

BLUEJAY CONTRACTORS LTD

1.0 **GENERAL STATEMENT OF POLICY** (produced in pursuance of Sec2 ss3 of the Health and Safety at Work Act 1974)

1.1 Bluejay Contracts Ltd declares their policy is to achieve a work environment that is, as far as reasonably practicable, free of risk to the safety and/or health for its employees, sub-contractors and all others who may be affected by the Company's operations.

1.2 The company will maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and the application of best practices and codes of conduct.

The risks to employees, sub-contractors and all others that may be affected by the activities of the business will be assessed.

Assessments will be reviewed as required and arrangements made to eliminate and/or control such risks. This will be achieved by consultation with employees, arranging for competent health and safety advice, co-ordinating and co-operating with Clients where necessary to promote health and safety. Also, to have regard to the capabilities and training of employees in relation to their work.

1.3 Bluejay Contracts Ltd requests, requires and expects all persons who are, employed or contracted by them, or visiting the company offices to co-operate with and conform to the Company Policy for Health, Safety and Welfare, comply with arrangements made and actively assist in implementing the policy.

1.4 Mr P Quennell is responsible for the health and safety programme of the company and for ensuring the provision of all necessary resources.

1.5 This policy will be continually reviewed (minimum annually) and revised as required to meet the changing needs of Bluejay Contracts Ltd., technical innovation and legislative developments.

1.6 **This policy is published in three parts:**

1. GENERAL STATEMENT OF POLICY.
2. THE ORGANISATION TO IMPLEMENT THE POLICY & RESPONSIBILITIES
3. THE ARRANGEMENTS & INSTRUCTION TO IMPLEMENT THE POLICY

Signed

Director Responsible for Safety

Date

2.0 HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

2.1 DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY

- Initiate and oversee production and distribution of the Company Policy for Health, Safety and Welfare
- Initiate any changes, developments and amendments to the Policy as and when necessary.
- Sanction the necessary funding for all aspects of Health and Safety in order to meet the requirements of current legislation, published guidance and the company Policy.
- Promote an interest and enthusiasm for Health and Safety matters throughout the company
- Set and monitor targets for both reactive and proactive H&S indicators.
- Ensure that other Company Directors, Managers and All Employees are aware of their responsibilities and that each discharges them, as required.
- Inform the company insurance brokers in the event of *any* safety incident which may result in a claim against the company; and obtain written confirmation of notification
- Encourage suitable training for all employees.
- Ensure that safety directives (Company Policy, new legislation, best practice etc.) are obtained and disseminated through management levels to all work locations, and individuals
- Produce, in liaison with the Health and Safety Consultants, documentation in compliance with all relevant Health and Safety Legislation and published guidance, and take action to see that it is implemented
- Ensure that all relevant parties are informed of all notifiable accidents. Ensure investigations of notifiable accidents or dangerous occurrences and instigate actions to prevent re-occurrence
- Foster within the company an understanding that injury and loss prevention, and occupational health are an integral part of the business and operational efficiency.
- Set a personal example of high standards of health and safety at all times.

2.2 HEALTH AND SAFETY CONSULTANTS (KMF Health and Safety Ltd.)

- Monitor the effectiveness of the company's Policy for Health, Safety and Welfare against the safety performance of the company, and report accordingly to the Managing Director.
- Advise the company Directors, Managers and All Employees of their Health and Safety responsibilities; in law and according to the Company Policy
- Report to the Managing Director on all matters relating to safety, training requirements, new safety directives and legislation, and seek to establish the company's response.
- Assist senior management with implementation of safety legislation by:-
 - a) Obtaining and distributing copies of relevant legislation, codes of practice and guidance notes.

- b) Arranging training for all employees. Providing such training, as is appropriate.
- c) Obtaining posters, slides, films to promote awareness of injury prevention and hazards to health.
- d) Conducting workplace monitoring inspections
 - Assist the Contracts Manager in the production of documentation required to comply with the Construction (Design and Management) Regulations (C.D.M.) 2007 and its implementation.
 - Provide a point of contact with official and professional bodies e.g. HSE, Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Institution of Occupational Safety and Health etc.
 - Supervise the recording and analysis of information on injuries and ill health; assess trends.
 - Assist in investigations of notifiable accidents or dangerous occurrences and recommend actions to prevent re-occurrence
 - Liaise, as required, on all matters relating to occupational health & safety.

2.3 CONTRACTS MANAGERS

- Understand the company policy for Health, Safety and Welfare and Safety Procedures Manual. Plan all projects in accordance with their requirements and recommend improvements or additions.
- Know the broad requirements of relevant legislation - with particular reference to the Construction Design and Management Regulations (CDM) 2007:
 - a) Ensure that adequate resources are included, at tender stage, to meet all requirements detailed in Pre-Construction Information.
 - b) Produce; prior to commencing work, a sufficiently advanced Construction Phase Health and Safety Plan including initial risk assessments, COSHH assessments and method statements, site rules etc.
 - c) Acquire from all contractors involved on the project their Health and Safety policies, risk assessment, COSHH assessments and method statement.
 - d) Ensure that all contractors, sub-contractors, self-employed and directly employed labour can demonstrate health and safety **competency** with regards to carrying out their allocated function.
 - e) Develop and produce the project safety file in consultation with the CDM Co-ordinator.
 - Allocate adequate resources to maintain safe working practices and reasonable welfare facilities. Determine at planning stage:-
 - a) The most appropriate order and method of working.
 - b) The allocation of responsibilities to each level of staff
 - c) The welfare facilities and basic fire precautions required.
 - d) Any particular training or instruction required for personnel.

- Ensure, so far as is reasonably practical, that work, once started:-
 - a) Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the Construction Phase Plan as necessary.
 - b) Is carried out in accordance with the CDM 2007 and all other statutory requirements.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all services in accordance with service authority recommendations and company policy before work starts.
- Reprimand any member of site supervisory staff and contractor for failing to discharge safety responsibilities satisfactorily. Take appropriate action when notified of disregard to the company's Health and Safety policy and of the Health and Safety Consultant's advice
- Satisfy yourself that the (competent persons) appointed to make legally required inspections have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- Release individuals under your management line, where necessary, for on and off site Health and Safety training.
- Set a personal example when visiting sites e.g. by wearing appropriate protective clothing.
- Ensure that first-aiders are appointed and that adequate first aid supplies are maintained, as required by Health and Safety (First Aid) Regulations 1981.

2.4 SITE FOREMEN

- Understand the company's safety policy for Health and Safety and safety procedures, where appropriate.
- Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel appropriate.
- Organise any site so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.
- Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that statutory notices are prominently displayed.
- Refer regularly to prepared written assessments as required under:-
 - a) The Management of Health and Safety at Work Regulations
 - b) Control of Noise at Work Regulations.
 - c) Manual Handling Operations Regulations
 - d) The Control of Substances Hazardous to Health (CoSHH) Regulations.
 - e) Control of Vibration at Work Regulations

Make them available to all operatives, including sub-contractors and discuss them fully.

- Ensure that all hazardous materials are properly marked, used and stored, as outlined in applicable COSHH assessments.
- Ensure that employees *and* contractors under your direct control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Arrange delivery and stacking to avoid double handling and ensure that offloading and stacking is carried out in a safe manner.
- Ensure that *all* information relating to services on the site is obtained and that services are located, marked and plotted accurately before any demolition works start.
- Plan and maintain a tidy site.
- Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- Undertake spot-checks to ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner.
- Ensure that all electrical equipment is tested and tagged, by a competent electrician, at appropriate intervals. *No electrical equipment will be brought onto the site, by anyone, including sub-contractors, without the appropriate proof of regular testing.*
- Ensure that all plant and machinery is tested at required statutory intervals that none is brought onto site, by anyone including sub-contractors, without the appropriate proof of regular testing.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of issue.
- Ensure that all persons on site are aware of the identity & location of trained first-aiders, and procedure for treatment of injuries.
- Ensure that a system is organised in the event of needing to obtain medical help and calling for an ambulance.
- Accompany any Enforcing Authority Inspector on site visits when requested and act on any recommendations or instructions. In the case of the Inspector issuing a notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements.
- Co-operate at all times with the company's Health and Safety Consultants.
- Ask for advice **before** commencing new methods of work or potentially hazardous operations.
- Ensure that adequate fire precautions are provided for site, including offices and welfare facilities, and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.

- Set a personal example on site at all times

2.5 ESTIMATORS / BUYERS / SURVEYORS

- Read and understand the Policy for Health, Safety and Welfare and Safety Manual, where appropriate.
- Ensure all tenders are adequate to cover sound methods of work and suitable welfare facilities and other control measures identified in Pre-Construction Information provided to meet the requirements of CDM. 2007
- Ensure that the requirements of CDM 2007 are complied with as they apply to the procurement of materials and services supplied to the company
- Ensure that all equipment or materials purchased by the company are to appropriate, legal standards and that they meet the requirements laid down in any Pre-Construction Information to eliminate or reduce risks.
- Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision and included in Pre-Construction Information.
- Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.
- Ensure that sub-contractors have received lists of responsibilities and company policy statement in accordance with this policy.
- Rates negotiated for work carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures as defined and detailed in Pre-Construction Information.
- Set a personal example when visiting sites by wearing appropriate personal protective equipment

2.6 HEAD OFFICE MANAGER

- Ensure that the requirements of the Offices, Shops and Railway Premises Act 1963, the Workplace (Health, Safety and Welfare) Regulations 1992, and any other relevant statutory requirements are met.
- Ensure that all employees and visitors are aware of the requirements of the Fire Precautions risk assessments
- Ensure that where construction or other work activities are being undertaken that affects employees or visitors, that the additional health and safety requirements are brought to their attention and that they comply with the requirements.
- Ensure that all office machinery is safe, and is serviced and maintained as recommended by the manufacturer, and as required
- Ensure that a risk assessment has been carried out on work activity hazardous to employees' health and safety and that appropriate control measures, training, instruction, etc. have been provided and are being implemented
- Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.

- Ensure that offices are laid out and maintained to ensure safety of staff and visitors
- Ensure that fire safety and emergency risk assessments are completed for the offices. Also that fire fighting equipment is maintained, exits kept clear and that emergency procedures are practised on a regular basis.
- Ensure that all risks are assessed with regards to pregnant women and nursing mothers. *(who enjoy considerable employment protection for health and safety reasons in addition to other aspects of employment law) - Strictly speaking, the duty arises when an employer is informed by an employee that she is pregnant.*
- Ensure that any “New and Expectant Mothers Assessments” are recorded and regularly reviewed with the individual concerned
- Ensure that first aid facilities are available; that all staff are aware of their location, and that supplies are replenished when used
- Ensure that all accidents are reported in accordance with company policy.
- Ensure that all office staff work safely and do not take unnecessary risks.
- Ensure all necessary welfare provisions for the office environment are provided and maintained.
- Where additional hazards are introduced into the office area, or immediate environment, make sure that those affected are aware of, and comply with any additional health and safety requirements
- Ensure employees do not try to use, repair or maintain any defective office equipment or machinery, or carry out any work activity that may be hazardous to their health and safety, for which they have not received full instructions or training.
- Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction, trailing wires, open desk or filing cabinet drawers or doors.
- Set a personal example

2.7 ALL EMPLOYEES

- Read, understand and follow the Company’s Policy for Health, Safety and Welfare and all arrangements produced under it
- Always work in accordance with approved company Risk Assessments, (and Method Statements where applicable)
- Take all reasonable care of your own health and safety whilst acting on behalf of, or undertaking company business; ensure your activities do not adversely affect the health and safety of others
- Co-operate with the company in matters of Health, Safety and Welfare and make an individual contribution to preventing accidents and incidences of ill-health
- DO NOT operate, alter or modify ANY item of plant or equipment unless authorised to do so, and trained as appropriate
- DO NOT operate any item of plant or equipment that has become damaged
- Always set a good example

- Suggest ways of eliminating hazards
- Ensure that all incidents and accidents are appropriately reported
- Report all incidents which could result in personal injury or damage to property
- Avoid unsafe improvisation
- Take all reasonable care of company property entrusted to you
- Use personal protective equipment where it is required and is properly maintained and stored
- Ensure that you know the procedure in the event of a fire, or other emergency and comply with its requirement
- Do not use fire-fighting equipment unless you have been trained in its specific use
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- Do not smoke in designated “No Smoking” areas and dispose of spent matches, cigarette ends, etc. properly
- *Female employees* - If you should become pregnant, to inform the company, in writing, as soon as this is confirmed by a medical practitioner

2.8 LABOUR ONLY CONTRACTORS (WHERE APPLICABLE)

- Read and understand the Company Policy for Health, Safety and Welfare
- Carry out all work in accordance with its requirements and bring to the notice of a Company Representative any improvements or additions that you feel necessary.
- Plan and organise all work so that it is carried out according to the relevant statutory provisions and taking into account the need to eliminate, or minimise risks to site operatives, other contractors, the public, equipment or materials.
- Ensure the upkeep of registers, records and reports of inspections etc.
- Refer to the prepared written assessments for your works as required under:-
 - a) The Management of Health and Safety at Work Regulations
 - b) Control of Noise at Work Regulations.
 - c) Manual Handling Operations Regulations
 - d) The Control of Substances Hazardous to Health (CoSHH) Regulations.
 - e) Control of Vibration at Work Regulations
- Instruct all operatives, under your control, in the implementation of these regulations.
- Ensure that all hazardous materials are properly marked, used and stored, as outlined in the relevant COSHH assessment

- Ensure that operatives under your control are aware of their responsibilities for safe working, are competent to undertake their allocated tasks and that they are not required or permitted to take unnecessary risks. Any work if you consider that there is an imminent risk of serious injury to any person and immediately report it to the Site Foreman
- Ensure that all works under your direct control are organised in such a way as to maintain a tidy site AT ALL TIMES
- Check that all machinery and plant being used by operatives under your control, including power and hand tools, are maintained in good condition and operate on an electrical supply of not more than 110 volts.
- Ensure that adequate and suitable supplies of protective clothing and equipment are provided for individuals working under your control. .
- ALL Contractors expected to work on projects where the CDM 2007 apply are obliged to provide proof of competence, proof of their employee's competence, risk assessment, appropriate method statement, COSHH assessment etc. **prior** to commencing work.
- Any injury sustained or damage caused by employees or contractor's employees must be reported immediately to the Site Foreman / Contract Manager responsible.
- Contractor's employees must comply with **any** instruction given by this Company's representatives on the ground's of Health and Safety – especially in circumstances where it is considered that there is an imminent risk of serious injury
- Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Site Foreman or any other person who may be affected on site.
- Contractors are to ensure that workplaces be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- Set a personal example on site at all times

3.0 ARRANGEMENTS AND INSTRUCTIONS

3.1 Information, Instruction and Training

It is this Company's policy to employ suitably trained individuals for positions and to provide sufficient information and instruction in order for them to safely carry out their duties.

Information and training is provided for all employees:-

- On recruitment into the company
- When moved to another task or when promoted
- When the process, equipment or system of work is changed
- All health and safety training will be undertaken during work hours whenever possible

3.2 Risk Assessments

Documented risk assessments will be maintained at the company's Head Offices and on sites, as required.

These risk assessments are concerned with the risks to health and safety associated with our business undertakings and will contain the following details:

- Potential hazards (the effects of which could result in harm, loss or injury)
- Persons at risk of harm, loss or injury
- The Risk (the likelihood of harm or injury occurring and the potential severity)
- Control Measures which are necessary to satisfactorily control the risk in circumstances where it cannot be eliminated
- Personal Protective Equipment – mandatory / as required
- Information, Instruction & Training requirements
- Emergency Procedures
- Monitoring Procedures

Documented risk assessments are brought to the attention of all persons who are potentially affected by the risk. Registers are maintained in order to demonstrate communication.

All risk assessments are subject to regular review, or where circumstances change for any reason. All changes are brought to the attention of all persons potentially affected by the risk.

Assessments are undertaken in order to anticipate risks associated with our business undertakings - and to prioritise actions intended to eliminate or manage them

3.3 First Aid Procedures

Nominated, suitably trained 'first-aiders' (to include 'appointed persons') along with boxes & supplies will be provided at each works location under this company's control. Boxes must only contain items which a First Aider has been trained to use; will *not* contain medication of any kind, and will always be adequately stocked (as controlled regular checks).

Notices will be displayed in prominent places at all works sites giving the name and location of trained and nominated First-aiders.

The person administering the first aid treatment will record all first aid incidents. The records will include the name of the injured person(s), date, time and the circumstances of the incident along with details of any injury sustained and treatment administered. The record *must* then be sent to head office for filing. If employees or their representative wish to inspect the records at any time, they can contact the Office Manager who will make them available for inspection.

3.4 Accident, Incident, Disease and Dangerous Occurrences

The term Accident in these arrangements refers to accidents (whether injury occurs or not), incidents, injury, disease and dangerous occurrence.

ALL injury accidents, no matter how small, will be recorded.

Even a scratch can become serious if not properly treated so it is important that the following procedure is undertaken:-

- Seek medical attention from a designated First-aider or Appointed Person
- **ALL** incident details must be recorded using the designated form / book at individual workplaces, and the details must be forwarded to head office for the attention of the Office Manager.
- Certain injuries, diseases and dangerous occurrences are reportable to the enforcing authorities. All staff will be aware of the prescribed list of reportable accidents. If any of these should occur then the Managing Director must be informed immediately.
- The ultimate responsibility for reporting accidents to the Enforcing Authorities is held by the Managing Director
- The Office Manager will keep an up to date record of all accidents / incidents reported to the HSE, and will make such records available to a visiting Enforcement Inspector.
- The Site Foreman must investigate all accidents/incidents, with assistance from the Safety Consultants. Accident investigation is required to prevent a recurrence of the accident, as it happened. When necessary the written report is to be distributed throughout the company, and any remedial action identified is to be taken promptly by designated individuals in order to prevent recurrence.
- Where an accident is notifiable to the HSE, the Managing Director is to be involved in the investigation.
- Accident investigations should never seek to blame any individual or group of people. The Managing Director may or may not instigate disciplinary measures as a result of an investigation, but this shall **never** be the recommendation of the investigator(s).
- Accident statistics will be produced regularly by the Office Manager with assistance from the Safety Consultants and presented to the Managing Director for his consideration.
- *Accident statistics are valuable in that they enable accident trends to be undertaken to prevent a recurrence as well as highlighting areas of concern where additional training needs are to be assessed.*

3.5 Working Time & Rest Periods

ALL new employees are given the option of opting out of the maximum 48-hour week by completing an individual written agreement. Unless a period of notice is given to terminate the agreement (which cannot exceed three months) is specified, it can be terminated by either party with seven days notice. Employees cannot be required to opt-out of the 48-hour week and we will not take action against anyone for refusing. We will keep a record of individual written agreements to opt-out.

All rest periods granted to employees will be in compliance with requirements of the **Working Time Regulations 1998**

3.6 Fire Precautions / Safety and Evacuation Procedure

Persons in control of individual work locations will ensure:

- That all persons at the location are aware of all the arrangements in place for maintaining fire safety and action to be taken in case of fire emergency

- That a register of all persons at the location is maintained. This must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purposes of calling the roll
- The means of raising the alarm in case of fire emergency are tested at regular intervals
- That all fire fighting equipment is maintained as per manufacturer's guidelines
- That full fire emergency evacuation drills are carried out at appropriate intervals
- That automatic fire detection equipment (where fitted) is tested according to current guidelines
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information / inspection by the enforcing authority (i.e. the local authority Fire Brigade, the H.S.E.)
- A regular check is made of the premises to ensure escape routes and doors are not obstructed. Fire exit doors must be unlocked and available for use at all times when people are in the building. Fire doors should be closed at all times and NOT wedged open.

3.7 Electricity

ALL electrical equipment will be selected to ensure suitability for the environment in which it is to be used.

Inspection & testing of electrical equipment will include 1. Visual inspection before each use; 2. Formal visual inspection and physical testing at appropriate intervals - which will be recorded

Any defective equipment observed must not be used until such time that it can be fully adequately repaired. All items of electrical equipment that cannot be repaired will be permanently withdrawn from service. Under NO circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

Portable electrical appliances will only be used for the task that they were intended and ALL leads will be suitably positioned to prevent damage or entanglement.

A suitably qualified person will undertake the installation, repair, maintenance and removal of ALL fixed or temporary electrical systems.

3.8 Control of Substances Hazardous to Health

All substances with the potential to present a hazard to health and safety used in the course of our business undertakings will be identified,

Those individuals who can be expected to encounter them in the course of the work activities will be alerted to the presence of these materials in the workplace.

Material Safety Data Sheets (MSDS) are to be obtained from suppliers in all cases and the significant information contained within them will be communicated to those potentially affected.

The information included in the MSDS will be adhered to AT ALL TIMES.

3.9 Asbestos / Asbestos Containing Materials (ACMs)

The company will provide adequate information, instruction and training in asbestos & ACMs to those who may be exposed to risks while at work.

ANYBODY who discovers what they suspect to be an ACM in the course of their work MUST stop work immediately and report the finding to the person in charge of the workplace, who will obtain competent advice.

NOBODY representing this company will work on asbestos products unless there is an agreed safe system of work in place.

3.10 Manual Handling

Defined as “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force”.

Employees will avoid the need for manual handling operations wherever possible in preference to using mechanical lifting equipment (which must be suitable for the task).

Where manual handling is unavoidable a competent person will undertake an assessment, and the results of the assessment will be adhered to throughout the manual handling task.

All employees will follow any system developed by the company for safe manual handling operations.

3.11 Personal Protective Equipment

It is the policy of this company that all employees, operatives, contractors, visitors, etc. on sites under the company's control will wear **suitable safety footwear at all times** other than in areas specifically designated “no risk” areas by the Site Foreman / Person in charge

The Construction Phase Plan, along with documented risk assessments will detail the requirements for suitable and sufficient Personal Protective Equipment to affected individuals as an effective control measure wherever this is identified.

All employees who are required to wear any PPE as a result of these risk assessments will:-

- Be provided (free of charge) with the relevant items.
- Be trained in the use of these items
- Be instructed when and where to use these items
- Maintain the equipment in a clean and efficient state
- Store the equipment safely
- Immediately report any loss of, or damage, to the equipment

Personal Protective Equipment must be regarded as a “last resort” control measure – to be considered only when other measures have been implemented, but still do not adequately control risks

3.12 Workplaces and Welfare

The company will, so far as is reasonably practicable, provide for the following in all individual work places:

- The maintenance of the Workplace, all equipment and devices
- Adequate ventilation
- A reasonable indoor temperature
- Suitable and sufficient lighting at all times
- Cleanliness and the regular removal of waste materials
- Floors and pedestrian traffic routes free from risk of slips, trip and falls
- Safe windows and doors
- Planning and organisation of vehicular traffic
- Suitable and sufficient washing and sanitary facilities

- Suitable facilities to eat meals, where food is eaten
- Adequate wholesome drinking water
- Adequate accommodation for clothing

3.13 Work Equipment

It is the Company policy to ensure that ALL work equipment that is used complies with the **Provision and Use of Work Equipment Regulations (PUWER) 1998**.

Wherever there is a significant risk to Health and Safety due to the use of work equipment the company will:-

- Ensure that employees are provided with sufficient information, training and supervision required to use the equipment.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions.
- Nominate a competent individual to carry out such maintenance and inspections

3.14 Work Related Stress

The company recognises the difference between “work related stress”, and “pressure”

Work related stress is understood to be “an adverse reaction to unrealistic work patterns, demands, expectations or situations incompatible with training and experience” (known collectively as “stressors”).

This adverse reaction can manifest itself in a number of recognisable stress behaviours.

All aspects of the company's work activities will be planned, organised, controlled, monitored and reviewed to eliminate or reduce stressors, and therefore the resulting stress behaviours.

3.15 Alcohol and Drugs

Inappropriate use of any drug, including alcohol, can have a detrimental effect on the health and safety of *any* person at work. This can mean putting individuals or others in immediate danger, especially in higher risk environments.

The company recognises this fact and our policy therefore applies to **ALL persons**:

- **Nobody** should report for work at any location that is under the company's control while under the influence of alcohol or illegal drugs.
- **Nobody** should report for work, or undertake any business on behalf of the company at *any* location while under the influence of alcohol or illegal drugs.
- Persons in charge of individual works locations will ensure that everyone is clear about the above; and that: 1. No alcohol is consumed at individual locations and; 2. No person believed to be under the influence is allowed access

Only the Managing Director can sanction dispensations for the above.

Employees will have access to general information on the effects of drinking alcohol on health and safety.

Persons taking prescription drugs are requested to alert a colleague or the designated first- aider to the fact, and of any action to be taken if they become ill or incapacitated.

If the company is alerted to the existence of an alcohol or drug related issues, then these will be dealt with in the strictest confidence.

Any employee whose persistent behaviour, or inability to work safely is clearly affected by alcohol or drug dependency will be advised (in the first instance) to seek appropriate help.

Any employee whose behaviour or actions (because of alcohol or drug use) puts themselves or others in immediate danger is liable to disciplinary action being taken against them.

3.16 Mobile Phone Usage

Mobile phones are provided to employees in order to facilitate efficient business communication. The following must be applied to ALL usage:

- Calls must *not* be made or taken when driving on company business unless correctly using a hands-free kit – as required (and defined) by current law.
- When making calls to any mobile phone, employees must always ask if it is safe for the person they are calling to talk – ***no call is worth causing an accident for.***
- Mobile phones should not be used in ANY way if doing so puts the user at foreseeable risk of personal injury.

The company risk assessment “Work Related Mobile Phone Usage” must be adhered to at all times.

3.17 Display Screen Equipment

In accordance with the Display Screen Equipment Regulations 1992 the company will identify “display screen equipment” and “users” and provide the following:

- Analysis of workstations
- Suitable and sufficient workstations
- Daily work routines to avoid prolonged use of DSE
- Eye and Eyesight tests, and corrective spectacles (where required) for users
- Information, instruction and training in the risks associated with this type of work and the control measures in place to eliminate or reduce risks

3.18 Employment of Young Persons

Suitable and sufficient, documented Risk Assessment for all persons under eighteen years of will be produced as required by the **Management of Health and Safety at Work Regulations 1999**. Risk Assessments must be specific to the individual and their proposed work environment, and the contents made clear to all parties.

No person under the age of eighteen will be permitted to work unsupervised by a competent person at any time.

No person who is younger than compulsory school leaving age will be permitted to work on a “*construction*” site.

3.19 CDM 2007 (Construction, Design and Management) Duties

It is the Company Policy to comply with ALL requirements of the *Construction (Design and Management) Regulations CDM. 2007*.

Whenever the CDM Regulations apply to a project the Company will:

- o Obtain evidence from all contractors that demonstrates allocation of adequate resources for health and safety – *at tender stage*

- Fulfil ALL duties (whenever applicable) under *Regulation 11 & 18 - Duties of designers*
- When acting as *Principal Contractor*:
 - Prepare a Construction Phase Plan – to include:
 - Adequately detailed description of the Project
 - Responsibilities and Arrangements for Management of the Work
 - Arrangements for Controlling Significant Site (Safety & Health) Risks
 - Arrangements for site welfare facilities
 - Details required of the Health & Safety File

Also:

- Define, and secure site perimeter; and allow entry to authorised persons only
- Display a legible copy of the Project Notification at all times
- Provide a *Site Induction before* allowing anyone to start work on the project (to include comprehensible information about risks) - and maintain a register of signatures
- Compile, communicate, and enforce, all appropriate site rules
- Ensure co-operation between contractors on site
- Give reasonable direction to contractors working on the project
- Ensure arrangements are in place for discussion of H&S matters (including suggestions) and the co-ordination of views of those working on the Project
- Supply the CDM Co-ordinator with all required information

3.20 Working at Heights

It is the Company policy to ensure that ALL situations where working at height is liable to cause personal injury – in compliance with *The Work at Height Regulations 2005 – Including Schedules 1-8*

ALL “work at height” will be:

- Avoided – if at all practical or possible
- Properly planned – including the selection of work equipment
- Undertaken by competent & (trained if applicable) individuals
- Carried out from a safe place of work
- Adequately supervised
- Carried out in a safe manner
- Suspended by person in charge if adverse weather conditions compromise safety
- Planned and controlled to reduce risks of objects falling from height
- Planned and controlled to reduce risks associated with fragile surfaces

Equipment for all “work at height”

- Will protect groups of people rather than individuals
- Must be suitable for the environment, purpose, frequency & duration of use
- Appropriately inspected
- Will comply with the detailed requirements of *Schedules 2 to 6*

Where the risks from “work at height” cannot be entirely eliminated:

- Work equipment (or other measures) will be employed to minimise the distance and effects of a fall, should one occur.

Scaffolding / Working Platforms:

- Will only be accepted if accompanied by a “hand-over” safety certificate from the erector
- Must be inspected (by a competent person) according to the Regulations, and a copy of the inspection report handed to a responsible person to be kept in the site files

“Work” is understood to include moving around a place of work – except by staircase in a permanent place of work & “at height” is understood to mean any place or position if a person could be injured falling from it – even if it is at or below ground level.

3.21 Work Related Noise

Wherever anyone is suspected of being exposed to levels of noise at or above a lower exposure action value (as stated in *The Control of Noise at Work Regulations 2005 - Regulation 4(1)*) the levels will be assessed (and assessments documented) by means of:

- Observation of working practices - by company managers
- Reference to available information regarding equipment and working conditions – on advice
- Physical measurement of noise levels – by designated competent persons

- Using the criteria outlined in *Regulation 5(3)*

Exposure to noise levels at or above an upper exposure action value must be eliminated or controlled by:

- Changing the method of working
- Selecting different (less noisy) equipment
- Training and information on correct use of equipment
- Reducing noise through technical means
- Regular maintenance for equipment
- Limiting the exposure to noise
- Job rotation and rest periods

Wherever exposure to noises occurs at or above an exposure limit value (as stated in *The Control of Noise at Work Regulations 2005 - Regulation 4(3)*) then levels *must* be reduced. Also, the reason for levels being exceeded *must* be identified, and (technical) steps taken to prevent a limit value being reached (or exceeded) again.

Personal hearing protection shall be provided (on request) to employees exposed to noise at or above a lower exposure action value

Personal hearing protection shall provided to employees exposed to noise at or above an upper exposure action value – and where exposure cannot be reduced by other means (detailed above)

In any situation where persons are likely to be exposed to noise at or above an upper exposure action value:

- Designated *Hearing Protection Zones* will be created
- These will be demarcated and adequately signed
- Access will be restricted to essential personnel only
- Personnel hearing protection *must* be worn within the boundary.

Hearing tests will be arranged for all employees where a Risk Assessment identifies that their health is at risk from exposure to work related noise.

3.22 Disciplinary Rules

It will be considered a breach of an employee's terms of employment to wilfully disregard or contravene ANY element of the Company Policy for Health, Safety and Welfare.

Disciplinary action (as set out in the contract of employment) will be commenced against **any** employee who, it can be shown, has done so.