



# **BARDEN CONTRACTS GROUP LTD**

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## Health and Safety Policy 2010

## Introduction

This document sets out the Health & Safety arrangements we have established in conjunction with SAFEcontractor and Hascom. We have adopted this standard policy and tailored it to represent our group organisation.

The following is a description of the type of work that our Company undertakes:

Description of Work: Mechanical & Electrical services, Heating, Ventilation Air-conditioning and Refrigeration, Intruder & Fire Alarms, CCTV and Entry Systems.

Industry Sectors: Retail, Catering, Commercial Offices, Light industrial, Airports, Secure and Sensitive Areas, IT intensive buildings.

This document sets a base level of health & safety awareness, and through membership of SAFEcontractor and the ECA our organisation will develop and improve health and safety knowledge, standards and performance.

## Key Individuals

Within this policy document there are key individuals with specific responsibilities, referred to as the following roles:

- |                                     |                  |
|-------------------------------------|------------------|
| ▪ The Managing Director             | Mr Stuart Barden |
| ▪ The Health and Safety Coordinator | Mr Stuart Barden |
| ▪ Head Office Appointed Person      | Ms Joanne Coker  |
| ▪ M&E Supervisor                    | Mr Steven Gould  |
| ▪ M&E Supervisor                    | Mr Keith Giles   |

## PART 1 - General Statement of Policy

1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

1.2 The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation.

1.3 The Company will do all that is reasonably practicable to provide and maintain:

- Safe places of work
- Safe methods and systems of work
- Safe plant and equipment
- Personal protective equipment relevant to working tasks
- A safe and healthy working environment

1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

Signed:

Name: Stuart Barden

Date:

Position: Managing Director

## **PART 2 – Organisation and Responsibilities**

### ***2.1 Head of Company***

Stuart Barden the Managing Director has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate health and safety training
- Monitor and assess risks to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

### ***2.2 Health and Safety Coordinator***

The named person responsible for health and safety in the company is:

- Stuart Barden the Managing Director

The Health and Safety Coordinator will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits and inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

### ***2.3 Supervisors***

Supervisors, in addition to the undertakings and responsibilities of all employees below, will undertake and be responsible for:

- Diligently carrying out activities in a safe and responsible manner.
- Monitoring employees in their care to ensure the policies and procedures set out here are being adhered to correctly.
- Demonstrating good practice and setting a positive example to other employees.
- Investigating and reporting accidents in line with the procedures in this policy.

## ***2.4 Head Office Appointed Person***

The Head Office Appointed Person, in addition to the undertakings and responsibilities of all employees below, will undertake and be responsible for:

- Ensuring all office based staff are aware of the correct health and safety and emergency procedures.
- That all first aid equipment is maintained in a “fit for purpose” condition and is present in the nominated locations around the Head Office.
- Ensuring there is a suitably qualified first aid qualified person available at the office.

## ***2.5 Employees***

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

- (A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company’s health and safety policy and carry out their work safely and in accordance with it requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Supervisor
- Reporting to Supervisors and their management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **PART 3 – Arrangements**

### ***3.1 Communication***

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job

- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, e-mails and memo's posted on the staff notice board.

### ***3.2 Training***

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing equipment, machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice as appropriate.

### ***3.3 Risk Assessments***

The Health and Safety Co-ordinator will carry out and record formal risk assessments. Employees are encouraged to report to their superior any significant hazards that they observe or which develop in the course of their work. Hazards are considered and work methods established to minimize the risk of injury to employees and others affected by the work.

Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator if required. The head of the Company ensures operators are provided with appropriate instruction and training on compliance with risk assessments.

### ***3.4 Method Statements***

Formal method statements (safe systems of work) will be prepared in writing when a systematic examination of a task is required in order to identify all the hazards involved with the task and to ensure that the hazards are eliminated or risks minimised.

The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that should be followed in order to undertake the given task safely.

### ***3.5 Co-operation with Clients***

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

### ***3.6 Welfare Facilities***

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site
- Safe routes of access and egress from site
- Site specific points of contact, emergency / first aid contacts.

### ***3.7 Work Equipment***

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by the appropriate supervisor, under the supervision of the Health and Safety Coordinator in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. All site work equipment will be assessed "fit for purpose" PAT tested and will not exceed 110V

Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

### ***3.8 Personal Protective Equipment (P.P.E.)***

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to your supervisor.

### ***3.9 Hazardous Substances***

It is the policy of the company to adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the Control of Substances Hazardous to Health Regulations 2002 (as amended). Namely:

- design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
- take into account all relevant routes of exposure (inhalation, skin absorption and ingestion) when developing control measure
- control exposure by measures that are proportionate to the health risk
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment
- check and review regularly all elements of control measures for their continuing effectiveness
- inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks
- ensure that the introduction of control measures does not increase the overall risk to health and safety

The risks associated with hazardous substances are considered for all work activities.

Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

The implementation of control measures for hazardous substances used at work will be considered in the following order of precedence:

- **Hazard elimination** using alternative working methods
- **Substitution** replace substance with a non or less hazardous substance
- **Segregation** automation or enclosure of process/operator

- **Use of procedures** use of engineering controls and other safe systems of work e.g. mechanical ventilation
- **Use of warning systems** warning notices, proper labelling of containers and instructions
- **Use of Personal Protective Equipment** must be adequate and used as last resort if other controls are impractical or cannot be implemented

Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.

The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.

- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
- Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, gases or vapours.
- Hazardous substances should not be used in areas where food is being eaten.
- Good personal hygiene practices must be observed.
- Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers and barrier creams.
- Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
- Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
- Read the data sheet, container labels and detailed health and safety information before using any chemical products.

An inventory of all substances and materials hazardous to health is issued to all employees during company induction and held at head office.

### ***3.10 First Aid & Accident Reporting***

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office:

- The first aid boxes are located in the kitchen area entrance and the workshop.
- The Qualified First Aider and Appointed Person is Jo Coker.
- Company vehicles – All company vehicles are stocked with a first aid kit.

On Project Sites – wherever possible arrangements are made with clients or the principle contractors to use their first aid facilities. Where this is not possible, a member of the project

team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents **MUST** be reported to your Supervisor and the details recorded in the accident book (held at Head Office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):**

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents and incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

**3.11 Asbestos**

Before any work commences on a client's site, the Managing Director, Health and Safety Co-ordinator or other senior person in the company will ask to see the asbestos register for the site or make other enquiries to find out the position and condition of any asbestos that might be present.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos.

If you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public

- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary investigation and sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

### ***3.12 Manual Handling***

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are trained in correct manual handling using L.I.T.E. (Load Individual Task Environment). Our employees are advised not to manually handle loads which they feel incapable of moving safely.

### ***3.13 Fire Safety & Emergency Procedures***

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Health and Safety Co-ordinator will ensure that adequate fire fighting equipment is available on site. He will liaise with the client or Principal Contractor to ensure that adequate fire and emergency procedures are in place before the start of the contract.

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

The Health and Safety Co-ordinator is responsible for fire and emergency precautions and assessments in the Company office. He will ensure that all reasonable steps have been taken to comply with the Regulatory Reform (Fire Safety) Order 2005. This will include:

- identification of potential fire hazards in the premises
- identification of people who may be at risk
- evaluation of the risk
- production of a written fire-emergency plan to remove, reduce or control the risks
- ensuring an adequate means of escape in the event of a fire
- ensuring that escape routes are kept clear
- sufficient fire fighting appliances are available and properly maintained
- an adequate means of warning in the case of a fire is available
- provide suitable information, instruction and training to staff
- review the assessment annually or when conditions change and revise as necessary.

The Health and Safety Coordinator is responsible for the maintenance and testing of fire alarms and fire fighting equipment.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

### **3.14 Sub-Contractors**

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for dealing with specific risks will be taken into account during the selection process.

- Activities that we sub-contract include:
  - M&E Installation
  - HVAC Engineers
  - Plumbers
  - Roofers
  - Asbestos Removal
  - Fire Alarms
  - Shutters
- Sub-contractors health & safety arrangements are assessed by requesting the following documents:
  - Contractor pre-qualification questionnaire
  - Contractors Handbook
- We manage, supervise and monitor sub-contractors activities by the following means:
  - Site meetings
  - Monitoring and inspections
  - Own supervisors on site

### **3.15 Public safety**

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

## **PART 4 – Other Arrangements and Special Hazards**

### ***4.1 Arrangements for Special Hazards.***

There are a number of special hazards, which have potentially serious consequences, and which have been identified as 'high risk' in the Company's risk assessments. This section of the policy identifies these hazards and is in addition to normal risk assessment procedures in Section 12. They include:

- Work with asbestos-containing products
- Work in noisy areas
- Vibration and the use of power tools
- Use of mobile scaffolding towers
- Use of ladders and steps
- Work on live electrical systems
- Use of mobile elevating working platforms
- Lone working
- Hot works
- Working in confined spaces
- Demolition work
- Work with fibre optics or lasers
- Working at height or on fragile/flat roofing
- Work in excavations
- Work in hospitals
- Work on sewage or waste disposal sites
- Work on school premises
- Working airside at airport sites
- Ministry of Defence and Military bases
- Other highly sensitive areas including data centres

These activities will require a specific risk assessment to be made prior to the commencement of work. The Health and Safety Coordinator will have the responsibility for making these specific risk assessments. Further information on standard precautions is given below.

The client may operate a 'permit to work' system to govern our activities in situations where our work interfaces with his operations. This will need to be considered when we are carrying out risk assessments. All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.

### ***4.2 Asbestos***

At the pre-tender stage of any contract specific enquiries will be made to the client as to the presence of asbestos. When asbestos is suspected or known to be in any material to be handled by our employees, work is not to be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand. Any employee discovering material that is suspected of containing asbestos is to stop work immediately and inform the Contracts Engineer in charge of the job. All employees will be appropriately trained in asbestos awareness and safety procedures at induction.

#### ***4.3 Noise at Work***

Noise at work is subject to the Control of Noise at Work Regulations 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached. As an M&E contractor noise is not normally an issue when carrying out our normal type of work. It is not considered that noise levels will exceed the first action level during a normal working day. When excessive noise levels are encountered they are usually either of short duration or client generated. We have never undertaken work that has necessitated detailed noise assessment however our employees are issued with suitable hearing protection and noise is considered when carrying out any risk assessment for work being undertaken. Instructions for safeguarding hearing will be given to employees as appropriate by the Health and Safety Co-ordinator.

#### ***4.4 Hand Arm Vibration***

Hand arm vibration (HAV) is not normally a significant hazard in work undertaken by this company. Hand held power tools are used for short duration during installation and maintenance work and only for a small proportion of working hours. Hammer action drills are used, but for less than 30 minutes in any one-day. It is considered that the action level is not likely to be approached during normal work activity. A specific risk assessment will be carried out by the Health and Safety Coordinator should the occasion arise where there is a known or suspected hazard arising from using power tools.

#### ***4.5 Mobile Scaffold Towers***

Mobile Scaffold Towers, are only to be erected, altered, or dismantled by competent persons and in accordance with the manufacturer's instructions. The competent person must inspect all towers after they have been erected or adapted and before first use to ensure that they are suitable for the work to be carried out. No mobile tower may be used unless it has been inspected on site after being erected and within the previous seven days. A record is to be made by the competent person in accordance with the Work at Height Regulations. Mobile towers are not to be used in the vicinity of overhead electric lines.

#### ***4.6 Ladders and Step Ladders***

Ladders and Step Ladders will only be used as working platforms for work of short duration and low risk, or where there are existing site features that cannot be altered. Steps and ladders will be used in accordance with the HSE guidance and only after the risks and suitability for the operation have been assessed.

#### ***4.7 Live Electrical Work***

Live electrical work is only to be carried out in exceptional circumstances under the authorisation of the Health and Safety Coordinator. The circumstances for live work will be assessed using HSE Guidance - HS(G) 85 - Electricity at work- safe working practices. A written safe system of work will be produced before the work starts. All electrical systems must be proved dead before work starts. NO assumptions about the state of any system are to be made without positive verification - all circuits must therefore be assumed to be live unless it is established they are dead.

#### ***4.8 Mobile Elevating Working Platforms***

Mobile Elevating Working Platforms (MEWPs) may only be operated by suitably trained and competent persons. Manufacturer's instructions must always be followed. MEWPs must have been subject to a thorough examination during the previous six months, and must be inspected at least every seven days while in use. Before use the ground upon which a MEWP is to

operate must be checked for suitability. MEWPs are not to be used in the vicinity of overhead electric lines.

#### ***4.9 Lone Working***

Lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker. Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance. All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance. Lone working will not be allowed where there is any significant risk of exposure to live conductors.

#### ***4.10 Confined Spaces***

Confined spaces such as ducts, manholes, sewers and deep excavations, are not to be entered until a risk assessment has been carried out and a safe system of work has been drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. The HSE Approved Code of Practice is to be used to assist in risk assessment and evolving safe systems of work.

#### ***4.11 Working at Height and Work on Flat Roofs***

Work at height and work on flat roofs will only be carried out where it is not reasonably practicable to carry out the work otherwise than at height. Specific risk assessments will be carried out for all such work and will only be undertaken by competent people. The work must be properly planned and supervised to ensure that it is carried out in a safe manner. Work equipment enabling work at height to be carried out will be always be selected on the basis that collective protection measures will be given priority over personal protection measures and account will be taken of any other relevant factors that may affect safety such as the location of the work, ease of access, consequences of a potential fall, the duration and frequency of use, emergency rescue/evacuation and any additional risks posed by the selection of a particular item of work equipment.

Edge protection will always be provided where practicable when there is a risk of personal injury as a result of falling. Where it is not reasonably practicable to provide edge protection, other collective protective measures such as soft landing systems will be used. Finally, where these are not practicable personal fall arrest and or restraint equipment must be used. The advice of the Health and Safety Coordinator should be obtained before work starts if there is any doubt about the precautions required in particular circumstances. Roof work will be carried out in accordance with the guidance contained in HSG 33 – *Health and Safety in Roofwork*.

#### ***4.12 Site Specific***

Where sites have special rules and requirements, work is to be carried out in strict accordance with risk assessments, safety plans and local rules. Where our work can effect the functioning of the client establishment, the client's requirements are to be complied with, and their permit to work system followed. Priority may need to be given to the work of the client establishment, restrictions on access are to be respected, and a co-operative and polite attitude is to be maintained.

The risk assessment will identify work methods and procedures that comply with the rules of the client establishment. No work is to be carried out without the appropriate authorisation. Rules regarding vehicle safety and work equipment safety and operation, and use of personal protective equipment are to be followed without exception.

#### ***4.13 Company Vehicles.***

In line with the company motoring policy contained within the employee handbook, the company will maintain vehicles at intervals recommended by the manufacturers. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle unroadworthy. It is the driver's responsibility to ensure that loads are properly secured and the vehicle is not overloaded. Drivers of company vehicles are expected to drive in a safe and considerate manner. Drivers who fail to comply with the provisions of the Road Traffic Act will be subject to disciplinary action.

Under no circumstances must hand-held mobile telephones be used whilst driving a company vehicle. All drivers must pull over to the side of the road and switch off the engine before either answering or making calls. Hands-free kits may be used at the driver's discretion but calls should be kept as short as possible and drivers should not allow themselves to be distracted.

#### ***4.14 Environmental Impact.***

In line with the company environmental policy the Company recognises that its activities may have environmental implications, and therefore pursues a policy designed to minimise environmental damage. The Company's operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be taken into account in tendering. The company will maintain all appropriate licences and permissions required.

#### ***4.15 Information for Employees and Others.***

Other contractors and clients will be given a copy of this Policy Statement on request.

Employees will be asked to read this Policy Statement on joining the Company as part of their induction training. Their attention will also be drawn to the risk assessment system.

Employees will be advised of risks drawn to the Company's attention by other employers sharing a particular workplace.

#### ***4.16 CDM Compliance and Design Safety.***

It will be our practice to co-operate fully with the CDM Co-ordinator and Principal Contractor when appropriate, and with other designers involved in projects to make the maximum contribution to design and general site safety.

The Managing Director will take all reasonable steps to ensure the health and safety competence of all employees and subcontractors carrying out work for the Company.

Those preparing designs on our behalf will alert clients to the duties they may have under the Construction (Design and Management) Regulations 2007, and follow the designer's duties as defined within the Approved Code of Practice to the Regulations.

The guiding principles for all designs prepared by us will be to design to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design. Only persons competent to produce designs will be permitted to do so.

#### ***4.17 Smoking***

In accordance with The Health Act 2006, it is the policy of this company that all our employees have a right to work in a smoke-free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and in company vehicles.

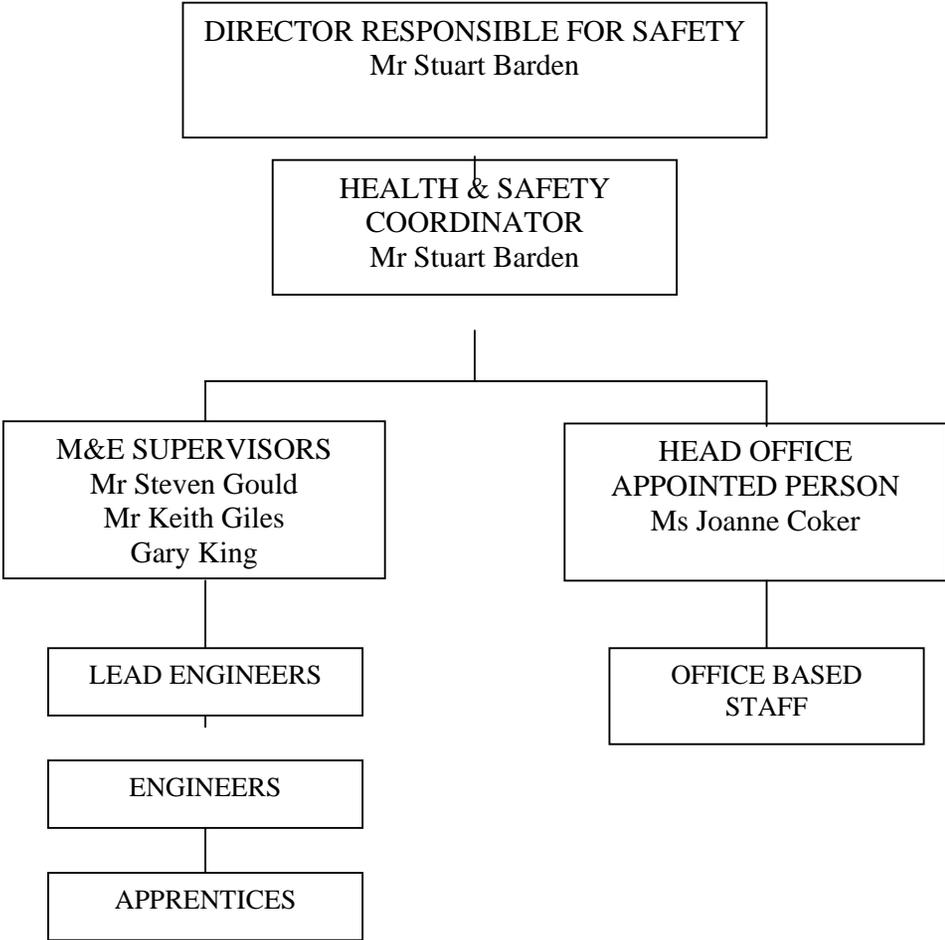
It is expected that other employers or persons controlling premises where company employees may be working will comply with their duty in enforcing this legal requirement. The lead engineer should contact the Health and Safety Co-ordinator in a situation where the prohibition is not being observed.

This policy applies to all employees, contractors and visitors.

#### ***4.18 Stress***

The Health and Safety Executive defines stress as “*the adverse reaction people have to excessive pressure or other types of demand placed on them*”. The company recognises that workplace stress can affect the health and safety of all employees and also recognises the need to identify and reduce the potential for workplace stressors occurring as a result of workplace and other influences. All employees are encouraged to raise issues of concern about stress with the Health and Safety Co-ordinator who will take all such matters seriously and arrange for the appropriate support as circumstances dictate.

**APPENDIX 1 - COMPANY SAFETY MANAGEMENT STRUCTURE**



## **APPENDIX 2 - RESPONSIBILITIES**

This Appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of the Managing Director should be obtained.

- 1) The Managing Director will:
  - a. initiate, administer and interpret the effective implementation of the Company Health and Safety Policy.
  - b. arrange for funds and facilities to meet the requirements of the Policy.
  - c. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a general knowledge of the Electricity at Work Regulations 1989, the Construction (Design and Management) Regulations 2007, and relevant Regulations and Codes of Practice.
  - d. be aware of changes in legislation which affect the Company.
  - e. promote the safe conduct of work generally, and review the performance of the Company in relation to its health and safety objectives and safety policy arrangements annually.
  - f. ensure that the Company safety policy and all risk assessments including COSHH assessments are reviewed at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.
  - g. set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.
- 2) The Health and Safety Co-ordinator, will:
  - a. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a general knowledge of the Electricity at Work Regulations 1989, the Construction (Design and Management) Regulations 2007, and other relevant Regulations and Codes of Practice.
  - b. be aware of changes in legislation which affect the Company.
  - c. co-ordinate health and safety information and disseminate such information throughout the Company, in his position as appointed competent person under the Management of Health and Safety at Work Regulations 1999.

- d. respond to suggestions or comments on ways in which Company health and safety performance can be improved.
- e. review training needs at all levels within the Company at regular intervals
- f. ensure employees, contractors and sub-contractors are competent and carry out formal vetting where necessary.
- g. ensure that new employees and apprentices are provided with suitable induction training covering the company's health and safety policy and procedures.
- h. carry out induction training for young persons and ensure adequate levels of supervision and training.
- i. be responsible for making direct telephone and written notifications as above, and retaining copies on file.
- j. investigate all accidents and dangerous occurrences.
- k. ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer or supplier.
- l. ensure that the company's fixed electrical installations and wiring are inspected in accordance with the requirements of the current Wiring Regulations.
- m. ensure that all work equipment is properly maintained and appropriate records kept.
- n. carry out risk assessments as required by Regulations for general and specific risks and for manual handling operations to which Regulations apply, also being available to give advice on precautions and control measures necessary in particular circumstances such as work at heights, work with asbestos-containing materials, and work in noisy areas.
- o. review the Company safety policy and all risk assessments including COSHH assessments at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period and report to the Managing Director ways in which the Company's safety performance can be improved.
- p. specifically authorise any live electrical working which may prove necessary, ensuring that a method statement has been completed and that any permit requirements are known and complied with.
- q. carry out COSHH risk assessments as required by Regulations for products used by or generated as a result of Company work.
- r. carry out fire risk assessments and ensure adequate fire and emergency precautions are in place at the company offices.

- s. ensure that when appointed Principal Contractor the Company complies with its duties under the CDM Regulations.
  - t. maintain records of health and safety training
  - u. hold all the company's health and safety documentation including those concerned with accidents, dangerous occurrences and notifiable diseases and conditions.
  - v. ensure that the Office, vehicles and when necessary sites are supplied with necessary first-aid equipment and facilities.
- 3) Directors, Managers and Supervisors, when responsible for work on sites will:
- a. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a general knowledge of the Electricity at Work Regulations 1989, the Construction Regulations, the Construction (Design and Management) Regulations 2007, and other relevant Regulations and Codes of Practice.
  - b. attend site meetings where health and safety matters are discussed, and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials.
  - c. determine at the project planning stage and establish at the commencement of work:
    - the most appropriate order and method of working
    - the provision of welfare and sanitation facilities
    - hazards which might arise, and complete risk assessments as required
    - allocation of responsibilities
    - necessary fire precautions
    - adequate first-aid facilities
  - d. monitor health and safety standards on our sites to ensure compliance with the policy, current legislation and guidance.
  - e. carry out site induction training for new employees and apprentices, and those transferring from job to job or site to site, covering specific hazards and rules relating to the work to be done.
  - f. arrange for the availability of necessary first-aid facilities, including making appropriate arrangements with the client or main contractor.
  - g. ensure that all work equipment hired or purchased is suitable for the purpose intended.
  - h. ensure that all users of plant and equipment are given sufficient training to operate such plant and equipment safely.

- i. carry out site specific risk assessments as required by Regulations for general and specific risks to which Regulations apply.
  - j. identify and record assessments of manual handling operations that have a risk of injury to company employees.
  - k. identify personal protective equipment needs and ensure that suitable equipment is provided and used as required by risk assessments.
  - l. ensure that suitable arrangements are provided for the storage of any PPE that may be necessary.
  - m. carry out site specific COSHH risk assessments as required by Regulations for products used by or generated as a result of Company work.
  - n. ensure that specific enquiries are made to the client at the pre-tender stage of the contract as to the presence of asbestos.
  - o. advise employees on site of any risks drawn to the Company's attention by other employers sharing a particular workplace, and distribute information contained in the site's safety plan where this is applicable under the Construction (Design and Management) Regulations 2007.
  - p. take steps to ensure the competence in health and safety of all employees and other persons or contractors to whom work is subcontracted.
  - q. ensure that tenders are adequate to cover sound methods of working and the provision of the required welfare facilities.
  - r. set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.
- 4) The Head Office Appointed Person, will:
- a. have an understanding of the Health and Safety at Work etc, Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Health and Safety (Display Screen Equipment) Regulations 1992 as amended
  - b. be responsible for making risk assessments of work in the Office, including those for display screen equipment in the Office.
- 5) The Lead Engineer in charge of work on site will:
- a. have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a general knowledge of the Electricity at Work Regulations 1989, the Construction

(Design and Management) Regulations 2007 and other relevant Regulations and Codes of Practice.

- b. report all injury, accidents or dangerous occurrences to the Supervisor and the Health and Safety Coordinator.
  - c. carry out necessary statutory inspections of fixed or mobile scaffolding and record results where appropriate.
  - d. issue instructions to employees in their charge concerning identified needs for personal protective equipment to be worn, and ensure that suitable equipment is provided and training given in use, maintenance and storage.
  - e. ensure that hazards from material stacking, positioning of plant and installation of electricity supply are eliminated.
  - f. plan and maintain tidy work areas.
  - g. ensure that working methods established do not require or allow persons to take unnecessary risks.
  - h. ensure that only competent and, where necessary certificated, persons are employed.
  - i. ensure that all machinery and plant, including power and hand tools, is checked, that it is in good and safe condition, and that any defects are reported.
  - j. ensure that appropriate fire-fighting appliances are maintained on site as necessary.
  - k. ensure that adequate first-aid facilities are available during working hours.
  - l. accompany Enforcement Officers on site visits.
  - m. reprimand and report any employee failing to exercise their safety responsibilities.
  - n. set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site.
- 6) Employees will:
- a. use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary.
  - b. keep tools in good condition.
  - c. report to the person in charge of the work any defects in plant or equipment of which they become aware.

- d. develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- e. avoid improvising which entails unnecessary risks.
- f. refrain from horseplay and the abuse of welfare facilities.
- g. report incidents which have led or may lead to injury.
- h. suggest ways of eliminating hazards.
- i. co-operate in the investigation of any accidents.
- j. comply with any health and safety rules imposed by the Client or Principal Contractor.
- k. set a personal example.

### **APPENDIX 3 - COMPANY SAFETY RULES**

This Appendix to the Company Safety Policy is the Company Safety Rules as described in the Safety Policy. Wilful disregard by any employee of any Company safety rules may be considered sufficient cause for immediate dismissal.

1. Personal protective equipment shall not be misused and shall be worn wherever necessary, as identified by risk assessments. The person in charge of the site will give instructions to operatives where this rule applies.
2. Safety helmets will be worn in accordance with the Construction (Head Protection) Regulations 1989 on sites or in work areas, which are designated as “hard hat” sites, or areas, or wherever else there are risks of head injury.
3. Safety boots or shoes must be worn at all times. No person may wear plimsolls, trainers or other soft-soled footwear.
4. Fire-fighting equipment is provided in all places of work. All employees must be aware of the location of fire extinguishers and of their method of operation.
5. All access equipment including ladders and stepladders must be kept in good repair. Mobile towers must only be erected by those trained to do so, and in accordance with the maker or supplier's instructions.
6. All injuries, no matter how slight, must be reported immediately.
7. Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
8. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be dismissed immediately.
9. The Company will comply with the requirements of the Working Time Regulations 1998. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.
10. Horseplay, scuffling, and other acts which tend to endanger the safety or well being of employees are prohibited.
11. Portable tools must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately, and it is the personal responsibility of each employee to ensure that this is done. The Company maintains records of the electrical testing of all portable electrical appliances.
12. Only persons who have been trained and appointed in writing by the Company may change abrasive wheels and cutting discs.

## **APPENDIX 4 - OFFICE SAFETY RULES**

This Appendix to the Company Safety Policy, which is a supplement to the Safety Rules set out in the main Safety Policy document, sets out the safety rules which must be observed by all employees working in our offices. These have been derived from our risk assessment.

1. Furniture and equipment must be arranged so as to avoid injury from sharp corners.
2. Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
3. Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
4. Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
5. Access to high upper storage shelves must only be gained by using the steps or safe access provided.
6. Cables from electric fires, telephones and leads to office electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
7. Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
8. At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed.
9. Any electrical faults must be reported to the Health and Safety Coordinator.
10. Paper guillotines are not to be operated with their guards removed.
11. Any simple adjustments to electrical equipment must be made with the power switched off.
12. Electrical heaters or fires may only be used if properly guarded in accordance with British Standards.
13. Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
14. Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
15. Fire exits must be kept clear at all times.
16. Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All employees must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. The Health and Safety Coordinator is responsible for ensuring all fire-fighting equipment is regularly serviced.

17. Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, together with the precautions to be observed and the first-aid measures to be adopted.