



HEALTH & SAFETY POLICY

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STATEMENT OF INTENT

The Directors of P H Beck Ltd, Neil Haughton and Mark Dennison, recognise and accept their responsibilities as an employer, and will conduct the Company's affairs in such a way that the Health and Safety of Employees, and others who may be affected by the operations of the company will not, so far as is reasonably practicable, be put at risk.

The Directors will make every endeavour to meet their legal obligations under the Health and Safety at Work etc. Act 1974 and any other relevant legislation. It will ensure, insofar, as is reasonably practicable, that all their responsibilities are met by paying continuous attention to all aspects of health and safety at work. They will, so far as is reasonably practicable, take action to: -

- Promote the effectiveness of this policy
- Define areas of responsibility for health and safety
- Provide adequate and appropriate training for all levels of management and employee
- Extend the protection of this policy to Employees engaged in external activities, and to those persons who are not employees but are attending any premise under the control of the Directors
- Provide the necessary resources to enable this policy to be carried out effectively and comply with current health & safety legislation and or regulations
- Ensure safe conditions of work are provided, without detracting from the primary responsibility of managers and supervisors
- Take all reasonably practicable steps to provide competent technical advice on health and safety matters where this is necessary to assist managers and supervisors
- Fully co-operate with clients, contractors, tenants and any other person to achieve and maintain healthy and safe workplaces
- Employ competent trained employees and sub-contractors

Date 05th December 2024



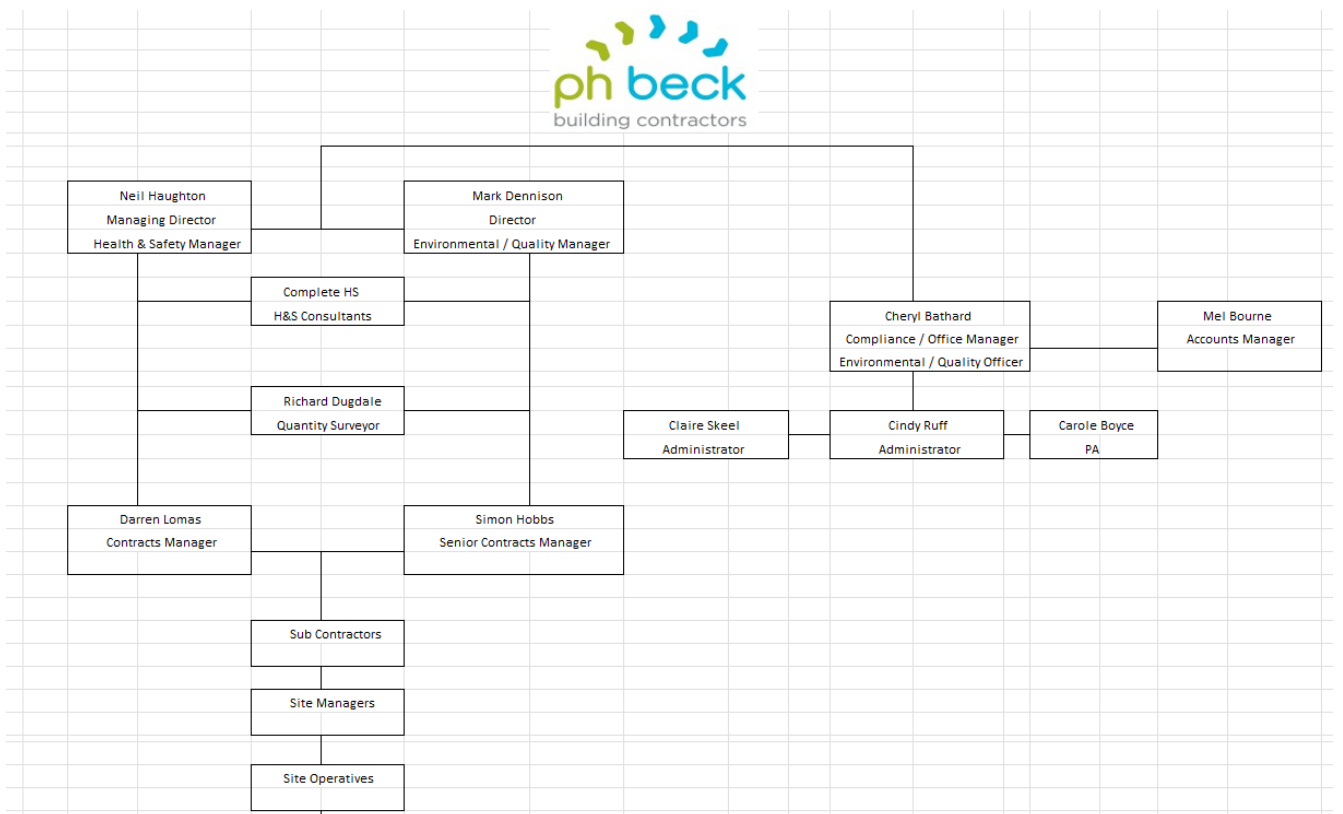
Neil Haughton
Managing Director



Mark Dennison
Director



Organisational Chart



RESPONSIBILITIES & DUTIES

Board of Directors

The Directors have the overall responsibility to provide safe working environments, procedures, management systems, advice and training for all Employees.

To ensure the effective implementation of this policy, they will ensure: -

1. Periodic appraisal of the policy, by way of standing item at Board meetings.
2. Provision of adequate facilities to meet health and safety requirements.
3. Provision of effective training for all operatives, including new entrants.
4. That due regard is paid to health and safety in the procurement and use of materials, plant and equipment or substances.
5. Those Contractors employed to assist the company conform to all relevant Health and Safety requirements.
6. The smooth and effective running of the organisation and management of health and safety within the Company, including effective risk assessment.
7. Ensure that safety advice and information is understood, so far as is reasonably practicable, and acted upon.

Managing Director

As Managing Director, Neil Haughton will direct the Company to achieve and maintain high standards of health and safety by ensuring: -

1. There is an effective health and safety management system, including appropriate and adequate risk assessments/method statements provided for all aspects, as far as is reasonably practicable, of the Company's operations.
2. Inform Clients, Designers and the Health and Safety Executive of any job/operation classified within The Construction (Design and Management) Regulations 2015.
3. Require clients to provide a copies/information appertaining to;- the location of asbestos, any hazard, and welfare, first aid fire information where appropriate, for the proposed work site.
4. Managers and supervisors are trained to understand their responsibilities to manage the staff under their control.
5. Engaging competent sub-contractors

CDM Operations

CDM Responsibilities in the Company

The Directors will be overall responsible for the design, planning, management and control of projects.

The Contracts Managers and Site Managers / Trades Foremen will be responsible for the management and control of health and safety on site.

Worker Duties

- For all Workers working on all types of domestic or commercial projects, Workers must:
- Be consulted about matters which affect their health, safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;
- Report anything they see which is likely to endanger either their own or others' health and safety; •
Cooperate with their employer, fellow workers, contractors and other duty holders;

- Comply with legal health and safety requirements for construction sites.

Contractor Duties

On all types of construction projects the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision
- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided
- Ensure the site is secure
- Provide information to the Principal Contractor (where applicable), Workers and Subcontractors •
Comply with the specific requirements in Part 4 of the CDM Regulations

Principal Contractor Duties

- When appointed as Principal Contractor the Company will:-
- Ensure the Client is aware of their duties (on commercial projects), has prepared a Client Brief and has appointed a Principal Designer before starting work
- Liaise and co-operate with the Principal Designer during the preconstruction and construction phase
- Plan the construction phase and prepare the construction phase plan
- Ensure welfare facilities are provided
- Provide site induction
- Ensure the site is secure
- Appoint competent Contractors and Workers
- Ensure adequate arrangements in place for managing and supervising
- Engage Contractors and Workers – through information, communication, consultation, cooperation and co-ordination
- Maintain health and safety standards and monitor risks on site
- Provide information for the health & safety file to the Principal Designer
- Liaise with the Client and Principal Designer throughout the project, including during the pre-construction phase

Client Duties (When managing Domestic Projects)

As Contractor/Principal Contractor on domestic projects the following duties as Client will also apply

- During Design Phase:
- Prepare a Client brief which sets out key requirements, visions for the project and communicates aims and aspirations
- Ensure suitable arrangements in place for managing the project
- Select a competent project team and formally appoint duty holders – Contractors and Designers, and Principal Contractor and Principal Designer when more than one Contractor is involved in the project
- Ensure sufficient time and resources are allocated for health & safety is adequately throughout the project
- Provide information to help with design and construction planning

- Notify notifiable projects to the enforcing authority using the F10 Form or arrange for someone else to notify on their behalf
- Check that the Principal Designer is carrying out their duties
- During Construction Phase
- Ensure the construction phase plan is in place
- Ensure welfare facilities are in place
- Check that the Principal Contractor is carrying out their duties
- Check completion and handover arrangements
- During Post Construction Phase
- Check that the health and safety file has been prepared (where applicable)
- Maintain and make available the health and safety file (where applicable)

Site Supervisors

Site supervisors are required to manage those employees under their control in a manner that encourages safe working. Every day they are expected to: -

1. Ensure all employees are advised of their responsibilities and functions in regard to accident reporting, site first aid provision and depot and site fire precautions.
2. Prepare and issue and agree method statements in association with risk assessments for the proposed work
3. Ensure that all work equipment hired or purchased is suitable for the purpose for which it is to be used, and employees trained in their safe operation.
4. Ensure Employees are aware of;-
 - Risk assessment control measures and method of work including hazards associated with jobs and activities.
 - The control measures specified required for chemical and other substances and will ensure that hazardous materials are not used on site without assessment and that safe systems of working are established
 - Wearing appropriate personal protective equipment for the works
 - Wear uniforms and carry an ID Badge
 - Safe lifting techniques for any necessary manual handling
 - Any local hazards, in particular asbestos containing material, underground buried services, etc.
 - Welfare facilities, first aid arrangements, fire precautions and any hazard including asbestos containing materials , violence etc., for the site
 - Ensure employees conform to lone working procedures, where appropriate.
5. Assist the Managing Director and or Safety Liaison Manager to undertake; - risk assessment, investigate accidents, ensure competence monitoring, provide toolbox talks, and maintain high professional and personal standards of health and safety.

Electrical Advisor

1. All employees and contractors will use battery operated tools. Where not practical they will use 240 volts with RCD protection or 110 volts rated equipment.
2. The Company's Senior Electrician will undertake the role of electrical advisor for the company and will;-
 - Undertake portable appliance tests.
 - Before issuing equipment, check and record finding prior to use.
 - Issue staff with documents which refer to equipment safety.
 - Any defects reported are immediately repaired

- Any electrical works will be undertaken by an NICEIC approved electrical contractor and will comply to 18th edition.

Employees

All Employees have the responsibility to ensure they undertake the work their duties, with due regard to their own Health and Safety, their colleagues and those affected by their actions. They are required to: - 1. Make themselves familiar with, and conform to all relevant safety instructions.

2. Co-operate with their Supervisor by observing instructions and or advice on health and safety matters.
3. Immediately report to their supervisor any health & safety concerns, situations that provide a hazard, and or any medical condition caused by work activities (hearing, sight, and or physical disability, however minor).
4. Wear approved personal protective equipment, uniforms and carry an ID at all times when on company business.
5. Never interfere with, or misuse anything provided in the interests of health, safety and welfare.
6. Report any incidents, however minor, that has led to or may lead to injury or damage, and assist with any investigation.
7. Maintain any welfare facility in good condition.
8. Ensure tools or equipment issued for their personnel use is kept in good working order, and than any defects are reported.

Competent Person (Safety Liaison Manager)

For the purposes of Regulation 7, Management of Health and Safety at Work Regulations 1999, the Office Manager (Safety Liaison Manager) will undertake the role of 'Competent Person' for the Company. To assist in fulfilling her duties, Complete Health & Safety (Health & Safety Consultants) have been engaged to provide professional guidance & advice.

The Competent Person will: -

1. Provide advice and information to all levels of Management, and Employees.
2. Ensure all accidents are investigated and remedial action taken.
3. Keep up-to-date files of all information appertaining to this policy, which will be freely accessible to all managers and employees.
4. Distribute, as appropriate, any information or guidance to supervisors and or employees as appropriate.
5. Ensure training details are recorded on personal files, including information of; dates, description of training/competency audits, instructor/trainer details and retraining/further competency audit dates.
6. Maintain sub-contractor competency records are maintained up-to-date, and advise the Managing Director of breaches in health and safety standards
7. Keep records of all small power tools held, their date of purchase and safety inspection diary

ORGANISATION AND ARRANGEMENTS

DISCIPLINARY PROCEDURE

Any Employee, and or person or company working on behalf of the company irrespective of position, who interferes with or misuses anything provided in the interests of health, safety and welfare, or fails to comply with this policy in any way, will be subject to disciplinary action.

Such offences may be regarded as gross misconduct and may lead to dismissal, and or termination of contract.

HEALTH & SAFETY MANAGEMENT - RISK ASSESSMENT

In general, generic risk assessments will be provided, any activity, job and or function not covered by the generic controls must be modified by the supervisor before being issued to employees.

The maintenance division employees will be issued with a generic risk assessment and will be required to adjust and add control measures appropriate to the site visited.

For all operations where the CDM Regulations apply, risk assessments will be supplemented with method statements included within the projects specific Construction Phase Plan.

Company risk assessment documentation will be prepared on behalf of the company by the Safety Liaison Manager (in association with supervisory staff and health & safety consultant), and will be agreed by the Managing Directors before implementation. The Safety Liaison Manager will maintain a file of all Health and Safety documentation, readily accessible for all employees and supervisory staff.

The methodology for risk assessment will be measured by balancing the likelihood of the a hazard being realised against the severity of injury as defined by the Reporting of Injuries and Dangerous Occurrence Regulations as follows:-

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Low	Low	Med
Unlikely	Low	Med	High
Likely	Med	High	High

Extremely Harmful: Resultant injury may be fatal, cause fracture of a major limb or unconscious etc.

Harmful: Results in 3 days absence from work, Hospital treatment required, etc

Slightly Harmful: Local first aid treatment adequate

High; The operations/task/function must be stopped and immediate action taken to reduce the risk.

Medium; Risk reduction methods should be considered installing.

Low; No immediate action required, but the situation should be monitored.

TRAINING AND INFORMATION

Our training matrix is maintained by our officer manager. Copies of certificates such as IPAF, PASMA, CSCS are held in a secure location in our office. Training requirements will be reviewed with Complete Health & Safety as part of our annual health & safety review.

Site specific Training will be achieved via 'tool box talks delivered by the Site Supervisors, they will ensure all Employees are competent to undertake their duties by:-

1. Checking competence prior to the commencement of employment, and
2. Regular competency audits of work performance.

In those cases where competency is not proven the individuals will be given appropriate training/instruction to achieve a standard that enables them to undertake their functions and duties safely. For the purposes of this policy the Managing Director will be the final arbiter of competence

CONSULTATION

The Managing Director and supervisory staff will consult with employees directly, either personally over any change or alteration to working conditions or practices. All comments received from employees or supervisors will be formally recorded and considered by the Board of Directors before any decision is confirmed.

SUB- CONTRACTORS

Any sub-contractor employed to undertake work, provide services, or goods will be required, within the contract document to operate to standards of safety, not less than those set out in this policy.

They will be required to supply copies of their:-

- * Company's Health and Safety Policy (or Statement of Intent if they employ less than 5 persons).
- * Safe working procedures and appropriate risk assessment documentation (if they employ more than 5 persons).
- * Details of Insurance and financial security.
- * Competency/work references

No contractor will be permitted to work on behalf of the company until these checks have been undertaken. Any member of staff observing Contractors placing persons at risk of injury must notify their Supervisor immediately, to enable action to be taken.

MEMBERS OF THE PUBLIC

The Board of Directors accept their responsibilities towards those persons who may be affected by the Company's operations, and will take all appropriate action, so far as is reasonably practicable, to ensure they are not put at risk to their Health and Safety.

COMPANY HEALTH & SAFETY POLICIES

Accident / Incident Procedures

All operatives will be informed about the requirement to report accidents and incidents (near misses) on site during site induction.

Accidents / incidents (near misses) will be reported to the office and recorded in the accident book retained in the office or on site.

The Safety Co-ordinator will ensure that all accidents / reports are filed securely in the accident record file in the office in accordance with the requirements of GDPR 2018

Accident / Incident Investigation

The Company views accident investigation as a valuable tool in the prevention of future accidents / incidents. In the event of an accident resulting in any injury other than a minor injury, or a significant incident which may otherwise could have resulted in a serious injury, the accident will be investigated by the Contracts Managers and Safety Co-ordinator with the following information recorded on a company accident report form:

- The circumstances of the accident / incident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained, where applicable
- The identity of any eyewitnesses

- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident / incident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed by the Contracts Managers and Safety Co-ordinator to discover the underlying or root causes and what action should be taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Reporting Accidents and Incidents to the HSE

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995.

Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs • serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- 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

In the case of a fatality or specified injury to worker the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0345 300 9923 or using the online reporting facility www.hse.gov.uk/riddor/report.htm. In the case of notification by telephone, a report must be submitted within 10 days.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- 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.

The Safety Co-ordinator will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The Company accepts that failure to report these types of accidents or incidents could result in a criminal prosecution.

Supervisory staff will be responsible for ensuring that all accidents occurring at work are:-

- Recorded,
- Investigated and remedial action installed to prevent recurrence.
- Risk management documents reviewed or revised.
- The Safety Liaison Manager advised

The Safety Liaison Manager will record/provide incident statistics and where necessary, ensure incidents are report to the Health and Safety Executive as required by the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR)

On all external sites incident investigation will be carried out in liaison with the client to ensure –

- That all hazards are immediately controlled
- That the client complies with their legal reporting duties.

First Aid

The company will provide first aid in accordance with the Health & Safety (First Aid) Regulations 1981 and ensure that first aid boxes are available within:-

- **Company vehicles**, (It will be the responsibility of all drivers to maintain first aid boxes fully stocked, at all times.)
- **Established Sites** -where the duration of work does not exceed 48hrs (an appointed person will maintain the first aid box fully stocked & available, at all times)
- **CDM Sites** (Cover will be determined within the health & Safety Plan)
- **Head Office** - A sign is displayed on our wall, in the entrance to our office, which explains where the first aid box is and who the first aider is. We have a large first aid box located in the middle of our office, complete with eye wash station. The Office Manager ensures that this is kept fully stocked. The accident book is also located here, with completed sheets filed in a secured location. There is a sign on the wall indication "First Aid"

Health

Staff Supervision, incident investigation, employee's complaint, etc. may identify the need for health surveillance. The type of health issue may include:-

- Breathing restriction,
- Vibration damage,
 - Hearing loss,
- Sight restriction,
- Disease or illness, etc.

Whenever this is the case the situation will be fully investigated, and records of any health surveillance, medical or other individual health record will be kept securely in personnel files held by the company. A Health Surveillance questionnaire will be given to each employee on a yearly basis.

Welfare

In all work locations the company will ensure appropriate welfare facilities are provided as required by the Workplace (Health & Safety at Work Regulations and Construction (Design & Management) Regulations 2015, or agreements made with the client, or principal contractor for the provision and use of facilities.

Personal Protective Equipment (PPE)

The company will provide appropriate, adequate and comfortable PPE and uniforms and ensure it is worn by all employees (including Agency and Temporary Labour) whilst on company duties. It will be purchased in accordance with the Personal Protective Equipment at Work (Amendment) Regulation 2022, and conform to the "CE" mark or British Standard.

The provision of PPE will be dictated by the hierarchy of control measures and risk assessment, as a minimum all employees will wear safety boots, a uniform (and a hardhat & fluorescent jacket on all established sites) at all times.

Access equipment and Working at Height

As far as is practicable no work will be undertaken that exposes employees to risk of falls, where this is not practicable a site specific risk assessment and or method statement will be undertaken, and appropriate control measures installed as required by Working at Height Regulations 2005.

The company will ensure that access equipment provided for work will be safe to use, appropriate for the purpose and only used by trained/competent employees.

Mobile Scaffold Towers – are only to be erected, altered or dismantled by trained/competent persons holding a PASMA certification and in accordance with the manufacturer's instructions and operating manual, which is

to be accessible on site. A competent person (site supervisor) must inspect all towers before first use to ensure that they are suitable for the work to be carried out.

Ladders and Step Ladders - All employees should be trained in the safe use of ladders and step ladders, which should be used for access only, any ladder used for short term workplaces must be specifically designed and the operations subjected to risk assessment, or its use detailed within a method statement. Use of ladders and step ladders will be used in conjunction with the LA455 Ladder Association Guidance and the correct class i.e. Class 1 or EN131 Professional standard.

Mobile Elevating Working Platforms (MEWP's) - will be "hired" and may only be operated by suitably trained and competent persons holding the relevant IPAF certification, and set on suitable, stable ground. MEWP's brought to site by an external hirer must be accompanied by a current Certificate of Safety and operating manual which is to be accessible on site.

Scaffolding (Commissioned by the Company) The Company will be required to arrange for the erection of scaffolding. The Company will select a competent scaffolding contractor to undertake this task.

Scaffolding will be designed and erected in accordance with the 'Guide to Good Practice for Scaffolding with Tubes and Fittings' as issued by the NASC. After erection, the scaffolding contractor will be required to inspect the scaffolding and issue a handover certificate.

All such scaffolding will be subject to statutory inspections by the scaffolding contractor or other nominated trained person:-

- After erection
- After any event likely to affect the stability or strength of the scaffolding
- After any alteration or modification
- At least once in every seven days

The inspection register on site will be duly completed after each inspection.

The Company will provide information and training on basic scaffold safety. Employees/operatives will be instructed not to undertake modifications or repairs to the scaffolding under any circumstances.

Small Plant and Tools

The company will ensure that all tools and equipment provided for use of work will comply with the requirements of the Provision and Use of work Equipment Regulations 1998.

The Supervisor responsible for the work will ensure that all plant or tools supplied or hired for use at work are provided with relevant information including safety inspection certificate in order to comply with the supplier's obligations under section 6 of the Health and Safety at Work etc. Act 1974

Electrical Safety and Live Services

The supervisor, when working in existing premises will ensure that all electrical systems will be proved dead before works starts. NO assumptions about the state of any system are to be made without positive verification – all circuits must therefore be assumed to be live unless it is established they are dead

Before an excavation is to be carried out (including insertion of metal stakes etc), the ground must be subjected to detection and or appropriate research undertaken with the appropriate services to ascertain the location of any underground buried services before the commencement of work. If identified, their position must be marked and a suitable management plan put in place to render them safe

Permits to Work

The company will operate a "permit to work" system for any work that involves;- •

Working in confined spaces

- Electricity safety -isolation of live service
- Headings excavation

Chemical and Substances

All substances and or chemicals used by the company should be safe and not dangerous (as specified within the Control of Substances Hazardous to Health Regulations 2002). If this aim can not be achieved the Safety Liaison Manager will obtain the chemical or substances technical data sheet (TDS), which will be used to advise employees on the storage, use, and safe handling, etc.

If the details within the TDS are not easily understandable the site supervisor should liaise with the Safety Liaison Manager to transfer the information onto a company risk assessment.

Any necessary work with new materials or substances rated as hazardous will not commence until the necessary information has been obtained or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the TDS/assessment and its significant findings, together with details of the method of work.

Fire Safety

The Company will ensure that all premises and sites under the control of the company are assessed in accordance with the requirements of the Fire Regulatory Reform (Fire Safety) Order 2005, and the Construction Regulations.

This will include provision of:

- Written emergency evacuation procedure that is practised by staff at regular intervals
- Adequate means of escape in the event of a fire
- Ensuring that escape routes are kept clear
- Induction training in fire prevention and escape procedures for new staff
- Installation and maintenance of 'early warning' fire detection equipment
- Provision of appropriate extinguishers / fire blankets and the like
- Existing escape routes and emergency vehicle access routes will be identified and safeguarded, etc.

Supervisory Staff will ensure that adequate fire fighting equipment is available on site and will liaise with the client to ensure that adequate fire and emergency procedures are in place before the start of the contract.

All materials classified as highly flammable will be kept in a secure/locked/fire protected store when not in use. Management, use, and storage of all highly flammable liquids and substances will be under the direct control of supervisory staff.

Asbestos containing materials (ACM)

Prior to commencement of any site work the company will ascertain if the workplace, and or any associated building contains any materials that may contain asbestos. (If confirmed, the client must be advised to remove and or make the area safe before commencing work, and provide evidence of action taken).

Employees will not be required to work with or alter any asbestos material, they will be:-

- Provided with awareness training,
- Instructed to cease work if they suspect an ACM, & advise their supervisor

Supervisory staff will request further investigation by the client, before commencement of operations We will fully comply with The Control of Asbestos regulations.

Manual Handling Operations

The Company's primary objective is to avoid manual handling that will cause harm, where reasonably practicable, and provide appropriate advice, training and guidance to all employees.

Where operations contain a specific hazard to health associated with lifting and carrying, it will be subjected to a site specific assessment.

Our director, Mark Dennison who is NEBOSH qualified, takes the lead on hierarchy of control. His duty is to understand the varying levels of controls that prevent any identified hazards from posing a risk to the health and safety of persons in and associated with the workplace, creating managing safety in the workplace.

He will control the following:

Substitution – controls the hazard by replacing it with a less risky way to achieve the same outcome.

Isolation – separates the hazard from the people at risk by isolating it.

Engineering – using engineering controls, i.e. making physical changes, to lessen any remaining risk, e.g. redesign a machine by adding safeguards.

Administration – use administrative controls to lessen the risk, e.g. install signs, and rotate jobs.

Personal Protective Equipment (PPE) – require your employees to wear PPE, e.g. provide gloves, earplugs, goggles, iridescent vests.

This process is used to train workers in the safety strategies and be assured that workers are competent and capable in those control measures; and workers use the control measures on a day-to-day basis in their workplace.

This approach to risk control and how you can develop safety strategies to ensure your workers are safe from harm whilst at work.

Use of Lifting Equipment

The Company will comply with the legal requirements of the Lifting Operations and Lifting Equipment Regulations 1998 with regard to the use of any hoists and mobile elevated working platform brought to the site, and will ensure the equipment is;

- Fit for the purpose with load capacity clearly marked positioned and installed to minimise risk of injury (Ground load bearing capability confirmed)
- Used only by competent work people, with supply of a banksman (where appropriate)
- Subjected to regularly inspected and confirmed as safe to use, etc.

Supervisory staff will ensure hired-in equipment is appropriate to the work in-hand, and that appropriate inspection certification/records are provided, and staff either competent or trained by the hire company

Lone working

The Company recognises that by the nature of the day to day maintenance repair contracts, operatives will be required to work alone. These circumstances are considered hazardous in consequence telephonic/physical contact must be made with their supervisor at:-

- Commencement of the working day,

- End of the working day, and or when leaving their workplace to return directly home

In other contract areas lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker.

In regards to out of hour call out, once a job has been completed, our operative will call back the call centre and advise them of this. If, within a reasonable amount of time, the call out centre does not hear back from our operative, they must call the out of hour call out number to speak to the operative. Failure to get hold of the operative, the Contacts Manager and/or Office Manager will be called.

Confined Spaces

Confined spaces such as ducts, manholes, sewers and deep excavations, must not to be entered until a risk assessment has been carried out and a permit to work system developed and brought to the attention of every person likely to enter.

The safe system must include details of atmospheric monitoring and the provisions for emergency evacuation.

Visual Display Units

In accordance with the 1992, all members of staff who continually use a DSE for more than two consecutive hours Health & Safety (Display Screen Equipment) Regulations, and or it is an essential aspect of their work performance that they use a DSE then they will be designated a 'User'.

All designated users will be;-

- Given assistance with eye tests.
- Given assistance to purchase workplace spectacles.
- Required to undertake a workplace risk assessment.

Risk assessments will be completed by the 'user' using a simple guide /checklist, on completion it must be forwarded to 'users' direct line manager who will be required to ensure all appropriate control measures are satisfied.

Driving on Business

Employees/operatives will only be allowed to drive company vehicles if they have been authorised to do so. An authorised driver will: -

- Be over 21 years of age
- Have a current driving licence and have their licence checked on the DVLA website by the **Safety Coordinator**
- Be fit to drive and advise the Company if they have a medical problem that may affect their ability to drive the vehicle safely
- Be responsible for daily vehicle checks in accordance with a written list

No person will be required to continually drive a vehicle for more than 3 hours without a rest break.

Drivers of vehicles will ensure that the carrying capacity of the vehicle under their control is not exceeded.

Drivers of vehicles shall always drive in a careful and consistent manner while complying with the Road Traffic Act, local byelaws and other relevant legislation.

All accidents will be reported to the **Directors** as soon as possible.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2

Road Traffic Act 1988

CITB GE700: Mobile Workforce and Driver Safety

Company Vehicles

The **Directors** are responsible for ensuring that vehicles owned by the Company are kept roadworthy and in good condition and repaired and maintained by a competent firm.

All break downs will be reported to the **Directors** as soon as possible. No-one will be expected to work on a vehicle in the event of a breakdown – a local vehicle servicing company will provide a breakdown and rescue service.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2

CITB GE700: Mobile Workforce and Driver Safety

Social Media, Use of Mobile Phones and Electronic Devices in Vehicles

The purpose of these guidelines is to make clear what our responsibilities are when using social media in a work capacity, but also to highlight when these responsibilities cross into our personal use of social media.

Use of Social Media Responsibilities The Company will:

- Make appropriate social media access available to employees as appropriate to their work needs/capacity;
- Set clear standards of behavior expected by employees;
- Support expected standards of behavior via the appropriate policies and
- Ensure all employees receive the appropriate information/training in relation to social media.

Using Social Media in the Workplace

Employees wanting to use social media to support their work duties should first discuss their requirements with their line manager

Using Social Media for Business Use

Those authorised to use social media in the workplace have a responsibility to use the tools in an appropriate manner.

- Staff should not use any social media tool for Company business unless they have received appropriate training. Services must apply for a representative/s to be registered on the approved business social media user and directors
- All online participation must be attributable and transparent ie no anonymous posts or posts using a pseudonym.
- Authorised users must follow copyright and data protection laws. For the Company's protection as well as that of the individual member of staff, it is critical that they stay within the legal framework and be aware that libel, defamation, copyright and data protection laws apply. Permission should be sought to publish or report on conversations that you take part in at work. Be aware that content on social media websites may be subject to Freedom of Information requests. Staff should be aware that if they break the law using social media (for example by posting something defamatory), they will be personally responsible. They may also be subject to the Council's Disciplinary Procedure.
- The Company's reputation is closely linked to the behaviour of its employees, and everything published reflects on how the Company is perceived. Social media should be used in a way that adds value to the Company's business; ie solving problems; enhancing the Company's services, processes and policies; creates a sense of community; or helps to promote the Company's aims and values.
- Staff should be aware that by revealing certain details they might be more vulnerable to identity theft.

Using Social Media for Personal Use

As the use and popularity of social media grows, the lines between what is public and private, personal and professional have blurred. The Company respects their employees' right to personal use of social media out-with the workplace.

Considering the following points may help avoid any conflict between personal use of social media and an employee's employment with the Company:

- If staff already use social networks or blogs for personal use they should be aware that any comments or images should not reflect on the Company or you as an employee in a negative manner;
- When using social media for personal purposes, staff must not imply they are speaking for the Company. The use of the Company e-mail address, Company logos or other Company identification should be avoided and it should be made clear that what is said is not representative of the views and opinions of the Company.
- Staff should comply with other Company policies when using social media. For example, staff should be careful not to breach company confidentiality and information security or information management policies, or the Employee Code of Conduct. If in doubt, don't post it.
- Staff should also be careful when posting sensitive personal details i.e. revealing your employer or address.
- Staff should be mindful of their privacy settings.
- Racism, sectarianism or other types of discrimination are unlawful and are not acceptable in any context. Putting these comments on line effectively puts them in print.
- Staff should be aware that copyright and data protection laws, as well as libel, defamation and data protection; laws apply to them. Staff should also be familiar with guidance on social networking provided by professional or statutory bodies.

Non Compliance with Social Media Policy and Guidelines

Expectations of employee's behavior when interacting with social media are no different from expectations of their behavior when dealing with other methods of communication, such as face-to face or on the telephone or email.

However, as with all other forms of communication, there may be circumstances where an employee's participation with social media is brought to the attention of the Company. In these circumstances, and dependent on the nature of the complaint, this may require further investigation, and may be subject to the Company's Disciplinary Procedure.

Employees should also be aware that where there is a serious breach of the Company's social media Policy, that the Company may be obliged to report these to the Police, for example making racial or sectarian comments.

No drivers will be allowed to use mobile phones, text messaging systems or any other electronic devices whilst driving a vehicle unless the vehicle has been fitted with hands free/Bluetooth equipment.

Similarly employees/operatives will not be permitted to manually operate SAT NAV equipment while a vehicle is in motion.

Relevant Legislation and Information:

Using a hand held mobile phone whilst driving Regulation 2003

CITB GE700: Mobile Workforce and Driver Safety

Sexual Harassment, Drugs and Alcohol Abuse

The Company is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The Company will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
-
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The Company recognises that sexual harassment may also occur between people of the same sex. What matters is that sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

All sexual harassment is prohibited whether it takes place within the Company premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Company.

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The Company recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department.

The Company operates a zero-tolerance policy for drugs including psychoactive substances so called "legal highs") and alcohol

- Employees must not under any circumstances consume drugs, psychoactive substances or alcohol while at work.

- Employees that need to drive and operate equipment must not consume drugs, psychoactive substances or alcohol less than eight hours before coming to work and must not attend work under the influence of drugs or alcohol.
- Abuse of drugs, psychoactive substances or alcohol that affects an employee's performance at work or their safety or the safety of others will not be tolerated.

If a supervisor or colleague notices behaviour that indicates an employee may be affected by the use of alcohol, psychoactive substances or drugs while on the job, he/she must report it to management immediately.

Any breach of this policy will be treated as gross misconduct, and the Company will be entitled to initiate disciplinary procedures.

[Relevant Legislation and Information](#)

[Misuse of Drugs Act 2001](#)

[Psychoactive Substances Act 2016](#)

[CITB GE700: Drugs and Alcohol](#)

[HSE INDG 240 Employers Guide Alcohol in the Workplace](#)

[HSE INDG91 Drug Misuse at Work](#)

Occupational Health & Medical Conditions

The company believes that the well-being and reputation of our company is based on our commitment to the health and safety of our employees. Management will ensure that every reasonable precaution will be taken to ensure the health and safety of its employees. No job is to be regarded so urgent that health and safety is compromised.

The promotion of safe working attitudes and behaviors is a commitment that we take seriously. We will ensure that we have met or exceeded all legislated health and safety requirements. We are committed to:

- Ensuring the integration of workplace health and safety program requirements into each department within the company;
- Ensuring that all managers, supervisors and contractors are accountable for the:
 - health and safety of employees under their supervision,
 - identification and management of hazards in their workplace,
 - safe operation and condition of all machinery and equipment utilized by their employees,
 - compliance of established safe practices and procedures,
 - maintenance of a workplace free of impairment; ensuring employees are mentally, emotionally and physically fit for the job task.
- Ensure that every employee is equipped with the knowledge and training to protect his or her own health and safety and the health and safety of those for whom they are responsible

It is the responsibility of every supervisor to understand all legal requirements, ensure that safe and healthy work conditions are maintained, that employees are trained and that safe practices are followed and enforced.

It is the responsibility of every employee to report all unsafe conditions and to comply with all safe work practices, procedures and regulations

Relevant Legislation and Information:

Control of Lead at Work Regulations 2002

Control of Lead ACOP L132

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

Data Protection Act 2018

General Data Protection Regulations (GDPR)

Any employee/operative taking medication or prescribed drugs that could affect their work or present a potential hazard must report their situation to a **Director** or the **Site Managers / Trades Foremen** before commencing work.

Any employee having a contagious condition must report the condition to a **Director** or the **Site Managers / Trades Foremen** as soon as possible.

Relevant Legislation and Information

CITB GE700: Management of Health

Grievance

Employees who believe they have been discriminated against and have not been able to resolve this informally are advised to use our internal grievance procedure. An employee who brings a complaint of discrimination must not be less favourably treated.

When dealing with general disciplinary matters, care is to be taken that employees or workers who have, are perceived to have, or are associated with someone who has, a protected characteristic are not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other employees or workers

Covid

There are no current restrictions in the UK.

We will however still carry out risk assessments for working environments and follow any specific requirements requested by clients.

Our Office Manager, Cheryl Bathard, has achieved Covid 19 Awareness certification and will ensure, together with the directors of the company and our Health & Safety advisors "Complete Health & Safety LTD" that we keep up to date with government guidelines and put measurements in place, when and where necessary

Review Dates

16.05.2018 06.12.2018

05.12.2019 04.08.2020

12.01.2021 21.01.2022

15.06.2022

16.12.2022

14.12.2023

05.12.2024

Policy to be reviewed annually, or before if updates required.

Version	Date	Improvement	Status	Approved by:
V1	Jan 2022	Document control added	Issued	CB
V2	June 2022	PPE regulation updated	Issued	CB
V3	December 2022	Amendment to Covid restrictions and WAH	Issued	CB
V4	December 2023	PPE provision updated	Issued	CB
V5	December 2024	Social Media Sexual Harassment Occupational Health Grievance	Issued	CB