety at Work Regulations 1999.
- Where there is entry into a confined space, as defined by Regulation 1 of the Confined Spaces Regulations 1997. In an emergency the second person should raise the alarm and summon assistance or be capable of pulling the first person out of the danger zone, without entering it themselves.
- Electrical work at or near live conductors
- Vehicles carrying explosives
- Fumigation work

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Vehicles, Plant and Equipment

General

The Provision and Use of Work Equipment Regulations 1998 applies to all times of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes etc. Company vehicles when used off the public highway are also classed as work equipment. The following outlines this company's policy in relation to Plant and equipment

Inspection

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate

An assessment is made by Contracts Manager, or Nominated Person, of all other work equipment to determine if an inspection is needed and at what frequency.

Our inspection regime follows those inspection periods set by the manufacturer / supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual checks, a strip down of the equipment and functional tests. We seek advice from manufacturer's instructions / a competent person for guidance on what an inspection should include for each piece of equipment.

Types of inspection carried out

Low risk equipment used for low risk activities does not require a formal inspection. Employees are instructed that a visual inspection is required before each use to ensure that it is in good condition, e.g. a ladder should be checked for split stiles, broken rungs and other defects. The employee is not required to record these checks.

Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use, but may require a more formal check at specified intervals, e.g. paint spraying equipment. For the majority of the higher risk equipment a schedule of inspection is maintained and updated with inspection records.

Where equipment is received from an outside source, e.g. hired in, and it is subject to an inspection regime, we require physical evidence of the last inspection. Vehicles and Mobile Plant

The company uses in the day to day running of the business vehicles and mobile work equipment e.g. fork lifts trucks, excavators, mobile elevated platforms, dumpers

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General

All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998.

A site Traffic Management Plan is to be put in place on site and reviewed as construction progresses.

Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers. Where necessary a Banksman or signaller shall be provided.

Wherever possible the company will provide separate site entry / exit points to separate pedestrians from vehicles, and avoid reversing vehicles on site.

Wherever possible, vehicles and mobile plant will be supplied with an audible reversing alarm.

Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant.

NEVER OVERLOAD vehicles as they will become unstable, difficult to steer or have their braking impaired.

DO NOT let anyone to ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.

Never drain or fill fuel tanks when the equipment is hot, the engine is running or in a confined space.

Working with Small Dumpers: Employees required to drive dumpers must have had proper training and be authorised to drive and if required to drive on public roads, have a full driving licence and the dumper must be licensed and equipped for the public highway.

Working with Excavators: When carrying out work in association with excavators, employees can be subject to hazards, which often arise without warning.

Excavators with a 'Quickhitch' system for attaching and releasing buckets. The driver/operator is to complete a Risk Assessment for the type of Quickhitch on the machine; for example – Fully Automatic, Semi Automatic or Manual.

The driver/operator is to be fully conversant with the Quickhitch operation and their duties in line with the manufacturer's recommendations.

Records of the Risk Assessment are to be kept on site, in the plant register.

Employees must always observe the following rules and guidance laid down in this section.

Compressors: The main risks associated with compressors are being trapped and injured in the V-belt and pulley drive, explosions of the air receiver and accidents due to the misuse of air lines. Other possible risks are those of electric shock, burns from hot surfaces, slips resulting from oil spillages, and hearing damage through exposure to excessive noise. Where

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employees are put in charge of a compressor they must have been properly instructed by a competent person in the correct operational and maintenance procedures, and the precautionary measures,

Rough Terrain Fork Lifts & Telescopic Handlers: Rough terrain fork lift and telescopic handlers require a thorough understanding of their individual characteristics if they are to be operated safely – especially their stability factors. Where employees are to operate such machines they should be aged 18 years or over, be in possession of a valid driving licence, be medically fit, have been adequately trained in the safe operation of the type of fork lift to be used, and have sufficient knowledge of the working of the machine to be assured that it is in full working order and to be able to carry out daily inspections.

'Compo' and Small Concrete Mixers: Both of these items are common on site, employees selected to operate this type of plant should ensure they are conversant with the rules and guidelines incorporated within this section, and keep shovels, hands and other items out of the bowl.

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Lifting Equipment

The Company uses various forms of equipment in the day to day running of the business. Mechanical lifting equipment and accessories e.g. fork lifts trucks, hoists, gin wheels, cranes, and mobile elevated platforms

All lifting equipment and lifting activities must conform to the Lifting Operations and Lifting Equipment Regulations 1998.

Site Managers must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates (LOLE Regulations 1998 Regulation 9).

The Contracts Manager is responsible for ensuring that all identified maintenance is implemented and that new plant and equipment meets health and safety standards before it is purchased or hired.

General

All lifting equipment is to be delivered to site in good time and Site Managers are to ensure that the site has been prepared for it;

- All lifting equipment and accessories must be marked with their SWL
- All lifting equipment to have proof of thorough examination and regular inspections as statute
- All equipment is to be set up and operated by trained and experienced workers who are authorised
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for coordinating site activities so that those involved in the lifting operations do not endanger other workers and vice versa.

Gin Wheels and Similar Equipment: Gin wheels and similar equipment provide a convenient way of raising loads. Though simple pieces of equipment the Company is aware that care is needed when assembling and using them if accidents are to be avoided. When a gin wheel or similar is to be used, employees should make sure it has;

- Been inspected prior to assembly / installation and has a 6 month inspection
- Been securely fixed to a secure anchorage, to prevent displacement
- Has a proper hook designed to prevent displacement of the load or a hook fixed with a safety catch

A safe working platform should be installed from which the hook can be loaded and unloaded, without undue risk.

Hoists: Where employees are required to operate a hoist, they must be 18 years of age or over and have been properly trained to do so by a competent person. All employees operating or working in close proximity to hoists should always comply with the guidance provided in this section.

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Working with Cranes: Any work in association with a crane can be a source of hazard. All lifting operations shall be carried out in line with the Lifting Operations and Lifting Equipment Regulations 1998. Where employees are required to carry out such work it will be either as a banksman, or as a consequence of their particular duties. All employees working with or near to cranes should familiarise themselves with the guidance contained within this section.

In order for crane operations to be allowed to proceed on site there must be:-

1. A 'lifting plan' within the parameters of LOLA Regulations 1998 Regulation 8.
2. An 'Appointed Person' must have drawn up the 'lifting plan' and be available to comment on it in the initial phases.
3. Operative engaged in the attaching and subsequent movement of any loads must be able to demonstrate having successfully achieved a recognised level of competence as operator and/or slingers.
4. Detail of safe lifting plan must be held on site and the site copy initiated and confirmed as being understood by the persons involved. The Lifting Plan is to be signed off by all parties involved, Appointed Person, Lift Co-ordinator (Banksman/Slinger), Crane Driver, Site Manager and others who may have an involvement in the lifting operation.

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Equipment – Hand Tools

The company uses in the day to day running of the business hand tools including: Abrasive wheels, air operated equipment, cartridge /shot tools, butane powered nail guns, electrically operated tools and leads and power saws

General

- Tools are to be regularly checked and are to be thoroughly examined before storage. If worn or damaged, they are to be repaired or discarded.
- When not in use all tools are to be stored in boxes or racked, cutting edges are to be sheathed.
- No tools are to be left lying around site, as they can present a tripping hazard
- All employees should inspect any tool prior to use, and defects must be reported immediately to the Site Manager, who shall quarantine the tool.
- Grease, moisture and dirt should be regularly cleaned off all tools.
- All cutting edges should be kept sharp to permit accurate working and to avoid the hazards arising from unnecessary pressure, and ‘mushroom’ headed chisels/bolsters must be ground down
- Sharpening is a relatively skilled job and should only be carried out by employees authorised by the Company.

Abrasive Wheels: Abrasive wheels can cause fatal and serious accidents due to misuse, mishandling or failure to select the correct wheel (disc). All employees using abrasive wheels shall be trained and competent to carry out the works and be able to recognise the specification marked on wheels. Operators should use the guidance to remind themselves of the things they need to do to keep the operation safe.

Air Operated Equipment: Compressed air may not sound dangerous, but the air itself is! The hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment must have been trained in its use by a competent person. Following the guidance in this section will avoid accidents to employees or others.

Cartridge Assisted Tools: Cartridge assisted tools are potentially lethal weapons. No one should use a cartridge-assisted tool without first having been checked for colour blindness and having undergone appropriate training. Employees using cartridge-assisted tools should always know and use the guidance provided within this section, to make sure they have not forgotten any important safety measures, (and carry authorisation). Correct eye protection, ear protection must be worn when using these tools.

Electrically Operated Tools: A number of fatalities and injuries on construction sites relate to / from electricity. Electricity gives no advance warning of danger, and can kill instantaneously. Before using electrically operated hand tools, leads etc, and all employees will have been trained in their correct use of each tool. All portable electrical equipment should be subject to frequent user checks, periodic formal visual inspection, and programmed Portable Appliance Testing (PAT).

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The use of 110v tools is preferred, with dispensation only being available following reasonable consideration from the Site Manager/Contracts Manager(s)/Director.

Power Saws: Employees using portable hand held power saws (any sawing machine designed to be fitted with one or more circular blades, chain sawing machines, planning machines, boring machines) must have been sufficiently trained for the work being done at or on the machine in question; have sufficiently instructed in the dangers and precautions, the guards and other safety devices connected with that machine.

The use of chainsaws for general site work is **NOT** permitted.

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Working at Height

Access to workplace: Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work. The company will endeavour to eliminate, where practicable, working at height, where this is not possible we will consider, the safest method of access for the work being done. The selection of access will take into account,

- The Planning and organising of all work at height
- Weather conditions parameters
- Competence and training of persons to work at height
- The safety zone of the area of work at height activities
- The adequacy of the equipment to be used, and its inspection
- The risks from any fragile surfaces, and the controls
- The risks from any falling objects

Safe Working Platforms: safe working platforms will be provided wide enough to allow employees to pass back and forth and use any equipment or material necessary for their work at that place and in any case be a minimum of 600mm wide with guardrails and toeboards so that an unprotected gap does not exceed 470mm; and that schedule 3 of WAH is satisfied.

Scaffolding: Scaffolds are to be designed, erected, altered and dismantled by a competent scaffolding contractor, in accordance with TG20:13/SG4:10 and BS/EN 12811.1

Roof Edge Protection is to be designed to BSEN 13374 requirements

Loading Bays to have SWL display on loading bay gates for example 1 pack bricks/1 tub mortar

Scaffolders to erect scaffold in accordance with SG4:10 ‘Preventing Falls from Scaffolds’

A handover certificate is required from the contractor prior to use. Employees should refer to the scaffolding section in ‘Safety Handbook’ for the erection, inspection of scaffolding (incorporating a basic checklist), rules to ensure that when working on scaffold employees are protecting themselves and those working around them.

Trestles: are to be erected altered and used under the direction of a competent person, who is required to inspect the equipment and environment to confirm suitability prior to use. Edge protection must be fitted. Where trestles are used as a work platform a specific Risk Assessment will be completed, if there is not a safer type of work platform available e.g. mobile tower/podium.

Access by Suspension Equipment: Where the Company cannot complete the work using a suitable working platform we will consider whether it can be achieved using suspension equipment. Suspension equipment includes cradles and bosons chairs; but these measures will be as a last resort, Access by MEWP will be pursued where practicable

Collective Means of Protection by use of Safeguards: Where the Company is unable to provide a safe working platform or make provisions for use of MEWP or similar equipment, considerations will be made for provision of suitable safeguards.

Safeguards such as nets, decking, airbag systems, impact absorbing bags or other will always be used in favour of relying on personal fall arresting systems e.g. harnesses.

We will always require the chosen system to be installed by competent persons trained in its use and we will always consider the potential outcome of our actions and choice of equipment in order that we do not cause or contribute to an accident by choice of safeguard system.

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Ladders: Ladders are best used as a means of getting to a workplace. They may on occasion be used as a workplace for short-term work but only after risk assessment. Where ladders are used employees are to make sure:

- The ladder is strong enough for the job and in good condition
 - The ladder is secured or extends a sufficient height (about 5 rungs) above any landing place.
 - The workplace can be reached without stretching
 - The ladder can be fixed to prevent slipping; at both stiles and the rungs are horizontal.
 - The getting off rung is level with the work platform.
 - The ladder is not on soft ground and will not move.
 - The ladder is pitched at 75° (4 in 1).
- See Safety Handbook

MEWP: If a mobile elevated working platform is selected then you must ensure the following:-

- Only a suitably trained and competent person operates the platform.
- That fall arrest equipment is provided and used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this.
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped.
- A suitable means of descent from the platform is provided in case of an emergency.
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.
- Weekly inspections of MEWPs are maintained in the site register by a trained operator.

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Principal Contractor Procedure

Under the Construction Design and Management Regulations 2015 construction works which exceed 30 working days or involve more than 500 person days will have to comply with CDM Regulations Part 3 “Additional duties where a project is notifiable”.

The Company will in all cases work within the spirit of the legislation and will through its mechanisms have in place means to satisfy Part 2 of CDM which apply to all construction projects and the general principles of prevention established by the Management of Health & Safety at Work Regulations 1999.

With notifiable projects where this company is appointed as a Principal Contractor we will approach our fellow duty holders with what we would hope to be a mutual respect, and an open constructive and pragmatic strategy for everyone’s benefit and zero accident events. We expect the F10 to be satisfied by Client.

We are targeted specifically by Regulation 22 “Duties of the Principal Contractor” and we shall meet them by demonstrating the quality of our documentation and the retrieval, dissemination and application of all necessary information. The prime vehicle for this will be our Construction Phase Health and Safety Plan.

We reserve the right to halt works safely at any time.

In particular we will through the Managing Director/Contracts Manager/Site Managers and other key staff:

1. Plan manage and monitor the construction phase to develop on from our initial Construction Phase Health & Safety Plan to demonstrate our competence in meeting the requirements of the specification and schedule of works to a suitable quality within the reasonable time frame work failing unforeseeable delays, and with zero accidents.
2. Liaison with all duty holders will be our aim to achieve good communication and confidence in the team which will include the CDM Co-ordinator and such specialist designers as are necessary across the whole of the project requirements.
3. We will produce, implement and develop a Construction Phase Health & Safety Plan before works start.
4. Establishment of a safe secure site with access to authorised personnel only and good provision of appropriate full welfare facilities will be a priority after prior agreement with the Client and such as the Highways Authority and Local Authorities who may have restrictions to be met when crossing a footway or entering a Construction Site. We will make provisions for highways and footway sweeping in situation with a potential to have mud carted out of the site onto the highway.
5. We will insist on Site Inductions for every person who attends site and we will conduct tool box talks which will be “mandatory attendances” as the site and the hazard change during project development.

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6. Everyone who attends site will be required to register their presence, their level of PPE, their employment criteria (reason) for visiting site, and they will be made aware of Site Rules without exception.

Contractors and sub-contractors will only be permitted to work after submission of their full Health and Safety Package, and after attending a recorded pre-start site meeting with our Nominated Person. Prior to being called to meeting, each successful tenderer will be required to furnish appropriate detail of the works in the form of:

- A method statement
 - Appropriate Risk Assessments
 - Appropriate Manual Handling Assessments
 - Appropriate COSHH Assessments
 - Detail of any special hazards which may be presented to others (noise, dust, fumes, vibration, sparks, and heat)?
 - Detail of employees training
 - Detail of statutory inspections regimes
 - Detail of the site liaison personnel
7. We undertake to maintain supervision at all times and will require others to meet the requirement of "Permit to Work" systems as and when required by our competent Site Manager.
 8. Inspection and audits will be carried out on a basis which reflects the intensity of the site, its peculiarities and the numbers of persons on site. The maximum period between inspections will be 6 weeks, and reports detailing comment will be held in head office, for duplicating to all interested parties and to show them how we have auctioned the items raised.
 9. Development of the Construction Health and Safety Plan will be kept in advance of the development of the site as it is inexorably linked due to the schedule and the necessary pro-active nature of good health and safety management, (forward planning and anticipation). We will pursue pro-active management of contractors their programs and commodity and logistical requirements.

This detail will form part of the monthly progress meeting to which CDM Coordinator is invited and at which contractor attendance will be mandatory, as a condition of contract and statute.

The minutes of the monthly meeting will be compiled and will form part of the construction phase plan, as will other necessary detail such as revised drawings list and detail of any special architect's instructions.

10. As the projects develop we are keenly aware of the need to keep the workforce aware of developments and revisions:

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- Day to day detail will be actioned by display of the High Hazard Day Notice.
- Traffic Management and access plans showing routes for authorized vehicle routes and pedestrian routes will be clearly marked up, sign posted and contained within barriers.
- Site Waste Management provisions will be controlled as constraints are placed on storage.
- Fire Plans and Emergency Provisions will be kept up to date

We will actively seek workforce input and we will do this by using the Toolbox Talk “Any Questions Elements”.

All constructive suggestions will be responded to with a written response and it will be posted up response by the Director or Contracts Manager.

We intend to apply the CDM Regulations for the benefit of the industry and zero accidents.

We have an Unsafe Site Action procedure in place and we will use it to bar those persons who do not subscribe to our goals.

We will not tolerate a compromise on Health and Safety.

Full detail of our pattern Construction Phase Health & Safety Plans contents list is available at reasonable request which outlines the initial format. It will be developed.

Each Construction Phase Health & Safety Plan is a bespoke document and when complete is a most useful tool to us and the CDM Coordinator who will be preparing the Health & Safety File of “as built” information.

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Contracting

Selection Procedure

The Company selects subcontractors/self-employed based on references requested from previous clients, along with, where necessary interviews and site visits. Therefore all subcontractors/self-employed must provide two references upon tendering to enable an investigation on their level of competence in terms of safety performance and management commitment.

As a result of CDM 2015 the criteria for vetting may also be used.

Health and Safety Documentation from Subcontractors/ Self-Employed

Prior to commencement of the subcontract works on site the Contracts Manager(s), or his nominee, may request one or all of the following documentation from the subcontractor/self-employed person. Risk Assessment(s), including COSHH details; Method Statement(s); Training records Thorough Examination, Inspection, test and/or safety certificates for plant and equipment. The Site Manager shall **not** allow a subcontractor/self-employed person to commence work on site unless all necessary method statement(s) have been received and they are satisfied that the subcontractors or self-employed on site has a copy of the method statement and are aware of, and understand its contents.

The Subcontractor/Self-Employed on Site

All subcontractors/self-employed shall complete induction training prior to commencing work. The training is carried out by the Site Manager, or his nominee, and all participants must sign the training register.

All sites shall, on a monthly basis, hold site health and safety meetings. Such meetings shall be attended and recorded by the Contracts Manager(s) and or Site Manager. Any incidents that occur during the works must be reported to the Site Manager/Supervisor and where appropriate the Main/Principal Contractor.

Subcontractor/Self-Employed Documentation on Completion

On completion all subcontract documentation shall be returned to Head Office where it will be collated and relevant documents archived. Test / Inspection Certificates and other information required for the Construction Health and Safety File shall be collated and forwarded to the CDM Coordinator in reassurance of the Principle Contractor satisfying their responsibilities.

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ENVIRONMENTAL STATEMENT

Through the adoption of a reasonable and proactive attitude to environmental issues McDonnell Price Roofing is committed to minimizing potentially harmful effects on the environment and to contributing to sustainable development through balancing its business aims with environmental considerations.

McDonnell Price roofing will meet and where possible exceed the requirement of all applicable legislation and regulations.

Specifically, where it is within the company’s control or influence in both design and construction McDonnell Price Roofing undertakes to:

- Endeavour to minimise the environmental impact of its operations and to reduce the effects of noise, dust, disturbance and inconvenience.
- Develop management processes, operational procedures, etc. to prevent pollution.
- Make efficient use of energy resources, taking appropriate opportunities to reduce waste and promote recycling and the use of recyclable materials.
- Implement a continual improvement process by assessing and monitoring its environmental performance against specific objectives and targets relevant to its business activities.
- Encourage initiatives that enhance its environmental performance.
- Work with subcontractors and suppliers to improve their environmental performance.
- Where appropriate, consult with the local community on environmental performance.

It is the responsibility of all McDonnell Price Roofing employees to support and apply those section of the company environmental policy and procedures that relate to their activities.

Appropriate support and training will be given to staff to ensure that they are able to fulfil the commitments given in this statement of policy.

Signed: 

Mr Patrick McDonnell (Managing Director)

Date: 31st October 2016

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Consultation with Employees

The Company will pro-actively involve its employees in all issues relating to health and safety in the workplace. The Company will consult on decisions affecting or involving:

- any change which may substantially affect the health and safety at work of staff, for example in procedures, equipment or working methods;
- the Company’s arrangements for getting competent persons to help satisfy health and safety laws;
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;
- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters through Elected Representatives (ER’s).

Where the company chooses to consult through Elected Employee Representatives the following applies:

There shall be at least 2 Elected Employee Representatives (EER) who will be consulted on a regular basis on the health and safety issues mentioned at para 7.1 above.

The ERR’s are entitled to the following and these will be provided by the Company subject to adequate notice which will normally not be less than 7 days:

- adequate training to enable them to carry out their role
- reasonable necessary time off with pay and any reasonable costs to do with that training
- necessary information which they require to undertake the role (this will be provided as soon as reasonably practicable)

The role of Elected Representatives shall be to:

- take up concerns with the Company about possible risks and dangerous events in the workplace that may affect the employees they represent;
- take up with the Company general matters affecting the health and safety of the employees they represent; and,
- represent the employees who elected them in consultations with health and safety inspectors.

The following could be considered optional extras if the Company so desired

- investigate potential hazards and dangerous occurrences at the workplace.
- examine the causes of accidents at the workplace;

Where the company choose to consult direct with employees, the following applies

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters on an individual basis.

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018

HEALTH & SAFETY POLICY

This will be achieved by writing to each individual on any issues listed at para 7.1 above and provide adequate time for them to respond either verbally or in writing, normally within 7 days. On urgent issues the Managing Director will consult individuals on a personal basis and record where necessary comments to reflect decisions made.

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018

SMOKE FREE POLICY

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

This policy relates to Cigarettes, Rolling tobacco, Cigars and vaping devices.

POLICY

It is the policy of McDonnell Price Roofing Contractors Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday, 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. Provide and sign a designated smoking area. This includes all company owned/leased/rented vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text ‘GIVE UP’ and you’re full postcode to 88088 to find your local NHS Stop Smoking Service.

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018

HEALTH & SAFETY POLICY

Drug & Alcohol Statement

The Company is committed to providing a safe and healthy working environment for all employees and those affected by our activities. The Company operations will be carried out so as to ensure, so far as is reasonably practicable, that the Health, Safety or Conditions of any person or property will not be adversely affected. The misuse of drugs or alcohol by individuals can lead to an increased risk of accidents and incidents; the Company aims to reduce these risks by means of the Policy, Procedures and Guidance set out in a separate document (**See Drug & Alcohol Policy**).

This Policy is applicable to all employees, consultants, contractors, and sub-contractors or other third parties employed or engaged by or on behalf the Company.

The aims of this Policy are to:

Ensure that the Company complies with relevant legislation relating to substance abuse at work (including without limitation The Health & Safety at Work act 1974, The Transport and Works Act 1992, The Misuse of Drugs Act 1971.

To take a proactive approach to ensure that our workplace is a drug and alcohol free environment as part of our commitment to ensuring a safe and productive workplace, by ensuring that all relevant individuals are aware of this Policy and that anyone who declares (pre testing) a drug, alcohol or substance related addiction or habit is given the necessary support.

Undertake measures to prevent persons attending work under the influence of illegal drugs, misused prescribed or over the counter medication or alcohol, using a testing regime; and provide information, instruction and awareness training to all Relevant Individuals on the health effects of alcohol and illegal drug use, the principles of this Policy and the repercussions of a breach of it (including disciplinary procedures and dismissal).

This Policy will be communicated to all relevant individuals and reviewed on a regular basis. All amendments or updates will be communicated.

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018

Health & Safety Communication

Employees may refer health, safety and welfare matters to either their immediate supervisor and/or their appointed safety (or elected) representative.

Wherever possible, the Site Manager will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives and will enlist the aid of the Director.

In instances where necessary action is beyond the resources of the Site Manager or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting line, to the Director and the Safety Representative informed accordingly.

In the event that the resolution of a problem is beyond the resources of the Managing Director or in instances where proposed action cannot be agreed, the matter will be referred to the Health & Safety Manager.

In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where necessary action will involve some delay, the employee should be given the details and kept informed of progress.

All employees are encouraged to submit suggestions for better health and safety to their immediate supervisor or direct to Management.

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018

HEALTH & SAFETY POLICY

Young Persons & Work Experience Policy

General duties for all employers

Young persons gaining 'work experience' as part of school/college programme must be introduced to the company/site by the school/college staff. Details of the work experience to be clearly defined before the young person are allowed to commence work.

Under no circumstances will employees or sub-contractors be allowed to bring young persons/relatives onto the site on 'ad hoc' occasions for example during school holidays.

The law at present requires you to assess risks to all your employees, including young workers, and to do what is reasonably practicable to control those risks.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by local education authority. The Health & Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience as employees for the purposes of health and safety legislation. Employers offering work experience placements to children must provide them with at least the same health, safety and welfare protection that they give their own employees. There are also some age-related restrictions which prohibit your workers, including children on work experience, from working with particular machinery or undertaking particular tasks. A list of these may be found in HS(G)165 "Young People at Work" A guide for employers`.

Applicable legislation; The Management of Health & Safety at Work Regulations 1999.

As a result employers are required to:

- Assess risks to young people, under 18 years old, before they start work;
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity;
- Address specific factors in the risk assessment;
- Provide information to parents of school-age children about the risk and the control measures introduced; and
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over MSLA (just before or just after their 16th birthday), and it is necessary for their training and:
 - a) where risks are reduced so far as is reasonably practicable; and
 - b) where proper supervision is provided by a competent person.

Document Name	HSP-00 HSE & Welfare Policy	Date Credited	08/05/2017
Created By	William Graham	Revision Date	08/05/2018