

# Health & Safety Policy & Arrangements

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**Construction**

**Client Number: BSS-132**

**Date of Revision: March 2021**

Date of Original Issue: **January 2013**

## ISSUE/REVISION/REVIEW HISTORY

<i>Revision Nr</i>	<i>Details of Issue/Revision/Review</i>	<i>Date of Issue/ Revision/Review</i>	<i>Issue/ Revision/Review</i>	<i>Checked By</i>	<i>Issued To</i>
	First Issue	January 2013	Peter Fletcher	-	Client
001	Second Issue – Changed to FASS Ltd	January 2014	Peter Fletcher	-	Client
002	Annual Review	January 2015	Peter Fletcher	-	Client
003	CDM update	April 2015	Peter Fletcher	-	Client
004	Annual Review	April 2016	Peter Fletcher	-	Client
005	Annual Review	April 2017	Peter Fletcher	-	Client
006	Annual Review	April 2018	Peter Fletcher	-	Client
007	Review	March 2019	B Hopkins	-	Client
008	Review	March 2020	B Hopkins	-	Client
009	Review	March 2021	B Hopkins	-	Client

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**AGS Technical Solutions Ltd**

### HEALTH & SAFETY AT WORK ACT 1974 POLICY STATEMENT

It is the firm policy of AGS Technical Solutions Ltd (herein after referred to as the Company) to take all reasonable steps to ensure the safety, health and welfare at work of all its employees and all those who may be affected by the acts or omissions in fulfilment of its moral, legal and economic responsibilities.

A continuing policy is in existence for the maintenance and improvement of standards of health and safety in order to comply with the Health and Safety at Work Act 1974 and all other relevant statutory provisions.

It is considered a function of the company's management to implement a programme to ensure that such compliance is observed. Thereby ensuring such circumstances exist so as to promote and increase the awareness of matters pertaining to the health and safety of those associated with the Company.

The Company will also provide such information, instruction and training as is necessary to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and requests that all employees co-operate fully and support the management in pursuance of this policy.

All plant and equipment including personal protective equipment provided shall be safe and suitable. Risks assessments will be undertaken on a regular basis to ensure a safe system and safe place of work exists and that all hazardous substances used have the required and relevant information. Access to good first aid and medical services will also be made available.

The Company also undertakes to ensure that so far as is reasonably practicable none of its operations shall affect the environment as a whole. Where they might, the best practicable means will be adopted to limit the effects.

It shall be the duty of all concerned that there shall be a regular review (minimum every 12 months) of this policy statement to ensure that any new developments and circumstances are catered for. A copy of the policy statement shall be provided for each employee and a copy displayed in a suitable place.

The Company will encourage representations to be made in the interests of furthering the health and safety commitment of the Company.

The objective of this policy is to advise employees at all levels on safe working methods, equipment and conditions. This will achieve:-

- i. The avoidance of injuries.
- ii. The provision of safe and healthy working conditions and a general environment in which the individual can offer their maximum contribution to the Company.
- iii. The control of loss and damage to plant and equipment.

Signed:



Print Name:

Terry Smith

Position:

Managing Director Responsible for  
Safety

Date:

18<sup>th</sup> March 2021

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## 1 ORGANISATION FOR SAFETY

### 1.1 GENERAL DUTIES

It is the legal duty of all those at work to take reasonable care for the Health and Safety of themselves and of those who may be affected by their acts or omissions.

### 1.2 MANAGING DIRECTOR RESPONSIBLE FOR SAFETY

The overall and final Managing Director responsible for health and safety is: **Terry Smith**

### 1.3 MANAGING DIRECTOR'S RESPONSIBILITIES

The main responsibilities are to:

- i. Initiate the firm's policy for the prevention of injury and ill health, and to set targets as appropriate for the reduction of accident rates.
- ii. Administer the policy themselves or appoint a senior member of staff to do so.
- iii. Undertake risk assessments for the company's work activities.
- iv. Know the requirements of the principal Act and any other items of legislation relevant to the undertakings of the company.
- v. Appoint a competent person/s to assist in undertaking the measures necessary to comply with legislation.
- vi. Implement a system for ensuring that such measures are maintained and monitored.
- vii. Ensure that all levels of staff receive adequate training.
- viii. Insist that sound working practice is observed.
- ix. Initiate proper reporting, investigation and costing of injury, ill health, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
- x. Reprimand any member of staff who fails to satisfactorily discharge the responsibilities allocated to them.
- xi. Instigate liaison with external health and safety organisations; Health and Safety Executive, Environmental Health Officers etc. Encourage the distribution of relevant information throughout the firm.
- xii. Arrange for any funds and facilities necessary to meet the requirements of the policy.
  - i. To monitor the workings of the companies H&S management system
  - ii. To undertake site audits.
- xiii. Set a personal example.

### 1.4 SUPERVISORS RESPONSIBILITIES

The main responsibilities are to:

- i. Organise the work to minimise risks to persons, equipment and materials.
- ii. Know the broad requirements of any relevant legislation.
- iii. See that any legal requirements are observed in the work place.
- iv. Ensure precise instructions are given for correct working methods.
- v. Arrange delivery and stacking of materials so to prevent double-handling position plant effectively.
- vi. Maintain a tidy site or workshop.
- vii. Check all machinery and plant, including power and hand tools, are maintained in good condition.
- viii. Ensure that all hazardous substances are correctly labelled and stored.
- ix. Make sure that suitable protective clothing is available and where appropriate used.
- x. Make sure First Aid Kits are available and have the correct items.
- xi. See to proper care of casualties and know where to obtain medical help and ambulance services.
- xii. Co-operate with the Managing Director on matters of health and safety and act on any recommendations.
- xiii. Set a personal example.

### 1.5 EMPLOYEES RESPONSIBILITIES

The main responsibilities are to:

- i. Observe fully any safety rules and abide by the safety policy at all times.
- ii. Use the correct tools and equipment for the job; use any safety equipment and protective clothing provided.
- iii. Keep tools and equipment in good condition.
- iv. Report to supervisor any defects in plant or equipment, or any obvious health risks.
- v. Develop a personal concern for themselves and others especially the young and in-experienced.
- vi. Avoid any improvising that may lead to unnecessary risks.
- vii. Warn new starters of known hazards.
- viii. Co-operate with management on matters of health and safety and
- ix. Suggest ways of eliminating hazards.
- x. Report all accidents to supervisor whether injury sustained or not.
- xi. Attend any training designed to further health and safety.
- xii. Be aware of any fire or emergency procedures.

## 1.6 SAFETY ADVISOR

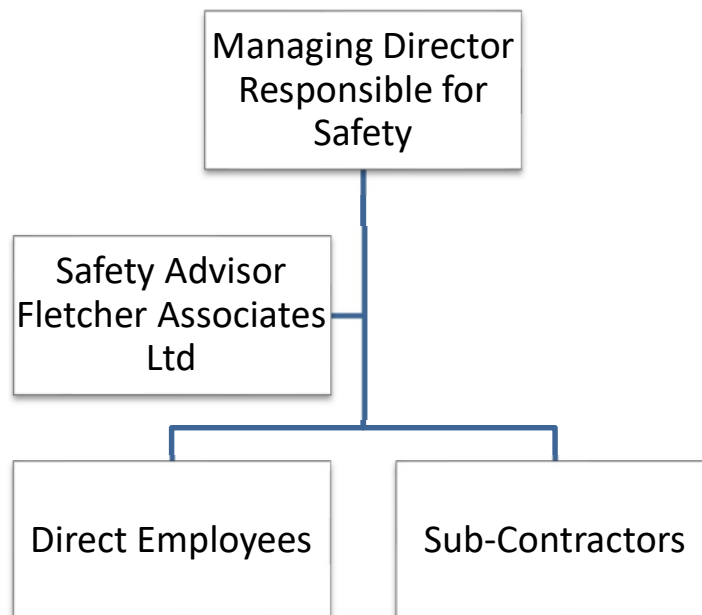
Fletcher Associates Ltd are retained by the company to advise on all aspects of Health, Safety & Hygiene and as part of the system for managing Health, Safety and welfare in the company.

As such they provide the following:

- i. Assist the company in formulating the policy and procedures required to Comply with the Act
- ii. Assist the company to identify the Risks and Hazards which accompany the Companies work activities
- iii. Assist the company to produce the appropriate risk assessments/Method statements/and safe systems of work required as a result of the companies work activities
- iv. Assist the company in the provision of information and training of employees
- v. Monitor the effectiveness of the company’s Health & Safety management systems by:
  - Site Audits
  - Monitoring Accident and Incident statistics
  - Investigating accidents and incidents

## 1.7 HEALTH AND SAFETY MANAGEMENT STRUCTURE

The following management structure exists within the company to manage Health and Safety:





## 2 ARRANGEMENTS FOR SAFE WORKING

### 2.1 MANAGEMENT OF HEALTH AND SAFETY

#### KEY REGULATIONS:

##### THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

The system used to manage Health & Safety within the company is centred on the company's Health & Safety Procedures Manual. This working document clearly identifies:

- i. The key risks and Hazards associated with the companies work activities
- ii. The Procedures adopted by the company to control the risks
- iii. The procedures for providing information to and consulting with employees
- iv. The reporting of incidents and accidents, and the results of monitoring
- v. Incidents and accidents.

The procedures for monitoring and auditing of the company's performance in relation to Health & Safety as well as the results of such exercises.

The principal policy arrangements are identified in the following sections.

### 2.2 SAFE PLACE OF WORK

It is both the companies and the employee's responsibility to ensure that a safe place of work exists at all times and as such the following rules shall apply at all times:

- i. All plant and tools must at all times be kept in a safe and tidy manner.
- ii. All waste and rubbish must be cleared away from all working areas, walkways and Fire Exits.
- iii. Waste and rubbish must be properly stored and contained.
- iv. Anything provided in the interests of health and safety must be properly used and maintained.

### 2.3 RISK ASSESSMENTS

All existing works operations will have suitable and sufficient assessments of the risks undertaken.

New operations will have an assessment completed as soon as possible.

Assessments will be regularly reviewed and amended if there is a change in circumstances or their validity is questionable.

Written records will be kept for a minimum of five years.

### 2.4 PERMITS TO WORK

Where a risk assessment identifies the nature of the work to be significantly hazardous a permit to work system will be put in place for that work operation.

Examples of such situations are as follows;

- Electrical isolation
- Working on roofs
- Hot work

All permits will be issued by a person competent to do so.

### 2.5 METHOD STATEMENTS (MS)

For all non-repetitive operations the company shall identify any hazards the company's employees may be exposed to and provide method statements (MS) to reduce the risk's to as low as reasonably practicable (ALARP) for all employees and persons associated with their work activities.

Method statements will be issued formally to the employees employed in that work activity.

Method statements will be produced with due regard to information provided by the persons undertaking the work activity.

It is the employee's responsibility to work in accordance with the method statement once issued.

### 2.6 SAFE SYSTEMS OF WORK

Having identified the risks the company shall provide and operate safe systems of work for all employees.

All planned procedures, method statements, bonus or target schemes that may exist will be performed without prejudice to the health and safety of those undertaking the operations involved. There will be a regular review of written systems of work.

Persons using new machinery will be fully instructed in any hazards prior to its use.

No person under eighteen years of age will operate any type of power driven plant, or machinery, unless for the purpose of training and is under the supervision of a suitably competent person.

## 2.7 PERSONAL PROTECTIVE EQUIPMENT

### KEY REGULATIONS:

#### **PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

If as a result of a risk assessment, Personal Protective Equipment (PPE) is identified as a control measure, the company undertakes to provide it free of charge.

The company will ensure that all employees are trained to use the PPE provided.

It is the employee's responsibility to ensure they use their PPE as required and in accordance with their training.

It is a criminal offence to interfere with or misuse any item of PPE, belonging to them or others, and disciplinary action will be taken against any employee found guilty of the same.

Any disciplinary action will be in accordance with the company's disciplinary procedures.

## 2.8 WORK EQUIPMENT

### KEY REGULATIONS:

#### **THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

#### **THE SUPPLY OF MACHINERY (SAFETY) REGULATIONS 1992**

The company shall ensure that all Work Equipment whether purchased new or second hand, hired or leased shall be suitable for the intended purpose.

Conformity assessments will be carried out on all work equipment to identify the hazards they exhibit during use and ensure all control measures required are in place and maintained.

The company shall ensure that safe operating procedures for all work equipment are clearly identified and appropriate training given.

Employees shall ensure that they operate all work equipment in accordance with the safe operating procedures provided by the company.

**2.9 LIFTING EQUIPMENT****KEY REGULATIONS:****THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998**

The company shall ensure that all Lifting Equipment whether purchased new or second hand, hired or leased shall be of adequate strength and stability and suitable for the intended use.

The company shall ensure that all Lifting Equipment shall be maintained in good working order by the provision of a planned maintenance system.

The company shall ensure that all Lifting Equipment shall be clearly marked with the safe working load.

The company shall ensure that a "Competent Person" shall properly plan all Lifting Operations.

The company shall ensure that all Lifting Equipment is thoroughly inspected for defects prior to being put into use for the first time or where obtained from a third party documentary evidence of the same shall be obtained.

Where required the company shall ensure that for lifting equipment for lifting people a thorough examination shall be undertaken every six months.

Where required the company shall ensure that for all other lifting a thorough examination shall be undertaken every twelve months.

**2.10 MANUAL HANDLING****KEY REGULATIONS:****THE MANUAL HANDLING OPERATIONS REGULATIONS 1992 (AMMENDED 2002)**

Due to the companies work activities the company has identified manual handling as a key constituent to providing a safe working environment.

To this end the company will undertake manual handling risk assessments and provide the results to their employees.

The company shall wherever practicable remove the requirement for manual handling in its work activities and where this is not practicable mechanical methods of movement will be employed.

The company shall provide manual handling training to all employees.

The employees shall ensure that they work in accordance with the control measures identified for manual handling in any SSW, MS or risk assessments provided to them.

## 2.11 NOISE

### KEY REGULATIONS

#### THE CONTROL OF NOISE AT WORK REGULATIONS 2005

All work activities which are noisy in themselves or which take place in a noisy environment will be the subject of a noise risk assessment.

Control measures will be put in place to reduce the exposure of the employees to the levels identified within the regulations.

Employees will be advised of the findings and where hearing protection is required it will be suitable for purpose and the employee will be trained in its correct use.

## 2.12 HAZARDOUS SUBSTANCES

### KEY REGULATIONS

#### THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 2004 (COSHH) (AS AMENDED)

Due to the companies work activities the company has identified The Control of Substances Hazardous to Health (COSHH) as a key constituent to providing a safe working environment.

The company will identify all substances which are hazardous to health by producing and maintaining a hazardous substance register.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and a risk assessment made of the risks from that substance will be undertaken in line with the Control of Substances Hazardous to Health Regulations (COSHH).

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

The company shall attempt where possible to substitute non harmful or less harmful substances wherever possible.

The findings of the COSHH risk assessments will be communicated to all employees as part of any SSW or MS produced.

The employees shall ensure that they work in accordance with the control measures identified for COSHH in any SSW, MS or risk assessments provided to them.

Failure to comply with the control measures identified in relation to COSHH may result in an employee being subject to disciplinary action in accordance with the company's disciplinary procedures.

### 2.13 VIBRATION

#### KEY REGULATIONS:

##### THE CONTROL OF VIBRATION AT WORK 2005

Work activities which produce vibration will be the subject of a risk assessment.

Control measures will be put in place to reduce the exposure of the employees to the levels identified within the regulations.

Employees will be advised of the findings and where control measures are required it will be suitable for purpose and the employee will be trained accordingly.

### 2.14 PUBLIC SAFETY

Due to the companies work activities it is inevitable that those will impinge on members of the public.

The company shall ensure that all risk assessments undertaken in relation to their work activities will clearly identify those risks associated with members of the general public, and identify the control measures required to reduce those risks to a minimum.

The employees will ensure that they work in accordance with the control measures identified in the risk assessments.

### 2.15 ACCESS AND EGRESS

Due to the companies work activities there is a high risk of the access to, and egress from the workplace could be compromised.

The company shall ensure that risk assessments shall be undertaken in relation to access to and egress from the workplace, and identify the control measures required to reduce the risks to a minimum.

The employees shall ensure that they work in accordance with the control measures identified in the risk assessments.

## 2.16 EMERGENCIES (INCLUDING FIRE)

### KEY REGULATIONS:

#### **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

The company will undertake a full and detailed risk assessment of the premises as required by the above order.

The director responsible for safety shall ensure that relevant duty holder(s) are appointed.

The company shall provide written procedures for evacuation in the event of an emergency which will be communicated to employees and visitors at induction.

The company shall also provide such information and training to employees and duty holders as identified in the fire risk assessment.

All personnel will familiarise themselves with the fire precautions, fire alarms, means of escape and any emergency evacuation procedures that exist which will be displayed in a prominent position around the workplace.

Before leaving the premises personnel shall make sure that all naked flames or ignition sources are extinguished and where practical all electrical apparatus are turned off.

Where hot work i.e. welding, cutting etc is taking place a "hot work" permit system shall be employed.

## 2.17 ELECTRICITY

### KEY REGULATIONS:

#### **ELECTRICITY AT WORK REGULATIONS 1989**

#### **ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994**

Where work is to be undertaken on or by equipment using electricity then an assessment of any dangers will be performed.

Such undertakings must comply with the requirements of the Electricity at Work Regulations 1989 and any relevant codes of practice or guidance given.

Safe systems of work/permit to work procedures are in place to reduce the risk of electrocution to a minimum

All portable appliances shall be maintained and tested in accordance with these requirements.

The director responsible for safety shall be responsible for ensuring that suitable procedures for use and maintenance are put in place and that employees are given adequate instruction and training.

### 2.18 WORKING AT HEIGHT

#### KEY REGULATIONS:

##### THE WORK AT HEIGHT REGULATIONS 2005 (AMMENDED 2007)

The company has identified that working at height is a high-risk work activity and as such will reduce the need to work at height to a minimum.

Where working at height is unavoidable the company shall ensure that risk assessments are undertaken which will clearly identify the control measures required for that work activity.

The employees will ensure that they work in accordance with the control measures identified in the risk assessments.

### 2.19 ASBESTOS

#### KEY REGULATIONS:

##### THE CONTROL OF ASBESTOS REGULATIONS 2012

Procedure for the safe control and reporting of Asbestos found at Work.

Since the company undertakes work on various construction sites, the Senior Partners have determined that there is a significant risk of coming into contact with asbestos. Therefore the following arrangements shall be followed:

Before any work commences the presence of an Asbestos Register will be identified and where one is available the Register will be checked. Where one is not available a competent person will be appointed to undertake a survey as required under the Control of Asbestos Regulations 2012.

**All employees shall remain vigilant at all times to ensure that no substance identified as potentially containing any form of asbestos is disturbed.**

All employees shall attend 'Level 1 – Awareness' training in the identification of materials with the potential to contain Asbestos.

Employees are specifically prohibited from undertaking any work with asbestos containing materials.

Where an employee identifies a material with the potential to contain asbestos he/she will adopt the following procedure:

- i. Cease work immediately
- ii. Identify the material found to other employees/contractors working in the area
- iii. Contact the Senior Partner responsible for safety/a Senior Partner of the company/project engineer for the contract and advise them accordingly
- iv. Under no circumstances attempt to remove the material.



### 2.20 FIRST AID AND WELFARE FACILITIES

#### KEY REGULATIONS:

**THE HEALTH & SAFETY (FIRST AID) REGULATIONS 1981 (AS AMMENDED)  
THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992**

The company has undertaken a risk assessment to identify the type and quantity of First Aid Equipment that is required as a result of the work activity and undertakes to provide:

- i. First aid facilities that are sufficient to cater for the number of employees and the work activity in accordance with guidance given in the Approved Code of Practice.
- ii. The name(s) of the first aiders shall be clearly stated on the company health and safety notice-board at the company office, and on the method statement/risk assessment for each construction site.
- iii. Sufficient welfare facilities including adequate lighting, temperature, ventilation, changing and washing provisions.
- iv. And ensure that all employees will be made aware of any such arrangements.

The director responsible for safety shall be responsible for ensuring that adequate welfare provision is made.

The director responsible for safety shall also be responsible for ensuring that duty holders are appointed for first aid and that they are given suitable and sufficient information, training and resources to carry out their duties.

**2.21 ACCIDENTS, INCIDENTS OR DANGEROUS OCCURRENCES****KEY REGULATIONS:****REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCE REGULATIONS 2013 (RIDDOR)**

It is the responsibility of the company to report certain accidents, incidents or dangerous occurrences to the Health & Safety Executive.

All accidents, whether there is injury or not, are to be reported to the supervisor as soon as possible using the companies reporting procedure and entered in the accident book.

Any notifiable accident or dangerous occurrence is to be reported to the Health & Safety Executive on the prescribed form as soon as possible.

For example, under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, the following injuries should for example be reported:

- Death of a person as a result of a work related accident
- Over seven day injuries
- All fractures other than to fingers, thumbs and toes
- Amputations of a hand, foot, finger, thumb or toe
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

The following incidents or dangerous occurrences should for example be reported

- The collapse of a scaffold over five meters high
- The collapse of a floor or wall at a workplace

## 2.22 CONSTRUCTION RELATED WORK ACTIVITIES

### KEY REGULATIONS:

#### THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The principal trading activities of the company fall within the duties identified in the above regulations and as such it is implicit in this policy that the company will comply in all respects to the regulations by ensuring that it will where required:

- i. Co-operate with the Principal Contractor to assist them in their duties under the act
- ii. Co-operate with the Client & Principal Designer to provide such information as is required in the provision of the safety file

Where appointed by the client to act as 'Principal Contractor' under the Regulations the company will:

- i. Ensure that the Construction Phase Plan is produced in accordance with the regulations and is in place prior to commencement of any works
- ii. Ensure that information for the Safety File is provided as it becomes available during the course of the Construction Phase.
- iii. Ensure that the assessments as required under the Management of Health & Safety at Work Regulations 1999 are undertaken
- iv. Co-ordinate the management health and safety during the Construction Phase of the project.
- v. Raise awareness on the site to H&S issues by the provision of information and training as deemed appropriate.

## 2.23 CONTROL AND SUPERVISION OF CONTRACTORS / SUB-CONTRACTORS

### KEY REGULATIONS:

#### THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Prior to any work or services being sub-contracted to another company, business or individual they will be required to provide such information as is required to confirm to the company that they are competent to complete the works or services in accordance with the companies Health & Safety Policy.

When work or services are sub-contracted to another company, the sub contractor will be informed of any hazards that exist and of the precautions to be taken during the work process.

Where required the company will require appropriate risk assessments and method statements to be provided prior to the starting of any work activity.

### 2.24 PROVISION OF INFORMATION TO EMPLOYEES

#### KEY REGULATIONS:

##### THE HEALTH & SAFETY (INFORMATION FOR EMPLOYEES) REGULATIONS 2009

Information is provided to the companies employees by the provision of an on-going training programme operated by the company.

Upon joining the company each employee participates in a formal induction course, which covers the following key elements.

An introduction to the company and the companies work activities.

- i. The Health & Safety at work Act 1974
- ii. The company's Health & Safety Policy
- iii. The reporting of incidents and accidents
- iv. The areas of risk associated with the companies work activities
- v. Risk Assessments undertaken by the company
- vi. Control measures used to reduce the exposure to the risks including:
  - Safe Systems of work
  - Method Statements
  - Personal Protection Equipment
  - COSHH Data

Other specific information required by virtue of the employees specific work activity

- vii. Lone working arrangements
- viii. Construction site rules
- ix. CDM Regulations
- x. Young Persons
- xi. Expectant and New Mothers

The above information will be provided in an Employee Handbook, which is also used to record both the induction training, and to deliver and record any further specific training required such as:

- i. Manual Handling
- ii. The identification of asbestos
- iii. The use and care of personal protective equipment
- iv. Or any other specific training identified by the Director Responsible for Safety.

### 2.25 CONSULTATION WITH EMPLOYEES

#### KEY REGULATIONS:

**THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996**  
**THE HEALTH AND SAFETY COMMITTEES REGULATIONS 1977**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

### 2.26 TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### 2.27 HEALTH SURVEILLANCE

The Directors of the Company have put in place a health surveillance system for its employees where the company's work activities expose employees to hazards requiring health surveillance including but not limited to:

- Noise
- Vibration
- Exposure to hazardous substances giving rise to long-term ill health

Annual Health surveillance is undertaken by a competent person the results of which are identified to the directors who will take action as appropriate.

### 2.28 MONITORING

Both the Director Responsible for Safety and the company's advisors monitor the effectiveness of the Safety Policy and management system as a whole and will carry out audits periodically.

The results of these audits will be used to assist in the determining the training requirements of the company and any changes deemed to be required to the companies Health & Safety Policy and management system

Records shall be kept for statistical purposes.

### 2.29 RECORDS

All statutory records concerning accidents, machinery testing, examination and inspection and any other records concerning matters of Health and Safety will be kept securely, and updated in a systematic way.

### 2.30 ENVIRONMENTAL CONTROL

Any operation that may affect the environment will have these effects reduced to the lowest possible limits.

Any emissions that may arise from our undertaking will be suitably controlled.

Authorised waste disposal companies will suitably dispose of any waste produced from our undertaking.

Waste belonging to others shall not be carried in any company vehicle under any circumstances but should be disposed of by an authorised waste disposal company.