



Unit 14 Lyons Industrial Estate
Hetton-le-Hole
Tyne & Wear
DH5 0RH

Health, Safety, Welfare & Environmental Policy

October 2015

Review Date: October 2016



Health, Safety, Welfare & Environmental Policy

INTRODUCTION

This policy shall be reviewed, annually, as new requirement indicated fundamental changes, to ensure it complies with all relevant Regulations, Codes of Practices, etc.

The Company considers it of paramount importance for all employees to appreciate their responsibilities under current legislation in order that it can promote a safe and healthy working environment throughout its operations. It is essential we do all that is reasonable and practicable to protect ourselves, our colleagues and all others who may be affected by our operations against the risks of personal injury or hazard to health.

It may be necessary from time to time to amend the contents in line with future legislation or as a result of agreed changes to our systems and procedures.

With this aim, therefore the Company ask for everyone's full support and co-operation.

This policy document comprises the "Statement of Intent" "Safety Organisation" and "Individual Responsibilities". The majority of the "Arrangements" for carrying out the policy are contained in the third section of this document. They are to be used in conjunction with any other guidance or information sheets that may be issued by the Company's appointed competent health and safety personnel in support of this policy document.

The Company recognises that time and resources will need to be allocated in order to ensure the contents of this policy document, particularly the procedures in place to control health and safety, are adequately made known to all employees.

Employees should not undertake any operation unless they are sure of the Company procedure for dealing with that particular operation, the hazards associated with the task and the safety precautions necessary to safeguard the health and safety of the employee or others working in the vicinity. Where the employee has doubt on the correct procedure he/she must contact the supervisor immediately.



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SECTION A

GENERAL SAFETY ORGANISATION

- **General Policy Statement**
- **Environmental Statement**
- **Chain of Responsibility**
- **Safety Organisation – Flow Chart**



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GENERAL POLICY STATEMENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Therefore the company accepts the responsibility:-

- i) to provide and maintain safe and healthy working conditions on their premises and sites of clients, taking account of relevant statutory requirements.
- ii) to provide such training and instruction as may be relevant to their particular operations to assist employees to perform their work safely and efficiently.
- iii) to make available such safety devices and protective equipment as may be appropriate and to secure the supervision of their use.
- iv) to maintain a continuing interest in health and safety matters applicable to the activities in which they are involved and for management to set an example in safe behaviour.
- v) the company will actively carry out risk assessments of all aspects of the business.
- vi) to ensure that all employees are aware of their responsibilities with regards to environmental matters.

Employees of the company have a duty to co-operate in this objective:-

- i) by working safely and efficiently.
- ii) by properly using safety devices and protective equipment provided and by meeting statutory obligations.
- iii) by reporting incidents which have led or may lead to injury or damage.
- iv) by adhering to company procedures and observing instructions designed to contribute to the protection of health and safety.
- v) by co-operating in the investigation of accidents with the object of introducing measures to minimise the possibility of recurrence.
- vi) by ensuring that all environmental issues are addressed...i.e....recycling etc

A handwritten signature in black ink, appearing to read 'T. Sunter'.

T. Sunter
Managing Director

October 2015



Health, Safety, Welfare & Environmental Policy

ENVIRONMENTAL POLICY STATEMENT

Sunter Ltd will in all of its activities and undertakings commit to uphold the standards required to comply with BS EN ISO 14001. This commitment will be cascaded from Top Management to all Staff, Supplier and Customers where required.

The Company will also uphold all statutory requirements including all relevant Environmental regulations and requirements, all approved codes of practices, and all corporate policies that are required by the company under its work activities and undertakings.

It is the Company's interest to have a planned approach towards prevention and reduction of waste and pollution leading to a long term reduction of costs, as prevention and reduction are more desirable and economical than damage repair after the event.

The Company will control its activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment in line with the requirements of the Environment Protection Act 1996, as far as is reasonably practicable.

Responsibility for the environment is ranked equally other aspects of the company's undertakings including health & safety, and quality management, environmental issues will be run in conjunction with these and will be implemented to the same standards.

Environmental awareness and individual responsibility will be developed amongst employees at all levels with full and effective consultation being encouraged.

The Company will continue to develop and improve standards by making use of available technology and developments, together with a waste recovery and recycling approach.

Local community interests will be taken into account and positive communication with the community entered into where appropriate.

Clients, employees, the general public and all other persons who may be affected will be made aware of any company activity which may affect the local or global environment.

Natural habitats and wildlife will be respected and where appropriate within the control of the company, maintenance, restoration or creation of habitats will be encouraged.

Materials will be sourced from suppliers with a positive approach to sustainability and re-cycling of items and materials.

Vehicle and plant will be maintained in accordance with the manufacturer's guidelines to ensure optimal performance and minimise any pollutants released into the atmosphere. The minimisation of the amount of vehicles will be encouraged where possible.

Where possible, when purchasing any new vehicles, apart from cost, other factors will be taken into consideration: i.e. Vehicle emissions, weight and size, number of seats, load capacity – all of these factors will be determined to ensure that the correct type of vehicle is purchased, to ensure the impact on the environment is minimized, including:

- Emissions into the atmosphere
- Number of seats – to minimise journeys
- Weight and size – to ensure load capacity is adequate and minimise journeys.

Energy usage will be kept to a minimum at Head Office, other site offices and on site during standard working practices etc.

Delivery of materials will be constantly monitored and stock levels kept at a level to minimise the amount of deliveries taken, therefore reducing the amount of delivery vehicles on the road specifically for Sunter Ltd deliveries.

The company will endeavour to minimise the amount of waste taken to general landfill, and will actively promote the re-use and re-cycling of packaging and other materials.



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This Environmental Policy and all associated documents will be revised annually or when required due to changes in any regulations etc, or upon implementation of any significant changes to the Company's activities etc.

This Policy and all Associated ISO 14001 documentation will be made available for employees, clients, and any other interested parties. A copy will be posted on the company website in due course.

A handwritten signature in black ink, appearing to read 'T. Sunter'.

Mr. T. Sunter
Managing Director

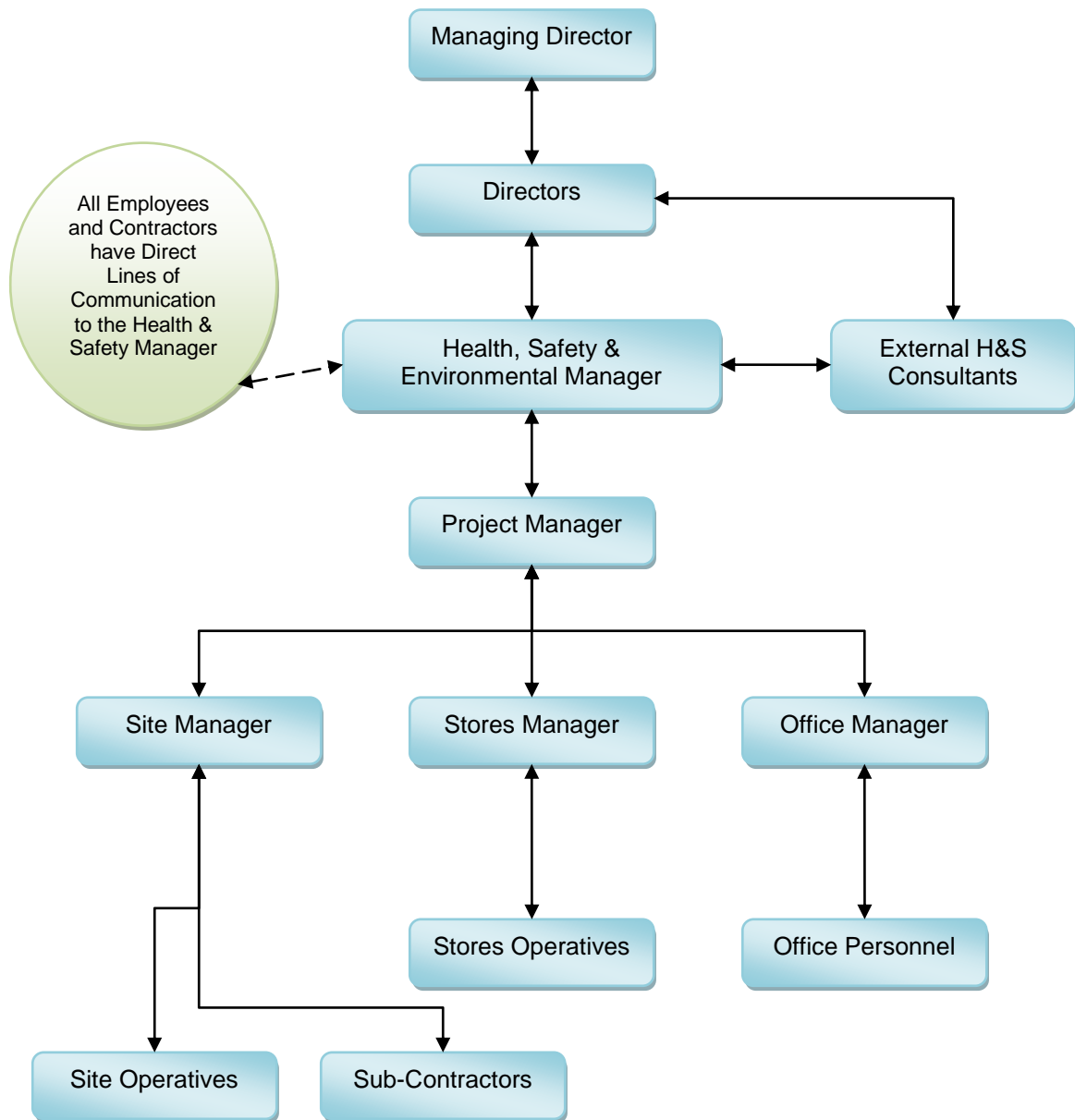
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CHAIN OF RESPONSIBILITY

- 1 The Managing Director is responsible for the effective implementation of the Health, Safety, Welfare & Environmental Policy.
- 2 The Directors are responsible for all Health, Safety, Welfare & Environmental matters and for ensuring that the requirements of this policy are effectively communicated to all sites and offices.
- 3 The company may engage the services of competent persons to advise on matters of health, safety, welfare and the environment where the competency does not exist in the company.
- 4 All employees are responsible for ensuring that all aspects of the policy is complied with on individual sites and any site specific safety rules imposed by the client are also to be complied with.
- 5 Employees are expected to involve themselves in all matters within this policy and report any unsafe equipment or dangerous situations to their Manager, Safety Manager or the Directors.
- 6 Anyone who may be affected by operations undertaken by the company will be kept fully informed and the requisite liaison between the parties will be maintained. Failure to comply may result in removal from site. The company will ensure, via the monitoring process, that there is liaison between the parties and that it is effectively maintained.
- 7 All employees will be issued with a copy of the company Health, Safety, Environmental & Welfare Policy and an extract of the responsibilities applicable to them, and to all new starters with the company. All employees will be notified of any changes to the policy. The responsibility for notification will rest with the relevant Manager.
- 8 No safety policy can work without the full co-operation of all employees within the company. Nor can a safety policy be **"forced"** on employees without those employees having the right to forward criticism, comments, etc. about the safety policy. In order to achieve a safety policy that can work in practice with the full approval of everyone concerned, the company regards employer/employee consultation and co-operation as essential.
9. A copy of the Health, Safety, Welfare & Environmental policy including all the arrangements will be available for viewing at the Head Office. An electronic copy of the policy can be provided upon request.



SAFETY ORGANISATION – FLOW CHART





SECTION B

INDIVIDUAL RESPONSIBILITIES

- **Managing Director**
- **Directors**
- **Safety Manager**
- **Managers**
- **Site Managers**
- **Operatives / Employees**
- **Office Based Employees**
- **Appointed Safety Advisors**



Health, Safety, Welfare & Environmental Policy

MANAGING DIRECTOR

The Managing Director is ultimately responsible for Health, Safety, Welfare & Environmental Issues and his main responsibilities include: -

1. To ensure the effective implementation of the Company Safety Policy.
2. To ensure the board regularly review the company's health, safety & environmental performance
2. Shall keep himself informed of incidents, accidents or environmental issues occurring on company sites or premises.
3. Shall keep under review the necessity for further safety measures, instruction, information, supervision and training to ensure the health, safety and welfare of all the employees and the environmental impact on the local and global scale.

DIRECTORS

Main Responsibilities:-

1. To work alongside the Safety Manager and formulate the Safety Policy and organise all revisions within the policy.
2. To ensure that the contents of the policy are circulated to all employees of the Company.
3. To arrange for funds and facilities to meet the requirements of the Policy.
4. To ensure that all employees receive adequate and appropriate training.
5. To co-ordinate health, safety & environmental requirements, via the Safety Manager between the Company and all subcontractors that may be working on site to ensure safe working.
6. To ensure that all Employees discharge their duties and responsibilities satisfactorily, and to take the necessary action if employees fail to meet the objectives set for them.
7. To encourage all employees to work in a safe manner and at all times and to set a good personal example.
8. To minimise the risk of injury and damage to the health of all persons affected by the Company's operations and undertakings and the prevention of waste and damage to all property and plant by implementing risk assessments and by effective management of health and safety.
9. To provide and ensure maintenance of plant, equipment and places of work that is safe when in use.
10. To provide in tenders and other preparatory procedures, for adequate safe working methods, welfare facilities, storage of materials and hazardous substances, waste disposal and safe access and egress, etc.
11. To ensure that employees exposure to harmful substances is reduced or eliminated in line with the Control of Substances Hazardous to Health Regulations (COSHH)
12. The observance of and to encourage others to observe the requirements of all Regulations appertaining to their work.



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HEALTH, SAFETY & ENVIRONMENTAL MANAGER

Main Responsibilities:-

1. To assist the Directors to keep the Health, Safety, Environmental & Welfare Policy up to date.
2. To keep the Company fully aware of all new legislation or any changes or modification of current legislation.
3. Arrange for the carrying out of risk assessments and the formulation of safe working procedures as deemed necessary and ensure that Employees are made aware of them and take whatever steps are necessary to comply with them.
4. To investigate any accidents or incidents which occur at the Company and to provide a complete report on any such accident or incident, with recommended action to be taken to prevent reoccurrence?
5. To liaise with H.M. Factories Inspectors, Local Authority Safety Departments and other enforcement authorities over all aspects of health and safety that affects the Company.
6. Conduct employee health and welfare induction training and ensure sub-contractors personnel, including the self employed, are aware of the requirements of this policy and any requirements for safe working as a result of legislation, etc.
7. To advise on safety training requirements and organise such training that the Company may require, if requested.
8. Arrange for the carrying out and implementation of assessments required by the COSHH Regulations and The Management of Health and Safety Regulations.
9. To undertake regular site visits, paying particular attention to any comments made by the Client, Clients Representative or his Safety Advisor, or one appointed by the Company, and to see that action has been taken to put right any shortcomings that affect the health and safety of personnel, or any environmental shortfalls. Where cases of imminent danger are observed the Safety Manager has the authority of the Directors to prohibit a particular work activity until necessary remedial action has been taken
10. Accompany H.M Factory Inspectors and Environmental Enforcement Inspectors on site visits where possible and act upon their recommendations. Report all such visits to the Directors noting any observations made, as soon as possible after the visit. In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the Directors must be advised without delay.
11. Maintain in a proper state all reference documents used by the company to assist in compliance with this policy.

MANAGERS

Main Responsibilities:-

1. To understand the Company Health, Safety, Environmental & Welfare Policy and appreciate the duties and responsibilities assigned to each Employee.
2. To determine at the planning stage (seeking advice from appointed competent persons where necessary)
 - i) The most appropriate order and method of working.
 - ii) The allocation of site responsibilities (including that of sub-contractors)
 - iii) Consideration of all existing and potential site hazards and methods to overcome any such hazards (risk assessments)
 - iv) Facilities for welfare and sanitation.
 - v) Method statements and safety precautions requirements before work commences.



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- vi) To enforce to all employees and sub-contractors the need to work in an environmentally friendly way, including recycling of materials etc.
 - vii) The appropriate development of the construction phase health and safety plan; and ensure this development is instigated.
3. To make certain that Employees understand their duties and responsibilities under the Company policy and to take all reasonable steps to ensure that these are carried out.
 4. To ensure that work once started, is carried out as planned, following the requirements of the Safety Policy, Health and Safety at Work Act, Construction Regulations and any other relevant legislation, Codes of Practice, etc.
 5. To set a personal example on site at all times.
 6. Identify training needs of individuals under your immediate control and as necessary ensure that the individuals are given the opportunity to undertake training.
 7. Monitor the work activities against the Policy standards and bring into effect any changes necessary that are within your immediate control. Bring to the attention of the Safety Manager any failure to comply with Policy standards that requires the Safety Manager or Directors input.
 8. To establish and organise operations under your control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
 9. To ensure at places of work under your control Employees and others authorised to be at that place or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and the removal of unnecessary risks are carried out.
 10. Implement and maintain arrangements with Sub-contractors and other Employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion about areas of responsibility. Liaise with Clients or their representatives to ensure the safety of any person affected by the work or for the security of the premises.
 11. To ensure that protective clothing and safety equipment is available and issued where appropriate and that such equipment is used and cared for in a proper manner and as required by statutory regulations.
 12. To ensure that arrangements for First Aid as required by the First Aid Regulations etc are in place and that the location of equipment is known to the employees. Ensure such equipment and provisions are kept as complete as possible. Make arrangements as necessary for the proper care of casualties and establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance service.

SITE MANAGERS

Under the Company's Health, Safety, Environmental & Welfare Policy, Site Managers have the following responsibilities:-

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
2. Ensure that you are aware of who is on site at all times, if employees/sub-contractors leave the site ensure you are made aware. In-case of an emergency if employees are presumed on-site, emergency service personnel may be put at unnecessary risk in trying to locate person(s) who are not on site.
3. Be aware of and observe the requirements of the Company's Health, Safety, Environmental & Welfare Policy, the Health and Safety at Work Act, Construction Regulations, other relevant statutory requirements, approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control.



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4. Carry out inspections, at regular intervals, of operations under their control with particular reference to safety procedures and keep records of each inspection. Ensure that statutory registers and records etc. are completed accurately as required by regulations and other instructions. Arrange for any remedial or improvement work to be carried out without delay.
5. To ensure at places of work under their control that employees and others authorised to be at that place or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and unnecessary risks are carried out.
6. Implement and maintain arrangements with Sub-contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion about areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
7. Plan and maintain safe access to and around places of work to ensure that emergency response vehicles and personnel can attend the site without hindrance. Establish and maintain a system of security to prevent, as far as is reasonably practicable, damage, theft and injury, including periods when the workplace is unattended.
8. To arrange for fixed and mobile plant and equipment to be positioned safely and to ensure all machinery, etc. including power and hand tools are maintained in good condition, is suitable for the work being carried out and operated only by persons who are competent to do so in a safe manner.
9. To ensure that protective clothing is available and issued where appropriate and that such equipment is used and cared for in a proper manner and as required by statutory regulations.
10. To ensure that arrangements for First Aid as required by the First Aid Regulations are available and that the location of equipment is known to all employees, and such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Liaise with the Emergency Services on fire prevention and rescue procedures, especially when hazardous situations are foreseen.
11. Report **ALL** accidents involving injury to persons or damage to property and any dangerous occurrences or near misses, to the Safety Manager as soon as possible after the occurrence. Establish the cause of **ALL** such incidents and thereafter carry out improvements to prevent reoccurrence and instruct employees and others accordingly.
12. Review requirements for training of employees, including any updating that may be required, to enable them to carry out their duties competently and safely. Arrange for release of employees for appropriate training when required.
13. Co-operate with the Company and Client's Safety Personnel (where appointed) and act upon their reasonable recommendations.
14. To encourage the observance of safety procedures by personal example and ensure that arrangements for the safety of persons and property are carried out, including the implementation of disciplinary procedures.
15. Conduct employee health, safety, environmental and welfare induction training and ensure sub-contractors personnel, including the self employed, are aware of the requirements of this policy and any requirements for safe working as a result of legislation, etc.
16. Comply with the requirements of the Company's Policy on COSHH, noise and vibration and ensure all employees have access to the appropriate information for safe working and know how the information is to be used.



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SITE MANAGERS (cont)

17. Implement changes to working practises, where necessary, to ensure safe working and maintenance of standards. If any changes are implemented, the Safety Manager must be informed immediately so that a review can be made of the changes.

18. Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.

OPERATIVES / EMPLOYEES

All employees including site operatives must:-

1. Develop a personal concern for safety of themselves and for others and to co-operate with all other persons in the provision of safe working conditions and the observance of safe working procedures, the Health and Safety at Work Act and this policy.
2. Use the correct tools and equipment for the job, keep them in good condition and use such equipment carefully and in accordance with working instructions.
3. Use and take care of safety equipment and protective clothing supplied, for example safety helmets, gloves, eye and ear protection, etc. as required by Statutory Regulations, Conditions of Employment or other instructions. Report to the Site Manager defects or loss of the equipment / clothing issued.
4. Avoid improvising which entails unnecessary risks and observe any specific warnings and instructions regarding the use of equipment or materials.
5. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to yourself or other persons or damage to property and equipment. Report to the Site Manager any reasonable defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report **ALL** accidents and dangerous occurrences in accordance with the reporting procedure of the Company.
7. Ensure that reference is made to the Company's COSHH or Risk Assessment procedures and initial assessments prior to using any material, substance or carrying out any operation which falls within the scope of COSHH or Risk Assessments and which could cause harm or ill-health. Refer to the Site Manager any substance or material not included in the COSHH data.
8. Bring to the attention of the Site Manager any deficiencies including personal abilities e.g. untrained to operate plant and equipment, inspect scaffolding, etc.
9. Do not engage in any "**horseplay**" or other practical jokes that could lead to injury or an escalation of practical joking by other employees.
10. To be directly responsible to the Site Manager.
11. To be familiar with the elements of the Health, Safety, Environmental & Welfare Policy, the Health and Safety at Work Act, other relevant legislation, statutory requirements and procedures appropriate to the operations.
12. To incorporate safety requirements into routine work activities and to ensure that safety instructions are observed.
13. To advise others working alongside, not to take unnecessary risks and to follow safety instructions as set out in the safety policy.
14. To ensure that new employees, particularly apprentices or young persons, are made aware of the Safety Policy required standards of safe working, precautions, etc.
15. To actively follow all environmental requirements, including recycling of materials and minimising the use of materials, therefore creating less waste.
16. To set a good personal example.



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OFFICE-BASED EMPLOYEES.

Main Responsibilities :-

1. Develop a personal concern for the safety and health of themselves and others and to co-operate with all other persons in the provision of safe working conditions and the observance of safe working procedures, the Health and Safety at Work Act, other applicable legislation and this policy.
2. Make themselves familiar with the Fire Action Procedure, escape routes, appropriate assembly point and location and use of fire extinguishers.
3. Observe the total ban on smoking inside company-restricted areas.
4. Ensure access and egress routes, corridors and escape doors are not obstructed by office furniture, cables or other items.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles and emptying them each day at the end of the shift.
7. To avoid possible damage only use electrical equipment and machines after being instructed in their proper use by a competent person.
8. Seek assistance when lifting heavy or awkwardly sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct method of lifting.
9. To recycle all paper, cardboard etc, by placing the materials in the appropriate waste receptacles.

ALL EMPLOYEES ARE REMINDED THAT THEY HAVE A DUTY UNDER SECTION 7 AND 8 OF THE HEALTH AND SAFETY AT WORK ACT 1974 TO TAKE REASONABLE CARE FOR THEIR OWN SAFETY AND THE SAFETY OF ANY OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS AND ALSO CO-OPERATE WITH THE COMPANY IN ITS ARRANGEMENTS TO PERFORM OR COMPLY WITH STATUTORY SAFETY OBLIGATIONS WHICH INCLUDES ADHERENCE TO THE COMPANY SAFETY POLICY.

FAILURE TO OBSERVE THE PROVISIONS OF THIS POLICY, APPROPRIATE REGULATIONS AND CODES OF PRACTICE, ETC. MAY LEAD TO ACTION BEING TAKEN UNDER THE DISCIPLINARY PROCEDURE OF THE COMPANY.

APPOINTED SAFETY/ENVIRONMENTAL ADVISOR(S)

Main responsibilities include, when requested:-

1. To provide all specialist safety advice on all aspects of the Company's activities.
2. To provide visits to all sites and premises where work is being undertaken and to ensure that all defects are reported to the Safety Manager and relevant Managers so that action can be taken to rectify the faults. To advise on alternative arrangements or improvements as considered necessary.
3. To assist the Safety Manager to keep fully aware of all new legislation or any changes or modification of current legislation.
4. To help the Safety Manager keep the safety Policy up to date.
5. To investigate any accidents or incidents that the Company require assistance with and to provide a complete report on any such accident or incident.
6. To advise on safety training requirements and organise such training that the Company may require, if requested.
7. Advise and assist in the identification of hazards. Advise on the formulation of risk assessments and the development of action plans, if requested.
8. Prepare as required, reports of Company safety, health and welfare performance and make available such reports for management review, if requested.

NOTE :- The Company may also appoint other specialist competent persons to assist it in fulfilling its obligations under the Management of Health and Safety at Work Regulations 1999.



SECTION C

ARRANGEMENTS

- **General Safety Arrangements**
- **Abrasive Wheels**
- **Accident Reporting**
- **Asbestos**
- **Confined Spaces**
- **Control of Substances Hazardous to Health (COSHH) Regulations**
- **Construction (Design & Management) Regulations (CDM)**
- **CDM Compliance**
- **Cartridge Tools**
- **Display Screen Equipment**
- **Electricity – Site Installation**
- **First Aid**
- **Fire Precautions**
- **Fork Lift Truck**
- **Hand Arm Vibration**
- **Health & Welfare**
- **Health Surveillance**
- **Lone Workers**
- **Manual Handling**
- **Management of Health & Safety**
- **Noise**
- **Plant & Machinery**
- **Personal Protective Equipment & Clothing**
- **Scaffolding**
- **Safe Use of Ladders**
- **Safe Use of LPG**
- **Site Transport**
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- **Smoking Policy**
- **Stress at Work**
- **Visitors & Third Parties**
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- **Environmental Issues**
- **Waste Management**
- **Environmental Damage**



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GENERAL SAFETY ARRANGEMENTS

1. A comprehensive list of common and special risks/hazards involved with all aspects of work is included in this policy.
2. In order to assure safe systems of work on site, special attention must be made at the planning stage regarding any safety problems that might arise on that particular contract. All precautions required to overcome the problems will be included in the contract and adequate financial resources will be available to provide the equipment required to do the job safely.
3. In the case of there having to be an emergency evacuation of the site or premises an assembly point should be identified by the Client away from the site-premises. The Site Manager shall make efforts to find out the location of the assembly point from the Client. All persons under the control of the Company will be informed about the location of the assembly point by the Site Manager. All personnel will then be advised of further procedures before being allowed to leave the assembly point.
4. It is essential that a high level of housekeeping is maintained on all sites and in all premises. There is a duty on everyone to ensure that all areas are kept tidy, un-needed equipment should be locked up or returned to the stores, waste removed etc. Connected with this is the requirement to maintain a safe access to and egress from the site or premises. There must be adequate areas on site to provide safe walkways and these must not be cluttered up with materials, rubbish etc. Any emergency exits clearly marked must be kept free from obstruction.
5. No employee will operate any plant machinery or equipment unless he or she has been fully trained on the working of the machine etc. is fully conversant with all safety requirements and has reached the required statutory stage. Copies of all Training Certificates will be kept at Head Office both as a hard copy and where applicable as an electronic copy.
6. The Company when deemed necessary, in conjunction with any appointed Safety Advisor, will ensure that all employees are fully trained as required and are made aware of all the requirements as regards health and safety matters.
7. Safety inspections of sites and premises will be undertaken by the following persons:-
 - i) By the Directors on visits to sites or premises. They will make known their findings directly to the Employees or Sub-contractor responsible for the work, and will communicate with the relevant Manager on actions required to ensure safe working.
 - ii) Regular site/premises visits will be undertaken by the Safety Manager and Managers. Again the findings of the visits will be communicated to all appropriate personnel on site.

ABRASIVE WHEELS

It is illegal for anyone to mount an abrasive wheel, unless he has been adequately trained to carry out this duty and has been duly appointed in writing by his employer to undertake this duty. The company will arrange for the necessary training to be carried out as and when the need arises.

ACCIDENT REPORTING

1. All accidents, however minor, will be recorded in the accident book (B1 510). Where the company has not provided an accident book at the place of work the details of the accident shall be recorded in the accident book kept at Head Office. The client may also require the details of any accident to be recorded in their accident book.
2. An accident or incident, which results in an employee being sent to hospital, the Safety Manager must be informed. It is a legal requirement under R.I.D.D.O.R. to report certain categories of accidents, including anyone who is detained in hospital in excess of 24 hours or cause a loss of time of 7 days duration or more, within 7 days to the local HSE on standard accident form F2508. This can also be reported to the National Accident Centre by fax or e-mail.



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3. If the accident causes a fatality or major injury, the following procedure shall be followed:-
 - i. The Safety Manager will be contacted immediately and be given all the relevant details of the accident.
 - ii. The Safety Manager will telephone the local office of the H. S. E. and report the incident.
 - iii. In the case of death, amputation or serious fracture, the employee/s must ensure that nothing is disturbed at the scene of the accident before the full investigation is undertaken. With other accidents causing major injury the employee must obtain authority from the Safety Manager before continuing work at the site of the accident.
4. If an employee is absent from work for three days or more following an accident at work, the injured employee or someone acting on his/her behalf, must inform the relevant Manager to enable the appropriate forms to be completed and sent to the enforcing authority.
5. The company will forward the appropriate F 2508 form for accidents to the H.S.E. for any accident causing death, a major injury or any accident that results in an employee being absent from work for 3 or more days. Where the absence is due to a reportable illness the form F 2508A will be completed and forwarded to the appropriate enforcing authority.
6. The Safety Manager shall investigate any accident, dangerous occurrence or "near miss" and will provide a report explaining, where possible, exactly how the accident or event occurred and what precautions should be taken to prevent reoccurrence.

NOTE – IMPORTANT

The reporting of accidents must be done quickly and accurately. It is important to learn from mistakes that have been made. These reports shall be analysed by management and amendments made to S.S.O.W., etc. in an endeavour to prevent reoccurrence of similar accidents.

ASBESTOS

Asbestos containing material (ACM's) may be present in many older properties; surveys are carried out as part of the Pre Tender Health Information and any suspect material is analysed and all ACM's removed or encapsulated in the approved manner prior to the commencement of any further work on the properties.

However should any suspect material be discovered whilst working on a property, the employee must immediately cease work in that area and advise the Site Manager of your suspicions. The Site Manager shall take the relevant action to ensure the material is safe to work with or have any asbestos containing material removed in the correct manner before work can recommence in that area.

All works regarding the sampling, testing, removing or encapsulating of asbestos or ACMs will be carried out by a licensed contractor and all appropriate paperwork will be kept.

All Employees will be trained in the basics of Asbestos Awareness. This will be certificated and kept on file for Client & Company use.

All employees must be aware of the Company Asbestos Strategy.

This details action to be taken if a presumed Asbestos Containing Material is encountered.



Health, Safety, Welfare & Environmental Policy

CONFINED SPACES

A confined space is an enclosed space where the movement of air is restricted. The major risks are those associated with asphyxiation and/or a build up of fumes or gases, oxygen, acetylene, propane and on occasions, toxic fumes and vapours. Oxygen depletion is also a possibility. All work must if possible be carried out from outside of any confined space.

When required to work in confined spaces the following procedures must be adhered to:-

1. Work in any confined space must be carried out under the supervision of a competent person, under a permit to work system and to the strict adherence of the method statement of the task.
2. The atmosphere within the confined space must be tested and proved to be safe prior to entry. Continuous testing of the atmosphere is required whilst personnel are operating within the confined space.
3. A confined space in which gases are to be used for burning, heating, etc. must be adequately ventilated and if the movement of the air is restricted, mechanical means of ventilation must be used.
4. Leaks of gas from equipment must be avoided. All joints and hoses must be tested for any leakages before taking into any confined space.
5. Gas cylinders must not be taken into a confined space. Torches and hoses must be assembled and tested prior to being taken onto a confined space.
6. Torches and hoses must be removed from the area and the gas bottles turned off when work ceases for any substantial period.
7. No person is permitted to work in a confined space unless a person is in attendance outside who is directly in communication.
8. In certain cases, it may be necessary to wear compressed air breathing apparatus, when required the necessary training will be provided.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

On commencement of a site operation, assessments of all tasks and substances that will be used will be made by the Safety Manager and a COSHH file drawn up. This file will be available to all employees and will be kept at Head Office in hard back form and also electronically. Hard copies of the assessments will be also kept in the Construction Phase Health & Safety Plan for reference on site.

All employees who are required to use hazardous materials or products will be given the appropriate instruction and training to enable them to use the material/product as safely as possible. They will receive training in the correct use of PPE that is required to be used, as stated, on the assessment sheet.

Specific site inductions carried out will determine the tasks that will be carried out by individuals on that site and COSHH information will be given prior to the commencement of work.

Managers and Site Managers will ensure that operatives understand the need for these controls indicated on the assessment sheets and using any special PPE specified.

Information on COSHH is given to employees upon Site Induction in the form of an A5 Booklet or via Toolbox Talks and/or other Safety Presentations

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

These regulations place legal obligations on everyone involved in the construction process including Clients, Consultants, Contractors and Sub-Contractors to provide for health and safety throughout all stages of the construction project.

The Company recognises that it may be required to act as Principal Designer, Designer, Principle Contractor and/or Contractor. In accepting these positions the company will ensure the requirements of the regulations are satisfied as far as reasonably practicable. The degree of input by the company to comply with the CDM Regulations will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.



Health, Safety, Welfare & Environmental Policy

Individuals within the company may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of this policy. In order to carry out these new functions training of individuals will be required. The company shall arrange training to ensure individuals supporting the functions are competent to perform the duties placed upon them.

CDM COMPLIANCE

The Company may in the course of its undertaking act as a Principal Contractor. When this is a requirement, the Company will adhere to all current legislation which may be in force at the time. If during the course of a contract(s) new legislation is enforced, the Company will adhere to all new requirements.

Under CDM 2015, the Company will co-operate and communicate with all other parties involved (Clients, Designers, Principal Designers etc).

Upon being selected as a Principal Contractor, the Company will enforce all statutory requirements as laid down by The Construction, Design and Management Regulations 2015 and other associated legislation and ACOP's.

CARTRIDGE TOOLS

Cartridge tools, when required to be used, **MUST** only be only used by authorised personnel.

Authorisation **must** be obtained from the Safety Manager prior to any cartridge tool being used on site.

Cartridge tools must always be operated in accordance with the safe working practice laid down by the manufacturer. Any person found misusing this equipment will receive disciplinary action, as will any unauthorised personnel using the equipment.

All employees required to use cartridge tools shall receive adequate training in the correct use of such equipment and authorisation issued by the company.

DISPLAY SCREEN EQUIPMENT

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment (DSE)

The company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires total co-operation of all members of management and staff.

All employees classed as DSE users will undergo an eye test specifically designed for DSE use. This test will be reviewed and re-tests will be done as determined by the optometrist. If the results of the test determines the need for visual aids, a percentage of cost (to be determined) for glasses etc will be arranged via the Company Health Scheme.

ELECTRICITY - SITE INSTALLATIONS

The use of reduced voltage supply operating either through battery power or at 110 volts through double wound transformers is generally accepted throughout the construction industry. Therefore, the company will continue to accept best practices, and use only such equipment and supplies where ever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available or practicable. However where this occurs additional safety precautions will be taken e.g. armoured cables, RCBs.

If atmospheres or job specifics require, the use of flame proof or intrinsically safe plant will be determined.

All owned equipment, including extension cables will be regularly inspected by the Company's appointed electrical inspector for signs of wear and damage, and any repairs necessary will be carried out by competent persons. Where necessary portable equipment will undergo electrical testing to verify continued usage.



Health, Safety, Welfare & Environmental Policy

Temporary installations into cabins and offices will be carried out by competent electricians and will fully comply with the IEE wiring Regulations. A completion handover certificate will be obtained, and regular quarterly inspections and testing will be programmed if the cabin or office is still in use after the initial three month period.

Permanent offices and workshops will be inspected by a competent person on an annual basis, or after substantial alterations or additions to the electrical system.

All of the Company's electrical work is undertaken by electrical companies under a subcontract agreement. These sub-contractors will be expected to comply with industry adopted standards.

FIRST AID

On each site there will be at least one First Aid box which conforms to the requirements of the Health and safety (First Aid) Regulations 1981. The First Aid box will be kept readily available in the Site Office for every person employed. Each box will be clearly identifiable and its location made known to all Employees on site.

Each box will be frequently checked and replenished as necessary to ensure they are kept fully stocked. This should be a minimum of every Monday morning by the appointed first aider, who will make arrangements to have it replenished, if necessary.

Alternative First Aid boxes will be carried in certain site vehicles and by First Aiders.

First aid boxes must contain the approved quantity of first aid material and **NOTHING ELSE**.

Where tap water is not readily available for eye irrigation, sterile water or normal saline solution in sealed disposable containers will be provided.

FIRE PRECAUTIONS

During some operations a quantity of combustible material may accumulate. To ensure the risk of fire is kept to a minimum all combustible material will be cleared from the work area at the end of each working day. The waste is to be disposed of only in the area designated by the Client. Where no waste point has been allocated by the Client, the waste is to be returned to the Company compound for disposal at a later date.

Combustible material must not be disposed of by burning unless approval of the Client has been given, or the burning is in a controlled incinerator. It should be recognised that open air burning may be in breach of the Environmental Protection Act and/or The Control of Pollution Act.

Some operations require the use of LPG gas. Where such operations are carried out a suitable dry powder fire extinguisher will be made readily available.

All Plumbers/Heating Engineers will carry a fire extinguisher at all times adjacent to the work area when carrying out any form of "hot work"

FORK LIFT TRUCK

No employee shall be allowed to operate a Fork Lift Truck unless they have been authorised by the company having undergone formal training to operate the lift truck efficiently and with care for the safety of himself and others, the truck, plant and equipment.

The company shall maintain a record of each employee who has satisfactorily completed training in accordance with the Approved Code of Practice Rider Operated Lift Trucks – operator training and testing.

HAND ARM VIBRATION

The company will carry out Assessments on Hand Arm Vibration (HAV) these will take place over a weekly period and will be formally recorded for future reference and to assess if improvements are required. These assessments will be calculated using the HSE Hand Arm Vibration Tool to ensure that the levels and information are current. Plant levels will be used as supplied by the manufacturer of the specific tool used.

Purchasing of new hand held tools will follow a procedure of renewing old plant with plant with minimum hand arm vibration levels.



Health, Safety, Welfare & Environmental Policy

HEALTH AND WELFARE

On every site the Company will provide or make arrangements for welfare facilities for the employees. These will include :-

- Toilet Facilities
- Adequate washing facility including hot water, towels, soap, etc.
- Storage for personal clothing
- Storage for protective equipment
- Mess room accommodation including tables and benches
- Protection during inclement weather conditions
- Drinking water - clearly marked.

The provision of the above facilities may be by agreement with the client or main contractor working on site. In the case where the Company is Principal Contractor on site, arrangements for Welfare will be provided by the Company for all on site.

Anyone found causing damage or misusing the facilities provided will be subject to disciplinary action as specified in the employee's handbook.

HEALTH SURVEILLANCE

All employees shall be required to complete a medical questionnaire on commencement of employment. Health checks shall be carried out on any employee who has been exposed to any suspect harmful products during his working period, when deemed necessary.

The Company provides for employees the opportunity to take part in a Health Scheme, ran by an external provider, this allows employees certain benefits and claims for medical expense. This scheme is not mandatory, employees can opt out if requested.

LONE WORKERS

The company will ensure so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The employer's intention is either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

All employees required to work alone, will be if required provided with a means of communication (mobile phone etc).

MANUAL HANDLING

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. These injuries often have long term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment:-

- the task
- the load
- the individual
- the working environment.

Upon induction to the Company, all employees will receive information on safe manual handling techniques. Periodic tool box talks will take place, one topic is on manual handling.



MANAGEMENT OF HEALTH AND SAFETY

Risk Assessments

Regulation 3 of the Management of Health and safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment involves identifying the hazards present in any operation and evaluates the extent of the risks involved, existing controls, precautions, etc. being taken into account.

General Risk Assessments for on-site, workshop and office operations are carried out by the Safety Manager and Managers taking into account any significant risk to health in the workplace.

Specific, separate assessments for particular hazards are drawn up as necessary, before the operation begins. All persons affected or likely to be affected, by the risks detailed in the assessment are made aware of its requirements and any necessary control measures.

Safety Audits

Safety audits on sites are carried out by the Directors, Safety Manager and Managers on their regular visits. They will be accompanied by the Site Manager. The results of these visits are recorded and any problems noted are dealt with immediately. Safety problems raised by personnel are attended to.

Monitoring and Review

The Company has ensured that an effective management structure has been put in place to effect appropriate control over its activities and to make sure these controls are sufficient to meet its needs.

The controls include policy making, planning and policy implementation.

It is also necessary to monitor and review the work activities and company procedures to enable the company to maintain high standards and manage risks to the best possible extent. To this end the company, will carry out regular monitoring of its site activities, measuring site performance against known standards and accepted best practices.

The company will from time to time carry out a review of its safety performance to determine areas of weakness and actions required.

The findings of these reviews will be disseminated to all relevant employees.

Instruction and Information

Prior to commencing the work Managers will ensure that all employees are made aware of procedures put in place on the contract.

Particular emphasis will be given to the procedure as detailed in any method statement for the contract and the requirements on discovery of asbestos or suspected asbestos.

New employees and/or sub-contractors to the project will be inducted to the site by the Site Manager, a signature will be obtained to show the person has received and understood the induction procedure.

No employee or sub-contractor will be allowed to carry out any work on site until the induction procedure has been completed and a signature has been recorded.

NOISE

Where necessary the requirements of the Noise at Work Regulations will be complied with. This requires the reduction of exposure to noise levels above 85 dB (a), where practicable. For exposure to noise levels of 80 dB (a) to 85 dB (a) hearing protection will be provided when requested by the employee, levels over 85 dB (a) hearing protection will be provided and must be worn at all times.

These noise levels may not be from the operation, which is being performed by the company, but by other operations within the vicinity of the work being carried out.

The Safety Manager will assess the requirements to wear hearing protection with assistance from a competent person, if required.



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PLANT AND MACHINERY

All plant and equipment is to be maintained in good working order. Hired in equipment is to be serviced by the supplier.

All moving parts of machines must be adequately guarded and the machine must not be operated without the guards in position. Machine will only be operated by fully trained personnel; full training will be given to personnel as required for any new equipment, machinery, etc.

All electrical equipment is to be maintained and records kept in compliance with the Electricity at Work Regulations.

All machinery hired in must be in good condition and safe. Test certificates are to be obtained prior to using hired equipment and any necessary training given before use.

Machinery, plant and equipment repairs are to be undertaken by competent authorised persons only. All repaired plant and machinery must obtain a PAT certificate upon completion of the repair. To ensure that all plant owned by the company has a valid PAT Certificate, all records are kept by the Safety Manager.

Note- The definition of Portable Electrical Equipment that requires a Portable Appliance Test is – Any item that is used on site that requires it to be plugged into the mains electricity to either be used or gain a charge to power battery operated plant.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

PPE is provided to all employees as required by regulations and as identified by risk assessments. The Company record the issue, return and replacement of PPE to employees. Disciplinary action may be taken against employees who fail to take care of the equipment / clothing or fail to use the equipment / clothing when it is provided.

Hearing protection in the form of earplugs or suitable ear defenders are available when noise attenuation is at the lower level of 80dB (a), there use is mandatory at the upper level of 85 dB (a).

Eye protection is provided as necessary. These can be goggles or face screens for certain operations e.g. grinding, drilling, etc.

Hand protection in the form of gloves will be provided when identified by the risk assessment. Typical activities where gloves may be worn are handling hot pipes, handling heavy/rough objects, etc.

Appropriate safety footwear will be provided free of charge to employees.

Where deemed necessary from risk assessments, other forms of PPE will be provided, e.g. RPE, head protection, etc.

SCAFFOLDING

All employees are responsible for ensuring that all scaffolding units, ladders and working places are complete and are in compliance with the regulations governing their use.

Formal statutory inspections must be carried out weekly, if the scaffold is in use more than 7 days or after alteration or modification has taken place. The results of the inspections must be entered into the Company register which is held at the site office and/or Head Office. Where the Client has provided the scaffold for general use it may be acceptable for the results of inspections of the scaffold to be entered into the Clients Register.

It is recognised that additional monitoring by the Site Manager will be necessary in order to ensure scaffolds, etc. are kept safe to use. Employees should take note of any remedial action required, highlighted by the Site Manager, Client or visiting Safety Adviser and act immediately to bring the working place back to minimum standards. Employees should not see this additional monitoring as a reason for not carrying out their own inspections and appropriate corrective action.

Only licensed contractors or employees trained in the inspection, alteration and dismantling of scaffolds are allowed to erect, alter or dismantle scaffolds or scaffolding systems (easi-dec etc).

The Company will provide any training considered necessary which will enable the employee to competently inspect working scaffolds and places.



SAFE USE OF LADDERS

The Company during the course of its work does need to use ladders and stepladders. All ladders and access equipment used on site are apart of the Ladder Log Control System. This documents ladder and access equipment inspections and are formally recorded. A tag is attached to each ladder and piece of access equipment showing the next inspection date. Do not use any access equipment if there is no Ladder Log Tag attached showing that the equipment is in date.

The importance of ensuring that such equipment is not misused or abused cannot be over emphasised. Every year accidents happen as a result of misuse and poor maintenance of such equipment.

Employees, before using ladders or stepladders must first assess whether the work can be done safer without the need to climb ladders or stepladders. If the work is not of a very short duration, and it would not be unreasonable to erect scaffolding, then ladders or stepladders are not the appropriate way to gain access to the work place.

However, once ladders or stepladders are to be used, they must be inspected for defects by the user before being put into service.

Periodically the ladders and stepladders must be formally inspected by a competent person and the results of the inspection recorded. The Company will nominate a competent person for each site and will put in place arrangements for ladder / stepladder inspection every six months, using a ladder inspection record form.

SAFE USE OF LIQUID PETROLEUM GAS (LPG)

The company uses LPG during plumbing operations.

The use of LPG is covered by regulations, and all regulations will be adhered to wherever practicable.

To meet this objective the following precautions should be observed:-

1. Cylinders must be used and stored in the open and in an upright position, valve uppermost. If the cylinder is Butane and connected to an appropriate heating appliance then it may be used within an enclosed accommodation unit (site hut or work room) providing adequate ventilation is provided.
2. Adequate room ventilation must be provided. As a minimum, upper wall and floor vents, to the outside, must be provided.
3. All appliances must be fitted with their own ON / OFF tap and not controlled by the cylinder valve.
4. Hose connections must be by proprietary clamp or crimp, and flexible hoses should not exceed 3.5m in length.
5. Properly maintained regulators and gauges where fitted, must be used.
6. A dry powder fire extinguisher must be readily to hand at the place of LPG use i.e. where the blow torch is being used.
7. Cylinders must be stored correctly and returned to the cylinder store when not in use.
8. When transporting LPG cylinders in enclosed vans, the cylinder must be upright and secured. The driver must understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be opened to provide through ventilation and driver and passengers are **NOT** to smoke. There is a limit on the number of cylinders that can be legally transported in vans. As a guide no more than 4 cylinders can be carried if the cylinders are greater than 27kgs in weight.

SITE TRANSPORT

Transport for men and materials to site necessitates a wide range of mechanically propelled vehicles and in order to comply with the Health and safety at work Act and the Road Traffic Act the following rules must therefore be observed :-

1. Any person under the age of 18 years and not in possession of a full driving licence is prohibited from driving Company vehicles. All other drivers may only drive the Company vehicles with the express permission of the Management.



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2. It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers, a notice may be displayed on all vehicles to this effect.
3. Any site transport or plant used with the permission of the owner or principle user must only be driven by trained, competent persons who are in possession of a valid certificate of training appropriate to the category of plant being driven.
4. All drivers of vehicles should carry out a daily inspection of their vehicle brakes, steering oil, fuel, water and lights, etc. and may be handed details, by the Site Manager of any other checks that should be made. All defects must be reported immediately to the Site Manager.
5. If a defect makes the use of the vehicle dangerous the vehicle must be taken out of service immediately until the vehicle has been repaired.
6. Vehicle engines are not to be left running whilst unattended as this has both financial costs and has an impact on the environment.
7. Periodic servicing must be carried out on time or mileage basis in accordance with the manufacturer's instructions.
8. Ensure that persons do not mount or dismount from moving vehicles.
9. All vehicles must be locked when left unattended.

SUB - CONTRACTORS

Where sub-contractors are used by the Company they are asked to:-

1. Comply with the provisions of this policy, or their own policy where one is available and to comply with the conditions of the site safety plan developed under requirements of the CDM Regulations and rules made under the plan.
2. Ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.
3. Ensure that operatives under their control do not alter/modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the Site Manager.
4. Report accidents and incidents that caused or had potential to cause injury or damage, to the Site Manager. Enter the details of all accidents into the site accident record book B1 510
5. Arrange for adequate welfare facilities and first aid provision to be provided for their own employees, unless these have been provided for by the Company under the contract. Ensure such facilities are not misused or abused.
6. Comply with any statutory provision applicable to their work activities.
7. Keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for periodic cleaning, at least daily, of waste or excess materials as work progress.
8. Provide and ensure use of all PPE and clothing identified as required under either COSHH or risk assessments.
9. Make available for inspection certificates of training and completed risk and COSHH assessments.
10. Make themselves familiar with any guidance document issued by the company and carry out their work in compliance with best industry standards and practices.
11. Co-operate with the principle contractor and follow any reasonable health and safety instructions issued.

SMOKING POLICY

As from 1st July 2007, The Health Act 2006 comes into force, this effectively bans smoking in all enclosed public places. This Act will be enforced by the company and will run in conjunction with the company's own smoking policy.

As part of its continuous review of health and safety matters, the company has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke.



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The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke whilst at work.

Any concerns employees may have regarding smoking at work should be reported immediately to their relevant Manager so that corrective action can be taken if necessary.

Smoking will not be permitted in the following areas:-

- Reception
- Stores Units in Unit 15
- Meeting rooms
- Yard area at head office
- Offices, including site offices
- Any temporary stores hired by the company
- All buildings at head office
- Toilets and washrooms
- Clients premises
- Company Vehicles

These restrictions applies at all times, including outside normal working hours.

STRESS AT WORK

The company recognises that excessive pressure can have a negative effect on health and on performance at work. The company is committed to promoting good health at work; it is therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Through the risk assessment process, the company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them as far as is reasonably practicable.

The company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:-

- job design and lack of control of workload
- working environment
- relationships with others at work
- communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an individual employee to suffer from negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur as a result of work-related and non work-related factors.

The company will:-

- ensure, so far as reasonably practicable. That excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stress factors.
- provide suitable support mechanisms for employees suffering from the negative effects of stress.
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their manager in confidence, in order that necessary support mechanisms can be put in place.
- encourage a culture where stress is not seen as weakness or incompetence.
- ensure adequate rehabilitation of employees returning to work after periods of absence.
- provide suitable training and guidance for managers to enable them to recognise symptoms of negative stress in their staff and themselves.
- provide suitable training and guidance to managers to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate.



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- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations.
- undertake general health promotion activities within the workplace.

All referrals will be dealt with in complete confidence. Managers/Employees will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

VISITORS AND THIRD PARTIES

The Company has a responsibility not to jeopardise any person on site.

This covers their own employees, the architect and client's staff, sub-contractors, visitors e.g. suppliers, delivery personnel, representatives, other contractors and trespassers.

There is a particularly strong liability towards children who may be attracted to a building site after working hours and during school holidays. Every reasonable precaution must be taken to keep children out of the site and also to avoid hazards to them if they do gain access.

The precautions to exclude children depend on circumstances. If it is reasonably foreseeable that a child might gain access, the precautions must be sufficient to deter them.

Where visitors are invited on to site they should be made aware of any special hazards and provided with appropriate safety equipment. If the visitor is invited on to a site under the control of a main contractor or client then the permission of the main contractor or client must be obtained prior to the visitor going on to site.

WORKING AT HEIGHTS

The first step to working at height is to assess the need to work at height in the first place. Wherever possible, the elimination of carrying out work at height must be addressed and carried out if reasonably practicable.

If the need to carry out work at height is required, the following hierarchy of control measures must be enforced at all times.

- Use an existing safe place of work at ground level to carry out as much work as possible before working at any height
- Use all work equipment and safety equipment provided to prevent falls
- Mitigate distance and consequences of a fall
- Instruction and training and/or other means

When work is to take place at height, where it is suspected that defects in the roofs structural integrity are likely, crawling boards must be used. It is to be confirmed by the Site Manager prior to the start of work that the roof structure can withstand the loads to be imposed.

All equipment used must be of good construction, suitable and sound material, of adequate strength and free from obvious defects. Equipment must be properly maintained and when in use be securely supported and secured against slipping.

Materials and waste must not be thrown from heights, due to generally the small amount of waste; it is to be carried down in a bucket. Where larger amounts of waste are to be transferred to ground level, waste chutes or mechanical lifts are to be used.

Weather can seriously affect the safety of operatives carrying out work at heights. To ensure the safety of employees the prevailing weather conditions must be taken into consideration and ensure that all loose materials, equipment, etc. are immediately removed from exposed working places or adequately secured during windy conditions.

Means of access to working areas at height, must be of sound construction and erected by trained employees or licensed contractors, installation, alteration and dismantling of any scaffold or scaffold system must not be attempted by untrained personnel.

Equipment that is used for access to height must be inspected at the prescribed regular intervals. On Site this is the responsibility of the Site Manager. His inspections will be visual only. Findings of these visual inspections must be recorded and handed to the Safety Manager.

'If the Site Manager is unsure of any item, he must not allow it to be used on site until it has been passed as safe by the Safety Manager'



YOUNG PERSONS AT WORK

The company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The company will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employee's concerns regarding young persons in the workplace should be addressed to the relevant Manager, and measures will then be taken to investigate the circumstances and provide a solution

ENVIRONMENTAL ISSUES

The construction industry creates a great amount of waste on a daily basis. At Sunter Ltd our aim is to minimise the amount of waste created and to instil into our employees the need to re-cycle as much materials as possible.

The need for this is not only to protect the environment and natural resources, but to save on the cost of materials, which in the long run affect us all.

The Company will endeavour to minimise the emissions of pollutants into the atmosphere and to landfill with the following procedures.

WASTE MANAGEMENT

The company will endeavour to control the waste produced on their sites, the following policy shall be adopted and operated:-

- Every permanent location and site will appoint a waste controller, this will usually be the Site Manager. He will be responsible for controlling and monitoring the waste produced by the company and from sub-contractors, organising skips and other receptacles, ensuring the correct waste transfer notes for carriage are issued and records are kept.
- All waste produced will be disposed of in accordance with the Act and regulations. This may involve separating waste into categories for disposal by different methods and waste carriers.
- It is not permitted to burn waste on site.
- Food waste must be separated from other forms of waste, to control vermin.
- Skips should be covered during high winds and transportation to prevent accidental escape of waste.
- It must be ensured that all sub-contractors are aware of the implications of the Environmental Protection Act and waste control.

ENVIRONMENTAL DAMAGE

The construction industry can damage the environment in a number of ways. It therefore has a major role to play in protecting natural resources.

Construction activities, which have the potential to cause environmental damage, are:

- environmentally damaging designs
- high energy usage (minimising greenhouse gas emissions)
- the construction process itself

The ways in which you can help:

- When rubbish is being placed into skips, break kitchen units etc into pieces.
- Do not tip any contaminated water etc into drains or watercourses
- Re-cycle as much materials as possible (use off-cuts of timber etc for other uses).
- Re use rubbish bags, empty the contents into the skip, this saves on resources and cost.
- Do not burn any waste on site, all waste is to be placed into skips or removed from site.
- Do not throw away half bags of materials etc; re-use them for the next job if possible.
- Do not leave van/plant engines running un-necessarily.



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- Use dust extraction systems on plant and tools to reduce the amount of dust escaping into the atmosphere.

Damage to the environment may arise from construction site activities, which may include any of the following pollutants.

To air:

- Dust – from plant and machinery
- Exhaust emissions – from vehicles and plant
- Gasses or vapours – from soldering, welding and various plumbing operations.
- Noise – from numerous building operations
- Smoke – either from smoking or burning of materials

To land:

- Chemicals – from additives to cement etc
- Litter – from materials not placed into skips and allowed to blow around the site etc.
- Oils and fuels – from vehicles and plant
- Spillage of materials – due to accidents etc
- Waste materials – from materials left over from the building process

To water courses and drainage systems:

- Chemicals – from additives to cements etc
- Contaminated water run off – after cleaning up using water, the water transfers any contaminants into the watercourses and drains.
- Oils and fuels – due to vehicle faults and bad maintenance.

Asbestos

Asbestos is a material that, as a company Sunter Ltd takes great care in reducing any risks to employees and members of the public.

On all sites run by the Local authority, asbestos surveys are undertaken prior to any employee working in a property.

If the survey shows a positive result and asbestos is found, it is removed by specialist licensed contractors as per The Control of Asbestos at Work regulations 2002.

However if during your working day you find a substance (textured coating, pipe insulation, wall/floor tile etc) that you think may contain asbestos, you should follow the following procedure

- Do not remove or break the substance
- Inform the Site Manager
- Follow the Site Managers instructions.

Exhaust emissions

Because of the fuel they burn, motor vehicles or other engines (generators etc) are amongst the largest sources of airborne pollution. For this reason all engines must be switched off when not in use.

Noise

Noise is classified as unwanted sound; this means that any noise created by you as a part of your working day is unwanted sound to others. Trying to eliminate all noise is not practical, but reducing the amount of noise to a level acceptable by all is attainable. To achieve this Sunter Ltd has purchased plant with some of the lowest noise levels available.

The ways in which you can help to reduce noise levels are

- To switch off all plant etc when not in use.
- Try to reduce the amount of noise escaping into the environment by using sound barriers (by using power tools in the back garden, the noise is shielded from the public in the front street by the house itself).
- Use hand tools for certain jobs (if practicable) instead of power tools, this not only eliminates most of the noise but saves using electricity.



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Water Pollution

It is an offence to accidentally or deliberately discharge trade effluents into public sewers. Trade effluents are any liquids produced as part of a trade or industrial activity. Trade effluents will include the water from brick cutting saws and any similar activity.

It is also an offence to contaminate waters in a way which may be poisonous to wildlife.

Summary

You may think that the amount of waste you create during your working day is small but if you multiply it by the amount of days you work in a year, you will be surprised at the amount that you as an individual create.

If you as a person reduce that by any amount, you will know that you are helping to protect the environment in your own small way.

POLICY CONCLUSION

This Policy has been written so that all who come into contact with Sunter Ltd for whatever reason will be able to access any information required.

The Company uses this policy in conjunction with other policies and procedures to carry out its undertakings in a safe manner.

Copies of this policy are available upon request from the Health & Safety Manager.

If you are in any doubt about any aspect of work that you are required to undertake, please ask for assistance from your Site Manager and/or the Health & Safety Manager

A copy of this Policy will be uploaded onto the Company Website. Once printed it becomes an uncontrolled document.