



HEALTH & SAFETY POLICY

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1. INTRODUCTION

BECT Building Contractors Limited has a clear policy for managing health and safety so that everyone associated with the business is aware of its health and safety aims and objectives.

Section 2(3) of the Health and Safety at Work Act 1974 requires employers, with 5 or more, to prepare and revise on a regular basis, a written health and safety policy together with the necessary organisation and arrangements to carry it out and to bring the statement and any revision of it to the notice of their employees.

BECT recognise that good health and safety management is very similar to managing other business goals for example finance and general business management. The principles of good and effective management provide a sound basis for the improvement of safety, health and environmental performance.

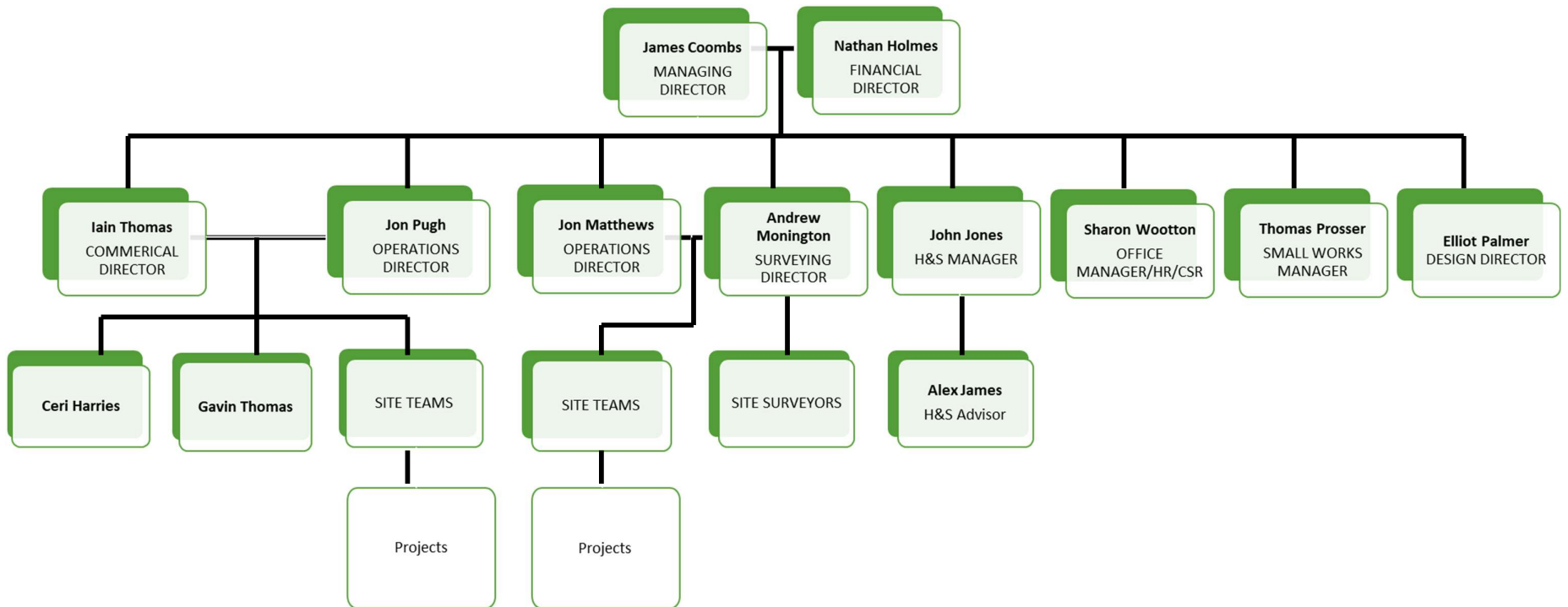
This policy applies to all employees. It also contains information for sub-contractors and others.

This policy and associated health and safety matters are brought to the attention of employees and others through: -

- Email
- Workplace Notice Boards
Given out at Induction training
- Refresher Training

This document is also given to our sub-contractors to inform them of BECT's safety, health and environmental arrangements and expectations.

2. COMPANY ORGANISATION



3. RESPONSIBILITY FOR HEALTH & SAFETY

Overall and final responsibility for health and safety is that of the Managing Director of BECT Building Contractors Limited is James Coombs, as is the day-to-day responsibility for ensuring this policy is put into practice.

Day today control of Health & Safety on the construction sites is the responsibility of the Site Managers, Site Supervisors or Site Foreman.

On smaller working sites, where no Manager or Foreman is appointed, the individual operatives are responsible for the health and safety management.

The Company employ Capital Safety Services to advise on matters relating to Health & Safety. Capital Safety Services are directly responsible to the Managing Director and will:

- Carry out site safety Inspections as requested.
- Assist the Company, as requested, in compliance with the CDM Regulations
- Assist the Company, as requested, in developing and maintaining safe systems of work.

As Managing Director and appointed competent person under the Management of Health and Safety Regulations (Reg 7), Mr Coombs is committed to health and safety and it is the policy of BECT Building Contractors Limited to: -

- Ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its acts or omissions
- Assess the risk and provide, so far as is reasonably practicable, safe methods of work, safe working conditions and a safe and healthy environment
- Ensure so far as is reasonably practicable, co-operation and co-ordination, provide a means of consultation on health and safety matters
- Provide health surveillance as required by legislation
- Establish emergency procedures
- Provide health and safety training in line with legislation
- Promote personal responsibility
- Ensure enough resources (including financial resources) are allocated to implement this policy
- Lead by example

RESPONSIBILITIES OF THE MANAGING DIRECTOR:

- Review the Health & Safety Policy as and when required (i.e. changes in legislation, process change, personnel change etc). Monitor application of the Policy.
- Ensure the Policy is brought to the attention of employees.
- Ensure adequate and appropriate funding is available for implementing the Policy.
- Ensure employees receive appropriate information, instruction and training to enable them to carry out their duties in a safe manner.
- Ensure risk assessments are carried out and employees are made aware of the hazards likely to be present.
- Ensure regular health and safety inspections are carried out and any control measures identified to reduce risks are implemented.
- Ensure the Company comply with the Construction, Design and Management (CDM) Regulations.
- Ensure competent persons are appointed to control lifting operations, demolition operations and excavation works.
- Ensure the employers and public liability insurances are in place.
- Ensure all incidents defined as reportable under RIDDOR 2013 are reported to the enforcing authorities.
- Ensure the competency of subcontractors employed.
- Ensure adequate welfare facilities are provided for use.
- Ensure Company Vehicles are maintained in a safe condition, appropriately road taxed and MOT compliant.
- Ensure Site Managers and Site Foreman are competent in discharging their Health & Safety duties.
- Co-Ordinate all office health & safety activities.
- Ensure first aid facilities are adequate and available in the office.
- Ensure all office equipment is fit for purpose and maintained in a safe working condition.

RESPONSIBILITIES OF DIRECTORS

- Fully co-operate and assists the Managing Director in discharging his health and safety duties.
- Set good personal examples by complying with health & safety issues.
- Sanction the necessary resources for the implementation of the Policy.
- Promote liaison of health & safety matters between the Company, employees and subcontractors.
- Ensure regular meetings are arranged to discuss Company health & safety compliance.
- Ensure the competence of subcontractors employed.

DUTIES OF MANAGERS & QUANTITY SURVEYORS

- Notify the Managing Director of all site accidents, incidents and near misses.
- Fully co-operate and assist the Directors in discharging their Health & Safety issues.
- Ensure construction activities are planned and managed adequately.
- Ensure site specific risk assessments and method statements are prepared and are available on site.
- Ensure safe systems of work are in place.
- Assist the Site Supervisors in discharging their Health & Safety duties.
- Ensure adequate welfare facilities have been provided whereby operatives receive site inductions from the Company.
- Ensure adequate welfare facilities have been provided for the operatives use.
- Ensure adequate first aid facilities have been provided on site.
- Ensure employees concerns regarding health & safety are reported to the Managing Director.

DUTIES OF SITE MANAGERS

- Coordinate all health & safety activities.
- Ensure persons under their control understand and observe all aspects of the Health & Safety Policy.
- Ensure safe systems of are in place and adhered to.
- Ensure Risk Assessments are carried out and the findings communicated to persons likely to be affected.
- Ensure first aid facilities and firefighting facilities are available on site.
- Report all accidents to the Project Manager or the Manager in charge of the Project and ensure details are entered onto the site accident forms.
- Ensure welfare facilities are adequate and are kept in a clean and tidy condition.
- Consult site operatives on health and safety matters and report any concerns to the Project or Site Manager.
- Ensure subcontractors comply with health & safety information and instructions given.
- Ensure all plant certification is current and available on site.
- Ensure all plant and equipment is fit for purpose and maintained in a safe working manner
- Ensure all safety registers are kept up t date
- Ensure personal protective equipment is available and worn where applicable.

DUTIES OF EMPLOYEES

- Co-operate with their employer in maintaining a safe and healthy working environment.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety
- Take reasonable care of the health and safety of others under their control
- Report all health and safety concerns that cannot be rectified to the Health and Safety Manager and or Managing Director
- Carry out their work activity in accordance with any information, instruction and training provided
- Follow safe systems of work and use personal protective equipment (PPE), whenever and wherever necessary, leading by example
- Report all accidents, near misses and incidents of ill-health
- Immediately report any discomfort or pain arising from their work activities

Neglect of health and safety responsibilities is taken very seriously and could be treated as a disciplinary matter and is subject to the normal disciplinary procedure.

Sub-contractors, temporary workers and all non-employees have a vital role to play in maintaining safety, health and environmental standards.

All sub-contractors and non-employees will be provided with relevant information associated with their activities.

All sub-contractors and non-employees will be expected to comply with ALL health, safety and environmental requirements reasonably imposed on them by BECT Building Contractors Limited.

BECT EXPECT ALL NON-EMPLOYEES TO:

- Comply with the requirements of the Health and Safety at Work Act 1974
- Comply with ALL relevant health, safety and environmental legislation and statutory provisions
- Receive a full Site Induction BEFORE working on site
- Co-operate with BECT to ensure risks are controlled
- Advise BECT of any aspect of their work which poses a risk to the company, employees or others
- Provide evidence of competency where appropriate and ensure any accreditation scheme is kept up to date (for example CHAS)
- Provide suitable and enough risk assessments and method statements
- Report all accidents, incidents, near misses and incidents of ill-health or pain arising from their work activities
- Report environmental incidents
- Report any shortfalls in health and safety arrangements that they have identified
- Report any HSE activity including improvement notices, prohibition notices and prosecutions
- Co-operate and Co-ordinate activities

Prior to the engagement of non-employees, they (or their agencies) will be provided with a copy of BECT's Health, Safety and Environmental Policy and any relevant health and safety information associated with their tasks.

BECT's supply chain have been assessed for competence in line with their CHAS Accreditation, which requires an annual external assessment. Failure to maintain this minimum standard may preclude sub-contractors from BECT's 'preferred supplier' database.

BECT retain the right to stop any operation, activity or erection of plant/equipment if it is considered that there is a risk to the safety and health of any person or to the environment.

4. ARRANGEMENTS

A. RISK ASSESSMENTS

As required by the Management of Health and Safety at Work Regulations 1999, Risk Assessments have been undertaken and the risks associated with BECTs activities have been identified. BECT's full risk assessment procedure:

The assessment will:

- Identify hazards that may cause harm. Decide who may be harmed and how.
- Assess the risk and identify the control measures necessary to be implemented to reduce the risk to the lowest practicable level. Be recorded.
- Be reviewed and revised as necessary.

For construction work, the Project Manager or Quantity Surveyor will ensure the assessments have been prepared and made available on site. The relevant site supervisor will ensure the assessments are in place and are communicated to operatives under his control.

The Health & Safety Manager, John Jones will assist in carrying out the risk assessments on a site-specific basis. The risk assessments will be prepared after reference to the Pre-Construction Information Pack and visiting the proposed construction site. Risk assessments will be reviewed regularly during and additional control measures will be implemented as necessary when identified during site inspections. where work activities significantly change. where there has been an incident or accident.

The degree of risk will be determined by assessing the severity of harm likely to exist and the likelihood that the incident will occur.

The in-house Risk Assessments for activities affecting employees will be reviewed as and when required or annually as a minimum to ensure they remain valid. They are used on a project by project basis as and when they are required by employees.

All findings resulting from the Risk Assessment process have been discussed to ensure the appropriate action is taken to remove/control the risk.

If the Risk Assessment applies to an individual's work activities, employee or non-employee, the Risk Assessment will be discussed and the control measures will be agreed and implemented with the individual concerned to ensure the generic risk assessments are made job and task specific. The worked-up risk assessments are held with the employee and then filed in the project file at the end of the task on site. We periodically inspect files on a weekly and monthly basis to ensure the risk assessments are being implemented.

We do not carry out risk assessments for activities that are not a risk or for activities where sub-contractors are required to undertake risk assessments.

B. SAFE SYSTEMS OF WORK (METHOD STATEMENTS)

Method Statements will be prepared on a site-specific basis:

The Project Manager and Quantity Surveyor will ensure the safe systems of work are prepared prior to work commencing, and are available to the relevant Site Manager, Supervisor or Foreman.

The Site Supervisor will ensure that the Safe Systems of Work are communicated to operatives under his control and operatives sign off acknowledgement of receiving the information and instruction detailed.

C. COMMUNICATION AND CONSULTATION

BECT Building Contractors Limited operate an 'open door' policy, safety, health and environmental issues are dealt with as and when they arise, However the Managing Director will ensure that this Policy is brought to the attention of all employees and subcontractors.

Health, Safety and Environment will be discussed at the Management Meetings and any actions identified to improve the safety culture of the Company will be communicated to all employees.

At Company induction, all employees will be informed of the means of consulting with the Company on matters regarding health & safety.

D. APPOINTING SUBCONTRACTORS

The Construction (Design & Management) Regulations 2015 describe those companies traditionally known as Sub-contractors as Contractors.

The reference to Contractors includes all those companies who are carrying out work on site whilst the site is the responsibility of the Principal Contractor and include: -

- Domestic contractors chosen by the Principal contractor
- Nominated contractors specified by the client
- Specialist work contractors e.g. Statutory authority
- Contractors employed directly by the client who may be working on site with the permission of the Principal Contractor.

Contractors and the self-employed working on our sites, regardless of who appointed them, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015
- They will conduct their activities in accordance with the requirements of the project's Construction Phase Plan.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings and before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Company, as the Principal Contractor, has the duty and responsibility to ensure that all site operatives comply and co-operate with the Plan.
- The duty to ensure the skills knowledge, training and experience of any Client nominated contractor is the Client's (Regulation 8 CDM2015). However the duty to manage the contractor is the Principal Contractor's (Regulation 13 CDM2015) and the Company reserve the right to stop the activities and remove from site any Contractor or worker employed by a Contractor if their activities or performance should put at risk the health and safety of anyone who may be affected by their activities (Regulation 15 CDM2015)

When we appoint contractors we will: -

- Check the health and safety capabilities of the people we plan to use.
- Provide them with the health and safety information they need for the work.
- Discuss the work, its impact on other site activities and any other relevant information with them before they start.

APPOINTING SUBCONTRACTORS CONTINUED..... /

- Make sure that we have provided everything agreed to (for example safe scaffolds, the correct plant, safe access to welfare facilities etc.).
- Monitor their performance and remedy any shortcomings.
- For smaller jobs, we will look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.

E. SAFE PLANT AND EQUIPMENT

All office equipment and electrical portable appliances are regularly maintained. There is a PAT (Portable Appliance Testing) regime in place as part of our routine office maintenance. Any equipment out on site or in use will be brought into the office on the day to ensure equipment is tested.

Personal Protective Equipment is maintained in line with the PPE Regulations.

Any new plant or equipment purchased will meet the relevant health and safety standards before being purchased.

F. SAFE HANDLING AND USE OF SUBSTANCES

In compliance with the Control of Substances Hazardous to Health (COSHH) Regulations, the Company will ensure all substances are assessed of their potential to cause harm.

Where any hazardous substances or hazardous operations are identified, operatives will be informed of the hazard and of the control measures required to be implemented to reduce exposure to an acceptable level.

Where residual risks cannot be effectively controlled by alternative methods, PPE will be used to employees.

Where we purchase materials for use by others, we obtain a copy of the data sheets and ensure this information is passed on and incorporated into the risk assessment and method statement.

G. INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law Poster is displayed on the health and safety notice board in the office and is displayed on ALL sites.

Health and safety advice are available from the Health and Safety Manager who will give advice and training as and when required and in accordance with the agreed training matrix.

All person's employees or non-employees will carry a CSCS Card, ALL Site Managers will be SSMTS Trained.

Workers on work experience will always be supervised by an appropriate person. Young workers on work experience would always be supervised. No person under the age of 16 is permitted on a BECT Construction Site without prior arrangement and a full risk assessment and method statement undertaken by the sub-contractor and assurances that parents' consent had been sought.

The training requirements and matrix is reviewed monthly by the Managing Director, Health and Safety Manager and HR. ALL statutory Health and Safety Training is undertaken and already approved.

H. COMPETENCY FOR TASKS AND TRAINING

Inductions will be provided to all new starters. Health and Safety information, instruction and training is discussed as part of this process. Specific Site Inductions are given on site.

Job specific specialist training will be assessed, and an appropriate training provider will be selected. Appropriate training records are kept on a training matrix by the HR Manager. Training reviews and the training matrix is updated on a monthly basis.

Jobs requiring specialist training and subject to Continual Professional Development and membership criteria are: -

- Site Managers/Project Managers
- Quantity Surveyors
- Other Professional Managers
- Trainees

BECT Building Contractors will use its best endeavours to ensure the demands of any task do not exceed an individual's capability. Certificates are kept electronically and as a hard copy on the employees file.

I. ACCIDENTS, INCIDENTS AND NEAR MISS REPORTING

All BECT's Site Managers are first aid trained, have a first box and accident book on site.

In the event of a reportable accident, disease or dangerous occurrence this would be reported to the enforcing authority by the relevant sub-contractor concerned and reported by the subcontractor to BECT. This information would be given to BECT to carry out their own investigation at site level immediately following the event.

This information is then sent to the Health and Safety Manager and Managing Director who will determine whether a further investigation is required, and actions/measures need to be taken to prevent a recurrence.

The Managing Director is responsible for:

- Notifying the enforcing authorities, as soon as practicable, of any notifiable accident or incident.
- Ensuring all reported incidents and near misses are investigated
- Ensuring additional control measures as identified by the incident investigations are implemented

The HR Manager is responsible for investigating work related sickness and absence, along with the Health and Safety Manager. The Boards attention would be drawn to any such incident and the Managing Director is responsible for ensuring action is taken to prevent a reoccurrence. The HR Manager is responsible for ensuring records on sickness absence and return to work forms are kept on personnel files.

The reporting of accidents will be carried out by Project or Site Managers with regard to their individual sites. They will ensure that the accident or incident is recorded in the Accident Book, and that the Managing Director is informed. A copy of the Accident Book page will be sent via email, with a full explanation of how the accident occurred and details of the injury.

The Managing Director is responsible for:

- Notifying the enforcing authorities, as soon as practicable, of any notifiable accident or incident.
- Ensuring all reported incidents and near misses are investigated.
- Ensuring additional control measures as identified by the incident investigation are implemented.

J. FIRE AND EMERGENCY PROCEDURES

BECT have conducted a Fire Risk Assessment for their own offices: -

- Fire escapes are kept clear and are checked monthly (and daily by employees in the office)
- Fire extinguishers are maintained annually
- Emergency lighting is maintained as part of the offices routine maintenance electrical testing is conducted as part of the offices routine maintenance

Employees will be informed and instructed as to the procedures to be adopted in the event of an emergency at the various work locations and at the office.

As necessary, site procedures will be prepared in consultation and co-operation with the occupants and/or the Client.

The Site Supervisor will be responsible for ensuring the emergency procedures have been detailed to site operatives.

Details will generally be communicated to employees during site inductions and will include:

- General fire precautions to be implemented to prevent fire
- Procedures in the use of firefighting equipment Means of escape
- Means of raising the alarm
- Means of alerting emergency services and details to be conveyed Assembly point

ALL Construction Sites and BECT Offices are **NO SMOKING** environments. however dedicated smoking areas are nominated.

K. DRIVING FOR WORK PURPOSES

BECT Building Contractors have committed to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees, both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from drivers, basic guidelines on driver health, and commitments to company procedures on monitoring and reducing travel.

BECT has a duty under the **Health and Safety at Work Act 1974** (HSWA) to take steps, so far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These risks have been identified under Regulation 3 of the **Management of Health and Safety at Work Regulations 1999** (as amended). Where applicable, this policy is also based on relevant provisions of the **Road Traffic Act 1988**.

In order to comply with our legal duties, we have introduced a set of procedures. These are always to be followed by staff and are as follows:

- Where an employee uses their own vehicle for work purposes, they will be required to maintain it in a roadworthy condition.
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Employees should follow any advice given on route-planning. They should also ensure that enough breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion etc.
- It became an offence to use a mobile whilst driving in December 2003.
- **Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so.** For example, when taking a break at the services.
- Drivers who are not in proper control of their vehicle while talking on a **hands-free mobile** can lead to accidents and the driver can also be prosecuted.
- Switch off your mobile phone or put it on silent mode whilst driving to remove the temptation to answer any calls.
- Employees should always drive within speed limits and according to the prevailing weather conditions.
- Before driving, employees should familiarise themselves with the procedure to follow in the event of a breakdown.

For us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation to the HR Manager as part of the induction: -

- Your driving licence.
- If the car is more than three years old, the current MOT certificate. Insurance documents.

L. EMPLOYEE DUTIES IN REGARD TO DRIVING VEHICLES

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- Keep their insurance up to date when using their own vehicle on company business.
- Make available copies of the above documents annually.
- Inform the HR Manager of any changes in circumstances, e.g. penalty points or new vehicle.
- To have regular eye tests and to ensure that any necessary glasses for driving are worn.

To read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.

To ensure BECT remain socially responsible all employees are required to report all business mileage on a monthly basis and are encouraged to cars share and reduce business mileage where possible.

Employees are responsible for ensuring that they are physically fit to drive. Should this change, the HR Manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. If medication is necessary, employees should check with their GP or pharmacist before driving. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

NOTIFICATION OF TO HSE (F10 NOTIFICATION)

The HSE must be notified of projects where construction work is expected to: -

- Last more than 30 working days and have more than 20 workers working simultaneously at any point in the project, or
- exceed 500 person days

M. PLANT, TOOLS AND EQUIPMENT

All items of plant, tools and equipment supplied by the Company will be adequately maintained and fit for purpose.

Where required, additional plant, tools and equipment will be hired in from selected suppliers. All hired in plant, tools and equipment will be adequately maintained and fit for purpose.

The Company will ensure that persons who operate work equipment are competent to do so.

PORTABLE ELECTRICAL EQUIPMENT

Where practicable only battery operated, or 110-volt equipment will be used on construction sites. All Company supplied and hired equipment will be PAT compliant. The Site Manager will be responsible for ensuring that any equipment hired in is PAT compliant.

Subcontractors will be instructed to ensure that all their equipment is PAT compliant, and the necessary identification and documentation of testing is available for inspection.

Employees will be instructed to visually inspect the equipment prior to use and report any defects to the Site Manager.

All office equipment will be regularly tested to ensure PAT compliance. The Managing Director will be responsible for ensuring testing of office equipment is carried out.

Office employees will be instructed to visually inspect equipment prior to use and report any defects to the Managing Director.

MECHANICAL PLANT AND EQUIPMENT

All company plant and equipment will be serviced and maintained to manufacturers recommendations and hold the necessary testing and examination certifications.

In respect of hired in plant and equipment, all documentation relating to testing and maintenance must be made available from the supplier or hire company. The Site Manager will be responsible for ensuring the necessary certification is supplied on delivery of the plant and equipment.

The Site Manager is responsible for ensuring only competent persons operate mechanical plant and equipment.

Employees will be instructed to visually inspect the plant and equipment prior to use and report any defects to the Site Manager.

N. WORKING AT HEIGHT

Where practicable, work at height will be avoided. To prevent/minimise risk when accessing or working from height, the Company will risk assess the work activity, and implement the necessary control measures identified in the assessment.

The Company will ensure safe work platforms and safe access to workplaces are provided at all sites, and where practicable, full edge protection will be provided. The Site Manager will be responsible for ensuring operatives comply with a safe system of work.

Employees will be instructed to report any concerns they have regarding defects or omissions to the access and/or work platforms to the Site Manager in order that remedial action can be taken.

SCAFFOLDING

Scaffolding will only be erected, altered or dismantled by trained and experienced persons. Subcontractors will generally be employed by the Company to provide scaffolding. The subcontractor will provide a "Hand Over" Certificate prior to persons accessing the scaffolding.

A competent person will be employed to inspect the scaffolding before use, at least every seven days, after alteration and after inclement weather. Records of inspections will be kept on site or a Scaff tag system will be used. The Site Manager will ensure compliance.

MOBILE TOWER SCAFFOLDS

Only competent persons will be allowed to erect and dismantle mobile towers. All mobile towers are to be used in line with manufacturers recommendations.

Employees will be instructed to use towers safely, inspect them before use and at regular intervals. They will be instructed to take any defective equipment out of use.

The Site Manager will ensure compliance.

TRESTLES

Only trained and experienced persons will be allowed to erect trestles, and they will be instructed to ensure all components are free from defects and the trestles are erected on a suitable and safe footing.

Operatives will be instructed to ensure edge protection is provided and used, and that platforms are not overloaded.

Users will be instructed to regularly inspect the trestle and take out of use if any components are found to be defective.

Working at height continued/

LADDERS

Ladders will only be used as a working platform where the use of other more suitable equipment (towers, step ups, podiums etc) is not reasonably practicable. The use of ladders will be restricted to short term, light work.

All ladders provided by the Company or supplied by subcontractors will be in good condition, maintained and suitable for task. Employees and subcontractors will be instructed to regularly inspect the ladders and take them out of use if they were found to be defective.

Home-made and/or painted ladders will be prohibited from site. Pole ladders will not be used as work platforms. They will only be used as a means of access to work platforms or for inspection purposes.

PODIUMS AND STEP UPS

Employees will be instructed to use podiums and step ups safely and to regularly inspect the equipment for defects. Employees will be instructed to remove defective equipment from use.

Podiums are only to be used if they have adequate edge protection and safe access is provided.

MOBILE ELEVATED WORK PLATFORMS (MEWPS)

Where practicable, MEWPS (scissor lifts, cherry pickers etc) will be hired in for accessing and carrying out work at height. The Site Supervisor will ensure all MEWP's have compliant inspection and testing certificates.

The Site Supervisor will ensure only competent and trained persons operate the machines and operatives will need to produce certificates of competency as requested by the Site Supervisor.

The short instruction given by the suppliers when delivering the MEWP to site is only familiarisation instruction for previously trained operatives and is not considered satisfactory training for untrained persons.

ROOF WORK

Only competent and experienced persons will be allowed to carry out roof work.

All work will be assessed, and a safe system of work put in place prior to work commencing. The safe system of work will include a site-specific method statement and all works will be supervised by a competent person.

UNATTENDED SITES

All ladders and access to work platforms at height will be removed and secured whenever sites are left unattended. The Site Supervisor will ensure compliance.

LIFTING OPERATIONS (CRANES, FORKLIFTS ETC:)

Where the Company is responsible for carrying out lifting operations on site, a competent person will be appointed to supervise and control the lifting operations. The competent person may be a direct employee or a subcontractor.

An “appointed person” will be employed to supervise and control the lifting operations. The appointed person may be a direct employee or a subcontractor.

The Company will ensure all lifting equipment has an up to date certification and operators of the equipment hold the necessary certificates of competency. The appointed person will be responsible for checking certification of equipment and competency of operatives.

Where possible, the Company will hire in forklifts to assist with site lifting and handling operations. The Company will ensure the machines have the necessary documentations relating to inspection and maintenance available.

Only trained and competent persons will be allowed to operate forklifts. The Site Supervisor will be responsible for ensuring forklifts are compliant and operatives hold the required certification of competency.

O. DEMOLITION

The Company will generally only carry out limited demolition, i.e. enlarged openings, formations of door/window openings, demolition on non-load bearing walls etc. For major work, specialist subcontractors will be employed to carry out the work.

Where demolition work is to be carried out, the Company will prepare a safe system of work (method statement) prior to the demolition work commencing and employees will sign that they understand and agree to comply with the method statement.

All demolition work will be carried out under direct supervision of a competent person.

Where structures to be demolished appear in a dangerous structural condition or contain hazardous design features (prestressed beams etc), no work will commence until advice and guidance is obtained from a structural engineer.

Before work commences the existence of hazardous substances (asbestos etc) will be determined and any control measures required to control exposure will be implemented.

P. EXCAVATIONS

Where excavation work is to be carried out, operatives will be instructed in the safe system of work to be adopted.

For all deep excavations or where poor ground conditions are present a safe working system (method statement) will be prepared. Details of the support system to be implemented will be detailed in the prepared method statement.

All operatives will be competent and experienced and competent persons will supervise the work.

When excavations are left unattended, they will be covered over or fenced off to prevent the risk of falling, ladder access will be removed.

Q. ASBESTOS

Prior to works commencing the Company will establish from surveys, reports and registers whether asbestos or asbestos containing materials are present in the workplace.

For “licensed” asbestos removal work, including the removal of asbestos coating or asbestos insulating board, sub-contractors employed by the Company or Client will carry out the work.

The Company will only carry out “non-licensed works” as detailed in HSE guidance. All “non-licensed” work will be carried out by trained operatives in line with guidance.

All employees likely to be exposed to asbestos fibres at work (electricians, plumbers, maintenance workers etc) will receive asbestos awareness training.

If employees suspect the presence of asbestos or asbestos containing in the workplace, they will be instructed to stop work immediately and report their concerns to the Site Supervisor. Work will not resume until the materials have been identified and any asbestos or asbestos containing materials in line with the above procedures.

R. ELECTRICAL WORK

The *Electricity at Work Regulations 1989* applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

COMPETENT PERSONS

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and enough supervision by a competent person is provided. General guidelines for competence are set out below:

- Practical experience in working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

GENERAL SAFETY PRECAUTIONS

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- Do not handle any equipment with wet hands and do not work near water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
- On no account must a three-phase socket outlet be used to supply single-phase apparatus.
- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).

ELECTRICAL WORK CONTINUED/

- If it is possible to do so, we shall always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

UNDERGROUND POWER CABLES

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

OVERHEAD POWER LINES

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, '*Avoidance of danger from overhead electrical lines - GS6*'.

S. CONFINED SPACES

Where operatives have to carry out work in a confined space work, a site-specific risk assessment will be carried out and safe system of work (method statement) prepared.

The Site Supervisor will ensure all control measures identified in the risk assessment and method statement are implemented prior to operatives entering the confined space. Where the need for gas monitors, rescue harnesses or lifelines is identified, only persons who have received the necessary confined space training will be allowed to enter the confined space and carry out the works. The Site Supervisor will be responsible for ensuring compliance.

WORKING AT OCCUPIED PREMISES

Prior to carrying out work at occupied sites employees will be instructed to ensure a site inspection is carried out to identify any hazards and to be extra vigilant where hazards are identified.

Employees will be instructed to ensure ladders and other access equipment for work at height is secured to prevent unauthorised use when the work area is left unattended.

Employees will be instructed not to become involved in arguments or disagreements with any person and to ensure tools and materials are not left unattended.

Where there is suspicion that materials or equipment are stolen or missing, employees will be instructed to report concerns to the Site Supervisor.

T. YOUNG PERSONS

The Company will not employ any children (person under the age of 16).

Where young persons (under the age of 18) are employed, or school children in work experience schemes are present in the workplace, the Company will carry out a suitable and sufficient risk assessment.

Young persons will be protected against risks arising from their lack of experience, lack of awareness and immaturity.

No young person will be allowed to operate any plant or equipment unless they are competent to do so, adequately instructed or supervised by a competent person.

U. LONE WORKING

Lone working will not be undertaken where there is a foreseeable risk that the work might result in an incident which may require a second person being available to summon assistance.

Where employees carry out lone working on site, they will be regularly contacted during the hours they are working, checks will be made to ensure operators return from work by an agreed time.

V. SMOKING

The Company operates a “no smoking” policy, and employees will not be permitted to smoke on the premises. Employees will be instructed to comply with the smoking policy in place at the individual construction site.

W. DRUGS AND ALCOHOL

The Company operates a strict policy on drugs and alcohol and employees will be instructed not to attend work if they are under the influence of drugs or alcohol. Prescribed and over the counter medications are included.

Employees will be informed that they have a duty to provide the person who prescribes or issues the drug/s of the Company/s drugs and alcohol policy. Where advised by the person that there could be a health & safety issue relating to the taking of the drugs the employee will be instructed to inform the Site Supervisors of the implications.

Any person attending site whilst knowingly under the influence of drugs or alcohol will be liable to disciplinary procedures.

Consumption of alcohol or drugs during the working hours is prohibited.

X. COMPANY VEHICLES

Only authorised persons will be allowed to drive company vehicles and will be responsible for ensuring:

- They are correctly licensed to drive designated vehicles
- They report any driving bans or endorsements to the Company
- They regularly inspect the vehicles, and report any vehicle faults to the Company
- They regularly check the tyre pressures, oil levels and coolant levels
- They drive the vehicle safely and conform to speed limits
- They do not drive whilst under the influence of alcohol or drugs
- They do not drive while tired and take regular breaks
- They do not use handheld / operated mobile phones whilst driving

The Company will ensure:

- Vehicles are maintained and serviced to manufacturers recommendations
- Vehicles are taxed for use on public highways
- Vehicles are compliant with MOT testing requirements
- Vehicles are repaired as soon as practicable, after notification of defects

Y. WORKPLACE BULLYING, VIOLENCE AND DISCRIMINATION

The Company will implement ZERO tolerance to workplace bullying, violence and discrimination. Employees will be instructed to report to their Site Supervisor or the Managing Director, any instances of bullying, intimidation or violence whether directed at themselves or others.

The Company will investigate all incidents and discipline any guilty parties.