



HEALTH, SAFETY & WELFARE POLICY

March 2025

Revision Record Sheet

Issue date	Issue number	Description of Change	Approved by
3 rd March 2025	01	Health and Safety Policy	

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General Statement of Intent

RS Civil Engineering Ltd ("The Company") believes that high standards of Health, Safety and Welfare management are an essential part of good business practice.

The Company recognises its responsibilities to its colleagues (and also to others who might be affected by its activities) in accordance with The Health & Safety at Work etc Act, The Management of Health & Safety at Work Regulations and other applicable legislation.

However, our belief goes above and beyond this. The health, safety and welfare of our employees, customers and others involved in our business are of the highest priority to us. We believe that maintaining high standards of health, safety & welfare are an essential part of good business practice.

We also recognise the financial benefits of keeping our employees safe and healthy, as well as our premises safe and functioning. This helps us to build a solid business for the future.

The Company will endeavour to conduct its operations, so far as is reasonably practicable, in a manner which recognises the Health, Safety and Welfare needs of colleagues and or other persons likely to be affected. In order to work towards this objective, the Company will focus on:

- A safe place of work and access / egress.
- A safe working environment and adequate welfare facilities.
- Safe plant, equipment and vehicles.
- Safe handling, storage, transport and maintenance of articles and substances used at work.
- Necessary information, instruction, training and supervision.
- Encouraging a 'working partnership' with our employees to improve health, safety and welfare standards. Everyone's input is just as important, and we'll achieve better results together.
- Monitoring the effectiveness of our health and safety management system, revise as necessary and communicate updates.
- Complying with (and keep up to date with) necessary safety legislation and codes of practice.

The successful implementation of this policy requires commitment, involvement and support from all of us to adhere to our standards and work to the best of their ability. This will be actively encouraged, as we believe this to be the most effective means of securing our Health, Safety & Welfare strategy.

This Policy will be reviewed as often as is necessary to ensure it keeps abreast of current legislation, continue the management of Health and Safety to help reduce accidents and promote a Health and Safety culture etc.

Signature: *R Simmons*

R Simmons, Managing Director

Date: 3rd March 2025

Objectives

The objectives of this policy are:

- To promote high standards of health, safety and welfare within the Company and to comply with relevant statutory provisions.
- To promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels.
- To commit to the provision of adequate time and resource necessary to encourage the effective implementation of the Policy.
- To identify duties and delegate responsibility throughout the organisation.
- To create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises.
- To facilitate so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities.
- So far as is reasonably practicable, to provide colleagues at all levels with adequate instruction, training and supervision, that training to be repeated as often as considered necessary.

Safety Organisation

It is deemed that no one in the company is in full possession of all material facts to deem them solely responsible for matters relating to health, safety and welfare. These responsibilities are delegated through the management organisation sufficient to reflect the diverse, diffuse and multi-site / place of work nature of our business in the UK.

The policy statement confirms the commitment of RS Civil Engineering Ltd to achieve, as far as is reasonably practicable, an acceptable level of safety within the Company.

Every employee regardless of their seniority or job role has a duty and responsibility to ensure that all of our working practices, procedures and safe systems of work are followed and that the right standards are being maintained. They have a duty to protect their own health and safety, as well as those affected by the work that they undertake.

“So far as is reasonably practicable” the main health and safety responsibilities are as follows:

Managing Director

- To make available sufficient resource (time and / or money) for the development, implementation, monitoring, update and adaptation of the health and safety system.
- To give input into the system in areas of own expertise, so the system being built is practical and may be followed in practice.
- Consider health and safety implications when taking decisions.
- Engaging the support of a “competent person(s)” to advise on issues beyond the knowledge and expertise of those engaged by the Company.
- Lead by example.
- Provide proactive leadership by supporting health and safety initiatives to make improvements within the business.

Site Supervisors

- Site Supervisors will be responsible on a day-to-day basis for health and safety on site.
- Site supervisors shall act in support of their manager having shared responsibilities as detailed above.
- Site supervisors shall communicate matters of health, safety and welfare effectively between colleagues and their managers.
- Help organise the testing, inspecting and subsequent repair of work equipment at required intervals.
- Assess any damaged or defective equipment, plant or tools. Where considered unsafe, to withdraw from service until repaired or replaced.
- Display visible leadership on health and safety using positive reinforcement and feedback to colleagues behaving safely.
- Always set a good example of health and safety standards in front of their colleagues.

- Ensure that employees and contractors receive site induction, information on hazards and risks, the method of work, site rules, emergency arrangements and PPE requirements and that they sign as having fully understood.
- Check that their colleagues have sufficient knowledge and training for the jobs that they undertake.
- Check that good housekeeping standards are being maintained on their site.
- Ensure that any breaches of safety rules are dealt with immediately.
- Ensure that all accidents are recorded in the Accident Book and, if required, in the client or Principal Contractor's Accident Book
- Investigate all accidents and near misses to determine the causes and prevent a reoccurrence.
- Ensure the site arrangements for delivery of equipment and materials are safe
- Ensure that site perimeters are defined, fenced and that access by unauthorised people is restricted and that warning signs are in place
- Check and approve any risk assessments and method statements provided by specialist contractors and where there is any doubt about safety seek advice from the Site Manager.
- Check that all employees and sub-contractors have the correct PPE and that it is worn correctly.
- Carry out regular walk round inspections of the site to check that all persons under their control are working in accordance with the general risk assessment and method statement or, if applicable, the contractor's own risk assessment and method statement.
- Carry out regular walk round inspections of the site to check that scaffolding, site access and egress, fire safety arrangements, welfare arrangements and the general housekeeping on the site is safe and without risk. Any non-conformances must be reported immediately to the Site Manager.

All employees

- All colleagues regardless of the nature of their employment within the Company have a duty imposed upon them by the Health and Safety at Work etc Act 1974 to:
 - a) Take responsible care for the health and safety of themselves or other persons who may be affected by their acts or omissions.
 - b) Co-operate fully with the Company on all reasonable measures necessary to safeguard health and safety at work.
 - c) Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
 - d) Report to a person in authority any defects, which adversely affect health and safety at work.
 - e) Be aware of the Company's health, safety and welfare organisation and arrangements, relating to their work activity.
 - f) Conduct themselves in a proper manner.

It should be noted that disciplinary action may be taken against colleagues who persistently and deliberately flout the requirements placed upon them by statutory provisions and Company health, safety and welfare rules.

IF YOU ARE IN ANY DOUBT ABOUT MATTERS RELATING TO YOUR OWN HEALTH AND SAFETY OR THAT OF YOUR COLLEAGUES THEN SEEK CLARIFICATION FROM YOUR MANAGER OR THE HEALTH & SAFETY REPRESENTATIVE.

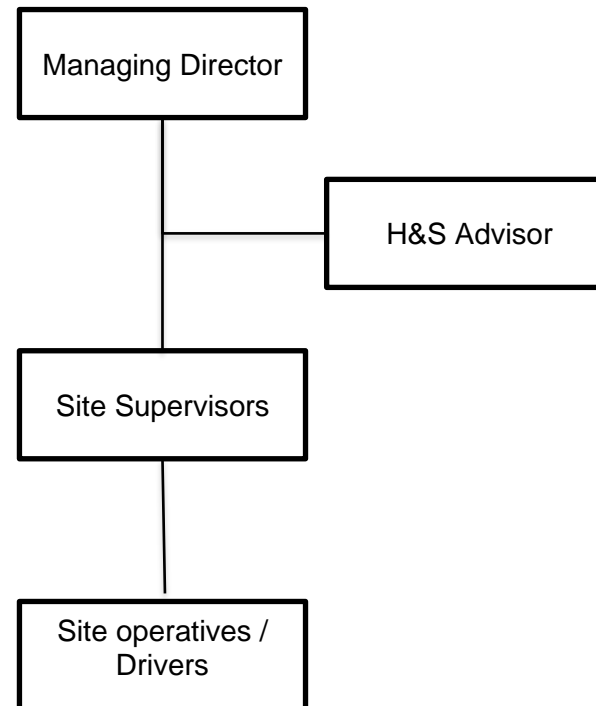
PIB Risk Management Ltd

- Provide Competent Advice.
- Provide a level of support and service in line with the agreed scope of work.
- Liaise with your nominated representative.

Visitors to the Company

- Where applicable, all visitors, contractors and temporary workers, attending our sites will be expected to comply with our Health, Safety & Welfare Policy, associated codes and rules and safe working procedures.
- With regard to work related activities, all visitors, contractors and temporary workers, shall report to a nominated First Aider or member of management, any accident, incident or illness occurring to them whilst on site and prior to leaving our site.

Health and Safety Company Structure



Arrangements

The following section contains the arrangements that form part of our Health & Safety Management System. The purpose of the arrangements is to detail the procedures and systems used to assist with the implementation of our health and safety policy.

Accident Prevention, Investigation & Reporting

There are many significant hazards present in our workplace so there's always a risk of accidents occurring. Many accidents can in fact be due to a number of factors, not just a single cause, and can affect both our colleagues and others e.g. customers, clients, contractors and visitors.

Accident reporting (including near misses) is fundamental to our business as it:

- Helps us collate, analyse and prevent future accidents, injuries and damage from occurring.
- Ensures we conform to the statutory requirements with respect to accident reporting.
- Helps promote a better health and safety culture to all our colleagues across all of our operations.
- Helps us to measure and improve our health and safety performance.

An accident is “an unplanned event that results in personal injury or damage to property or equipment”.

A near miss is “any incident, accident or emergency that did **not** result in an injury”.

A dedicated incident report procedure outlines our intentions and identifies the means for the prevention of accidents and for investigating and reporting should accidents occur. Accidents are reported to Russell Simmonds who reviews the accident reports and decide on what further action (if any) is required.

An accident book is provided to record all accidents, including accidents to members of the public, contractors and visitors to our premises.

Significant accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in-depth investigation may be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations). Russell Simmonds reports all appropriate incidents etc to the HSE in accordance with RIDDOR.

RIDDOR reportable instances include those described in the table below. This list is not exhaustive.

Alcohol / Drugs

Whilst alcohol can form part of a normal social life for many people, an excessive amount (or alcohol abuse) can have serious health implications. Similarly, drug abuse (including illegal drugs and over the counter/prescription), and solvent abuse can also have a detrimental impact on an individual's health.

Any form of alcohol, drug or solvent related problem is a very serious matter and, in some circumstances, may be a criminal offence, particularly where work involves driving vehicles, operating machinery and electrical work equipment, using hazardous substances and working with the public.

Alcohol or drug (including solvent) misuse can have significant impacts, including:

- Damage to health e.g. liver.
- Reduced personal performance/productivity.
- Increased absence rates at work.
- Increased accidents at work.
- Can lead to poor timekeeping at work.
- Poorer work standards.
- Impaired concentration.
- Mood swings.
- Slurring of speech.
- Endangering the public.

Prevention is better than remedial action, and it is important to be able to reduce the risk of problems occurring, including:

- Not allowing the drinking of alcohol during working hours.
- Discouraging the drinking of alcohol at break times.
- Not allowing illegal drugs on site.
- Providing training and information to colleagues about risks.

If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance, it may be dealt with in accordance with our disciplinary procedures, leading up to and including dismissal.

However, it is important that our management team and fellow colleagues remain vigilant and monitor their work colleagues for any noticeable signs of alcohol or drug abuse. Whilst we can take disciplinary procedures, it is always best to help, support and counsel our colleagues rather than just remove them from their position.

As an employee if you are taking over the counter or prescribed medication for a medical condition that may affect your ability to drive or operate equipment/machinery you should inform your Manager / Supervisor.

Asbestos

Asbestos can be found in any building built before the year 2000 and causes around 5000 deaths every year.

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled, they can cause serious diseases. These diseases will not affect you immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything. This is why it is important that you protect yourself now.

Asbestos survey(s) will be carried out and areas where asbestos containing materials (ACM) may be present have been identified. Asbestos Management Plans will be set up at relevant

company premises. Periodic asbestos inspections are undertaken to monitor the condition of any ACM, and documented records are available.

Before carrying out work at a site a copy of the asbestos survey/plan for the site will be reviewed (including a refurbishment/demolition type survey where appropriate) so that any necessary controls can be put in place to minimise the risk of release of asbestos fibres and avoid the likelihood of exposure.

Where any work is carried out on, or which may disturb, actual or suspected ACMs, whether on our own premises or elsewhere, this will only be carried out by persons who have received suitable training which as a minimum will include asbestos awareness. Persons carrying out such work will be provided with information from relevant asbestos management plans before any work starts and this information will remain available while work is carried out.

Any work on ACMs which does not require a licence is only carried out by persons who have received formal Non-licensable Work with Asbestos Training

Any work on ACMs which requires a licence is only carried out by suitably licenced persons.

Relevant training will be provided where required.

Communication, Consultation and Workforce Involvement

Involving the site workforce in health and safety matters is one of the most effective ways of reducing accidents and ill health.

Employees and sub-contractors are encouraged to express their views on matters of health and safety. Wherever possible, we include non-managerial members of the workforce in meetings with the Clients and sub-contractors and also in progress meetings with our H&S Advisor.

Workers are involved in the development of the risk assessments and method statements

Site induction training is provided to all employees and contractors. This is reinforced by regular toolbox talks carried out by the Site Supervisor and / or the H&S Adviser.

A full list of toolbox talks will be kept available along with a sign off sheet. Due to the nature of our work, we do not have a set programme for how many or how often these will be carried out but we will deliver talks as often as is required. The talks will be used to compliment ongoing training and also to raise awareness of any particular hazard of the project.

Conduct

Disciplinary action can and will be taken against colleagues who persistently and deliberately breach Company health, safety and welfare rules. Such conduct includes:

- Horseplay.
- Misuse of plant and equipment.
- Interference with plant and equipment.

Confined Spaces

The enclosed nature of confined spaces can make work in the particularly hazardous. Risks include dangerous conditions such as lack of oxygen, hazardous fumes, gasses and vapours, sudden influx of liquids, solids or gasses etc.

Where practical the need to work in confined spaces is avoided e.g. by carrying out the work from outside. Where it is not practical to avoid working in confined spaces specific risk assessments will be carried out and safe systems of work put in place. These safe systems will include training, providing appropriate supervision and suitable emergency planning, including rescue arrangements.

Construction Design and Management Regulations (CDM)

The Construction (Design and Management) Regulations 2015 place duties on various parties involved in the construction programme from Client to Contractors. The Company shall fulfil the requirements of the Regulations related to its activities with particular emphasis on co-ordination of work activities and good communication and co-operation with our own staff and others on site.

We shall ensure we cooperate fully with the Principal Contractor and any other contractors on each project. This is normally done via the provision of programmes, RAMS and also attending daily supervisor briefings.

Where we are the either the Principal Contractor or the only contractor working on a project direct for a Client, we shall ensure that a suitable and sufficient Construction Phase H&S Plan is compiled and is proportionate to the work being undertaken.

Summary of duties under the CDM Regulations:

CDM Dutyholders	Summary of Role / Main Duties
Clients are organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project. This includes making sure: <ul style="list-style-type: none"> • Other dutyholders are appointed; • Sufficient time and resources are allocated; Make sure: <ul style="list-style-type: none"> • Relevant information is prepared and provided to other dutyholders; • The Principal Designer and Principal Contractor carry out their duties; • Welfare facilities are provided

<p>Domestic Clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • The contractor, on a single contractor project; Or • The Principal Contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the Principal Designer to carry out the client duties.</p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during;</p> <ul style="list-style-type: none"> • Construction; and • The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Identifying, eliminating or controlling foreseeable risks; • Ensuring designers carry out their duties. <p>Prepare and provide relevant information to other dutyholders.</p> <p>Provide relevant information to the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p>
<p>Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the Client and Principal Designer; • Preparing the construction phase plan; • Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided; • Reasonable steps are taken to prevent unauthorised access; • Workers are consulted and engaged in securing their health and safety; and • Welfare facilities are provided.

<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risk to health and safety.</p> <p>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.</p> <p>For single contractor projects, prepare a construction phase plan.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything they see which is likely to endanger either their own or others' health and safety; • Cooperate with their employer, fellow workers, contractors and other dutyholders.

Contractors and Visitors

With regard to workplace activities, all visitors, contractors and temporary workers attending our site(s) will be expected to comply with our Health, Safety & Welfare Policy and associated rules and procedures.

We have a responsibility / duty to keep our colleagues, visitors and other people (e.g. contractors, clients etc) safe and healthy whilst at our site(s). As part of this, any contractors working on our behalf are required to follow all of our safety practices and procedures at all times when at our site(s).

Examples of contractors who may undertake work include (but are not limited to):

- Fire safety engineers
- Maintenance engineers
- Insurance engineers
- Electricians
- Plumbers/heating engineers etc

Relevant health and safety information will be provided to visitors including arrangements for the provision of PPE, likely hazards and what to do in an emergency.

Control of Contractors

We recognise our duties to ensure that contractors carrying out any work on our site are competent and that they carry out the work safely. A system is in place to ensure that all contractors are subject to checks on their competency to carry out the work safely. Further we

will monitor their working methods to ensure they work safely and follow a safe system of work or method statement.

Cooperation and Coordination on Site

We recognise the importance of good cooperation and coordination with clients, other trades and the workforce in managing health and safety on projects. All employees will be fully involved in the development of risk assessments, method statements and methods of working. We will be pro-active in organising regular meetings with the Principal Contractor / Client to ensure that any concerns or problems are raised in good time.

Pre-project meetings take place between all parties to discuss safety arrangements including arrangements for progress meetings responding to serious incidents and the arrangements for keeping employees and other contractors informed about significant changes

Control of Substances Hazardous to Health (COSHH), Infections and Diseases

‘Hazardous’ substances can cause ill health to people at work as well as accidents and injury, thus it is important to control exposure and ensure that we have suitable arrangements in place to minimise the risks. The aim is to protect both our colleagues and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH).

Using chemicals or other hazardous substances and exposure to infectious material at work can put yours and other people’s health at risk. Exposure to hazardous substances can cause asthma, lung damage, cancer and skin diseases such as dermatitis. Exposure to infectious material can spread diseases such as hepatitis and human immunodeficiency virus.

Every year thousands of workers are made ill by infections and hazardous substances and this doesn’t just affect the person using or applying the substance, it can affect anyone in close proximity to the substance.

Types of Hazardous Substance

Substances which are hazardous to health can take many forms and include:

- Chemicals or products containing chemicals;
- Fumes;
- Dusts;
- Vapours;
- Mists;
- Gases and asphyxiating gases;
- and biological agents and germs that can cause diseases, for example conditions such as leptospirosis or legionnaires disease.

Hazardous Substances Found in The Workplace

Some examples of common hazardous substances found in the workplace are:

- Maintenance products e.g. paints, adhesives, pesticides;
- Fuels and lubricants, including waste oil;
- Fumes and gases from welding and cutting;
- Fumes from vehicle / plant exhausts;

- Dusts from abrasive wheels and sanding;
- Cleaning products, (including strong hand cleaners)

The Company will make arrangements for the assessment of hazardous substances, where colleagues could be exposed.

Arrangements will be made to record these assessments. A hierarchy of control will then be implemented in the following manner:

- The most harmful substances are substituted (wherever possible) for less harmful types.
- Where harmful substances cannot be eliminated, then working practices are employed to reduce the level of risk.
- Training and information regarding substances are given to users and others and work instructions issued as necessary.
- PPE / RPE is provided where the preceding measures are unable to control the hazard.

Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate

Disposal of all substances must be carried out in accordance with waste regulations and Safety Data Sheet instructions.

Note: this includes risks from exposure to bacteria such as legionella which may arise from work activities. Regarding legionella, water systems will be assessed and suitable controls put in place to manage risk which may include drawing up a specific written management scheme and appointing suitable competent contractors to manage systems where necessary.

Display Screen Equipment (DSE)

Work involving display screen equipment (DSE) can potentially have serious health effects. Users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work-related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised and providing appropriate equipment and workplaces.

Typically, anyone that spends continuously over an hour per day in front of a display screen could be considered as a user. As well as the standard screens on a PC display screen equipment can also include laptops, tablets, satellite navigation systems etc. and these should be given due consideration.

Whilst this does not impact all of our employees, there is a clear risk especially for those who sit at a desk and utilise PCs and/or display screens. Therefore, we are committed to ensuring that those colleagues are not subjected to adverse health effects as a result of the use of the display screen equipment in our business.

It is the Company's policy to conduct risk assessments of Display Screen Equipment (DSE) workstations. Significant risks will be recorded, and practical measures implemented where appropriate. Our aim is to reduce the risk to as low as is reasonably practicable.

Electricity

Electricity generates significant risks and hazards to our business and employees. Despite not being able to see, hear or smell electricity, it is deadly and is more likely to cause death than any other type of accident. Given these risks and hazards, the safe management of electrical installations and equipment in our premises and on our sites is essential to us.

The Company is responsible for making arrangements to make and keep safe the fixed electrical installations. This is done by arranging for a competent / approved contractor to examine the relevant electrical system. Additional arrangements are in place to ensure that mobile and portable electrical appliances are regularly examined (including colleagues own equipment used on site).

In addition, colleagues should make the following checks prior to use:

- a) Check for signs of damage to equipment, wires or cables. If found, do not use and report the matter immediately.
- b) Ensure that connections to a power supply are made by means of a proper plug. Ensure that the plug connection is properly made. Do not overload a power point.
- c) Do not take chances with electricity. If in doubt about the equipment or circuitry, then contact your fitter / mechanic / competent contractor and do not use the equipment until you have been assured of its fitness for use.

The use of electrical extension cables should be kept to the minimum number required and to the minimum length. These should be laid and used in a tidy manner then coiled and safely stored after use so as to minimize the hazard that cables present from tripping.

Electrical cables and equipment should not be allowed to come into contact with water or other liquids, dust or corrosive conditions likely to impair insulation qualities or otherwise affect electrical integrity.

Defective electrical equipment should not be used.

Any employees who are expected to carry out work on electrical equipment and installations will be suitably trained, deemed competent and adequately supervised.

Excavations

All excavation work will comply with the Construction (Design & Management) Regulations.

We will ensure that excavations are safe for those working close by and any persons who need to enter them.

Prior to any excavation work, thorough investigations will take place to ensure that the area is safe to dig. This will include the use of drawings, CAT scans, ground surveys, digging of trial holes by hand to establish exact location and depth etc.

We shall ensure that excavations are regularly inspected. No work will take place until the excavation is deemed safe.

Falls From Height

Falls from height can have serious or even fatal consequences. Where practical the need to work at height is avoided.

Where it is not practical to avoid working at height, work equipment and other measures are put in place to prevent falls or minimise the distance and consequence of any fall if the risk cannot be eliminated. Preference is given to collective over personal fall prevention and protection measures.

We will provide suitable safe places of work, training, supervision and access equipment e.g. ladders, stepladders, scaffolding, mobile elevating work platforms etc as appropriate to the task.

Some specific cases where falls from height may occur include:

Ladders and Steps - Ladders and stepladders will only be used as access equipment or for short duration work (maximum 30 minutes) and then only for light work involving the use of one hand and/or carrying loads up to around 10kgs. Ladders and stepladders will be suitable for the environment and measures taken to ensure they are secure while in use.

Mobile Elevating Work Platforms (MEWPs) – These will only be operated by persons trained to a recognised level e.g. IPAF (International Powered Access Federation). The equipment will be subject to thorough examination at least every 6 months by a competent person. In addition, the operator will carry out before use and weekly inspections.

Suitable harnesses and lanyards will be worn by all persons using MEWPs and persons will receive instruction in the use of the harness/lanyards and the procedure for periodic inspection, chin straps are worn when hard hats are required.

Roof work - All roof work will require a site-specific risk assessment and method statements and may be subject to a permit to work system. Suitable control measures will be put in place in line with HSE and industry guidance.

Scaffolding – Scaffolds will only be erected, altered, modified or dismantled by trained and competent personnel. All scaffolds erected by the company will be planned and erected in accordance with the Construction (Design & Management) Regulations, relevant British Standards (including BSEN 12811-1) and following guidance from National Association of Scaffolding Contractors (NASC) document “TG20 Good Practice Guidance for Tube and Fitting Scaffolding”.

Scaffolders are expected to follow the agreed NASC work document “SG4 Preventing falls in Scaffolding Operations”.

Tower Scaffolds – These will only be assembled by trained and competent persons (e.g. PASMA training or equivalent). The working platform will have guardrails and toe boards and the means of access will be by an internal ladder access through a flip hatchway in the platform. When towers are being moved all persons and materials will be removed from the working platform. When in use the wheels will be locked to prevent movement.

Scaffolding and tower scaffolds will be subject to regular inspection by competent persons.

Fire, including Dangerous Substances and Explosive Atmospheres (DSEAR)

Fire can destroy in minutes. It claims many lives, businesses, homes and possessions every year. Throughout our business we use highly flammable substances, electric powered work equipment and lots of combustible materials, which significantly increase the risk with regard to fire and explosion at our site(s).

We have a responsibility for ensuring the health, safety and welfare of all our colleagues (and others at our premises) by:

- Reducing fire risks and fire spread in our site(s).
- Ensuring there are means of escape for everyone in the event of a fire.
- Providing appropriate firefighting equipment e.g. fire extinguishers.
- Providing fire detection and warning systems.
- Confirming action (and communicating to all) to be taken in the event of a fire.
- Providing instruction and training to colleagues on what to do if a fire occurs.
- Providing appropriate information and instruction to service users and residents.

The Company has a responsibility to assess the risk of fire and to implement control procedures so as to minimize that risk. A fire risk assessment will be conducted by a “competent” person at each site. In addition, a fire log will be provided at each site and kept up to date and appropriate fire drills and rehearsals will be carried out.

Portable firefighting appliances, fire alarms, emergency lighting, fire doors etc provided will be maintained at periodic intervals. Where applicable, colleagues will be trained in the use of portable firefighting appliances.

Specific DSEAR assessments are carried out for workplaces where dangerous substances or explosive atmospheres are, or are likely to be, present.

Specific controls will be put in place where hot work is carried out e.g. using burners, oxy-acetylene equipment, carrying out grinding operations that generate significant sparks or heat etc. This may include working to a Permit to Work system and ensuring a “fire watch” is maintained for a minimum period once work has been completed

First Aid

The provision of adequate first aid cover (First Aid at Work) is essential to us as it can save lives of colleagues, service users and others as well as prevent minor injuries becoming major ones. As per the regulations, we will ensure that we provide adequate equipment, facilities and personnel to enable the provision of first aid to employees.

Suitable first aid equipment and trained personnel are provided. Details of the trained first aider / emergency first aider and / or appointed persons will be displayed in prominent positions throughout the buildings and be brought to the attention of any new colleagues on their induction. In addition, first aid boxes and eye wash stations will be provided on site.

Gas Safety

People can die from carbon monoxide poisoning caused by gas fuelled equipment or flues that have not been installed properly or maintained. All gas installations and appliances are installed, services and maintained and appropriate intervals by qualified and competent persons

who are gas safe registered and suitable records are kept. This includes situations where the company acts as landlord.

Hand Arm Vibration

Hand and arm vibration occurs when vibration is transmitted from handheld power tools (from the handle or surface of a work piece) into workers hands and arms.

Whilst occasional exposure is unlikely to cause any serious injury to someone, regular and repeated exposure to hand and arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job.

Hand and arm vibration can cause a range of conditions collectively known as 'hand and arm vibration syndrome' (HAVS) as well as specific diseases such as vibration white finger and carpal tunnel syndrome. HAVS is a very painful condition and can include:

- Damage to blood cells.
- Reduced circulation.
- Nerve damage to hand and fingers.
- Vibration white finger – impaired blood circulation and blanching of fingers and hand
- Neurological and muscular damage – numbness and tingling in fingers & hands, reduced grip strength, reduced dexterity, reduced sensitivity (touch and temperature).
- Stiffness of hands, wrists, elbows and shoulders.

Hand arm vibration assessments will be carried out and reviewed at periodic intervals to identify potential problem areas. Reasonably practicable measures will be taken to reduce the levels to as low as practicable e.g. reduce the time exposed to hand arm vibration (job rotation, regular rest periods etc), reduce vibration levels at source, tools purchasing policy, inspection and maintenance of equipment, information / instruction / training etc.

Hazard Reporting

Within our business across all of our departments, we understand that there are many hazards present. Our health and safety policy, arrangements and risk assessments all aim to reduce the likelihood from harm from these hazards. This should help to keep all of our colleagues safe and healthy. However, it is still possible for hazards to become apparent, so it is essential we have a good hazard reporting process.

A hazard is “something that has the potential to cause harm, ill health or injury”, the associated risk is “the likelihood that a hazard will cause harm during the course of the work activity”.

Hazard reporting provides a proactive, preventative approach to managing health and safety, as it allows the identification and remediation of a hazard before there is any injury to our colleagues or damage to our property/equipment. This will reduce the overall numbers of accidents.

It is important they everyone 'buys in' to this approach and makes it part of their everyday job to ensure any hazards are reported.

Housekeeping

Poor standards of housekeeping are a common cause of injury and damage within the workplace. We believe in maintaining good housekeeping standards in our business, as it is

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essential from a safety perspective. As well as the general risks of slips and trips to our employees, we use a multitude of chemicals, work equipment and combustible materials (e.g. paper), as well as producing waste that all present fire hazards, if not kept clean and tidy. Therefore, we want to ensure that good practices are in place, our management team encourage and promote good standards, and our colleagues always strive to adopt good housekeeping behaviours.

Good housekeeping practices are a simple and effective way of reducing the likelihood of a multitude of potential accidents. It just needs everyone's buy in to play their part.

Information, Instruction and Training

We are committed to the prevention of accidents and ill health around our work environment. Health and safety information, instruction and training help us to significantly reduce the likelihood that our colleagues are not injured or made ill by the work they do. It also promotes a positive safety culture throughout our entire business, where safe and healthy working becomes second nature to everyone. Finally, it enables us to meet our legal duty to protect the health and safety of our employees.

There will be standard training and information that is provided to each employee, then bespoke based on the colleague's job role. Information, instruction and training may include a combination of the following:

- Health and Safety Induction Training
- "Face to Face" Training
- On the job training
- E Learning
- Behavioural safety training

It is the Company's responsibility to inform, instruct, equip and train our colleagues such that they may carry out their duties in a safe and efficient manner. Documented records of training will be kept.

Lone Working

Lone working includes anyone working by themselves without direct contact or supervision. It is important that any lone workers are not at any more risk than anyone else in our workplace. Lone workers can be at an increased risk of vulnerability. When someone is lone working it is important that we have suitable arrangements in place. In these instances, a risk assessment should be undertaken.

Manual Handling

Manual handling is defined as any handling operation that requires the movement of a load by human effort alone. It includes lifting, lowering, pushing, pulling or carrying.

Lifting a heavy load (or unwieldy) load, poor posture, poor lifting technique, loads with sharp edges, loads that are slippery/greasy, and even dropping a load are some of the hazards presented thorough manual handling.

Manual handling operations can cause a wide range of both acute and chronic injuries at work, causing both short and long term absence from work, including:

- Muscular sprains, strains to back, arms and wrist.
- Slipped disc, trapped nerves (back injuries).
- Lumbago, sciatica and Rheumatism.
- Fractures.
- Cuts, bruises and abrasions.
- Work related upper limb disorders.
- Hernias.
- Damage to the joints, ligaments, muscles and vertebrae.
- Slips, trips and falls.

Throughout our site(s), different colleagues will carry out different kinds of manual handling tasks/procedures. Therefore, whilst initially we aim to remove the need for manual handling tasks as far as reasonably practicable, it is unlikely that these will be eradicated in totality in particular as assisting residents and service users is a key part of our work.

A suitable and sufficient assessment will be undertaken, and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. Manual handling training will be provided to employees.

Component	Considerations (examples)	Controls (examples)
Task	<ul style="list-style-type: none"> • Close to trunk on body? • Good body posture? • Excessive distances? • Sudden load movement? • Rest/recovery breaks? • 2 or more people to lift? 	<ul style="list-style-type: none"> • Better storage of common loads at waist height • Job rotation • Remove obstacles • Seek help to move load • Good lifting technique
Individual	<ul style="list-style-type: none"> • Task requires specific strength or height? • Pregnant or young persons at risk? 	<ul style="list-style-type: none"> • Good health of employee • Information and training • Personal protective equipment
Load	<ul style="list-style-type: none"> • Too heavy? • Too bulky? • Difficult to grasp? • Moveable contents in load? • Sharp, hot or cold load? 	<ul style="list-style-type: none"> • Made lighter, smaller, easier to grasp? • Handhold positions • Remove sharp edges or slippery deposits
Working environment	<ul style="list-style-type: none"> • Space constraints • Slippery, uneven floor • Poor lighting • Variations in floor level 	<ul style="list-style-type: none"> • Cleaned floors • Adequate lighting • Reduce space constraints

If lifting operations can be avoided by using equipment or changes in work practices' then this is preferable.

No person is to attempt to manually handle any item that is too heavy for them.

Mechanical aids e.g. trolleys, jacks, cranes, forklift trucks, pallet trucks, sack barrows etc have been provided and are used whenever practical.

Colleagues are provided with relevant training, information, instruction and supervision including safe use of equipment.

Mobile Phones

Colleagues are not permitted to use handheld mobile phones while driving company vehicles, operating plant and equipment, working in explosive atmosphere zones or working at height.

Monitoring, Inspection and Review

We have a commitment to monitor and review our health and safety arrangements on a regular basis. This enables us to assess how effectively risks are controlled across our site(s) in order to identify and implement improvements, where required. More importantly we strive to develop a positive health and safety culture across our business by influencing hearts and minds for all our colleagues to think differently about health and safety and make it part of their everyday lives.

To help us undertake this, we use a number of proactive safety monitoring techniques to measure performance, examples include periodic site audits and safety inspections. Reports are written with details of corrective or other measures to be taken. The purpose of inspecting the sites and reviewing health, safety and welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so that they can be remedied.

Where a project runs for more than 5 working days the Site Supervisor will carry out weekly site inspections and record the findings. The health and safety adviser will carry out site visits, as instructed, to audit the arrangements for health and safety and record the findings. The results from these inspections and audits will be reviewed by the Site Safety Manager to track trends and implement improvements.

Accident and incident reporting and investigation will be another method whereby performance will be monitored and this will be analysed and discussed monthly.

Noise

Hearing damage caused by exposure to noise at work can be easily prevented, however if unprotected, hearing loss can be permanent and incurable. The damaging effects of noise are related to the level of noise and the duration of the exposure. Hearing damage tends to be gradual and can cause:

- Tinnitus.
- Loss of hearing in certain ranges.

- Noise induced hearing loss.
- Temporary deafness.

A number of colleagues on our site(s) are regularly exposed to noise e.g. from noisy processes, powered work equipment etc. We are required to:

- Assess noise levels and keep necessary records.
- Reduce the risks of noise exposure
- Provide our colleagues with suitable information and training.

As part of the Regulations, we must reduce the risk of damage to our colleagues hearing by

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exposing them to noise at the lowest possible level (so far as reasonably practicable). The 'noise action levels' provide a guideline for noise exposure and actions to be undertaken when reaching specific levels referred to as the 'exposure action level' and 'exposure limit' values.

Noise assessments will be carried out and reviewed at periodic intervals to identify potential problem areas. Reasonably practicable measures will be taken to reduce the levels to as low as practicable e.g. reduce the time exposed to noise, reduce noise levels at source, use of personal protective equipment, information / instruction / training etc

Occupational Health and Health Surveillance

The Company recognises our responsibility to promote the health and wellbeing of our colleagues. Where appropriate occupational health surveillance measures are put in place.

Occupational health surveillance is a mechanism of ongoing health checks for our colleagues who may be exposed to hazardous substances and processes, and it is carried out in accordance with industry best practice.

We carry out health surveillance as it:

- Allows for early identification of ill health to our colleagues and helps us to identify any corrective action required to prevent them getting worse.
- Provides us with information to evaluate all health risks in our business operations.
- Allow our colleagues to raise concerns about how their work is affecting their health.
- Highlights any gaps in our control measures and working practices.

Health surveillance is conducted by observation, communication and systematically watching for early signs of work-related ill health. It requires the implementation of certain procedures to achieve this, mostly this will be simple methods (e.g. looking for skin damage on hands), however in some cases technical checks (e.g. audiology tests) or more involved medical examinations may be required.

Medical questionnaires are completed as part of the induction process. If any medical issues are highlighted these are referred to a G.P. or Occupational Health specialist for further investigation.

Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE)

Personal protective equipment (or PPE) is essential in contributing to a healthy and safe working environment. As some areas of our business potentially present numerous hazards and risks, we must ensure that exposure to these are reduced, ideally at source. However, where we cannot adequately control risks e.g. through hazard removal, reduction / replacement etc. we must provide / supply all necessary PPE / RPE (free of charge) to our colleagues as a minimum for all residual risks.

The Company's policy is to assess the requirements for PPE / RPE where necessary so that suitable provisions are made, and that they are used for their intended function and maintained in a serviceable condition. Guidance will be provided to our colleagues when and how to wear / use PPE / RPE. PPE / RPE is provided free of charge. Periodic PPE / RPE audits are undertaken and documented records are available.

Contractors are to provide their own PPE / RPE, which should be of an equal or higher standard to our own.

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Each person is responsible for their own health, safety and welfare and this includes the need to wear, maintain, store etc items of PPE / RPE as instructed. Disciplinary action may be taken against those who ignore these instructions.

Risk Assessment

Risk assessment is one of the most important elements of successful health and safety management. Risk assessments help prevent accidents and ill health by identifying potential workplace hazards, assessing the risks and establishing how to manage them.

In all work places, there are risks that can affect the health and safety of employees, so a rigorous, reliable risk assessment process is essential to keeping our people safe, protecting our business and ensure we are complying with the law (risk assessment is a legal requirement).

Risks cannot always be removed in their entirety, so in many instances, the goal is to identify suitable control measures to reduce each one as much as reasonably practicable. Additionally, as our business environment and working practices change over time, new risks can arise, existing risks can disappear, also most existing risks require ongoing management. That's why it is imperative that risk assessments are reviewed and reassessed on a regular basis, and why everyone in our business has a responsibility to proactively support the risk assessment process. Examples of risk assessments completed are workplace transport, manual handling, personal protective equipment (PPE), fire, noise, work at height, plant and equipment, slips / trips / falls, lone working, display screen equipment (DSE), hand arm vibration, work at height, etc.

Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable.

Our significant findings will be recorded, in a manner which can be easily understood by those who may be affected, and these findings will be brought to their attention by instruction, information or training.

Our assessment of risk will be subject to periodic review so as to ensure the adequacy and accuracy of the implemented control regime.

For site work the site manager / contracts manager will assess risk and generate relevant risk assessments and method statements according to the level of risk and nature of the work. We will ensure that the arrangements have been considered at site and that suitable arrangements are in place to cover for fire, first aid and other emergencies

The findings of the site risk assessment / method statement will be included in the site induction for all employees and sub-contractors.

Safe Systems of Work / Tool Box Talks

Where applicable, 'Safe Systems of Work' and / or 'Tool Box Talk' will be drafted in conjunction with our risk assessments in order to provide further guidance to those who may be affected by that work.

If a "written" safe system of work / or tool box talk has not been implemented, then the employee must use their experience and judgment to undertake the work. If they are in doubt, they should

refer the matter to their Manager. Colleagues should feel free to ask for a specific written safe system of work and / or tool box talk if they have areas of concern.

Services – Underground and Overhead

We will ensure steps are taken to identify risks from both underground and overhead services. All employees involved in working in the vicinity of any services will receive suitable instruction/training as required to ensure their safety.

The company will avoid working near or under overhead power lines unless absolutely necessary.

Where this work can't be avoided specific risk assessments and method statements will be established and the distribution company contacted to agree any diversions or establish safe working distances or any other steps needed to ensure the safety of workers e.g. use of solid goalposts and barriers etc

All excavation work is subject to specific risk assessment and method statement and is carried out by trained and competent personnel. Underground service routes are adequately marked and frequently checked during excavation work.

Smoking in the Workplace

It has been well publicised that smoking presents significant health issues to those who smoke, as well as second-hand or passive smoking, causing lung cancer and heart disease in non-smokers. Additionally, smoking is a cause of discomfort and irritation to people, particularly those suffering from respiratory illnesses such as asthma.

Finally, given the use of potentially flammable liquids and other fire hazards within our working environment, smoking presents a significant fire risk to our colleagues and premises.

There is also legislation now in place for 'smoke free' areas which stipulate:

- It is against the law to smoke in nearly all enclosed public and workplaces.
- Work vehicles used by more than 1 person must be smoke free at all times.
- No smoking signs must be displayed.
- Smoking rooms and indoor smoking areas are not allowed. Only outside is permitted.

Therefore, smoking is not permitted in any areas in or around the workplace other than the designated outdoor smoking areas.

Stress

Our colleagues are our most valuable asset, so it is fundamental that we address work-related illnesses, including stress. Both the physical safety and mental wellbeing of our colleagues is crucial.

A certain level of stress can be beneficial in providing high motivation, a positive outlook and good performance. However, when these levels are exceeded detrimental health effects may appear. As a result, stress at work can contribute significantly to sickness, absence from work and employee turnover. Stress can be physical, behavioural, emotional and cognitive. It can cause chest pains, nausea, poor appetite, nervous habits, a lack of concentration and anxiety just to name a few.

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In many instances, stress related problems can be of short duration and often resolve themselves, but it is the long-term stresses that we aim to address.

In most circumstances, stress is brought about by an accumulation of minor irritations, but there may be one single event or set of circumstances that provide the stress overload. These could include:

- The work environment e.g. noise, temperature, overcrowding and humidity.
- The job e.g. boring/repetitive, working to tight deadlines, over work, insufficient training.
- Responsibility e.g. too little power, too much power etc.

- Management e.g. poor leadership, poor communication, lack of support.
- Relationships e.g. discriminatory or sexual remarks or harassment.

Managers should monitor and observe their colleagues to look for any signs of stress. We will look to reduce stress levels by allocating correct workloads, working timelines and set realistic targets etc so as not to create on going long term stressful behaviours in our employees.

Colleagues who feel they are suffering from excessive pressure are encouraged to discuss their concerns with their Manager. The Company have the facility for colleagues to receive treatment should they be suffering with stress.

Temporary Works

Temporary Works covers an extremely wide range of works that are needed to provide an engineered solution that is used to support or protect either a structure during construction, an item of plant or equipment etc

Temporary works to provide structural support include:

- Shoring for excavations
- Propping for walls and floors
- Falsework for above ground concrete pours
- Scaffolds for access
- Haul roads and working platforms for plant including cranes
- Permanent works used for temporary purposes during construction

Temporary works on a construction site also include:

- Site fencing and hoarding
- Welfare and office units
- Earthworks, including stockpiles, that will be removed later

In simpler and more commonplace situations, standard solutions can be used. More complex construction projects require more sophisticated plans and designs, approved and checked by someone with the skills to do so.

Please see the company's temporary works procedures in our way of working for information on how to minimise and control the risks throughout the temporary works life cycle.

Responsibilities:

- The company's designated individual shall ensure a temporary works co-ordinator (TWC) is appointed for each project.

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- The TWC must ensure that all design and construction work is carried out according to the agreed temporary works procedures.
- All trade contractors must work according to the company's temporary works procedures. These procedures, and the BS5975 requirements, will be discussed at the pre-start meetings prior to the site works commencing
- All temporary works must be designed, checked, installed, dismantled and approved (in general and for loading and unloading) by competent people
- A Temporary Works Register will be kept in order to demonstrate that the correct procedures are being followed.

Vehicles / Road Risks

Only suitably licensed persons are authorised to drive company vehicles and licences are checked at periodic intervals.

All vehicles provided for use at work must meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability. Vehicles are maintained / serviced at periodic intervals.

The company recognises the importance of managing occupational road risks and aims to endorse safe driving methods by promoting and encouraging a safe driving culture within the organisation. An occupational road risk policy is established and drivers are provided with handbooks and relevant information to encourage a safe driving culture.

Violence, Abuse and Harassment

Relevant safeguarding arrangements are put in place where there is a foreseeable risk of colleagues being exposed to violence, abuse or harassment at work. We will take a zero tolerance approach towards any form of abuse, bullying, harassment or violence at work whether from other employees, members of the public or others.

We will continually monitor the situation and will take immediate action if there is a problem. Any employee found to be abusing, bullying or harassing others will face disciplinary action.

Waste Control and Environmental Care

Waste presents a hazard, it can present fire risks (if combustible or flammable), as health risks (if a hazardous substance), as well as environmental risks. Therefore, it is important that all waste is disposed of in the correct way and is not allowed to build up in our work environment. Additionally, there are legal requirements to ensure that we deal with waste in the correct way.

Waste will initially be properly stored on site and contracts will be established so that waste is appropriately disposed of by suitably licensed contractors.

Work Equipment

All equipment provided for use at work should meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

New equipment will be marked UKCA / UKNI / CE as appropriate where required to show it meets relevant minimum standards of compliance. Equipment should be suitably maintained / serviced so as to ensure safety to operators and others.

Where applicable a programme for examining and maintaining tools and equipment will be implemented.

Adequate instruction, information and training to enable the safe use of work equipment will be provided.

The use of work equipment which could pose special risks to the safety of persons in the workplace shall be restricted to persons trained in its use. Colleagues should carry out visual checks of all tools and equipment before use and report defects.

Damaged or defective tools / equipment which may affect the health and / or safety of any person should be withdrawn from service until such time that it is repaired / serviced or replaced.

Some equipment is required by regulation to be examined by a “competent person”. This includes lifting equipment such as hoists and forklift trucks, local exhaust ventilation plant (LEV), pressure equipment, etc. Specialist companies will be instructed to undertake such examinations in accordance with legislation.

Some specific examples of work equipment and controls include:

Abrasive Wheels - all operators will be suitably trained and competent, wheels are suitable for the equipment, guarded, secured in place and properly adjusted before the wheel is run.

Lifting Equipment and Accessories - all lifting equipment and accessories are subject to inspection and maintenance in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER), examples include cranes, mobile elevated working platforms, fork lift trucks, harnesses, lanyards, shackles, eye bolts, chains ropes and strops, and anything used to lift a load, is considered lifting equipment.

Lifting operations will only be carried out under the control of a nominated competent person who will take charge of planning and supervising the lift. Any major lifts or lifting operations will be subject to detailed method statements specific to the lift and under the control of a competent person. Any employee required to use lifting equipment will have suitable instruction/training

Mobile Plant – Plant will be maintained in good condition and only used by trained operators. Safe routes will be established, using physical barriers where required, using a site traffic management plan to segregate vehicles and pedestrians where possible and avoid excavations and other such hazards.

Trained banksmen are available on site for reversing and other hazardous operations.

Power Tools - are purchased with the working environment in mind, personnel are trained in correct use, maintenance, where required, and to carry out pre-use checks. Regular inspections are carried out. Power tools are never left unattended.

Workplace Safety and Welfare

We take the welfare of our colleagues, contractors, service users / residents and visitors in our workplace very seriously. It is important to us that our colleagues are provided with the right facilities and conditions to help support them undertake their role to the best of their abilities whilst keeping them in a healthy comfortable environment both at company premises and while

working on site.

Consideration will be given to:

- Heating;
- Lighting;
- Temperature;
- Washroom facilities;
- Toilet facilities;
- Falls or falling objects;
- Organisation of traffic routes etc.

Colleagues should try and keep all working / storage areas in the tidiest / safest condition possible and ensure that all waste materials are disposed of in the appropriate manner.

For construction sites, site management will ensure that the facilities provided comply with HSE guidance for site welfare provision.

Young persons

We work in an environment where risks and hazards are constantly prevalent, some of the hazards are not obvious and many young people will be unaware of these factors.

How do we define a young person?

- A **'young person'** is anyone under 18.
- A **'child'** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Young people may be at particular risk because of:

- Their lack of awareness and immaturity.
- Unfamiliarity with their surroundings and environment.
- Being physically or psychologically less suited to certain tasks.
- Their lack of skills and training.

Under health and safety law, we must assess the risks to young people before they start work (or work experience) and tell them what the risks are. We have a duty to protect young persons at work from risks to their health and safety.

Where a 'child' is to be employed, we will communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to their parent or guardian.

Young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following:

- Work beyond their physical or psychological capabilities.
- Perform work that involves risks to health from noise, vibration or extreme heat or cold.
- Perform work that involves harmful exposure to any agents that can affect health.

Should anyone fail to understand any of their imposed duties as described within this Health, Safety & Welfare Policy, then they should seek clarification / guidance from their Manager