

Parrott

BUILDING ▲ CONTRACTORS

HEALTH & SAFETY POLICY

2014



Contents

	Page No.
1. General Statement of Policy	2
2. Company Management Structure	3
3. General Organisation	4
4. General Responsibilities	4
5. Individual Responsibilities	
▪ Managing Director	4-5
▪ Health, Safety & Quality Manager	5
▪ Office Manager	6
▪ Contracts Manager	6
▪ Site Manager	7-8
▪ Operatives	8
▪ Office Staff	8
▪ Subcontractors	9-10
6. Arrangements for Health & Safety	11
7. Drugs and Alcohol policy statement	12
8. Appendices	
A Management of Stress in the Workplace Policy	13
B Subcontractor Selection Policy	14
C Environmental Policy	15
D Personal Protection Clothing and Equipment Policy	16-17
E Risk Assessments and Method Statements Policy	18
F Consultation and Communication Policy	19-20
G Office Safety Policy	21-22
H Office Fire and Emergency Procedures	23-24
I Accident / Incident Reporting and First Aid Policy	25
J Confined Spaces Policy	26
K Demolition / Structural Alteration Policy	27-28
L Safe Use and Storage of Flammable Gases Policy	29
M Working at Heights Policy	30-31
N Vibration / Noise Policy	32
O COSHH Assessments Policy	33
P Manual Handling Assessment Policy	34
Q No Smoking Policy	35
R Plant and Equipment Policy	36
S Asbestos	37
T Lifting Activities Policy	38
U Training Policy	39
V Mobile Telephone Policy	40
W Health Surveillance Policy	41

HEALTH AND SAFETY POLICY

General Statement of Policy

The Company recognises and accepts it's responsibilities with regard to the Health & Safety at Work Act 1974, and all other regulations which affect the Company's activities. Sufficient financial support will be made available to meet the resources required under statutory obligations and safety requirements.

The Managing Director, Chris Layram has special responsibility for the implementation of this policy.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

It is a function of management to ensure provision of the right circumstances under which work may be carried out, in addition to this all employees must be aware that they have a legal duty, not only to work in a safe manner, but to co-operate in the efforts made to create safe working conditions.

Employees will be encouraged to discuss Health & Safety matters with the Company's Safety Representatives who will record such matters in the Health and Safety Consultation with Employees meetings which are held on a regular basis.

Information and necessary training will be given to employees in respect of the risks to their health and safety which may arise out of their work or at their work place. The support of all people employed by the Company is required to achieve the objectives of the policy as the Company deems that health and safety is the responsibility of equal standing with all other responsibilities.

Systems which are in place to ensure effective planning, control, monitoring and review of the protective measures are:-

Health and Safety Plans, Site Safety Plans, Risk Assessments, Method Statements, Site Inductions etc.

A copy of this Health & Safety Policy will be issued to all employees and will be displayed in site offices. Subcontractors are responsible for conveying it's contents to their employees

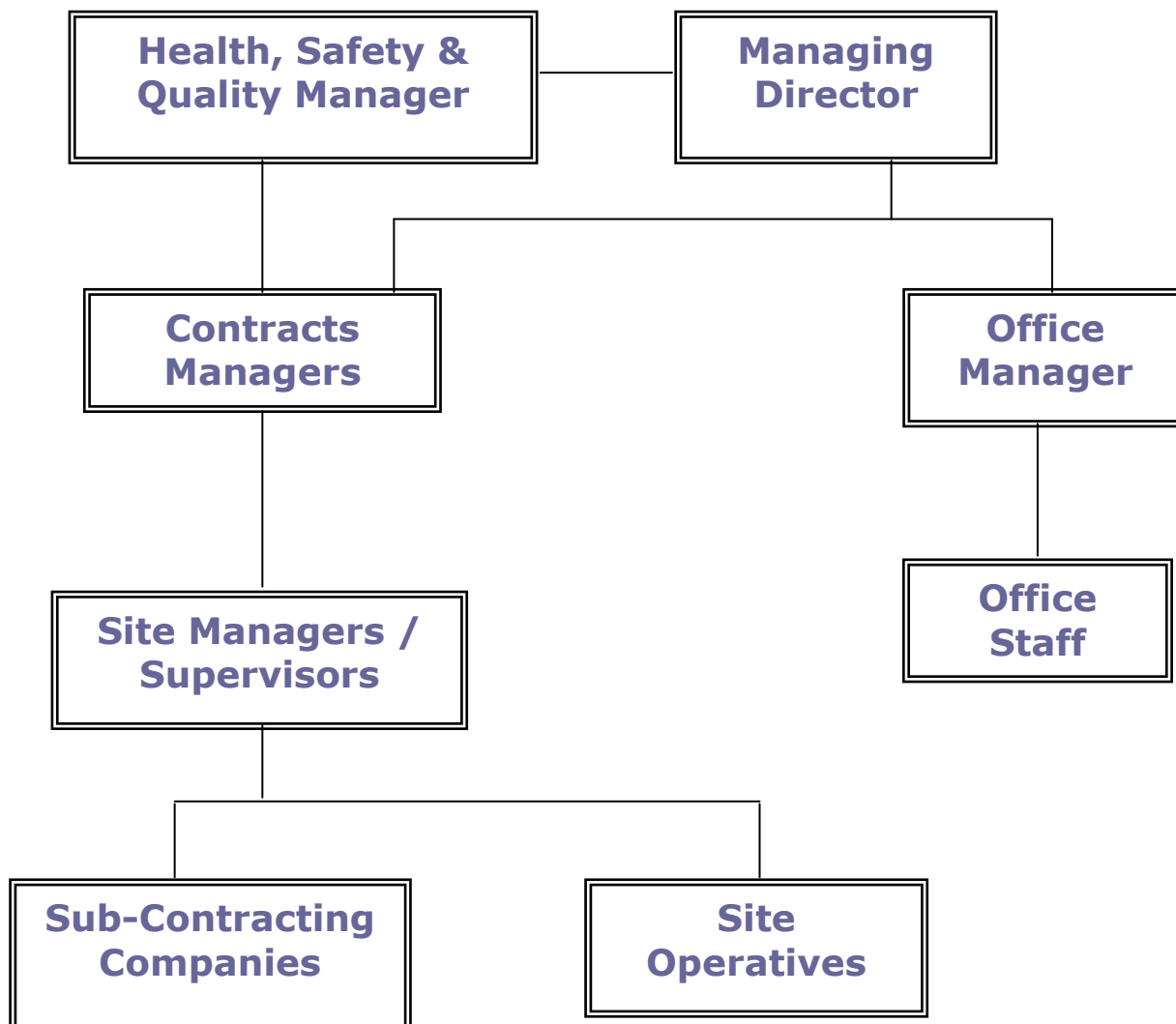
The Company membership of the Eastern Builders Safety Group Limited will provide regular site visits by a competent Safety Adviser to provide advice on safety matters.

The Policy will be kept up to date. To ensure this the Policy and the way in which it has operated will be reviewed annually.

Signed Managing Director

Date

Company Management Structure



General Organisation

The Company will be responsible for all arrangements regarding Health, Safety and Welfare at the place of work.

The Company has a named Director responsible for the implementation of the Health and Safety Policy.

General Responsibilities

Directors, Contract Managers and Site Managers are responsible for the implementation of the Company's Health and Safety Policy.

The Company requires all employees to set a personal example and to take care of the Health and Safety of themselves and others who may be affected by their acts or failings whilst at work.

Supervisors will promote and encourage safety awareness in employees and subcontractors under their control.

All employees should have knowledge of the legislation of the work they are employed to carry out.

The Eastern Builders Safety Group Co-ordinator and Advisers have a detailed knowledge of current Health and Safety legislation and will give guidance to the Company and its employees upon changes and developments as and when they occur.

Individual Responsibilities

The following responsibilities are the specific duties of management and are in addition to the duties outlined under General Responsibilities.

1.0 Managing Director

The Managing Director, Chris Layram is responsible for Health and Safety training and for all aspects of staff welfare as follows:

- 1.1** Monitoring occupational stress in the workplace (Refer to Appendix A - Management of Stress in the Workplace policy). Also responsible for monitoring the health of all employees by analysing sickness records and offering assistance where necessary.
- 1.2** Training needs will be reviewed annually. Funding for training and time off will be allocated accordingly.
- 1.3** Will require a positive approach to safety at all management levels.
- 1.4** Responding to all employee safety initiatives.
- 1.5** Maintaining sources of advice from the Eastern Builders Safety Group, the Health and Safety Executive, Trade Journals and Trade Magazines.
- 1.6** Ensuring that all subcontractors/self-employed workers are selected according to the procedures laid down in the Subcontractor Selection Policy (Appendix B).
- 1.7** Has overall responsibility for ensuring that the Environmental policy (Appendix C) is adhered to by all employees and subcontractors.
- 1.8** Reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to them.

- 1.9** Set a personal example in health and safety awareness.
- 1.10** Arranging inductions for all new office staff to make them aware of safety issues within the office environment.
- 1.11** Ensuring that the Office Safety Policy is implemented.

2.0 Health, Safety & Quality Manager

The Health, Safety & Quality Manager is responsible to the Managing Director, for fulfilling the following responsibilities in relation to Health and Safety:

- 2.1** Compiling of Site Safety Plans for all contracts falling within the scope of the Construction Design and Management Regulations 2007. A plan will be produced for each site on an individual basis incorporating fire and emergency procedures. Ensuring that each site unit is equipped with the relevant fire extinguishers.
- 2.2** Compiling operating and maintenance manuals as required by the contract.
- 2.3** Collating and passing on information to the CDM coordinator for inclusion in the contract Health & Safety File.
- 2.4** Responsible for supervision and monitoring of young workers/trainees/apprentices. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents.
- 2.5** Assessing training needs annually with the Managing Director and Contracts Director for all staff and operatives and arranging the necessary courses to ensure that all Health and Safety needs are met. Must then ensure that all training records are kept up to date.
- 2.6** Ensuring sites are set up correctly with the necessary Health & Safety information and equipment required for the contract.
- 2.7** Providing on site training in preparing COSHH/Risk Assessments, Method Statements etc. Please refer to Risk Assessment and Method Statements Policy (Appendix E) and COSHH Assessments Policy (Appendix O).
- 2.8** Annually reviewing and re-issuing the Company's Health & Safety Policy.
- 2.9** Setting a personal example in Health and Safety awareness.
- 2.10** Arranging for regular Consultation with Employee meetings to be held with the Company Health and Safety Representatives. Please refer to Consultation and Communication Policy (Appendix F) for further details.

3.0 Office Manager

- 3.1** The Office Manager is accountable to the Managing Director for fulfilling the following responsibilities in relation to Health and Safety.
- 3.2** Understand the Company's policy and to appreciate the responsibility allocated to each grade of staff
- 3.3** Responsible for all aspects of Head Office Safety, as outlined in the Office Safety Policy (Appendix G). Will consult with Office Administrator on matters concerning use of VDU's and IT equipment.
- 3.4** Acts as the Fire Warden for Head Office and carries out duties as outlined in the Office Fire and Emergency Procedures (Appendix H). Is also responsible for ensuring that all office staff are aware of evacuation procedures.
- 3.5** Responsible for maintaining suitable First Aid facilities at Head Office as outlined in the Accidents and First Aid Policy (Appendix I).

4.0 Contracts Manager

The Contracts Manager is accountable to the Managing Director for fulfilling the following responsibilities in relation to Health and Safety.

- 4.1** Understanding the Company's policy and to appreciate the responsibility allocated to each grade of staff and employees.
- 4.2** Providing written instructions to establish working methods, to explain the sequence of operations to outline potential hazards at each stage and indicate precautions to be adopted i.e. Site Safety Plans.
- 4.3** Ensure that Site Managers are aware of and implement the correct procedures outlined in this Health and Safety Policy.
- 4.4** Check over working methods and precautions with site management before work commences.
- 4.5** Ensuring that work, once started, is carried out as planned and that the Construction regulations and other relevant legislation is observed on site.
- 4.6** Ensuring that all Subcontractors provide necessary paperwork as outlined in site safety plans and the Subcontractor selection policy and that all relevant meetings are arranged and attended.
- 4.7** Setting a personal example on site visits by wearing appropriate protective clothing and demonstrating awareness of Health and Safety issues.
- 4.8** Reprimanding any member of the Company failing to discharge satisfactorily the responsibilities allocated to them.

5.0 Site Manager

The Site Manager will be responsible to the Managing Director for all matters concerning Health, Safety and Welfare affecting his site:

- 5.1** Where required, will draw up a Fire Safety Plan, in consultation with the Health, Safety and Quality Manager, or adhere to the Clients existing plan. Make sure that all Operatives are aware of the Fire Safety Plan and adhere to it.
- 5.2** Make all operatives on site aware of their duties in an emergency especially evacuation procedures when working on or adjoining existing buildings.
- 5.3** Organise the site so that work may be carried out with minimum risk to all persons and provide safe access onto and around the site segregating pedestrians from plant/vehicles where possible.
- 5.4** Responsible for compiling Risk Assessments and Method Statements for company employees when required and for ensuring that Method Statements, Risk Assessments (Appendix E) Manual Handling Assessments (Appendix P) and COSHH assessments (Appendix O) are received from Subcontractors before their work commences on site.
- 5.5** When working with Subcontractors, must ensure that all relevant paperwork is received and training is carried out as outlined in the Subcontractor selection policy (Appendix B).
- 5.6** Responsible for the Welfare facilities on site to ensure they meet the requirements of the Construction (Design and Management) Regulations 2007. The Site Manager will inspect all facilities to ensure that they are all in good working order. Any complaints regarding third party welfare facilities shall be directed through the Site Manager. As a minimum, the company shall supply or insist on:
 - Mess facilities, including facilities to heat up food and hot drinks
 - Fresh drinking water
 - Toilet facilities acceptable for the number of employees on site with washing facilities incorporating hot and cold running water, soap and towels
 - Drying rooms or means of drying wet clothing.
- 5.7** Know the broad requirements of the Construction Regulations and other relevant legislation.
- 5.8** Ensure that the correct procedures are implemented for the following hazards outlined in the following policies:
 - Confined spaces policy (Appendix J)
 - Demolition policy (Appendix K)
 - Safe use and storage of flammable gases policy (Appendix L)
 - Working at Heights policy (Appendix M)
 - Vibration equipment policy (Appendix N)
- 5.9** Ensure that arrangements for First Aid as required by regulations are available and that their location and the named first aider are made known to all on site. Please refer to Accidents and First Aid Policy (Appendix I)
- 5.10** Discipline those who fail to consider their own well being and that of other Operatives, and ensure that the correct PPE is worn at all times unless he instructs otherwise.
- 5.11** Carry out safety induction of all persons before they commence work on site.
- 5.12** Carry out safety induction of all site visitors.

- 5.13** Issue Personal Protective Equipment to employees and maintain records of such issues.
- 5.14** Instruct employees in the use of Personal Protective Equipment if required.
- 5.15** Accompany Health & Safety Executive inspections and Eastern Builders Safety Group advisers on safety audits and act on their recommendations immediately.
- 5.16** Set a personal example in Health and Safety awareness.
- 5.17** Ensure that all investigations and precautions are taken when excavations are taking place to avoid contact with underground services.
- 5.18** Implement Permit to Work systems especially Hot Work operations.
- 5.19** Ensure that the Company Environmental procedures are adhered to at all times.

6.0 Operatives

All operatives are required to comply with the Company's Safety Policy.

- 6.1** Observe Fire Safety Plan where established.
- 6.2** Develop a personal concern for safety for themselves and for others, in particular to take care when working at heights. To work to avoid the possibility of falling or causing materials or debris to fall which are the industry's prime causes of serious and fatal accidents.
- 6.3** Where necessary use safety equipment and personal protective equipment supplied such as safety helmets, respirators, dust masks, overalls, safety footwear, eye protection, ear defenders etc. in the manner instructed, and retain such equipment in good working order.
- 6.4** Use the correct tools and equipment for the job and keep in good condition.
- 6.5** Report to Site Manager any defect in plant or equipment or known hazard or unsafe condition immediately to enable appropriate action to be taken.
- 6.6** Visually check all hand tools and work equipment to ensure that they are in good condition before use.
- 6.7** Suggest ways of eliminating hazards and improving the standards of Health & Safety ideas to be given to the company's Safety Representatives.
- 6.8** Not misuse or interfere with any equipment, scaffolding or plant in any way which could affect their or any other persons Health & Safety.
- 6.9** Scaffolding must only be erected, moved or dismantled by certificated authorised personnel.

7.0 Office Staff

All Office Staff are required to comply with the Company's Safety Policy.

- 7.1** Develop a personal concern for safety for themselves and for others, in particular ensure that all working areas are kept free of trip hazards.
- 7.2** Report any Health and Safety hazards to the Office Manager.

8.0 Subcontractors

Subcontractors must adhere to the requirements of the Health and Safety at Work Act and all similar legislation and safe systems of work as required by V.E. Parrott (Oakley) Ltd.

- 8.1** Provide the name and telephone number of the subcontractor's representative who will be responsible for all Health and Safety matters.
- 8.2** Provide a copy of the Subcontractors Safety Policy together with the written arrangements for carrying out that policy and any written information or instructions on Health and Safety that is given to the subcontractors employed i.e. COSHH etc.
- 8.3** Provide evidence that the following classes of employees are competent and trained as necessary:-
 - Plant Operators (CPCS) or similar industry recognised certification
 - CSCS
 - Cartridge tool operators
 - Scaffolders
 - Banksmen
 - New roads and street-works operatives and supervisors.
 - Nail Gun Operators
 - Crane Appointed Persons
- 8.4** All subcontractors plant/equipment must comply with the Provision and use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998. Subcontractors are responsible for carrying out weekly inspections required under the above regulations and recording the findings in the relevant site register.
- 8.5** Written Method Statements, Risk Assessments, Lifting Plans and Manual Handling Assessments will be required for all relevant risk activities detailing proposed method of construction/installation including details of temporary works, the use of plant equipment and any other information in order to establish that a safe system of work is proposed.
- 8.6** All electrically operated portable tools will be restricted to 110 volts. Specific 240 volt equipment may be permitted by prior agreement with Site Management.
- 8.7** Any injury sustained or damage caused by contractor's employees must be reported to the Site Manager immediately.
- 8.8** Contractors must comply with any Safety Instructions issued by representatives of the Eastern Builders Safety Group Limited following their safety audits.
- 8.9** Contractors are particularly requested to note that work places must be kept tidy and all debris, waste materials etc. must be cleared regularly as work proceeds.
- 8.10** It is the Policy of V.E. Parrott (Oakley) Ltd. that all its staff, contractors and visitors on construction sites will wear safety helmets, safety footwear and hi-visibility clothing at all times other than in areas specifically designated as 'no risk' areas by site management. Such equipment and clothing should contain subcontractors' own logos and not that of any other main Contractor.
- 8.11** Management and supervision of Contractors must at all times set a personal example in Health & Safety awareness whilst carrying out their duties and responsibilities.
- 8.12** Subcontractors using scaffolding supplied and erected by others must carry out an inspection of the scaffold and access to it, prior to commencing work each day. Any defects or problems found must be reported to the Site Manager who shall take remedial action. No work may take place on the affected section until such remedial action has been undertaken.

- 8.13** Subcontractors must comply with Permit to Work systems which will be implemented on all sites especially during hot work operations.
- 8.14** All works involving excavation must not commence until the requirements of V. E. Parrott (Oakley) Ltd Underground Services Checklist have been fulfilled.
- 8.15** Subcontractors must ensure that they fully comply with V E Parrott (Oakley) Ltd Environmental procedures, particularly regarding site contamination and the measures required to minimise the impact of fuel spillages etc.
- 8.16** Any material or substance brought on site which has health, fire or explosion risks must be used and stored in strict accordance with the current regulations and Codes of Practice and that information, verbal or written, must be provided to any person who may be affected on site.

Arrangements for Health & Safety

The work place including staircases, floors, and access ways will be kept in a safe and clean condition.

Adequate welfare facilities will be provided on site.

Construction Safety Plans will be compiled for all contracts to which the Construction Design and Management regulations 2007 apply. All relevant information required for inclusion in the Safety file will be made available to the CDM Coordinator.

Risk Assessments, Method Statements, Lifting Plans and Manual Handling Assessments will be compiled for all relevant risk activities detailing proposed methods of construction/installation including details of temporary works, the use of plant equipment and any other information in order to establish safe systems of work.

All operatives will receive induction training on their first visit to site before commencing work.

All plant and equipment owned or hired by V.E. Parrott (Oakley) Ltd. will be regularly inspected, serviced and maintained as necessary. Records will be correctly documented as required by Provision and Use of Work Equipment Regulations 1998.

Noise assessments will be carried out as required on plant and machinery and records of assessments kept.

Only competent or certificated operatives will be permitted to use and operate plant and equipment on site.

COSHH files will be kept on site and maintained using information / assessments supplied by subcontractors for any substances being used in their operations. Records of assessments will be kept and regularly reviewed.

All operations of work will be subjected to daily and weekly inspection by site management to determine that all work is carried out in a safe manner and to the relevant Method Statement Risk Assessment etc.

The Eastern Builders Safety Group Limited Safety Advisers will carry out regular inspections of work places, give guidance and advise on all aspects of Health and Safety Welfare. Audit Reports will be presented after all inspections.

All accidents involving injury shall be recorded in the site accident book.

All incidents and dangerous occurrences shall be reported to the Site Manager.

Near misses shall be recorded in the site near miss register (anonymously if required)

Records of accidents and near misses will be kept and analysed in the Q.A. system.

Injuries, diseases and dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013, will be reported to the HSE online. Fatal and major injuries only should be reported by telephone to the HSE Incident Contact Centre on 0845 300 9923

When working on clients premises, particularly those occupied, emergency procedures where relevant will be included in the Site Safety Plan.

Training will be provided when introducing new substances and processes.

DRUGS AND ALCOHOL POLICY STATEMENT

Aims

V. E. Parrott (Oakley) Ltd recognises that alcohol and drug misuse can compromise the provision of a safe system of work and increase the risk of employee negligence.

This policy applies to all management, operatives and site visitors.

Definition

The taking of a substance, which may impair a persons ability to carry out their work in a safe manner.

Responsibility

The overall responsibility for the implementation of this policy lies with the Managing Director Chris Layram but it is the responsibility of all management and operatives to ensure the safety of themselves and others.

It is the responsibility of all employees operating plant or driving company vehicles to be free from the effects of drugs or alcohol with particular attention paid to "the morning after"

The Company reserves the right to conduct random screening tests if it is suspected that any employee may be under the influence of alcohol or drugs.

Rules / Disciplinary Action

Any person found to be under the influence of drugs or alcohol will be removed from their place of work and a formal written warning will be issued.

If subsequent help is refused and impaired performance continues employment will be terminated.

Any person found to be dealing in drugs will be reported to the police and subsequently dismissed for gross misconduct.

Safeguards

Absence for treatment / rehabilitation will be regarded as normal sickness.

This policy will be monitored and reviewed annually.

Confidentiality

Strict confidence will be observed to all persons who encounter drugs problems, subject to the provisions of the law and personal health.

Help

Support will be made available to any employee who voluntarily seeks assistance.

Information

General information regarding the effects of drugs on health and safety is available upon request.

MANAGEMENT OF STRESS IN THE WORKPLACE POLICY

RESPONSIBILITY OF: MANAGING DIRECTOR

The Company recognises that, excessive pressures can have a negative effect on health and safety and 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 employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Arrangements for securing the Health and Safety of employees

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, and
- communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The company will

- ensure, as far as possible, that excessive stress is eliminated from the work environment
- 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 managers in confidence, in order that necessary support mechanisms can be put into place
- encourage a culture where stress is not seen as a sign of weakness or incompetence
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information to employees in general on the effects of stress at work
- undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager, or the Managing Director.

SUBCONTRACTOR SELECTION POLICY

RESPONSIBILITY OF: MANAGING DIRECTOR
ALSO CONTRACTS MANAGER
SITE MANAGER

Selection Procedure

The Company selects subcontractors/self-employed based on satisfactory response to the company Health & Safety Questionnaire, followed where necessary by interviews, pre contract meetings, pre start meetings and site visits. Therefore all subcontractors/self-employed must complete the company questionnaire prior to tendering to enable an investigation on their level of competence in terms of safety performance and management commitment.

Health and Safety Documentation from Subcontractors/Self-Employed

Prior to commencement of the subcontract works on site the Contract Manager, or his nominee, may request one or all of the following documentation from the subcontractor/self-employed person. Risk Assessment(s), COSHH Assessment(s), Method Statement(s), Lifting Plans, Training / Competence Certificate(s), Plant and Equipment Inspection records etc. The Site Manager shall **not** allow a subcontractor/self-employed person to commence work on site unless all necessary method statement(s) etc. have been received and they are satisfied that the subcontractors/self-employed on site has a copy of the method statement and are aware of its contents.

The Subcontractor/Self-Employed on Site

All subcontractors/self-employed shall complete induction training prior to commencing work. The training is carried out by the Site Manager, or his nominee, and all participants must sign the induction form which will be retained on site for the duration of the contract, after which it will be returned to Head Office and held in the company archives for five years.

All sites shall, on a monthly basis, hold site meetings with Health and Safety included as an agenda item. Such meetings shall be attended and recorded by the Contract Manager and / or Site Manager.

Any incidents that occur during the works must be reported to the Site Manager / Supervisor and where appropriate the Main / Principal Contractor.

Subcontractor/Self-Employed Documentation on Completion

On completion all subcontract documentation shall be returned to Head Office where it will be collated and relevant documents archived. Test / Inspection Certificates and other information required for the Construction Health and Safety File shall be collated and forwarded to the CDM Coordinator.

ENVIRONMENTAL POLICY

RESPONSIBILITY OF: MANAGING DIRECTOR

V E Parrott (Oakley) Limited is a construction company engaged in new and refurbishment building and civil engineering in both public and private sector. We recognise that our activities have an impact on the environment in terms of waste generation, the use of raw materials and emissions to air and water.

We are committed to minimising the environmental impact of our activities and to the continual improvement of our environmental performance. To ensure this we maintain an Environmental Management System which meets the requirements of ISO14001:2004 as a minimum. We endeavour to do this by:

- Complying with all relevant UK and EU environmental legislation, regulations and industry Codes of Practice.
- Minimising noise levels, traffic nuisance, emission of pollutants and disturbance to the public, local and global eco-systems, wildlife habitats and preservation of heritage.
- Ensuring, where possible, the incorporation of practicable features that minimise the impact of our works on the environment.
- Preventing pollution, reducing waste and maximising the efficient use of materials and energy.
- Minimising waste by actively promoting the use of sustainable, re-usable and re-cyclable products and implementing re-cycling initiatives.
- Servicing our vehicles regularly to maintain their efficiency, minimise their use of fuel and their emissions of noxious gases into the environment.
- Developing a culture in which protection of the environment is a common objective shared with clients, contractors, suppliers, partners and the communities in which we operate.
- Maintaining liaison and good relationships with the local communities in which we work and registering our sites with the Considerate Constructors scheme, where appropriate.
- Ensuring that all our employees read and understand this Policy, the environmental impacts of our business and provide environmental training appropriate to their responsibilities.
- Auditing and undertaking annual reviews of the effectiveness of this Environmental Policy and its associated procedures, measurement methods, objectives and targets to ensure compliance with our environmental obligations.

This Environmental Policy is made available to all those who work for and on behalf of the Company, our customers, suppliers and interested third parties, upon request.

Appendix D: Personal Protection Clothing and Equipment Policy

PERSONAL PROTECTION CLOTHING AND EQUIPMENT POLICY

RESPONSIBILITY OF: SITE MANAGER

The Company is obliged by law to provide, without charge, Personal Protective Equipment to their employees where they are exposed to a risk to their Health and Safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand and keep it in good condition.

Through the Risk Assessment process the necessity for suitable PPE should be established. Further guidance on company policy for the protection of various parts of the body are provided within this section.

Safety Helmets:

The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the company to provide employees with suitable head protection, and employees to wear the head protection at all times unless instructed by the Site Manager following a review of the risks.

Footwear:

When working on construction sites there is a risk of injury from:

- material being dropped on workers feet
- Nails, or other sharp objects penetrating the sole

Therefore it is this company's policy that boots with steel toe caps and midsoles are worn at all times by employees, subcontractors, visitors etc on our construction sites.

Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

Goggles and Safety Glasses:

Goggles and safety glasses are to be provided to protect against:

- Flying objects, i.e., masonry sparks, dust, masonry nails, etc.
- Injuries sustained whilst operating power tools, pressure washers
- Chemical splashes

Outdoor Clothing:

Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided.

High Visibility Clothing:

High Visibility Clothing is required to be worn:

- At all times whilst within the site boundary.
- At all times whilst working on roads and footpaths.
- Whilst carrying out Banksman or signalling duties.
- At all times whilst driving delivery vehicles.
- Whenever required by a Risk Assessment.

Gloves:

Suitable gloves will be provided to protect against:

- dusts (such as cement), wet concrete and solvents which can cause dermatitis; and
- cuts and splinters when handling bricks, steel and wood.
- Whenever required by a Risk Assessment.

Protection Against the Operations of Others:

There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases.

PPE Storage:

The company will ensure that facilities are provided on site for storing clothing and PPE as well providing means of drying wet clothing.

PPE Issuing:

Safety footwear, Outdoor clothing and Safety helmets will be issued from head Office and replaced free of charge when worn out or damaged. Proof of such will be required at the time of replacement at the discretion of the Yard Foreman.

Items which have been lost or misused will be charged for accordingly. Wanton misuse of PPE will be subject to disciplinary action being taken by the company and may be construed as gross misconduct as stated in the company handbook which could result in dismissal.

Gloves, goggles, ear defenders, masks etc. will be issued from site as required for the task being undertaken.

All PPE issued from head office or site has to be signed for and records of issues are kept in the personnel files at head office.

Appendix E: Risk Assessments and Method Statements Policy

RISK ASSESSMENTS AND METHOD STATEMENTS POLICY

RESPONSIBILITY OF: CONTRACT MANAGER / SITE MANAGERS

Under the Management of Health and Safety at Work Regulations 1999 the Company is legally obliged to carry out risk assessments on its premises, tasks and hazardous substances.

Task Assessments

For task assessments, the Company have compiled generic risk assessments for certain repetitive tasks which are held on site in the safety manual. For tasks undertaken by the Company's employees, which are not covered by generic assessments, a blank risk assessment form should be completed by the Site Manager / Contracts Manager and approved by the Health, Safety and Quality Manager prior to being issued on site.

Site Managers should ensure that they have been issued with risk assessments from all subcontractors carrying out risk activities before the work proceeds.

For certain high-risk activities, a method statement will also be required. These operations are highlighted in the site Health, Safety and Quality Plan, or the subcontract order.

Where a method statement is issued by the subcontractor directly to site, this should be returned to Head Office for checking by the Contracts Manager or Health, Safety and Quality Manager.

Once approved, the method statement should be discussed with the operatives carrying out the works during site induction by the Site Manager or to ensure that they are familiar with its contents.

It should then be checked by the Site Manager as work proceeds to ensure compliance.

Premises Assessments

For premises assessments, the Site Manager, and or Contracts Manager, should compile a risk assessment to cover access on to site by plant, pedestrians and delivery vehicles, site facilities, fire, underground services, overhead power lines and any other apparent dangers. These assessments should be reviewed as sites develop and an amended assessment issued.

Appendix F: Consultation and Communication Policy

CONSULTATION AND COMMUNICATION POLICY

RESPONSIBILITY OF: HEALTH, SAFETY AND QUALITY MANAGER

Consulting employees on Health and Safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the company motivates employees and makes them aware of Health and Safety issues.

The consultation approach adopted by the company involves not only giving information to employees but also listening to and taking account of what employees say before they make any Health and Safety decisions.

The Company will pro-actively involve its employees in all issues relating to Health and Safety in the workplace. The Company will consult on decisions affecting or involving:

- any change which may substantially affect the Health and Safety at work of staff, for example in procedures, equipment or working methods
- the Company's arrangements for getting competent persons to help satisfy Health and Safety laws
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks, and what they should do if they have to deal with a risk or danger
- the planning of Health and Safety training
- the Health and Safety consequences of introducing new technology.

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters through Elected Representatives (ER's).

Health and Safety Consultation with Employee meetings will be held on a regular basis with Elected representatives from various areas of the Company. Representatives are currently:

- Kelvin Clarke
- Eddie Russell
- Adrian Parrott
- Anthony Parr
- Roger Mason

Employees are encouraged to voice their concerns regarding safety issues, welfare facilities PPE or improvements which could be made with the Safety Representative who will raise such issues during consultaion meetings.

Immediate safety concerns should always be reported to the Site Manager who will take the necessary measures to correct any deficiencies and allay such concerns.

Any Health and Safety concerns regarding head office can be raised with the Health and Safety Manager at office meetings.

An open door policy is encouraged, and all employees' comments relating to Health and Safety are welcomed by the Company. If an employee does not want to discuss an issue with their direct line manager head they can contact Chris Layram, the Managing Director.

Staff will be fully expected to co-operate with this policy to ensure successful implementation. They will be made aware of this policy, and any changes made to it.

Copies of safety newsletters will be placed on the site notice boards together with the complete Health & Safety Policy, safety plans, posters, evacuation procedures, traffic plans, emergency contacts etc. Employees and subcontractors will be actively encouraged to view this information during their site induction.

Each site will also have a hazard board displaying daily site activities which all operatives and site visitors should be aware of.

Appendix G: Office Safety Policy

OFFICE SAFETY POLICY

RESPONSIBILITY OF: OFFICE MANAGER

Clear, safe access must be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to the Office Manager.

Access

Safe means of access and egress shall be provided and maintained to every place of work.

Ventilation

Adequate ventilation will be provided. Most windows open, and there are several Air Conditioning Units provided around the office.

Temperature

A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

Lighting

Suitable and sufficient lighting is provided at each office including passages, stairs, entrances, exits etc. Lighting is from natural light wherever possible.

Cleanliness and Waste Materials

Rubbish will not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times.

Welfare Facilities

Welfare facilities for company offices, workshops, stores, yards, meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992. Current facilities at head office include:

- Male / Female / Disabled Toilets
- Kitchen facilities

Visual Display Units (VDU's)

A VDU user is usually a person who spends periods of an hour or more a day working at their screen. This will include most support staff.

Workstations will be assessed by the Office Administrator to ensure that they are correctly set up. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request we will provide employees with an eye and eyesight test. Should an employee require special corrective appliances (usually glasses) to continue working with VDU these will be provided by the employer.

NB The eye test and glasses provided are relevant to VDU working only

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the Office Administrator

Appendix H: Office / Site Fire and Emergency Procedures

OFFICE / SITE FIRE AND EMERGENCY PROCEDURES

RESPONSIBILITY OF: OFFICE MANAGER/SITE MANAGER

OFFICE PROCEDURES

The Office Manager is responsible for ensuring the Fire Risk Assessment is undertaken, reviewed and implemented.

The Office Manager is the nominated Fire Warden and is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested on a regular basis. Alarms must be tested monthly and records kept by the Health, Safety and Quality Manager.

Raising and hearing the alarm

All office staff must raise the alarm immediately:

- fire is discovered
- flammable / toxic gas build up is suspected
- major accident / incident occurs

Upon hearing the alarm, all staff are to evacuate the office building immediately, by the nearest fire exit, and congregate at the appointed fire point outside the Yardman's office. The Fire Warden will determine the extent of the fire and issue an instruction to a member of staff to call the fire brigade. He will then ensure that all Office based staff and visitors are accounted for. Should the extent of the fire be minor i.e. waste bin, electrical appliance etc, only the Fire Warden may attempt to extinguish the fire with the appropriate extinguisher.

UNDER NO CIRCUMSTANCES ARE RESCUE ATTEMPTS TO BE MADE, OR A RETURN TO THE OFFICE ALLOWED UNTIL THE FIRE BRIGADE HAVE GIVEN THE ALL CLEAR.

IN THE FIRE WARDENS ABSENCE, THE OFFICE ASSISTANT WILL DIRECT THE EMERGENCY PROCEDURES.

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the fire fighting equipment within head office.

Fire extinguishers are positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected every month. Any damaged fire extinguishers must be reported to the Office Manager who will arrange for them to be replaced it with a working fire extinguisher.

SITE FIRE / EVACUATION PROCEDURES

On discovering a fire on any part of the site the Site Manager should be informed immediately and will sound the alarm.

Persons working near to the source of the fire should be warned of the danger.

The Fire Brigade should be called as soon as possible if the fire looks as if it may become uncontrollable by site Fire Extinguishers.

The Site Manager must be informed before any attempt is made to put the fire out.

All operatives must wait in the site compound or where instructed during induction until the Site Manager gives the all clear or requests further action.

It is important that you notify the Site Manager when you enter or leave site so that people can be accounted for.

CONFINED SPACES POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER / SITE MANAGER

Serious accidents have occurred and continue to occur whilst work is being done inside confined spaces. The chief risks are those associated with toxic and/or flammable gases, fumes, vapours and neglect or ignorance of the necessary precautions can lead very easily to tragic results. A significant number of such accidents are fatal, and multiple fatalities are not uncommon.

The term 'confined space' has a wide application throughout industry. Some situations are fairly obviously confined spaces -- e.g. reaction vessels, closed tanks, large ducts sewers, and enclosed drains, but others which are less obvious can be equally dangerous -- e.g. open topped tanks and vats (particularly where heavier-than-air gases or vapours may be present), closed and unventilated rooms, and medium-sized and large furnaces and ovens, in which dangerous accumulation of gases can build up because of the restricted air circulation even though the door is left open.

If an area is suspected as having the potential to be a confined space, you should ensure that:

- Work stops immediately.
- The Site Manager is notified immediately.
- A Risk Assessment is carried out on the confined space.
- All air testing is carried out by a trained, competent confined space supervisor.
- The confined space is entered by fully trained, qualified, competent persons only.
- A Method Statement is formulated for all works within the confined space.
- All work is carried out under the direct supervision of a trained confined space supervisor at all times.

DEMOLITION / STRUCTURAL ALTERATIONS POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER / SITE MANAGER

Demolition

Statistics show that accidents that occur during the demolition/structural alteration process are more likely to be fatal than those in other areas of construction work. The more significant causes of accidents, which have high potential for serious injury, are premature collapse of buildings and structures, falls from working places and access routes.

Although **ALL** demolition / structural alteration work will be carried out by trained, qualified and competent operatives, the Site Manager should satisfy himself that the following procedures are followed:

Planning

- A full asbestos survey has been carried out and any offending material removed.
- Structural surveys are available for all demolition projects.
- Services are disconnected and made safe.
- Any storage information on chemicals or plant within the building is available.
- All notifications are made to the relevant authority.

Demolition / Structural Alteration Survey

The demolition survey should:

- Plan the intended method of demolition.
- Identify adjoining properties / structures that may be affected.
- Identify the need for shoring work to adjoining properties / structures.
- Identify the structural condition of the building, as this may affect the demolition process.

Method Statement

The Method Statement should be easily understood and agreed at all levels of the construction team, and include at least the following:

- The sequence of events and method of demolition / structural alterations
- Details of personnel access, working platforms, machinery and fall arrest equipment.
- Details of any pre-weakening of structures to be demolished or altered.
- Details of personnel and public protection.
- Details of the removal of live services.
- Disposal of waste.
- Environmental conditions, e.g. noise, dust, pollution of water etc.
- Control of transport.
- Management and operative training.
- Welfare arrangements.
- Management structure for the demolition team.
- Type of demolition process, e.g. piecemeal, controlled collapse, etc.

Training

The Site Manager should satisfy himself that all persons involved in demolition / structural alterations are fully trained and competent in the work at hand.

SAFE USE AND STORAGE OF FLAMMABLE GASES POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER/ SITE MANAGER

Liquid petroleum gas means any commercial butane, commercial propane or any mixture of them.

LPG as a liquid is lighter than water and will float before evaporation. Because of its density as a gas in air, it will always float to the lowest point such as the floor of a site hut or container.

A very small proportion of gas in air can produce an explosive mixture which, when present in a confined space, could cause an explosion if ignited.

A leak may be noticed either by the smell or the noise of gas escaping. There may also be frosting on the outside of the cylinder. Any skin contact with the liquid will cause severe frost burns. If a leak is suspected:

- Do not attempt to touch any electrical apparatus
- Do not turn on lights or sockets
- Open all doors and windows and leave immediately
- Do not re-enter until it is safe to do so

Storage

- Cylinders should be kept outside site huts, preferably caged and locked shut 1 metre away from buildings
- Signs must be displayed indicating the presence of LPG
- Cylinders should be stored with the valves uppermost
- Cylinders should be stored at least 3 metres away from any cellars, drains or excavations into which a leak would collect

WORKING AT HEIGHTS POLICY

RESPONSIBILITY OF: SITE MANAGER

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. The Work at Height regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury.

All working at height activities must be planned as required by the Work at Height Regulations 2005 namely:-

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided.
- Where the risk cannot be eliminated use work equipment or other measures to minimise the distance and consequences of a fall should one occur. i.e. air / bean bags, safety decking etc.

Scaffolds

When the Company provides working platforms for the use of their operatives and subcontractors, the following must be adhered to:

- Where required by NASC industry guidelines, scaffolding should be designed by competent, trained scaffolding contractors or specialist scaffold designers.
- The scaffold is erected and adapted by the relevant scaffolding contractor only and handing over certificates are received at the time of erection.
- The scaffold and access to it should be inspected daily before use by all trades supervisors. Any defects found should be reported to the Site Manager who will deem the scaffold to be out of bounds until remedial action has been undertaken.
- Safe access is maintained to the scaffold platform.
- Ladders are in good condition, tied by the stiles and rise a sufficient height above the platform to afford safe access.
- Working platforms should be fully boarded with no gaps or tripping hazards.
- Working platforms must not be overloaded.
- Warning notices to be placed to prevent works being carried out on incomplete scaffolds.
- Guard rails, loading bay gates, brick guards, toe boards and debris netting (if required) should be in place at all times.
- Weekly inspections of scaffolding, and inspections following adverse weather conditions (snow/frost) major adaptations or damage should be made and the findings recorded in the inspections register.

Trestles

- All trestles are to be fully boarded and must not exceed 1200mm in height.
- Handrail sections must be fitted and ladder access points provided

Towers

- Must only be erected and dismantled by trained operatives in accordance with the specification for the equipment being used.
- Must only be accessed via the internal ladder incorporated within the tower.

Ladders and Step Ladders

When ladders or step ladders have to be used as a last resort, the following guides apply:

- Ladders and step ladders of the correct grade only are permitted on site.(Class 1 'industrial') and must be of the correct size to undertake the work activity.
- Ladders should be inspected weekly for defects and the findings recorded in the inspection register.
- They should only be used as a means of access or for short duration work only (less than 30 minutes)
- They must only be used for light duties and are not suitable for heavy or strenuous work.
- A handhold must be available on the ladder or step ladder.
- Three points of contact must be maintained at all times at the working position.
- When working from a step ladder avoid work which imposes a side-loading by having the steps facing the work activity.
- Ensure that ladders are suitably tied, have stability devices fitted or are footed as a last resort and are erected at the correct angle (75 degrees- 1 unit out for 4 units up)

Mobile Elevated Work Platforms

- Must only be used by trained and certificated personnel.
- All operatives are to be fully harnessed at all times whilst operating the platform.

VIBRATION / NOISE POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER/ SITE MANAGER

Vibration

The Company recognises the effect that vibration equipment can have on its employees, and where possible will use low vibration tools if the task cannot be carried out by means of mechanical equipment.

Should hand held power tools be required, the Site Manager should initially carry out an assessment using information supplied by the manufacturer or supplier of the equipment to establish whether there is a vibration problem. The assessment should determine the vibration exposure to employees using the equipment. These permitted exposure times should be adhered to and the works should be planned to avoid long periods of uninterrupted vibration exposure by job rotation or work breaks.

The equipment should be maintained to ensure that it is properly balanced, has no loose or worn parts and that blades, points and cutters are kept sharp.

To protect against vibration, employees should keep their hands warm to maintain a good flow of blood in the fingers.

Noise

Sustained exposure to noise will cause progressive hearing loss over time. Therefore all noisy activities will be subject to assessment by the Site Manager and the necessary controls put into place.

Noise assessments will be undertaken and action zones will be placed around the source of continuous noise. The appropriate ear protection will be provided by the Company which must be worn by all employees working within the designated zones.

All employees working within the vicinity of intermittent noise from cartridge tools, hammering etc must wear hearing protection at all times until the noisy operations have ceased.

COSHH ASSESSMENTS POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER / SITE MANAGER

For COSHH assessments, the Company have compiled generic assessments for the most commonplace hazardous substances found on site.

For other substances not covered by a generic assessment, the Contractor using the substance should provide an assessment to the Site Manager prior to commencing work.

As discussed in the site inductions, should the Company's employees be required to use a substance not covered by a generic assessment, the Site Manager should compile a COSHH assessment from the data sheet provided with the material or printed on the container.

Completed assessments should then be issued to the operative using the material to advise them of the hazards to their health.

MANUAL HANDLING ASSESSMENTS POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER / SITE MANAGER

Under the Management of Health & Safety at Work Regulations 1999 the company is obliged to carry out suitable and sufficient assessments of the risks to the Health and Safety of their employees whilst at work. Where this general assessment indicates the possibility of risks from the manual handling of loads, the requirements of The Manual Handling Operations Regulations 1992 must be followed.

The regulations require employers to:

- Avoid hazardous manual handling operations where possible.
- Assess any hazardous manual handling operations which cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable
- Provide information of the load to be handled

Where loads cannot be transported and placed using mechanical means, manual handling assessments will be required.

Generic manual handling assessments are contained in the site Health and Safety manuals for guidance purposes. Blank assessment forms are included in the manuals and should be completed by the Site Manager / Contracts Manager for all manual handling tasks undertaken by the company's employees.

Site Managers must ensure that employees involved in the handling process are provided with the specific risk assessment and if necessary provided with instruction and guidance from the guide to manual handling information included in the site Health & Safety Manuals.

Site Managers should ensure that they have been issued with manual handling assessments from all subcontractors carrying out manual handling operations.

No SMOKING POLICY

Policy

It is the policy of V E Parrott (Oakley) Limited that all of our work places are smoke free and all employees have a right to work in a smoke free environment. This policy came into effect on 1st July 2007.

Open designated smoking areas will be allocated on the site set up plan when permitted. Some clients, particularly schools and hospitals are likely to ban smoking totally. Smoking breaks will be taken during normal work breaks. Smoking will not be allowed in company vehicles.

This policy applies to all employees, consultants, contractors, subcontractors, customers and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Managing Director, Derek Parrott. All staff are obliged to adhere to and facilitate the implementation of the policy.

The Managing Director shall inform all existing employees, consultants and contractors of the Policy and their role in the implementation and monitoring of the policy. All new personnel shall receive a copy of the Policy on recruitment / induction. Appropriate **NO SMOKING** signs will be clearly displayed in the entrances to and within the premises.

Non Compliance

Failure to comply with this Policy will result in disciplinary action being taken and ultimately possible dismissal.

Those who do not comply with the Smoking Law are also liable to a fixed penalty fine and possible criminal prosecution.

Help Stop Smoking

The NHS offer the following free services to help smokers give up.

Local NHS Stop Smoking Services

You are four times more likely to give up smoking with the support of your local NHS Stop Smoking Service and nicotine and gum patches. Call the NHS Smoking Helpline call Smokefree 0800 022 4 332

Mon to Fri 9am to 8pm, Sat and Sun 11am to 5pm

Appendix R: Plant and Equipment Policy

PLANT AND EQUIPMENT POLICY

RESPONSIBILITY OF: YARD FOREMAN / HEALTH SAFETY AND QUALITY MANAGER

All plant, equipment and vehicles owned or hired by V E Parrott (Oakley) Ltd will be regularly inspected, serviced and maintained as necessary. Records of inspections will be recorded.

Mechanical Plant

Excavators, telescopic handlers, fork lift trucks, dumpers etc will be serviced and maintained by the company plant fitter who will use the services of Plant Contractors where necessary to carry out repairs.

Equipment requiring thorough examination in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 will be tested and certificated at the required frequency and records of inspections kept in the site Health and Safety manuals.

All items of mechanical plant will be inspected for defects weekly by the machine operators and records of inspections kept in the LOLER or PUWER registers which are kept in the site Health and Safety manuals.

Electrical Equipment

All site-used electrical equipment owned by the company is 110 volt with the exception of vacuum cleaners. All electrical equipment is portable appliance tested by the Yard Foreman or the Company maintenance operative at head office upon it's return or on site at approximately 6 monthly intervals. Records of inspections carried out are kept in the yard office.

Electrical equipment on site is also visually inspected weekly by the Site Manager for defects to leads, plugs, ventilation fins etc. All defective items of equipment will be labelled and returned to the yard workshop for repair. Weekly inspections of electrical equipment are recorded on the site plant return forms which are returned to head office monthly.

Tower Scaffolds / Trestles

Tower scaffolds, trestles and handrails owned by the company will be checked for defects before leaving the Head Office yard. Thereafter the equipment will be inspected on site at weekly intervals by the Site Manager who will record the inspections in the reports of inspections register kept in the site Health and Safety manuals.

Company Vehicles

All company cars, vans and trucks will be serviced at the required intervals by company approved garages. The Office Manager is responsible for arranging service, repairs and MOT inspections and maintaining vehicle records.

ASBESTOS POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER / SITE MANAGER

Asbestos Surveys

Class 3 asbestos surveys are undertaken by specialist contractors on all contracts involving demolition or refurbishment works. Should any suspected asbestos containing material be found during the survey, analysis will be undertaken to determine the grade of material and the remedial action required to manage the asbestos in accordance with the Control of Asbestos Regulations 2006.

Asbestos Removal

The recommendations of the asbestos survey will be adhered to and all asbestos requiring removal by specialist licensed contractors, will be removed and disposed of in accordance with the regulations, prior to commencement of works on site.

Asbestos Registers

Before commencing building works in non-domestic premises, the building owner / duty holder should be consulted and the asbestos register examined by the Site Manager / Contracts Manager, to determine whether asbestos is known to be present within the building.

A risk assessment should be produced by the Site Manager / Contracts Manager using the information contained within the asbestos register to control the risks to operatives and others from exposure to asbestos fibres.

Asbestos Discoveries

Only Company operatives and management trained in asbestos recognition should work in premises where asbestos containing material is known or thought to exist.

Should any material suspected of containing asbestos be discovered during building works, all activities in the immediate vicinity will be suspended by the Site Manager. The affected area should be cordoned off, notices displayed warning of the suspected presence of asbestos and the Contracts Manager informed immediately.

Should the suspected material be in the form of scattered debris the Site Manager wearing the necessary PPE should place a sample of the material in a double sealed polythene bag and arrange for analysis to take place.

Should the material be found insitu, Specialist licensed contractors will be engaged to carry out sampling and subsequent removal if required.

Upon the removal of any offending material and any testing that may be required, works may be resumed in the affected area.

LIFTING ACTIVITIES POLICY

RESPONSIBILITY OF: CONTRACTS MANAGER / SITE MANAGER

Mobile Crane Lifting

It is the company's policy that all crane lifting activities carried out on site are planned in accordance with BS7121- Safe Use of Cranes.

The Site Manager should invite the crane provider to site to ensure that the correct size of crane is provided to lift the load, that access is suitable and that ground conditions are adequate to provide a safe lift.

All crane lifting operations carried out by the company will require a lifting plan to be produced by the company Crane Appointed Person and risk assessments, which must be on site before the crane arrives. The Site Manager must complete the lifting plan on the day of the lift in conjunction with the crane operator, check the crane documentation and the operator's proof of competence (CPCS) The Company will provide a suitably qualified banksman.

For lifts carried out on behalf of contractors, all the above requirements should be carried out by the contractors Crane Appointed Person and the lifting plan provided to the Site Manager before the day of the lift. Lifts undertaken by contractors should be supervised by themselves at all times and a suitably qualified banksman should be in attendance.

Tower Crane Lifting

On sites provided with a tower crane only suitably trained operators, who have been trained on the type of crane being used, may operate the crane. All lifting accessories must be tested in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 and copies of current certification held on site.

Lifting schedules must be produced by Crane Appointed Persons for all materials lifted.

Excavator Lifting

All lifting / lowering operations using excavators must be properly planned by a competent person, be appropriately supervised and carried out in a safe manner. Risk assessments must be produced by the Site Manager and control measures implemented.

All excavators taking part in lifting operations should be marked with the safe working load of the machine and hold current test certificates in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. Lifting accessories must also hold current test certification.

Forklift / Telescopic Handler Lifting

Only suitably trained and competent operators may operate forklifts and telescopic handlers on site. Risk assessments must be produced by the Site Manager and control measures implemented.

Current test certification must be held on site for all machines in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

TRAINING POLICY

RESPONSIBILITY OF: DIRECTORS

The Company is committed to providing continuous training and development to improve the skills and competence of its employees. The aims of training are to ensure that all employees are given the necessary help to develop the knowledge, skills and attitude that they require to carry out their jobs efficiently and to provide every opportunity for career development.

It is the responsibility of the Director of each department to continually monitor staff training and development throughout the year and to provide the necessary assistance and encouragement to ensure that the Company's objectives are being met.

Upon joining the Company all new employees undergo induction training provided by the Office Secretary for office staff and the Company Health Safety & Quality Manager for site management and operatives.

As part of the Company's commitment to its Investors in People accreditation, annual Personnel Development Reviews are undertaken on all employees by the Managing Director and the Construction Director

Upon completion of the reviews the information gained is analysed by the directors and the training requirements and training needs arising from the reviews is agreed.

The Company Secretary is then responsible for producing a training plan to highlight the training requirements of all employees. The Health Safety and Quality Manager will then arrange for Health and Safety training to be carried out as necessary.

Training records are maintained by the Company Health Safety & Quality Manager for all training undertaken by employees and form part of annual training reviews.

Appendix V: Mobile Telephone Policy

MOBILE TELEPHONE POLICY

RESPONSIBILITY OF: MANAGING DIRECTOR

Use During Working Hours

The Company recognises that mobile telephones are a distraction whilst being used in the workplace and can lead to accidents occurring. Therefore it is Company policy that mobile telephones should only be used by site operatives during tea and lunch breaks unless in an emergency.

Persistent failure to comply with this Policy may result in disciplinary action being taken and ultimately possible dismissal.

Use of Hand Held Mobile Telephones Whilst Driving

Mobile telephones must not be used by company car or van drivers whilst driving. This policy also applies to all drivers who use their own private vehicles on company business during working hours.

Use of Hands Free Mobile Telephones Whilst Driving

It can also be illegal to use hands free mobile telephones whilst driving and drivers risk prosecution for failing to have proper control of a vehicle. Company car and van drivers therefore may use hands free mobile telephones at their own discretion but will be liable should such use lead to criminal prosecution.

It is recognised that driving whilst using a mobile telephone, whether hands free or not, substantially increases the risk of the driver being involved in road traffic accident.

Appendix W: Health Surveillance

HEALTH SURVEILLANCE POLICY

RESPONSIBILITY OF: MANAGING DIRECTOR

The health and welfare of company employees is paramount and will not be compromised.

Employees returning to work following absence due to sickness are required to complete a Company Sickness Monitoring Form and return it to the Office Manager. The completed forms are then issued to the Company Health Safety & Quality Manager who will compare them to the individual's previous sickness forms to highlight any similarity between past illnesses.

Should it become apparent that similar tasks being undertaken has led to absence due to illness the employee will be allocated other duties.

It is the company policy to employ specialist subcontract companies to carry out sustained activities which may warrant health surveillance including asbestos removal, demolition, sewer connections, confined spaces entry, concrete cutting / breaking, wall chasing, core drilling etc.

Suitable washing facilities and hand creams are available on all sites and employees are encouraged to observe good hygiene practice.

Sun cream is available during the summer months to protect uncovered areas of skin however it is Company policy that all employees remain fully clothed at all times.

Should any employee have any concerns whatsoever regarding health issues at work these must be reported to a Senior Manager / Director who will deal with any concerns raised in strictest confidence.

The Company Health Safety and Quality Manager will review sickness / absence each year and record the results.