

# HEALTH & SAFETY POLICY

# Exact Construction Ltd

## Health & Safety Policy

### 2025-26

Date	Author	Change	Signature
09.11.2023	A. Owden (Sophus)	Policy review – Amendments to; P4 – Review date P5 – Added role and responsibilities of Construction Director P5 – Changes to responsibilities for H&S Consultant P6 Employees responsibilities to now include sub-contractors. P12 – Lone working added. P17 – Mental Health added.	<i>A. Owden</i>
25.02.2025	A. Owden (Sophus)	P14 – Added health surveillance monitoring for operatives.	

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## PART ONE – POLICY STATEMENT

1. The Company recognises its health and safety duties under The Health and Safety at Work Act 1974. And the Management of Health and Safety at work Regulations, and concomitant protective legislation, including the Environmental Protection Act 1990 and the Regulatory Reform (Fire Safety) Order 2005, both as an Employer and as a Company. And to that end has appointed a member of staff to be responsible for Health and Safety maintenance at the company; to keep workplace procedures relating to health and safety under constant review, and to liaise with the Health and Safety Executive wherever necessary. To keep the Company and its Directors updated on any new legislation affecting them. i.e., E U Directives, Regulations, Statutory Instruments and British Standards, etc., to ensure compliance with them. Adequate time, money & materials have been set aside for this specific purpose.
2. In recognition of its duties under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations, the Company has established a system for reporting accidents, disease and dangerous occurrences to the Health and Safety Executive. Including injury to any trainee, and this is in addition to its statutory duty to keep an accident book available for inspection by an inspector of the Health and Safety Executive.
3. In furtherance of (1), the Company proposes always to comply with its duties under section 2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, towards its employees and, more particularly, so far as is reasonably practicable to:
  - (a) Provide and maintain a safe place of work, a safe system of work, safe equipment for work and a safe and healthy working environment.
  - (b) Provide such information, instruction, training and supervision as may be necessary to ensure that the health and safety at work of its employees, and also compliance with the Health and Safety Information for employees Regulation; The Personal Protective Equipment Regulations ; The Provision and use of Work Equipment Regulations ; The Workplace (Health, Safety and Welfare) Regulations ; The Health and Safety (Display Screen Equipment) Regulations; the Trade Union Reform and employment Rights Act (TURERA); and the Management of Health and Safety at Work Regulations and any other applicable concomitant protective legislation, and to promote awareness and understanding of Health and Safety throughout the workforce.
  - (c) Ensure safety and absence of health risks in conjunction with use, handling, storage and transport of materials, articles, and substances.
  - (d) Make risk assessments available to employees.
  - (e) Take appropriate preventative protection measures.
  - (f) Appoint competent personnel to secure compliance and statutory duties.
4. In further recognition of its statutory and common law duties. The Company has taken out insurance, with an approved insurer, against liability for death injury and/or disease suffered by any of its employees and arising out of and during employment; with the certificate of Insurance being prominently displayed to be available for inspection at all reasonable times by employees, visitors and a health and safety inspectors.
5. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under section 7 of the Health and Safety at Work Act. And Regulation 14 of the Management of Health and Safety at Work Regulations and any other applicable legislation and generally co-operate with their Employer to enable the Employer to carry out their health and safety duties towards them. And to abide by any conditions specified by the company to enable the company to discharge its obligations with regards to applicable health, safety, and environmental legislation. Operatives will make suitable and sufficient risk assessments of the site upon arrival. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health, safety and environmental obligations on the part of any employee, can lead to dismissal from employment; in the case of serious breaches, or repeat breaches, such dismissal may be instant and without warning.



6. Prime responsibility for health and safety lies with the Director of the Company. And the Company regards itself as bound by any acts and/or omissions of the Director or senior manager, giving rise to liability, provided only that such acts and/or omission arise out of and in the course Company business. Prosecution of any director or senior manager shall not prevent a prosecution against the Company.
7. In recognition of its duties towards the general public and all lawful visitors to the Company's premises or sites. The Company regards the extent of its duties as compatible with sections 2 and 5 of the Health and Safety at Work Act and Occupiers' Liability acts; In particular, where visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company policy. Entitling the Company to take such measures as it considers appropriate including asking the visitors to leave the premises.
8. This policy statement has been prepared in furtherance of section 2 (3) of the Health and Safety at Work Act 1974 and binds all Directors, Managers and Employees, in the interest of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained upon request.

Name: Kevin Simkins  
Director.

Date: 25.02.2025

**This document is to be reviewed & revised prior to 25.02.2026 by the Director in conjunction with the Health and Safety Consultant**

## PART TWO – ORGANISATION/RESPONSIBILITIES

### Persons responsible for Safety

#### Directors

Kevin Simkins has overall responsibility for the implementation of the Company Health and Safety Policy. He will:

- Supervise the drafting, publication and distribution of the Health and Safety Policy and any amendments to all employees, sub-contractors and others who may be affected.
- Ensure that adequate resources are made for the implementation of the policy.
- After consultation and assessment of competency, he shall appoint persons and deputies to carry out specific tasks regarding the policy's implementation.
- Ensure that any information that may affect the way the companies' activities are undertaken is evaluated and where appropriate ensure that it is incorporated effectively.
- Enforce disciplinary procedures for safety failures where appropriate.
- Ensuring that this policy is brought to the attention of employees and sub-contractors.
- Ensuring that all policy requirements are co-ordinated and monitored across all activities.
- Attend health and safety committee meetings or arrange for a senior manager to attend on his behalf.
- Personally, undertake health and safety training and where necessary periodically review and update his/her level of awareness of health and safety requirements.

#### Construction Director

- Manage day-to-day site activities and liaison with clients and operatives.
- Conduct risk assessments in conjunction with appointed Health and Safety Consultant, managers, and Clients.
- Assess the competency of any sub-contractors/suppliers, by means of competency questionnaires & maintain an approved suppliers list.
- Carry out the investigation of all accidents, promptly, to discover the causes and take immediate action to eliminate a recurrence.
- Maintenance of Company training records.

#### The Health and Safety Consultant is responsible for:

- Providing the Directors with competent safety advice.
- Maintenance of Company accident records and RIDDOR requirements.
- Assist with accident and dangerous occurrences investigation (as directed by the Construction Director), determine root causes, instigate remedial measures, and ensure any relevant statutory reports (RIDDOR) are sent promptly.
- Ensure that the company safety policies and procedures are regularly reviewed and keep the senior management aware of any changes in legislation that may affect the company.
- Assist the Construction Director in the production of risk assessment and recommend control measures.
- Complete site audits of physical work controls and advise on improvement measures.

### **Line Managers/Company Secretary/Supervisors**

Within their area of jurisdiction or operations they are responsible for:

- Implementing this policy and ensuring that it is adhered to.
- Identifying (via risk assessments) and controlling hazards at all stages in every operation or process.
- Ensuring that employees are released for identified training courses and are competent to carry out their duties.
- Monitoring activities at appropriate frequencies (determined by risk assessment).
- Liaising with the Health and Safety Consultant on Health, Safety and Environmental matters.
- Assess training needs and competency of staff and make necessary arrangements for these to be satisfied.
- Assess the competency of any sub-contractors engaged, by means of competency questionnaires and return completed questionnaires to senior management for monitoring.
- Inform employees of site-specific hazards and control measures required to reduce hazards to an acceptable level.
- Provide relevant information and instruction to employees regarding health & safety.
- Ensure that safe practices in their area or section are continually developed to ensure maximum safety for all under employees and other persons.
- Assist with accident investigations, to identify the causes and take immediate action to eliminate a recurrence.
- Complete accident report forms for their department or section for all accidents involving injury, damage to company property or lost time.
- Ensure that contractors have the necessary competence and resources in order to carry out work safely on behalf of the company and demonstrate due regard for health and safety.
- Ensure contractors adhere to safety rules, procedures, and relevant statutory legislation in relation to their work.
- Ensure all electrical equipment is appropriately tested and maintained.

### **Employees / sub-contractors**

Are responsible to themselves and anyone else who may be affected by their acts or omissions (HSWA sec 7). They must:

- Be in possession of the necessary skills, knowledge and experience required to safely carry out the work for which they are employed.
- Report to their Manager/Supervisor any defective equipment, machinery, or tools; any hazardous system of work or conduct; all accidents or dangerous occurrences & reportable diseases and provide any information or suggestions which may assist or/and improve the safety performance of the business.
- Correctly use all tools, equipment, machinery and items of safety or protective equipment as they were designed to be used and where appropriate for the task being performed, inclusive of formal/informal pre-use inspection.

- Work in a manner which ensures their safety and that of others who may be affected.
- Fully co-operate in the implementation of the business Health, Safety and Environmental Policy.
- Communicate any hazards that need further investigation to their line manager/supervisor through direct consultation.
- Follow safety rules, written or verbal instructions to ensure their personal safety and the safety of others.
- Comply with duties, guidance and procedures listed in the health and safety policy.
- Only perform work that they are qualified to undertake.
- Avoid improvisation of any form that could lead to unnecessary risk to their personal safety and the safety of others.
- Conduct themselves in an orderly manner and refrain from any horseplay or pranks.
- Maintain all equipment to good condition, completing pre-use inspections and regular recorded checks.
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Dress sensibly and safely for their particular working environment or occupation
- Use all safety equipment and/or protective clothing as directed for the task being undertaken.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor or manager.
- Report all accidents to their supervisor/manager whether an injury is sustained or not.
- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials, and substances to be used. (COSHH)
- Follow appropriate health & safety procedures for reporting and dealing with accidents/incidents off site.

## Company premises

Kevin Simkins is appointed to administer the safety arrangements within the company premises. He will ensure that:

- Fire risk assessments are carried out and ensure that all fire exits are maintained and kept clear and that firefighting equipment is installed and maintained with the required frequency.
- A means of sounding the fire alarm is known and understood by all staff and visitors and an emergency evacuation drill is carried out 6 monthly & records kept accordingly.
- First aid equipment is available as required (in line with risk assessment findings) with a person nominated to render first aid treatment and summon assistance if necessary, the first aider is responsible for ensuring that first aid supplies are stocked to at least minimum legal requirements.



## **PART THREE - ARRANGEMENTS**

### **Risk assessment**

- The Management of Health and Safety at Work Regulations 1999 require suitable and sufficient risk assessments of their activities to be conducted by organisations. Risk assessment is an important part of Exact Construction Ltd management of risk policy. Risk assessments have been carried out by senior management in conjunction with the Health and Safety Consultant. HSE guidelines will be followed when producing risk assessments.
- Assessments shall be reviewed as circumstances change (e.g., change of equipment, method of work, staff etc.) and any amendments to them shall be communicated to any staff affected.
- Management will ensure that all staff and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities are completed in a safe manner as documented in the assessment.
- The company will not employ any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -
  - The inexperience and lack of awareness of risks along with the immaturity of the young person
  - The nature, degree, and duration of exposure to any physical or hazardous products to which the young person will be exposed.
  - The type and use of work equipment that is required to be operated along with the way that it is handled.
  - The extent of the health and safety training, which is provided, along with details of any additional training that is required to be undertaken.

### **Information and training**

- The Director in conjunction with the Health and Safety Consultant will gather, evaluate, and circulate any relevant information on safe working practices which he believes may benefit the safe operation of the company following consultation with employees/sub-contractors.
- Consultation with employees/sub-contractors – the company operates a direct consultation policy with two-way communication between company and employee, this is carried out through the Director, Line Managers, or Health and Safety Consultant, employees have access to health and safety information which is kept on the company's computer systems, any health and safety matters arising from discussions with employees are raised at the regular management meetings and form part of the agenda.
- Any employee/sub-contractor seeking information on new or established procedures and equipment should consult the reference material located on the company computers. Alternatively, they may ask their Line Manager /Supervisor who should endeavour to obtain such material or information. Employees are also actively encouraged to consult with the Director or Health and Safety Consultant on any matters regarding Health Safety and Environment. Feedback from employees is an integral part in developing the companies Health, Safety and Environmental procedures.
- Information and suggestions concerning any aspects of the Company's safety performance from whatever source or observation should be communicated to the Director or Health & Safety Consultant for evaluation and possible inclusion in company policy and procedures.

- All information, developments, requirements and suggestions will be published in memorandums prepared by the Director and be passed to all employees that are affected; these will also be included in company procedures which are periodically reviewed by Kevin Simkins in conjunction with the Health and Safety Consultant
- Directors will assess the training needs of the employees. Training will be given commensurate with the risk involved in the use of particular systems, procedures, or equipment. Training given will be conducted in-house or, dependant on the risk or complexity, outside trainers will be utilised. Records of any training will be maintained by the Construction Director.
- In line with the General Data Protection Regulation 25th May 2018, we are legally obliged to inform you of what data we hold and how we will/will not use it. This information is held securely on our company database and is treated as confidential.

### Employment of staff

- When engaging a person for employment or having an existing employee working under their supervision, the employing manager will ensure that:
  - a) Persons do not suffer any illness, disorder or medical condition that may constitute a hazard to them or others.
  - b) They are competent and able to carry out the work for which they are employed, in a safe manner; or they are placed under supervision; or they receive sufficient training to enable their work to be carried out. Competency will be checked by references and verifying any claims of training or experience.
  - c) Every employee is issued with and understands the Company Health and Safety Policy and Health and Safety Manual.
  - d) They are made aware of the first aid, emergency, and welfare arrangements at their place of work.
- It is a condition of employment that:
  - a) All employees inform their Manager, immediately of any illness, disorder, disability, or medication that may constitute a hazard to them or others during their duties.
  - b) All employees co-operate in the implementation of the Health and Safety Policy.

All employees co-operate in the implementation of the Health and Safety Policy.

### Young Persons

Children are not permitted to work on construction sites.

Directors are responsible for ensuring that the risks to young persons are assessed before they can start work on site. The assessment shall:

- Ensure that the hazards associated with the work to be undertaken by young persons are identified, and

confirm that control measures provided are effective in reducing the additional risk associated with their inexperience, poor awareness of health and safety risks and physical and mental immaturity to an acceptable level.

- Young persons should only be allowed to operate hazardous machinery whilst being trained and under the close supervision of an experienced operator.
- The significant findings of the assessments should be brought to the attention of young person's before they start work.

### **Selection of Contractors**

- Managers will gauge the competency of any sub-contractors by:
- Asking for copies of relevant documents such as safety policies, method statements, risk assessments and current insurance certificates etc., this information will be stored on the company's computer system for reference and the contractor will be entered onto the approved suppliers list upon completion of the approved contractor health and safety questionnaire.
- All managers must ensure that these criteria are set against any proposed contractors prior to appointment.
- All contractors will be given a copy of this Health and Safety Policy.

### **Disciplinary Rules (Gross Misconduct):**

Health and safety is a critical factor in the running of this business. To enable the company to control health & safety, a number of rules have been drawn up. Failure to comply with these rules will result in staff being subject to disciplinary action. Staff may also be dismissed for gross misconduct if after investigation the company believes that they have acted in any of the following ways:-

- Deliberately breaking any written safety rules
- Removed or misused any piece of equipment, label, sign, or warning device that is provided by the company (or its agents) for the protection and safety of its staff.
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation or use of chemicals or any item of plant or equipment.
- Used a naked flame in a no smoking area.
- Behaved in any manner that could lead to accidents, including horseplay, practical jokes etc.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence that may interfere with an accident investigation.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle, or electrical equipment
- Deliberately disobeying an authorised instruction
- Failure to follow a laid down procedure for the use of:-
- Flammable or hazardous substances
- Toxic materials
- Items of lifting equipment

**The management will take every opportunity to monitor the adherence of staff and contractors to this policy and may take such action deemed necessary and appropriate in circumstances of non-compliance.**

## Reporting Injuries Diseases and Dangerous Occurrences Regulations

- RIDDOR requires organisations to report certain injuries, diseases, or dangerous occurrences at, or attributable to, work. Examples include all broken bones (except fingers), injuries resulting in over seven days off work, major injuries, fatalities, or any incident resulting in staff being taken to hospital. And occurrences include scaffold or structural collapses, Non-fatal accidents to non-workers where the person has been taken to hospital,
- Reports must be initially reported online via the HSE website within 15 days.
- The company will follow all Government advice and guidelines with regard to Health Pandemics. We will ensure we have a current and specific risk assessment for our sites and will adhere to the Site Operating Procedures (SOP) based on guidance Construction Leadership Council (CLC).
- Pandemics including COVID 19 - We will make a report under RIDDOR when as above:
- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This will be reported as dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This will be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.
- RIDDOR stipulates that if something happens at work which results in or could result in the release or escape of coronavirus, this should be reported as a dangerous occurrence. In the case of fatalities, if someone dies as a result of a work-related exposure to coronavirus and this is confirmed as the likely cause of death by a medical practitioner, then the Company will report this within 10 days of the death. (Director responsibility)
- The Health and Safety Consultant is responsible for ensuring the up keep of a Company Accident Book as required by the Social Security (Claims and Payments) Regulations 1979 and for complying with RIDDOR. The Accident Book will be kept at the company office under secure conditions.
- Any employee who is taken ill, is injured or has any knowledge of a Dangerous Occurrence on or attributable to any of the Company's sites must report the fact immediately to their Line Manager/supervisor and they must report immediately to Kevin Simkins who with the assistance of the Health and Safety Consultant if necessary, will assess whether the incident is reportable under RIDDOR and if necessary, report it immediately to the Incident Contact Centre. All other incidents are to be recorded in the Company Accident Book available at the office, when a record has been produced it is to be removed from the accident book and kept in secure storage for data protection purposes.
- All dangerous gas appliances or fittings where use could result in death, loss of consciousness or require a hospital visit must be reported using the online form.
- Any such incidents occurring on our premises must also be reported by the company secretary.
- The directors & Health and Safety Consultant will monitor all entries in the Accident Book and will determine what investigative action is to be taken to determine the root cause of accidents and incidents. He will personally liaise with employees in any investigation and implement any remedial action deemed necessary or imposed by the enforcing authority.

## First aid

- The Health and Safety (First Aid) Regulations 1981 require suitable first aid provision for staff at work and the appointment of volunteer first aiders. The guidance to the regulations has been amended. Exact Construction Ltd has identified the need for first aid provision and put in place relevant controls identified within the risk assessment.
- Management is responsible for determining the level of first aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.
- It is not generally a requirement on site to provide a first aid trained operative as this is covered by the principal contractor.
- Provision of emergency first aid equipment is the responsibility of the Principal contractor for site works. Office based first aid provision is available on company premises.
- Staff working off-site should be encouraged to seek out the location of the First Aid box and First Aiders/Appointed Persons in the event of an emergency. It would be expected that this is covered at the site induction.

### Working Places/Lone working

- All working places and access ways must be kept clear of debris and obstructions and should be adequately illuminated. Materials must be stored in a safe manner. Operatives are responsible for continually ensuring that the working locations are safe. Safe access/egress routes are to be kept clear always.
- It shall be the company policy not to permit lone working on construction sites; especially where working at height activities are required. Should an occasion arise whereby lone working is necessary the duration shall be kept to a minimum and shall not commence until the Construction Director has undertaken a specific risk assessment.

### Asbestos

- The Control of Asbestos at Work Regulations places emphasis on the assessment of exposure, exposure prevention, reduction, and control as well as information, training, and instruction for staff.
- It is possible that during our operations asbestos will be encountered. Managers will, however, assess the likelihood of asbestos being found or disturbed prior to work commencing. This will be by liaison with the Client who must provide such information. (Generally, by inspection of the client's asbestos register or asbestos management survey).  
If asbestos is suspected, then further liaison will take place with the Client in order that a safe procedure is adopted, and specialist contractors will be appointed if it is to be made safe or removed.
- Operatives will ensure that no known or suspected asbestos is handled under any circumstances. If any suspected asbestos is found or disturbed. Operatives must notify their Manager and works in the vicinity of such material must stop until the material has been identified.

### Construction Design Management

- All project staff have received information outlining the responsibilities and duties of all parties involved in CDM projects when a project is subject to CDM regulations.
- Full information on CDM regulations can be found in the company health and safety manual which is supplied to all staff.
- Due to the size of the company and the nature of our works it is highly unlikely that we would be appointed as principal contractor on large projects in most cases we would usually be employed as a



contractor.

We undertake the role of contractor in accordance with the definition of the CDM Regulations 2015.

As a contractor, we shall:

- Not commence work unless the client is aware of his duties and the site is secured.
- Plan, manage and monitor work under our control.
- Where there is no principal contractor, draw up and update a construction phase plan.
- Comply with requirements of a principal contractor or principal designer.
- Comply with relevant parts of a principal contractor's construction phase plan.
- Ensure those engaged by us have the necessary skills, training, knowledge, and experience.
- Apply the principles of prevention in control of identified hazards.
- Ensure we provide adequate supervision, instruction, and information for our work.
- Ensure adequate resources are allocated.
- Provide induction (where not provided by a principal contractor).
- Ensure emergency procedures are developed and maintained.
- Consult and liaise with the client, designers, workers, and other contractors.
- Ensure adequate welfare facilities are provided and maintained throughout the project.
- Provide information for the health and safety file as required.

We are committed to planning for safety. On all projects, we shall evaluate enquiry information, assess hazards and risks to determine control measures and necessary resources to comply with statutory requirements and our policy. We shall ensure that our tender prices include appropriate sums to maintain the safe systems of work and resources for the project, identified through planning.

In addition, where projects are notifiable under the Regulations, we will also:

- Check that the client is aware of their duties, check that a principal designer has been appointed and ensure that HSE has been notified before the work starts
- Co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules
- Provide any information needed for the health and safety file
- Inform the principal contractor of any problems with the plan
- Inform the principal contractor of reportable accidents, diseases, and dangerous occurrences.

For projects where we are appointed as principal contractor, we will produce a construction phase health and safety plan, following the HSE example in CIS80.

#### **Equipment maintenance and testing**

- It is the company's policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- A variety of equipment is used in our operations that are required to be properly maintained and tested. The company will maintain a log of all equipment subjected to maintenance / test regime inclusive of portable appliance testing, and ensure timely checks are carried out.

- Equipment will be maintained to a high standard by reputable companies; out of date equipment must not be used. Certificates of test, calibration and maintenance will be obtained and recorded at the office and held by the Directors. Staff must report defects immediately to the site supervisor who will then remove the item and prevent its use until it has been repaired or replaced.
- To comply with the Provision and Use of Work Equipment Regulations the Directors with the assistance of the Health and Safety Consultant will assess any equipment prior to purchase to ensure its suitability for its intended use.

### **Manual Handling**

- It is the intention of the company to secure the health and safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accident arising from or arising out of any such activities.
- Where it is not possible to eliminate or control the risks to staff by mechanical means (as required by the Manual Handling Regulations), it will be essential that staff adopt safe lifting techniques at all times manual Handling training will be given and refreshed on a regular basis.

### **Control of Substances Hazardous to Health**

- COSHH requires employers to assess individual substances used, or produced, at work and to record the assessments. Substances hazardous to health include gases, vapours, liquids and solids or mixtures. For all but the simplest of substances employees receive copies of the assessments and training commensurate with them.
- Where substances can be substituted for less dangerous or harmful, directors will take the responsibility for ensuring these are used in preference.
- Controls must be introduced in order that the exposure to any substance is reduced to the lowest level possible. Any residual exposure may be controlled by personal protective equipment.
- In order to identify operatives with symptoms that require further investigation and also to monitor employees for the signs and symptoms of exposure to workplace hazards, operatives will be required to complete an annual health assessment. Following the guidance document "Health surveillance at work" HSG61, where necessary occupational health testing will be completed for lung function and skin checks by a suitably qualified person.
- Any substance in use by the company has an appropriate COSHH assessment held at the office. Only those substances that have current assessments may be used. If it is considered necessary to use a new substance, then Kevin Simkins will arrange for the Health and Safety Consultant to assist in an assessment before its use. The Manufacturers Safety Data Sheet will be obtained, and the information used to conduct the assessment.
- Once all substances have been identified and assessed the information is to be cascaded to operatives via tool box talks prior to the substance being used.
- As part of each assessment there will be information on what personal protective equipment (PPE) is deemed necessary to protect operatives during its use, as well as the likely impact on non-employees

who may be in the vicinity. If PPE is required, then this will be issued to appropriate staff without charge. Any PPE issued will be assessed by the director to establish its appropriateness.

- Staff have a responsibility to clean all spills immediately when they occur, follow all instructions on the storage and transportation of products and report all accidents, incidents or environmental issues related to the COSHH products.

### **Emergency procedures**

- The directors will plan, where appropriate, to deal with likely emergencies on site in conjunction with the principal contractor.  
They will:
- Carry out a survey of the site assess likely risks and devise plans.
- Obtain any equipment deemed necessary to deal with foreseeable emergencies (fire extinguishers, first aid kits etc.).
- Ensure that sufficient emergency exits exist and that escape routes are clearly known; ensure employees know the location of the assembly area in the event of an evacuation.
- In the event of a fire or evacuation the fire warden and will liaise with the emergency services and ensure that the building has been evacuated.

### **Waste**

- The Director will conduct initial checks to ensure that any waste contractors appointed are registered by the Environment Agency and hold appropriate licences.
- The company will endeavour to recycle as much waste as possible, we will sort paper from general waste, and our cleaning contractors will remove from site to a recycling centre on our behalf.

### **Work at Heights**

- Any work at height will be risk assessed and appropriate types of access equipment will be utilised where necessary e.g., scaffolds, ladders, stepladders, hop-ups etc.
- Ladders are to be used for access and for short periods of work only. Ladders, stepladders, and hop-ups are to be inspected prior to use, only industrial rated (EN131) steps and ladders are to be used, all ladders, stepladders and hop-ups are formally inspected on a weekly basis and recorded and are inspected by operatives prior to each use.

### **Welfare facilities**

- Welfare facilities have been provided within the company premises. When on-site these will be responsibility of the Principal Contractor. Operatives are to ensure that they are always left in a clean and tidy manner.

### **Mobile Phones**

- Mobile phones are issued to remote working employees these are to be used as per the company mobile phone policy. Mobile phones are not to be used whilst operating vehicles unless a suitable hands-free kit has been fitted.

### **PPE**

- The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.
- Staff provided with PPE must:
- Wear the PPE as instructed or where indicated by signage.
- Maintain it in good condition.
- Report any defects to your supervisor/manager.
- Ensure the PPE fits correctly, is comfortable and fully adjusted.

### **Mental Health**

- The company understands its responsibilities to assist those suffering with mental health issues.
- As an organisation we will offer support and guidance and talk sensitively and confidentially about mental health problems.
- If deemed necessary, mental health training is given to managers and individuals
- We will take advice where we are not sufficiently skilled to assist and aid in procuring external support.

### **References**

Health and Safety at Work etc. Act 1974  
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