



**HEALTH AND SAFETY POLICY DOCUMENT
POLICY STATEMENT
ORGANISATION AND ARRANGEMENTS
FOR HEALTH AND SAFETY**

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HEALTH AND SAFETY POLICY STATEMENT OF INTENT

BST Electrical Limited is strongly committed to the achievement of high standards of health and safety and environmental protection. We attach the utmost importance to the health and safety of all staff and of any others who may be affected by our operations, including their safety in the event of a fire or an emergency. We are also concerned to do what we can to protect the environment.

It is our policy to encourage the active co-operation of employees at all levels to ensure that health, safety and environmental protection standards are met, improved and maintained and we are committed to the provision of the resources necessary. We will review our policy at least annually, or as circumstances require, and will continue to strive for excellence.

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**Signed by:
David Fahey
Managing Director
Date: 24/09/2020**



ENVIRONMENTAL AND SUSTAINABILITY POLICY

BST Electrical Limited is committed to minimising the impact of its activities on the environment by continually reviewing and improving its practices and procedures including in the procurement of materials and the reduction – or recycling - of waste. We actively support renewable energy initiatives, the use of green or renewable materials and are conscious of the negative impact that construction may have on the environment generally.

Our aim is to reduce that negative impact and to make a positive contribution to sustainable development by:

- Promoting more environmentally friendly and energy efficient products to customers
- Meeting or exceeding all environmental legislation and other requirements that relate to the Company.
- Committing to continued improvement and the prevention of pollution
- Seeking to reduce the volume of waste that we generate
- Increasing recycling
- Dealing with companies who wish to minimise their impact on the environment.
- Using registered waste disposal companies or licensed tips for the disposal of waste materials, particularly hazardous waste, and ensuring that such companies comply with relevant environmental legislation
- Seeking to use the most environmentally efficient means of transport and use these in a manner to minimise the consumption of fuel and limit unnecessary journeys.
- Keeping sites clean and tidy to ensure minimum disturbance and disruption to clients and their neighbours, vegetation and wildlife
- Making efficient use of natural resources by minimising waste and conserving energy and water.

The fulfilment of this commitment is the responsibility of all of our employees and an active participation in the programme through feedback and suggestions is actively encouraged. We also invite any comments or suggestions from our clients so that we may meet our objectives more effectively.

A handwritten signature in black ink, appearing to read 'D. Fahey', is positioned above a horizontal dashed line.

Signed by:
David Fahey
Managing Director
Date: 24/09/2020



DIVERSITY AND EQUALITY STATEMENT

BST Electrical Limited is committed to the provision of services that embrace equality and as an employer we are committed to a policy of equal opportunities for all. Our goal is to ensure that these commitments form part of our day-to-day working practices with all our customers, colleagues and partners and within our organisational structure.

We will not tolerate discrimination on grounds of:

gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV, trade union activity or political beliefs – or any other grounds.

We will demonstrate our commitment by:

- aiming to build a diverse workforce which reflects our customer base, within the diverse communities in which we work;
- promoting equality of opportunity and diversity within the communities in which we work and with all our partners and workforce;
- treating our customers, colleagues and partners fairly and with respect;
- promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this;
- recognising and valuing the differences and individual contribution that people make;
- providing support and encouragement to staff to develop their careers and increase their contribution to the organisation through the enhancement of their skills and abilities.

Our employees each play a key role in implementing and promoting these principles in their day-to-day dealings with customers, with each other and with partners. Inappropriate behaviour is not acceptable and may be subject to disciplinary action.

We celebrate diversity in all its form and believe that we a stronger, more powerful community as a result of it.

A handwritten signature in black ink, appearing to read 'D. Fahey', is written over a light blue rectangular background.

Signed by:
David Fahey
Managing Director
Date: 24/09/2020

HEALTH AND SAFETY POLICY

PART 1 - GENERAL

INTRODUCTION

1.1 IMPORTANT INFORMATION YOU SHOULD KNOW:

Where to find:

The Accident Book:	At the office and in each site office
A First Aid Box:	At the office and in each site office
A Health & Safety Poster:	At the office
The Safety File:	At the office
Health & Safety Director:	David Fahey
The Safety Manager:	David Fahey
Appointed Person:	Mary Emmison and David Fahey
First Aider(s):	Posted on the Notice Board
Fire Warden:	Posted on the Notice Board

On Site facilities:

The site induction will inform you about the following:

Location of A First Aid Box and Site Accident Book	Identity of First Aider(s)
Identity of Appointed Person(s)	Identity of Fire Warden(s)

In addition, the senior person on site will be the Company nominated appointed person and fire warden for our team and our area of operation.

As your employer, BST Electrical Limited (which is referred to as “the Company”) is obliged to display the Health and Safety Poster issued by the Health and Safety Executive (or the Health and Safety Leaflet must be made available to all employees) and to provide appropriate first aid cover.

The safety file contains all of our health and safety documents, including this policy, risk assessments and any policies or procedures.

The Health & Safety Director has been nominated by the Board of Directors to take primary responsibility for health and safety issues and he has appointed the Safety Manager to have Day-to-Day Responsibility for health and safety issues.

Employees and Subcontractors also have responsibilities as set out in this Health and Safety Policy

You should contact the Safety Manager if you have any issues, concerns or suggestions about health and safety.

1.2 GENERAL DEFINITIONS

1.2.1 Remote Site

The Company's employees work on locations away from the office on client premises or construction sites which may not be under the direct control of the Company. Any location at which the Company's employees are undertaking work is considered a site for the purposes of this policy. Where the Company is the Principal Contractor, the site will be considered to be under the direct control of the Company. Any premises, including construction sites, not under the direct control of the Company are referred to as "remote sites".

1.2.2 CDM Regulations

The work that the Company does may fall within the definition of "Construction Work" for the purposes of the Construction (Design and Management) Regulations 2015 ("the CDM Regulations"). Capitalised words and expressions used in this document which are defined in the CDM Regulations shall have the same meaning in this document.

1.3 DEFINITION OF EMPLOYEE

1.3.1 Definition

For health and safety purposes most classes of worker are considered employees. This includes any others who might come within the broad definition of "workers" such as students or trainees or those on work placements. It may even include those people who are engaged on a self-employed basis.

1.3.2 Self-Employment Status

Workers who regard themselves as self-employed for tax or other purposes may in fact be regarded as employees for the purpose of health and safety law. For all health and safety issues you should always consider yourself to have the duties of employees, even if you are self-employed for tax purposes.

You should also be aware that the self-employed have duties similar to those of an employer in the taking of steps to avoid the risk of harm to yourself or others from the work that you do.

1.3.3 Subcontractors working for the Company

For health and safety purposes subcontractors should consider themselves as having all of the duties and responsibilities of Company employees.

1.4 RIGHTS OF EMPLOYEES

Under Health and Safety at Work legislation employees cannot be dismissed for:

- carrying out or proposing to carry out any health and safety activities for which they are designated by their employer
- bringing to their employer's attention by reasonable means and in the absence of a representative or committee who could do so on their behalf, a reasonable health and safety concern

- in the event of danger which they could reasonably believe to be serious and imminent and which they could not reasonably be expected to avert, leaving or proposing to leave the workplace or any dangerous part of it, or (while the danger persisted) refusing to return
- in the circumstances of danger which they reasonably believe to be serious and imminent, taking or proposing to take appropriate steps to protect themselves or other persons from danger.

1.5 RIGHT OF REFUSAL

In addition, every employee has the right to be notified in advance if they are required to do hazardous work and to refuse it. Such a refusal will not prejudice that employee's continued or future employment.

1.6 CRIMINAL LAW

It is essential that everyone, whether they are employers, self-employed or employees, be reminded that health and safety legislation is a branch of the criminal law. Penalties that can be brought against any individual or organisation shown to have neglected these legal requirements can be severe, and can in some cases involve imprisonment, unlimited fines and a criminal record.

1.7 EMERGENCY PROCEDURES

When you join the Company, you will receive an induction. This will include our emergency procedures. You will also find a copy in the Safety File and in Part 4 of this Policy.

1.8 RECORD OF REVISIONS

Date	Changes	Made by:
26/09/2017	Entirely new policy adopted	David Fahey
25/09/2018	Annual Review	David Fahey
25/9/2019	Annual Review	David Fahey
24/9/2020	Annual Review	David Fahey

PART 2

ORGANISATIONAL RESPONSIBILITIES

2.1 Health and Safety Responsibilities

As an employer, the Company has the responsibility, as far as reasonably practicable, for ensuring the health and safety of employees and anyone who may be affected by its business activities. In particular it is the Company's policy to ensure that the requirements of the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and industry codes of practice and guidance are met as a minimum. This part of our Health and Safety policy sets out how we will go about discharging our responsibilities as an employer and who will be responsible for various aspects of health and safety administration.

Where responsibilities are tasked to individuals, those individuals shall appoint such persons as may be appropriate to assist them so as to ensure that in the discharge of those responsibilities they have competent advice at all times. References in this policy to health and safety matters include safety in relation to fire or emergency.

2.2 Managing Director

The Managing Director is the person directly responsible for health and safety and for ensuring that this policy is enforced throughout the Company's operations.

2.3 The Board of Directors

The Board of Directors share responsibility for health and safety matters with the Managing Director. Accordingly, it will:

- Initiate and oversee the Health and Safety Policy with a view to the effective implementation of the policy.
- Arrange for funds, facilities and resources for health and safety.
- Set a personal example on health and safety matters

2.4 Health & Safety Director

The Board of Directors will appoint one of their number as Health & Safety Director with responsibility for health and safety matters and that person will ensure proper and effective implementation of this policy, keep this policy under review and report to the Board of Directors on health and safety matters. The person so appointed is David Fahey.

2.5 Safety Manager

The Health & Safety Director may personally assume direct responsibility for, or will delegate someone else to have day-to-day responsibility for, health and safety matters. The Health & Safety Director acting personally or that person will be known as the Safety Manager and will:

- Have an understanding of legislation especially the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and supporting regulations and will engage such assistance as he or she shall from time to time require to assist him/her in the discharge of his/her

- responsibilities
- Ensure proper and effective implementation of policy by attention to
 - Selection and maintenance of equipment
 - Design and operation of processes
 - Information, instruction and training of people at risk
 - Supervision
- Ensure that responsibilities are properly assigned understood and accepted at all levels.
- Ensure that the Health and Safety Policy is kept reviewed.
- Ensure risk assessments are carried out and that the points raised receive proper attention.
- Report to the Health & Safety Director on major safety matters that arise.
- Ensure corrective actions are undertaken in any aspect of health and safety.
- Set a personal example including the use of personal protective equipment at all relevant times.
- Ensure the observance of all requirements of the Health and Safety at Work Act 1974, and all obligations under that Act, and all other regulations relevant to the Company's operations including the Regulatory Reform (Fire Safety) Order 2005 and including, where appropriate, the Construction (Design and Management) Regulations 2015
- Ensure that sub contractor's competence regarding health and safety is assessed and satisfactory prior to a contract being let.
- Ensure that sites observe safe-working practices at all times, in particular by reference to any relevant statutory provisions and Approved Code of Practice.
- Ensure that all levels of staff receive adequate and appropriate training.
- Co-ordinate safety activities with others occupying all sites, including with any client, principal contractor, other contractors, subcontractors and suppliers concerned with works on the site and any local or public authorities, in order to allow for co-ordination and co-operation at all times including during any tendering stage.
- Where the Company's employees are required to work on remote sites, take such steps in cooperation with any occupiers of that site to ensure so far as reasonably practicable the health and safety, safe working methods and the provision of correct welfare facilities.
- Ensure that tenders take account of safe working methods and the provision of correct welfare facilities and check over working methods and precautions with any managers responsible for any site before work starts.

The person currently appointed as Safety Manager will be identified in the Introduction to this Policy Statement, which will be updated from time to time as required.

The Safety Manager may delegate his/her powers and responsibilities to others who will act under the supervision of the Safety Manager.

2.6 Health and Safety Advisor

The Health and Safety Director may appoint a Health and Safety Advisor. In the absence of an appointment, the Health and Safety Director shall be the Health and Safety Advisor. The Health and Safety Advisor is responsible for:

- Discharging any duties specifically designated to the Health and Safety Advisor in writing under this Policy
- Investigating and reporting on all accidents and serious incidents.
- Keeping Managers informed of statutory requirements and duties in health and safety.
- Providing an in-house advisory service on appropriate matters such as accident prevention, safe procedures, protective equipment, chemical usage,

- new equipment suitability and the provisions of the CDM Regulations.
- Monitoring the effectiveness of the Company Health and Safety Policies and, if necessary, directing those responsible to correct any serious deviation from the policy.
- Liaising with statutory Health and Safety bodies on behalf of the Company.
- Arranging for fire risk assessments and the provision of fire prevention procedures, fire training, the supply of firefighting equipment and compliance with all aspects of the Fire Reform order.
- Establishing a procedure for the assessment of subcontractor competence appointment and supervision.
- Ensuring that Site Managers maintain a register of all equipment that requires statutory inspection or examination, ensuring that such inspections and examinations are up to date and that all inspection and examination reports are properly actioned and filed
- Ensuring that the building infrastructure of the main office (for example, building, roof, grounds, electrical systems, utilities, pipework, drainage etc) and its environs are maintained in a safe condition
- Ensuring the provision of a suitable Emergency Response for fire, chemical or similar incidents.
- Assessing the first aid needs of the Company in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981 as amended or replaced from time to time and appointing such first aiders and appointed persons as may be appropriate.

2.7 Managers:

Office Managers and managers at all levels shall:

- Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under their control and that all work is carried out in accordance with its requirements
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Not allow operatives to take unnecessary risks.
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- Ensure that young employees (under 18 years) do not operate any type of tool or equipment except under direct supervision.
- Commend operatives who, by action or initiative, eliminate hazards.
- Not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Report immediately any defects of plant or equipment.
- Report any accident, however minor, to the Safety Manager immediately.
- Set a personal example by wearing protective clothing and by carrying out their own work in a safe manner.
- Look for and suggest ways of eliminating hazards.
- Bring to the notice of management any improvements or additions to the Company's Policy, which they feel, should be made.

2.8 Employee Responsibilities

All employees, including temporary workers, the self-employed, students, unpaid workers and sub-contractors, have responsibilities. You must:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard health and safety;
- Take reasonable care of your own health and safety; and
- Report all health and safety concerns to the appropriate person.

In addition you must:

- Follow the Company safety rules and any other information, instruction and training.
- Ensure that your acts or omissions do not endanger themselves or others.
- Not misuse or interfere with any equipment provided for health and safety purposes.
- Help to prevent accidents.
- Ensure that visitors that report to you know their responsibilities.
- Report all accidents and near misses.
- Draw management attention to safety problems and defects.
- Make full use of precautions given to you e.g. guards
- Wear personal protective equipment if necessary even for brief periods.
- Refrain from horseplay.

The Company's Employees are often on **remote sites**, that is to say, they are on client sites which are not under the direct and immediate control of the Company. The Company's Employees have undergone the training and instruction that is required for their day-to-day activities and are considered competent at those activities by reason of their skill and experience. Employees have the authority – and the responsibility – to stop work or to suspend work if they believe the appropriate control measures to ensure that the work can be carried out safely have not been put into place.

2.9 Others with Specific Health and Safety Responsibilities

2.9.1 Appointed Person(s) and First Aiders

The Safety Manager will assess the first aid needs of the Company in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981 as amended or replaced from time to time and will appoint such first aiders and appointed persons as may be appropriate. The Safety Manager may also be appointed as the appointed person or as a first aider, or as the sole first aider and appointed person.

Where the work is being conducted on remote sites, the Safety Manager will consult with those in control of the site to ensure that the first aid needs on that site are being met by that person.

Appointed Person(s)

The appointed person is someone:

- to take charge in a medical emergency, including calling an ambulance
- to look after any first aid equipment, for example, keeping the first aid box replenished
- to keep records of any first aid emergencies

The appointed person does not need to be trained in first aid but if not trained should not administer any.

First Aider(s)

A first aider is someone who has undertaken training to administer first aid and has a qualification that the Health and Safety Executive approves. This means that they must hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW)

All First Aiders have a responsibility to:

- Ensure that they are suitably equipped at all times.
- Ensure that their certificate is current.
- Referring immediately all serious cases of injury.
- That they only administer first aid treatment and nothing more.

2.9.2 Fire Marshall/Warden

The principal duties of the fire warden are to:

- take appropriate and effective action if a fire occurs,
- ensure that escape routes are available for use,
- identify hazards in the workplace,
- record and report their observations.

If a fire is discovered, the fire warden should:

- ensure that the alarm has been raised,
- turn off equipment if it is safe to do so,
- evacuate staff from the building or area involved,
- check that any staff or visitors with disabilities are assisted as planned,
- call the Fire Service and give details of the location, severity and cause of the fire, if known,
- fight the fire if it is safe to do so.

When the evacuation signal is heard, the fire wardens ensure that everyone leaves the area as quickly and orderly as possible, ensuring that security measures are carried out, such as shutting down equipment, if this can be done without causing a significant delay in the evacuation procedure. Electrical equipment should also be turned off and windows shut if possible.

When the area for which the warden is responsible has been evacuated, a rapid, methodical search should be undertaken to ensure that no-one remains in storerooms, toilets and similar areas.

The warden should then go to the assembly point and conduct a roll. The fire warden should ensure that no-one re-enters before the fire service officer gives permission.

All fire wardens have an important role to play in the fire risk assessment. Any changes to work practices or modifications to existing processes may introduce unforeseen problems. Similarly, changes in procedures may result in the introduction of additional sources of ignition or different types of combustible materials. Any hazards that may be perceived should be reported to the safety team which should consider them, in the light of the fire risk assessment, at the earliest opportunity.

On remote sites, the senior person on site is our nominated fire warden for that site. If you are lone working on site, then you must act as our nominated fire warden in the event of a fire.

2.9.3 Project Managers:

Project Managers are responsible for the day to day operation of the safety policy on the sites for which they are responsible. They should monitor each site to ensure the implementation of safety instructions. The main responsibilities of the Project Managers are to:

- Ensure the observance of all requirements of the Health and Safety at Work Act 1974, and all obligations under that Act, and all other regulations relevant to the Company's operations, including, if appropriate, the CDM Regulations
- Ensure that tenders take account of safe working methods and the provision of correct welfare facilities.
- Ensure that sites observe safe-working practices at all times, in particular by reference to any relevant statutory provisions and Approved Code of Practice.
- Ensure that all levels of staff receive adequate and appropriate training.
- Ensure that sub contractor's competence regarding health and safety is assessed and satisfactory prior to a contract being let.
- Co-ordinate safety activities with others occupying their sites, including with any client, principal contractor, other contractors, subcontractors and suppliers concerned with works on their site and any local or public authorities, in order to allow for co-ordination and co-operation at all times including during any tendering stage.
- Where necessary, issue written instructions setting out the method of work and any permit to work including any risk assessment or method statement for the task or any construction phase plan, if required.
- Ensure that a risk assessment has been carried out of any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc have been provided.
- Ensure that assessments are carried out of, noisy processes or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment are provided.
- Ensure that all registers, records and reports are kept up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.
- Ensure that operatives under their control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Make arrangements with the principal contractor, other sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- Check that all machinery, plant and equipment issued to Company employees, including power and hand tools, are maintained in good condition.
- Ensure that protective clothing and equipment is issued when required, that records are kept of what has been issued, to whom and when, that it is properly stored, serviced and maintained and is worn as required.
- Check over working methods and precautions with site management before work starts.
- Set a personal example on site visits.

2.9.4 Site Managers and Site Supervisors

The Project Manager may, at the Project Manager's discretion, appoint a Site Supervisor or Site Manager with responsibility for one or more sites.

It is the duty of every person in charge, at any place of work, to ensure that the policies and safety procedures set out in this policy are observed in order to ensure the health, safety and welfare at work of all employees.

Managers with responsibility for a Site and Site Supervisors must also ensure that other people, including sub-contractors; visitors, members of the public etc. do not have their health and safety placed at risk as a result of our work.

Site Supervisors and Site Managers responsible for a site are responsible to the Project Manager for ensuring the day-to day implementation of the Company's safety policy and safe working practices on their site. Their main responsibilities are to:

- Understand the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees, particularly new starters.
- Carry out all work in accordance with this policy and bring to the notice of the Safety manager any improvements or additions that they feel are necessary.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with any written instructions provided by the Safety manager
- Check that sub-contractors engaged in high risk activities are working in accordance with their agreed Method Statement and any Permit to Work and that details of other relevant risk assessments are available.
- Know the requirements of the CDM Regulations and other relevant legislation and ensure that they are observed on site by Company's employees and subcontractors.
- Ensure that a risk assessment has been carried out of any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction have been provided.
- Ensure that assessments are carried out of noisy processes or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment are provided.
- Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.
- Ensure that operatives under their control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Implement arrangements with the principal contractor, other sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- Check that all machinery, plant and equipment issued to Company employees, including power and hand tools, are maintained in good condition.
- Ensure that protective clothing and equipment is issued when required, that records are kept of what has been issued, to whom and when, that it is properly stored, serviced and maintained and is worn as required.
- Ensure that any accident on site that results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.
- Set a personal example by wearing appropriate protective clothing on site.

If no Site Supervisors or Site Managers have been appointed, these responsibilities will be discharged by the Project Manager.

2.9.5 Senior Electricians and Electrical Tester

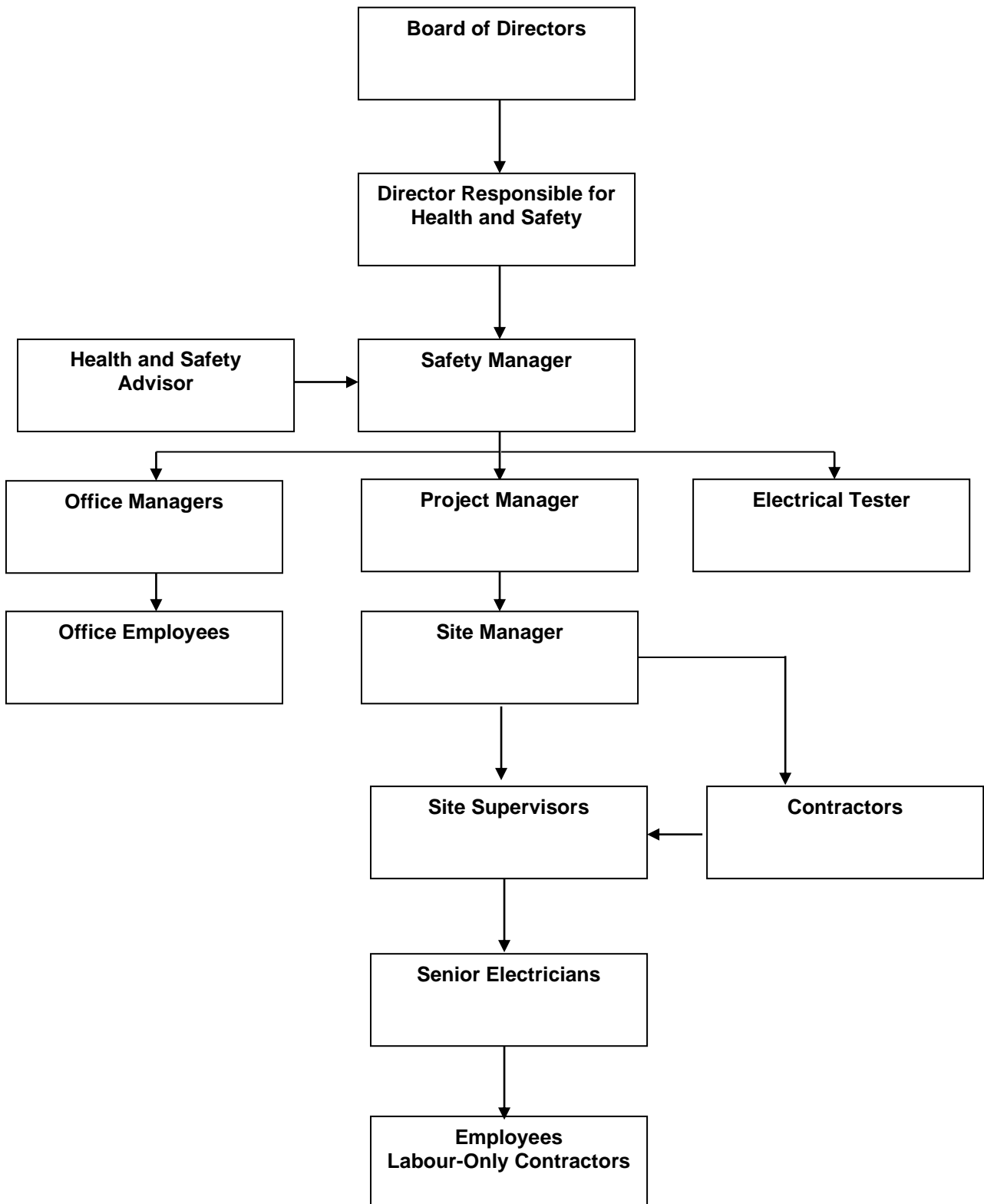
Senior Electrician may be appointed by the Safety Manager. They will have undergone the training and instruction required for their day-to-day activities and will be competent at those activities by reason of their qualifications and/or their skill and experience.

Senior Electricians and the Electrical Tester shall:

- Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under their control and that all work is carried out in accordance with its requirements
- Know the Construction (Design and Management) Regulations applicable to the work on which they are engaged and insist that these Regulations are observed.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Not allow operatives to take unnecessary risks.

- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
- Commend operatives who, by action or initiative, eliminate hazards.
- Not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Report immediately any defects of plant or equipment.
- Report any accident, however minor, to their Site Supervisor or Site Manager or to the Project Manager immediately.
- Set a personal example by wearing protective clothing and by carrying out their own work in a safe manner.
- Look for and suggest ways of eliminating hazards.
- Bring to the notice of management any improvements or additions to the Company's Policy, which they feel, should be made.

2.10 Our Health and Safety Organisation Chart



PART 3

ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Legislative Framework

Health and safety in the working environment is governed by the Health and Safety at Work Act 1974 (“HSWA”) and statutory instruments emanating from it such as the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations (“COSHH”). The HSWA applies to all work activities and all work premises. Fire and emergencies are covered by the Regulatory Reform (Fire Safety) Order 2005.

3.2 Our Health and Safety Aims

Our aims as a Company are:

- To provide a working environment where accidents do not occur;
- To provide guidance, information, instruction and training;
- To share information on environment, health and safety issues;
- To set up an effective means of consulting with employees at all levels;
- To develop and maintain appropriate emergency response procedures;
- To ensure that all employees at all levels have a clear understanding of their responsibilities and accountabilities for environment, health and safety.

3.3 Health and Safety Planning

The Company, as an **Employer**, will plan, monitor and review its health and safety arrangements in order to provide equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health and to provide information, instruction, training and supervision.

Employees have a responsibility under the HSWA and the Fire Safety Order not to endanger themselves or others. Part 1 of this policy defines employees. It includes everyone working for the Company whether paid or not and may even include someone who is self-employed or a subcontractor.

3.4 Satisfying Employer Responsibilities

As an employer, the Company has responsibility, as far as reasonably practicable, to ensure and will ensure the health and safety of employees and anyone who may be affected by its business activities. In particular it is the Company’s policy to ensure that the requirements of the HSWA, the Fire Safety Order and industry codes of practice and guidance are met. In particular as to:

- The provision and maintenance of plant, equipment and systems of work that are safe and without risks to health.
- Safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- Provision of instruction, information, training and supervision necessary to ensure the health and safety of all employees.
- Provision and maintenance of a safe place of work and safe access to and egress from that place of work.
- The provision of a working environment that is safe and without risks to health.
- Provision of adequate welfare facilities and arrangements.
- Compliance with all relevant statutory requirements for health, safety and welfare.

This statement sets out how the Company will go about discharging its responsibilities as an employer and who will be responsible for various aspects of health and safety administration.

3.5 The People Responsible for Health and Safety

Board of Director approval is required for any proposed action and the Board of Directors has nominated the Health & Safety Director to have the responsibility for the appointment of members of staff to fill particular roles. The Health & Safety Director may delegate them to others – under his/her supervision – as the Health & Safety Director thinks fit. These appointments may be varied from time to time.

The persons appointed are listed in Part 1 of this Policy Statement which also sets out their primary roles and responsibilities.

The person who is from time to time responsible for day-to-day health and safety is known as the **Safety Manager**.

The Safety Manager will, in particular, make the arrangements necessary to:

- Prevent Accidents and Conduct Risk Assessments
- Consult Employees
- Provide Safe Working Conditions and Adequate Facilities
- Provide for the Safe Handling and Use of Hazardous Substances
- Put into place safe working practises and safe systems of work
- Ensure competency and training
- Provide for emergencies, first aid and ill-health at work
- Monitor this policy and review the procedures in place from time to time
- Develop emergency procedures
- Provide information Instruction and Supervision

The following sets out our existing arrangements and procedures.

3.6 Preventing Accidents and Conducting Risk Assessments

We will conduct regular risk assessments. The obligation to prevent accidents and to perform Risk Assessments will be undertaken by a competent person. Once approved by the Board of Directors, the action required will be implemented as soon as reasonably practicable in all of the circumstances.

Each Risk Assessment will set a date for it to be reviewed. Unless otherwise determined in the risk assessment itself, assessments will be reviewed no later than once every 24 months unless a change of circumstance requires it to be reviewed earlier.

Any employee with suitable knowledge and experience may assess a risk and record the assessment using the HSE's methodology, namely the Five Steps to Risk Assessment:

- i) Identify the hazards.
- ii) Decide who might be harmed and how
- iii) Evaluate the Risk and Decide on the appropriate precautions
- iv) Document the process and implement the appropriate precautions
- v) Keep the assessment under constant review and update as necessary

Where work is being conducted at a remote site it shall be pre-planned in advance where possible and a risk assessment shall be completed in advance of arrival. Where no pre-existing risk assessment or method statement exists, a **Point of Work Risk Assessment** will be completed by employees upon arrival and the Safety Manager will determine whether such a risk assessment shall be a mental appraisal of hazards on site against the Company's general expectations for safety or a written assessment, depending upon the circumstances.

The Safety Manager will determine any circumstances where a written **Permit to Work** will be required.

Where appropriate, risk assessments will consider any hazard arising to the general public as a consequence of operations carried on by the Company.

3.7 Consultation with Employees

If ever a trade union is recognised by the Company, we will consult with the union-appointed safety representative. If not, then we will consult directly with employees.

Consultation will be by way of letter, notes, notices, leaflets, toolbox talks, emails and notice boards and by regular meetings, preferably at least once every six months and at such other times as is appropriate. Project Meetings and Staff Meetings are ideal opportunities for feedback, which is encouraged.

3.8 Safe Working Conditions and Welfare Facilities

It is the employer's responsibility to ensure that working conditions are as safe as reasonably practicable and that adequate welfare facilities are provided.

At sites under the control of the Company welfare facilities and working conditions will comply with the **Workplace Health, Safety and Welfare Regulations**. Where work is being carried out on remote sites, the Safety Manager will liaise with any employees working at locations under the control of third parties so as to ensure that they are given the relevant health and safety information applicable to that work place.

Employees on construction site operations will be provided with welfare facilities in compliance with the **Construction (Design and Management) Regulations** but due to the nature of the work being undertaken and the location of such work, they may be shared facilities.

The provision of safe working conditions includes ensuring that all **plant and equipment** is suitable for purpose, meets appropriate safety standards and is properly serviced and maintained as required by the **Provision and Use of Work Equipment Regulations** and other regulations relating to specific pieces of equipment or operations such as the **Lifting Operations and Lifting Equipment Regulations**. The Company will ensure that any second-hand equipment or hired-in equipment meets the same standards.

All electrical equipment will be installed, serviced and maintained in accordance with the **Electricity at Work Regulations**. In particular, fixed electrical installations will be checked every five years and portable electrical equipment will be PAT tested as required by risk assessments.

If **Manual Handling** cannot be avoided or eliminated then the risk will be reduced to as low as reasonably practicable by conducting risk assessments and putting into place the necessary control measures. All staff will be trained in good manual handling techniques.

If **Working at Height** cannot be avoided or eliminated then the risk will be reduced to as low as reasonably practicable by conducting risk assessments and putting into place the necessary control measures, including such training as may be required.

The Safety Manager will determine **safe systems of work**. Where a written safe system of work is considered to be a necessary control measure pursuant to any risk assessment, the safe system of work shall be in writing and shall be copied to all those affected.

The safe systems of work will be reviewed every 12 months unless a change of circumstance requires them to be reviewed earlier.

Where required as a measure of last resort, **personal protective equipment** will be provided at the Company's expense.

All reasonably practicable steps that are required to meet the needs of **special classes of workers**, including young workers, lone workers, pregnant workers, new mothers, disabled workers or workers with long-term illnesses will be taken. This will include conducting risk assessments as required and as appropriate and specific to each employee affected once notice of the condition has been received.

3.9 Safe Handling and Use of Hazardous Substances

3.9.1 COSHH

As part of our obligation to provide a safe working environment, we are required to assess and will assess the risks from all substances that affect our employees that are hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).

The findings of the Risk Assessments will, if considered appropriate by the Safety Manager, be referred to the Board of Directors for approval of any action required.

Once approved, the action required will be implemented as soon as reasonably practicable in all of the circumstances, including, as a measure of last resort, providing any necessary personal protective equipment.

No substances are to be used unless a risk assessment has been conducted and a copy of all such assessments shall be provided to all employees affected in the form of a COSHH Manual together with the relevant Manufacturer's Safety Data Sheets.

3.9.2 Dermatitis and Other Skin Diseases

Skin diseases may be caused by working conditions (including repeated or prolonged immersion in water) or by contact with substances hazardous to health. All reasonably practicable steps will be taken to protect employees from work-related skin diseases, however caused, including dermatitis.

3.9.3 Asbestos

Employees are unlikely to work with or disturb asbestos in their workplace.

All employees will receive adequate training to enable them to identify asbestos in the workplace, if appropriate, and are required to maintain the highest levels of vigilance at all times to ensure that existing, or suspected, sealed asbestos is not disturbed.

If the presence of asbestos is suspected whether on the Company's premises or on a remote site, work must cease immediately until it can be properly investigated and the appropriate measures taken to ensure a safe system of work.

In accordance with the **Control of Asbestos Regulations**, the Company will only undertake work with or involving asbestos insulation and coatings by employing a licensed Asbestos Contractor and under the strict and precise conditions set out in a specific written risk assessment for the task approved by the Safety Manager and the Permit to Work approved by him.

3.9.4 Lead

In the event that lead is suspected or encountered on any site, the Safety Manager will be responsible for ensuring that a risk assessment has been carried out by a competent person and that appropriate control measures – including health monitoring if appropriate – have been put in place to ensure that the Company meets its obligations under the **Control of Lead Regulations** prior to the commencement of any work.

3.9.5 Workplace Exposure Limits

Many substances are only safe if your exposure is below certain levels, including dust. This is known as the Workplace Exposure Limit (or the Occupational Exposure Limit) and we will take all steps that are reasonably practicable to ensure that these limits are not exceeded as set out in any risk assessment.

3.10 Competency and Training

All employees are to be given basic health and safety training on induction to cover the basics of first aid and fire safety. Where specific tasks require specific training in health and safety issues it will be provided by the Company. Additional training will be provided if risks change and to update skills when they are only infrequently used.

Training will be identified and monitored by the Safety Manager.

Induction Training will be provided by explaining the contents of this policy to new employees and will include the location of first aid boxes and a copy of any staff

manuals, including emergency procedures, which employees must read. This will be supplemented by such other measures as may be appropriate to the job role.

Job specific training will be provided as appropriate to ensure that all employees are suitably qualified to do the job that they are employed to do and **refresher training** will be conducted from time to time as appropriate to ensure that all employees remain up to date with job specific training and with our policies and procedures.

The Safety Manager will be responsible for ensuring the supervision of young workers and may appoint appropriate individuals to discharge this responsibility on a day-to-day basis.

3.11 Responding to Accidents, First Aid, Work-Related Ill-Health

The Safety Manager will assess the first aid needs of the Company and will appoint:

- At least one appointed person per shift and for each building or site from which the Company operates; and
- Such qualified first aiders as shall be appropriate to the Company's requirements.

The person appointed may be the Safety Manager.

Where the work is being conducted on remote sites, the Safety Manager will consult with those in control of the site to ensure that the first aid needs on that site are being met by that person.

All accidents and work-related ill-health are to be recorded in the accident book which will be maintained by the Safety Manager. The **accident book** is kept at the location specified in part 1 of this Policy Statement.

Where the work is being conducted on remote sites, the accident will be recorded in the site accident book and in the Company's accident book.

The Safety Manager will report accidents, diseases and dangerous occurrences to the enforcing authority in accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**. In order to ensure that an accident or near miss will not be repeated, the Safety Manager will investigate accidents and near misses with a view to determining the immediate and underlying cause.

The Safety Manager will also conduct such risk assessments as may be required to eliminate, or if it is not possible to eliminate then to reduce so far as is reasonably practicable any risk arising from other hazards that may have an impact on the health of employees such as vibration and noise. If they cannot be avoided or eliminated, the Company will reduce the risks from noise or vibration to as low as reasonably practicable to prevent short and long-term ill-health as required by the **Control of Noise Regulations** and the **Control of Vibration Regulations**.

Certain tasks may require specific **health monitoring**. These tasks, if any, will be identified by the risk assessments and the appropriate level of health monitoring will be put into place by the Safety Manager.

3.12 Monitoring

We will carry out active and reactive monitoring of our health and safety procedures and practises from time to time with a view always to improving safe work practises and systems of work. We ask that all employees co-operate in this activity and report any concerns to the Safety Manager.

To monitor health and safety we will review this policy at least once per annum. We will also:

- Conduct spot checks of systems, procedures and control measures required by risk assessments
- Conduct a review of the safe operation of all major plant and equipment at least annually
- Arrange for all portable electrical equipment to be tested at least once annually
- Act reactively and proactively to events and incidents

The Safety Manager will also investigate accidents, work-related causes of sickness absences and act on the findings of any investigation so as to prevent a recurrence so far as reasonably practicable.

3.13 Emergency Procedures – Fire and Evacuation

A fire risk assessment and an assessment of emergency procedures will be undertaken at least once annually or as a change in circumstances may require in respect of any premises for which the Company is considered a responsible person for the purposes of the **Fire Safety Order**.

In relation to all other activities an assessment of emergency procedures will be undertaken at least annually or as a change in circumstances may require.

Responsibility for conducting or arranging a fire risk assessment and for emergency procedures lies with the Safety Manager.

Every employee working on a remote site (that is to say, on any premises owned or controlled by a third party) must sign in with the site/client contact on arrival and obtain details of emergency procedures. The Safety Manager will determine what, if any, additional procedures are required, particularly for occasions where there may be no site/client contact present.

3.14 Information, Instruction and Supervision

Information on your rights and responsibilities as an employee and on other health and safety matters can be found on the **Health and Safety Leaflet** (copies of which will be made available on request) or on the **Health and Safety Poster** and which form part of the Initial Induction.

Additional health and safety advice is available from any of those responsible for health and safety under this policy.

The **Safety File** containing this document and any others relating to health and safety will be found at the location specified in Part 1 of this Policy Statement.

Those individuals appointed to act as supervisors to young workers will closely supervise young workers with the support of the rest of the health and safety team.

The supervision of other employees will be in accordance with the requirements of the job, the level of expertise and experience and the level of any risks identified in relation to particular tasks or operations.

It is our intention always to work towards the safest environment possible and we invite any constructive comments or suggestions that you might have towards that end.

3.15 Compliance with CDM Regulations 2015

This policy sets out the arrangements for health and safety in all activities undertaken by the Company, including in relation to Construction Work. In addition, the Company recognises its duty to comply with the specific requirements of the **Construction (Design & Management) Regulations 2015** in relation to Construction Work.

The Company provides services that may come within the definition of Construction Work and its employees may be working on Construction Sites while other Construction Work is being undertaken.

When it does so, the Company acts as a Contractor and may act as a Principal Contractor and the Safety Manager will ensure that the Company's policies and procedure ensure compliance with the duties imposed by the CDM Regulations.

In the event that the Company commissions Construction Work to be undertaken in relation to its own premises, then the Safety Manager will ensure that the Company fulfils its obligations as Client under the CDM Regulations.

When engaged as Contractor, we will:

- not start work unless the Client has been made aware of the Client's responsibilities under the CDM Regulations.
- not start work unless reasonable steps have been taken to prevent access to the site by unauthorised persons
- plan, manage and monitor Construction Work carried out by us or under our control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety
- ensure that any Contractor that we appoint is informed of the minimum amount of time which will be allowed to him for planning and preparation before the Contractor begins Construction Work.
- provide every worker carrying out Construction Work under our control with any information and training which he or she needs for the particular work to be carried out safely and without risk to health, including:
 - suitable site induction, where it is not provided by the Principal Contractor
 - information on the risks to their health and safety including any risks from work being done by other contractors and of the measures to be taken in order to comply with any regulations binding upon us
 - any site rules;
 - the procedures to be followed in the event of serious and imminent danger;
 - the identity of the persons nominated to implement those procedures.
 - provide each employee with additional or refresher training whenever they are transferred or given a change of responsibilities, new work equipment is introduced or there is a change respecting work equipment

already in use, new technology is introduced or there is a new system of work or a change in a system of work

- ensure so far as is reasonably practicable, that proper welfare facilities are provided, which facilities may be shared facilities
- cooperate with others on the same project and with others involved in construction on an adjoining site
- coordinate our activities so as to ensure, so far as is reasonably practicable, the health and safety of persons carrying out the work and of those affected by it

In addition, we will:

- Not start work unless there is a Construction Phase Plan in place
- Not start work unless the HSE have been notified of the Project, if it is notifiable
- Promptly notify the Principal Contractor of:
 - any information that might affect the health and safety of any Construction Workers or anyone affected by the work or which might justify a review of the Construction Phase Plan
 - the identity of any subcontractors we appoint
- Comply with any directions given by the Principal Contractor necessary to enable the Principal Contractor to meet its obligations
- Comply with the Site Rules
- Report any injuries or accidents to the Principal Contractor which are notifiable under RIDDOR
- Take all reasonable steps to ensure that the work is carried out in accordance with the Construction Phase Plan
- Take appropriate action to ensure safety where it is not possible to comply with the Construction Phase Plan and, where we are not the Principal Contractor, notify the Principal Contractor of any significant findings that require the Construction Phase Plan to be altered or added to.

When we are engaged as Contractor to a Principal Contractor we will provide a job specific risk assessment and method statement for the task, taking into account any information provided by the Principal Contractor. In addition, we shall coordinate our activities with any other programme of works on site and liaise with other contractors and the Principal Contractor as to the timing of works.

If we are engaged as the Principal Contractor the Safety Manager will ensure that a suitable and sufficient construction phase plan has been provided to the Client and the Principal Designer prior to commencement of work.

3.16 Cooperation and Coordination with Others

The Safety manager will co-ordinate safety activities with others occupying all sites, including with any Client, Principal Contractor, other Contractors, subcontractors and suppliers concerned with works on site and any local or public authorities, in order to allow for co-ordination and co-operation at all times including during any tendering stage. In particular, the Safety Manager will:

- Ensure that the Company and all others on site cooperate and coordinate their activities by holding meetings, posting the requisite information on notice boards and email, as appropriate.
- Ensure that particular regard will be had to close cooperation and coordination if client employees, members of the public or residents will be affected by the work
- Ensure that arrangements are put in place to ensure good communication and

cooperation with everyone on site including contact details for the Client site contact;

- Ensure that adequate consideration is given to the overall programme of works in order to minimize foreseeable risks to the Company's employees and others;
- Ensure that the site and the work area will be made secure, including arrangements to ensure that third parties will not be put at risk.
- Determine if any permits to work or special training is required;
- Establish the availability of power and water supplies;
- Establish the arrangements for on-site storage and waste disposal;
- Ensure that there are adequate welfare facilities on site before work commences

PART 4

SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following sets out certain specific arrangements made by the Company in order to ensure that it meets its obligations under this policy.

1. EMERGENCY PROCEDURES

1. Site Emergency Plans

Where the Company is the Principal Contractor, the Safety Manager will ensure that emergency plans will be prepared for all sites and communicated to all those effected.

The plans will cover:

- Means of raising the alarm
- Means of escape and evacuation
- Assembly points
- Summoning emergency services

Consideration will be given to night and shift working, weekend working and closures for holidays, where applicable.

The Company will appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies to cover holiday or sick leave) and will take suitable steps to ensure that external services can be contacted as quickly as possible in the event of an emergency.

All access routes for emergency services and all escape routes will be adequately signed and kept clear at all times.

Emergency evacuation drills will be undertaken at appropriate intervals and records maintained. To assist in the event of an evacuation, an up to date register for all employees will be readily accessible to key personnel.

All emergency equipment will be inspected and where necessary tested at appropriate intervals. Records of all inspections and tests will be maintained. Important items such as shut-off valves, electrical isolators and fire points or equipment will be clearly labelled and signed.

Training in emergency procedures will be provided for all employees, plus specialist training for those with specific responsibilities.

The emergency plan will be reviewed at regular intervals and following any major change in process, plant and personnel and updated where necessary.

Where the Company is a Contractor, the Company's employees shall upon arrival receive an induction from the Principal Contractor which will include the action to take in the event of a fire, bomb or other serious threat or a first aid emergency. If no procedures are in place, then the Company's procedures shall be followed and the induction will be provided by the Senior person in charge on site.

2. Action in the Event of an Emergency

This notice sets out guidance in the event of a fire or bomb or other serious threat. It is the responsibility of all employees to read and understand it. If you have any questions, ask your supervisor to explain.

Fire kills approximately 1,000 people every year in the UK, with another 10,000 being injured. The most common causes of office fires are arson, smoking and electrical faults.

You can personally prevent fires from occurring. For instance:

- Keep to the smoking policy
- On a daily basis check any electrical equipment you plug in for broken plugs, frayed or exposed wires or signs of overheating or electrical faults
- Do not use faulty equipment. Withdraw it from use immediately. Never attempt repairs yourself unless you have been properly trained
- Ensure that security is maintained by never allowing anyone to enter a building or site except via the reception and in accordance with security policies.
- Escape routes and exits must be un-locked or fitted with safety un-locking devices.
- Escape routes and exits must remain free of any obstruction. Make sure that rubbish is cleared promptly and not allowed to accumulate.
- Fire doors must remain closed (they must never be wedged open)
- Potentially hazardous materials or flammable liquids must be stored safely
- All electrical equipment must be safely connected to the appropriate mains supply and mains or higher voltage equipment switched off when not in use.

The induction at the site upon which you work, will set out specific procedures for that site which must be followed. In the event of a conflict between these general procedures and site procedures, follow the site procedures. If there are no site procedures, follow the Company's procedures.

All Staff Should know:

- How to raise the alarm, recognise the fire alarms, and how to call the Fire Service and where to muster
- What (if any) your duties are if the fire is in your work area, close by or elsewhere on site.
- The whereabouts of all first aid and firefighting appliances near your place of work.
- How and when to use first aid and firefighting appliances, including operating each type of equipment provided, and the dangers that can arise from the use of the wrong type of fire extinguisher.
- Enough about the local instructions and procedures to enable you to play your part fully in any emergency
- The position of emergency fire exit doors and their mode of operation.

All Employees should familiarise themselves with site procedures immediately upon arrival and be prepared to co-operate with site management during any necessary training exercises. You must comply in all respects with any instructions you are given by those responsible for site health and safety rules and regulations. If you are in any doubt about any of the above then ask your supervisor to explain.

- Details of what to do and where to muster are displayed in the workplace. If they are not, then ask. Look for the following signs:



- Acquaint yourself with all of the fire exits. You never know when you may need to use them.
- In the absence of any other instruction during your site induction, your muster point is the van.
- In the absence of any other instruction during your site induction, the Senior person in charge on site is the Company's nominated fire warden on site.

What should I do if I discover a fire?

- Shout "fire" to warn others of the danger.
- Activate the fire alarm system if there is one. You will be given details during the site induction.
- The Fire Warden will ring 999 to call the emergency services or 112 from a mobile.
- You may feel that you can tackle the fire, but you should do so only if you know what you are doing and it is safe to do so. Always shout a fire warning and activate the alarm if there is one, **before** attempting to tackle a fire. Some sites prohibit you from making any attempt to fight a fire and require you to leave immediately. Follow that instruction if it has been given.
- Evacuate the premises and report to your assembly muster point. You muster point will be given to you at the site induction. Ask the site manager if you do not know where it is. Look for the green assembly sign (see above).

What to do if the alarm sounds or someone shouts fire?

- Do not assume that when the alarm goes off or someone shouts, fire, that it is a drill or that it has gone off by accident. Act as if it were a real emergency.
- Terminate any telephone calls politely but quickly, and ensure all equipment is left safely and switched off if possible. Close open windows and doors if safe to do so.
- Leave the building or area quickly and quietly.
- The emergency escape routes will be shown to you as part of your site induction. If not, ask the site manager. If working in other premises, leave by the nearest staircase or tower fire exit. Do not use the lifts or central staircases in premises with multiple staircases unless told to do so in your site induction.
- Look out for, note, but do not touch any suspicious packages/parcels.
- Do not visit the toilets.
- Go to your assembly muster point.
- Assemble quietly and keep in your department so that a roll call can be completed and all staff accounted for.

- Do not smoke during an evacuation.
- Do not return to the building or to the site for belongings until the “all clear” is given by the fire warden in charge of the site.
- When you are told you may return, do so quickly and quietly. Do not return until you are told to do so.

What if I have visitors with me?

The site induction will tell you what to do if you have visitors with you during an emergency. If those visitors are disabled, it is likely that there will be a personal evacuation plan for that visitor approved by the site manager or the Company's nominated fire warden which will have been discussed and agreed with the visitor.

Remember, if you have visitors, you are responsible for ensuring that they are accounted for at the mustering point, and, if it is safe for you to do so, responsible for ensuring their safe evacuation.

3. Nominated Fire Warden's Responsibilities

In the absence of any other instruction during your site induction, the Senior person in charge on site is the Company's nominated fire warden on site.

The principal duties of the fire warden are to:

- take appropriate and effective action if a fire occurs,
- ensure that escape routes are available for use at all times
- identify hazards in the workplace that may increase the risk of fire, or increase the likelihood of injury in the event of a fire
- make arrangements to assist anyone who may need assistance to evacuate in the event of an emergency
- record and report their observations

If a fire is discovered, the fire warden should:

- ensure that the alarm has been raised,
- check that any processes have been made safe,
- evacuate staff from the building or area involved,
- if on domestic premises, evacuate residents and visitors
- check that any staff , residents or visitors with disabilities are assisted as planned,
- call the Fire Service or the reporting centre on site, if there is one, and give details of the location, severity and cause of the fire, if known,
- fight the fire if it is safe to do so.

When the evacuation signal is heard, the fire wardens ensure that everyone leaves the area as quickly and orderly as possible, ensuring that security measures are carried out, such as shutting down equipment, if this can be done without causing a significant delay in the evacuation procedure. Electrical equipment should also be turned off and windows shut if possible.

When the area for which the warden is responsible has been evacuated, a rapid, methodical search should be undertaken to ensure that on-one remains in storerooms, toilets and similar areas.

The warden should then go to the assembly point and conduct a roll call of the Company's employees. If any employees are absent, their absence should be reported to the Fire Service or those in control of the muster point.

The Company's nominated fire warden shall ensure that none of the Company's staff, the Client, residents or visitors re-enter the site before the Fire Service gives permission.

Where the site is a remote site under the control of a commercial client, the Company's nominated fire warden shall liaise with the fire warden on site and act in accordance with the instructions provided at the site induction. Any observations which the Company's nominated fire warden shall have shall be reported to the fire warden on site or the site manager. At the muster point it shall be the responsibility of the Company's nominated fire warden to conduct a roll call of Company employees and visitors and to report any absences to those in control at the muster point.


All fire wardens have an important role to play in fire risk assessment. Any changes to work practices or modifications to existing processes may introduce unforeseen problems. Similarly, changes in procedures may result in the introduction of additional sources of ignition or different types of combustible materials. Any hazards that may be perceived should be reported to the Site Supervisor or Project managers and they shall consider them, in the light of the fire risk assessment, at the earliest opportunity.

4. Which Fire Extinguisher to Use

In the event of a fire, raise the alarm and only then use the appropriate fire extinguisher if you feel confident enough to tackle the fire and if you have not been prohibited from doing so in your site induction

Do not enter smoke-filled rooms and never let a fire or smoke get between you and the exit. If you feel that a fire is becoming out of control then vacate the area and leave it to the fire brigade.

Make yourself familiar with the following table in case you ever have need of the information. The fire extinguishers may not be completely coloured. In such cases the colour of the lettering on a silver background will indicate the application of the fire extinguisher.

 KNOW YOUR FIRE EXTINGUISHER CODE 				
CO ₂	DRY POWDER	AFFF FOAM	WATER	VAPOURISING LIQUIDS
 <ul style="list-style-type: none"> B FOR USE ON: Flammable Liquids FOR USE ON: Live Electrical Equipment DO NOT USE ON: Wood, Paper and Textiles DO NOT Use in a confined space 	 <ul style="list-style-type: none"> A FOR USE ON: Wood, Paper and Textiles B FOR USE ON: Flammable Liquids C FOR USE ON: Gaseous Fires FOR USE ON: Live Electrical Equipment 	 <ul style="list-style-type: none"> A FOR USE ON: Wood, Paper and Textiles B FOR USE ON: Flammable Liquids DO NOT USE ON: Live Electrical Equipment DO NOT USE ON: Flammable Metal Fires 	 <ul style="list-style-type: none"> A FOR USE ON: Wood, Paper and Textiles DO NOT USE ON: Live Electrical Equipment DO NOT USE ON: Flammable Liquids DO NOT USE ON: Flammable Metal Fires 	 <ul style="list-style-type: none"> A FOR USE ON: Wood, Paper and Textiles B FOR USE ON: Flammable Liquids C FOR USE ON: Gaseous Fires FOR USE ON: Live Electrical Equipment

5. Bomb Threats

DO NOT OPEN ANY SUSPICIOUS ITEMS

While we have no reason to believe we or any site we are working on would be a target for any terrorist organisations, it pays to be prepared for all eventualities.

Suspect letters, abandoned packages and parcel bombs – If you are concerned about any item, whether it be a suspicious letter, abandoned package or parcel, especially if it has been hand-delivered, please report it to the site supervisor immediately. **Do not open it.**

The site supervisor will raise the alarm.

Telephone threats – If you receive a bomb threat by telephone you should let the caller finish his/her message without interruptions and with minimum response. Try to write down what they say.

Once he/she has finished try to ask:

- where is the bomb located?
- what does the device look like?
- when is it due to go off?
- who are you?
- why are you doing this?

Write this information down straight away, together with any other details you can gather, for example, the caller's gender, accent, any background noise, and contact the site supervisor immediately and the site supervisor will raise the alarm.

Bomb Threats Received by Post or Email - If you receive a bomb or other threat by post or email, you should contact the site supervisor immediately. You should not discuss this threat with anyone else. The site supervisor will raise the alarm.

6. First Aid Procedures

The Safety Manager will assess the requirement for first aiders on site.

On arrival at a remote site, make sure you know what the correct procedure is if it is necessary to call for a first aider or an ambulance. Our procedure should be used if there is no site-specific procedure.

In the event of a medical emergency, our procedure is as follows:

First aid is intended to save life and prevent the condition of the casualty from getting worse until expert help is available. In the event of an injury to yourself or to a colleague you should call on the services of your local first aider if one is available. If not, or if the injury requires external medical treatment, then alert the appointed person who will call an ambulance. If the appointed person or first aider is not immediately available then call the ambulance yourself with clear and precise directions.

Do not move a seriously injured person if it can be avoided unless resuscitation is necessary or there is imminent danger. If the casualty must be moved, be very

careful with them, particularly if the victim complains of back pains or when broken bones are suspected.

The casualty should be made comfortable, kept lying down, and warm with rugs or coats. These should be placed over and under the patient if it can be done gently.

The injured person should never be given any fluid to drink, neither alcohol or tea. To do so could cause vomiting - or the inhalation of vomit - or delay the application of an anaesthetic, if required.

Swift action may prevent more serious injury, so everyone should know the identity of the appointed first aiders and appointed persons.

2. PLANNING, MONITORING AND REVIEW

1. Planning

The Company's overall plan for health and safety is reflected in its Health and Safety Policy Document. It sets out the Company's aims as reflected in the Statement of Intent and the Board of Directors has committed to providing the appropriate resources to give effect to those aims.

To implement those aims, the Company has put in place an organisational structure for health and safety set out in Part 2 of the Company's Policy Document. The organisational structure clearly sets out the health and safety responsibilities of individuals at all levels and employees must satisfy themselves that they understand those responsibilities. If in any doubt, they must consult their line manager. Appropriate training will be provided by the Company to ensure that these responsibilities may be met.

The Company has also set out the arrangements it has made to implement its policy in Part 2, 3 and 4 of the Health and Safety Policy Document.

Additional policies will be required from time to time to meet legal requirements, prevent health and safety problems, and to enable the Company and its employees to respond quickly where difficulties arise or new hazards are introduced.

When writing policies, employees are referred to the guidance in HSG65. In particular:

- Think about where you are now and where you need to be.
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims
- Decide how you will measure performance and/or success. Think about ways to do this proactively as well as reactively and take into account the following our own policy on Monitoring, Review and Audit as set out in the following paragraphs.
- Always remember to consider fire and other emergencies and the need to co-operate with anyone who shares your workplace and co-ordinate plans with them.
- Consult those employees and managers most affected by the policy in accordance with our own policy on consultation

- Remember to plan for changes and identify any specific legal requirements that apply
- Decide how you will best communicate the policy to those affected by it taking into account our own policy on communication

2. Monitoring

2.1 Policy

The Company recognises that monitoring health and safety performance is essential in order to evaluate how effectively risks are being controlled. The company will therefore, so far as is reasonably practicable, undertake a combination of reactive and proactive measurement techniques to assist, maintain and improve health and safety performance.

2.2 Reactive Monitoring

Reactive monitoring measures the number of failures, that is, accidents, ill health, near misses and other evidence of deficient health and safety performance that have occurred. Reactive monitoring will include:

- Investigating accidents and near misses
- Analysing and comparing accidents and near misses in order to identify causation patterns and discernible trends
- Benchmarking accidents and near misses so that appropriate comparisons can be made.

2.3 Active Monitoring

Active monitoring measures the level of achievement and provides feedback on our performance before an accident or near miss has occurred. Active monitoring will include, where appropriate:

- Inspections of the workplace, work equipment, safe working procedures and health and safety documentation.
- Air monitoring and health surveillance
- Statutory examination and testing
- Health and safety surveys
- Reviewing and auditing health and safety performance

In conducting General Risk Assessments and in all Policy Statements, consideration will be given to whether specific provisions are required for active monitoring.

2.4 Remedial Action

Where shortcomings are identified, appropriate remedial action will be taken to rectify the problem as quickly as possible.

In some cases it will be necessary to identify long-term remedial actions (to ensure that the shortcomings do not re-appear) as well as immediate actions to prevent accidents.

The persons responsible for the identification of such actions and conducting any investigation shall be determined by the Director responsible for Health and Safety.

2.5 Records

Records will be kept of:

- Investigations of accidents and near misses
- Analysis of accidents and near misses and identification of causation patterns
- Results of benchmarking exercises
- Air monitoring and health surveillance undertaken
- Statutory examinations and tests
- Health and safety surveys
- Results of audits and review exercises
- Remedial actions identified and implemented.

All records will be retained for three years from the date of completion and will be kept readily available for inspection.

3. Audit and Review

At least once per annum the Company will conduct a general health and safety review, including an audit of performance standards, in order to inform its programme of continuing health and safety improvements and to ensure that health and safety standards are maintained.

3. ADVERSE EVENT INVESTIGATION & REPORTING

1. Policy

It is our policy to record all adverse events that result in injury or ill health and also those that might potentially have resulted in injury, ill health or damage to property, plant or equipment (near misses). It is also our policy to report all accidents, diseases and dangerous occurrences as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

2. Accident Book

An Accident Book will be kept to record details of all injuries incurred at work. This document will be fully completed as soon as possible, either by the injured person or a responsible individual on behalf of the injured person.

3. Adverse Event Report

An Adverse Event Report will be completed by a responsible person, as soon as possible following every work-related accident and incident that occurs. The Safety Manager shall determine the level of investigation required and the resources to be accorded to the investigation. When completed, a copy of the report will, if appropriate, be sent either to the injured person(s) or to the person reporting the adverse event.

4. Risk Control Action Plan

We recognise that it is important that specific actions are identified that deal with the immediate, underlying and root causes of an adverse event. Any short or long term remedial actions identified as part of the investigation will be reflected in our risk control action plan.

5. Review

A suitable date will be set for review of the risk control action plan to ensure that all recommendations have been implemented.

Where appropriate, the relevant risk assessments and safe working procedures will be reviewed and updated to include the remedial actions identified as part of the investigation.

6. Reporting to the Enforcing Authority (RIDDOR)

The Safety Manager will ensure that a report is made to the Enforcing Authority, within the appropriate timescales, as a result of the following events arising from or in connection with our work:

- Death or specified injury
- Over seven day injury
- Injury to non-workers taken directly to hospital from site
- Dangerous Occurrence
- Occupational Disease

7. Records

Records will be kept of:

- adverse event investigation report and risk control action plans
- medical records (observing rules of confidentiality)
- details of safe working procedures and risk assessments current at the time of the accident
- copies of safe working procedure registers and evidence of communication
- training records relevant to the accident
- maintenance records relevant to the accident
- accident book
- completed forms F2508/F2508A (report to Enforcing Authority)

4. ASSESSING SUBCONTRACTOR COMPETENCE

1. Policy

Whenever the Company engages subcontractors it is required to satisfy itself that the subcontractors are competent and has sufficient information, experience and supervision. This section sets our procedures for ensuring that this is so, whether for Construction Work or otherwise, the day-to-day implementation for which is the responsibility of the Safety Manager and it has regard to the Code of Practice ("the Code of Practice) issued under the 2007 Regulations, even though the Code of Practice is no longer in force as it remains a good guide to the assessment of competence of both companies and individuals.

2. Meaning of Competence

2.1 To be competent, an organisation or individual

- (a) Must have sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail;

- (b) Must have sufficient experience and ability to carry out their duties in relation to the project; appropriate experience is a vital ingredient of competence as is a commitment to on-going learning through continuing professional development programmes, regular training updates and career refresher training or advancement
 - (c) Must be able to recognise their limitations and take appropriate action in order to prevent harm to those carrying out Construction Work, or those affected by the work.
- 2.2 Organisations and individuals will need specific knowledge about the tasks they will be expected to perform, and the risks associated with these tasks. This will usually come from formal or 'on the job' training.
- 2.3 Past experience should be a good indicator of the person's/company's track record.

3. Assessing the competence of organizations

- 3.1 Competency assessments of organisations should be carried out as a two-stage process:

Stage 1: An assessment of the company's organisation and arrangements for health and safety to determine whether these are sufficient to enable them to carry out the work safely and without risk to health.

Stage 2: An assessment of the company's experience and track record to establish that it is capable of doing the work; it recognises its limitations and how these should be overcome and it appreciates the risks from doing the work and how these should be tackled.

- a. Organisations who are bidding for work should put together a package of information that shows how their own policy, organisation and arrangements meet these standards. If regularly updated, this information shall then be used each time they are asked to demonstrate competence as part of a tender process. Alternatively, organisations may use an independent accreditation organisation to assess their competence against the elements of the core criteria. Organisations employing less than five people may not have a written health and safety policy, organisation and arrangements, but they do need to demonstrate that their policy, organisation and arrangements are adequate in relation to the type of work they do. This could be done through an oral briefing, but assessments of competence will be made easier if procedures are clear and accessible.
- b. For small companies the assessment shall be simple and straightforward, and they should be able to show that they meet the criteria without the need for extensive paperwork. Similarly, for smaller projects such as those falling below the notification threshold, companies shall only be asked to provide the minimum paperwork necessary to show that they meet each element set out in the core criteria, namely: to:
 - Demonstrate their experience, including examples of recent similar projects
 - Submit their Health and Safety Policy
 - Provide details of their current insurances

- Provide details of accident records
 - Provide details of HSE prosecutions, improvement/ prohibition notices
 - Give examples of up to date training to individuals involved in the project
- c. For larger projects, or those where the risks are greater, a more in-depth assessment will be needed, but the assessment should not stray beyond the elements set out in the core criteria.
- d. Where the project is much larger than any that the organisation being assessed has worked on before, or where the work will involve them managing new risks, this should not automatically rule them out for consideration for the work. The assessor shall look for an appreciation of these risks; an understanding of how they will be managed, and some indication of how any shortcomings in their current arrangements for managing such risks will be addressed.
- e. Where an organisation is weak in certain areas, this can be addressed by putting arrangements in place to cover these weaknesses, or by employing people with particular expertise for relevant parts of the contract. What really matters is that the organisation has access to the expertise that it needs, and the ability to control the risks that arise from the work.
- f. Assessments should focus on the needs of the particular project and be proportionate to the risks, size and complexity of the work. Unnecessary bureaucracy associated with competency assessment can obscure the real issues and divert effort away from them.

4. Assessing the competence of individuals

- 4.1 As with organisations, assessing the competence of an individual shall be a two-stage process:

Stage 1: An assessment of the person's task knowledge to determine whether this is sufficient to enable them to carry out the work safely and without risk to health;

Stage 2: An assessment of the individual's experience and track record to establish that they are capable of doing the work; they recognise their limitations and how these should be overcome and they appreciate the risks from doing the work and how these should be controlled.

- a. Stage 1 assessments will look at an individual's qualifications and training records, and arrangements that have been made for their continuing professional development or lifelong learning. This will include an assessment as to whether the individual has a basic understanding of the risks arising from Construction Work that is essential for all people who work on or regularly visit sites.
- b. Stage 2 assessments shall concentrate on the person's past experience in the type of work that they are being asked to do. Where the work is more complex than any that the person has done before, or where the work will expose them to new risks, this should not automatically rule them out for consideration for the work. In these

circumstances, the assessor shall look for an appreciation of these risks; an understanding of how they will be managed, and some indication of how any shortcomings in their current knowledge will be addressed. Working under the supervision of someone who is competent and familiar with the work is one way in which people can learn how to do work safely.

5. Assessing an individual's competence

- 5.1 A basic understanding of the general risks arising from Construction Work is essential underpinning knowledge for everyone who works in the industry in order that they can protect their own health and safety and understand the effect that their own actions could have on others. This is particularly important for those who will regularly visit or work on construction sites. This basic understanding should be the foundation for health and safety knowledge and understanding on which more detailed competencies are developed.
- 5.2 The CITB Construction Skills touch screen test and equivalent schemes such as that offered by the Client Contractor National Safety Group (CCNSG) scheme are designed specifically to test this basic knowledge and understanding. Passing the touch screen test or equivalent schemes is one way of demonstrating this basic knowledge and understanding.
- 5.3 Those who are new to Construction Work shall be closely supervised by an experienced person until they can demonstrate that they are aware of these risks and know how to avoid harm.
- 5.4 Employers are required by law to ensure the competence of their employees and to provide training and instruction as necessary. CDM 2015 places duties on employers to ensure that workers are competent, have the necessary information, experience and supervision.
- 5.5 Unskilled workers who are following a programme of training will, over time, gather the necessary competence to become a skilled worker. With further experience and training, they should gain the competence necessary to become a supervisor. The tables set out in the Approved Code of Practice summarise the knowledge, skills and likely capabilities of a typical trainee, a skilled worker and a supervisor.
- 5.6 For employees with little or no understanding of spoken or written English, special arrangements will be made. These include providing translations, using interpreters, and replacing written notices with clear symbols or diagrams. Where this is not reasonably practicable, the Company will only employ those who are able to clearly understand both written and spoken English where necessary to ensure their health and safety and the health and safety of others on the site.

5. EMPLOYING NON-ENGLISH SPEAKING WORKERS

The Company welcomes employees and sub-contractor's personnel from all nationalities and backgrounds. However, the Company will only employ non-English speaking workers if there is a competent interpreter capable of briefing safety and environmental related information in their native language present at all appropriate times. Accordingly, the Company will only engage a non-English speaking worker following the conduct of a full risk assessment.

In all cases every attempt will be made to ensure essential information is passed on to Non-English speaking workers in an easily understood form and in line with HSE Guidelines.

We also expect Sub-Contractors employed by us to observe this policy.

Accordingly:

It is the responsibility of the Sub-Contractor employing them to ensure that they are fully aware of the health and safety requirements of the site.

The following guidelines set out our minimum standards with regards to non-English speaking personnel:

- Where personnel do not speak or understand English, the employer is required to provide a translator to supervise that individual whilst they are working.
- The information submitted by the individual at the induction will enable an assessment to be made as to the level of understanding that foreign workers have of the English language. If the response given shows a poor level of comprehension, then their employer must make suitable arrangements for translation and communication of all safety matters to these employees.
- The employer must clearly demonstrate that they have either communicated the risk assessments and method statements required for the tasks to be done to the employee in a language that he/she understands fully, or had this information translated. Documentary evidence may be requested at our discretion.
- Risk assessments must take into consideration the nature of the work to be carried out by the foreign worker and their inability fully to communicate, including areas of work that foreign workers will occupy and the proximity of suitable supervision to ensure they do not undertake activities outside their agreed scope, competence or understanding. Operatives with limited English must not be involved in any high risk activity.
- Supervision must be provided in accordance with the risk assessment. Where the risk assessment requires the use of an interpreter, one should be provided. The ratio of interpreters to non-English speaking personnel will be determined by the risk assessment.
- If the Company concludes that there is inadequate supervision or understanding from any sub-contractor party regarding the safety of any workers, the Company can at its discretion prevent any work proceeding.
- If communication and / or the adequacy of supervision is deemed by the Company not to be of an acceptable standard, therefore exposing the employee to additional risk, then the Company can request the removal of any individual from the job at their discretion.
- Standard of work, safety competence and training received should be consistent across all personnel, regardless of whether they are English or non-English speaking.
- Sub-Contractors are responsible for any additional cost and resources that are necessary to ensure that their workforce are able to perform to satisfactory safety levels with regards to competence and communication.