



**HEALTH, SAFETY AND  
ENVIRONMENTAL POLICY**

**PROTECTORGLAZE LTD**

**Dated: 10<sup>th</sup> January 2017**

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**PROTECTORGLAZE LTD.**

Highbury House, 15 The Woodlands, Cold Meece, Staffordshire, ST15 0YA  
Telephone: 01785 76188 Fax: 0871 661 0957  
Email: [sales@protectorglaze.com](mailto:sales@protectorglaze.com)

## HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

Protectorglaze Ltd is legally and morally responsible for the Health and Safety of its employees and for the impact of work activities and business operations as it affects others, including the general public, and the environment.

The Management will:

- Prepare, communicate and regularly revise Health, Safety and Environmental Policy and Procedures for their business;
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented;
- Ensure that employees receive training in order to carry out their duties as commensurate with their post;
- Ensure that management systems provide for effective monitoring and reporting of health, safety and environmental performance;
- Prepare and implement aims & objectives with measurable improvement targets;

### Objectives

The management recognises that such policy and measures are advantageous to employees and the company by minimising the likelihood of injury or ill health to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

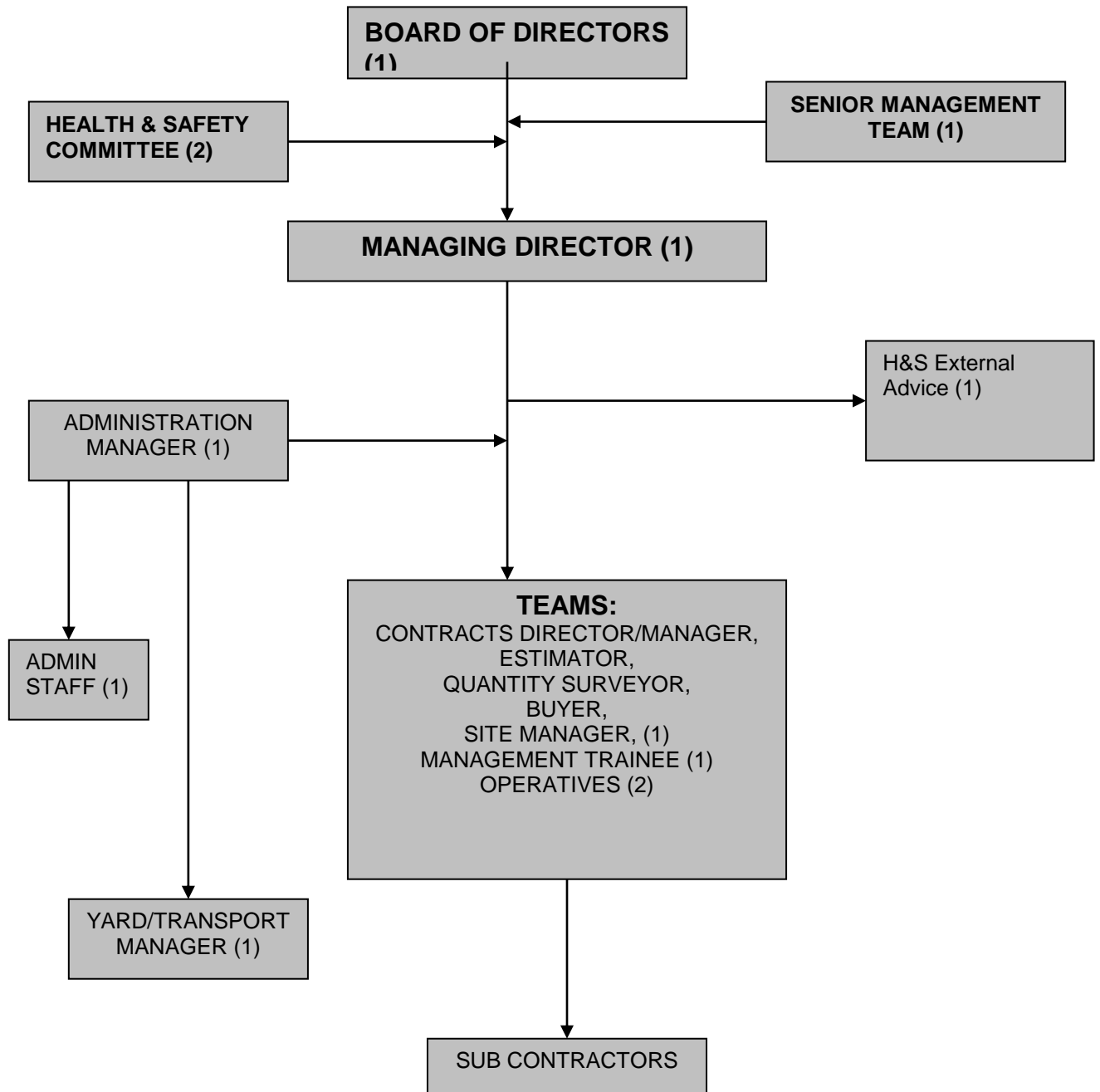
To achieve these objectives, in compliance with legislation, Protectorglaze Ltd require all personnel (directly and indirectly employed) to support these and co-operate fully in their implementation.

*Robert J Hayne*

**Robert J Hayne**  
Managing Director

Dated: ...**10<sup>th</sup> January 2017**

**HEALTH & SAFETY ORGANISATIONAL STRUCTURE**



## **ORGANISATION & RESPONSIBILITIES**

### **Board of Directors**

1. Have joint responsibility for implementing the Protectorglaze Ltd Health, Safety and Environmental Policy.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
3. Will set specific aims and objectives in order to measure overall performance developing a positive health and safety culture throughout the company.
4. Will set a personal example at all times, particularly by providing adequate resources for health and safety and wearing appropriate protective clothing and safety equipment.
5. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

### **The Managing Director (Director responsible for health and safety)**

1. Will actively participate in and support the development of a positive health, safety and environmental culture at board level.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
3. Have overall responsibility for the health, safety and environmental policy as it affects the company.
4. Will ensure the preparation, communication and implementation of policies and procedures in compliance with company requirements and appropriate to the operational sphere.
5. Will allocate sufficient resources within the company to enable the policy to be operated effectively.
6. Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in every management meeting and every site visit.
7. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

### **The Senior Management Team**

1. Will consist of: Board members, Senior Buyer, Senior Estimator and Contracts Managers.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
3. Will ensure the regular review of company performance in health, safety and environmental issues, policies and procedures.
4. The team will meet twice yearly as a minimum or in light of any significant changes warranting the review of company procedures.
5. Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.

6. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

### **Health & Safety Committee**

1. Will consist of representatives from: Contracts Management, Site Management and head office administration staff. The meeting will be chaired by the Managing Director.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
3. Will meet on a six monthly basis, minutes will be taken and recommendations forwarded to the Board of Directors.
4. The committee members will encourage employees to discuss / report health and safety issues which will be discussed at committee meetings.
5. Will monitor and review company statistical information for the identification of trends.
6. Will monitor and review company policies, procedures and consider new initiatives in light of any legislation changes.
7. Agenda items will include:
  - Accidents/near misses reported during the previous 6 monthly period.
  - Site inspection reports, including statistical trend identification analysis.
  - Contracts Managers report
  - Site representative report
  - Head office representative report
  - New starters/inductions
  - Training
  - External information: CSSE newsletters
  - New initiatives

### **Safety Adviser**

Our external Safety Advisors will assist the Managing Director in the implementation of the Company Safety Policy when requested by:

1. Advising the company on all matters relating to health, safety and welfare.
2. Ensuring, where reasonably practical, that the company are kept up to date with current and proposed legislation.
3. Carry out training of management staff and operatives when requested.
4. Carry out site and premises inspections in order to monitor working practises when requested to do so.
5. When required carry out accident investigations, prepare reports and recommend measures to prevent re-occurrence.
6. Offer consultancy services applicable to the development of the company health & safety arrangements.

**Managers including: Contracts Managers, Administration Manager & Site Management.**

1. Understand the Company Health, Safety and Environmental Policy and ensure it is brought to the notice of all employees, particularly new starters. Carry out work in accordance with the policy and, bring to the notice of the Managing Director, any improvements they may feel necessary.
2. All Managers will, on site or at Head Office, be responsible for the implementation of the company's aims & objectives for environmental improvement. The Senior Manager on site, or at place of work, is responsible for bringing to the notice of those responsible any deficiency observed and for providing guidance, information and training.
3. Ensure all incidents detrimental to the environment are reported to the Environment Agency. Displaying the local regional office telephone number prominently on site. A report of any such incident will be submitted to the Company Health & Safety Manager for investigation and action to prevent recurrence. The Health and Safety Manager shall disseminate any relevant information to all appropriate individuals for discussion at all Safety/ Environmental meetings throughout the organisation. All incidents will be included in the Annual Environmental Report to the Directors, or at intervals required by the Managing Director.
4. Ensure all employees, sub-contract operatives and, particularly apprentices and young people, are competent and are given induction training highlighting hazards, emergency procedures, safe methods of work (in particular the manual handling of items where mechanical aids cannot be provided) and any other relevant safety precautions. Ensure records of all induction training and copies of training certificates are retained.
5. Ensure work activities are carried out to the required company standards, with minimum risk to employees, other contractors, the public, equipment or materials.
6. Ensure all method statements and risk assessments are briefed to the workforce, and sub contractors, and that a record of the briefing is kept.
7. Ensure risk assessments have been carried out on any substance (including hazardous substances), process of work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
8. Ensure operatives under their control are aware of their responsibilities for safe working, understand the safe method of work and are fully aware they are not required or permitted to take unnecessary risks.
9. Arrange materials to be delivered and stacked in order to avoid double handling and ensure that the off-loading of materials is carried out in a safe manner.
10. Plan and maintain a tidy work area/office/site and, check all plant, machinery, power and hand tools and equipment are maintained in good condition and records of inspections are available.
11. Ensure adequate supplies of protective clothing and equipment are maintained on site and that the protective equipment is suitable.
12. Ensure emergency systems are in place, for alerting any of the emergency services.
13. Ensure provision of adequate first aid facilities and make operatives aware of the location and the procedures for receiving first aid treatment for injuries and the subsequent reporting of such injuries following the accident reporting procedures shown on the company posters.

14. Co-operate with the Safety Advisor and seek their advice before commencing any new methods of work or potentially hazardous operations.
15. Ensure adequate fire precautions are provisioned for the work area/office/site.
16. Negotiating with clients and building occupiers to agree any necessary health and safety arrangements, such as emergency procedures, protection of the public and the provision of welfare and first aid facilities.
17. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
18. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
19. In addition the Administration Manager will be responsible for fire arrangements at the head office and for undertaking a fire risk assessment of the premises.
20. In addition the Contracts Managers & the Administration Manager will be responsible for taking necessary reporting action on injuries, diseases and dangerous occurrences in accordance with current RIDDOR regulations. Along with reporting the accident/incident to the Managing Director and external safety advisors.

**Specific duties when acting as:**

**Planning Supervisor - NA**

**Designer - NA**

**Quantity Surveyor/Estimator**

1. Consider fully all health and safety issues in every tender preparation and allow adequate provision to enable the works to be completed in accordance with health and safety regulations.
2. Advise the team on the safety issues relating to the project.
3. Ensure that all sub-contractors prices provide for adequate health and safety measures.

**Buyer**

1. Ensuring that all sub contractors estimates/quotations include the necessary information relating to health and safety requirements.
2. Ensure that prior to orders being placed; all sub contractors are fully aware of their duties concerning health and safety.
3. Liaise with site management/supervisors in controlling and monitoring all sub-contractors safety arrangements during the construction process.  
Ensuring that fully detailed operating and erecting instructions are requested when items of plant, equipment, scaffold towers and site welfare facilities are delivered to site.

4. Arranging for materials to be delivered in reasonable sized units or arrange adequate mechanical handling to enable safe off loading and distribution.
5. Advising when appropriate, any known alternative materials which could be used that are less hazardous in their usage.
6. Request that COSHH data sheets are supplied for all hazardous substances.
7. Compile a library of hazard data sheets relevant to the business, and review and update on a regular basis.
8. Ensure each site and the Yard at HO is registered with the Environmental Agency with respect to generation of waste.

#### **Yard/Transport Manager**

1. Understand the Company Health and Safety Policy. Carry out work in accordance with the policy and, bring to the notice of the Administration Manager, any improvements you may feel necessary.
2. Will be responsible for safe unloading and stacking, delivering and collecting of materials.
3. Will make arrangements for the maintenance and servicing of company vehicles.
4. Will arrange portable appliance testing on behalf of the company.
5. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
6. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

#### **All other employees**

1. Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
2. Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
3. Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.
4. Report any incidents, accidents or unsafe conditions to their supervisor.
5. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
6. Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
7. Do not remove, tamper or interfere with, any items of safety equipment.



## **Subcontractors**

1. The subcontractors safety arrangements will be checked by the team against the requirements of this document and the specific procedures contained in the general management procedures and project safety plan for the job. Immediately mitigate any shortcomings brought to their attention.
2. Have qualified as a preferred contractor in accordance with Protectorglaze Ltd vetting procedures.
3. Subcontractors have specific and direct responsibility to their own employees and others that may be affected by their work with regard to health and safety, they should:
  - Identify the hazards of their work and inform the site manager where there is a risk.
  - Ensure their own systems of work, plant and workplaces under their control are safe.
  - Co-operate with the Site Manager and other subcontractors to co-ordinate the work by liaison and consultation.
  - Comply with the site safety rules and conditions for the project.
  - Subcontractors should not deviate from planned procedures and programmes without the agreement of the Site Manager.
  - If Subcontractors employ their own subcontractors, they should ensure that equivalent safety standards are achieved.
  - Provide necessary training and supervision of activities.

## **ARRANGEMENTS**

### **Information and Consultation**

Advisory literature on health and safety matters will be disseminated as appropriate through to site management. Site Managers will undertake toolbox talks to inform operatives of new initiatives.

Health and Safety committee members will encourage employees to discuss / report health and safety issues which will be reported back to meetings on a 6 monthly basis. In addition the company will hold staff meetings to discuss new company initiatives and significant changes in company procedures.

Our external safety advisors will update our Site Managers during regular site inspections including new Health & Safety Executive campaigns and initiatives.

### **Induction and Training**

All new staff will attend an induction as appropriate to their work location. The requirements of any health, safety and environment training will be assessed at this stage and subsequently considered by their line manager. Induction training will be undertaken on the 1<sup>st</sup> day of employment and follow our procedures as outlined in our quality management system. Staff will be issued with a copy of this policy and a company handbook on the 1<sup>st</sup> day of employment.

Site Managers will undertake induction of all operatives on the 1<sup>st</sup> day of working on their site whether our own direct labour, agency or subcontracted. All Site Managers have the facility to run a site specific induction programme either from a laptop or using a flip chart.

Training requirements will be identified and an annual training programme developed. The training programme will form part of our set aims for the year. As a minimum for Contracts Managers, Project Managers and Site Managers the IOSH 5 day Managing Safely course will be the company standard. In addition CSCS cards will be obtained for various levels of the company including visitors cards where applicable.

First Aid and fire training will be undertaken for both our head office and site based activities.

In house training will be undertaken via staff meetings, team meetings and toolbox talks. Training procedures are identified in our quality management system which is subject to regular internal and external auditing.

### Monitoring and review

The external safety advisors will, through regular site visits, monitor performance on site. The Site Managers will also conduct periodic site inspections, which will be documented.

As part of our project management processes we undertake subcontractors and suppliers performance reviews. Site management will monitor performance via the Considerate Constructors monitoring checklist, in addition we request that our subcontractors monitor Protectall International Ltd performance. All subcontractors will have pre-qualified via questionnaire/evidence submission for our preferred subcontractor list. Ongoing performance monitoring will be via subcontract/site meetings.

Meetings will be held at regular intervals to discuss all aspects of health and Safety and to monitor, review update policy and procedures as necessary.

Meeting Title	Frequency	Discussion points
Board of Directors	Annual review meeting	Policy Procedures Aims and objectives
Board of Directors	Monthly	Strategy Performance Stats evaluation Training Budget setting
Senior Management meetings	Minimum 6 monthly	Review of: Policy Strategy Performance
H&S Committee	6 monthly	Reports Statistical evaluation
Project Review meetings	Monthly	Strategy Performance
Site Managers Review	Annually	Performance

Monitoring will also be undertaken through incident statistic evaluation and site reports. In light of any identified omissions within our policy, which may be raised through our monitoring, such areas shall

be reviewed to seek improved control and the policy adapted to suit, with all being made aware of the changes.

In addition we will undertake both internal and external audits to effectively monitor/review our systems and procedures.

### **Drugs and alcohol**

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening.

### **Disputes**

In the event of any dispute regarding health and safety matters; these should be addressed to an immediate supervisor and if not successfully resolved directed to the Managing Director in writing.

### **Discipline**

Failure to comply with the Company Health and Safety Policy or contravention of statutory requirements, regulations, rules or procedures will be disciplined in accordance with company procedures.

### **Company vehicles/personal vehicles used for company business**

Vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles. Driving licences must be submitted to the office upon commencement of the use of a vehicle.

### **Use of mobile phones**

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer.

Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site: Unless using hands free devices or the use of a mobile phone does not compromise the safety of the individual or anyone else; use of mobile phones will be restricted to the welfare areas.

### **Accident / Incident Reporting**

All accidents will be reported to the office and recorded in the site accident book held there. Where these accidents are reportable under the Reporting of Injuries and Dangerous Occurrence Regulations, they will be reported to the Contracts Manager who will report the incident to main contractor, who in turn will report this to the HSE. The Contracts Manager will notify both the Managing Director and our external safety advisors, a full investigation and report will be undertaken.

### **First aid**

As a minimum we will provide a first aid at work trained first aid person for both our head office and site operations with an additional first aid at work trained first aid person to cover absences. The first aiders will be responsible for maintaining first aid equipment and supplies.

### **Fire**

The Team shall assess all remote sites on an individual basis. They shall ensure that a fire plan is provided for each project. The Site Manager shall be responsible for the upkeep of agreed safe systems on site and for updating the fire plan throughout the project.

The Administration Manager shall be responsible for fire arrangements at our head office. Fire marshals will be appointed and receive training, a fire risk assessment of the premises will be undertaken and regularly reviewed.

### **Welfare facilities**

The welfare facilities provided for all projects will comply with the requirements of the Construction (Health, Safety and Welfare) Regulations.

The Contracts Manager shall be the duty holder for ensuring, so far as reasonably practicable that the requirements of this regulation are complied with, as applicable to the type of project.

Our head office premises will comply with the requirements of the Workplace Health, Safety and Welfare Regulations.

### **Housekeeping, handling & storage**

In the interests of safety and to avoid unnecessary injury, materials and products should be sensibly off-loaded and stored. Heavy and long materials should be stored at low level and any materials stored at high level should be suitably restrained from sideways movement.

Site cleanliness / tidiness, materials / waste stacking, storage and disposal will be controlled on remote sites by the Site Manager.

### **Supervision**

All of our work activities shall be properly supervised though the extent of supervision shall be reliant on a number of factors including, experience of operatives, difficulties of task, risks involved, the work environment, client requirements, knowledge of contractors etc. As a minimum we will appoint a Site Manager and assistant for all remote site operations.

### **Health Surveillance**

Every effort will be made to control the use of substances that may cause harm to health. Our activities will involve the use of various chemicals and mixtures (e.g. solvents, cements) that give risk to such conditions as dermatitis. By-products from our activities shall be considered within our assessments (e.g. wood / general building dust / fumes), and efforts maintained to keep exposure below MEL's and OES's as indicated in the EH40.

Noise / HAV risks will periodically arise. However through planning, assessment and controls, our endeavours shall be to prevent harm from exposure in the first instance, or reduce exposure to the minimum level.

As we have identified possible exposure, procedures for surveillance will be considered in respect of each individual and the tasks they are likely to be asked to perform. This will include some simple procedures such as basic skin checks (e.g. for dermatitis) and medical checks (e.g. in respect of HAV's and noise induced hearing loss, eye tests etc.) as determined by the factors of the hazard. Where necessary the services of a registered medical practitioner shall be used to give advice and help with the implementation of health surveillance programmes.

Monitoring in the first instance will be via staff absence reports and accident/incident reports.

### **Stress management**

Stress management is monitored by a number of systems: working environment questionnaire, monitoring of sickness absences, annual appraisal and the respect for people agenda. Any employees identified with work related stress will be fully supported by the company, who will consider measures to help resolve issues. We would seek the advice of a medical practitioner to help with this process where applicable.

### **Plant and equipment**

Arrangements have been made to ensure that all plant and equipment is regularly maintained and inspected in safe working order. Statutory requirements relating to testing and inspection will be obtained and distributed so as to ensure the safe use of equipment. All operatives will be trained, competent and in possession of certificates. Visual Inspection – equipment will be visually inspected daily before commencement of work. Any defects will be reported to the Site Manager and the equipment removed from service and arrangements made for repair or replacement.

### **Pre Site Planning**

Protectorglaze Ltd is committed to planning for Health & Safety. We shall regularly review our activities and policy in line with legislation changes or technological advancement. Tenders will be sufficient to cover methods of working and adequate welfare facilities. At the planning stage, action will be taken to ensure compliance with all relevant regulations.

In particular:

- Adequately trained management and operatives.
- The most appropriate order and method of working.
- The drawing up of Hazard/Risk Assessments where necessary.
- Method Statements as required.
- The arrangements for a safe supply of electrical power and the provision of adequate lighting.
- Allocation of responsibilities with Subcontractors.
- Discussion with Subcontractors as to control and supervision of safety on site.
- Nomination of an overall safety supervisor (Site Manager) for site.
- Identification of and planning for, any special risks relevant to the contract through Risk Assessment.

Where required provision will be made for adequate and clear instructions, to establish working methods, to explain the sequence of operations, to outline potential hazards at each stage and to indicate precautions to be adopted in case of emergency e.g. fire or explosion and particularly in occupied factories etc.

To check over working methods and precautions with Site Managers before work commences.

Procedures will follow our project management process as outlined in the flow chart included within this policy document, which forms part of our Quality Management system.

## **Environmental**

Protectorglaze Ltd will aspire to reduce environmental damage and increase, where possible, the opportunities for environmental gain. We will identify aims & objectives to improve noise, waste and emissions pollution and these will be reviewed annually.

Encourage all employees and subcontractors to avoid and prevent environmental damage and to act as good neighbours to those affected by building and construction activities. The Company is a 'Considerate Constructor' and all relevant sites will be registered to this scheme.

Arrangements will be made by Managers responsible to ensure the following:

- All work is carried out in accordance with the relevant Acts, Regulations, Company Policies and Procedures, COSHH plans and other Company/ Safety Advisors (CSSE) instructions.
- Waste is removed in accordance with legislation and by registered carriers to licensed tips and appropriate records maintained.
- Measures are taken to control ground, river and coastal water pollution.
- Measures are taken to control noise pollution.
- Measures are taken to control air pollution by maintaining a 'no burning on site' regime.
- Measures are taken to control vibration pollution.
- A good neighbour policy is implemented via the 'Considerate Constructors Scheme'
- Compliance with International Protocol by ensuring that ozone-depleting gases, such as CFC's and Halons, are not discharged to atmosphere.
- All materials wastage is minimized, recycling options promoted and water, paper and energy conserved.
- Wildlife habitats, flora and fauna, archaeological and heritage sites are protected as appropriate.

## **Personal Protective Equipment Regulations**

Following the assessment of risk, the Company will:

- Ensure PPE is available and suitable.
- Ensure PPE is maintained, kept clean and replaced when defective.
- The PPE will be properly stored when not in use.
- Training and information will be given to ensure PPE is properly used.

The Company will not charge any employee for PPE identified to be used in the risk assessment.

## **The Management of Health and Safety at Work Regulations**

Controls will be taken in line with the prevention principles as outlined in the Management of Health and Safety Regulations:

- Avoiding risks.
- Evaluation of the risks which cannot be avoided.
- Combating risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Substitute the dangerous with the non-dangerous and less dangerous.
- Development of an overall protection policy covering technology, organisation of work, social relationships and the environment.

- Giving collective protective measures priority over individual protection measures.
- Giving appropriate instruction, information and training to employees.

### **The Control of Substances Hazardous to Health Regulations**

No substances that fall into this category will be used unless:

- An assessment of the substances has been made, after taking into account the locations and purpose for which it is to be used.
- The relevant 'Hazard Data Sheet' has been obtained from the substance manufacturers or supplier.
- The safety precautions necessary have been determined.
- Any protective equipment required has been obtained.
- The operatives have been informed of the potential hazards, precautions needed, and the safe system of work to be adopted.

### **The Noise at Work Regulations**

Noise hazards shall be reduced within the Company by following the procedures listed below:

- When noisy plant or equipment is either hired in or purchased, the suppliers will be asked for the noise information details which they are required to provide under these regulations.
- Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels, which can be expected from that equipment under normal working conditions.
- Similarly, where it is not possible to establish typical working noise levels due to, say environmental influences, noise level readings will be taken and adequate control measures identified.
- Operatives will be given information and training on the risk of damage to hearing to which they may be exposed and the steps taken to minimise that risk.
- Site Managers will identify the requirements for noise assessments and contact the Company Safety consultant for measurement and advice as necessary.

### **The Manual Handling Operations Regulations**

Where it has been assessed that there is a risk of injury from manual handling, the first consideration will be whether the load needs to be handled, or whether handling can be minimised. Where there is no alternative, the use of mechanical handling aids will be considered in the first instance.

Manual handling assessments shall be undertaken by the management team at the planning stage where possible or by the Site Manager throughout the project.

Staff will receive instruction and training in manual handling.

### **The Electricity at Work Regulations**

The following policy will be adopted within the company:

- All fixed and temporary electrical appliances and supplies will satisfy the relevant IEE Wiring Regulations and British Standards.
- Regular Maintenance and inspections will be carried out on all electrical appliances, tools, extension leads, transformers and generators etc. to ensure they remain in a safe working condition. The time period between such inspections will depend on the circumstances under which the appliance is to be used, with the minimum requirement being a visual inspection prior to commencement of work.
- All portable tools on site will be run on 110 volts.

- Portable appliance testing will be carried out on a 3 monthly basis on all power tools which are regularly used on site. Tools used infrequently will be subject to a 6 monthly PAT test. At our head office portable appliances will be tested on an annual basis.
- All subcontracted work will require the submission of risk assessments and, where applicable, method statements prior to commencement of works.
- Construction phase safety plans will identify underground and overhead power cables where information is available. Before commencement of ground works the area of dig is to be CAT scanned to locate any buried services.
- Head Office: Copies of the fixed installation test certificates will be obtained from the Landlord for the electrical and gas installations and the fire alarm system.

### **Working at Height Regulations**

We shall ensure that we carry out our responsibilities as stated in the guide to working at height published by the HSE namely to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions which could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is carried out is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

We shall ensure that working at height is properly planned, appropriately supervised, and carried out as safely as is reasonably practicable.

When working at height is unavoidable we will ensure that a plan for emergencies and rescue is incorporated either within the safety plan or forms part of our risk assessment.

### **The Workplace Health, Safety & Welfare Regulations**

The Workplace Health, Safety & Welfare Regulations are applicable to our offices and yard area.

- **Maintenance** – Workplaces, equipment, devices and systems will be maintained in an efficient state, working order and good repair. Where appropriate a suitable system of maintenance will be established.
- **Environmental Factors** – Enclosed workspaces will be properly ventilated and kept at a reasonable temperature, regularly cleaned, not overcrowded and with adequate lighting.
- **Rest and Welfare Facilities** – The Company will supply rest facilities as required within the Regulations

### **The Construction Design & Management Regulations**

The Company will endeavour to manage all stages of the construction project by:

#### **Sub-Contractor:**

- Knowing what the potential hazards will be during the construction, maintenance, cleaning.
- Satisfying themselves, that there is at least one safe way of carrying out our works.
- Eliminating hazards where feasible.
- Reducing risks from those hazards, which cannot be eliminated.
- Providing information on residual risks if they are significant.



- Ensuring a pre-tender health and safety plan is prepared..
- Ensuring a health and safety file is prepared.  
Implement and develop a safety plan.
- Satisfy ourselves that any subcontractors are competent.
- Allow only authorised people to sub contract to our company, if ever required.
- Monitor health and safety performance.

### **Hand Arm Vibration and Whole Body Vibration Syndrome**

It shall be company policy to consider all activities that give rise to the threat of exposure to vibration presenting risk of conditions such as vibration white finger, carpal tunnel syndrome etc. It is recognised that our activities have the potential to present a risk to health in this regard and all operations shall be assessed on a task specific basis to determine the level of risk and identify control measures.

Where applicable; health surveillance will be monitored in line with company policy/procedures.

### **Control of Asbestos at Work Regulations**

Under the Control of Asbestos at Work Regulations the Company has a duty to:

- Make employees aware of the dangers of asbestos.
- Identify possible asbestos on sites by enquiry and survey.
- Arrange the safe removal and disposal of asbestos by a licensed contractor.
- Our head office premises have been extended/completely refurbished and do not contain asbestos.

### **Lifting Operations and Lifting Equipment Regulations**

We shall ensure that we carry out our responsibilities as stated in the Lifting Operations and Lifting Equipment Regulations;

- Planning and supervising lifting operations, appointing competent people to carry out the operation in a safe manner.
- Selecting equipment, which is suitable for the task being under taken which is marked to indicate the safe working load.
- Lifting equipment and accessories will be subject to ongoing thorough examination, 7 day recorded inspections and a visual inspection daily prior to commencement of work. All defect equipment/accessories will be immediately removed from service.
- Operatives will be properly trained and fully conversant with all aspects of safe operation of lifting equipment.

### **Provision and Use of Work Equipment**

In compliance with the PUWER Regulations we shall ensure equipment is:

- Suitable for use, and for the purpose and conditions in which it is to be used.
- Maintained in a safe condition for use so that operatives health and safety are not at risk.
- Visually inspected prior to commencement of work and formally inspected by Site

- Management at regular intervals.
- Where applicable suitable guards and protection devices will be provided.
- Following of safe systems of work and providing adequate information, instruction and training.

### Display Screen Equipment Regulations

When selecting equipment the Company will take into account the working conditions and risks within the workplace.

The equipment will be suitable for the intended use and properly maintained.

Assessments will be undertaken for each workstation and adequate information, instruction and training will be given to all users.

The assessment control measures will include the need for regular breaks from work.

Users are determined and informed of the availability of free eyesight tests.

### Supporting Documentation for Arrangements within this policy:

Arrangements	Documents/Evidence	QMS File Reference (If applicable)
Information & Consultation	Tool box talk Register	Project File 2.2.12
	CSSE Newsletters	H&S Manager File
	H&S Committee Agenda/Minutes	H&S Manager File
	Company Newsletter	H&S Manager File
	CSSE Site Inspection Report	Project File
	Team Meeting Agenda/Minutes	Project File
Induction & Training	Site Rules	Project File
	Induction Presentation (Site)	Project File
	Induction Presentation (HO)	Personnel File
	Induction Register (Site)	Project File
	Induction Register (HO)	Personnel File
	Operatives Induction Forms	Project File
	Staff Induction Forms	Personnel File
	Tool box talk Register	Project File
	Training Plan & Records	Personnel File
Monitoring & Review	Project Reviews/Audits	Project File
	Monthly Reports	Project File
	Site Inspection Reports (CSSE)	Project File
	Monthly Report to Directors	H&S Managers File
	H&S Committee Agenda/Minutes	H&S Managers File
	Annual Board of Directors Review	H&S Managers File

	Management Performance Appraisals	Personnel File
	Senior Management Review Agenda/Minutes	H&S Managers File
Drugs & Alcohol	Site Rules	Project File
	Company Handbook	Personnel File
Disputes	Site Rules	Project File
	Company Handbook	Personnel File
Discipline	Site Rules	Project File
	Company Handbook	Personnel File
Company Vehicles/Personal Vehicles used for company business	Company Handbook	Personnel File
Use of Mobile Phones	Site Rules	Project File
	Company Handbook	Personnel File
Accident/Incident Reporting	Accident Record Forms & Investigations	Project File
First Aid	Site Rules	Project File
	Induction Presentation	Project File
Fire	Fire Evacuation Plan (Sites)	Project File
	Hot Works Permits	Project File
	Induction Presentation	Project File
	Fire Risk Assessment (HO)	Administration Managers File
	Fire Evacuation Plan (HO)	Administration Managers File
Welfare Facilities	Health & Safety Plan (Construction Phase)	Project File
House keeping handling & storage	Site Layout & Organisation Plan	Project File
<b>Arrangements</b>	<b>Documents/Evidence</b>	<b>QMS File Reference (If applicable)</b>
Supervision	Team Pre-start meeting Agenda/Minutes	Project File
	Project Quality Plan	Project File
	Pre-order & progress meetings - Subcontractors	Project File
	Pre-start Check list – Subcontractors	Project File
Health Surveillance	Absenteeism Records	Personnel File
	Risk Assessments	Project File
	COSHH Assessments	Project File
	Monthly Report to Directors	H&S Managers File
Stress Management	Absenteeism Records	Personnel File
	Annual Appraisal - Employees	Personnel File
Plant & Equipment	Plant Inspections	Project File
	Maintenance Records	Yard/Transport Managers File
	PAT Testing Records	Yard/Transport Managers File
Pre Start Planning	Team Pre-start meeting Agenda/Minutes	Project File
	Project Quality Plan	Project File
	Site Set Up Check sheet	Project File
	Delivery Instructions	Project File
	Pre-order & progress meetings with Subcontractors	Project File
	Pre-start Check list - Subcontractors	Project File

Environmental	Considerate Constructors	Project File
	Waste Registration Certificates (Sites)	Project File
	Waste Registration Certificate (Yard)	Yard/Transport Managers File
PPE	Company Handbook	Personnel File
	Risk Assessments	Project File
Management of H&S at Work Regulations	Risk Assessments & Method Statements Schedule	Project File
	Risk Assessments	Project File
COSHH	Hazardous Materials Register	Project File
	COSHH Assessments	Project File
Noise at work Regulations	Risk Assessments	Project File
Manual Handling Operations Regulations	Risk Assessments	Project File
	Training Records	Personnel File
Electricity at Work Regulations	Risk Assessments	Project File
	PAT Testing Records	Yard/Transport Managers File
	Temporary Installation Test Certificate (Sites)	Project File
	Fixed Installation Test Certificates (HO)	Administration Managers File
Working at Height Regulations	Scaffolding Inspections	Project File
	Risk Assessments	Project File
	Training Records	Personnel File
<b>Arrangements</b>	<b>Documents/Evidence</b>	<b>QMS File Reference (If applicable)</b>
Workplace Health, Safety & Welfare Regulations (HO)		
	Maintenance & Testing Records for Fire Alarm System (HO)	Administration Managers File
	Inspection Reports (CSSE) (HO)	Administration Managers File
	Risk Assessments (HO)	Administration Managers File
CDM Regulations	NA	
Hand Arm & Whole Body Vibration Regulations	Risk Assessments	Project File
Control of Asbestos at Work Regulations	Contract Instruction	Project File
	Health & Safety Plan (Construction Phase)	Project File
	Pre-tender Health & Safety Plan	Project File
Lifting Operations & Lifting Equipment Regulations	Plant Inspections	Project File
	Risk Assessment & Method Statements (Subcontractors)	Project File
PUWER	Site Inspection Reports (CSSE)	Project File
	Plant Inspections	Project File
	Own Plant Register including Maintenance	Yard/Transport

	Records PAT Testing	Managers File
Display Screen Equipment Regulations	Eye Test Records	Personnel File
	Work Station Assessments	H&S Managers File