

Neways

Health and safety Policy

Neways Associates Ltd

Unit A

Winston Business Park

Churchill Way

Sheffield

S35 2PS

0114 240 1552

www.newayspropertycare.co.uk

Main areas of Activity

- Construction work carried out in both the public and private sectors
- Refurbishment and repairs
- Restoration activity
- Insurance company approved contractor

Date of this Policy

JANUARY 2022

Date for review

JANUARY 2023

Guidance on use of this policy

The policy has been prepared following the Health and Safety Executive guideline HSG 65 taking into account relevant health and safety legislation, approved codes of practice and authoritative trade organisation guidance. The policy contains:-

- A statement of policy
- A safety related organisation structure
- Names of persons responsible for implementation of the policy and who employees should approach for advice
- Responsibilities of staff
- Arrangements and procedures for implementation of the policy
- Appendix / reference documents

If at any time, it is felt that risks are not adequately controlled or there is lack of clarity on what needs to be done to ensure safe working, colleagues should seek advice from their manager who will in turn, seek support from the company health and safety advisor if felt appropriate.

Health and Safety Policy Index

1. Health and safety policy statement
2. Organisation structure
3. Appointed persons.
4. Responsibilities of staff

Arrangements for implementation.

5. Access to advice
6. Risk assessment and safe working practices
7. Employment checks
8. Stress
9. General workplace disciplines & housekeeping, slips and trips
10. Training
11. Safety equipment
12. Noise
13. COSHH
14. Accident reporting & RIDDOR
15. Confined spaces
16. Lone working
17. Fire safety and emergency procedures
18. Hot works
19. Asbestos
20. First aid
21. Electrical and gas safety.
22. Manual handling
23. Work at height.
24. Work equipment (PUWER)
25. Lifting operations (LOLER)
26. Health surveillance
27. Hand arm vibration
28. Welfare
29. CDM Regulations & Construction sites
30. Consultation and Communication with Staff
31. Customer safety, vulnerable persons and safeguarding
32. Prevention of unauthorised access
33. Engagement of subcontractors
34. Fire safety and emergency procedures
35. Computers and DSE
36. Driving, vehicles and mobile phones
37. Covid19

Health and Safety Policy Statement

The Directors believe that the safety and health of employees, customers, suppliers and third parties affected by company activity is fundamental to the conduct of the Company's operations.

The declared policy of Neways is to maintain a safe and healthy working environment and to extend this policy so as to include customers, suppliers, members of the public and anybody else who may come into contact with the Company's operations.

Planning for safety is considered essential and our aim is to promote awareness for health and safety to all staff, sub-contractors and suppliers employed by the company and where necessary suitable training will be arranged.

Co-operation in the fulfilment of the policy is essential from all levels of staff to achieve a high standard of health and safety and those who fail to meet the required standard shall be subject to disciplinary action if negligent.

Ensuring that the correct application of the Health and Safety Policy and associated procedures is monitored is the responsibility of the Managing Director who will arrange periodic reviews, this will be on an annual basis as a minimum.

The Company will: -

- Provide adequate controls to health and safety risks arising from work activities
- Consult with employees on matters affecting their health and safety
- Ensure that all sub-contractors have the necessary skills knowledge and experience
- Ensure that staff, sub-contractors and suppliers are notified of the requirements of the company health and safety policy and have access to the policy
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances (COSHH)
- Provide information, instruction and where required supervision for employees
- Ensure all employees are competent for their duties, and provide adequate training
- Monitor training, maintain records and accreditations applicable to employees and subcontractors, arranging renewal or refresher training / certification when required.
- Prevent accidents and cases of work-related ill health to reasonably practical levels
- Record and investigate all accidents, incidents and dangerous occurrences to an appropriate level
- Monitor & maintain safe and healthy working conditions at premises and sites including adequate welfare and first aid arrangements.
- Arrange for competent health and safety advice as and when required
- Provide adequate resource for the purpose of controlling health and safety
- Review and revise this policy as necessary at regular intervals.

All employees have a duty to:

- Co-operate with supervisors and managers on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and that of others affected by their actions
- Report all accidents and health and safety concerns to their Manager

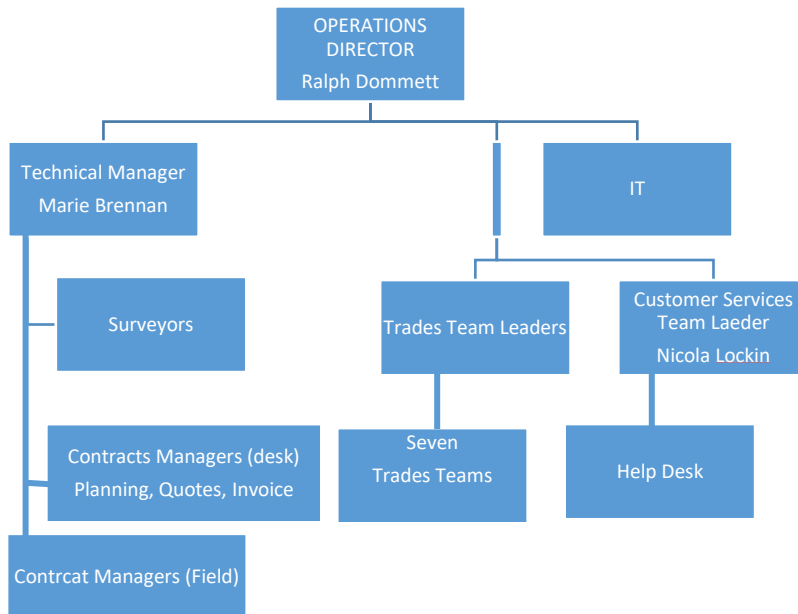


Signed
 Ralph Dommett Operations Director
 Director responsible for Health and Safety

Date 31st January 2022

Company structure

For implementation of the health and safety policy, reporting of issues and for requesting advice. Staff in the first instance should refer to their Line Manager.



Schedule of appointed and responsible persons

Role	Name	Contact details
Operations Director	Ralph Dommett	07563 600862
IT	Mark Harris	07553 146280
Technical Manager	Marie Brennan	07368 250395
Customer Services Team Leader	Nicola Lockin	07908 421395
Plastering Team Leader	Steve Corker	07931 846851
Tiling Team Leader	John Oakes	07958 531304
Plumbing Team Leader	Ian King	07931 846886
Electrical Team Leader	Adam Warris	07506 548044
Decorating Team Leader	Dave Pickerill	07958 555643
Bricklaying & Groundworks Team Leader	Kristian Hoyland	07931 847166
Joinery Team Leader	Carl Duffty	07931 882896
Major Loss Project Leader	Richard White	07515 571476

This schedule identifies the managers responsible for implementation of the policy for their particular team, for supplying support and for answering health and safety queries taking advice from the company health safety adviser as appropriate.

Duties of the managers include the elements scheduled below. Not all the elements will be implemented directly by the managers (for example if specialist knowledge is required) but managers need to ensure that all elements are fulfilled by arranging the necessary activity if not completed directly by themselves.

1. The managing director is ultimately responsible for health and safety in the organisation, but he does rely on managers to correctly implement the policy and for employees to work in compliance with the policy.
2. Ensuring that staff have suitable risk assessments, COSHH assessments, Method statements, health and safety guidance notes and similar for their duties and that these are understood.
3. Ensure that staff have suitable training including induction training and that this is maintained, including any specialist certifications
4. Ensure that staff have suitable plant and equipment including the correct selection, inspection, certification and maintenance. This includes vehicles, transport and PPE.
5. Record all accidents, incidents and potential dangerous occurrences including an appropriate investigation.
6. Ensure that there are clear lines of communication and regular consultations with staff.

7. Managers responsible for site based activity need to ensure that the projects are suitably monitored including a safety check at commencement.
8. Managers responsible for premises need to ensure that there is a fire risk assessment and that the premises are monitored including the use of a fire log book.

Responsibilities of Employees

Director responsible for health and safety

1. Will have overall responsibility for all safety, health and welfare.
2. Will appoint a deputy (in writing) to act in periods of absence.
3. Will approve the Company Safety Policy, ensure that it is brought to the attention of all employees and is freely available to them to them at work locations.
4. Will ensure that all managers are clear on their obligations and responsibilities to implement the health and safety policy.
5. Will arrange a periodic review the Safety Policy, minimum annually or following any significant change.
6. Will make available adequate resources for health, safety and welfare as necessary.
7. Will ensure that procedures are in place to provide staff with suitable and sufficient risk assessments, COSHH assessments and method statements to ensure their safety at work.
8. Will ensure that procedures are in place to provide staff with suitable training, that it is kept up to date and to check that they are competent for their duties.
9. Will ensure that procedures are in place to check that subcontractors are suitably resourced, staff trained / certified and competent for their activity.
10. Will ensure that all subcontractors and suppliers are notified of their obligations under the health and safety policy
11. Will ensure that procedures are in place to provide site staff (and depot staff where required) with necessary safety equipment including PPE.
12. Will ensure that Managers and Supervisors are fully informed of any changes in legislation and requirements in respect of health, safety and welfare.
13. Will expect to be kept fully informed by managers of any problems which may arise in respect of health, safety and welfare.
14. Will ensure that all accidents, incidents and potential dangerous occurrences are recorded and investigated as appropriate including notification to the HSE where necessary.
15. Will ensure that suitable consultation arrangements are in place for communication with staff.
16. Will seek competent health and safety advice when required.
17. Set a personal example in all matters relating to Health and Safety.

Responsibilities of Employees

Manager

The Manager is required to organise, manage & control health and safety in the workplace. These duties can be delegated to another employee, particularly in periods of absence. The responsibilities below apply particularly to the following staff in relation to their employees and the sites or premises (or sections of the premises) used by their staff. In the case of common facilities in company premises these are inspected by a nominated person but staff should be encouraged to notify defects and raise concerns.

These duties relate to the activity of the following managers where applicable: -

- Finance manager
- Operations manager
- Technical manager
- **Contracts'** managers
- Manager responsible for company premises (nominated supplementary role)

Managers will:

1. Ensure the communication of the Safety Policy and subsequent amendments to all employees and others who may be affected. A briefing of employee responsibilities within the policy should be carried out for new starters.
2. Through liaison and consultation assess training needs and make necessary arrangements for these to be satisfied.
3. Be active in ensuring that up to date authoritative reference material, information and advice on safe work methods, work equipment, materials, personal protective equipment, etc. is available. Receive, evaluate and where appropriate, initiate action on all relevant information coming into the organisation that may affect the safety performance. e.g. ensure that all staff have the relevant manuals for equipment, COSHH assessments for new chemicals and that staff are briefed on their use, particularly for new equipment and chemicals.
4. Provide regular 'toolbox' talks at team meetings to ensure all members of staff within the team are advised on safe work methods, work equipment, personal protective equipment, COSHH and Risk Assessments etc.
5. Be responsible for matters relating to the maintenance and safe condition of company premises. As minimum report defects, if nominated as a premises manager

- implement a scheme of inspection including use of the fire log book. Liaise with contractors engaged by the Company and ensure that if they are not known by previous activity that references are taken up, utilise the company subcontractor engagement procedure for anything other than minor works.
6. If nominated as a premises manager participate in the production and implementation (as appropriate) of the fire risk assessment and emergency evacuation plans, communicate to staff and display emergency and evacuation notices where all affected can see them.
 7. Carry out or arrange for risk assessments of all activities that may be hazardous to the health and safety of staff and others who could be affected using the forms in the appendix. Particular attention should be given to ensuring customer safety including concerns regarding vulnerable persons and work site issues. Communicate the precautions required to all who could be affected. Liaise with the company Health and safety advisor for guidance if required.
 8. Have control of all substances which may be hazardous to health and carry out or arrange for a COSHH assessment. Communicate the precautions required for transportation, storage, use and disposal to all who could be affected.
 9. Have control of all work equipment which may be hazardous to health or safety and ensure that it is adequately inspected and maintained. Ensure that relevant staff are competent and trained.
 10. Ensure that all workplaces are monitored including remote sites by the application of the correct procedures by all staff to ensure that all operations are carried out in a safe manner and in compliance with the safety policy, risk assessments and similar including standards of good practice. Ensure that there is a pre-commencement inspection to check that works are safe to take place.
 11. Ensure that personal protective equipment, work equipment and welfare facilities are provided, are inspected and maintained in serviceable condition. Ensure that the issue of PPE is recorded.
 12. Carry out (or arrange for) site specific induction training for all staff, including temp. / part time staff. Carry out and record any training required for all staff (including temp. / part time staff). This could be for example training on a new product, a new piece of equipment or on a new procedure, it could also be simply a check that a person has the correct training for the task in hand.
 13. Record on a form and report all accidents and dangerous occurrences to the Operations Manager who will notify the company H&S advisor. The H&S advisor will monitor accidents and will report to statutory bodies (RIDDOR) as appropriate.
 14. Investigate all accidents and dangerous occurrences in conjunction with employees and the health & safety advisor if appropriate. Develop and implement procedures to reduce as far as is reasonably practicable the likelihood of re-occurrence. Notify all staff of any changes subsequently required to activity in the future.
 15. Liaise with contractors and self-employed staff engaged by the Company and ensure that if they are not known by previous activity that references are taken up in conjunction with purchasing Department. For anything other than minor works implement the company subcontractor engagement procedure
 16. Periodically actively monitor workplaces under the managers control and record inspections (including any actions required) reviewing any actions to ensure

satisfactory resolution. Ensure that contractors appointed have suitable procedures for them to monitor and control their own health and safety.

17. Maintain first aid provision to a level appropriate to the operation.
18. Identify and clearly mark hazardous areas including the premises or on site (including signage) and take the necessary steps to prevent unauthorised access on site and within company premises, including the yard and storage areas. Ensure that site staff understand this requirement for their work sites.
19. Set a personal example in all matters relating to Health and Safety.

Responsibilities of Employees

Team Leader

The team leader is required to control health and safety in the workplace. These duties can be delegated to another employee, particularly in periods of absence.

The team leader's duties define what activity is required on their part to ensure that staff working on site (or duties allocated in the depot) can be carried out safely in compliance with company procedures stop

1. Ensure that all staff under the control of the team leader have access to relevant company health and safety procedures including the policy, risk assessments, COSHH assessments, method statements, guidance notes and similar. Ensure that staff have been briefed on these documents, including temporary staff (induction to relevant documents) and that they have documents available to them at the workplace.
2. To liaise with site staff on working methods and precautions before work commences.
3. Refer to the relevant manager with any health and safety queries or concerns prior to works.
4. Ensure that any subcontractors employed are suitable according to the company subcontractor procedure if they are required to do anything other than very minor works. Ensure that the subcontractor produces necessary RAMS, check these for suitability and check that any training required is in place and current.
5. Ensure operatives are fully aware of what equipment and materials required for each project and the handling and safety instructions of materials used and kept updated of any changes. This includes the arrangements for loading, unloading, loading out (manual handling arrangements) as well as the COSHH arrangements, including waste and disposal.
6. Monitor training requirements and arrange as necessary.
7. Ensure all safety equipment is available and used correctly including PPE.
8. Ensure that any PPE issued is recorded.
9. Ensure adequate first aid requirements are available.
10. Ensure that the accident reporting procedure is adhered to and that all accidents are properly investigated and reported to the Company.
11. Ensure that all sites have adequate fire precautions, including extinguishers and that operatives make themselves aware of fire exits on site. For complex sites including basements, roof spaces, and the like. A fire and evacuation plan may need to be developed.

12. Ensure that pre-commencement checks (dynamic risk assessments) are carried out for all operations prior to commencement. If necessary (when standard assessments and precautions are not suitable) arrange for site specific risk assessments and if required safety plan (RAMS).
13. Set a personal example in terms of health and safety at all times.

Responsibilities of Employees

Employee

Employees (including temporary or part time staff) need to assess risks to themselves and others when carrying out work activities and need to identify when it is or is not safe to commence operations.

If an employee acts in the capacity of Supervisor at any time he / she will accept the responsibilities of team leader sufficient for the day to day control of health and safety including induction, issue / recording of PPE, accident reporting, monitoring and corrective action, but would not extend to the responsibilities of a team leader.

These duties apply to all employees where applicable including site staff, office staff, team leaders and managers.

Employees

1. When working on-site or carrying out duties in the depot always carry out a safety check (dynamic risk assessment) to determine if it is safe to proceed. If not safe report your team leader or manager. Don't press on, never walk by.
2. Only carry out work for which you are suitably trained and experienced.
3. Staff must take care of health and safety for themselves and for other persons who may be affected by their acts or omissions.
4. Staff must fully co-operate with their team leader and manager.
5. Staff must fully adhere to safety standards required on site including working in compliance with risk assessments, method statements, COSHH assessments and similar including using the correct PPE and safety equipment. Note; the use of a FFP3 face mask is required whenever generating dust or near dust, staff must be face fit trained and clean shaven.
6. Where options exist for the selection of safety equipment including PPE review and select the most appropriate without reducing measures below minimum written standards. For example, if the RAMS say wear eye protection decide which type is most suitable, do the same with gloves.
7. Staff must make sure of the location of fire escapes and fire extinguishers on site.
8. Staff must make sure of the location of the First Aid Point.
9. Staff report all accidents or dangerous occurrences to their team leader or manager

10. Staff must report any unsafe situations or defects in plant and equipment immediately to their team leader or manager.
11. Staff must always use the correct tools and equipment for job, don't "make do"
12. Staff must review what is required for loading, unloading, loading out and manual handling. Don't over-do it, if it is not comfortable don't do it. Make sure all areas where materials or equipment need to be moved are clear of slip and trip hazards with good lighting.
13. Don't climb onto the back of flatbed wagons to load or unload.
14. Never build, adjust or use access equipment for which you have not been trained.
15. Never use powered tools or any work equipment for which you have not been trained or have the necessary experience.
16. Staff must comply with handling instructions and safety data sheets for materials / resins / chemicals etc. including disposal.
17. Must not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
18. Staff must not indulge in horseplay.
19. Office based staff using computers should carry out a display screen equipment risk assessment.
20. When working on-site, present in a professional manner at all times wearing company apparel. Vehicles must be kept clean and tidy at all times (inside and out).
21. Smoking is only allowed in designated smoking areas at the depot and on largest sites, on domestic projects sites smoking is not allowed within the grounds of the property.
22. Set a personal example in terms of health and safety at all times.

Arrangements for implementation of the policy

5. Access to advice

- a. In compliance with the Management of Health and Safety @ Work Regulations the company is required to have access to competent health and safety advice.
- b. It is accepted that the management of the company are professionally qualified, particularly in construction but from time to time additional support will be required.
- c. To this end the company will appoint a health and safety advisor to provide a service of annual review and reactive support as and when required.

6. Risk assessment and safe working practices

- a. In compliance with the Management of Health and Safety @ Work Regulations the company has carried out risk assessments for all routine activities of the company and staff have been instructed in the outcome of these risk assessments which are considered to be safe working procedures.
- b. In addition to risk assessments the company has also developed COSHH assessments, method statements and guidance notes describing for the benefit of employees how to carry out various tasks and duties in a safe manner. Using construction industry terminology RAMS exist for site based company activity.
- c. For larger projects the company has the capability to develop construction phase plans describing how the project will be managed and controlled. For routine smaller projects the RAMS described above are considered to be the construction phase plan.
- d. Activity in the office and depot is also controlled by risk assessment, where the hazards are considered to present significant risk.
- e. Templates can be found on the intranet to assist staff in the production of risk assessments, cosh assessments, method statements and construction phase plans.
- f. Where required the company can request support from the health and safety advisor in developing any required health and safety procedures.

7. Employment checks

- a. Any Manager engaging a person for employment (directly or self-employed) or having an existing employee under his/his supervision must ensure that:-

- b. Young persons (i.e. those under 18 years of age) will only be employed where circumstances allow adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant, machinery or work equipment is to be used, the young person will be trained by a competent person and be under constant supervision.
- c. Expectant mothers could be affected by hazards to a greater extent than other employees. Employees who become pregnant should advise their Manager as soon as this becomes confirmed on confidential basis so that a risk assessment of their duties can be carried out.
- d. They do not suffer from any illness or disability and are not undergoing treatment or medication that would constitute a hazard to themselves or others when carrying out their work.
- e. In accordance with the Equalities Act 2010, a suitable and sufficient assessment will be made prior to the employment or placement of persons falling within the scope of the Act, and of the facilities and access arrangements. Very careful consideration will be given to ensure the Health, Safety and Welfare of such persons especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises.
- f. They are competent to carry out the work for which they are engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.
- g. Every employee will be briefed on their responsibilities as described in the health and Safety Policy when they join the Company as part of their induction, they must agree to co-operate in implementing the Policy and understand the importance of following the policy.
- h. They are made aware of the hazards to which they may be exposed during the course of their employment and the preventative measures taken to control such risks. They must be informed of the Emergency procedures, Evacuation plan, and the first aid and welfare arrangements at their place of work.
- i. Employees understand that they must inform their immediate supervisor of any illness, disability, medication or other condition to which they are subject which may constitute a hazard to themselves or others in the course of their work.
- j. No-one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

8. Stress

- a) Anyone can suffer from work related stress when they feel they can-not cope with what is being asked of them at work.
- b) This may be for short or long periods and may be the result of the capability / circumstances of the individual as well as a function of the work. Some people are able to accommodate particular duties more easily than others.

- c) It is necessary to be observant and monitor the performance and behaviour of staff to identify changes in behaviour that are out of character. This may present itself as increased sickness leave, increased or reduced hours / poor time keeping or erratic, irrational or emotional behaviour.
- d) If any of the above symptoms becomes apparent it will be necessary for the Manager to hold a confidential discussion / counselling session with the employee to determine if there is work related problem and determine a means to reduce the stress involved.
- e) If an employee at any times feels that they are suffering from stress, whether this is work related or not, they have an obligation to advise the Manager of this.

9. General workplace disciplines & housekeeping, slips and trips

- a) All work places and access ways must be kept clear of debris and obstructions and must be adequately illuminated. Particular attention should be given to fire escape routes and areas where vehicles operate. This applies equally to company premises and to work sites
- b) Materials must be stored in a safe manner including in such a way that they do not present an unnecessary fire hazard.
- c) Workplaces must be maintained in good order at all times (including spillages and breakages) and trades people be known and available to carry out emergency works, e.g. glazing, plumbing, gas and electrical work. Such trades should be trained and certified.
- d) Workplaces may be attended by visitors and clients who cannot be made aware through training of how to deal with hazards. Hazards in public areas (or work areas with permitted access to others) must therefore be eliminated by regular inspection and maintenance. If short term hazards exist e.g. a spillage, broken glass, etc. this must be effectively isolated from the visitors by barriers, signs etc.
- e) Glazing and manifestation of same will be maintained so as to advise employees and visitors of the presence of glass. This will apply particularly to doors and entrance areas. Safety glass will be installed where felt appropriate.
- f) Managers will ensure that the workplace is inspected regularly the inspections must be recorded and any actions required implemented.

10. Training

- a) The Directors will assess training requirements and make arrangements for these to be met.
- b) There will be adequate arrangements made for the training of Site Operatives. This is particularly important when dealing with newcomers and young people. Health and Safety is a fundamental part of this training, particularly when in respect of work equipment and hazardous materials.

- c) Training relevant to the business and individuals roles will be carried out as required with records being kept. Training will include some or all of the following as required.
- Induction training
 - Refresher Training
 - Industry accredited training i.e. CSCS/CPCS card schemes on construction sites. e.g. gas fitting, electricians, access equipment and plant operators
 - Training for managers, supervisors and operatives relevant to their duties
 - Emergency procedures
 - Use of work equipment
 - Use of access equipment
 - Use of substances
 - Manual handling
 - Tool Box Talks
 - First aid, appointed person / full first aid as appropriate (nominated staff only)
 - Fire Warden/Marshall (nominated staff only)
- d) Training requirements and suggestions should be brought to the attention of their Team Leader/Manager by any member of staff. This is actively encouraged by the company.
- e) On joining the business, Induction Safety Training will be carried out including hazard identification, preventative and protective measures, evacuation procedures, emergency plan, first aid provision etc. A record of all training will be kept. This is for all staff, including part time and temporary staff / self-employed.
- f) A programme of refresher training / tool box talks will be undertaken to keep employees up to date with legislation and industry best practice.

11. Safety equipment including

- a. Site Supervisors must ensure that operatives under their control make proper use of Personal Protective Equipment, e.g. goggles, gloves, safety helmets, ear defenders, face masks etc., which are provided by this Company. A serious view will be taken of any misuse of safety equipment and clothing.
- b. Suitable personal protective equipment (PPE) will be provided for all persons who may be exposed to risk to their health or safety except where the risk has adequately been controlled by other means. The Managers named in the appointed persons section will ensure that PPE is provided to those people under their control.
- c. Exposure to noise, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to PPE.
- d. For staff carrying out duties in an office or stores environment the need for PPE may not be high they but may need protection from chemicals (cleaning), gloves for manual handling, safety footwear and high visibility jackets etc.

- e. For staff who work in higher risk areas use of PPE is particularly important and may include a Safety helmet, protective footwear, high visibility tabard or jacket, gloves ear defender and eye protection depending on duties.
- f. All site staff will be issued with the following PPE.
 - Eye protection (Goggles and Glasses)
 - Dust masks (FFP3) Face fitting required
 - Gloves
 - Work clothing / full skin cover
 - Hard hats
 - Safety footwear
 - Anti-bacterial hand wash
- g. PPE is available from the company office at all times, responsibility to have PPE at work sites is the responsibility of the employee, he should have spare gloves and other items that wear out or are disposable available. Where options exist in terms of selection of PPE (for example, different types of eye protection or gloves) the employee should select the most appropriate effective solution, having consulted the relevant risk assessment and / or COSHH assessment for any minimum standard.
- h. It is your body, look after it, if you don't have PPE or don't feel the PPE is suitable; ask for help.
- i. Special PPE may be required for example for inspection work at height (harness etc.), this should be defined and supplied following a detailed risk assessment.
- j. Issue of PPE must be recorded

12. Noise

- a. Where workers are exposed to noise the level of exposure needs to be reduced at source to the lowest levels reasonably achievable prior to resorting to the issue of PPE for protection
- b. Noise and vibration assessments must be carried out for all equipment and processes. The Managers named in the appointed persons section will ensure that this is carried out for persons under their control.
- c. If noise levels exceed 80 dba (first action level) staff and others affected by the work must be advised of the potential risk to hearing and PPE (ear protection) made available. If levels exceed the second action level (85 dba) PPE must be worn.
- d. If a normal conversation cannot held at a distance of 2.0 M action is required. Suppliers and manufactures (including hire companies) must supply data defining the levels of noise generated by their equipment.
- e. When using compressors in particular, the level of noise must be taken into account and appropriate action will be taken to ensure the noise is down to an acceptable level. When it is not possible to reduce the noise down to an acceptable level, then warning notices are to be displayed for the protection of

others) and operatives affected, provided with and made to wear suitable ear protection.

13. COSHH

- a. Our aim is to ensure that the health of our staff is not affected by the substances we use. Further we aim to safeguard the health of other workers involved affected by our operations, also members of the public / customers who from time to time, due to the nature of the work, may be at or close to our work operations.
- b. We have COSHH assessment sheets in respect of substances that we use and these will be brought to the attention of our employees and other interested parties. Employees must adhere to any precautions shown to be necessary when handling or storing materials. The Assessment Sheets show the substance, the risks and the precautions to be taken. Managers / Supervisors give instruction and training and ensure that updated Material Safety Data Sheets (MSDS) are readily available in conjunction with these assessment sheets.
- c. Managers develop or will arrange for COSHH assessments when required in conjunction with company health and safety advisor.
- d. Some of the substances we use are: - Sand, Cement, Admixtures, Concrete, Epoxy Resins, Oils and Greases, Wood (dust), Adhesives, Paint.
- e. When selecting materials for use the least hazardous option will be selected as a preference at all times. Should a more hazardous substance be selected the manager making the selection will need to be able to justify the technical reason for this. If required.
- f. All materials and substances must be transported, stored and disposed of in the correct manor, refer to the COSHH assessment.
- g. Staff will be trained in use of anything but the most basic materials.

14. Accident reporting & RIDDOR

- a. Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence or near miss must report the facts to the Team Leader/Manager without delay. Staff must ring into the office to report such events at the time of the event.
- b. The Team Leader/Manager (and in his absence the person in charge at that time) will, in cases of death, serious injury and reportable dangerous occurrence as specified in the Regulations (RIDDOR), immediately inform the office manager and the Company Health and Safety Advisor. The Company Health and Safety Advisor will report the occurrence by the quickest available means to the enforcing authority. Managers **are not** to report to the HSE direct without first consulting the Company Health and Safety advisor
- c. Following any reportable accident or incident a form F2508 will be sent to the HSE by the Company Health and Safety Advisor, this is an online submission.
- d. An accident book will be kept at the company office and all accidents no matter how minor must be entered. For the avoidance of doubt the responsibility to record and investigate accidents rests with the relevant local manager, even if

the person injured is a member of the public, a customer, if he works for a contractor, is self-employed or is in any way a non-Neways employee including those instructed by somebody else within the company.

- e. It is essential that the Company Health and Safety Advisor is notified of any accidents to company staff, agency staff, or members of the public that result in a hospital visit without delay.
- f. All entries in the Accident Book, (no matter how trivial) will be reported to the Office Manager who will notify the Health & Safety Adviser, who will:
 - Instigate any investigation or other action required
 - Highlight any recurring problems
 - Recommend, after any necessary investigation and consultation with the staff, corrective action to prevent re-occurrence. Any revised procedures will be communicated to staff
 - Enter information onto the accident statistics register
- g. All operatives must make themselves aware of the location of the nearest First Aid when working at client premises.

15. Confined spaces

- a. The Director will arrange for the need for confined space working to be assessed and alternatives considered that present a lower risk.
- b. No persons are permitted to enter sewers, manholes or other confined spaces without the necessary tests being carried out and the correct safety rescue equipment being provided for such operations. Operatives must be suitably trained in the correct use of equipment and the action to be taken in an emergency. The confined space must be continuously ventilated. Only persons holding a valid confined spaces certificate can enter these areas.
- c. Confined space working may be subcontracted to a specialist contractor.
- d. The company also carries out work in restricted spaces such as lofts and voids under suspended ground floors. These are not considered confined spaces as defined by the Regulations but the company does have a risk assessment dealing with the precautions required for restricted spaces which should be consulted.
- e. For confined space working to be established the workplace must be substantially enclosed and coupled with a secondary reasonably foreseeable significant risk from one of the following: -
 - Fire / heat
 - Lack of oxygen
 - Toxic gas
 - Inflow of water, fluids or flowable solids
- f. Prior to works check if the activity is true confined space working (special training and equipment) or restricted space working to be carried out in compliance with the company procedure.

16. Lone working

- a. Lone working is defined as a single staff member working alone or working alone in the presence of a person or persons who may present a risk e.g. a surveyor on a survey. Working alone in an occupied workplace is not normally considered lone working. Staff must not carry out high-risk operations when lone working for example work at height or forklift driving.
- b. Staff carrying out such visits should make an assessment (risk assessment) of the condition of the property / site and make a decision if it is safe to enter. If there is a reasonable risk of injury (e.g. fire damaged and unstable roof) then the work should be cancelled and re-arranged when a second person can be present.
- c. Staff should be sufficiently trained and experienced to carry out their own risk assessments and decide what precautions / PPE are required.
- d. Staff should have with them sufficient PPE and safety equipment (e.g. torch and mobile phone) to carry out the work safely.
- e. Once at the site if there is any cause for concern staff should ring back to the office to advise "on site" and ask for them to call back within a specified time if a completion call has not been made
- f. If telephone contact has been made to the office then a call must be made once the work is complete and the staff have returned safely to their car
- g. If the "safety calls" are not answered the manager in the office will arrange for someone to visit site immediately

17. Fire safety and emergency procedures

- a. The Company will ensure that a fire risk assessment is carried out in compliance with Regulatory Reform Fire Safety Order at all premises and ensure a Fire Log book is maintained. These steps will include ensuring that: -
 - A written emergency evacuation procedure is available and practised at least every 6 months
 - There are adequate means of employees being made aware of a fire
 - There is an adequate means of escape in the event of a fire
 - Escape routes are kept clear
 - Escape routes t have correct signs and adequate lighting
 - Sufficient fire-fighting appliances are available and properly maintained annually.
 - Fire alarms and emergency lighting (where fitted) must be user checked weekly and by a competent person every 6 months and 12 months respectively
 - Ensure the steps are communicated to employees at all levels and recorded
 - That the premises will have sufficient staff trained as fire marshals for one to be present at all times
- b. All Site staff must make themselves aware of fire exit routes on site which must be kept clear AT ALL TIMES. Where flammable materials are being used, then suitable fire extinguishers must be kept in the vicinity. Flammable materials such as paper, rags, timber, waste and scrap material must be cleared away from site. All flammable materials should be stored correctly and aware from all sources of

ignition and potential arson. Flammable waste and skips must be kept away from buildings.

- c. All notices prohibiting smoking, naked lights, burning or welding must be strictly adhered to.
- d. With regard to Offices, there will be a notice “Fire Action Notice” displayed which will be regularly brought to the attention of all those employed. This will deal with the prevention of fire, the action to be taken in the event of a fire and detail locations of alarms, fire extinguishers, escape routes and assembly points. Specific hazards will be identified in the project risk assessment. This must form part of all staff induction.

18. Hot works

- a) The Manager will arrange for the need for hot work to be assessed and alternatives considered that present a lower risk.
- b) If hot work is required the following precautions will be applied as a minimum
 - ✓ A risk assessment to be carried out
 - ✓ The work area cleared of flammable materials
 - ✓ Heat resistant mats / blankets provided to protect surfaces
 - ✓ Suitable fire extinguishers to be supplied
 - ✓ The client informed of hot work
 - ✓ Investigation of the effect on fire detection systems
 - ✓ A permit system to be used to log the location, nature and time of the work and gain approval of the client
 - ✓ The work site to be attended for a minimum of one hour after completion with thorough checks being made before leaving. The permit is to be signed, dated and time noted of both completion and leaving the work area.

19. Asbestos

- a. To minimise the risk to the workforce and customers company surveyors will check for asbestos in the initial site visit and where Artex Asbestos roof sheets or Vinyl Floor tiles / Bitumen Screeds are encountered a surveyor who has received sampling training will take a sample for testing. Other forms of asbestos will be noted and a specialist employed to carry out the test. Where required a UKAS accredited testing company will be employed to carry out a full R&D survey of the property.
- b. Where asbestos is uncovered unexpectedly by site operations the work will cease and the office informed. Temporary sheeting / PVA may be required to seal any suspected asbestos. Formal asbestos awareness training will be provided to surveyors and site staff at all levels with refresher training at appropriate times. All risks relating to asbestos must be identified and a safe system of work must in be in place before work commences on site.
- c. The Control of Asbestos Regulations place a requirement on the owners or other people who control business premises to develop a plan to manage any asbestos present.

- d. This will include taking any precautions required to make any asbestos safe, i.e. render it such that it will not present risk to employees or others who may visit the premises.
- e. This does not always mean removal, it is often possible to treat it / seal it in-situ or simply monitor its condition.
- f. It is essential that an asbestos survey has been carried out for all Company premises (as well as work sites) and that its contents and recommendations are known to management. It is also essential that the condition of any asbestos noted in the survey is monitored and advice taken as to the suitability of the precautions in the current plan or if additional action is required.
- g. Asbestos is a very specialist area and needs the benefit of specialist advice. As a minimum the Regulations require that a survey is carried out and a plan developed to take action on its findings (if any asbestos is found). Any asbestos that presents an immediate risk (such as damaged material) should be treated straight away.
- h. Any asbestos that is found but does not present an immediate risk needs to be monitored and managed.
- i. All site staff will receive Asbestos awareness training, to be refreshed annually.
- j. If asbestos is found / suspected at any time then specialist advice needs to be sought and a specialist risk assessment made. For work on site the company procedures for management of Asbestos will be followed at all times. It is essential when arriving on site for the first time for staff to review if Asbestos is suspected as part of the risk assessment and then follow company procedure if required.
- k. The company has trained surveying staff to carry out asbestos sampling and to remove small quantities of non-notifiable ACM such as Artex and floor tiles. The Company depot is equipped with a specialist asbestos skip and also registered in this respect. Company staff are not trained or authorised to remove notifiable ACM.
- l. Any work needed concerning notifiable asbestos (Brown and Blue) must be carried out in compliance with HSE guidelines by a certified specialist contractor. A specialist analysis of the material must be carried out and the specialist consulted as to the control measures to be taken including disposal. Neways will not treat, remove or dispose of any notifiable asbestos material, a specialist will always be employed.
- m. The company has an asbestos management procedure in relation to site activity and this details the process to be followed in respect of the sampling and treatment of asbestos if required.

20. First aid

- a. First aid boxes will be issued on all sites and available in the office / depot as a minimum provision.

- b. Selected employees from the workforce and office staff will receive formal first aid training to become appointed first aiders. Each site will be assessed within our project risk assessment to comply with The Health & Safety (First Aid) Regulations, the office manager will be responsible for distributing, maintaining and subsequently renewing first aid kits.
- c. All projects sites with more than a single employee present will have an appointed first aider and the office will have sufficient people trained for a first aider to be present at all times. The identity of first aiders will be displayed on the noticeboard.
- d. Following a review of the level of risk involved with small projects it is company policy that staff working alone or in small numbers are not required to be first aid trained but the leading hand should be considered to be an appointed person to take charge in the event of a first aid requirement including contacting the emergency services. Should a project have an unusually high risk element or if staff numbers increase to several persons each day then an emergency trained first aider should be allocated to the project.
- e. The appointed persons will be trained as such and the names will form part of induction.
- f. It is the policy of the Company that anything other than a very minor injury is treated at the local emergency hospital, not on site. There is always a vehicle on site for this purpose. Advice can be gained from NHS Direct on 111.

21. Electrical and gas safety.

- a. Before using portable electrical tools a daily visual inspection should be carried out to the wiring and plug to ensure that there is no physical damage. All tools owned by Neways will be periodically PAT tested by a qualified person. Employees to check that tools hired in are tagged before leaving the hire shop. Specific electrical hazards will be covered by the risk assessment for the project.
- b. Only competent persons will work on electrical / gas installations.
- c. The Managers named in the appointed persons section will ensure the following for electrical and gas equipment under their control.
 - Electrical installations, electrical plant, portable tools and other electrical equipment (all at the lowest practicable voltage) must be constructed or manufactured to British or other appropriate standards and be CE marked. A completion certificate must be obtained from the installer in respect of every electrical installation before it is taken into use. It is accepted that equipment used in offices will be 240 V.
 - Gas installations and appliances must be constructed or manufactured to British or other appropriate standards and be CE marked.
 - Installer's specifications, drawings, manufacturers or other authoritative instructions for the safe use, maintenance and testing of electrical / gas installations, plant, portable tools and other equipment must be obtained before it is taken into service and kept for reference as long as the item remains in service.

- Completion Certificates, Inspection Certificates, records of maintenance and testing, will be kept as a record in the office
- Electrical and gas installations, plant tools and equipment will be inspected, maintained and tested as recommended by the installer, manufacturer or other authority at the specified intervals. The general electrical and gas installations should be inspected by a competent person initially and then at intervals recommended by the competent person with a record being kept in the office
- LPG (Bottled gas) must be stored externally in a ventilated steel cage / store. The specification for this is available from www.HSE.gov.UK
- Portable power tools should be PAT tested every three months and recorded. Office equipment, PC's, copiers etc. should be tested every 2 years, workshop based electrical equipment should be PAT tested every year.
- Hired or otherwise obtained, equipment must be included in this system.
- Each individual item of plant or equipment will be identified and marked following inspection and this should also be recorded

22. Manual handling

- a. When tasks which pose risk of injury through manual handling are undertaken, the surveyor will be responsible for carrying out an assessment and for developing a work plan.
- b. The risk assessment form (part of the survey) should be used to record the assessment which will be held in the office. The companies normal manual handling operations are controlled by a detailed guidance note.
- c. Mechanical means to handle / move loads should be employed where ever possible as a priority over moving by hand e.g. foldable sack trolleys.
- d. Ramps similar to wheelchair ramps can be used to load and unload large or heavy items of equipment that have wheels. Staff should use their common sense and initiative in respect of their own capability as well as the equipment, loads to be moved and site conditions.
- e. Persons carrying out manual handling will be provided with appropriate PPE including suitable gloves and safety footwear. Gloves would normally be required for all lifting and carrying operations, and a selection of gloves from heavy duty to lightweight disposable are always available. To control hand injuries and cuts it is a requirement for gloves to be worn at all times when handling sharp / fragile objects and any heavy or large item, indeed any item that could be considered a handling hazard, splinters, etc.
- f. The Managers named in the appointed persons section will ensure training is provided to any staff under their control felt to be at risk from manual handling operations.
- g. Attention should be given to the moving of equipment and materials in the office / stores including furniture as well as at site level

- h. Any industrial or regular manual handling activity must have a specific risk assessment.
- i. Generally the recommended maximum weight limit for a male to lift is 20kg, the recommended limit for a female to lift is 15kg, however this is entirely dependent on the ability of the worker, where the load is to be lifted from and to, its size and shape. Manual handling isn't only about lifting it is also about carrying, pushing, pulling anything that can put a strain on the body. If it is not comfortable, don't do it.
- j. Look at alternatives, eliminate the need for hazardous manual handling where it is reasonably practicable to do so, use mechanical aids where possible.

23. Work at height.

- a. The relevant Manager will ensure that the company's duties are carried out when working at height in accordance with the Working at Height Regulations 2005 as follows:-
 - a) That all work at height is reviewed to see if there is an alternative method, a way of carrying out the work without access to height.
 - b) That all work deemed necessary at height is planned, organised and that a risk assessment is carried out & communicated to all involved in the work. The company's routine work at height is controlled by a detailed guidance note.
 - c) That the work at height takes account of weather conditions that could endanger health and safety
 - d) Those involved in work at height are trained and competent
 - e) The place where the work is done is safe
 - f) All work equipment is suitable for use and inspected, use the PUWER form in the appendix.
 - g) The risks from fragile surfaces are controlled
 - h) The risk of falls from open edges are controlled
 - i) The risk of falling objects are controlled
 - j) That no work is carried out from a leaning ladder as three points of contact is not possible to achieve.
 - k) That any work carried out from a step ladder is light weight in nature, using minimal tools and equipment, and for short periods of less than 20 minutes.

24. Work equipment (PUWER)

- a. Suitability and operation. It is the responsibility of the relevant manager to ensure that all plant and equipment used by and on behalf of Neways is:
 - Suitable for the intended use;
 - Safe for use and maintained in a safe condition;
 - Used only by people who have received adequate information, instruction and training;

- Will ultimately be correctly disposed of;
 - Operated under documented control;
- b. Maintenance of Plant & Equipment - It is the responsibility of the relevant manager to ensure that all plant and equipment is operated and maintained in accordance with Regulations, manufacturer's guidelines and the defined safe systems of work.
- All plant and equipment will be subject to a formal documented maintenance and/or inspection schedules. The details in relation to all maintenance or inspection regimes will be maintained and made readily available upon request.
 - Company audit and inspection procedures will include monitoring of plant and equipment inspection and maintenance regimes.
 - In the event of any plant and equipment being used for and on behalf of Neways being identified as being unsafe, for any reason, an internal improvement or prohibition notice will be issued against the use of the equipment in line with procedure until such time that the plant or equipment has been suitably and effectively repaired.
- c. Disposal of Plant and Equipment - It is the responsibility of the relevant manager, with advice from the health and safety advisor where appropriate, to ensure that the disposal of any plant and equipment by Neways is in accordance with the appropriate legislative requirements and that the item is removed from the asset management system. Where an item is removed from use pending disposal it is the responsibility of senior management to ensure that it is suitably secured and/or disabled to prevent further or inadvertent use.
- d. Selection, use, and disposal of plant and equipment is subject to detailed company guidance notes which should be referred to as and when required. This guidance note includes the inspection and certification procedures were relevant.

25. Lifting operations (LOLER)

- a. The Company will ensure that all lifting equipment and operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. This requires that all lifting equipment and lifting operations are planned and managed and a risk assessment is produced specific to the activity. In particular lifting equipment provided for use at work should be:-
 - b. Strong and stable enough for the particular use and marked to indicate the safe working loads
 - c. Positioned and installed to minimise any risks including segregation if required
 - d. Used safely and that the work is planned, organised and performed by competent people
 - e. Subject to ongoing thorough examination and where appropriate inspection by competent people.

- f. If using a crane, tele-handler or similar involving the use of lifting tackle a lifting plan must be developed including the appointment of duty holders for:-
 - ✓ Driving the crane
 - ✓ Slinging
 - ✓ Directing the load (banks man)
- g. The preferred method to employ a crane is to appoint a specialist crane supplier to carry out a “Contract Lift”
- h. If “lift and shift” equipment is to be employed (pulley blocks, chain hoists etc. the users must be competent and trained. The attachments point should be robust and if there is any doubt tested.
- i. If equipment to be fixed is raised with the worker in a MEWP then the capacity of the MEWP should be checked.
- j. Inspections of lifting equipment will be carried out by the competent person and recorded using the LOLER form available on the intranet at the appropriate intervals.
- k. Staff carrying out lifting operations must be suitably trained and a specific risk assessment may be required. The company safety advisor should be consulted for anything other than a very basic lifting operations.

26. Health surveillance

- a. The Control of Substances Hazardous to Health Regulations, specifically refer to health surveillance as follows:
- b. Health surveillance shall be treated as being appropriate where:
 - The exposure of an employee to a substance hazardous to health is such that an identifiable disease or adverse health effect may be related to the exposure; – Where there is a reasonable likelihood that the disease or effect may occur as a direct result of their employment and there are valid techniques for detecting indications of the disease or effect;
 - In relation to the activity of Neways the following areas of health-related hazard (if present in the work activity) have the potential for harm and thus the potential need for health surveillance.
 - i. Exposure to lead including lead-based paints
 - ii. Exposure to notifiable asbestos
 - iii. Skin contamination; in particular dermatitis to the hands
 - iv. Lung function, exposure to dust including asbestos
 - v. Hearing damage, exposure to excessive noise
 - vi. Nerve and circulation damage to the hands, hand arm vibration, HAV.
 - It must be stressed that health surveillance is only required in the event that employees are exposed to the above hazards to a significant level as part of their work activity. Currently the review of work activity has not identified any area where the exposure would be considered sufficiently significant to require routine health surveillance.

- Work activity will continue to be monitored and should the situation change health monitoring will be introduced for relevant staff.
- c. Medical Conditions. Certain medical conditions such as occupational asthma, problems with hearing, previous hand arm vibration or other nerve / circulation problems should be advised to the company by employees on joining the company or at any time that they feel the symptoms are present or they are advised by a doctor of these conditions. The company will then arrange ongoing health surveillance and will review the employee's duties in relation to exposure to the relevant hazards.
- d. The company has developed a guidance note for the benefit of managers which identifies the most common work activities and chemicals / building materials likely to generate hazards that potentially could lead to a requirement for health monitoring. Managers should make themselves aware of these matters when planning projects to reduce exposure to the minimum and / introduce control measures (including health monitoring) if required.

27. Hand arm vibration

- a. The company will take all precautions to ensure that procedures comply with the Control of Vibration at Work Regs 2005. To protect employees Neways will:
- Assess the risk to the health of employees and plan for its control;
 - Manage the risk;
 - Provide suitable equipment for employees' use;
 - Maintain equipment correctly;
 - Give employees information and training on health risks and safe use of the equipment (choose right tool for task and maintain it);
 - Provide health surveillance of employees where risks cannot be Suitably controlled (detailed checklists every 6 months advised);
 - Provide reports to the relevant enforcing authority on cases of HAVS;
 - Consult employees regarding proposals to deal with vibration hazards.

28. Welfare

- a. Site Welfare. For most cases company employees and / sub-contractors will be able to use toilet / washing facilities within the customer's premises. This will be agreed with the client prior to commencement and the required facilities will be identified when the risk assessment is carried out. Where the customer's facilities are not available or are insufficient, the company will provide suitable temporary on site facilities for our employees and sub-contractors.
- b. Each site will be assessed to establish the type and amount required. This will include facilities for providing clean drinking water, boiling water, heating food, and a designated place to eat. On large construction projects requiring multiple staff a heated room will be provided for drying wet clothes and providing a heated rest area. Facilities will include hot / warm water for hand washing and

sufficient toilets as defined within the Workplace Health safety and Welfare Regulations.

- c. Office Staff. Our employees will be provided with separate male & female toilet and washing facilities. Full kitchen facilities are provided for boiling water, heating food, fridge facility and a designated place to eat are provided within the office.
- d. For both office and site facilities a person will be appointed whose responsibility will be to ensure that the facilities are kept clean and serviced

29. CDM Regulations & Construction sites

The Company is aware of the responsibilities of all duty holders appointed under the CDM Regulations (as noted below) and will fulfil their obligations appropriate to their role on any particular project.

In the general case the company will act in the capacity of contractor but may on occasions have additional duties depending on the scope of work required, particularly the company will also work as Principal Contractor.

The company does not carry out design activity and does not act in the capacity of Principal Designer.

The company has developed a CDM procedure which should be referred to for more detailed guidance in terms of implementation of the Regulations for the various types of project undertaken by the company. In particular this guidance advises on the identification and assessment of hazards including general building work, the development of a sufficient construction phase plan (which may be RAMS) and the means of communication and monitoring.

In the event that construction work (other than minor / routine repair and maintenance) is planned at company premises the company will be acting as a construction Client.

Summary Clients Duties under the regulations are to:

- Appoint a Principal Designer(PD) to manage the Pre Construction Phase
- Appoint a competent Principal Contactor (PC) and ensure that suitable arrangements are in place throughout the Construction Phase.
- Provide information concerning the site to the Principal Designer to prepare the Pre Construction Information including the commissioning of surveys such as asbestos, location of service connections, information concerning the Clients activities and other hazards relevant to the site.
- Ensure that suitable resources and time are allocated to the contract and remain in place throughout the contract
- Ensure that the PD and PC are complying with their duties under the Regulations.
- Ensure the Construction Phase Plan is suitably developed prior to work starting on site.
- Ensure adequate welfare facilities are provided at commencement of works and maintained throughout the Construction Phase.

- Receive and act on the Health and Safety file

Summary Principal Designers Duties

The PD must plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks ensuring designers carry out their duties.
- Liaise with other designers throughout the life of the project.
- Prepare and provide relevant information to other duty holders including pre construction information.
- Liaise with the Principal Contractor to help in the planning, management, monitoring and co-ordination of the construction phase.
- Prepare and issue the H&S File to the Client

Summary Principal Contractor (PC) Duties

The Principal Contractor must plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- Liaising with the Client and principal designer
- Preparing the construction phase plan
- Organising co-operation between contractors and co-ordinating their work.
- Ensure that:
 - suitable site inductions are provided
 - reasonable steps are taken to prevent unauthorised access
 - workers are consulted and engaged in securing their health and safety
 - welfare facilities are provided

Summary Designer Duties

Designers must when preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- Construction;
- The maintenance and use of a building once it is built.

Provide information to other members of the project team to help them fulfil their duties.

Summary Contractor Duties

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

- For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;
- For single-contractor projects, prepare a construction phase plan which will be a combination of the commencement risk assessment / survey and the check that the company risk assessments, guidance notes, COSHH assessments are suitable and sufficient. Should additional measures be required these will be addressed prior to

commencement by consultation between the lead trades person, his Team Leader/Manager and the company health and safety advisor if required.

30. Consultation and Communication with staff

- a. The company uses a variety of methods for communicating and consulting with employees over health & safety issues. There are formal in-house meetings (two per annum) which are Safety Committees where the floor is open to matters being raised by staff.
- b. Additional meetings can be called should the need arise, this happens normally following significant changes.
- c. Health & safety tool box talks are carried out periodically which combine with an informative health & safety update session. The issue of company memos is used to provide information.
- d. Every employee is encouraged to consult with the management team over any health and safety issues or concerns that they have and managers will bring the issues or recommendations to the attention of the managing director.
- e. The company has procedures and practices for people whose first language is not English

31. Customer safety, vulnerable persons and safeguarding

- a. If acting as Principal Contractor we must take reasonable steps to prevent unauthorised access to the site and harm being caused to persons who may be legitimately present in the workplace. For example on a commercial project there may be employees elsewhere in the building, dwellings may remain occupied during the works.
- b. As survey states an assessment needs to be made not only of the project but of any persons who could be affected, elderly and young people, children, persons with health impairments and even pets should be considered.
- c. The CPP / RAMS should include any measures required to protect individuals who can interface with the work.
- d. Authorised people will have the relevant site rules explained to them and should undertake any site induction.
How access is controlled depends on the nature of the project and the risks and location of the work, this will be explained induction and all employees need to take part in maintaining controlled access and monitoring the impact on others who may be present.
- e. The boundaries of all sites should be physically defined and where necessary, the type of fencing used should reflect the nature of the site and its surroundings. See below.

32. Prevention of unauthorised access

- a. If acting as Principal Contractor we must take reasonable steps to prevent unauthorised access to the site.

- b. Authorised people should have the relevant site rules explained to them and should undertake any site induction.
- c. How access is controlled depends on the nature of the project and the risks and location of the work. Measures taken must be effective and monitored, in some locations signage and vigilance will be sufficient, in others fencing will be required. This is to be defined at survey stage.
- d. The boundaries of all sites should be physically defined and where necessary, should be suitably fenced. The type of fencing used should reflect the nature of the site and its surroundings. Special consideration is needed where: –
 - Rights of way across site
 - Works are in public accessible areas
 - Sites are in or next to other work areas (including occupied premises)
 - There are children or other vulnerable people nearby

33. Engagement of subcontractors

- a. When contractors and self-employed are engaged to carry out any work it is essential to ensure that they are suitably experienced and competent, that they have the necessary skills, knowledge and experience. It is essential that the contractors will be competent and self-supervising in relation to health and safety as well as their trade.
- b. Managers should therefore employ only experienced specialists who promote themselves as such and are able to demonstrate relevant experience. This may be achieved by managers having first-hand knowledge of the contractor involved and being satisfied not only with the quality of work but the standard of safety followed. To facilitate this, managers must use the company vetting procedure.
- c. The above should be adequate for routine maintenance work, alterations and regular operations / minor works on site but with works of a complex nature or longer duration the company contractor procedure should be employed.
- d. The company does not employ a significant number of contractors, a small select number of trades and the company uses a small number of “regular” contractors.
- e. Any subcontractor engaged by the company on a regular basis or for significant works will be subject to the company contractor employment procedure. This procedure includes a PQQ process and an annual review, it is recommended that contractors engaged by the company gain and maintain an SSIP accreditation. Approved contractors will be entered into the company’s “approved list”, contractors not on the list should not be employed without following the process.

- f. For significant works on the Company premises same procedures applied for site works should also be used.

34. Fire safety and emergency procedures

- a. The company will ensure that a fire risk assessment is carried out in compliance with Regulatory Reform Fire Safety Order at company premises and ensure a Fire Log book is maintained.
- b. Site activity the construction phase plan / RAMS will include a suitable fire risk assessment to a proportionate level including a requirement for extinguishers, signage (larger projects) and communication to staff.
- c. For premises and larger sites precautions will include:
- A Fire risk assessment
 - A Fire log book
 - A written emergency evacuation procedure, practised at least every 6 months
 - Adequate means of employees being made aware of a fire
 - Adequate means of escape in the event of a fire
 - Escape routes are kept clear
 - Escape routes to have correct signs and adequate lighting
 - Sufficient fire-fighting appliances are available and properly maintained annually.
 - Fire alarms and emergency lighting (where fitted) must be user checked weekly and by a competent person every 6 months (alarms) and 12 months (Emergency lighting)
 - Ensuring the steps are communicated to employees at all levels and recorded
- d. In respect of the company premises the following fire precautions will be implemented and maintained
- Ensure that it is known who is in the premises at all times and use a daily staff log.
 - Assess the adequacy of the evacuation plan at regular intervals, particularly if there are significant changes to the business.
 - Obtain the equipment deemed necessary to deal with foreseen emergencies (fire-fighting equipment, emergency lighting, means of escape, containment etc.) particularly following changes.
 - Ensure sufficient emergency exits and escape routes are provided, kept clear, adequately lit and properly marked.
 - Designate an assembly area in the event of evacuation, appoint a person and nominate a deputy to account for the staff known to be on site. Fire wardens are required, suitably trained to check that all staff and visitors have vacated the building.
 - Appoint a person (lead fire warden) and nominate a deputy to summon assistance and where appropriate sound the alarm / call the emergency services.

- Ensure all persons affected are aware of the arrangements made, instructed in the use of equipment and procedures established and carry out drills and rehearsals.

35. Computers and DSE

- a. The use of visual display units / DSE equipment is controlled by a specific regulation and is particularly relevant to workers who work for significant periods with computers. The manager needs to ensure regular VDU / DSE users have an assessment carried out of their workstation
- b. Advice includes how to reduce the physical stress and strains of use of this equipment and that particular attention needs to be given to the furniture and seating provided to ensure that the posture of the user and the location of the equipment relative to them is correct.
- c. Lighting is also important as is the facility to alter the brightness of the display and reduce glare on the screen.
- d. The health and safety executive self-assessment form can be found in the company health and safety folder on the intranet. This should be completed by all staff who routinely use computers.
- e. Having followed the advice within the HSE risk assessment to correctly “set up” a workstation is staff present if there are staff present with relevant health concerns the company can arrange for a “medical” workstation assessment taking account of their physical characteristics.
- f. Free eye tests are available on request for regular DSE users

36. Driving, vehicles and mobile phones

- a. Drivers of any vehicle whilst on business should not drive whilst under the influence of drink or drugs or whilst significantly tired. Advice on driving and in particular driving hours can be found in the company’s driving risk assessment.
- b. Drivers should monitor the condition of vehicles used for business purposes particularly tyres, brakes and any other item that will affect the safety of the vehicle.
- c. Drivers must ensure that the vehicle is serviced and maintained in accordance with the service schedule.
- d. Drivers are responsible for checking the vehicle is not overloaded.
- e. On no account must a driver use a hand-held phone when driving.
- f. Calls must only be made or received from a mobile phone with the vehicle stationary, and engine off.
- g. Use of hands-free mobiles should be limited to receiving short calls only and not to make calls.
- h. Drivers must have a valid licence and report potential prosecutions, convictions and endorsements to their Manager both at the time of offence and on conviction.

- i. The above precautions apply equally to company vehicles and to private vehicles being used for company business including ensuring sufficient insurance and a current MOT. Evidence of which must be supplied on request.

37. Covid19

- a. The company recognises the potential effect to employees of the Covid19 virus and has developed risk assessments and procedures to ensure as reasonably practicable their safety. These procedures include the following which will be maintained and developed to keep pace with any changes required including compliance with government guidelines
- b. Risk assessments for project (site) work, depot work, office work and home working
- c. Guidance on the use of transport including public transport and company vehicles
- d. The provision of suitable equipment including PPE
- e. The provision of suitable welfare accommodation including personal hygiene arrangements
- f. The provision of a specific Covid19 health and safety committee
- g. Regular communication with all staff

End of Policy