



GENERAL POLICY STATEMENT

The following is a statement that has been prepared by the company in respect of the requirements of section 2(3) of the Health and Safety at Work etc. Act 1974, and the relevant provisions of the Management of Health and Safety at Work Regulations 1999.

The directors of **TORCLAD Ltd** recognises health, safety and welfare as essential in the successful operation of its activities.

This policy, and the associated procedures, aims to provide sound practical advice on safe working methods and statutory requirements relevant to the work activities of the company. It endeavours to make each and every person working for the company aware of their responsibilities with respect to health and safety and in so doing reduce the risk of accidents occurring within our working environment.

It shall be the continuing policy of the company to ensure that all of its operations are, as far as is reasonably practicable, conducted in a manner so as to ensure the health and safety of all its employees. The reduction of risk and the prevention of accidents shall be regarded as an essential part of the company's responsibilities towards its employees, contractors, and any other persons that may from time to time be affected by the company's activities.

The objectives of the company safety policy are to promote the safety, health and welfare of all employees and others and to ensure and maintain a safe and healthy workplace in accordance with the relevant statutory provisions.

Compliance with the provisions of the Health and Safety at Work etc. Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, however, shall be regarded as the minimum standard expected. It is the policy of this company to endeavour to secure the co-operation of all concerned to achieve the highest standards practicable in all aspects of health and safety at work.

The policy reflects the commitment of the company to the belief that a safe and healthy working environment is directly related to the continuing success of an efficient and well run company, and the implementation of this policy is seen as an integral part of this commitment.

The company shall ensure, as appropriate, that safe systems of work are developed, all workplaces under their control are safe and without risk, that adequate information, training and supervision is provided, protective clothing is made available and that all tools and equipment complies fully with the relevant legislation.

Adherence to the objectives set out in this safety policy and recognised good working practices are essential. The company believes that the active participation of all members of staff is essential in maintaining the highest practical standards of accident prevention.

This policy clearly sets out the responsibilities of the management and all members of staff and shall be reviewed and revised as often as may be necessary. Any amendments or additions will be brought to the attention of all employees.

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ORGANISATION AND RESPONSIBILITIES

In order to meet the objectives of this policy the directors will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health.

Overall responsibility for health and safety within the company lies with the Managing Director, who will be responsible for the promotion and implementation of this policy.

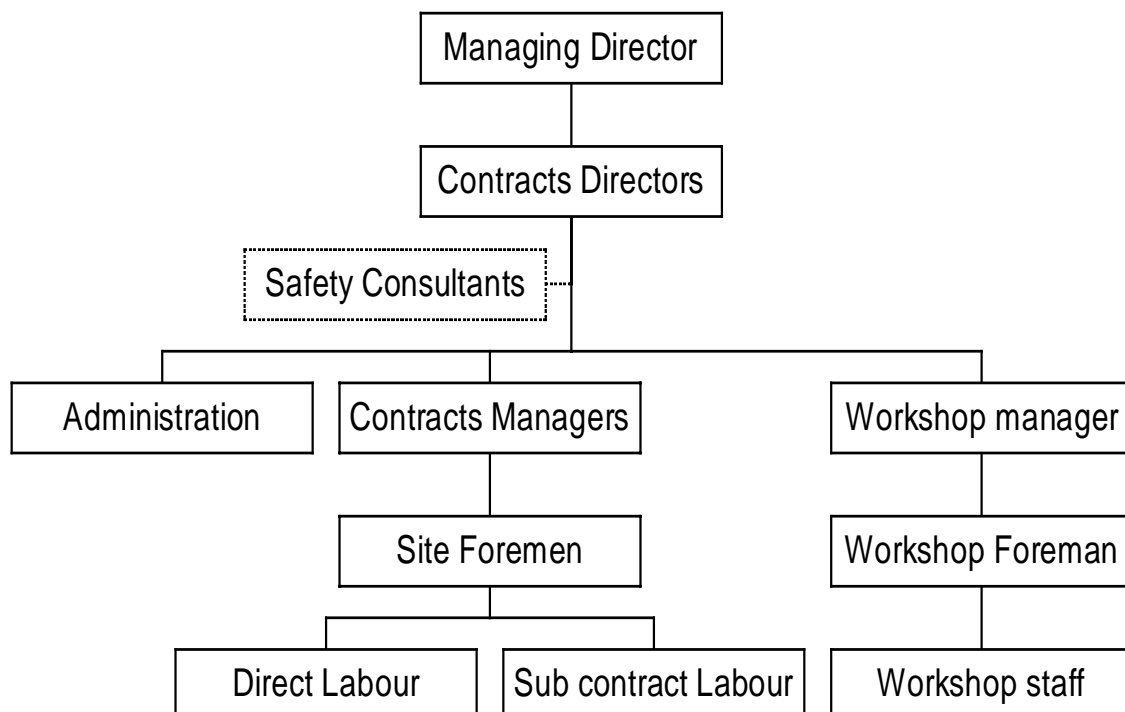
He will monitor the allocation of resources, and the effectiveness of this policy, all procedures and precautions taken and the role of personnel with specific health and safety responsibilities as defined in this section.

In addition he will ensure that adequate arrangements are in force to;

- (a) Bring this policy and its contents to the attention of all employees
- (b) Ensure adequate supervision is provided
- (c) Deal with any emergencies that may arise.
- (d) Keep all staff aware of changes to company health and safety policy and informed of current best working practices.

He will carry out, with the assistance of external consultants and advisors where necessary, regular monitoring and review of procedures through inspections and audits as appropriate, identify any training needs within the company and take remedial steps as required.

Company structure for Health and safety management





Departmental Directors/Managers

As part of the senior management team, all heads of department are responsible, and will be held accountable for, achieving the objectives of the Company Safety Policy as it applies to, and within their sphere of control.

Reporting to the Managing director they shall:

- (a) Ensure that their department has adequate resources and supervisory experience to maintain safe working conditions.
- (b) Ensure that adequate arrangements are in place to deal with any emergencies which may arise, including the appointment, and training of, persons competent to supervise any evacuation and provide first aid as appropriate.
- (c) Make arrangements for ensuring that suitable and sufficient risk assessments are carried out, in accordance with the requirements of Regulation 3 of the Management of Health and Safety at Work regulations 1999.
- (d) Inform all personnel under their control of their responsibilities with respect to health and safety and ensure that they are all familiar with the Company health and safety policy, and the arrangements in force for dealing with emergencies, including the identities of those persons appointed to administer first aid or supervise any evacuation.
- (e) Operate within all statutory and Company requirements applicable to the work of the department.
- (f) Clearly define safe operating procedures and instructions as they apply to their department, and ensure that they are known and observed.
- (g) Ensure that all plant and equipment under their control is adequately maintained and that all relevant test certificates are current.
- (h) Ensure that safety receives full consideration when sourcing and purchasing materials and equipment and when planning new operations and methods of work.
- (i) Make sure that all accidents and injuries are reported in line with Company procedures and, in consultation with company safety advisors and others as appropriate, carry out such investigations and implement remedial measures as required.
- (j) Monitor the safety performance of all staff under their control, and in particular those with specific responsibilities under this policy.
- (k) Assist in the identification of safety training needs.
- (l) Consult where appropriate with the group Safety Advisors, employees representatives or management on matters relating to health and safety.



Contracts Managers

The contracts manager has overall responsibility and is accountable for, the implementation and supervision of the health and safety policy with respect to the various site operations under his control, he shall be assisted by the site Supervisors.

Reporting to the Directors he shall:

- (a) Ensure that each site has sufficient resources and adequate supervisory experience to maintain safe working conditions.
- (b) Make adequate provision for welfare and first-aid facilities for each site.
- (c) Inform all site supervisors of their responsibilities and duties under the Company Safety Policy and satisfy themselves that they are competent to perform such duties.
- (d) Monitor the performance of all sites and supervisory staff with respect to safety, keep all site staff aware of changes to Company health and safety policy or procedures, informed of current best working practices and report any apparent training needs.
- (e) Ensure that, when the company is appointed as principal contractor under the Construction (Design and Management) Regulations 1994, all relevant information pertaining to the project is obtained from the planning supervisor and client in order that the construction phase safety plan can be drawn up before work commences on site.
- (f) Pass on to site staff all relevant information with respect to any known hazards which may affect the safe conduct of the works, and ensure that risk assessments and safe working method statements are prepared and made available when planning new operations and methods of work.
- (g) Ensure that safety receives full consideration when sourcing and purchasing materials or equipment, and appointing subcontractors.
- (h) Investigate, in conjunction with the group Safety Advisors, and senior management, all accidents to discover their cause and implement such precautions and remedial measures as necessary to prevent re-occurrence.
- (i) Consult, where appropriate, with the company Safety Advisors, employees or management, and Liaise with clients, planning supervisors and subcontractors representatives, local authorities and enforcing agencies on matters relating to health and safety.



Workshop Manager

The workshop manager has overall responsibility and is accountable for, the implementation and supervision of the health and safety policy with respect to workshops.

Reporting to the Directors he shall:

- (a) Inform all staff of their responsibilities and duties under the Company Safety Policy and satisfy themselves that they are competent to perform such duties.
- (b) Monitor the performance of all staff with respect to safety, ensure awareness of changes to Company health and safety policy or procedures, and current best working practices and report any apparent training needs.
- (c) Pass on to staff all relevant information with respect to any known hazards which may affect the safe conduct of the works, and ensure that risk assessments and safe working methods are prepared and made available when planning new operations and methods of work.
- (d) Make sure that adequate means of safe access to, and egress from, all workplaces is provided and maintained at all times.
- (e) Ensure that safety receives full consideration when sourcing and purchasing materials or equipment, and appointing subcontractors.
- (f) Check and make sure that all plant, machinery and equipment, including hand tools etc, used, meets all relevant statutory requirements and are maintained in a safe condition.
- (g) Keep a supply of protective clothing and safety equipment available and ensure that it is issued and worn as necessary.
- (h) Promote and maintain high standards of workmanship and tidiness at all times, and set a good example for all employees to follow.
- (i) Investigate, in conjunction with the group Safety Advisors, and senior management, all accidents to discover their cause and implement such precautions and remedial measures as necessary to prevent re-occurrence.
- (j) Consult, where appropriate, with the company Safety Advisors, employees or management, and Liaise with local authorities and enforcing agencies on matters relating to health and safety.

Site supervisors

Site Foremen and those with supervisory responsibilities are responsible and accountable for assisting the Contracts manager in achieving the objectives of the Company Safety Policy and for the day-to-day management of health and safety on site. They shall:



- (a) Inform all personnel under their control of their responsibilities and ensure that they are issued, and are familiar with, the Company Safety Policy, and any safe working method statements and procedures relevant to their work.
- (b) Bring to the attention of all personnel on site the provisions of the Construction phase safety plan and ensure that all procedures contained therein are followed throughout the contract.
- (c) Satisfy themselves that all employees and subcontractors under their control have been suitably trained and/or authorised to carry out the type of work that they are engaged in, and report any apparent training needs to their project manager.
- (d) Make sure that adequate means of safe access to, and egress from, all workplaces is provided and maintained at all times.
- (e) Identify all workplace hazards and make operatives aware of any resulting risks to health and safety, and carry out regular site tool box talks.
- (f) Enforce all statutory and Company requirements applicable to the work and ensure that safe operating procedures and instructions are known and observed. Review all precautionary measures and procedures as work progresses, and identify any additional measures necessary
- (g) Check and make sure that all plant, machinery and equipment, including hand tools etc, used on-site, meets all relevant statutory requirements and are maintained in a safe condition.
- (h) Keep a supply of protective clothing and safety equipment available and ensure that it is issued and worn as necessary.
- (i) Report all accidents and injuries in line with Company procedures.
- (j) Complete site diaries and maintain all records of inspections in relation to scaffolds, excavations and lifting appliances etc, as required by the construction (Health safety and welfare) regulations 1996 and make provision for the display of all statutory notices.
- (k) Inform all persons on site of any arrangements in force in the event of a fire or other emergency, and ensure that all operatives receive an appropriate site induction.
- (l) Liaise with the company Safety Advisors, management, employees and clients and/or subcontractors representatives as appropriate on matters relating to health and safety.
- (m) Promote and maintain high standards of workmanship and tidiness on site at all times, and set a good example for all employees to follow.



All Employees (including labour only subcontractors)

The general responsibility of the company under the Health and Safety at Work etc. Act 1974 shall not relieve each and every employee of the company of his or her own obligations under the act to ensure that their work shall not impair the safety of themselves or others.

It will be clearly indicated to every level of staff that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy

All employees should familiarise themselves with the company safety policy and comply with the requirements contained in it and all safe working methods at all times. They shall:

Comply with all safety instructions given by their supervisors and must wear any protective equipment supplied and make proper use of all safety devices at all times.

Not damage or misuse any such equipment provided for the purposes of health and safety.

Report all accidents in order that appropriate action may be taken.

Immediately report any defects in equipment or any other safety hazards encountered in the course of their work.

Always work in a responsible manner, keep the workplace tidy and promote good working practices at all times.

The company actively encourages suggestions from any employee for the improvement of health and safety in the workplace. Employees have a statutory duty to report any shortfall in the implementation or policy of the company with respect to health and safety in so far as it affects their own activities.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with respect to this health and safety policy, may be subject to disciplinary action including dismissal.

Safety advisors

Pursuant to regulation 7 of the Management of Health and Safety at Work Regulations 1999, the company shall employ the services of competent safety advisors who will be responsible for advising and assisting management with the implementation of statutory requirements.

Acting in an advisory capacity, and at the direction of senior management they shall,:

Assist in the review of the company safety policy;

Make available information on current and new legislation as appropriate;

Carry out regular reviews and audits of company procedures and working methods;



Perform site inspections and provide reports to management of the significant findings;

Assist in the preparation of safe working method statements and the assessment of risks;

Assist in the preparation of any relevant CDM safety plans and safety files.

Provide guidance on, and perform or arrange for, training in health and safety matters as appropriate;

Trainees and Apprentices

In addition to the general requirements of all employees, special attention needs to be paid to the activities of trainees and apprentices who may be unfamiliar with the type of work and the responsibilities that go with it.

In particular:

- (a) No person should be allowed to operate any equipment or carry out any process, for which they have not received training or have been authorised, except as part of that training under the direct supervision of a trained and competent person.
- (b) Apprentices and trainees should comply with all safety instructions given to them by their college instructor's etc, during periods of off-the-job training.
- (c) Special provisions may be required with respect to working hours, in the case of young persons and these shall be observed accordingly.

Pursuant to Regulation 19 of the Management of Health and Safety at Work Regulations 1999, any risk assessments carried out shall identify any specific hazards or risks which may be a result of, or increased by, the age or inexperience of persons under eighteen years of age, and suitable and sufficient controls or prohibitions implemented. Such measures shall be conveyed to all trainees as part of their training.



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ARRANGEMENTS

Risk assessments

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be recorded and conveyed to those members of staff affected, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances as and when the need arises.

Project planning operations

All of the companies activities, including site based operations, shall be carried out with due regard to the health safety and welfare of all members of staff and any other person who may be affected by the activities of the Company.

In order to achieve this goal, it is essential that safety considerations be taken into account at the earliest stages of planning for any project to be undertaken by the Company. Therefore, all surveyors shall ensure, through consultation with the contracts manager etc. that when pricing and tendering, sufficient resources are allocated for ensuring that safety and workmanship of the highest standards can be achieved and maintained on all projects undertaken by the Company.

Contracts Managers and site supervisors shall ensure that such resources are utilised in the most efficient and proper manner, and that adequate facilities for safety and welfare are available to all site personnel. Specific equipment and safety measures, including suitable access arrangements etc., shall be investigated and implemented prior to, or upon commencement of site operations.

Site management shall ensure that adequate arrangements are in force for protecting the safety of other persons on site including members of the public and visitors to site. Where appropriate this shall include segregation of the works, signing in procedures, and site induction procedures etc.

The Construction (Design and Management) Regulations 1994

It will be the responsibility of the management to ensure that all staff and contractors under their control are aware of the CDM regulations and the duties placed upon them.

Before any work which falls under the scope of the CDM regulations is undertaken a copy of the principal contractors construction phase safety plan will be made available before any works will be carried out. In addition, all necessary information regarding specific site rules and the provision of shared welfare facilities shall be supplied as appropriate.

Copies of the safety policy, risk assessments and method statements pertaining to the work should be obtained from the principal contractor/planning supervisor as appropriate to satisfy



them that the Company is competent to carry out the work safely and for prior approval and inclusion in the safety plan.

All subcontractors should be subject to Company selection procedures as detailed elsewhere in this policy, and shall provide similar information as above to site management before starting work. In return they shall be informed of any specific site rules and other provisions included in the safety plan.

All designs produced by the Company should be checked for compliance with all relevant specifications, in so far as they relate directly to the work being undertaken, and assessed for potential construction hazards. Where these cannot practically be removed they shall be highlighted and passed to the planning supervisor for inclusion in the pre-tender stage safety plan.

All designers employed by the Company have a duty to co-operate with the planning supervisor and other designers engaged on the same project as far as may be necessary.

All drawings, amendments and details of construction methods and materials will be passed to the planning supervisor/principal contractor for inclusion in the safety file.

When appointed as principal contractor under the Construction (Design and Management) Regulations 1994, the company shall ensure that the construction phase safety plan is drawn up prior to work on site commencing. Full co-operation with the client and any planning supervisor appointed by them will be extended as appropriate. When acting as sub-contractor to a principal contractor appointed by others, then all reasonable requests with respect to provision for information on the works to be carried and any relevant risk assessments or method statements etc. shall be complied with.

The procedures outlined in the Regulation will be followed with respect to reporting of injuries under RIDDOR '95.

Inspections and Audits

Day to day inspections of the sites and other premises will be the responsibility of the senior site supervisor, who will ensure that all work procedures, tools and equipment are in good order. Management will carry out regular inspection of the workplace.

Periodical safety inspections of company premises and sites may also be carried out by external agencies on the request of management and a full report of all such inspections and audits shall be made indicating any recommendations for remedial action required.

Welfare and First Aid

The company shall ensure that adequate provision is made for the purposes of washing, sanitation and the taking of meals and breaks. It shall be the responsibility of the site supervisor to ensure that such facilities are available and maintained and it shall be the responsibility of each and every employee to ensure that the facilities provided, either by the



company or others (eg a main contractor or client as appropriate) are kept in a clean and safe condition at all times.

First aid facilities will be made available including a suitable first aid kit, which will be replenished or replaced, as necessary. A first aid kit will normally be kept in each of the works vans as well as at each location or site.

Where another contractor or client is providing first aid facilities then the location of such facilities and the person responsible shall be identified to all employees, usually as part of any site induction carried out.

Should any changes be made to these arrangements then notification in writing will be circulated to all affected employees.

Emergency Procedures

The company policy with respect to emergency procedures should be made known to all employees and any other persons who may be on company premises.

When working on a clients premises it shall be the responsibility of the site supervisor to obtain from the occupier, or principal contractor all relevant information as to the action to take to raise the alarm, assembly points, the location of emergency equipment such as fire extinguishers etc., and exit routes and to pass this information to all operatives.

In the event of fire or other circumstances which may give rise to imminent and serious danger (e.g. gas leak) the first priority of any employee discovering it must be to raise the alarm. On hearing the alarm the appointed person shall put into effect the evacuation procedures and notify the emergency services.

In all cases the first consideration is to the safety of all persons and no attempt should be made by any individual to tackle the situation if they would put themselves or others at risk by so doing.

The company shall provide and maintain sufficient and suitable fire extinguishers as appropriate and ensure that staff are trained in their use.

Reporting of Accidents and Injuries

All accidents no matter how small shall be recorded in the accident book kept in the company office. The appointed person concerned should record the details of any first aid administered. Completed accident books will be logged and kept in safe keeping for the requisite time period.

All accidents or dangerous occurrences (as defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995) shall be reported to management forthwith, whereupon such information as is necessary shall be gathered so that a full and proper investigation may be carried out.



In the case of any injury or work related ill health resulting in the absence from work of any employee for three or more days the central reporting unit of the Health and Safety Executive shall be notified using the prescribed form (F2508).

In the event of a fatal accident, major injury or prescribed dangerous occurrence, the following procedure shall be adopted;

1. Enter details in accident book, and inform the relevant Manager immediately, who shall:
2. Notify by telephone the Central incident reporting centre and the company safety advisors
3. Unless there is an immediate risk of further injury or damage, the vicinity of, and any plant or equipment involved in, the incident should be left untouched until instructions to the contrary are received from HM Inspectorate.
4. Identify and obtain statements from any witnesses and obtain photographs where possible
5. Where applicable, advise relatives of the injured party
6. Complete company accident/incident report form
7. Send written report to HSE, on the prescribed form, within ten days.

Training

The company is committed to the belief that suitable and proper training is an essential factor in achieving and maintaining high standards of skills, efficiency and health and safety throughout its operations and therefore full use will be made of any guidance and/or training available either in-house or through trade associations, professional bodies and others as and when appropriate.

The company shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace to ensure that its employees are able to use the equipment in a safe and proper manner.

It is the policy of this company that all employees shall undergo a basic level of safety awareness training, and other job specific training such as Abrasive wheels, tower scaffold etc will be provided as appropriate. All such training will be recorded.

Personal Protective Equipment

Protective clothing and safety equipment relevant to the work being undertaken will be provided for, and used or worn by, all employees as appropriate.

It is recognised that certain processes and the use of certain substances within the company's' activities will necessitate the use of personal protective equipment.

Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the company will ensure that it is made available. All PPE used will be of a type approved for the purposes and conform to the relevant British or European standards.

It is the responsibility of all employees to wear such PPE as provided and to use it in the proper manner. All PPE should be regularly inspected and kept in good order, and any loss, damage or defects reported immediately.



Specific requirements and guidance on the use of PPE will be given where necessary and records of issue will be kept as appropriate.

Head protection

Suitable head protection shall be worn at all times by all operatives when engaged on works that fall under the scope of the Construction (Head Protection) Regulations 1989 and at all other times when a risk of head injury is present.

Hearing protection

Any ear defenders (or plugs etc.) issued must be suitable and reduce the noise exposure of the wearer to below that of the second action level, as described in the Noise at Work Regulations 1989.

Disposable type earplugs should not be re-used as this may lead to infections of the ear canal and inner ear. Ear defenders should be kept clean and not be shared for similar reasons.

When working in noisy environments requiring the use of hearing protection it is essential that the protection is worn at all times.

Eye protection

It is a statutory requirement under the Personal Protective Equipment at Work Regulations 1992 to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists. Examples may include:

Use of grinding wheels

Use of metal machining tools

Use of any form of welding or cutting equipment

When using or dispensing liquids which could cause injury

When breaking, cutting, dressing or carving metal, stone or glass.

Paint spraying or any other process involving the production of fine particles.

Eye protection must be readily available, well maintained and carry the relevant European standard markings (EN166) and code for the type of protection offered.

Respiratory protection

Masks and respirators must be properly fitting in order to provide an adequate seal. Facial hair may affect the efficiency of the seal.

Filters should be of an appropriate type for the substance being protected against, and always inspected and cleaned after use. Disposable dust masks etc. should not be re-used.

Breathing apparatus must be of a type approved by the HSE, properly maintained and tested before each use. Only those persons who have received full training will be permitted to use self-contained breathing apparatus.



The failure of any breathing apparatus during use is a reportable dangerous occurrence under the provisions of RIDDOR.

Gloves

These must be suitable for the job and worn whenever a risk of contamination or hand injury is present. The use of gloves is recommended when using pneumatic tools, as they will assist in protecting against the adverse effects of vibration.

Suitable gloves should always be worn when carrying out dismantling operations to protect from cuts and abrasions.

Protective clothing

Suitable protective clothing such as overalls etc. should be worn where appropriate. Loose fitting clothing and persons operating machinery should not wear jewellery.

Waterproofs should be used when working in adverse weather conditions or performing work, which could lead to excessive contamination of clothing.

High visibility garments conforming to current guidance shall be worn at all times when working around mobile plant on site or on the public highway.

Protective footwear

Careful consideration should be given to the appropriateness of footwear for use at work. Training shoes, sandals and other light shoes must not be worn on sites where suitable steel toecap boots should be worn.

Hazardous substances

All hazardous substances used by the company in its operations shall be subject to assessment in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and a record of all such assessments shall be kept.

All employees will be made aware of any significant hazards and the precautions or protective equipment required when using or handling any such substances.

Operatives are urged at all times to follow any safety instructions given by the manufacturer or supplier and contained on any packaging or labelling supplied with any product.

Substances carrying warning symbols and specific safety instructions should not be transferred to any unlabelled containers, and should only be stored in accordance with any instructions given or identified in the relevant product data sheet and COSHH assessment.



The company shall, as part of its ongoing commitment to each and every employee, promote health awareness within the company, and where applicable carry out any health surveillance necessary to ensure the continuing good health of its employees and the effectiveness of any precautions and controls introduced.

Asbestos

The management shall strive to identify all asbestos containing materials (ACM) within the remit of their undertaking. Any asbestos containing materials identified in a survey shall either be:

- a) removed, or encapsulated if in poor condition by a competent, licensed contractor
- b) managed and maintained in-situ.

Where refurbishment, maintenance works or demolition are required in areas identified as containing asbestos or ACMs the contractors shall be notified in writing.

Safe working methods, in the form of risk assessments/method statements shall be obtained from the contractor prior to work commencing. All works shall be subject to a permit-to-work system.

No demolition or renovation work shall be commenced by the company until such time as the client or, where appropriate the planning supervisor, provides evidence that no asbestos, exists within the structure, or a clearance certificate following removal.

All staff shall be notified of presence and whereabouts of asbestos containing materials.

Housekeeping and waste disposal

All work areas shall be maintained in a clean and tidy fashion and where appropriate. All surplus materials and spillage's of oils etc. shall be cleared up immediately.

Larger waste shall be removed from site on a daily basis for proper disposal or, placed in the relevant skips etc. when provided. Any skips or lorries provided on site by the company shall be sourced from a registered waste carrier, and all waste disposed of to a licensed site in accordance with the Environmental Protection Act (duty of care).

The company's environmental protection policy shall be adhered too at all times.

Permit to work

The company operates permit to work systems for those of its activities where a high level of risk exists. Activities such as confined space entry are controlled through permit systems.



All staff shall be informed of these requirements and the procedures involved. Site supervisors issuing permits shall ensure that all conditions of the permit have been met before allowing work to commence and all operatives shall abide by any specific controls required under the issue of the permit.

Appropriate training shall be given to ensure competence of those issuing and receiving permits.

Records of all permits issued shall be kept and may be subject to audit by management.

Use of work equipment and machinery

No unauthorised or untrained persons shall be permitted to operate any machinery or equipment belonging to, or in use by, the Company.

All guards and safety devices must be fitted and correctly positioned before any machinery or tools are operated. Any missing or defective guards should be reported to management for action immediately.

All hand held electrical tools and equipment shall be maintained in good order and tested at regular intervals, dependant upon type and usage, in accordance with the provisions of the Electricity at Work Regulations 1989 and associated HSE guidance.

It shall be the responsibility of each manager to ensure that upon delivery any hired equipment is in good order and that all relevant safety instructions are supplied with the equipment by the hirer.

No person shall be authorised to carry out any alteration, modification or repair to any machinery or electrical equipment for which they are not qualified and competent to carry out.

Where electrical equipment is used in an outside environment then for preference this should be either battery operated or of the 110-volt type only.

All equipment purchased, hired or in use by the Company shall comply in all respects with the Provision and Use of Work Equipment Regulations 1998, shall be good order and properly maintained. The frequency of maintenance shall be annually, or more frequently as stipulated by a competent person or following significant changes to the equipment or work environment. Where such equipment is the property of the Company, then suitable maintenance records shall be kept.



Cranes and Lifting operations

All lifting equipment, including cranes, piling rigs, excavators and their attachments shall be properly maintained and carry all relevant test and inspection certificates in accordance with the requirements of the Lifting Operations and Lifting Equipment regulations 1998.

All lifting operations shall be carried out under strict supervision of an appointed competent person and all crane operators and banksmen etc. shall be suitably trained.

Manual handling

The risk of injury due to the manual handling of loads is recognised by the company and all measures will be taken as necessary to reduce such risks.

Wherever weights outside those given in the general guidelines contained in the guidance to the Manual Handling Operations Regulations 1992 must be lifted then a thorough assessment of the operation will be carried out, and relevant precautions taken.

Wherever reasonably practicable, the lifting of heavy loads should be avoided and the company will endeavour to provide mechanical alternatives or aids for the lifting of such loads.

Materials, whenever possible shall be purchased and delivered to site in quantities suitable for individuals to handle without undue risk of injury. Where materials are supplied in bulk, then they should, where possible, be transferred to a smaller container for use.

Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy loads, when mechanical means are unavailable.

Wherever an assessment relates to a complex situation or cannot easily be repeated then that assessment will be recorded and a record kept for future reference.

Subcontractors and suppliers

The Company shall endeavour, when engaging any subcontractors, to satisfy themselves that the contractor has sufficient resources and has made adequate provision for health and safety in respect of the work to be carried out. Any contractor who fails to co-operate or comply with company procedures may be removed from the approved list of suppliers.

When acting as principal contractor and supervising contractors nominated by the client or others, then such contractors shall be treated in the same way as domestic sub-contractors, and the company shall require similar information with respect to risk assessments, competence and resources to be supplied.



All suppliers will be required to supply to the company all relevant product safety data sheets for any substances supplied by them to the company, and it shall be the responsibility of the person ordering such materials to ensure that the relevant safety information and instructions are supplied with the goods.

Site visitors and members of the public

It is recognised that the company has a duty of care to all visitors including customers and other members of the public who may come into contact with the operations of the company, particularly when working in other person's premises.

Cones, tape and other barriers should be used to prevent persons from coming into contact with hazardous areas of operations, and all risk areas such as access equipment, excavations, welding or cutting operations etc. shall be fenced or covered outside of working hours.

Lone working

Occasionally operatives may be required to work alone, and whenever this is the case, the company shall ensure that such persons are in possession of a mobile telephone and any relevant emergency contact numbers. Regular contact will be maintained throughout the working day, and, where possible operatives should obtain a contact number from the occupier of the site and relay this to head office upon arrival.

Consultation

It is the policy of this company to involve employees and, where appropriate subcontractors, in all matters relating to the promotion of health and safety throughout the company's activities.

Whilst all procedures and directives on safety related issues will be issued by management, the views of those operatives affected will be taken into consideration and any such policies and procedures may be amended in the light of consultation where this would result in an improvement in safety standards.

The relevant managers, or supervisor who has responsibility for implementing the company safety policy on site, shall communicate all health and safety directives to personnel under their control and actively seek their views on such matters, and report back to management as appropriate.

Whilst specific procedures may be in place for allowing the views of operatives on health and safety matters to be heard on individual sites, this shall not detract from the generality of this policy. Operatives suggestions and views on any matters affecting their health and safety at work shall be welcomed and actively sought at all times, in accordance with the Health and safety (Consultation with Employees) Regulations 1996.



No employee shall be discriminated against or disadvantaged in any way for expressing or raising genuine concerns to management on health and safety matters in so far as they relate to their work activities.

Display screen equipment

Each departmental manager shall ensure that any display screen workstations are assessed in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 where such workstations fall within the scope of those Regulations.

If a person uses a display screen workstation for more than one hour continuously on a daily basis, then a full assessment of the workstation, the surrounding environment and the user must be made on the standard Company VDU Assessment form. All information relating to safe use of the Display screen equipment will be given to users during the induction process.

Whilst the majority of the form is a self assessment document, it is the responsibility of the manager to check the details, in consultation with the user and to ensure that the assessment is reviewed on a regular basis. If uncertain as to required action to be taken in response to the self-assessment form, the manager should refer any queries to the Safety Advisors for clarification.

Any potential risks to the health of the user, or non-compliance identified, as a result of the assessment shall be referred to the relevant manager for action.

All display screen equipment users shall receive information and training with respect to the requirements of the regulations, and measures, which can be taken to reduce the risks, associated with poor posture and layout of the workstation etc.

Violence

Staff are instructed not to put themselves at risk from violence, in any situation that may arise at work. Violence regardless of the form it takes, is to be reported immediately to the Company and will result in a full investigation by the management and group safety advisors. Violence at work is reportable to the HSE or local Authority under RIDDOR'95.

Occupational stress

The Company recognises that work related stress has a detrimental affect not only to the individual but also to the operation of the company as a whole.

The Directors and managers shall strive to achieve the distribution of a balanced workload, on an individual basis so as to reach optimum, in terms of output without incurring detrimental effects on the individual. Regular personal development meetings shall be arranged on a one-to one basis to discuss and identify work or personal issues before they become problematic or detrimental to health.



Work in occupied premises

Much of the Company's work is carried out in premises occupied by others, and therefore it is essential that all staff follow safe working procedures both for the protection of themselves and others.

Prior to any construction work commencing on new or existing premises, arrangements will be made by the contract manager responsible for the work, to ensure proper access for the contractors.

All relevant information with respect to permissible working times, and any special safety requirements of the site owner or landlord, for example work or entry permits etc. shall be obtained whenever possible in advance and the contractor briefed accordingly.

In addition all reasonable enquiries shall be made with respect to the presence of any specific hazards created by others which may affect the safety of Company personnel in order that suitable arrangement can be made.

Upon arrival at new premises for the first time, staff should make themselves known and familiarise themselves with any emergency procedures in force for the whole premises.

Should the Company's activities present any hazard or risk to other occupants of any shared premises, then such risks shall be notified accordingly in order that the appropriate action can be taken.

Electricity and electrical equipment

No employee shall interfere with or attempt to modify any electrical installation or equipment unless they are suitably qualified to do so.

All electrical equipment shall be used in the correct manner, and no electrical circuit shall be overloaded so as to represent a risk of fire.

Managers shall make arrangements to ensure that all electrical installations and equipment are maintained and tested periodically in accordance with the Electricity at Work Regulations 1989. All installations shall be inspected and tested by a competent person or electrical contractor on a five-yearly basis. Portable appliances should be visually inspected prior to use and formally tested, the frequency of which shall in accordance with the HSE guidance INDG236.



Drugs and Alcohol

The consumption of illegal drugs and alcohol is not permitted on Company premises. Any member of staff thought to be under the influence of the above will be subject to the Company disciplinary procedure following a full investigation.

Any employee who is taking medication which may affect their ability to operate machinery, or is likely to cause drowsiness etc should consult management with respect to their fitness to work. When working on clients premises, any additional requirement of local policies in respect of drugs and alcohol shall be observed.

Company vehicles

Company vehicles are for the use of employees who are required to drive themselves to different sites to carry out their work. The Company will ensure the roadworthiness, maintenance, servicing and repair of the vehicle. The employee will drive in an appropriate manner and will ensure he does not put his life or the lives of others or any company property at risk whilst on the road, whether he is driving on Company business or otherwise.

The use of mobile phones whilst driving is not permitted, other than when the vehicle is fitted with an appropriate hand free kit. Should the need arise to take or make a telephone call during the course of a journey, the driver must stop the vehicle where it is safe to do so. Incoming calls should be diverted to voicemail while travelling and only accessed when safely parked.

Publicising the policy

In order that the contents of this policy and associated documentation shall be made known to all employees a copy shall be held on all company sites and the contents made known to each member of staff.

Any changes to this policy will be conveyed to all members of staff in writing and all amendments or additions will be attached to the policy for display.



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SAFETY RULES

1. Only trained operatives are to use any plant, vehicles or equipment.
2. Trainees or the inexperienced must be fully supervised at all times.
3. No foodstuff is to be consumed whilst operating equipment.
4. Fire exit routes must not be obstructed at any time.
5. Company developed safe systems of work are to be used at all times to avoid accidents.
6. All work equipment is to be used correctly.
7. All safety equipment and safety devices are to be used correctly, none are to be removed.
8. Each employee is to be issued with personal protective equipment as identified by risk assessments.
9. Personal protective equipment is to be looked after, kept clean and stored correctly when not in use.
10. When handling hazardous substances the correct protective equipment has to be worn.
11. Only licensed and fit persons are to drive Company vehicles.
12. Staff are only allowed to carry out activities they have been trained for.
13. All accidents are to be entered into the accident report book and the management to be informed without delay.
14. No person shall smoke in a designated non-smoking area, or adjacent to any flammable substance.
15. Only persons competent to do so may inspect safety equipment.
16. All employees required to undergo training as an integral part of their job, should present themselves at the appointed time and place. Failure to attend such an appointment, without just cause, may result in dismissal.
17. Drivers of Company vehicles shall obey the laws of the land without exception.
18. Violence towards another staff member or other person will result in instant dismissal.
19. All employees are required to help others, provided it is safe to do so, where assistance in lifting or moving any article is required on the Company premises. The Manual Handling Regulations are to be adhered too.
20. Employees must report any hazards or safety concerns to the management without delay.
21. Employees are to ensure that they do not expose themselves, or others, to risk or injury whilst engaged in work for the Company.
22. No employee shall have or consume alcohol or drugs on company premises or at work, nor shall any employee report for work intoxicated.
23. All employees are to act on any lawful instruction given to them by the management, a HM Factory Inspector or any other inspector of Health and Safety.
24. Speed limits within Company, or other, sites are to be obeyed.
25. All Company notices, as issued from time to time to address particular issues, are to be brought to all relevant employees notice and any instructions contained therein acted upon immediately.



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REGULATORY BODY AND CONSULTANT SAFETY ADVISORS

The local inspector and enforcement officer can be contacted at:

HSE
5th Floor Belgrave House
1 Greyfriars
Northampton
NN1 2BS

Tel; 01604 738300

HSE Incident Control Centre

Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 300 9923

Fax: 0845 300 9924

E. Mail: riddor@natbrit.com

Internet: www.riddor.gov.uk

Employment medical advice relating to industrial injury, diseases and hazardous substances can be obtained from:

EMAS
5th Floor
Belgrave House
1 Greyfriars
Northampton
NN11 2BS

Consultant safety advisors to the company are:

Longland Safety Management Ltd
Gilmorton Road
Lutterworth
Leicestershire
LE17 4BA

Tel: 01455 559903

Fax: 01455 559972