

Health & Safety Policy and Arrangements

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GENERAL STATEMENT OF SAFETY

The Health & Safety Policy and Arrangements ('Policy') of KPD Construction Ltd is based on our conviction that the safety and wellbeing of anyone who comes into contact with our business activities must be one of the major considerations in all operations. People are the most important concern in all aspects of life and business and their safety is one of our greatest responsibilities.

It is therefore the Company's firm intention to ensure that the highest practicable standards of health, safety and welfare are achieved in respect of its operations.

Management and staff have a duty and responsibility for implementing this Policy in a manner that ensures that health, safety and welfare considerations are always given priority.

The effectiveness of the Policy relies heavily on the co-operation of its employees and sub-contractors and the competency of those persons engaged by the Company. It will therefore ensure, through its policies, the competence of its employees and sub-contractors but they must also recognise that it is their duty and responsibly to do everything possible to prevent injury to themselves and others.

It is also true that a good safety record is clear evidence of good management. Operational accidents that result in injury or death and/or loss of property, are usually preventable and so we will do everything reasonably practicable to attain and maintain an exemplary safety record.

The overall aims of our Policy are as follows:

- To provide a safe working environment including a clean operation, well maintained equipment and safe methods of work
- To ensure that all employees and sub-contractors are competent to do their work in a safe and efficient manner. Training must be an integral part of any job and employees and sub-contractors must be competent in all that they are asked to do and they should also be made aware that they have a duty to their fellow workers and the Company, to do their work in a safe manner that will not endanger others, cause damage to property or material loss
- To promote participation in the safety effort and to comply with all Health and Safety legislation, Codes of Practice, rules and regulations so that, to be successful, the health and safety effort will have the active support of every employee and sub-contractor
- To recognise that it is also our duty to be conscious of the environment at all times. To this end, we must be sure that our operations do not contravene legislation or recognised Codes of Practice, or the rights of the public or that they endanger the environment

The Company has appointed Pawel Desecki ('the Director'), as the person with overall responsibility for health, safety and welfare. In order to achieve the objectives of this Policy he will ensure that all employees and sub-contractors are acquainted with and understand this Policy and are aware of their individual responsibilities.

Pawel Desecki

Director

Dated: 1st June 2020

INDEX TO SECTIONS

Title	Page No.
General Statement of Safety	1
Responsibilities for Health & Safety	3-4
Organisation Chart	4
Alcohol, Drugs & Solvents	5
Asbestos	6
Communication & Review of Policy	7
Control of Policy	8
COSHH	9
DSE	10
Dress Code	11
Electrical & Gas Safety	12
Emergency Procedures	13
Environmental	14
First Aid	15
Hand Tools	16
Hot Works	17
Housekeeping	18
Incident & Accident Reporting & Investigation	19-20
Lone Working	21
Machinery & Equipment	22
Manual and Materials Handling	23
Noise & Vibration	24
Non Statutory Inspections	25
PPE	26
Purchasing	27
Risk Assessment	28
Training	29
Visitors & Sub-Contractors	30
Welfare Facilities	31
Working at Height	32-33

1. RESPONSIBILITIES FOR HEALTH & SAFETY

The Director

The Director, Pawel Desecki, is responsible for all aspects of health, safety and welfare within the Company and is also responsible for all employees and sub-contractors working for, or on behalf of the Company.

Detailed responsibilities include:

1. Ensuring that all employees and sub-contractors understand this Policy and arranging relevant training or briefing where required.
2. Before any work commences, providing all employees and sub-contractors with the appropriate health and safety information and ensuring that they comply with the contents.
3. Taking any action necessary (including disciplinary action where appropriate) to ensure that the arrangements detailed in this Policy are adhered to by all persons under the control of the Company.
4. Informing all employees or sub-contractors of any hazards at work that may affect them and of safe systems of work.
5. Ensuring compliance with all statutory legislation.
6. Providing equipment and tools necessary to carry out work safely including suitable and sufficient PPE for employees and sub-contractors and ensuring that information and/or training is given in its correct use, where required.
7. Reviewing this Policy annually, or as required.
8. Communicating with external Health & Safety Advisors to ensure that details all new legislation are incorporated into this Policy.
9. Providing such resources as shall be necessary to achieve the objectives of this Policy.
10. Monitoring the Company's health and safety records and if required, considering new policies or procedures or amending existing ones.

Site Supervisors

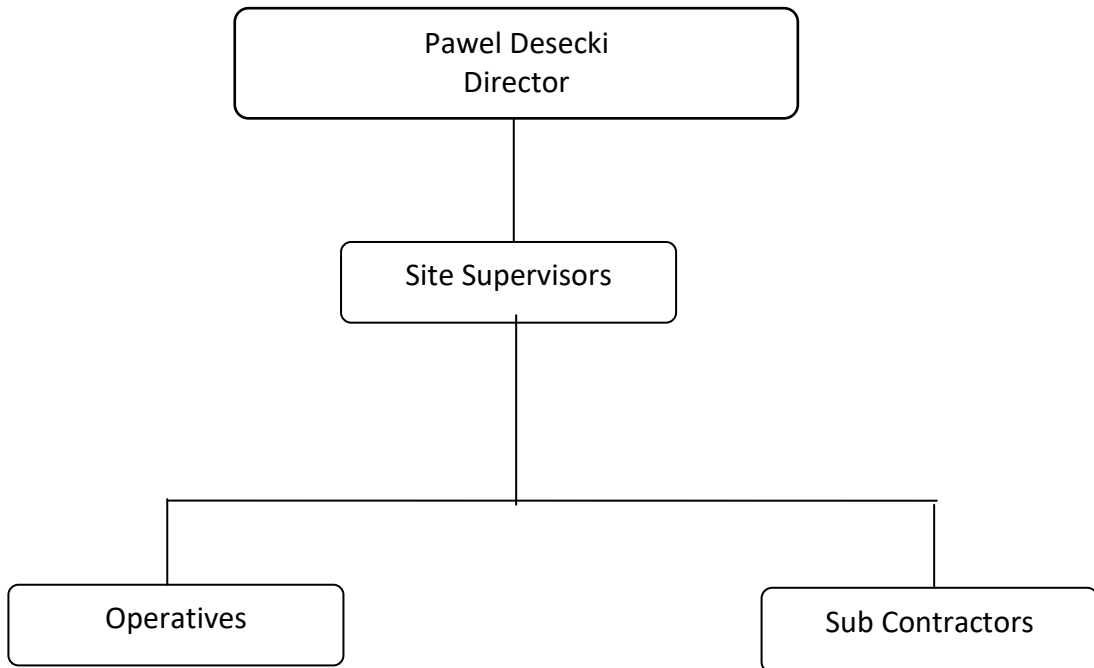
1. Taking responsibility for the day-to-day health and safety activities on site.
2. Before any work commences, providing all employees and sub-contractors with the appropriate health and safety information and ensuring that they comply with the contents.
3. Taking any action necessary (including disciplinary action where appropriate) to ensure that the arrangements detailed in this Policy are adhered to by all persons under the control of the Company.
4. Informing all employees or sub-contractors of any hazards at work that may affect them and of safe systems of work.
5. Ensuring compliance with all statutory legislation.
6. Providing equipment and tools necessary to carry out work safely including suitable and sufficient PPE for employees and sub-contractors and ensuring that information and/or training is given in its correct use, where required.

7. Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example to all.

Employees & Sub-Contractors

1. All employees and sub-contractors have a legal responsibility under Section 7a of the Health and Safety at Work etc. Act 1974, to take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, under Section 7b of the Act, they are to co-operate with the Director in satisfying the safety requirements of any statutory provision.
2. All employees and sub-contractors should understand the contents of this Policy and bring to the attention of the Director any accidents or incidents, or any requirements that they have for training.
3. Personal Protective Equipment ('PPE') will be worn at all relevant times and employees and sub-contractors must take care of any items issued and should not misuse them. Loss or damage of PPE should be reported to the Director immediately.
4. Employees and sub-contractors are only to carry out those tasks for which they are competent and for which they have been trained and the Director should be informed of any requirement for further information and/or training.
5. Any employee and sub-contractors should immediately report any unsafe or unhealthy work conditions to the Director.
6. If at any time any employee or sub-contractors is unsure of the safe or correct procedure to carry out a task, or is not trained to carry out an operation, then he or she must not continue but must report the situation to the Director immediately.

2. ORGANISATION CHART



ALCOHOL, DRUGS AND SOLVENTS

- 1 The Company is concerned that employees and sub-contractors do not expose themselves or other persons to risks to their health or safety by acts or omissions at work. It is therefore the policy of the Company that employees and sub-contractors are, so far as is reasonably practicable, fit and well for work at all times.
- 2 No person will be allowed to be at work if they are under the influence of alcohol, drugs or solvents and if they are found to be so, they will immediately be removed from site.
- 3 Any employee or sub-contractors who is aware of any person who is at work and under such influence must report the matter immediately to the Director.
- 4 If any employee or sub-contractors shows signs of alcohol, drug or solvent dependence and subsequently fails to seek medical advice or to accept treatment, it will be open to the Company, if any health and safety risk, loss of performance or breaches of discipline occur, to take action under its Disciplinary Procedure.
- 6 Where a person's employment depends upon his or her ability to drive a vehicle, behaviour that contravenes the above and which may lead to the loss of his or her driving licence, will leave him or her no longer qualified for that employment.

ASBESTOS

- 1 The Control of Asbestos Regulations prohibit the importation, supply and use of all forms of asbestos, including asbestos products such as asbestos cement sheets and asbestos boards and tiles and include panels that contain asbestos and which have been covered with paint or textured plaster.
- 2 The prohibition applies to new use of asbestos, which results in no asbestos having been used in any building that was built after 2000. If existing Asbestos Containing Materials (ACM's) are in good condition they may be left in place, their condition monitored and properly managed to ensure that they are not disturbed.
- 3 In accordance with Regulations 6 and 11, the Company recognises its duty to assess work that may expose employees or sub-contractors to exposure to ACMs and to prevent such exposure, therefore it will:
 - a) ascertain whether there is a presence of ACMs on the site
 - b) make a suitable and sufficient assessment of the risk created by that exposure to the health of employees and sub-contractors and of the steps that need to be taken to meet the requirements of these Regulations
 - c) record the significant findings of that risk assessment as soon as is practicable after the risk assessment is made
 - d) implement the steps referred to in sub-paragraph a) above
 - e) follow the Code of Practice contained in the HSE Approved Code of Practice & Guidance
- 4 The Company will comply with Regulation 10 by ensuring that compliant training has been undertaken by any employee or sub-contractor who may be liable to be exposed to asbestos at work.
- 5 If any employee or sub-contractor suspects that there may be asbestos that might be disturbed by their work, they must immediately stop and report the matter to the Director.
- 6 The Company will then, either themselves or through the Client or Main Contractor, call in a specialist contractor to deal with the situation.

COMMUNICATION AND REVIEW OF POLICY

- 1 The Company will seek to ensure that this Policy and any other guidance, information, instruction or training allied hereto, is fully understood by all employees and sub-contractors, as appropriate.
- 2 Copies of this Policy will be kept at the Company's offices and will be available to all employees and sub-contractors.
- 3 The 'General Statement of Safety' will be displayed on the notice board in the office.
- 4 The contents and detail of this Policy will be covered on the induction of all new employees or sub-contractors.
- 5 All employees and sub-contractors who can contribute to making any improvements to this Policy are encouraged to do so.
- 6 This Policy is a working document and will change constantly as legislation, materials, equipment, best practice and systems change but it will be formally reviewed annually by the Director and the Company's external safety advisers, Helmsman Safety Services. A re-signed copy of the General Statement of Safety will be displayed as above.
- 7 All employees and sub-contractors will be made aware of any changes of significance which may have been made as a result of the review process.
- 8 Consideration in any review will be given to recommendations of the HSE, Fire Authority and other recognised agencies.
- 9 Supervision and monitoring of specialist sub-contractors (for instance for scaffolding) will be achieved by the Company having any relevant sub-contractors complete a Health & Safety Check Form prior to them being used by the Company.
- 10 Information to be shared between the Company, its employees and sub-contractors and specialist sub-contractors should include risks and hazards identified by Risk Assessments, measures for prevention, serious or imminently dangerous procedures and details of any risks or hazards notified to them by others.
- 11 Prior to the commencement of any work on site, all specialist sub-contractors will provide the Director with Risk Assessments and Method Statements for all of their activities and will report to him prior to starting work.
- 12 The Director will undertake spot-checks of specialist sub-contractors to ensure that they are working within their prescribed Risk Assessment & Method Statement, are following all site Health and Safety Rules and are using all equipment and PPE in a correct and safe manner.
- 13 Employees and sub-contractors are responsible for the reporting of any breaches in Company health and safety rules, hazardous situations, defective equipment or PPE to the Director immediately.

CONTROL OF POLICY

- 1 It is the legal responsibility of the Company to provide and maintain this Policy.
- 2 It is the responsibility of the Director for the day-to-day operation of this Policy and the local arrangements which form part of this Policy and its procedures at operational level.
- 3 The Director will maintain this Policy and make copies accessible to all employees and sub-contractors who will also be given access to such other information in connection with this Policy.
- 4 The Director, in conjunction with the Company's external advisers Helmsman Safety Services, will monitor this Policy and make any amendments and alterations as they see fit, bearing in mind always the health, safety and welfare of employees and sub-contractors.
- 5 Regard shall also be had to Environmental Health, or Health & Safety Executive or local council Officers and other Governmental Inspectors, Fire Officers, Insurance Advisors and other officials and their advice will be considered and the necessary amendments made to this Policy, as appropriate.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- 1 A suitable COSHH assessment must be carried out by a competent person on any substance that may be a risk to health and Manufacturers' Safety Data Sheets will be available as well as the Assessment.
- 2 The following methods of preventing or controlling hazardous substances, will be considered and followed where appropriate:

For prevention:-
 - elimination of the use of the substance
 - substitution of the substance with a less hazardous one
For controlling exposure:-
 - enclosing processes and the substance
 - engineering and process systems which reduce exposure
 - local exhaust ventilation
 - partial enclosure and local exhaust ventilation
 - general ventilation
 - reduction in the number of employees exposed
 - reduction in the length of exposure time
 - regular cleaning, maintenance and disinfection
 - provision of safe and suitable storage
 - suitable and effective disposal
 - suitable personal protective clothing and/or equipment (PPE)
 - prohibition of eating, drinking and smoking
 - provision of adequate welfare arrangements
- 3 The selection of PPE will be determined after considering the following:-
 - the ability of the material to resist penetration by a substance where the risk is by absorption
 - the adequacy of the design of the clothing and whether it is suitable for its intended use
 - the environment in which it will be worn
 - in the case of dust, the dust release characteristics of the material
- 4 The Director will ensure that control measures, PPE and other measures are properly used or applied and every employee and sub-contractors must make full and proper use of any control measure, PPE or other measures and report any defect in them to the Director immediately.
- 5 All necessary control measures, as identified, will be implemented without delay and any training identified in any COSHH Assessment will be organised as required for any person dealing with such substances.

DISPLAY SCREEN EQUIPMENT (DSE)

- 1 There are a number of potential risks from using DSE but these are preventable if it is used correctly. An assessment of any person identified as a user will be undertaken on their work station, taking into account the:
 - equipment and user
 - desk, work surfaces and chair
 - environment
 - type of work and screen graphics
- 2 The results of the assessment will be recorded.
- 3 All employees who are classed as users will, if required, receive training in the health and safety aspects of using their workstation and the best postural positions to adopt
- 4 Where a problem arises in the use of DSE e.g. eye-strain, upper limb pains or headaches, employees must inform the Director or the Director and the Company will:
 - take all necessary steps to investigate the circumstances
 - put into place corrective measures where appropriate
 - advise the employee of the action taken and what action needs to be taken by them
- 5 If it is a problem for the employee, the Company will consider, where practicable, changes of task within the working day to prevent intensive periods of on-screen activity.
- 6 Where a visual problem is experienced in relation to the use of DSE, an employee may request that the Director authorise an appropriate eyesight test and this will be paid for by the Company.
- 7 The cost of any eyesight test will only be met by the Company, provided that the correct procedure has been followed and where an employee has a test independently and without the prior knowledge and consent of the Company, then the employee alone will be responsible for all costs.

DRESS CODE

- 1 All employees and sub-contractors must dress in such a manner that is appropriate for their job, having regard to both the image of the Company and all health and safety issues.
- 2 Where the Company provides it, relevant employees and sub-contractors must wear corporate clothing as directed.
- 3 Correct Personal Protective Equipment must be worn where such clothing is required by the Company or any Risk Assessment.
- 4 Employees or sub-contractors must not wear excessive jewellery (particularly dangling chains and/or bracelets, nor should they wear loose, baggy or hanging clothing which may become trapped or entangled and thereby increase the risk of injury. Long hair must be tied back to avoid potential entanglement.
- 5 For further information on the acceptable dress code for Company employees and sub-contractors, they should consult the Director.

ELECTRICAL & GAS SAFETY

- 1 The Company aims to comply with current legislation and guidance from HSE regarding carrying out work on electrical and gas supplies.
- 2 Electrical and gas work and installation will only be carried out by competent persons, using safe systems of work and who are properly registered to undertake such work.
- 3 Employees and sub-contractors who use electrical equipment must report any fault or defect immediately to the Director. They must not attempt to carry out any repairs or interfere with any equipment unless they are designated properly trained and competent to do so.
- 4 As soon as an employee or sub-contractors becomes aware of any defect to any electrical or gas equipment, they should stop using it, remove the power source and report it as indicated above. The item should then be put in a secure place labelled 'Do Not Use' until attended to and the fault rectified.
- 5 All electrical or gas equipment will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided.
- 6 Where practicable only 1110 volt equipment will be used on site.
- 7 All portable 240 volt electrical equipment, including extension leads, will be PAT tested by a suitable trained person and recorded in a register. The register will indicate how often each item should be recalled for routine inspection and maintenance and this will depend on the type and use of the apparatus based on an assessment of risk.
- 8 Any electrical shock or incident involving gas, suffered by any employee or sub-contractor must be reported immediately and entered into the Accident Book.

EMERGENCY PROCEDURES

- 1 The work undertaken by the Company is almost exclusively on domestic premises and so the Fire Action Plan to be used in the event of an emergency must be checked against the site itself and any adjustments made.
- 2 The Fire Action Plan
 - On Discovering a fire or other incident requiring evacuation, employees or sub-contractors must:-
 - a. Raise the alarm, ensuring that everyone nearby has heard
 - b. Only fight the fire if it is minor and they are trained to do so - and then not take risks
 - c. Leave the building by the nearest exit
 - d. Go to the designated Assembly Point
 - e. Call the Fire & Rescue Service, or check that the responsible person has done so
 - f. Once out, not re-enter building until told it is safe to do so
 - On Hearing the Alarm, employees and sub-contractors must:-
 - a. If it safe to do so, switch off and make safe all equipment and close windows
 - b. Leave the building by the nearest exit
 - c. Not spend time collecting belongings
 - d. Go to the designated Assembly Point
 - e. Once out, not re-enter building until told it is safe to do so
- 3 On every site, the Fire Action Plan must be supplemented by showing the position of fire extinguishers, the most accessible exits and any other information that is required to ensure that all emergencies are considered and planned for.
- 4 The Company will provide sufficient fire fighting equipment, particularly extinguishers, for all sites and ensure that they are regularly inspected by a competent person and are in-date.

ENVIRONMENTAL

- 1 The Company is acutely aware of its legal and moral responsibilities towards the environment and it recognises that all operations have an impact on carbon emissions, global warming etc. It also recognises that everyone has a part to play in making the planet greener and cleaner.
- 2 The following arrangements should ensure the conservation of natural resources whilst minimising any adverse environmental impact from the Company's operations.
- 3 Disposal of all waste must be done in a manner that will not cause pollution in any form and, having first decided whether any item can be re-used, all waste will then be separated for disposal, to allow the best chance of re-cycling. If necessary and where any doubt occurs, specialist contractors will be consulted.
- 4 Where possible, the disposal of any electrical equipment (especially computer equipment), will be achieved by making a donated to a charity whose purpose is to refurbish it and donate it to disadvantaged people. Where this is not possible, it will be taken to a licensed waste disposal facility and not mixed in with other non-recyclable waste.
- 5 All sites will be kept tidy and clean - good housekeeping is essential in accident prevention as well as being good environmental practice.
- 6 Noise from any of the Company's operations will be kept to the minimum possible
- 7 No tap will be left on for longer than reasonably required, or left dripping and any unused water will be re-used usefully, where possible.
- 8 Where water has been used for cleaning equipment and where it might contain noxious substances, it will not be allowed to run into public sewers but shall be collected and disposed of safely.
- 9 If more than one employee or sub-contractor is going to (or going near to) a place where others wish to go, use should be made of car-sharing. Where practicable (and particularly on longer journeys), public transport will be used in preference to cars, both for environmental and personal safety considerations.
- 10 Products purchased will, where possible, be environmentally friendly, re-usable, re-cyclable and designed not to damage the environment.

FIRST AID

- 1 The Company, in making adequate arrangements for first aid, will comply with all relevant legislation and the HSE Approved Code of Practice "First Aid at Work".
- 2 The Company will maintain an adequate number of qualified first-aiders in order to provide first aid at all practicable times. The names of all first-aiders will be shown on the Statutory Notice to be displayed in the office and on sites.
- 3 The Director will be responsible for arranging First Aid training and arranging refresher courses.
- 4 Training of first-aiders will be in accordance with HSE guidelines.
- 5 First aid should only be applied by a trained first-aider, the purpose being to sustain life and the condition of the injured person until professional assistance arrives.
- 6 A properly stocked First Aid Kit will be available on each site and the Director will designate a person to inspect and maintain the kits and their materials.
- 7 Under no circumstances must any form of loose medicinal tablet be given to an employee or sub-contractor, or a member of the general public, even at their own request, as this could have serious medical implications for that person.
- 8 Information will be provided to employees and sub-contractors so that they are aware of the above arrangements including the location of equipment, materials and personnel.

HAND TOOLS

- 1 Hand tools are classed as work equipment and, as such, need to be considered in line with the section entitled 'Machinery and Equipment'.
- 2 The Company will provide such tools as are suitable for a job and all hand tools must be used for the job for which they are intended. Through the Director, employees should request the supply of hand tools where there are none and these will be provided, as long as they are deemed to be suitable for the job. Sub-contractors who provide their own hand tools must ensure that they comply with these Arrangements.
- 3 All hand tools must be used in a proper manner and in line with any manufacturer's instruction and any necessary training given in their use.
- 4 Hand tools must be maintained in an efficient working condition and any defects must be reported to the Director who will organise either repair or replacement.
- 5 All hand tools must be stored properly and not be exposed to misuse or substances or articles which will affect their performance.
- 6 Employees and sub-contractors should take proper care when using hand tools so that they do not expose themselves or others to undue risk. Any employee or sub-contractors who is unsure of the correct use or method of work should ask the Director for instruction and/or training.

HOT WORKS

- 1 If there is a practical method to carry out a task without involving 'hot work', the alternative method should be used.
- 2 Employees or sub-contractors carrying out work such as welding, cutting, brazing, grinding, burning, heat applied roofing or soldering, using any equipment e.g. grinders or heat guns, that may give rise to a source of ignition such as heat or sparks, must be aware of and adhere to the Risk Assessment for such work.
- 3 Where specific firefighting equipment is included in the precautions for the work it is the Director's responsibility to ensure that it is in good working order.
- 4 All equipment used for hot work must be in good order and fit for the intended purpose.
- 5 Any specialist sub-contractor, or their operatives, who intend to carry out any form of temporary operation that might be capable of providing a source of ignition must only do so when a Hot Works Permit has been issued by the Company.
- 6 If hot work is subject to a Hot Work Permit, the Director will complete the safety checks set out in the Company's form of permit before giving permission for the work to commence and the work must be commenced and completed within 1 day of the giving of the permit.
- 7 Specialist sub-contractors or their operatives must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must immediately be withdrawn from service by the sub-contractor or operative.
- 8 The area where the work is to be carried out will be inspected by the Director immediately before commencement of the work to ensure arrangements are in place to minimise the risk of fire.
- 9 If unsafe conditions are noted during the work, the Director will cease all hot work until the conditions are made safe.
- 10 If a specialist sub-contractor or operative is discovered performing any hot work other than that which appears on the permit, or in an undesignated area without obtaining a permit, the Director will immediately stop the work until a revised permit is obtained.
- 11 After all works have been completed, the Director will inspect the work areas and will complete and sign off the reverse of the permit.

HOUSEKEEPING

1. The general tidiness and cleanliness of the site is a reflection of the professionalism of the Company and its employees and sub-contractors. In addition, good housekeeping is a reflection on the standards set by the Company regarding health, safety and welfare and can contribute greatly to reducing risk and avoiding accidents.
2. All employees and sub-contractors are responsible for the general state of the premises in which they are working, especially with regard to rubbish and debris. They must dispose of any waste material in accordance with the procedures set by the Company and must not allow accumulations of rubbish of any description.
3. All employees and sub-contractors must keep their own areas of work clean and tidy.
4. Corridors and walkways must be kept free from any hazard, including solid objects and waste.
5. Any spillages must be cleaned up immediately using appropriate materials and if they cannot be, then appropriate warning signs shall be used.
6. No combustible materials must be allowed to accumulate anywhere on site and all means of access and egress must be kept free from any item (including accumulations of liquid) that could affect their safe use.
7. Any accumulation of dirt or waste that has not been cleared, should be reported to the Director but it is stressed that the general cleanliness and hygiene is the responsibility of all employees.

INCIDENT & ACCIDENT REPORTING AND INVESTIGATION

- 1 All accidents, injuries, near misses, diseases and dangerous occurrences involving employees, sub-contractors or any other person on any site managed by the Company ('accident') must be reported to the Director and the Company will comply with all reporting legislation.
- 2 Employees or sub-contractors must report any accident immediately to a qualified First Aider, and to the Director and, in any case, within 24 hours. All such reports will be recorded in the Company's Accident Book which will detail the name and contact details of the person affected and give details of the accident including dates, times, location and description of the events of the accident. The Accident Book will be kept in the office. All completed accident records will be removed from the Accident Book and filed in accordance with GDPR.
- 3 All fatalities, or incidents resulting in a specified injury (see below for list) or where there are multiple persons affected, must be reported to the enforcing authority (unless otherwise stated, this will be the Health & Safety Executive) immediately by telephone on 0845 300 9923
 - a fracture, other than to fingers, thumbs and toes
 - amputation of an arm, hand, finger, thumb, leg, foot or toe
 - permanent loss of sight or reduction of sight
 - crush injuries leading to internal organ damage
 - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
 - scalpings (separation of skin from the head) which require hospital treatment
 - unconsciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space, which leads to hypothermia, heat
 - induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- 4 For all accidents involving any employee (this is not mandatory for sub-contractors, although the Company would wish to know if this occurs) as a result of which he or she is absent from or incapable of carrying out, his or her normal work for more than 7 days following the accident (not including the day of the accident), the official report form F2508 should be completed on-line via the HSE website (www.hse.gov.uk/riddor/online). Photocopies must be taken and retained on file as a record. This report must be completed within 15 days of the accident
- 5 Any dangerous occurrence should be reported on-line as above. The main incidents to be reported are:-
 - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
 - plant or equipment coming into contact with overhead power lines
 - the accidental release of any substance which could cause injury to any person

However, there are 43 other types of incident that are reportable that can be found at:-
<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

- 6 All employees (this is not mandatory for sub-contractors, although the Company would wish to know if this occurs) will report all diagnosed reportable diseases (see list below) which are linked with occupational exposure to specified hazards, or any other occupational ill health, as soon as they are aware, or suspect, that they are suffering ill effects therefrom, whether or not it affects their work. Such diseases etc. will be recorded in the same manner as accidents and those that are diagnosed as one of the diseases etc. below will be reported on-line on the official form F2508:-
- carpal tunnel syndrome
 - severe cramp of the hand or forearm
 - occupational dermatitis
 - hand-arm vibration syndrome
 - occupational asthma
 - tendonitis or tenosynovitis of the hand or forearm
 - any occupational cancer
 - any disease attributed to an occupational exposure to a biological agent
- 7 Where any member of the public or any other visitor to a site managed by the Company, is injured due to an accident and is taken, by whatever means, to a hospital for treatment (as opposed to a 'check-up) and where injury is found, the official report form F2508 should be completed as per 4 above. This report will be followed by the filling of an official report form F2508 within 10 days of the accident.
- 8 The official form F2508 will be sent to the relevant enforcing authority for all accidents and for any employee who, as a result of an accident, is absent from normal work for more than 7 days following the accident. Photocopies will be taken and retained on file as a record.
- 9 All employees (this is not mandatory for sub-contractors, although the Company would wish to know if this occurs) will report all diseases or occupational ill Health as soon as they are aware, or suspect that, they are suffering ill effects as a result, or in connection with, work. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508. All forms will be completed by the member of staff involved in conjunction with Director or the Director.
- 10 Accidents and cases of ill health will be investigated by the Director to endeavour to identify the cause of the accident or ill health. Measures for prevention will also be devised in all cases where applicable, to ensure that similar accidents do not re-occur.
- 11 Full co-operation is required from all employees or sub-contractors during any investigation of an accident by the Company, its insurers, advisers or any enforcing authority.
- 12 All entries in the Accident Book will be checked monthly by the Director to identify any common accidents or trends, so that preventative measures can be taken.

LONE WORKING

- 1 The Company recognises that 'lone working' covers all work proposed to be undertaken where the risk to the individual lone worker may be increased either by work itself, or by the lack of on-hand support should something go wrong.
- 2 Initially, to reduce any risks, it is the intention of the Company to consider the employees or sub-contractors who are required to carry out lone working and it will check to ensure that no lone worker has a medical condition that makes them unsuitable for the task.
- 3 The Company will consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individuals and, where applicable, the Company will have a competent person prepare a Risk Assessment for any employee or sub-contractor who is required to work alone and will introduce such controls as shall be identified.
- 4 The Director will ensure that adequate first-aid equipment is available to lone workers.
- 5 The Director will periodically visit and observe lone workers to ensure that employees or sub-contractors are following company policies and procedures.
- 6 All lone workers are required to carry a fully charged mobile phone in case of problems or emergencies.

MACHINERY & EQUIPMENT

- 1 The Company's aim is to provide equipment for employees and sub-contractors for use at work which is, so far as is reasonably practicable, safe and without risks to health. To comply with this aim the Company will satisfy the requirements of all legislation in relation to equipment and in particular any guidance on them produced by HSE and the Machinery Directive (19) and associated Regulations and information.
- 2 The Company will endeavour to ensure that the right equipment is purchased for any work and, prior to its use, equipment will be checked and any instructions or information in manuals will be read and considered. Information, instruction and/or training will be given to employees and sub-contractors who will use the equipment. This will also include an outline of the risks and the preventative and protective measures to be adopted, the correct use of guards, Safe Systems of Work and any PPE that is required to be worn.
- 3 Employees and sub-contractors must not use any equipment unless they are competent to do so and have received the necessary information, instruction and/or training.
- 4 Employees and sub-contractors must report any damage, malfunction or unsafe equipment to the Director and they must not interfere with or repair any equipment unless authorised to do so.
- 5 All equipment will be maintained by the Company in efficient working order and, where applicable, particular equipment will have a routine and planned maintenance programme to be undertaken by a competent person.
- 6 When hiring equipment, the Company undertakes to hire any items from a reputable supplier and to ensure that it is in safe working order.
- 7 When any equipment is brought on to the site by third parties, the Company reserves the right to inspect visually any equipment brought onto the site and reserves the right to prohibit the use of the equipment if there is any doubt as to its fitness. The inspection will be carried out by the Director and in the event of any dispute, a qualified person will be called in to arbitrate.
- 8 No employee or sub-contractors will use any item of any specialist sub-contractor's equipment as by doing so, in the event of an accident, the person may invalidate the Company's insurance cover.

MANUAL & MATERIALS HANDLING

- 1 The Company accepts that there is a risk of injury to employees and sub-contractors from manual handling operations. To reduce and/or prevent those risks, the Company will comply with all current legislation and guidance given by HSE.
- 2 The Company will identify through Risk Assessment, all manual handling operations which may involve any risk of injury, including pushing, pulling, lifting, carrying and supporting a load and will ensure that all control measures to reduce the risk to the lowest possible level, are properly implemented.
- 3 The first consideration must always be that if the task can be avoided - then it should be. Secondly, if the task can be automated or mechanised it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 4 No employee or sub-contractor is expected to, and must not, move any load which they think may cause them injury.
- 5 Employees and sub-contractors who have to carry out manual handling operations will be adequately informed and/or trained in the process in order to reduce the risk of injury. All employees and sub-contractors should have regard to good manual handling techniques (as set out in the Company's 'Guide to Manual Handling') and follow the systems of work devised, including the use of any aids provided.

NOISE & VIBRATION

- 1 The Company recognises the hazard to health of noisy operations or using equipment causing vibration, therefore all operations involving these will be subject to a Risk Assessment.
- 2 All operations will be carried out with regard to existing legislation which provides that in any activity where the noise levels exceed 85dBA, the operator must wear ear protection when the noise cannot be contained. In any activity where the noise level is below this, the operator is not legally required to wear ear protection but the Company will provide it, if it is requested.
- 3 Employees and sub-contractors should be aware that noise does not have to be uncomfortably loud, to cause damage. Ears do not become used to noise but what happens is that hearing loss has already begun. As a guide, when it is felt that there is a need to shout to be heard three feet away, the noise levels are such that ear protection is recommended.
- 4 All employees and sub-contractors will be given ear protection where required by such an assessment, together with full instruction and/or training on the wearing and maintenance of such protection. Failure to wear the supplied PPE when required will result in disciplinary action being taken and removal from site.
- 5 Whenever possible, noise will be reduced or eliminated by modifying machinery. Employees and sub-contractors can play their part by maintaining equipment in good condition and reporting noisy equipment to the Director when it requires attention.
- 6 Ear protectors can be very effective but only if they fit properly and are worn correctly. Hearing protectors may initially feel uncomfortable but require some time to get used to.
- 7 The Company will seek to purchase tools that have no, or low, levels of vibration but where any situation exists that requires it, the Company will assess the risks from vibration exposure and take steps to reduce that exposure.
- 8 The Company will calculate the Personal Vibration Exposure limits on any such tools and advise relevant employees and sub-contractors of this and that figure must not be exceeded.
- 9 The Company will provide information and/or training to relevant employees and sub-contractors on the risks from vibration and the measures in place to reduce these.

NON-STATUTORY INSPECTIONS

- 1 The Director will be responsible for inspections that are not necessarily required by law but are part of the Company's commitment to maintaining the highest standards of health and safety.
- 2 The Director will periodically inspect, or cause to be inspected, all of the Company's offices, workshops, processes, equipment and materials that are detailed in this Policy.
- 3 First Aid kits will be inspected by a person designated to do so and that person will be responsible for their upkeep.
- 4 All employees and sub-contractors will be responsible for examining any equipment or machinery before its use, to ensure that it is in good working order and safe to use.
- 5 The Director will organise the inspection by a competent person, of fire-fighting equipment and any other equipment requiring specialist maintenance and will also arrange for an annual Fire Risk Assessment or review to be carried out on any of the Company premises that requires it.
- 6 Services such as electricity and gas will be inspected regularly by a competent person.
- 7 The Accident Book will be examined monthly by the Director.
- 8 Lighting, heating, ventilation and welfare facilities will be inspected regularly by the Director to ensure their continued adequacy.

PPE (PERSONAL PROTECTIVE EQUIPMENT)

- 1 The Company will provide basic PPE of high-viz clothing and safety helmets for all relevant employees and sub-contractors and they will provide their own safety boots. Where required by any Risk Assessment as being in addition to the basic items, the Company will provide such equipment.
- 2 This PPE will be to a standard identified by any Risk Assessment, to give adequate protection from the identified hazard.
- 3 Where required, all employees and sub-contractors will receive information and/or training in the correct use of the PPE, why the PPE is required and its limitations.
- 3 PPE must be worn correctly by employees, sub-contractors (and visitors where required) at all relevant times. Employees and sub-contractors are responsible for their PPE and should ensure that it is kept clean and in good condition. Lost or damaged PPE should be reported to the Director immediately.
- 4 PPE requirements will be included in the induction for all employees and sub-contractors.
- 5 The Director will carry out spot checks on PPE use and incorrect, or no, use of PPE where required is a breach of health & safety requirements and may lead to an employee being removed from the site.

PURCHASING

- 1 It is the policy of the Company not to buy any article or services that will not meet the health and safety standards expected by the Company, or not meet all current legislation and the standards set by official bodies including the European Community (EC) and British Standards (BS).
- 2 In purchasing any article or service, regard will be had to health and safety and relevant quality standards.
- 3 Where practicable, no piece of machinery shall be purchased unless it meets the requirements of the Supply of Machinery (Safety) Regulations 1992 (i.e. it is CE Marked). If this is not practicable then due regard will be had for the Regulations and CE approval will be sought, prior to placing the equipment into use.
- 4 Upon the purchase of any equipment or article, adequate health and safety information must be provided by the vendor, or if it is not, the Company will request it.
- 5 Any hazardous substance purchased will be required to include the Manufacturer's Safety Data Sheet, setting out the technical specification of the substance, in order to assist the Company in producing a relevant COSHH Assessment.
- 6 In the purchasing of any article or substance, the Company will endeavour to purchase items presenting least risk in terms of health and safety and environmental protection.
- 7 In purchasing any item, regard shall be had to the practicability of ongoing health and safety aspects such as examinations, testing, inspection and maintenance.

RISK ASSESSMENTS

- 1 The Company will carry out Risk Assessments for operations in accordance with current legislation and good practice. Such Assessments will be carried out by a competent person.
- 2 Should it be considered, on a Risk Assessment having been carried out, that there may be hazardous activities to be undertaken, a Method Statement (Safe System of Work) will be devised.
- 3 Risk Assessments & Method Statements (RAMS) will highlight the hazards and controls to be employed to limit risks and the sequence of steps to be taken to control the risks. The risks and controls to be implemented, will be communicated to all employees and sub-contractors.
- 4 All employees and sub-contractors will ensure that they are familiar with RAMS before commencing their activities.
- 5 Assessments will be updated as required by situations or statutory requirements.
- 6 Risk management is the basis of the Company's objective of achieving a safe place of work. The risk management procedures that the Company adopts are as follows: -
 - a. Identification of the risks
 - b. Assessments of the risks
 - c. Identification of methods and practices of working to reduce the risks
 - d. Implementation of controls to reduce risk
 - e. Assessment of the reduced risk levels
 - f. Monitoring and control of risk and risk reduction procedures

TRAINING

- 1 The Company recognises the importance and value of training and is committed to providing adequate information, instruction and training to its employees and sub-contractors. Such training may be by classroom sessions, e-Learning or Toolbox Talks.
- 2 The Company will ensure that all new employees receive effective Induction Training upon commencing employment with the Company. All new staff will be asked to sign that they have:-
 - a. undertaken this training
 - b. received a copy of the Employee Health & Safety Information.
- 3 Training will be updated as necessary and will be ongoing. The Company will ensure that all employees have received training for:-
 - a. Fire Safety
 - b. Manual Handling
 - c. Asbestos Awareness
 - d. Working at Height
- 4 In addition to the above, specific training, Toolbox Talks and/or information will be provided relevant to the employee's or sub-contractor's particular tasks or job.
- 5 All staff training will be recorded by the Director.
- 6 The Company will ensure that the Director receives, or has received, adequate training, instruction and information to ensure that they can adequately manage their health and safety responsibilities.

VISITORS AND SUB-CONTRACTORS

- 1 When visiting any site managed by the Company, all visitors and employees of specialist sub-contractors must sign in to record the date and time of the visit, the name of the visitor or sub-contractor and the purpose of their visit.
- 2 In the case of specialist sub-contractors, the responsibility for co-ordinating them rests with the Director.
- 3 All visitors and employees of specialist sub-contractors will be required to wear such PPE as this Policy or a Risk Assessment requires or, in special circumstances where the Director deems necessary.
- 4 All such persons will also be given a briefing regarding the health and safety arrangements on the site.

WELFARE FACILITIES

- 1 The Company is aware of its obligations to provide sufficient welfare facilities and will comply with legislation appertaining thereto.
- 2 Welfare arrangements, as a minimum, will consist of the provision of:
 - a. Clean drinking water
 - b. Toilet and washing facilities
 - c. A rest area
- 3 The majority of the Company's work is undertaken within domestic premises and where this applies, existing facilities will be used but rest will have to be taken in vehicles or elsewhere.
- 3 It will be the responsibility of the Director to ensure that there are adequate and sufficient welfare facilities for employees that are easily accessible, adequately lit and kept in a clean condition at all times and, if not present, to hire in such as is required.

WORKING AT HEIGHT & EQUIPMENT

- 1 The need to work other than at ground level, constitutes working at height, whatever the actual height may be. All employees and sub-contractors must be aware of the safeguards that the Company requires to be followed which are:-

General

- a. Working at height is defined as working in any place from which a person could fall and suffer injury, however high it may be.
- b. All employees must follow any existing, or request that the Director provide, a Risk Assessment for any working at height activities carried out on site.
- c. Any specific or prolonged working at height must be properly planned and supervised.
- d. Working at height should only take place if there are no adverse conditions which could affect the safety of the work, such as bad weather, other people working in the area, un-level floors or any other unsafe or insecure work areas.
- e. When working at height, safe access and egress must be provided, all high level access must be adequate for the load it will carry, stable and where necessary the access must be secured to prevent unauthorised access.
- f. Areas of increased hazard, such as fragile surfaces and loose roofing should be clearly signed, a specific Risk Assessment provided and control measures put in place, before work commences.
- g. Defects to any working at height equipment must be reported to the Director immediately, so that an inspection can be made before work commences.

2 Ladders

- a. Where possible, secure ladders against slipping by tying at the top, or alternatively, secure at the sides or at the foot.
- b. Where possible, ladders should extend at least 1m above the landing place or the highest rung in use, unless there is a suitable handhold to provide equivalent support.
- c. If practicable, arrangements must be made for carrying tools and materials up and down so that both hands are free to grip the ladder.
- d. It is always best, where the situation allows it, to have 3 points of contact with the ladder (preferably hands and feet) and usage should be for short periods.
- e. Never place ladders where there is a danger from moving vehicles, overhead cranes or electricity lines.
- f. Make sure ladders have level and firm footings. Never use unsteady bases such as oil drums, boxes or planks. Do not support ladders on their rungs.
- g. Extending ladders should have an overlap of at least three rungs.

- h. Set ladders at the most stable angle - a slope of four units up, to one out from the base, is ideal.
- i. Regularly check ladders for defects. Never use damaged or “home made” ladders. If there is any defect, the ladder should not be used and it should be reported to the Director, who will decide whether to destroy or have it repaired.

Please note: Follow similar rules with stepladders and trestles.