



# **Health and Safety Policy**

**Issued 23<sup>rd</sup> August 2024**



## Introduction

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The health, safety and welfare of employees and others is of prime importance to JOS Structures Ltd and is essential to the efficient operation of its undertaking.

JOS Structures Ltd, also referred to as 'the company', will ensure that this policy is pursued throughout the organization. We will ensure that health and safety is considered at least equally to other corporate topics and will never be compromised for other objectives.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will exceed the minimum requirements of the legislation.

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

We will set appropriate Occupational Health and Safety Objectives and Targets as part of our Integrated Management System and develop a Safety Culture that ensures continuous improvement. As part of this process we are committed to understanding the risks and opportunities that need to be addressed to give assurance that the management system can be effective in meeting these objectives. We will remove or reduce the risk of any accidents or incidents that may result in injury or ill health to our employee's

It is the intent of JOS Structures Ltd to provide safe and healthy working conditions for all our employees by;

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing a safe place of work and safe access and egress
- Providing for the safe use, handling, storage and transports of all particles and substances
- Providing safe working equipment
- Providing adequate and sufficient information, instruction, training and supervision.

## Aims

- Set and publish specific health and safety objectives which will be reviewed regularly.
- Recognising that the management of health and safety is a prime responsibility of managers at all levels, but the objectives of this policy can only be achieved with the support and commitment of all employees. Compliance with the policy is a condition of employment.
- Providing appropriate financial and physical resources to implement the policy.
- The identification of health and safety hazards and adopting the appropriate risk control strategies by allocating responsibilities, resources and securing the commitment of all employees.
- Setting standards against which our performance can be measured and for which, statutory requirements will only define the minimum acceptable standards within the organisation.
- Continual improvement of our health and safety performance, through full company participation in safety improvement programmes.
- Ensuring that this policy and its objectives are understood, implemented and maintained at all levels in the organisation. This will be achieved by periodic auditing of this system to ensure its adequacy and effectiveness.
- Maintaining an effective and participative culture.

## Objectives

- Establish toolbox talks at each site monthly.
- Brief out objectives to all employees via toolbox talks over the next 12 months. On review of objectives re brief workers on any updates
- Resource reviews with Line Managers, Employee Representative and Senior Management quarterly to assess implementation of Policy and outline additional resources required for compliance.
- Number of Statutory Inspections and Best Practice advisories completed in line with British standard recommendations within 3 months
- Number of man hours worked since last accident measured against national averages in comparison to own region.
- Reviewing this policy at least annually, revising it as often as is appropriate.

Enquires relating to the Company's Safety Policy should be addressed to:-

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Telephone (0121) 243 1321



Issue Number	Amendment	Date of Amendment
1	First Issue	28/09/15
2	Policy Review: Updated Competent Safety Advice, G S Musson to CMaPS.	28/09/16
3	Policy Review: Update introduction. Update organizational chart and roles and responsibilities section. Update sub-contractor's arrangements. Update CDM arrangements. Update training arrangements. Update monitoring arrangements. Add safety objectives arrangements. Update work equipment arrangements. Update organizational chart. Add legislation register.	05/04/17
4	Policy Review: Updates: Powered access equipment, ladders, safety advisor details Additions: RPE, LEV, legionella, alcohol and drugs, smoking, violence, mobile phone use whilst driving	05/04/18
5	Policy addition Statement of intent: PDCA, Legal Register, Smart aims and objectives DSEAR, monitoring of inspection reports, fatigue	23/04/18
6	Policy Review: Additions: dust	23/04/19
7	Policy Review: Updated: Dust (to include extraction devices) Additions: Artificial Optical Radiation, COVID-19, Electromagnetic Fields at Work, Electromagnetic Radiation, Welding, Work Related Upper Limb Disorders	23/04/20
8	Policy Review: Updated: COVID-19, added woodworking equipment to Work Equipment arrangement Amended: Electromagnetic Radiation to Sunlight Exposure	23/04/21
9	Policy Review: Updated: Org Chart, PPE, Welfare Facilities, Working at Height, Work Related Road Safety Added: Vehicles & Pedestrians In The Workplace	23/04/22
10	Policy review: Upated: Organisational chart. HSE ICC telephone number. Competent advice. Gas cylinders. PPE. Sunlight and heat exposure. Accident reporting and investigation. Removed: COVID-19. Artificial optical radiation. Electromagnetic fields at work. Wedling. Added: Infection Prevention & Control. Mental health.	07/08/23
11	Policy review: Updated: Org chart. Competent safety advice. Alcohol and Drugs. Mental health. Added: New roles of Planning Manager and Health and Safety Manager.	23/08/24



## Health & Safety Policy Statement

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JOS Structures Ltd will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The company will; -

- Co-operate with all those with an interest in health and safety, other employers, clients, designers, sub-contractors and the enforcing authorities.
- Provide sufficient resources, including financial support for the full implementation of the policy.
- Ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- Ensure all employees are consulted on matters of health and safety and will encourage positive employee participation.
- Ensure that all plant and equipment owned, used or hired is safe to use and properly maintained.
- Ensure that all equipment, materials and substances used are stored, handled and used properly.
- Ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the company's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually.

We will adopt the Plan, Do, Check, Act philosophy described within the HSE publication HSG65 to ensure continual improvement.

John O'Sullivan and Anita O'Sullivan have overall responsibility for health, safety and welfare matters and will monitor and operate this policy and will support all those who endeavour to carry it out.

Signed: *J O'Sullivan*

Date: 23/08/24

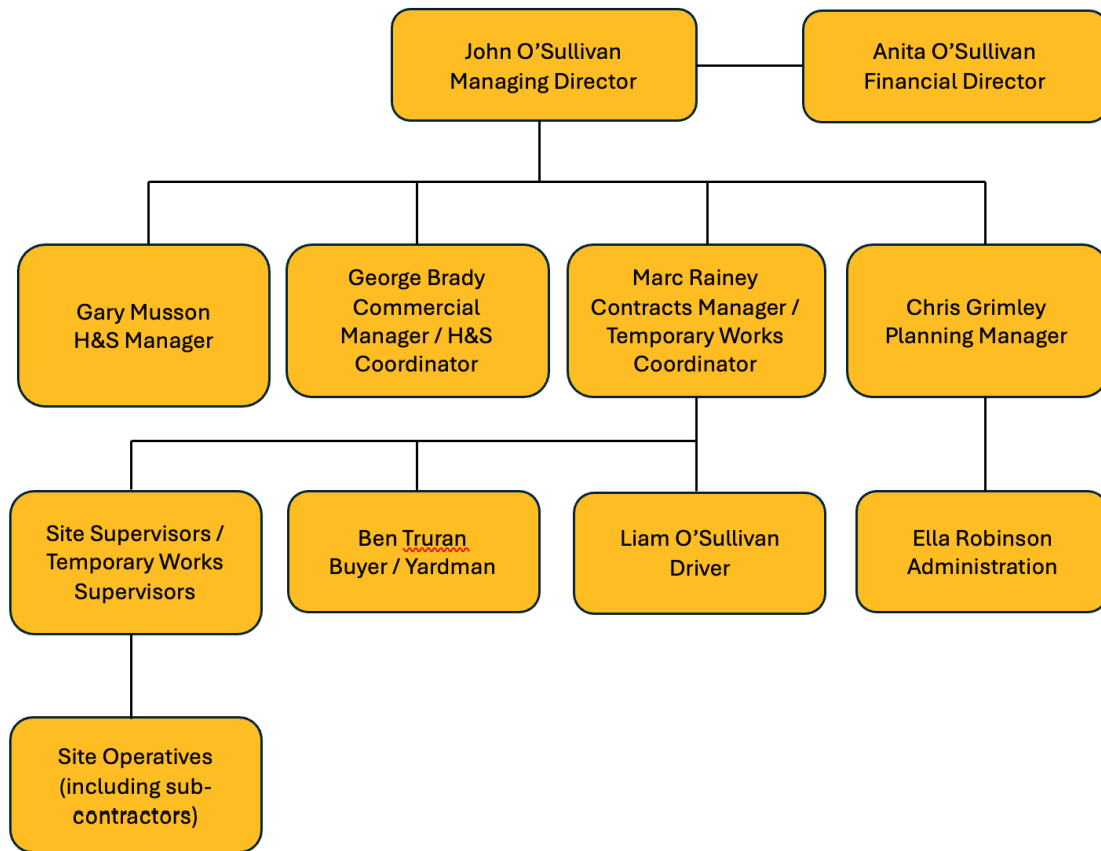
Signed: *A O'Sullivan*

Date: 23/08/24



## Organisation for Health and Safety

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Roles and responsibilities (*including deputies to ensure business continuity*)

**Directors (*Contracts Manager to deputise*)**

- Formulate, review and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare.
- Ensure that health and safety awareness is constantly at the forefront of company operations.
- Monitor the effectiveness of the health and safety policy.
- Co-ordinate all health and safety activities.
- Liaise with clients and contractors.
- Ensure that risk and other assessments are carried out.
- Ensure current employers and public liability insurance are in place.
- Set a good example by wearing the appropriate personal protective equipment etc.

**Commercial Manager (*Planning Manager to deputise*)**

- Set a good personal example by wearing the appropriate personal protective equipment etc. when working.
- Ensure tenders allow suitable resources for the effective management of health and safety on site for all company operations.
- Assess the competence of subcontractors prior to commencement on site.
- Ensure office safety and fire precautions.
- Attend pre-start meetings as required.

**Contracts Manager / Temporary Works Coordinator (*Director to deputise*)**

- Set a good personal example by wearing the appropriate personal protective equipment etc. when working.
- Monitor compliance of health & safety policy, statutory requirements and good working practices.
- Co-ordinate all health & safety activities.
- Ensure that day to day health and safety procedures are implemented.
- Promote health & safety, and good working practices.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Liaise with site supervisors on health & safety issues.
- Ensure induction training is provided for all employees new to the company or site.
- Ensure up to date training is provided for supervisors & employees.
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment.
- Consult employees on health and safety matters.
- Implement risk assessments and method statements.
- Ensure the correct personal protective equipment is issued and used.

- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Carry out risk assessments of work activities and produce suitable method statements.
- Implement day to day health and safety procedures.
- Ensure unsafe or damaged plant is reported and returned to Depot for repair/servicing.
- Provide health and safety induction and tool-box talk training for workers.
- Maintain adequate fire prevention and emergency procedures on site.
- Report all site accidents to the Directors and person responsible for health and safety matters.
- Record accidents in the accident book and assist in accident investigation where required.
- Hiring specialist equipment such as mobile concrete pumps and mobile cranes.
- Ensure compliance with the Construction (Design and Management) Regulations 2015.
- Liaise with contracts manager/director on project specific temporary works requirements.
- Prepare design brief for temporary works designers.
- Review initial temporary works design and coordinate with temporary works designers.
- Forward temporary works design to principal contractor for approval.

#### **Planning Manager (Commercial Manager to deputise)**

- Set a good personal example by wearing the appropriate personal protective equipment etc. when working.
- Promote health & safety, and good working practices.
- Where required produce risk assessments and method statements.
- Act as an Appointed Person for lifting activities.
- Produce lift plans as required.
- Ensure compliance with the Construction (Design and Management) Regulations 2015.
- Assist with the development of temporary works solutions.
- Attend project meetings as necessary.
- Assist with the production of tenders.

#### **Health and Safety Manager (Planning Manager to deputise)**

- Review and update of key company policies.
- Undertaking health, safety and welfare inspections of construction sites.
- Driving health and safety improvement throughout the business.
- Review accident data and provide statistics for the leadership team.



- Make applications to accreditation schemes as identified by the Company.
- Carry out regular fire risk assessments and health and safety audits as required.
- Deliver training where needed and appropriate to do so.
- Attend meetings with third parties where health and safety is on the agenda.

### **Site Supervisor (Contracts Manager to deputise)**

- Set a good personal example by wearing the appropriate personal protective equipment etc. when working.
- Monitor compliance of health & safety policy, statutory requirements and good working practices.
- Co-ordinate all health & safety activities.
- Ensure that day to day health and safety procedures are implemented.
- Promote health & safety, and good working practices.
- Liaise with Contracts Manager and on health & safety issues.
- Ensure new operatives to site undertake the necessary site inductions prior to commencement.
- Ensure site-based plant and equipment checks are carried out and recorded.
- Ensure the competence of users of plant and equipment.
- Implement risk assessments and method statements.
- Ensure the correct personal protective equipment is issued and used.
- Ensure suitable first aid and welfare provision is implemented and maintained by the principal contractor.
- Ensure unsafe or damaged plant is reported and returned to Depot for repair/servicing.
- Provide tool-box talk training for workers.
- Ensure accidents are reported to the PC's site/project manager and the JOS Contracts Manager.
- Issue PPE to site workers as needed and make a record (to be submitted back to office).
- Ensure compliance with the Construction (Design and Management) Regulations 2015.
- Ensure PC managed permit to work systems are being adhered to by company operatives and sub-contractors.

### **Yardman/Buyer (Office Staff or Commercial Manager to deputise)**

- Carrying out PAT testing on all portable electrical equipment owned by the company.
- Buying or hiring small tools and equipment.
- Purchasing PPE and issuing to site (PPE to be distributed to workers on site).
- Purchasing materials.

## **Operatives**

- Comply with all health and safety instructions, information or training given.
- Implement method statements and risk assessments and put into place any preventative measures required.
- Co-operate on all matters regarding health and safety.
- Do not put yourself or others at risk.
- Use the personal protective equipment that is provided.
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in plant and equipment.
- Report to contracts manager any health and safety issues that may occur.
- Refrain from horseplay and the abuse of welfare facilities.
- Warn new employees of known hazards.
- Do not improvise; use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences.
- Do not misuse anything provided for health, safety or welfare.

## **Office Staff**

- Comply with the company safety policy.
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.



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## **Accident/Near Miss Reporting and Investigation**

The company shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and specified injuries.
- Injuries resulting in incapacity for more than 7 days.
- Specified occupational diseases.
- Dangerous occurrences.

All employees, self-employed, trainees and other persons injured in or on the works premises, are included within the above arrangements.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0345 300 99 23, or by reporting online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor), followed up by a written notification within 10 days of the incident. Cases of over-seven-day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents on site shall be reported to the Contracts Manager who shall make an entry in the accident book. The Contracts Manager will, where appropriate, report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly by the Contracts Manager and the evidence clearly recorded. The injured party and witnesses shall be interviewed, and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent re-occurrence. A formal investigation report shall be produced and shall be issued to the Directors. The record in the accident book shall be updated as necessary. The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. The company requires all employees to report (and where possible

correct) these potential accidents/incidents immediately. Near miss's events should be reported to the managing director.

### **Alcohol and Drugs Policy**

The company has developed a stand-alone Alcohol and Drugs Policy which will be subject to regular review.

### **Asbestos**

The company is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health suitable control measures shall be put into place.

Any persons or organisation who are to carry out work on company premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement. Site workers should note that if they come across materials they suspect of containing asbestos, they should stop work immediately and report to their site supervisor. The company commits to provide suitable asbestos awareness training to all employees who are likely to come across asbestos containing materials during their normal work activities.

### **Competent Safety Advice**

G S Musson PgCert, CMIOSH, FIIRSM, CMaPS has been appointed by the company as Health and Safety Manager to act as the competent source of general and construction related health and safety advice, to fulfill the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### **Confined Spaces**

Where a work activity necessitates entry or working in a confined space, the company will comply with the requirements of The Confined Spaces Regulations 1997 and will observe the following duties;

- Avoid entry into confined spaces where practicable.
- If entry is unavoidable then follow a safe system of work.
- Put adequate emergency arrangements into place before work commences.

### **Consultation**

The company commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter

and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of an elected Representative of employee safety the company will engage in direct consultation with employees during tool-box talk sessions. The directors will also operate an open-door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the company commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

### **Dangerous Substances and Explosive Atmospheres**

The company will adhere to the Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002 and undertake a risk assessment covering processes that may involve the use of materials that could cause a risk of harm to employees from fire, explosion or energetic releases. This covers flammable gases, solvents, vapours, dusts (including powder coating), incompatible chemicals and self-heating (spontaneous ignition).

The company will ensure that the risks from dangerous substances and explosive atmospheres are:

- Assessed then eliminated or reduced
- That procedures and equipment are available to deal with accidents and emergencies.
- That employees are provided with the appropriate information and training.
- That places where explosive atmospheres are likely to occur are classified into hazardous zones and suitably protected and marked.
- Identification of hazardous contents of containers and pipes.

### **Display Screen Equipment**

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the company will;

- Analyse workstations to assess and reduce risks.
- Ensure workstations meet specified minimum requirements.
- Plan work activities so that they include breaks or changes of activity.
- Provide eye and eyesight tests on request, and special spectacles if needed.
- Provide information and training.

### **Dust**

The Control of Substances Hazardous to Health Regulations 2002 (as amended)

2,3 require the use of the most effective and reliable control options to minimise the escape and spread of substances including Respirable Crystalline Silica. Where adequate control of exposure cannot be achieved, suitable respiratory protective equipment (RPE) will need to be used as well.

In the case of Respirable Crystalline Silica on tool water suppression (not in electrically operated equipment) and/or dust extraction devices and respiratory protective equipment should be used.

### **Electricity**

If not properly managed, electricity can kill or severely injure people and cause damage to property. The company will:

- Ensure that all works involving electricity are assessed for risk.
- Only permit competent persons to undertake electrical works.
- Use electrical equipment that meets the relevant standard.
- Ensure all existing installations within company premises are periodically inspected.
- Avoid overloading socket outlets.
- Use where needed appropriate safety devices (such as RCD).
- Use low voltage or battery-operated equipment on site (see Portable Electrical Equipment arrangements).
- Avoid the need for live working where practicable.

### **Fatigue**

The company will comply with The Management of Health and Safety at Work Regulations 1999 and The Working Time Regulations 1998 for risk assessment and management systems to control fatigue.

The company will address the issue of fatigue during an employee's work irrespective of any individual's willingness to work the extra hours.

Fatigue refers to the issues that arise from excessive working time or poorly designed shift patterns. Fatigue is a perceived state of 'weariness' caused by prolonged or intensive exertion. Fatigue results in slower reactions, memory lapses, absentminded slips, 'losing the picture', lack of attention etc.

As a minimum, the company will ensure a good base shift pattern and monitor changes to the shift patterns and overtime worked on an individual basis for those involved in major hazard work and have agreed (and reasonable) limits in place to control fatigue risks.

Changes to working hours will be risk assessed to enable comparison of differing shift patterns and to identify when fatigue risks are excessive.

The company will set limits for working hours and shift patterns and these will be monitored and enforced.

As a basis we will ensure:

### **Shifts**



- Shifts starting before 7am will be shorter in length to counter the impact of fatigue later in the shift.
- If a 12-hour shift is worked then no overtime will be worked in addition
- Employees will work no more than 48 hours per week
- Shifts between 8 and 10 hours will accrue no more than 4/2 additional overtime hours

#### Rest periods

- A minimum of 12 hours between shifts (Rest period between shifts must permit sufficient time for commuting, meals and sleep.)
- Some weekends off, at least every 3 weeks.
- Rest periods within a shift of at least 30 minutes every 6 hours
- A break for refreshments within each shift of at least 15 minutes every 4 hours.
- Account will be made of working conditions, temperature and adjustments will be made to frequency of breaks as required.
- Access to drinking water will be available at all times

#### Rotation

- Rotation of duties of shifts (e.g. every 2-3 days).
- Forward rotation (morning/afternoon) for preference.
- Rotation will also take into account temperature, working conditions and adjustments will be made to accommodate.

#### Social considerations

- Arrangements for start/finish times of the shift to be convenient for public transport, social and domestic activities will be addressed where available.
- Travelling time of workforce will be considered and adaptations to shift length will be assessed
- The timing of shifts will be made regular and predicable where possible

#### Fire

The Commercial Manager shall hold the duty as the responsible person for the company on fire safety issues in the office premises, and the Contracts Manager shall hold the duty on construction sites.

The company shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment appropriate fire precautionary and protection measures shall be implemented, and a fire management plan shall be maintained.

Basic fire safety training will form part of the induction training for new employees.

#### First Aid

The company shall provide first aid facilities at each work place in accordance with

the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant ACOP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

The Administrator holds the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

### **Gas Cylinders**

Any gas cylinders stored by the company must be in appropriate storage for the gas type, preferably in the open air and away from potential ignition sources. Welding gases to be stored separately to LPG cylinders. Cylinders should be stored with their valves uppermost.

### **Hazardous Substances**

The company will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The company will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harms way as possible.
7. Provide personal protective equipment (PPE).

Workers shall receive COSHH awareness training.

Workers must not use a hazardous substance before a COSHH assessment has been carried out.

Under no circumstances must workers remove or deface labels on containers or decant substances into unmarked containers.

Mobile workers will have copies of relevant COSHH assessments within the health and safety folders retained on the vehicles.

### **Health Surveillance**

The company will be watchful for the early signs of employee ill health caused by

exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (e.g. the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

Medical checks (fit to work) may be required for operatives that undertake safety critical roles (e.g. operating plant and working at height).

Operatives are required to disclose any conditions or issues that may impair their ability to work safely.

The company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

### **Infection Prevention & Control**

The company will adhere to Public Health advice. We will ensure the wellbeing of our staff, customers and suppliers is at the forefront of our operations. We will restrict and reduce the risk of infection in the workplace that may cause ill health from the exposure to micro-organisms such as COVID-19, Flu, bacteria and viruses (commonly known as pathogens, bugs and germs) during work activities by:

- ensuring that staff members are aware of symptoms to reduce the risk of spreading the infection to other people, if unwell they should follow the [guidance for people with symptoms of a respiratory infection such as COVID-19](#).
- supporting and enabling our workforce to follow the guidance as far as possible.
- considering and supporting people at higher risk whose immune system means they are at a higher risk from COVID-19, and to workers who are pregnant or facing mental and physical health difficulties.
- reducing the spread of respiratory infections by encouraging and enabling vaccination.
- ensuring an appropriate standard of cleanliness and hygiene is maintained in relation to equipment and premises, this will be applied more rigorously in the event of a workplace outbreak. It's especially important to clean surfaces that people touch a lot.
- providing regular suitable training to all staff on the prevention and control of infection.
- ensuring adequate ventilation within the workplace and increase ventilation in enclosed spaces.

### **Legionella**

The Commercial Manager shall hold the duty as the responsible person/s for the company on the control of legionella bacteria in water systems.

The company will adhere to the requirements of The Control of Legionella Bacteria in Water Systems ([ACOP L8](#)) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the company will:

- Identify and assess sources of risk.
- Prepare a written scheme for preventing or controlling the risk.
- Ensure suitable and sufficient resources are available.
- Implement, manage and monitor all precautionary control measures identified.
- Keep records of all such measures.
- Provide employees with information, instruction and training

### **Local Exhaust Ventilation (LEV)**

The employer will ensure so far as is reasonably practicable that they comply with regulations under the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) by providing controls that are suitable and sufficient such as local exhaust ventilation and undertaking that everyone in the LEV supply chain is competent.

This will be provided where necessary and implemented by:

- Identifying which jobs and activities cause exposure.
- Providing the right type of LEV to control exposure.
- Involving employees in LEV selection where necessary
- Ensuring the LEV is installed properly and works effectively.
- Ensuring the LEV has airflow indicators (or equivalent).
- Ensuring the supplier provides a User Manual and Log Book or equivalent
- Managing the checking and maintaining of the LEV system
- Training employees to use the LEV properly where required
- Fill in the Log Book and get repairs done.
- A thorough examination and tested at no greater than every 14 months by a competent person
- Use the thorough examination report as an 'audit'. Improve as advised.
- Provide Suitable PPE and RPE

### **Manual Handling**

The company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The company will avoid manual handling operations so far as is reasonably practicable.

The company will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.

HSE publication [INDG143](#) (rev 4) 'Getting to Grips with Manual Handling' shall be issued to all new starters during their induction. Formal training on kinetic lifting techniques will be arranged where necessary.

### **Mental Health**

The company has a stand-alone Mental Health Policy. This will be reviewed and updated on an annual basis.

### **Monitoring of Safety Systems**

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between management and workers. Time will be set aside during tool-box talks where concerns may be raised.
- Annual review of accident statistics.
- Annual safety system audit carried out by the external advisor.
- Monthly site health, safety and welfare inspection carried out by the Contracts Manager.
- As required upon our request – site health, safety and welfare inspections carried out by our external safety advisors.
- Annual review of the safety policy and associated documents.
- Annual review of Safety Inspection Reports to identify trends

### **Noise**

It is the aim of the company to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the company will;

- Assess the risk to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction and training.
- Carry out health surveillance where there is a risk to health.

## **Personal & Respiratory Protective Equipment (PPE/RPE)**

The company will provide PPE/RPE to employees and limb (b) workers (can be understood as dependent contractors) in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended) the company will ensure that PPE/RPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees and limb (b) workers
- Face fit testing provided where necessary

## **Portable Electrical Equipment**

Ben Truran is responsible for the overall inspection and testing regime for portable electrical equipment. Further responsibilities are defined within the company 'Portable Appliance Arrangements' document.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated. Equipment users should be given appropriate guidance on the daily user checks to be carried out.

## **Risk Assessment**

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments suitable controls will be established and a safe system of work produced.

## **Safety Objectives**

- Achieve zero fatalities, zero permanent disabilities, and improve safety performance year on year;
- Comply with all Health and Safety Legislation and Approved Codes of Practice;
- Ensure compliance with **client** safety requirements and publish these as part of Project requirements;
- Work with and advise the Client in his aspiration to provide a 'better' environment for his employees;
- Maintain safe and unimpeded access and egress from work sites, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian);
- Identify and address all risks arising from both our, and our contractor's activities to include fire;

- Police and co-ordinate, through our Contracts Manager and Site Supervisors the use of safe procedures, tools, plant, equipment and the appropriate use of Personnel Protective Equipment (PPE);
- Work with the Client's direct contractors to maintain safety and site cooperation;
- Employ a Safety Advisor to carry out safety audits and inspections;
- Maintain (or check Principal Contractor provision) adequate levels of Welfare Facilities for the work force, including contractors;
- Assess the impact of site activities on the environment and manage to minimise it;
- Identify and provided health and safety training to promote awareness of safety of self and others where necessary.

### **Slips, Trips and Falls**

Slips and trips are the most common injury at work. These will be minimised by the company by:

- Using entrance matting.
- Ensuring any leaks from machinery or buildings are repaired.
- Ensuring any loose, damaged or worn flooring is replaced as necessary.
- Ensuring lighting is sufficient.
- Ensuring any slopes or steps are clearly visible.

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions.
- Quickly cleaning up any spillages.
- Wearing appropriate footwear.
- Avoiding rushing.

### **Smoke Free Environment**

The employer will ensure that all employees and the public are protected from the harmful effects of second-hand smoke by providing a smoke free workplace. This is inclusive of all work vehicles where provided and client premises.

### **Sub-contractors**

Prior to commencement all sub-contractors must be assessed for competence. It is the responsibility of the Commercial Manager to ensure that all sub-contractors have satisfactorily;

- Completed the company pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.
- Demonstrated compliance with one of the member schemes of the Safety Schemes in Procurement scheme.



Competence checks should be based around the requirements of CDM (2015) and the MHSWR (1999). Contractor competence is to be reviewed on an annual basis.

### **Sunlight and Heat Exposure**

The company will be mindful of the weather, and the health effects of working in strong sunlight and very warm temperatures. Suitable guidance will be given to workers, particularly those that work outside, to minimise the effects of UV rays and heat.

### **Temporary Works**

We shall ensure that we have in place effective arrangements for controlling risks arising from the use of temporary works. Our temporary works procedure shall contain most or all of the following elements:

- Formal appointment of a Temporary Works Co-Ordinator (TWC).
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register.
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.
- Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works.
- Check that the temporary works have been erected in accordance with the design and issue a formal "permit to load" where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works and issue a formal "permit to dismantle" where necessary.
- The procedure should include measures to ensure that the design function, the role of TWC, and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.

### **The Construction (Design and Management) Regulations 2015**

The company's core activities are construction related and CDM (2015) will form the cornerstone of the company's arrangements from a health, safety and welfare standpoint.

The company, during the course of its activities, will at times hold various duties. A summary of duties is scheduled as follows:

#### **When assuming contractor duties we will ensure that:**

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.



- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than contractor we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

When assuming designer duties we will ensure that:

- The client is aware of their duties (unless there is a Principal Designer on the project who would assume this duty).
- When producing or modifying designs we shall take account of the general principles of prevention.
- Our designs comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Our designs consider other factors such as cost, fitness for purpose, aesthetics and environmental impact.
- The level of information we provide to those that need it is proportionate to the risks remaining.
- We will take account of any/all pre-construction information provided by the Client or Principal Designer.
- We cooperate fully with other duty holders.

**Training**

The company recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated. In addition, the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of

health and safety within their employment. The new employee will also be given a copy of the firm's health and safety policy for their retention and reference.

General training direction and co-ordination will be given by the firm's Health and Safety Manager. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. The Contracts Manager will also have a responsibility to identify training needs of employees and bring these to the attention of the Directors. Consideration must be given to client specific requirements (generally established in the tender specification or pre-commencement meeting).

The management team will hold qualifications in the management of health and safety and will attend updates and refresher courses as required.

The company will adopt the following training as a standard company requirement:

Contracts Manager – Construction Skills Site Managers Safety Training Scheme (SMSTS)

Site Supervisor – Construction Skills Site Supervisors Safety Training Scheme (SSSTS)

Site Operative – General health and safety awareness (1-day course)

### **Vehicles & Pedestrians In The Workplace**

Proper planning significantly reduces the risk from vehicle movements. This applies to traffic routes within buildings and yards as much as to roads.

Assessing and controlling these risks will be performed via the risk assessment process. To reduce the risk of injury due to vehicles and pedestrians within the same space:

- Plan safe traffic routes, avoiding any danger areas and stick to speed limits
- Ensure that loads are safely secured.
- Make sure route surfaces are constructed of suitable material and properly drained.
- Avoid steep slopes.
- Provide separate routes for pedestrians where possible, and barriers or guard rails if appropriate.
- Ensure routes are clearly marked using painted lines and other devices.
- Use signposting to explain routes and warn of potential dangers.
- Provide adequate and suitable parking and loading bays, these should be on level ground to reduce risks.
- Provide adequate lighting throughout, particularly in areas such as junctions and routes used by pedestrians.

## **Vibration**

The company will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the company will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All mobile workers will receive information and training on the potential risks from harmful vibration.

## **Violence**

The employer will safeguard so far as is reasonably practicable all employees and visiting public, and contractors against all forms of violence from other employee's and members of the public. This will include:

- physical
- verbal
- mental abuse
- discrimination
- harassment and bullying
- racial
- threat: verbal or written
- sexual assault or harassment

If any injury or absence from work of more than seven days results from any form of abuse or violence this must be reported to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

## **Welfare Facilities**

The company will ensure that adequate welfare facilities are provided in the company premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum 16 deg C where the activity is mainly sedentary and 13 deg C if the work involves physical effort). These temperature guidelines do not apply where it would be impractical to maintain those temperatures.
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.

- Enough free space to allow people to move about with ease. Workrooms should provide a minimum of 11 cubic metres of space per occupant.
- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable facilities for changing and storage of clothes where necessary.
- Suitable and sufficient facilities for rest.

Welfare facilities for the mobile worker are generally provided by the main contractor or client.

When working as a contractor (sub-contractor) on a construction project we will ensure that the principal contractor provides welfare to the standards set in Schedule 2 within CDM (2015) prior to commencement on site.

### **Work at Heights**

The company will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way.
- Carried out using appropriate equipment to prevent falls.
- Organised so that the distance and possible consequences of any fall are minimized.
- Risk-assessment based.
- Properly planned and supervised by a competent person(s).
- Carried out by competent operatives.

### **Ladders & Step-ladders**

The company shall ensure that the use of leaning ladders and step-ladders will be limited to access provision and low risk, short duration work (less than 30 minutes at a time) where other methods are not practicable.

- Ensure that when new ladders are purchased that they conform to EN131 Professional standard and are suitable for the task required.
- Ladders conforming to older standards (purchased prior to January 2018) must be risk assessed. Ensure that adequate checks have been completed and where ladders are no longer suitable for use, they must be replaced with ladders conforming to the newer EN131 Professional standard.
- Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at regular periods.

### **Tower Scaffold**

Tower scaffolds shall be erected, altered and dismantled by a competent person. The company shall adopt the PASMA training scheme as its appropriate qualification.

- The relevant components show no signs of rust or damage.
- The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every 7 days of being erected, following adverse weather conditions and after any alterations.
- A suitable means of access to be provided inside the tower.
- Toe boards and guard rails must be provided at suitable heights (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm).
- Pre-use checks to be carried out that consider the weather and ground conditions.
- Guidelines are to be followed in relation to the height to base width ratio.

### Powered Access Equipment

A competent person shall only use powered access equipment. The company shall adopt the IPAF training scheme as its appropriate qualification. Suitable work restraint equipment will be provided to those working within a boom type platform (they will be expected to use this in accordance with the safe system of work). No person is permitted to climb out of the platform over the guard rails (unless the platform is specifically designed to permit this). All hand tools shall be secured to the platform with safety ropes to prevent them from falling should they be dropped. It is always required that a suitable means of descent shall be maintained in case of emergency, this may be by a person at ground level who has been familiarized with the controls on the machine at that level. Maintenance and thorough examination records (dated within the last 6 months) should be available for inspection.

### Work Equipment

Company procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended) (PUWER).

The company will ensure that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable safety measures, eg protective devices, markings, warnings.

### Woodworking Equipment

- Ensure that adequate measures are taken to control the risks from 'kickback', such measures would include ensuring that cutting tools and blades are kept in good condition.

- No tool should be run at speeds greater than the safe working speed marked on the tool itself or specified in information supplied by the manufacturer or supplier of the tool.
- Guarding present on machinery should provide a sufficient degree of protection in the event of the cutter or tool disintegrating or the cutter being ejected.
- Braking devices should be fitted to reduce the rundown time of cutting tools on woodworking machinery, preferably within ten seconds of the machine being shut down, where risk assessment shows that this is necessary.

Further guidance can be found in HSE document '[Safe Use of Woodworking Machinery](#)' [Approved Code of Practice \(L114\)](#).

Equipment will be selected considering not only performance, but noise and vibration outputs. The less harmful equipment will always be favored over the more harmful.

Ben Truran is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. He will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable. The company owned forklift truck will be subject to statutory testing, which will be carried out by a competent, third party organization.

It is the responsibility of the contracts manager to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

### Lifting Equipment

Company procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

All equipment owned or used by the company for lifting or lowering loads, will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads.
- Used safely by competent persons.
- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

*Generally owned lifting accessories will be limited to webbing slings that are disposed of at the end of the validity period.*

Hired in equipment shall be subject to the same scrutiny and procedures as owned equipment.

All work equipment arriving on site will be assessed for suitability by the Site Supervisor prior to being issued to the operative.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of the contract's manager.

### **Work Related Road Safety**

Much of the company's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The company will ensure that:

Drivers are:

- Competent and capable of doing their work in a way that is safe for them and others.
- Properly trained.
- Sufficiently fit and healthy to drive safely and not put others at risk, never drive under the influence of drink or drugs, never drive while taking medicine that might impair your judgement.
- Provided with information that will help them reduce the risk e.g. Recommend tyre pressures).
- Provided with appropriate advice on driving posture.
- Licensed to drive the vehicle to be driven, provide a copy of their driving licence on recruitment and periodically afterwards and declare any driving convictions thereafter.

Vehicles are:

- Fit for the purpose for which they are used.
- Maintained in a safe and fit condition.

Journey planning:

- Takes account of appropriate routes.
- Incorporates realistic work schedules.
- Does not put drivers at risk from fatigue.
- Takes sufficient account of adverse weather conditions.

Mobile phones whilst driving:

- Never use a hand-held mobile phone when driving or when the engine is running.
- Drivers who wish to use a mobile phone to make a call should safely stop and park, remove keys from ignition before making a call.
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible, drivers can still risk



prosecution for failure to have proper control even if they use handsfree phones when driving.

Office-based staff should avoid making calls to staff who they know are driving, always ask whether it is safe to speak.

Smoking is prohibited within work vehicles at all times.

### **Work Related Upper Limb Disorders (WRULD's)**

The employer has general duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to manage and control the risks associated with work-related ULDs.

Various factors have the potential to cause ULDs, such as:

- repetitive work
- uncomfortable working postures
- sustained or excessive force
- carrying out tasks for long periods without suitable rest breaks
- poor working environment and organisation.

ULDs will be managed in the workplace by:

- assessing the risks – this means looking around your workplace to see which jobs may cause harm
- deciding how likely it is that harm will occur, ie the level of risk, and what to do about it
- changing the way work is organised to help reduce risk
- helping sufferers when they come back to work.

The company will consult with employees on risks arising from their work and provide clear instructions, information and adequate training on any measures you put in place to control the risks.

### **Legal Register**

Control of Asbestos Regulations 2012

Control of Electromagnetic Fields at Work Regulations.

Control of Legionella Bacteria in Water Systems ACoP L8

Control of Noise Regulations 2005

Confined Spaces Regulations 1997

Control of Substances Hazardous to Health Regulations 2002 (as amended)

Control of Vibration at Work Regulations 2005

Dangerous Substances Explosive Atmosphere Regulations 2002

Electricity at Work Regulations 1989

Health & Safety at Work Act 1974

Health & Safety (Consultation with Employee's) Regulations 1996

Health & Safety (Display Screen Equipment) regulations 1992

Health & safety (First Aid at Work) Regulations 1981

Lifting Operations & Lifting Equipment Regulations 1998

Management of Health & Safety at Work Regulations 1999



Manual Handling Operations Regulations 1992  
Personal Protective Equipment Regulations 1992 (as amended)  
Pressure Systems Safety Regulations 2000  
Provision and Use of Work Equipment Regulations 1998  
Regulatory Reform (Fire Safety) Order 2005  
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013  
Road Traffic Act 1991  
The Construction (Design & Management) Regulations 2015  
Working at Height Regulations 2005 (as amended)  
Workplace (Health Safety and Welfare) Regulations 1992