

Health & Safety Policy

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General Statement of Health and Safety

Buxted Construction Limited is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

As required by current Health and Safety Regulations all employees will be consulted on all matters that effect their health and safety whilst at work.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Financial provisions are in place to ensure the implementation of this policy.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee.

Everyone has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

All employees have a legal duty to act upon any hazards they are or become aware of during their employment within the company.

Buxted Construction Limited will collect and use personal data to ensure the health, safety and welfare of its staff and others.

All sub-contractors will be made aware of the requirements of this policy and are expected to work within the provisions of the policy.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes.

All employees are required to be made aware of this policy and sign an induction training register to confirm that they have read, understood and will comply with the policy statement.

Signed:

Date: 01.01.26

Mr James Hanifin Managing Director

SAFETY ORGANISATION

Buxted Construction Ltd – Health & Safety Structure 2026



ORGANISATIONAL ARRANGEMENTS

In order to ensure that health and safety is successfully managed within the organisation the following responsibilities have been allocated.

MANAGING DIRECTOR

The Managing Director has overall responsibility for the Company's Health and Safety.

Initiate the company's policy for Health and Safety to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents

Ensure that the Company Managers are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Encourage training for all levels of employees.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site.

Sanction the necessary funding for adequate welfare facilities, equipment, training and all matters of Health and Safety to meet the requirements of the company policy.

Know the appropriate statutory requirements affecting the Company's operations. Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees. Ensure that appropriate training is given to all staff as necessary.

Administer the Policy throughout the Company by appointing a Safety Advisor.

Insist that sound working practices are observed throughout the company, as laid down in the Risk Assessments and Method statements (RAMS) and ensure that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.

Promote the liaison on Health and Safety matters between the Company and others working on the site.

Carry out disciplinary action to any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.

Set a personal example when visiting sites by wearing appropriate protective clothing.

Arrange for regular safety meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

CONTRACT MANAGERS

Contracts managers have responsibility for safety on the sites they manage on a daily basis in conjunction with the site supervisor.

The Contracts Manager, Safety Advisor are given authority by the Company to stop any work where there is an imminent risk of injury.

They must understand the Company Health and Safety Policy and ensure that it is brought to the attention of all employees, particularly new starters. Carry out all work in accordance with its requirements and inform the Safety Advisor any improvements or additions to the Policy which they feel are necessary.

Know the requirements of the Construction Regulations, other relevant legislation and Client's safety requirements and ensure that they are observed on site.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors or members of the public.

Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place (Safety box on site). Ensure that copies of regulations are available (held by Safety Advisor) and statutory notices are prominently displayed.

Where necessary, issue written instructions setting out the method of work (RAMS). Ensure that work is carried out as per the written RAMS. Make these documents available to the Client, all operatives, including sub-contractors and discuss them fully. Review these documents regularly and prepare additional method statements and risk assessments as required with the assistance of the Safety Advisor.

Check that copies of contractors RAMS are on site prior to work commencing and ensure that they are working in accordance with their RAMS. Ensure that contractors under their control are aware of their responsibilities for working safely and they are not required or permitted to take unnecessary risks. Stop any work if they consider that there is an imminent risk of injury to any person.

If sub-contractors or agency workers are employed and are going to work under Company RAMS ensure that the Company supervisor is tasked with briefing them on the specific RAMS for the tasks they are undertaking and records the briefing.

Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Satisfy themselves that "competent persons" are appointed to make the necessary inspections of excavations, plant, etc and they have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

Ensure cooperation and coordination with the workforce, sub-contractors and client as required under current CDM regulations.

Examine drawing and soil investigation reports to determine excavation support requirements in advance and in accordance with Company policy.

Ensure that all information available relating to underground services on the site is obtained and that services are located and marked accurately on the ground before setting out or excavation work starts.

Protect all overhead services in accordance with the service authorities' recommendations and Company Safety Policy before work starts.

Arrange delivery and stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH regulations.

Plan for and maintain a tidy site.

Follow Company procedures to check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

Ensure that any electricity supply is installed and maintained in a safe and proper manner.

Ensure that all electrical equipment is tested and tagged, by a competent electrician, at intervals laid down in the Company Policy (3 monthly for 110v equipment). Ensure no electrical equipment is brought onto site, by anyone, including contractors, without the appropriate proof of regular testing.

Ensure plant and machinery is tested at the statutory intervals and is not brought onto site,

by anybody including contractors, without the appropriate proof of regular testing.

Ensure that adequate supplies of protective clothing and equipment are maintained on site, ensure that the equipment is suitable for use and issued when required.

Ensure that the emergency procedures (documented in the safety box) are in place prior to work commencing on site.

Ensure that first aiders and adequate first-aid facilities, as required by the current Health and Safety (First Aid) Regulations are on site and that all persons on site are aware of their location and Company emergency procedures.

If on site, accompany HSE Inspector on site visit and act on his recommendations. In the case of the inspector issuing a Notice, (Prohibition or Improvement), contact the Managing Director and Safety Advisor immediately after complying with any requirements to stop work.

Co-operate and consult with the Safety Advisor. Ask for his advice before commencing new methods of work or potentially hazardous operations to ensure compliance with current safety regulations and Clients safety requirements.

Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Ensure that any accident on site which, results in an injury to any person (not just employees) and/or damage to plant or equipment is reported and investigated in accordance with Company policy.

Set a personal example by wearing appropriate protective clothing on site.

Release supervisors and operatives, where necessary, for on and off site health and safety training.

SUPERVISORS

Supervisors have overall responsibility for safety on site on a daily basis.

Supervisors are responsible for assisting the Directors/Contracts Managers and Safety Advisor in achieving the objectives of the Company Safety Policy and are required to familiarise themselves with the policy.

Questions on the policy are to be directed to the Safety

Advisor Ensure, as far as is reasonably practicable, that work once started:

- Is carried out in accordance with the risk assessments, method statements, Clients safety requirements and other appropriate statutory requirements.

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.

Keep all registers, records and reports up to date. Ensure that they are kept in the red/blue safety box (Weekly equipment safety/maintenance sheets etc).

Ensure that operatives under your control are aware of their responsibilities for safe working and they are not required or permitted to take unnecessary risks.

Do not allow any personnel to operate equipment unless they are competent and authorised. Any doubts over qualifications held speak to the Safety Advisor.

Trained personnel may operate equipment under direct supervision of a competent person appointed and briefed by the Supervisor.

Ensure that no young person (person under 18 years old) is permitted to operate any plant (including dumpers), give signals to any crane driver, and use any power tools or equipment. Inform the Safety Advisor of any young person so that a Risk Assessment can be made.

Ensure that all information available relating to underground services on the site is obtained and that services are located and marked accurately on the ground before setting out or excavation work starts.

Protect all overhead services in accordance with Company Policy before work starts.

Arrange delivery and stacking to avoid double and manual handling whenever possible and ensure that off-loading and stacking is carried out in a safe manner.

Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment does not exceed 110 volts. Damage to plant or equipment and faults on equipment are to be reported to the office. Unsafe equipment is to be placed out of use and immobilised. Liaise with the Safety Advisor for guidance on what is deemed unsafe equipment, if you have any doubt place the equipment out of use.

Liaise with the Safety Advisor to ensure that adequate supplies of protective clothing and equipment are maintained on site for use by the Company's employees and that the equipment is in good condition.

Ensure that adequate First Aid facilities are on site and that all persons on site are aware of their location and Company emergency procedures

Ensure that any accident on site which results in an injury to any person (not just employees) is recorded in the Company Accident Book and reported to the Safety Advisor.

Accompany HSE Inspectors on site visits and act on his recommendations. In the case of an Inspector issuing a Notice, (Prohibition or Improvement), contact the Safety Advisor and Contracts Manager immediately after complying with any requirement to stop work.

Co-operate and consult with the Contracts Manager and Safety Advisor. Ask for their advice BEFORE commencing new methods of work or potentially hazardous operations to ensure compliance with current safety regulations and Clients safety requirements.

Ensure that adequate fire precautions are displayed for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Maintain a clean and tidy site.

Set an example by wearing appropriate protective clothing on site.

Ensure that the "competent person" appointed to inspect excavations; plant etc has sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

Ensure that induction training is given to all new employees and contractors engaged on the Company's sites.

Check that copies of contractors RAMS are on site prior to work commencing and ensure that they are working in accordance with their RAMS. Ensure that contractors under their control are aware of their responsibilities for working safely and they are not required or permitted to take unnecessary risks. Stop any work if they consider that there is an imminent risk of injury to any person.

If sub-contractors or agency workers are employed and are going to work under Company RAMS ensure that they are briefed on the specific RAMS for the tasks they are undertaking and record the briefing on the register held in the safety box.

Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them. Report these occurrences to the Safety Advisor so that re- training can be provided.

Contact the Safety Advisor where 'Permits to Work' are required in accordance with the Company's procedures i.e. Confined Space Working.

Ensure that an assessment has been carried out of any process likely to cause a hazard or risk to health and that appropriate control measures, training, instruction, protection clothing etc have been provided. If in doubt seek advice from the Safety Advisor or Contracts Manager.

If you leave the site verbally brief and appoint a competent person to manage work activities during your absence.

ALL EMPLOYEES

The attention of all employees is drawn to their responsibilities under the Health & Safety at Work Act 1974. These include the following in particular:-

- It shall be the duty of every employee while at work to take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive which could lead to you being prosecuted.

Operatives shall comply with the following:

Comply with the requirements in the Company Health and Safety Policy, Risk Assessments and Method Statements and Clients' safety requirements. Carry out work in accordance with legislative requirements and the procedures recorded.

Use the correct tools and equipment for the job.

Wear safety footwear, high visibility vest and safety helmet at all times and use, where necessary all protective clothing and safety equipment provided, e.g. FFP3 dust masks, safety goggles, ear defenders etc.

Keep all tools in good condition. If damaged do not use i.e. the water suppression system on a cut off saw is not operating correctly do not use the saw.

Do not use plant or equipment if you are not competent and authorised to use it, or for work which it was not intended. Trained personnel may operate equipment under direct supervision of a competent person.

Ensure plant and equipment is maintained in a safe and road worthy condition. Report any defects in plant or equipment immediately to your Supervisor. For safety faults (ROPS pin missing, quick hitch damaged etc.) park in a safe area and immobilise the equipment, if in doubt ask your Supervisor.

Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Where practical, remove site hazards yourself, e.g. keep your work area tidy, ensure access covers are replaced, etc.

Ensure that other employees, particularly new employees and young persons are aware of procedures for safe systems of work and any hazards created by the works.

Do not play dangerous practical jokes or carry out "horseplay" on site.

Report to your Supervisor any person seen abusing welfare facilities provided.

Report any injury to yourself which results from an accident at work to your Supervisor, even if the injury does not stop you working. Record the accident in the Company accident book.

Complete equipment maintenance/safety sheet books prior to operating an excavator.

Where hazards are observed immediately remove yourself from the risk, make the area safe, make other operatives aware of it and immediately report the hazard to your supervisor.

Suggest safer methods of working.

CONTRACTORS

All contractors working for the Company will be required to complete a health and safety questionnaire and provide Risk Assessments and Method Statements for works undertaken, prior to any works commencing.

Contractors will confirm in writing that they will comply with the Company safety policy and will accept the Company Safety Advisor checking on site compliance.

Contractors are to liaise with the Company Supervisor and will receive company induction training prior to commencing work on site

HEALTH AND SAFETY

A Competent person has been employed to assist the Company in meeting its health and safety obligations. The in-house Safety Advisor has sufficient knowledge and information to ensure that statutory provisions are met and that the Safety Policy is being adhered to.

Individual responsibility for the subjects noted hereafter, are designated within the subjects.

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external safety professionals will be obtained.

Advice on health and safety matters is available from:

Ben Tanton
Health
& Safety
Manager
07714
750280
ben@buxtedconstruction.co.uk

Employees see, hear and experience difficult issues within the workplace and often feel scared to raise their objections to them. Early knowledge and intervention allows organisations to deal with the situation confidently and effectively.

Our whistleblowing support line is a confidential reporting service which allows employees to raise any issues or concerns in complete confidence.

Contact Ben Tanton on 07714 750280

Health surveillance

The Company will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

Consultation, information and communication

Health and safety consultation will be carried out by the Safety Advisor. All members of staff will be encouraged to contact the Safety Advisor directly about health and safety matters.

Suitable and relevant information relating to health, safety and welfare at the workplace will be disseminated to employees and contractors.

Statutory notices will be displayed throughout the workplace.

Health and Safety Training

Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee in the company is trained to perform his or her job effectively and safely.

All employees will be trained in safe working practices and procedures on joining the Company and prior to being allocated any new role. Training will include advice on the use and maintenance of PPE appropriate to the task concerned

Toolbox talks will be provided by the Safety Advisor or Supervisor on a regular basis and appropriate training (Abrasive wheels, confined spaces etc.) will be held as often as is deemed necessary. Records of toolbox talks and training will be maintained by the Safety Advisor. Employees will be encouraged to express their views about safety matters by encouraging a "no blame" culture.

Monitoring/Auditing

Daily monitoring of safety on site will be carried out by Supervisors; Contracts Managers will monitor safety on their weekly visits to site and periodic monitoring of safety will be carried out by the Company Directors when visiting sites.

A safety inspection will be conducted at least monthly on all sites by the Safety Advisor. A written report will be produced which will be sent to the Managing Director, Contracts Manager and Client.

PERSONAL SAFETY

General

The company is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities. This commitment extends to the protection of those employees who work away from company premises. The person responsible for the implementation of this policy is Mr B Tanton.

Arrangements for Securing the Health and Safety of Employees

Safe working procedures have been devised for all work activities (these include risk assessments and method statements), which pose a significant risk to health and safety. These must be complied with at all times. Failure to work in accordance with agreed procedures reduces the safety of people at work, is a contravention of company safety policy and may constitute a criminal offence.

Lone Working

The company will ensure that the need for employees to work alone will be avoided wherever reasonably practicable. Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work. Lone Employees must take the necessary steps to ensure that they do not put themselves at significant risk during the work activity.

Employee responsibility

Employees must ensure that they do not compromise their own health and safety whilst at work. If there is a perceived shortcoming in the arrangements for the work activity which could affect the personal safety of any individual, this must be reported to the Safety Advisor. Employees must work in accordance with safe working procedures at all times, and fully comply with the company safety policy.

Where work is undertaken away from the company's premises, employees must familiarise themselves with site specific safety rules, including emergency arrangements, applicable to all sites they work on. They should report any situations presenting a risk to personal safety to the Safety Advisor immediately, so that measures can be taken to rectify the situation.

SAFE SYSTEM OF WORK

All employees have a legal duty not to endanger themselves, or others by their acts, or omissions at work. Following the list below will go some way to ensuring the safety of all employees:

1. Always work in accordance with designated safe systems of work i.e. Risk assessments, method statements.
2. Promptly report to your supervisor, or another responsible person any condition or activity which appears to be hazardous or unsafe.
3. Never deliberately misuse plant or equipment.
4. Do not tamper with anything that has been provided in the interests of health and safety.
5. If working alone, maintain regular communication with a responsible person.
6. Inform a responsible person of any personal health condition which may be affected by the work activity.

7. Do not undertake tasks without having received authorisation and training.
8. Always work in accordance with any specific site safety rules covered in induction training.

ACCIDENT, NEAR MISS AND DANGEROUS OCCURRENCE REPORTING AND PROCEDURE

General Statement

This policy outlines the procedures which are to be adopted when any employee, student, visitor or contractor experiences an accident, near miss or dangerous occurrence on the company's premises during the course of their employment or training.

For the purposes of this policy, brief definitions and examples of an accident, dangerous occurrence and a near miss are given below.

Accident: - an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture and incorrect operation of machinery leading to breakdown.

Near Miss: - an unplanned event which does not cause injury or damage, but could do so. Examples include: items falling near to personnel, an excavator turning over.



NEAR MISS REPORTING

Please scan the QR code below and complete the form to anonymously report any near misses or dangerous occurrences witnessed on site.

Ju lutemi skanoni codin QR më poshtë dhe plotësoni formën. Në mënyrë anonime raportoni aksidentet që për pak nuk ndodhën ose dëshmi të dukurive të rrezikshme në kantjeret tona të ndërtimit.



Buxted Construction Health & Safety
Mark Fitzpatrick : 07809 339014 (markf@buxtedconstruction.co.uk)
Ben Tanton : 07714 750280 (ben@buxtedconstruction.co.uk)

Dangerous Occurrence: - an unplanned event, which can include injury to persons, a list of dangerous occurrences which are reportable to the HSE are contained in the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident book. The person responsible for co-ordinating all incident reporting is Mr B Tanton.

Fatality or Major Injury

In the event of a fatality or major injury follow the fatality or major injury procedure

The Accident Book

All accidents must be recorded in the company and the main contractor's accident book. This is located in the blue safety box held on all sites. Completed records will be kept within the main office and contains information which must be recorded under law. The accident book will be regularly reviewed to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure - Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to the Safety Advisor. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employees account must be entered as soon as possible after the event, employees must ensure that they are aware of the location of the accident book.

All accidents and near misses, however minor must be recorded. Unless the company is informed of these incidents, it will be unable to take remedial action.

An injury may be dealt with by a first aider or an appointed person. However, if an emergency arises an ambulance must be called at the first opportunity. Any incident involving an emergency service response must be reported to the Contracts Manager and Safety Advisor immediately.

Employees who are absent as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

Reporting Procedure

In the event of a fatality or major injury follow the fatality or major injury procedure All injuries, damage and incidents must be reported to the Safety Advisor.

If an injury, damage incident or near miss is reported to the Safety Advisor, he will ensure that appropriate records are maintained.

If the incident is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the local enforcing authority must be informed on a prescribed form (F2508 or 2508A), or via the HSE web site within ten days. Copies of this form will be made available in the office. Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone. A photocopy of the completed form should be kept for company records and to advise the insurers of a potential claim.

Accident Reporting Procedure - Visitors/Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that company procedure is adhered to. All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must

arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

SAFE SYSTEM OF WORK

All accidents and near-miss incidents, however minor must be reported. In order to achieve this, the following procedure should be adopted:

1. Obtain treatment for the injury from a first aider or other appointed person.
2. Clear away any debris following the incident to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
3. Enter details in the accident book.
4. Inform the Safety Advisor of the incident.
5. Keep the company informed of any after-effects of the incident, including periods of total or partial incapacity for work.
6. Procedure for incidents resulting in a specified major injury or fatality

A flowchart outlining the steps to be taken by the site supervisor or other responsible person in the event of a reportable incident can be seen below and is located in the safety box on site.

The responsible person at the location must inform the emergency services (if required) of the accident immediately by dialing 999. Ambulance crews will call for assistance from the police and fire brigade if they deem it necessary. Should a person be trapped, the responsible person should call for the fire brigade straight away.

The company has a duty under RIDDOR to report the incident to the HSE or the Local Authority by the quickest practicable means. Inform the Safety Advisor as soon as possible and he will contact the HSE.

When a fatality or a major injury occurs at a site, the following personnel must be contacted in sequence after the emergency services and enforcement authorities have been informed: If in doubt contact the Safety Advisor on 07714 750280

Managing Director James Hanifin

Office: 01959 569428
Mobile: 07711 829321

Safety Manager Ben Tanton

Office: 01959
563428 Mobile:
07714 750280

Contracts Manager for site:

Adrian Donnelly

Mobile: 07834 840556

Graeme Tiffin

Mobile: 07703 105106

Doug Ruthven

Mobile: 07927 701865

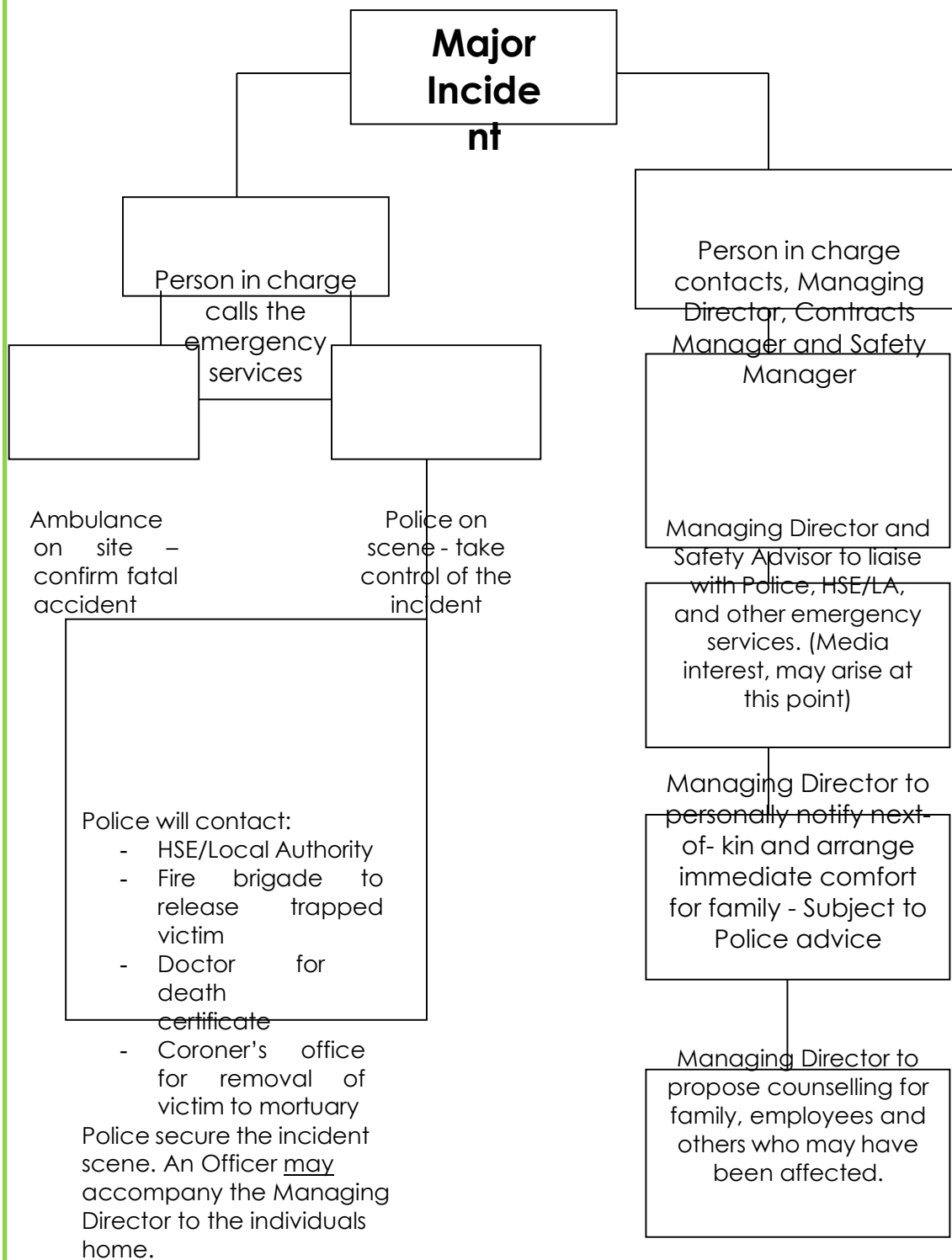
Steve Nicholls

Harry West

If the site supervisor is not present on the site, then the person nominated as person in charge must contact the above in the order shown. . The person in charge must then follow the protocol for dealing with fatal accidents/major injuries as given below.

Bereavement and trauma counselling is strongly recommended for all persons involved in an incident of this nature, although it is not compulsory. Counselling will be arranged by the company if requested.

MAJOR INCIDENT PROCEDURE



Information provided to enforcement authorities as and when requested.
Co-ordinate

Note: Only a Director is to communicate with the Press

DRIVING AT WORK POLICY

General Statement

It is our policy to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers on company business, as well as basic guidelines on driver health.

Legal position

We have a duty under the Health & Safety at Work Act (HASWA) etc. 1974 to take steps, as far as it is reasonably practicable to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work to control and manage any risks which cannot be eliminated.

We also have duties under the current Road Transport (Working Time) (Amendment) Regulations, which govern the hours we expect our drivers to be on the road.

Where applicable, this policy is also based on the relevant provisions of the Road Traffic Act 1998 and its subsequent amendments. Road traffic accidents that result in a fatality may also lead to action being taken under the Corporate Manslaughter and Corporate Homicide Act.

Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be following by staff at all times and are as follows:

- Where a fleet or company vehicle is provided, employees must always report any suspected mechanical defects to Sarah Playell/Barry Flynn. This must also be reported on the Vehicle App Checklist. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle.
- If an employee uses their own vehicle for business use, they will be required to maintain it in a roadworthy condition.
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Staff should follow any advice given on route planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion, etc.
- Staff should also follow any instructions given relating to driving hours and in particular, any requirement to record time spent driving.
- Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Staff should always drive within speed limits and according to the prevailing weather conditions.
- Before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

Smoking in vehicles

The law regarding smoking in company vehicles changed in 2007. As a result, smoking is banned in most enclosed company vehicles.

A company vehicle must be smoke-free if it is used for work by more than one person, even if the persons who use the vehicle do so at different times, on different days or only intermittently.

Smoke-free company vehicles will be signed accordingly and this rule must be observed.

If an employee uses their own car or a company car for business purposes, the ban does not apply unless it is being used for work by more than one person, either as a driver or passenger (e.g. pool car). Pool cars therefore will be designated "no smoking" vehicles.

Drivers who use their own cars on company business shall prohibit smoking if passengers are carried during that business.

Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles on company business to produce basic documentation. Where this is necessary you are required to provide the following documents to Ben Tanton, who will take responsibility for checking them periodically.

The employee's driving licence.

Vehicles more than 3 years old require a current MOT certificate. Insurance documents indicating that the vehicle is

insured for business use. **Employee duties**

Section 7 of the HASWA also places a responsibility on employees to assist us in complying with our legal duties. They are required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and:

- Ensure that they have the correct class of insurance for the use of a private vehicle on company business.
- Ensure the road fund licence disc is displayed on the windscreen, in the correct position.
- The driver of a company mini bus or van is responsible for ensuring that the official seating capacity of the vehicle is not exceeded.
- The driver and passengers, irrespective of the length of journey must wear seat belts. In the event of a claim for damages arising from a road traffic accident, a person not wearing a seat belt could lose part, or all of the damages to which they are otherwise entitled.
- Do not transport flammable materials, such as petrol, butane and propane gases and diesel when passengers are carried.
- Keep their insurance up-to-date if using their own vehicle on company business. Make available copies of the above documents when requested to do so.
- Inform a member of the safety team of any changes in circumstances, e.g. penalty points, new insurance company or vehicle.
- Keep any private vehicle used on company business in a roadworthy condition.

- Have regular eye tests and ensure that any necessary glasses for driving are worn.
- Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.
- Ensure that they keep up-to-date with changes to the Highway Code.
- Vehicle accident procedure

Inform the office of any accident involving personal injury to any person without delay. Never make an admission of liability, either verbally or in writing. Information to be obtained if involved in an accident is contained in the form; this ensures that you are protected in the event of a claim and also that the company can recover the cost of repairs if the accident was not due to our negligence.

Any correspondence received from parties involved, must always be passed immediately to the Office. Correspondence must not be answered by individuals.

Incident Report Form

If you have an accident please complete the Incident Report Form.

III-health and driving

Employees are responsible for ensuring that they are physically fit to drive. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even over short distances.

Mobile phone use

Buxted policy on phone use including calls, texting and internet use is as follows:

- Company Cars/Vans – Only “hands free” devices
- Excavators – Bucket on ground machine switched off.
- Dumpers/Rollers/Telescopic Handlers – No use on machine, park up safely, take out the key and use the phone in a safe area i.e. walkway

Please note that Clients may have stricter rules i.e. Bovis Homes no phone use on site, Linden Homes specific mobile phone use areas.

It is your responsibility to ensure that you are aware of Clients requirements and comply with them

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS

Notification of a project

The HSE must be notified of projects where construction work is expected to

- last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- exceed 500 person days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

Where a small project that is not notifiable requires a short extension, or short-term increase in the number of people, there is no need to notify the HSE. However, if the work or the scope changes significantly, so that it becomes notifiable, the HSE should be informed.

The information that has to be sent to the HSE is set out in Schedule 1 of current CDM regulations. A Form F10 (revised) can be used and is available from the HSE's local offices, or can be completed online. You do not have to use this form, as long as you provide all of the specified information. Notification should be sent to the HSE office that covers the site where the construction work is to take place by the Client.

The Client appoints the Principal Designer and Principal Contractor in writing. Any missing information must be notified once it becomes available, and the notifier should make clear that it relates to an earlier notification. If a significant change occurs, it is helpful to notify the HSE, for example when a new principal contractor is appointed, or if the start date changes by a month or more.

Co-ordination and co-operation

CDM regulations require co-operation and co-ordination between all members of the project team. For low risk projects, a low-key approach will be sufficient. In higher risk projects, for example those involving demolition, a more rigorous approach to co-ordination, cooperation and planning will be needed.

Any action taken should be in proportion to the risk which the work creates. The architect, lead designer or contractor who is carrying out the bulk of the design work should normally co-ordinate the health and safety aspects of the design work; the builder or main contractor, if there is one, should normally co-ordinate construction work.

It is vital that those doing the work understand the risks involved and what to do about them.

If the risks are low and the precautions well understood by those carrying out the work, then there will be no need for a written plan. In other simple cases a brief summary that clearly sets out who does what and in what order will be enough.

Where the risks are higher, for example where the work involves:

- Structural alterations;
- Deep excavations and those in unstable or contaminated ground;
- Unusual working methods or safeguards;
- Ionising radiation or other significant health hazards;
- Nearby high voltage power lines;
- A risk of falling into water which is, or may become fast flowing;
- Diving;
- Explosives;
- Heavy or complex lifting operations.

Then something closer to the construction phase plan will be needed. When carrying out demolition, CDM regulations require those in control of the work to produce a written plan showing how danger will be prevented

Principal contractors duties

Principal contractors must:

Plan, manage, monitor and co-ordinate the construction

phase of a project. This includes:

- Liaising with the Client and Principal Designer
- Preparing the construction phase plan
- Organising co-operation between contractors and co-

ordinating their work Ensure that:

- Suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Welfare facilities are provided

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

General Statement

The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The company undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff. The person responsible for implementing this policy is Mr Ben Tanton

Arrangements for Securing the Health and Safety of Employees

The company will, in consultation with Employees and their representatives, implement the following.

1. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
2. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
3. All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
4. The type and use of PPE will be carefully selected to comply with current legislation and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with selection or replacement.
5. Each assessment will be reviewed periodically and all operations using hazardous substances will be re-assessed as necessary and if a process changes.
6. Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals.
7. All employees will be provided with information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed about any monitoring and health surveillance results.
8. All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a point related to the use of substances hazardous to health the company will:

- Ensure that the hazard associated with the substance has been correctly identified
- Ensure that the assessment of the use of the substance is correct and up to date
- Ensure that the controls in place are adequate
- Correct any observed deficiencies in the control of the hazards
- Inform the employee and their representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their managers and representatives, will be informed immediately. Possible health effects will, in addition, be communicated to the company and the employee's general practitioner.

Information and Training

The company will give sufficient information and training of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

SAFE SYSTEM OF WORK

Employees must be encouraged to report defects and systems must be in place for prompt replacement of damaged PPE.

The following steps can be taken to minimise the risk:

- Ensure hazard information is kept up to date
- Ensure assessments are reassessed periodically, or when material changes are made
- Ensure employees are trained in the nature of the hazards and use of control measures
- Ensure controls are maintained and monitored
- Ensure all documentation is comprehensive and comprehensible
- Encourage employees to report faults and problems.

SUMMARY POLICY STATEMENT

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure.

As required by current COSHH Regulations the following are the seven most important steps:

- Identify the hazard
- Assess the risk
- Eliminate, prevent or control the risk
- Maintain and monitor the controls
- Monitor the health of the workforce
- Ensure assessments and controls are up to date
- Inform and train the workforce.

DISPLAY SCREEN EQUIPMENT

General Statement

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

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

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The person responsible for implementing this policy is Mr B Tanton.

Arrangements for Securing the Health and Safety of Employees

The company will, in consultation with Employees and their representatives:

1. Carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker
2. Take all necessary measures to remedy any risks found as a result of the assessment
3. Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity
4. Review software to ensure suitability for the task
5. Arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced
6. Arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE
7. Advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of DSE, the company will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- Inform a responsible person immediately
- In the case of an adverse health condition, advise the company doctor and his or her own general practitioner.

Information and Training

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of Employees who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Managers and supervisors who are responsible for users of display screen equipment will also be given appropriate training.

Eye and eyesight tests

Pre-employment

Where deemed necessary the company will arrange for an eye and eyesight test to be carried out as part of a pre-employment health examination. Where the results indicate that glasses are required specifically for DSE work and upon confirmation of employment in a position which requires the use of such equipment, the company will arrange for the supply of glasses.

Job changes

Employees who transfer to a job involving the use of DSE will be offered an eye and eyesight test. This entitlement also applies where use of DSE has become a significant part of the work for an employee not previously considered as a regular user.

Regular eye and eyesight tests

Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and must be arranged through the company.

Visual discomfort

Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, the company will offer an eye and eyesight test.

Costs of testing

The costs of eye and eyesight tests will be met by the company, provided that testing has been arranged through the company. Where an employee obtains a test independently and without the knowledge of the company, even if the test is specifically related to display screen use, the company shall not be responsible for the costs incurred.

Supply of glasses

Where glasses are found necessary, specifically for the use of DSE, the company will contribute towards the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. Evidence of intended purchase must be produced.

Care and replacement of glasses

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of company property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in an employee's visual defect and this requires a change to prescription requirements, the company will bear the cost of replacement subject to the procedures outlined above.

Rest breaks

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the company will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Radiation and pregnancy

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The company acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health.

Company policy is that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that they undertake. Although no guarantee can be given such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of the company's operations.

Training

All employees who use DSE will be given training to enable them to work without risk to health. Training will also cover the provisions of this policy.

SAFE SYSTEM OF WORK

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions.

1. Make sure that all your furniture and equipment is functioning correctly.
2. Adjust furniture and equipment so that you are comfortable when working.
3. Take the opportunity to vary activities, breaking up long periods of DSE work.
4. Use your entitlement to eye and eyesight tests.
5. Report symptoms of discomfort or ill health as soon as you are aware of them
6. Inform your employer of your training needs.
7. Do not tamper with electrical equipment - ask for assistance.

SUMMARY POLICY STATEMENT

Display screen equipment has made a significant contribution to working life and can be used in complete safety where a few common-sense measures are taken. The three most important steps are to:

1. Adjust furniture and equipment to suit your needs - do not adjust your own posture to suit the workstation
2. Avoid adopting a static posture and avoid prolonged DSE work without a change of activity

3. Always report problems with your furniture, equipment or health as soon as these arise.

ELECTRICITY AT WORK

General Statement

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

The person responsible for implementing this policy is Mr

Ben Tanton. **Arrangements for Securing the Health and**

Safety of Employees The company will:

1. Ensure that electrical installations and equipment are installed in accordance with the current IEE (Institute of Electrical Engineers) Regulations.
2. Maintain the fixed installation in a safe condition by carrying out routine visual inspections
3. Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage).
4. Promote and implement a safe system of work for maintenance, inspection and testing
5. Forbid all work by the company's staff on equipment or systems, such work will be carried out under contract by approved contractors who are required to be competent, trained and equipped for this work
6. Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements
7. Provide suitable PPE if required, maintaining it in a good condition

Information and Training

The company will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work should only be carried out by competent persons

SAFE SYSTEM OF WORK

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs, etc., or even fit plugs, unless you are authorised to do so.

Portable and Transportable Electrical Equipment

1. Personal issue equipment should be visually inspected before use by the user.
2. All equipment used on construction sites will be 110 volt.

FIRE PROCEDURES

General Statement

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm shall be raised *immediately*. This should be the first action taken on discovery of any fire, however small. The company refutes the notion that the alarm should be raised only in the event of a 'large' fire.

All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. The company will always support employees who raise a fire alarm in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the fire procedures.

The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which fire fighting should be avoided or discontinued will be included in staff fire safety training.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. (Employees will be familiar with the procedure through the staging of regular fire evacuation drills.) All occupants, on evacuation, should report to the predetermined assembly point.

Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Employees should report any concerns regarding fire procedures, so that the company can investigate and take remedial action if necessary.

A fire risk assessment will be completed and all employees will be briefed on it.

Arrangements for Securing the Health and Safety of Employees

The company will, in consultation with employees and their representatives:

1. Ensure that any deaf persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building
2. Appoint persons to be responsible for specific procedures in the event of fire.
3. Regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment and fire warning systems
4. Provide adequate fire safety training to employees.

SAFE SYSTEM OF WORK

1. Raise the alarm on discovery of any fire, however small. Do *not* wait until you have informed another person, such as the fire warden.
2. Only attempt to extinguish a fire if it is safe to do so.
3. Evacuate the building as soon as the evacuate signal is given. (Employees should be familiar with the procedure through the staging of regular fire evacuation drills.) Do *not* wait to conclude meetings or telephone calls or to collect belongings.
4. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.

5. As you make your escape, close doors, particularly those designated as fire resisting doors.
6. Report to the predetermined assembly point. Do *not* re-enter the building until the fire brigade officer in charge declares it is safe to do so.
7. Fire wardens check that each area of the building has been evacuated and report this to the nominated person at the assembly point.

8. Fire incident controller liaises with the fire brigade on attendance and arranges such assistance from the company as the fire brigade may require.

SUMMARY POLICY STATEMENT

In the event of fire, the three most important actions are, in chronological order, to:

1. Raise the alarm
2. Summon the fire brigade
3. Evacuate the building - attempts to extinguish the fire should only be made if it is safe to do so.

FIRST AID

General Statement

The company is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries occurring at work.

To this end, the company will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

The person responsible for the implementation of this policy is Mr Ben Tanton

Arrangements for Securing the Health and Safety of Employees

First-aid boxes

A first aid box is available on site. All boxes contain at least the minimum supplies which are required under law. Only specified first-aid supplies will be kept. No creams, lotions or drugs, will be kept in the boxes

The location of first-aid boxes and the name of the person responsible for their upkeep will be clearly indicated on the emergency arrangements

First-aid boxes are maintained and restocked when necessary by authorised personnel. For re-ordering supplies contact the Safety Officer.

SAFE SYSTEM OF WORK

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first-aid personnel and equipment is available at the workplace.

1. First-aid personnel must inform the company when their training certification period is nearing expiry.
2. Management must ensure that employees are familiar with the identity and location of their nearest first aider and first-aid box.
3. The name(s) and location(s) of first-aid personnel and equipment must be displayed on notice boards.
4. Ensure that information displayed on notice boards is updated to reflect any changes in location or changes in appointed personnel which may take place.
5. Ensure that the contents of each first-aid box are regularly checked to establish that supplies are sufficient to meet requirements.
6. Order replacement supplies immediately after equipment has been used.

7. Ensure that there is easy access to first-aid equipment.
8. Summon professional medical assistance where necessary.
9. Ensure that details of all accidents are reported and entered into the accident book.

SUMMARY POLICY STATEMENT

First-aid personnel have been appointed to assist the company in dealing with accidents and emergencies, which may occur at the workplace. The following three steps are the most important in the provision of adequate and effective first-aid cover:

- (a) Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work
- (b) Ensure that an appropriate number of first-aid personnel are recruited and trained (allowing for holidays, etc.) and that a sufficient number are present in the workplace at any given time
- (c) Maintain adequate first-aid equipment and facilities appropriate to the degree of risk, including for those employees who work away from site.
- (d) INDUCTION OF NEW EMPLOYEES

Mental Health & Wellbeing

General Statement

Buxted Construction Ltd is committed to promoting a positive working environment that supports the mental health and emotional wellbeing of all employees. We recognise that mental health is as important as physical health and that stress, anxiety, depression, and other conditions can significantly impact individual wellbeing, productivity, and safety at work.

The company aims to create a culture where mental health is openly discussed, understood, and supported. This includes early identification of mental health issues, access to support, and zero tolerance for discrimination or stigma surrounding mental health.

Objectives

Promote a supportive working environment where mental wellbeing is valued and protected.

Reduce the stigma associated with mental health issues.

Encourage open communication about emotional health and personal resilience.

Provide access to appropriate support services for those experiencing mental health challenges.

Ensure that managers are trained to identify early signs of stress or mental health issues and respond appropriately.

Arrangements and Responsibilities

The responsibility for managing mental health in the workplace lies with all employees and management. The company will:

Designate a Mental Health First Aider (MHFA) to act as a point of contact for employees experiencing mental health concerns.

Encourage employees to speak openly with line managers or the Health & Safety Advisor regarding any mental health or stress-related issues.

Conduct regular stress risk assessments where work-related stress is identified or suspected.
Offer confidential support through internal and external channels as appropriate.
Promote awareness campaigns such as Mental Health Awareness Week, toolbox talks on stress, and regular wellbeing updates.
Provide access to resources, including signposting to professional help (e.g., Mates in Mind, Construction Industry Helpline, NHS services).

Employee Support and Expectations

All employees are encouraged to:

Speak to a manager, Mental Health First Aider, or the Safety Advisor if they are feeling mentally unwell or overwhelmed.

Support colleagues by promoting a respectful and inclusive workplace.

Attend training or awareness sessions where available.

Monitoring and Review

Mental health and wellbeing initiatives will be monitored through:

Feedback from employees

Absence and incident data analysis

Toolbox talk engagement

Review of stress risk assessments

This section of the policy will be reviewed annually or when significant changes occur.

Induction of New Employees

General Statement

In order to secure the health and safety of all employees, the company will provide health and safety training to new employees, which will be incorporated into general induction training. In addition all personnel will attend any induction training required, or carried out by the main contractor.

The training will last as long as required and is dependent on the amount of information contained within the course.

The person responsible for this is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The health and safety component of induction training will contain the following:

- (a) Company health and safety policy – Employees will be made aware of the contents of the company policy statement, including the responsibilities and organisational arrangements
- (b) Accident reporting procedures/accident book/first aid - this will cover the action to take when an accident has occurred, the person to inform, documentation and first aid procedures.
- (c) Risk assessments, COSHH assessments and Method statements

- (d) Manual handling
- (e) Safety procedures

SAFE SYSTEM OF WORK

In order to instil the importance of a safety culture into employees' minds as soon as they start work, effective induction training with regard to health and safety is essential. The following procedures should be followed.

- (a) Contracts managers are to arrange induction training with the Safety team, as soon as possible after the employee has started work.
- (b) Ensure that all information relevant to the new employee is covered in the training.
- (c) Ensure that the employee understands the topics covered and has the opportunity to clarify any points arising out of training.

MANUAL HANDLING

General Statement

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace. The person with the responsibility for implementing the provisions of this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

Elimination of hazardous manual handling activities

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

Assessment of risk

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

The task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

The load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, use gloves where necessary to protect against sharp edges or splinters.

The individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability.

Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for.

Sufficient knowledge and understanding of the work is an important factor in reducing

the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition.

Other factors

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other Employees must be avoided, as this can reduce the concentration of an individual.

Duties of the Responsible Person

The responsible person must ensure that:

1. Manual handling assessments are carried out, risk assessments are produced and records are kept
2. Employees are properly supervised
3. Adequate information and training is provided to persons carrying out manual handling activities
4. Any injuries or incidents relating to manual handling are investigated, with remedial action taken
5. Employees adhere to safe systems of work i.e. using kerb grabs provided for installation of kerbs
6. Safety arrangements for manual handling operations are regularly monitored and reviewed
7. Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
8. Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations

Duties of Employees

Employees must ensure that:

- (a) They report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity i.e. previous back injury
- (b) They comply with instruction and training which is provided in safe manual handling activities
- (c) Their own health and safety is not put at risk when carrying out manual handling activities
- (d) They use equipment which has been provided to minimise manual handling activities
- (e) Any problems relating to the activity are reported to the Safety Advisor.

Information and Training

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by the Safety Advisor. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution.

SAFE SYSTEM OF WORK

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as wheel barrows and kerb grabs.
3. Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
4. Lift using the leg muscles, bend the knees and lift with a straight back - do not stoop or bend the back.
5. Avoid tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways are free from obstructions.
9. Make full and proper use of PPE.
10. Report any problems or concerns associated with manual handling operations to the Safety Advisor.

SUMMARY POLICY STATEMENT

More than a third of lost time injuries at work are caused by manual handling activities. Simple, common-sense measures can be taken to reduce these risks. The three most important steps are to:

1. Follow the system of work, using handling aids properly and effectively
2. Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling task
3. Report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.

NOISE CONTROL

General Statement

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The person responsible for the implementation of this policy is Mr Ben Tanton and co-operation is required of all members of management and staff.

Arrangements for securing the Health and Safety of Employees

Noise assessments

The company will carry out noise exposure assessments and noise level surveys of noisy areas, processes and equipment, as necessary. These will be used as the basis for formulating action plans for remedial measures when necessary.

Assessments and surveys will be recorded and updated regularly, particularly when

changes in work practice cause changes in noise exposure levels of employees.

Reduction of noise exposure levels

The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The daily or weekly level of exposure will not exceed 80dB, or a peak sound pressure of 135dB.

The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever practicable.

Provision of ear protectors

The company will provide suitable and effective ear protection to employees working in areas with high noise levels. It will also provide for the maintenance and repair, or renewal of the protective equipment, provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

Use and maintenance of noise control equipment and procedures

The company will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as silencers and machine covers, etc. All personnel will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies through the appropriate channels.

Provision of training

All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect them and meet the requirements of the law and of company policy.

Procedures for dealing with Health and Safety Issues

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue, the company will:

1. Take all necessary steps to investigate the circumstances
2. Take corrective measures where appropriate
3. Advise the employee of actions taken.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

SAFE SYSTEM OF WORK

Working in high levels of noise without proper hearing protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of incurring these harmful and disturbing effects of noise can be minimised by taking the following precautions:

1. Avoid making unnecessary noise.
2. Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
3. Correctly use all equipment and procedures designed to reduce noise exposure

levels, e.g. silencers, engine covers etc. Do not interfere with or modify any such equipment without authorisation and co-operate to ensure that it is properly maintained.

4. Always wear the ear protectors provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that the ear protectors are always fitted correctly and are properly looked after.
5. Promptly report all situations which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
6. Participate fully in training sessions which detail the procedures to follow to avoid the harmful effects of noise. Inform the employer of any training needs in relation to noise at work.
7. Advise the Safety Advisor immediately of any problems caused by noise at work. In the case of suspected damage to hearing, the employee must advise the company and arrange an appointment with their own general practitioner.

PERSONAL PROTECTIVE EQUIPMENT

General Statement

The company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means.

The company acknowledges that health and safety hazards will have been identified if this equipment is necessary. It is the intention of the company to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members of management and staff. The person responsible for implementing this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The company will:

1. Carry out an assessment of the proposed PPE to determine whether it is suitable
2. Take any necessary measures to remedy any risks found as a result of the assessment
3. Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effectively used together as they are separately
4. Implement steps for the maintenance, cleaning and repair of PPE
5. Train staff in the safe use of PPE for all risks within the organisation
6. Replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee
7. Maintain a register of PPE issued to employees

Procedures for dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of PPE, the company will:

1. Take all necessary steps to investigate the circumstances

2. Take corrective measures where appropriate
3. Advise the employee of action taken.
4. Where a problem arises in the use of PPE the employee must:
 - a. Inform their supervisor immediately, who will inform the Safety Advisor
 - b. In the case of an adverse health condition advise the company and their own general practitioner.

Information and Training

The company will give sufficient information, instruction and training to ensure the health and safety of Employees using PPE, which includes temporary staff, persons gaining work experience with the company and sub-contractors, as well as those in direct employment.

SAFE SYSTEM OF WORK

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE.

1. Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working.
2. Make sure that the PPE is functioning correctly: if not, report the defect.
3. When using two (or more) types of PPE together, ensure that items are compatible when used together and that combined use does not reduce their effectiveness.
4. Report symptoms of discomfort, or ill health immediately.
5. Inform the employer of any training needs.
6. The employee will take reasonable care with any PPE issued to him and report any loss or damage to the employer immediately.
7. In the case of an adverse health condition advise the company and their own general practitioner.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

Introduction

The Provision and Use of Work Equipment Regulations (PUWER) require risks to people's health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER). The person responsible for the implementation of this policy is Mr B Tanton.

General

In general terms, the regulations require that equipment provided for use at work is:

1. Suitable for the intended use;
2. Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;

3. Used only by people who have received adequate information, instruction and training;
4. Accompanied by suitable safety measures e.g. protective devices, markings and warnings.

What is Work Equipment

Generally, any equipment that is used by an employee at work is covered, e.g. hammers, ladders, excavators, disc cutters, dumpers, Oxy acetylene cutting gear etc. If any of our employees provide their own work equipment it to will be covered by the requirements of PUWER and the company will ensure that it complies.

All equipment purchased by the company will meet all the requirements of the current Regulations.

What do the Regulations require of the Company

The company must ensure that the work equipment we provide meets the requirements of PUWER. In doing so the company will ensure that it is:

- Suitable for use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that employees health and safety is not at risk;
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use.
A person who is considered by the company to be competent will carry out all inspections and a record kept until the next inspection.

The company will also ensure that risks, created by the use of the equipment, are eliminated where practicable, or controlled by:

- Providing suitable guards, protective devices, markings, warning devices, emergency stop controls and PPE.
- Following safe systems of work and providing adequate information, instruction and training.

RISK ASSESSMENT

General Statement

The company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

Any employee who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.

Procedure for completing risk assessments

The purpose of the risk assessment will be to produce a safe system of work.

The rating system will include details of hazards classified according to the following criteria.

1. What is the potential **severity** of harm from the hazard? Death = 4
Permanent Injury = 3
Serious Injury = 2
Minor Injury = 1
2. What is the **likelihood of occurrence** of harm from the hazard? High = 4
Medium = 3
Low = 2
Insignificant = 1
3. **Risk Rating = Severity x Likelihood of Occurrence**

	Risk Rating
3 to 0	Insignificant
7 to 4	Low
11 to 8	Medium
16 to 12	High

Once the risk rating is calculated, control measures are implemented (such as using competent, authorised operatives) to reduce the risk and the work process will be re-assessed. If the risk rating is still high the work will not commence and additional control measures will be required.

Liaison with employees

Mr B Tanton has been charged with the responsibility for ensuring that all personnel who would require information on the range of hazards identified are trained on the risk assessments appropriate to their employment. This is conducted during company induction training and as required when new risk assessments are produced by the competent person on site.

Training provided to:

- (a) All employees, direct and non-direct contractors
- (b) Personnel from the relevant statutory authorities who require access to the company's working environment

WELFARE FACILITIES

General Statement

It is the policy of the company to ensure the health, safety and welfare of all employees, so far as is reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences as required under current CDM regulations.

The person responsible for the implementation of this policy is Mr Ben Tanton.

Arrangements for Ensuring the Health and Safety of Employees Provision of facilities

Appropriate sanitary conveniences will be provided throughout the workplace. Sufficient numbers of conveniences will be available for men and women.

Where employees are required to work off site, arrangements will be made by the Contracts Manager or Safety Advisor to ensure that facilities are available. These arrangements will be communicated to employees before commencement at the workplace concerned.

Where showers are required for reasons of health and safety these will be provided and maintained in safe condition and must only be used by authorised personnel.

Appropriate facilities for disabled personnel will be provided where the need arises.

Maintenance of facilities

Arrangements will be made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon as is reasonably practicable. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented.

Water temperatures will be controlled to ensure the health and safety of users. Where adequate temperatures are not maintained a responsible person must be notified immediately.

Use of facilities by contractors and visitors

Visitors and contractors must ensure that facilities are left in clean and tidy order.

Reporting problems

Any defects in washing and sanitary facilities must be reported immediately to the Safety Advisor for investigation and action.

SAFE SYSTEM OF WORK

In order to assist the company in maintaining suitable washing and sanitary facilities the following procedures must be followed.

1. Only use those facilities that you are authorised to use and for the intended purpose.
Hand basins should not be used for rinsing of mops or soiled rags, etc.
2. Leave the facilities in clean and tidy condition after use.
3. Report any defects or problems to the Safety Advisor.
4. Ensure that spillage of water or other slip hazards are cleared up immediately.

5. Use sanitary disposal units for their intended purpose.
6. Do not leave spare toilet rolls or towels, etc. on the floor. Keep them in their designated locations.
7. Inform management of any special needs in relation to provision or use of sanitary or washing facilities.
8. Inform visitors and sub-contractors of facilities, which are available to them.

SUMMARY POLICY STATEMENT

To ensure that suitable and sufficient washing and sanitary conveniences are maintained, the three points listed below should be followed:

1. Use washrooms and toilets only for their intended purpose
2. Clean up after yourself and ensure that all facilities are left in clean and tidy order
3. Report any damage, blockage, leakage or other defect to a responsible person without delay.

YOUNG PERSONS

General Statement

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

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

Training and Supervision

The company recognises that training, coupled with proper supervision, is particularly important for young people because of their relative immaturity and unfamiliarity with the working environment. The company will ensure that an assessment is made of the individual's ability prior to training and that training is provided to bring that individual up to an appropriate level of competence.

Employees' concerns regarding young persons in the workplace should be addressed to a responsible person (site supervisors, Safety Advisor or contracts manager), and measures will then be taken to investigate the circumstances and provide a solution.

Mr Ben Tanton will have the responsibility for ensuring that the provisions of this policy are met.

Pupils and young person's on work experience

All reasonable steps will be taken by the company to secure the health and safety of young persons working for the company or placed with the company on work experience programmes.

There will be thorough preparation before pupils/students arrive, enabling a risk assessment to be undertaken of any hazards to which they may be exposed.

On arrival at the employer's premises a thorough induction will be undertaken, not only to provide an introduction to work experience and the world of work, but to explain any health and safety rules, regulations and precautions that must be taken.

Young person's on placement (from college, school, etc.)

The company will ensure that:

1. Pupils are fully briefed
2. Staff at all levels, who will be involved in the exercise, know exactly what their responsibilities are and have clear details as to the extent of the work which may be undertaken.

The company will identify the activities in which the pupils/students are to be engaged and ensure that all risks are controlled and a safe system of work implemented.

The company will also determine whether it will be necessary to impose any limitations or special arrangements on medical grounds (e.g. where a student suffers from asthma, defective colour vision or hearing impairment, etc.).

Measures to be taken for young person's working on construction sites

Workforce to be briefed on young person's employment, with reference to their inexperience, immaturity, lack of awareness of risks and lack of training.

All work operations to be carried out under close supervision at all times

Competent person to issue PPE (safety boots, high visibility vest, safety helmet) and train in correct use

Do not operate plant equipment

Do not expose to hazardous substances that are rated as carcinogenic, toxic or radioactive

Do not operate power tools due to the risk of injury from vibration

Do not work in confined spaces

SAFE SYSTEM OF WORK

In addition to the specific training they will need to carry out their assigned work tasks, young persons need to be aware of the following general rules for safeguarding their safety and the safety of others.

1. Games and practical jokes are not appropriate in the workplace. Potentially serious injuries could result from such conduct.
2. Work areas and gangways need to be kept tidy. Do not leave things lying where people could trip or bump into them.
3. Good hygiene and the use of barrier creams where appropriate, are needed to prevent risks to health and safety from dangerous articles and substances in the workplace.
4. PPE must be used and kept in a good condition.
5. Running in the workplace can be dangerous and is prohibited. Pedestrian routes must always be used.
6. Lifting and carrying will be carried out correctly after proper training.
7. Hazard warning signs for harmful substances need to be recognised and the instructions of the supervisor followed.
8. Do not operate plant equipment

9. Do not operate power tools due to the risk of injury from vibration
10. Care must be taken when handling flammable substances and smoking prohibitions must be observed. Carelessly discarding rubbish or smoking materials presents a fire hazard.
11. Any injury must be reported.
12. Be aware of emergency and first-aid arrangements.

Risk Management Plan

Step 1: Risk identification

Risk identification is the crucial starting point in creating an effective risk management plan in the construction sector, where risk refers to the possibility that a hazard may cause injury, illness, damage, or other harm to someone. This phase involves a proactive approach to identify all possible sources of uncertainty and risk that could affect the project's success.

There are various possible risks in construction, related to safety, health. Examples include:

incidents during work execution: construction sites are inherently dangerous, and there are many ways workers can get injured. Falls from heights, slips, exposure to dust or chemicals, trench collapse, contact with plant, confined spaces burns, underground services, abrasive wheel sand electrical accidents are just some of the possible causes of incidents, including fatal ones, during work activities on site;

It is important to emphasize that risks can vary from project to project. Therefore, it is crucial to carefully analyse the specific context in which the project will take place already in the project planning phase to identify specific potential risks.

Risk identification can be carried out through:

brainstorming sessions involving the project team (Safety team, engineers, project managers, directors etc.). During these sessions, participants share their experiences and perspectives to identify a wide range of potential risks. The goal is to promote an open and creative discussion that brings to light even less obvious but equally significant risks;

analysis of past experiences: analysing past experiences is another effective method for identifying risks in the construction industry. By examining previous projects, typical critical points that caused problems or delays can be identified. This allows the team to learn from past mistakes and take preventive measures to mitigate similar risks in future projects.

Step 2: Accurate risk assessment for construction work

Once risks have been identified, it is essential to assess them accurately: risk assessments for construction work is very important because it allows for identifying prevention and protection measures for workplace safety before actual work begins. This step involves defining risks within the construction works by assigning probabilities and impacts. Assessing risks allows prioritising them based on their severity and likelihood of occurrence, enabling resources to be concentrated where they are most needed.

To adequately develop a risk assessment, it is advisable to ask a series of questions:

What could happen?

What circumstances must occur for the hazard to materialize?

What are the consequences if nothing is done to correct the hazard?

What is the likelihood of the consequences occurring?

What can you do to control the risk?

Are you effectively controlling the risk, or do you need to take additional measures?

There are different types of risk assessments:

qualitative, where risk levels are classified as high, medium, or low, assessing their severity and likelihood of a hazard;

generic, considers hazards for a single activity, which can then be used if that activity is carried out on different sites;

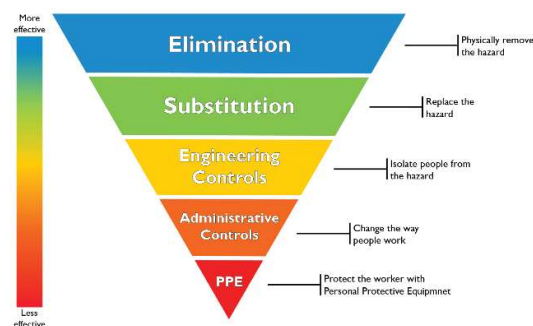
dynamic, if one is in a continuously evolving situation, this risk assessment process frames unknown and uncertain risks.

A risk assessment thus allows determining who is at risk, increasing awareness of risk and potential hazards, and determining whether existing measures are adequate to control the risk or if additional measures need to be taken.

Step 3: Risk mitigation

Once risks have been assessed in the context of the construction project, it is essential to develop and implement effective strategies to mitigate them. Risk mitigation is a process aimed at reducing the likelihood of occurrence or the impact of identified risks, in order to protect the project's success and the company's interests.

Implementing safety procedures, such as staff training, the use of personal protective equipment, continuous monitoring, and strict adherence to safety regulations, can significantly contribute to mitigating health and safety risks on site.



ABRASIVE WHEELS

General Statement

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with cutting/grinding machines, which incorporate abrasive wheels. This policy requires the total co-operation of all members of management and staff, and the person responsible for its implementation is Mr Ben Tanton.

Arrangements for ensuring the Health and Safety of Employees

The company will:

1. Carry out an assessment of the work activity
2. Take measures to reduce the risks found as a result of the assessment
3. Ensure that all equipment used for cutting/grinding operations is maintained in good condition and is suitable for the task
4. Advise all employees, including new employees, who work, or will work with abrasive wheels of the risks to health and safety and of the results of risk assessments
5. Provide training on use of equipment and changing abrasive wheels
6. Certificate employees to change abrasive wheels

Procedures for dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of abrasive wheels, the company will:

1. Take all necessary steps to investigate the circumstances
2. Take corrective measures where appropriate
3. Advise the employee of actions taken.

Where a problem arises in the use of abrasive wheels, or equipment the employee must adopt the following procedure:

1. Place the defective equipment out of use and inform co-employees.
2. Inform their supervisor immediately.
3. In the case of an accident or emergency, get first aid and follow company procedures.

Information and Training

The company will give sufficient information, instruction and training to ensure the health and safety of Employees who use abrasive wheels. This provision also applies to persons not in direct employment such as temporary staff. Training in the use of abrasive wheels will include aspects of health and safety legislation in particular the Provision and Use of Work Equipment Regulations.

SAFE SYSTEMS OF WORK

The main types of injury concerning the use of abrasive wheels are those which result from flying particles, those which occur when an abrasive wheel bursts and those which are caused by contact between the wheel and the operator's hand. The risk of accidents and injuries can be reduced by adopting the following precautions:

1. Make sure all persons who are, or will be, using abrasive wheels are adequately trained and authorised to change grinding discs.
2. Ensure that all grinding machines, cutting machines and abrasive wheels are maintained and in good working order.
3. Select the right abrasive wheel for the job. The best advice can often be obtained from the manufacturer or supplier.
4. Make sure that grinding wheels are not operated at excessive speed. Both machines and wheels must be marked with their maximum operational speed. (Over-speeding can cause wheels to burst or disintegrate.)
5. Faulty mounting can also cause wheels to burst. Ensure that all abrasive wheels are mounted by certificated, competent persons. Damaged wheels will not be used.
6. Guards should be securely attached to the body of the grinding machine and be strong enough to withstand the impact of flying fragments, should a wheel burst.

COMPRESSED GAS CYLINDERS

General Statement

All reasonable steps will be taken by the company to secure the health and safety of employees who work with compressed gas cylinders (transportable gas containers) and associated plant and equipment.

The company acknowledges that health and safety hazards may arise from the reception, transport, distribution, storage, use and/or disposal of any compressed gas cylinder or gas contained within it. It is the intention of the company to ensure that any risks are reduced to a minimum. Adequate training will be given and the correct information on safe working procedures will be supplied to each employee handling compressed gases.

The implementation of this policy requires the complete co-operation of all members of management and staff. The person responsible for implementing this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The company will:

1. Carry out an assessment of each operation to note any risks with substances, plant or equipment that may affect the worker or the environment
2. Take all necessary measures to reduce to a minimum any risks highlighted as a result of the assessment
3. Introduce changes in work procedures where possible to reduce the risk to the worker or the environment
4. Introduce safety devices into the plant and equipment or supply all necessary PPE in order to minimise the risk of injury or damage to persons, plant or the environment

5. Provide employees with accurate information on the safe use of compressed gas cylinders (transportable gas containers) and gases and the plant and equipment used in conjunction with them.

Procedures for dealing with Health and Safety Issues

When a matter related to health and safety is raised by an employee regarding the safe use, etc. of working with compressed gas cylinders (transportable gas containers) and gas contained within them, the company will:

1. Investigate the circumstances of the enquiry or complaint
2. Take the necessary corrective measures where appropriate
3. Advise the employee of the action taken.

Where a problem arises regarding either the use of compressed gas cylinders (transportable gas containers), gases contained within them or plant and equipment used with them, employees must adopt the following procedures: - inform their supervisor immediately - in the case of a health condition, advise the company and their own general practitioner.

Information and Training

The company will provide sufficient information, training and instruction as is necessary to ensure the health and safety of Employees involved in the use or handling of compressed gas cylinders (transportable gas containers), gases and plant or equipment used with them.

SAFE SYSTEM OF WORK

Badly located equipment or incorrect positioning of plant and equipment can result in discomfort and in some cases permanent disability. Poor planning of the working procedure can also add to these conditions. These situations can be avoided by adopting some simple precautions.

1. Follow any safe system of work or other procedure which has been devised for the task.

2. Be aware of safety devices installed in the plant or equipment.
3. Use any PPE provided and ensure that it is properly maintained.
4. Do not allow modification of or tampering with gas cylinders, or plant and equipment used with them.
5. If any faults in the equipment are apparent, cease work and report to their supervisor.

SUMMARY POLICY STATEMENT

Compressed gas cylinders (transportable gas containers) are widely used throughout the working environment, providing an essential part of many construction processes. These can be used safely by following these basic principles.

1. Handle all compressed gas cylinders carefully, keeping them upright and secured in transit and protected from excessive heat.
2. Provide adequate information to employees involved in the handling or use of compressed gas cylinders to enable them to identify and understand the risks associated with each product being handled.
3. Implement procedures for all employees working with compressed gas cylinders to enable them to carry out their work in a safe and effective manner.

CONFINED SPACES

General Statement

It is the policy of the company to take all reasonable steps to secure the health and safety of those persons in our employ who are required to make entry into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the company to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members of management and staff. The person responsible for implementing this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The company will:

1. Provide such information, instruction and training as is necessary to enable the appointment of "competent persons" capable of carrying out risk assessments when entry into confined spaces is planned
2. Maintain a documented permit to work system which must be used when it is assessed that an entry into confined spaces permit system is required
3. When entry into confined spaces is required for employees:
 - Maintain/hire sufficient serviceable sets of appropriate breathing apparatus, safety harnesses, winches and tripods to ensure safe entry where there is danger from gases, fumes, vapours, etc. or where there is liable to be a deficiency of oxygen
 - Provide training in the use of safety equipment for those employees who may be required to use such equipment when working in confined spaces

4. When entry into confined spaces by contractors and sub-contractors (including the self-employed) is required:
- Ensure that only serviceable sets of approved breathing apparatus, safety harnesses, winches and tripods are used so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc. or where there is a deficiency of oxygen
 - Ensure that users of the equipment have received adequate training in its use
 - Provide such equipment and resources as are necessary to safely carry out entry into confined spaces.

Procedures for dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety associated with work in confined spaces, the company will:

1. Take all necessary steps to investigate the circumstances
2. Take corrective measures where appropriate
3. Advise the employee of actions taken.

Where a problem arises associated with work in confined spaces, the employee must adopt the following procedures:

- a. Inform their supervisor immediately
- b. In the case of an adverse health condition, advise the company and their general practitioner.

Information and Training

The company will provide sufficient information, instruction and training as is necessary to ensure the health and safety of Employees who are required to enter into confined spaces.

SUMMARY POLICY STATEMENT

When the proper precautions are adhered to, there is no reason why employees should not safely enter confined spaces during the course of their work. Following the three steps below will help to ensure that work is without significant risk:

1. Find out as much information about the confined space as possible, including details of any previous contents and their associated hazards
2. Never enter a confined space without the knowledge of others, without having the correct safety equipment and without a "top man" being present
3. Adhere strictly to the rules of any permit to work system that applies.

EXCAVATIONS

General Statement

Each year in the construction and building industry, men are killed in unsupported excavations and trenches.

The company risk assessments and method statements for excavating and working in excavations must be followed during excavation and trenching work. Any deviation from these documents must be agreed with the Safety Advisor or Contracts Manager prior to works commencing. The person responsible for the implementation of this policy is Mr Ben Tanton.

Collapse of Excavations

All excavations no matter how shallow, that are liable to collapse, **must be supported**, or battered back before any person enters the excavation.

Causes of Collapse

- Simple mechanical failure of the ground, because it cannot support its own weight.
- Breakdown of the strength of the soil by rain or frost.
- Failure caused by vibrations from nearby plant or vehicles.
- Failure due to weight of material stacked nearby.
- Failure due to variations in the ground, for example pockets of sand.
- Failure due to previous excavations.
- Failure due to sides of excavation being struck by loads, as they are lowered into the excavation.

Preventing Collapse

The only ways to prevent excavation collapse are:

- Batter the Excavation
- Support the Excavation

Supporting the Excavation

There are various methods of supporting excavations and trenches, depending upon the depth, type of ground etc. These may be broadly categorised as follows:

- Trench Sheets and Timber or Steel Trench Struts.
- Hydraulic Struts.
- Shields or Drag Boxes.
- Boxes or Lining Systems.
- Sheet piles.
- Special systems.

Inspection

Excavations **must be** inspected by a competent person before anyone enters them, after any event likely to have affected the strength or stability of the excavation and after any fall of earth, rock or other material.

SAFE SYSTEM OF WORK

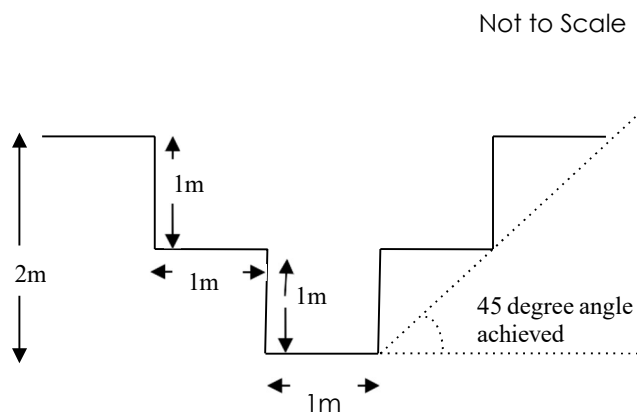
Before excavation commences service drawings will be checked and the area will be scanned with a cable detector, services identified will be marked out. An adequate supply of material to support the excavation **must be** available on site, **BEFORE** work on the excavation begins.

Excavations will generally be carried out with mechanical excavators, except within 0.5m of existing services where hand digging will be utilised. Hand digging around live electric cables will be carried out using an insulated shovel. All excavations will be kept open for the minimum possible period and backfilled as soon as possible.

All excavations personnel are required to enter, deeper than 1m (approximately waist deep) will be made safe by carrying out one of the following measures to prevent the excavation collapsing:

Support will be provided to the excavation using trench boxes, manhole boxes, or braced trench sheets.

Excavate to reduce the depth to 1m, over the width of the excavation, which will ensure that there is no overburden on the active wedge. That is, within a line making an angle of 45 degrees to the vertical from the bottom of the trench, as per the diagram. These trenches will then not require trench boxes, or trench sheets.



If unexpected ground conditions are encountered i.e. free running sand or chalk the prescribed method may require amending. In these circumstances a separate addendum to the method statement will be issued

Netlon fencing will be erected around excavations up to 2m deep whilst attended, deeper excavations will be "Heras" fenced. All excavations will be securely fenced prior to leaving site.

All excavations left open overnight in trafficked areas will be covered with road plates.

FORKLIFT TRUCKS/TELESCOPIC HANDLERS

General Statement

All reasonable steps will be taken by the company to ensure the health and safety of employees engaged in or affected by lift truck operation.

The company fully recognises and acknowledges that health and safety hazards will arise from the use of lift trucks. It is the company's intention to ensure that all risks are reduced to a minimum and will give adequate information, instruction, training and supervision. The person responsible for implementing this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The company will:

1. Carry out an assessment of all tasks involving lift trucks, taking into account the differing types and capacities of trucks, the continually changing working environment, the employee and the variety of substances transported or handled
2. Take necessary measures to remedy risks found as a result of assessment
3. Review lift trucks in operation and ensure suitability for the task
4. Arrange for the free supply of statutory PPE where specifically required for lift truck operators
5. Advise existing employees, visitors, general public and employees operating lift trucks of the risks to health and safety and how these are to be avoided.

Procedures for dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of lift trucks, the company will:

- Investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises in the use of a lift truck the employee must adopt the following procedures:

- Park the lift truck in a safe position on firm, level ground, immobilise the truck and remove the key and inform the supervisor immediately
- In the case of an adverse health condition, advise the company and their general practitioner.

Information and Training

The company will give sufficient information, instruction and training to ensure the health and safety of employees who operate lift trucks. This provision also applies to persons not in direct employment such as temporary staff.

The company will only use lift truck instructors validated and registered by the Construction Industry Training Board to satisfy this requirement.

SAFE SYSTEM OF WORK

The company will provide, select and maintain the appropriate types of lift truck of the correct design, capacity and energy source to meet the safe activities of the business.

Unnecessary risks and accidents can be avoided by adopting the following precautions:

1. Only competent, certificated, authorised operators shall be allowed to use lift trucks.
2. Ensure that the truck is checked prior to use and an equipment safety/maintenance sheet (PUWER requirement) is completed. This includes:
 - A walk round visual inspection for damage
 - Checking levels of fuel, hydraulic fluids, tyre pressures etc.
 - Checking motions, i.e. steering, pedals, operation of forks, horn, etc.
3. Immediately report any faults, unsuitable loads or defective pallets to the supervisor. Operators should not carry out any repairs.
4. Arrange for broken or damaged pallets to be replaced.
5. Adjust seating to ensure comfort and clear vision.
6. Check load stability before lift. Only lift loads within the truck's capacity.
7. Only load vehicles when it is safe to do so, i.e. when no one is standing close to the vehicle.
8. Stop people walking underneath the load.
9. Ensure forks are fully engaged in the load.
10. Carry loads close to the ground with the forks tilted back.
11. Always look in the direction of travel.
12. If a bulky load restricts vision, slow down and travel in reverse (except when travelling up a slope).
13. Keep to level ground where practical.
14. On sloped surfaces travel with the load facing uphill (this entails reversing to travel down slopes). Travel slowly when descending slopes.
15. Keep to the site speed limits and adjust speed for adverse weather conditions.
16. Sound horn at blind corners and at other potential danger spots to warn pedestrians
17. Keep a safe distance from the vehicle in front.
18. Do not carry passengers on the lift truck.
19. Observe the traffic management systems, e.g. one way systems.
20. Stack/de-stack with parking brake applied.
21. When leaving the truck even for a few seconds, ensure that it is in neutral with the parking brake on, forks lowered and remove the key. Do not leave trucks unattended on a gradient.
22. Report accidents or symptoms of ill health as soon as possible.

Safety Measures on Public Highways

Special measures need to be taken where lift trucks operate on the public highway. Enforce the following measures:

1. Ensure the lift truck is roadworthy, taxed, insured and fitted with lights, indicators, mirrors and a registration plate.
2. Remove forks or carry a high visibility pallet, properly secured to alert oncoming traffic.
3. Ensure that the operator of a lift truck of less than 7.5 tonnes gross weight has a current driving licence.
4. Ensure that the operator of a lift truck of more than 7.5 tonnes gross weight has a current LGV Group C licence.
5. Only allow trucks to travel to adjacent sites in the immediate vicinity - up to 900m is acceptable.
6. If a distance greater than 900m is to be travelled inform the DVLA, as special licensing regulations will apply.
7. Consult local traffic police for assistance if necessary.

SUMMARY POLICY STATEMENT

Lift trucks form an integral part of the construction workplace. They can be used in complete safety where appropriate control measures are observed. The three most important steps are to:

1. Ensure that only competent, certificated, authorised operators are allowed to use lift trucks
2. Plan daily, routine and major servicing to maintain safety
3. Always operate lift trucks consistent with the type of load and conditions prevailing.

FLAMMABLE LIQUIDS

General Statement

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with flammable liquids. The company acknowledges that health and safety hazards may arise from the use of flammable liquids. It is the intention of the company to ensure that any risks are reduced to a minimum. The implementation of this policy is the responsibility of Mr B Tanton and requires the total co-operation of all members of management and staff.

Arrangements for Ensuring the Health and Safety of Employees

The company will, in consultation with Employees and their representatives:

1. Carry out assessments of work activities
2. So far as is reasonably practicable, take measures to reduce the risks found as a result of assessments
3. Ensure that all storage and transport vessels are appropriate and adequate
4. Provide suitable and well-maintained emergency fire-fighting equipment

5. Advise all employees, including new employees, who work or will work with flammable liquids of the risks to health and safety and the results of assessments.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of flammable liquids, the company will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises in the use, handling or storage of flammable liquids, the employee must adopt the following procedure:

Inform a responsible person immediately, usually a supervisor or manager in the case of an accident or emergency; respond quickly and efficiently to ensure the appropriate action is taken.

Information and Training

The company will give sufficient information, instruction and training to ensure the health and safety of employees who use flammable liquids. This provision also applies to persons not in direct employment such as visitors, temporary staff and contractors.

Training in the use, handling and storage of flammable liquids will cover aspects of the current health and safety legislation.

SAFE SYSTEM OF WORK

The main hazards involving flammable liquids are fire, explosion, toxic vapours and toxicity or dermatitis due to contact with the skin. The risk of accidents can be reduced by adhering to the requirements of the current Regulations and by adopting the following precautions.

1. Make sure that all persons who are, or will be, using flammable liquids are adequately trained.
2. Ensure that leaks of liquid or vapour cannot occur, by using containers which are adequately sealed and undamaged.
3. Where drums are stored in an open air compound, the compound must be securely fenced and surrounded by a bund sufficient to contain the contents of the largest drum plus 10%.
4. Transfer of liquid from one vessel to another should be carried out in the open air using proprietary syphon devices or funnels, drip trays and with suitable protective clothing worn.
5. Ensure there is adequate ventilation where flammable liquids are used in enclosed areas. The standard of ventilation will depend on the nature of the work and the particular substance in use.
6. Where flammable liquids are used or stored, make sure that no sources of ignition are present, such as naked lights or unprotected electrical equipment. Smoking must be prohibited and notices displayed to that effect.
7. Make sure that all fire-fighting equipment is well maintained, suitable and readily available for use. Employees who use flammable liquids must be trained in the use of fire extinguishers and any other measures to be taken in an emergency.

8. Ensure workplaces are kept free from rubbish and waste material at all times. Waste flammable liquids must be disposed of immediately.

SUMMARY POLICY STATEMENT

To reduce the risk of accidents involving flammable liquids, three important steps should be followed:

1. Make sure that all personnel are adequately trained in the use of flammable liquids, including emergency procedures
2. Ensure that all equipment used for conveying or storing flammable liquids is adequate and suitable fire extinguishers are readily available and easily accessible
3. Ensure that any equipment defects, spillages or accidents are reported immediately to a responsible person.

LIFTING OPERATIONS

General Statement

The use of cranes and excavators for lifting operations is an important part of the company's activities. Planned lifting operations rarely lead to accidents. It is the more casual use of cranes or excavators to perform apparently simple tasks that all too often result in serious injury and expensive damage.

Detailed planning and preparation is essential if the work is to be carried out safely and efficiently. The Appointed Person for all lifting operations is Mr Ben Tanton. The person responsible for the implementation of this policy is Mr Ben Tanton.

The Lifting Operations and Lifting Equipment Regulations (LOLER)

The main aim of the Regulations is to reduce risks to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regulations (See section titled PUWER).

General Requirements of the Regulations

The Regulations require that lifting equipment provided for use is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organised and performed by competent people;
- Subject to ongoing thorough examination and, where appropriate, inspection by a competent person

What equipment is covered by the Regulations

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This includes cranes, forklift trucks and excavators. The definition also includes lifting accessories such as chains, slings eyebolts etc. If any employees/sub-contractors provide their own lifting equipment this is also covered by the Regulations.

LOLER Requirements

Ensure that all lifting equipment is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached must be suitable
- Positioned or installed to prevent the risk of injury e.g. from the equipment or the load falling, or striking people
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, will be similarly marked
- Lifting operations will be planned, supervised and carried out by competent employees
- Where equipment is used to lift people it will be marked accordingly, and it will be safe for such purposes
- All lifting equipment used by the company will be subject to a thorough examination

every 12 months, unless, the equipment is used to lift persons then the period will be 6 months. A competent person will undertake these examinations.

Copies of LOLER and the Approved Code of Practice are available from the Safety Advisor and in the office.

PREPARATION AND PLANNING

All lifting operations should be carefully planned and a safe system of work adopted. The safe system should be communicated to all persons involved in the lifting operation.

Planning should consider a wide range of factors including:

Crane Selection

Initially the appointed person will have to select the type of crane to be employed. Each type of crane has certain features that usually dictate the most suitable for a particular application.

Crane Positioning

The positioning of a crane requires precision. It is a statutory requirement that there is a minimum of 600 mm clearance between any slewing part of the crane and any fixed installations. If this is not practicable then access will be prevented. Crane foundations must be adequate to support the loads imposed.

Underground hazards arise from cellars and basements, recently filled excavations, buried pipes and mains etc must be dealt with. It is imperative that the loading on an outrigger jack is ascertained from the hire company prior to positioning a crane.

Overhead Power Lines

Comply strictly with the section on overhead power lines in this policy

Lifting Equipment

- A competent, authorised person shall operate lifting equipment.
- It is illegal to carry passengers on any plant or in the cab unless there is a proper seat provided.
- A competent slinger/signaller must be in attendance during all lifting operations.
- Always stand well clear of plant unless you have a particular task to do and remember the operator cannot see immediately to the rear.
- Operators must be aware of other plant and personnel working in close proximity.
- Watch out for overhead power lines - do not pass, unless within the confines of the 'goalposts' and with a banksman in attendance.
- Loads must never be left suspended in the absence of the operator.
- The engine should be switched off and the key removed when plant is unattended.
- Remember that equipment should only be used to perform the task for which it is designed.
- All lifting equipment must have an up-to-date test certificate and the correct documentation before starting work.

Lifting Ancillaries

Tackle for lifting is in daily use on most construction sites, it is vital that all equipment used is appropriate for the job.

Chains

- Select the right chain for the job and check for deformity, cracked or cut links.
- Make sure it is marked with the safe working load (Buxted tag) which must not be exceeded.
- Never tie a knot in a chain to shorten it.
- Use only for their intended purpose, do not abuse.

Slings

- Select the right sling for the job. Ensure it is marked with the safe working load and suitable for the load to be lifted.
- Reject slings if there is any sign of wear or damage.
- Protect slings with suitable packing from the sharp edges or comers of the load.

Hooks

- Check for distortion, cracks, cuts, and dents.
- If the hook has opened more than 1/5th of its original dimensions it should not be used.
- Ensure safety catches are not broken and operate freely.
- Only use safety hooks or "C" hooks.

Eye-Bolts

- When using an eyebolt ensure it is the right type
- Examine eye bolts for damaged threads, cuts, cracks or dents.
- Use a shackle if the hook does not fit into the eyebolt.

Shackles

- Use the right type for the job and make sure it is marked with its safe working load which must not be exceeded
- Carefully examine for damage or distortion.
- Always screw the pins right in and then back off a quarter turn. Check that the pin does not come loose in use.
- Only use the original pin provided with the shackle to secure the shackle.

Slinging

- All slinger/signallers must be competent and authorised.
- Check lifting gear prior to use and after use.
- Lifting tackle is not to be used unless its safe working load is marked clearly on it.
- The combined weight of the load and lifting gear must not exceed the safe working load of the crane/excavator.
- Loads should be lifted and landed in a manner that avoids damage to the lifting equipment.
- Never tie knots in chains or shorten them by using nuts and bolts.
- Ensure that all hooks used are either of the "C" type or fitted with an effective and working safety catch.
- Protect lifting gear by using packing where necessary.
- Always place the lifting hook centrally over the load.
- Always remove your hands from chains and slings before the weight is taken up.
- When giving signals stand where you can clearly see the load and clearly be seen by the crane operator.
- Use only recommended signals, make sure they are clear and precise and agreed with the crane/excavator operator.

- Lift the load a few inches from the ground to check the slinging before hoisting.
- Keep all persons not involved in the lifting operation away from the area of lift.

MACHINERY

General Statement

The company will take all reasonable steps to ensure the safety of employees working with machinery, as well as ensuring the safety of others who may be affected by the machinery. The company will liaise with suppliers to ensure that any new machinery is supplied to work in a safe manner. Should employees identify problems relating to machinery, they are to stop work, isolate the machinery and inform the supervisor.

The implementation of the policy needs the co-operation of all management and staff. The person responsible for implementing this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of employees

The company will:

- Carry out a risk assessment on all new machinery introduced to the workplace.
- Carry out an assessment of any chemicals involved with the machine and its use, maintenance or cleaning.

Information and Training

The company will give the information, instruction and training necessary to ensure the health and safety of all operators and any others affected by the machinery. Managers responsible for supervising the operation of the machinery will be appropriately trained.

SAFE SYSTEM OF WORK

1. Machinery will be maintained in good working order. This will include planned preventive maintenance (e.g. changing worn parts regularly before they cause damage) and periodic maintenance (e.g. greasing).
2. Personnel who use machinery and all supervisors will have adequate and readily comprehensible health and safety information and training in its use.
3. The company will ensure that measures are taken to:
 - Provide information, instruction and training to all personnel and supervisors.
 - Prevent access to any dangerous part of machinery.
 - Stop the movement of any dangerous part of machinery before allowing a person to enter a danger zone
 - Ensure PPE is used, where required when using a machine.
4. All machinery will have suitable controls including a method of starting, restarting, stopping and the method of emergency stopping. These controls will be clearly visible, marked and identifiable.

SUMMARY POLICY STATEMENT

The use of any machinery can involve risks. These are minimised by the following actions:

- a) Training personnel and supervisors in the correct method of using the machine.
- b) Correct guarding the machine and all dangerous parts and correct continual use of the guards.
- c) Maintaining machinery in good working order including planned preventative maintenance.

OVERHEAD POWER LINES

General Statement

Overhead electrical power lines constitute a potential hazard on any construction or demolition site. Crane jibs, excavators, tipping lorries or scaffolding tubes accidentally touching live overhead lines is a frequent cause of serious personal injuries and one third of all such accidents are fatal.

The company acknowledges the danger involved in working in the proximity of overhead power lines and it is the company's intention that the inherent danger be minimised. The person responsible for the implementation of this policy is Mr Ben Tanton.

Arrangements for Securing the Health and Safety of the Workforce

During site planning the presence of overhead power lines must be taken into account since vehicles, plant and equipment must not be allowed to be in a position within 15 metres of overhead power lines on steel towers or 9 metres in the case of wooden poles.

At the earliest opportunity the electricity supplier will be consulted since it may be possible for the power to be diverted, and as much time as possible will be allowed for this work to be done. If the power lines cannot be diverted or made dead then advice will be sought from the electricity supplier and precautions, depending on the nature of work on site will be implemented.

SAFE SYSTEM OF WORK

The following safe system of work must be adhered to:

- a. **Where no work has to be carried out or plant to pass under the lines** then barriers will be erected parallel to the overhead line not less than 6 metres distance from it. The barriers will be surmounted by coloured bunting which forms an additional warning. If access is only possible from one side then a barrier on that side is sufficient. **In all cases check with the electricity board.**
- b. **Where plant may pass under the line** the area where they must pass should be as small as possible and not more than 10 metres wide. The passageway will be clearly defined by using fencing barriers and goalposts. The goalposts will be of rigid construction and of a non-conducting material i.e. wood or plastic. Warning notices will be provided to advise of the hazard and to give the crossbar height. **In all cases check with the electricity board.**
- c. **Where work will be carried out under the overhead line** it will be necessary to consult the electricity board and the HSE for guidance on the type of additional precautions to take. Access for plant and materials and the working of plant must be under the direct supervision of a responsible person appointed to ensure that safety precautions are observed. Plant such as excavators or cranes must be modified by the addition of suitable restraints so that they cannot reach into the danger area.
- d. The Health and Safety Executive Guidance Note GS 6 will be used as a guide by all company personnel working in the proximity of overhead power lines.

PILING OPERATIONS

General

Piling Operations are recognised within the company as being a source of danger if carried out incorrectly, or if employees become complacent. Piling incorporates many different work methods therefore this section should be read in conjunction with other sections in this Safety Policy in particular the section on Lifting and the method statement for the work being conducted.

The responsibility for implementing this policy is Mr Ben Tanton.

Safety in Piling Operations

Driven Piling

This topic refers to any hammer driven piling operation, commonly these will be hydraulic, diesel or drop hammers.

1. Keep clear of all loads being hoisted.
2. Keep hands and feet clear when pitching pre-formed piles or casings.
3. Always use the safety bar (monkey pin) when working under the hammer.
4. Always wear ear protection whilst driving is in progress. Long exposure to loud noise damages hearing for life.
5. Make sure the driver can see you, or knows what you are doing at all times.
6. Always use the safety harness and line when there is a risk of falling from height unless you are on a fenced off platform.
7. Always have a banksman when manoeuvring the rig, particularly during reversing.
8. Keep work areas tidy avoiding trip hazards.

Pile Bore Protection

All excavations should be protected to prevent people accidentally falling in. This includes empty, partially filled or un-set piles.

1. Temporary casing should be inserted into any open bore-hole for support as soon as possible.
2. Where possible try and keep the temporary casing 1m above ground level.
3. Never allow a build-up of spoil around the temporary casing.
4. Keep spoil as far back from the bore-hole as possible.
5. Entry into a bore-hole less than 750mm in diameter is prohibited.
6. When it is necessary to enter a bore-hole special precautions must be in force.
7. The pile bore must be protected to prevent anybody falling down it.
8. Protect open bore-holes by the use of barriers and warning signs, purpose made covers or leave the auger in the mouth of the bore.
9. Never protect a bore-hole by placing a piece of ply-board over it.
10. After pulling the casing the pile must be back-filled or protected.
11. Do not leave exposed re-bar, protect with a protective plastic cap

Reinforcement and Pile Cages

There are many dangers associated with the use, fabrication, placement and presence of steel reinforcement as used in the piling industry.

1. When offloading and stacking steel reinforcement make sure it is in a stable condition.
2. Always ensure that it is stacked on supports to allow re-slinging. Allow enough room around your working area.
3. Trestles should be strong enough and be stable at all times.
4. Before handling bars or cages ensure you are wearing hand and foot protection.
5. When manually lifting bars, adopt the proper lifting positions and procedures. Do not attempt to lift heavy bars on your own.
6. After tying, bend any protruding wire back into the cage.
7. When using cutting or burning gear ensure the correct goggles are worn.
8. Don't leave tying wire around the site as a trip hazard.
9. When lifting cages use only proper certificated lifting equipment.
10. Use tag lines where necessary.
11. Do not sling cages from the ties; only lift at designated lifting points.
12. For large cages use only purpose built lifting beams.
13. Keep fingers and feet well clear when lowering cages.
14. Minor cuts, grazes and puncture wounds are common injuries when handling reinforcement cages and tying wire, protect yourself and report all injuries.

Rotary Bored Piling

This topic covers all bored piling using kelly bar type rigs.

1. Always ensure rig is working on a firm and level platform.
2. Do not climb up the auger when plumbing the Kelly Bar.
3. Always stand well clear of the auger when drilling and discharging spoil.
4. Maintain good access to and from the bore-hole at all times.
5. Insert a temporary casing as soon as possible.
6. Always use safety pins in the twister bar when inserting the casing.
7. Keep people away from open bore-holes, always protect if left unattended.
8. Always ensure cages are slung correctly when being inserted in the bore-hole.
9. Keep fingers and feet well clear when inserting cages.
10. When it is necessary to enter a bore-hole special precautions must be in force.
11. Ropes and slings are subject to heavy wear, inspect frequently and replace as necessary.

PLANT EQUIPMENT

General

Accident statistics and reports produced by the Health and Safety Executive show that the construction industry has one of the highest rates of accidents in the country. Many of these accidents involve earthmoving plant, especially plant involved in the movement of materials on site.

The reports also stress very strongly that many of the accidents could have been avoided by better plant supervision, maintenance and organisation, and by greater care and attention on the part of individual operators.

Many plant related accidents can be prevented if earthmoving plant operators observe simple safety precautions and procedures.

The person responsible for the implementation of this policy is Mr Ben Tanton.

Responsibilities

Employees must comply with current legislation which affects their work, and in particular with LOLER and PUWER.

Plant operators particularly, have a great responsibility to ensure, when they are operating earthmoving plant machinery, that they observe safety precautions to prevent accidents to themselves and to others.

Manufacturers have a duty to design, build and test machines and equipment which is safe to use. It must be borne in mind however that a machine is only as safe as the person using it. Safe guards which are built into a machine are of little value if the equipment operator ignores them.

Safety Precautions

Plant operators who observe regular safety precautions are less likely to have accidents. They know that safety begins before the machine is started and that safety precautions do not end until the machine is correctly parked at the end of the working shift.

Safety precautions should be taken before, during and after operation. There are many precautions, which are common to all machines.

Earth Moving Equipment Operators

Before Operating

Whatever system of maintenance and servicing is employed by the company, operators of earthmoving machines have the responsibility of making sure that the machine is in a safe condition for work **before** operating it. This examination shall be recorded in the equipment safety/maintenance (PUWER) book kept with the equipment.

Regular daily maintenance is one of the best ways of ensuring that a machine is safe for work.

Precautions during Maintenance

Many types of accident occur repeatedly and are the result of not following machine manufacturers' recommendations and common sense machine maintenance rules and practices. The following points are particularly important:

1. Never remove guards or cowlings from machinery in motion, or work on unguarded machinery, which is in motion.
2. Always use authorised body supports for vehicles, and attachment supports for plant machines. Never work under vehicle bodies or machine attachments unless they are properly supported.
3. Never carry out maintenance work on hydraulic or air powered machine systems unless the pressure in the system has been fully released.
4. Never use flammable liquids such as petrol for cleaning purposes.
5. Never smoke near fuels or batteries
6. Always dispose of soiled cleaning rags, grease cartridges, etc. into waste disposal containers

Daily Maintenance

Typical daily maintenance should cover the following points:

1. Check engine oil, fuel, coolant (releasing pressure prior to removing the radiator cap), transmission oil, hydraulic oil.
2. Check the operation of the quick hitch system if fitted.
3. Inspection - general check of machine for signs of cracks, damage, leaks etc.
4. Clean windows, mirrors, cameras, lights and indicators.
5. Starting - before starting the engine check that:
 - Parking brakes are applied.
 - Gears are in neutral (out of gear).
 - All other controls are disengaged.
6. After starting always allow the engine to warm up at a fast idle speed
7. Check correct pressure gauge readings and charging circuit indicators.
8. Check correct operation of controls, switches, steering and brakes.
9. Adjust seat for comfort and efficiency and mirrors for proper rear view.
10. Complete the equipment safety/maintenance sheet; record and report any defects to supervisor
11. Lubrication as per manufacturers schedule or company requirements

When the operator is satisfied that the machine is safe to use, i.e. that it is functioning correctly complete the equipment safety/maintenance book (PUWER). Then report to the supervisor for the day's work instructions. Listen to instructions carefully, especially where these concern new work.

Where excavation work is to be carried out, check to see if there are any known

underground services or hazards, e.g. overhead electric cables in the work area. If there are, have them located and marked.

Before moving away from the parking area, check visually all around and move off carefully, particularly when reversing.

During Operation

1. Always check the working area for potential hazards, e.g. trenches, cables etc. and for other personnel working in the vicinity of the machine.
2. When climbing in or out of a machine cab, face the machine and use the steps and handrails provided. Never jump down from a machine except in an emergency situation
3. Always wear a seat belt if it is provided for use.
4. Always drive/operate at a safe speed which is consistent with site conditions.
5. Be alert to the presence of employees on foot, and to other vehicles/machines in the vicinity.
6. As work progresses be alert for new hazards, obstructions, soft ground, open excavations etc.
7. Never carry passengers in the cab unless seating is provided and never allow personnel to hitch rides in buckets, skips or any unauthorised positions on the machine.
8. Never disengage the gears to "freewheel" when the machine is in motion.
9. When travelling do not race other machines and never engage in "horseplay" when operating/ driving a machine.
10. Never reverse a vehicle/machine without being sure it is safe to do so (or under the direction of a banksman).
11. Always keep a safe distance from a tip edge and never tip over an edge except over an approved stop block.
12. When travelling any machine/vehicle always keep a safe distance from other plant/vehicles
13. Never use a mobile phone or Bluetooth device whilst operating a vehicle/machine.

When leaving a machine unattended for any reason, always drive clear of the working area, stop and apply the brakes, lower the attachments, disengage the gears and controls, stop the engine and remove the key.

After Operation

1. Park the machine on firm level ground wherever possible and always park clear of any excavations.
2. Apply the parking brake
3. Disengage the gears
4. Lower the attachments to the ground
5. Stop the engine
6. Always release the hydraulic pressure in circuits by operating the controls
7. Remove the ignition key and lock the cab and windows

NOTE: Taking this type of safety precaution will avoid exposing children and trespassers to risks On machines with air operated controls, released the air pressure from the air reservoir.

Always clean down any accumulations of soil from the machine, paying particular attention to the track assemblies on crawler machines.

In severe winter conditions operators of crawler machines will find it advisable to park with the machine tracks standing on timber to prevent them freezing to the ground.

Clean out the cab.

Personal Safety

All plant operators have a duty to wear the appropriate protective clothing and safety

equipment when working their machines.

Dumpers

1. When travelling articulated dumpers up or down ramps, along embankments, near buildings or excavations, particular care should be taken to ensure that the machine is steered carefully and sharp turns are avoided.
2. Personnel should not be allowed to stand within the steering arc of an articulated dumper when the engine is running.
3. When travelling, never 'race' other machines and always keep a safe distance behind other vehicles.
4. Always apply the hand brake and disengage gears before tipping loads.
5. After tipping a load the operator should reverse slowly until the load is cleared. then stop and raise the skip to its travel position
6. Narrow mouthed concrete skips should not be used to load and discharge rubble; this can jam in the narrow opening and caused overturning especially if the skip is set in the side discharge position.
7. The operator should never attempt to operate the dumper controls unless he is seated on the machine.
8. Never corner sharply at speed - slow down.
9. Never remain on the dumper while it is being loaded.

Excavators

1. Whenever possible, when travelling tracked excavators, keep the sprockets to rear, this prevents unsafe "bunching" of the tracks
2. On wheeled excavators, always apply the parking brakes and lower the stabilisers to the ground (or engage axle locks) before attempting any excavation work with the backhoe
3. Keep personnel away from the swing area of the excavator
4. Never undercut any below ground level excavation of face
5. Always discharge excavated material well clear of the edge of an excavation to prevent the weight of the material collapsing the side of the excavation
6. Never swing the bucket over the cab of a vehicle when loading - always load over rear of the vehicle.
7. When travelling up a steep gradient extend the dipper attachment uphill; when travelling down a steep gradient keep the dipper attachment close to the machine, with the bucket low to the ground and facing downhill.
8. If an excavator is required to be used as a crane, ensure that statutory regulations are complied with, and check that the loads to be lifted are within the lifting capacity of the machine.

SAFETY OF CHILDREN AND TRESPASSERS

General Statement

A survey carried out by the Health and Safety Executive revealed that 28 fatal accidents to children occurred on construction sites in an 18 month period. Twenty-two boys and six girls, including eight 5 year olds or younger were killed. The largest single cause, fifteen deaths were falling into holes and being drowned or trapped by falling earth; six accidents involved vehicles and seven were caused by material falling over.

SAFE SYSTEM OF WORK

Where it is reasonably practicable a fence should be erected to enclose a site. The standard recommended by the HSE is as follows:

- It should be at least 2 metres high and either close boarded or provided with mesh, not exceeding 30 mm. The support posts should be of adequate size and firmly anchored. Access openings should be fitted with gates and kept locked at all times when the site is unoccupied.
- Suitable warning notices should be affixed to the fencing at all sides of the enclosure. The following precautions should be taken before the site is left unoccupied:
 - All excavations or openings where a fall from height is possible and those where water is likely to collect should be back-filled, covered, or alternatively fenced securely using Heras fencing. Earth banks should be battered to a safe angle, and not left sheer.
 - Where reasonably practicable, water should be pumped out of the excavations to prevent it collecting to a dangerous depth.
 - All vehicles and plant shall be effectively immobilised when left unattended and cabs of excavators, etc., shall be kept locked.
 - All materials should be stacked safely and in particular bricks and blocks should not be stacked more than 2 packs high where this is reasonably practicable. Manhole rings and paving slabs should be stacked flat, never on edge.
 - Electricity Supplies should be isolated.
 - Butane, propane, acetylene and oxygen cylinders should be kept in a locked enclosure.
 - Any chemicals or other dangerous materials should be kept in a locked enclosure.
 - Children of employees or sub-contractors must not be allowed on site.
 - Contact should be made with the head teachers of local schools, making them aware of the hazards on sites.

STATUTORY INSPECTIONS

General Statement

In order to safeguard employees using certain types of equipment in the course of their duties, the company will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement.

The person responsible for arranging statutory inspections and liaison with the competent person is Mr Bent Tanton

Arrangements for securing the Health and Safety of Employees

The company will:

1. Ensure that tests and examinations of all listed equipment are undertaken before the equipment is taken into use (this should be carried out by the manufacturer or installer who should issue a test report: the company will ensure that this has been done).
2. Nominate a person to be responsible for arranging the inspection and keeping the records of inspection.
3. Take steps to ensure that the equipment is in a safe condition to be inspected.
4. Liaise with the competent person. Famedale Limited is the competent persons appointed by the company.
5. Following inspection and issue of the report, deal with all defects listed in the report, attending immediately to all significant defects requiring notification to the HSE
6. Keep records of statutory examinations.

SAFE SYSTEM OF WORK

Failure to carry out statutory inspections is not only an offence, it can also have catastrophic consequences, e.g. undetected fractures or shears on lifting tackle could lead to a collapse of a lift or hoist and result in serious injury. The following precautions should be observed with regard to such inspections.

1. Allow only competent persons to undertake statutory examinations.
2. Arrange for examinations to be carried out at the correct intervals as prescribed by law.
3. Make sure that equipment is in a safe condition to be inspected.
4. Deal immediately with any defects found and notify the HSE if necessary.

USE OF HAND TOOLS

General Statement

The company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools.

These risks will then be controlled so far as is reasonably practicable so that neither the company's employees nor others who could also be exposed to them will be put at risk.

Responsibility for the implementation of the provisions of this policy lies with Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The company will, in consultation with Employees and their representatives:

1. Ensure that the correct tool for the job is provided.
2. Ensure that employees do not misuse tools, which can lead to damage of materials, equipment and tools, as well as causing to injury
3. Implement a system for reporting defective tools at all workplaces
4. Inform users of their responsibility to maintain tools and report any defects to their immediate supervisor
5. Ensure that defective tools are taken out of use and repaired or disposed of.
6. Implement a system for the replacement of defective tools which will be made known to all employees
7. Arrange for tools to be repaired by trained personnel only
8. Arrange for regular inspection of electrically powered tools in accordance with EAWR; all such tools will be tagged showing the date of the last test
9. Provide PPE as necessary
10. Ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools
11. Provide suitable storage facilities for tools.

Training and Information

All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the prime tool. Any employee who is not conversant with a tool must not use the tool and make the supervisor aware that they require training.

SAFE SYSTEM OF WORK

To ensure the safe use of hand tools the following procedures should be followed:

1. All portable appliances should be used in accordance with the safe system of work. Only 110v tools are to be used
2. Where electric powered tools are used from a trailing lead:
 - The length of extension leads will be kept to a minimum.
 - Cables will be heavy duty and capable of serving the equipment that it is to supply.

- Cables will be paid out fully from any winding drum and be protected from damage.
- Cables will be laid with care to ensure that they do not present a trip hazard to others or to the user of the equipment.

3. When using power tools that are designed to be fitted with guards, the guards will be fitted correctly prior to the use of the tool.
4. Power tools must be isolated from the power source before any routine adjustments are carried out (e.g. when replacing bits or blades).
5. The correct fuse rating must be used for all electric tools.
6. When using compressed air tools:
 - Couplings will be securely attached before allowing air to flow.
 - Air compressors will be located outside the building in which the work is being conducted.
 - All hoses and couplings should be checked regularly by the user and supervisor.
 - Hoses should be routed so that they do not obstruct access, allow free movement of the tool and are not likely to become damaged whilst in use.
7. Supervisors should ensure that equipment and tools are properly maintained and repaired, that correct working methods are followed and that no unsafe practices are tolerated.
8. Employees should use tools in the correct manner and for the correct job, using the safety devices and equipment provided, and report conditions they believe to be dangerous.

SUMMARY POLICY STATEMENT

Hand tools of various types are used daily on site during normal works. The three most important points with regard to their safe use are:

1. To use the correct tool for the job
2. To report any defects found and to stop using the defective tool immediately
3. To maintain the tool in a safe condition, which will involve regular inspection in the case of electrically powered tools?

USE OF LADDERS

General Statement

All reasonable steps will be taken by the company to ensure the safety of employees who work with ladders. All work activity using ladders will be risk assessed and as a result of that assessment suitable Class 1 industrial ladders will be provided. Control measures will be introduced to reduce the risks to a minimum and information and training will be provided to employees. The person responsible for implementing this policy is Mr Ben Tanton.

Arrangements for securing the Health and Safety of Employees

The company will:

1. Carry out a risk assessment of work activities involving the use of ladders.
2. Take all necessary measures to reduce any risks found as a result of the assessment.
3. Ensure all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed.
4. Ensure all ladders used are clearly identified and regularly inspected and maintained.
5. Provide appropriate information and training to employees who use ladders, including additional information and training where the ladder is used in a high risk environment or in a way which increases the risks involved.
6. Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength.

SAFE SYSTEM OF WORK

Ladder accidents are mainly due to the following causes:

1. Using a ladder for the wrong purpose, e.g. as a working platform instead of scaffolding.
2. Using the wrong type of ladder, e.g. a metal ladder near overhead electricity lines.
3. Dropping tools or materials from a ladder due to lack of adequate means of carrying them.
4. Inadequate securing of ladders, resulting in falls.
5. Ladders not extending far enough above their landing place (should be 5 rungs), leading to falls.
6. Using defective or poorly maintained ladders.

Many of these accidents can be avoided by adopting the following precautions:

1. Take necessary measures to reduce risks found as a result of risk assessments carried out by the company. These will include:
 - Selection of suitable ladders.
 - Inspection before use.
 - Correct storage between uses.
 - Use of ladder at correct angle (75 degrees, i.e. one metre out at the base for every four metres in height).
 - Secure fixing or footing during use.
 - Ensuring only one person is on the ladder at a time.
 - Ensuring suitable footwear is worn.
 - Reporting of defects and removal of ladders from service if necessary.

2. Obtain the necessary instruction, information and training concerning ladder safety.
3. Ensure that all ladders are from reputable manufacturers and suppliers and that they conform to the relevant British and European Standards

SUMMARY POLICY STATEMENT

The three most important steps with regard to ladder safety are to:

1. Match the ladder to the job: check whether the type of work activity requires the use of a ladder and if so, whether the ladder is suitable for the task
2. Ensure the ladder is in good condition: check that it has been inspected and stored correctly, that repairs have been carried out correctly, that it has been regularly maintained and that it is free from defect, of good construction and of sound material
3. Ensure that the person using the ladder knows how to do so safely, has been trained and has been given any additional information relevant to the specific task being undertaken.

UNDERGROUND SERVICES

General Statement

All reasonable steps will be taken by the company to ensure the health, safety and welfare of employees engaged in excavations near underground services (Gas, Water and Electricity).

The Company fully realises and acknowledges that health and safety hazards will arise from working in the proximity of underground services. It is the Company's intention to ensure that all risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision to give a fuller understanding of these issues. The person responsible for the implementation of this policy is Mr Ben Tanton

SAFE SYSTEM OF WORK

Before work on site commences, or work commences on a new phase of the site, service drawings will be checked for known services. The services identified on the drawing will then be located on the ground.

Metallic services will be located using a cable detector and signal generator; non-metallic services will be identified by excavating trial holes by hand. The location of any services that are shown close to the site boundary but outside the site will be checked to ensure that they are not inside the site boundary by excavating trial holes by hand. A visual check will then be carried out for evidence of additional services, (BT boxes, cut tarmac etc.) and an area search will be conducted using the cable detector and signal generator. The services identified from this process will then be marked out prior to any works commencing.

This process will be repeated prior to any hard landscaping work being carried out. Where known services are within one metre of the works area no pins are to be driven into the ground. "Pin stands" are to be used and weighed down with kerbs or blocks. If it is not practical to do this the supervisor is to seek advice from the Safety Advisor or contracts manager prior to works commencing.

When installing service ducts the location is to be recorded by the site engineer and both ends of the buried duct are to be marked on the ground with a wooden peg. When the block race is installed remove the peg and mark the position of both ends of the duct with an engineering brick placed in the kerb race.

If the location of a service duct cannot be found, contact the Contracts Manager or Engineer to bring the ezi- trace to site. Excavate by hand to find one end of the duct on the side where there are no services. Find the other end of the duct by using the ezi-trace and excavate by hand to uncover it.

WORKING AT HEIGHT

General Statement

All reasonable steps shall be taken by the company to provide a safe working environment for employees required to carry out work at height. The company shall provide the necessary preventive and protective measures to prevent falls of persons or materials and will liaise with any other persons involved in the work activity.

Employees and any other person involved in the work activity shall co-operate in the implementation of this policy. The person responsible for the implementation of this policy is Mr Ben Tanton.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

1. Carry out an assessment of the risks involved in work at height and take steps to eliminate or control them
2. Provide all the necessary equipment to allow safe access to and egress from the place of work
3. Provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at the place of work.
4. When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
5. When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.
6. Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.
7. Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

Procedures for Dealing with Health and Safety Issues

The company will prepare a method statement (a written safe system of work) for work at height, to be followed by all involved in such work. Where it is not possible to follow the method statement:

1. No further work will be undertaken.
2. The Safety Advisor and Contracts Manager will be informed immediately.
3. Alternative procedures will be outlined and workers will be advised of these.

Information and Training

The company shall provide any information, instruction and training that an employee may require to carry out work in a safe manner when working at height.

The company shall ensure that supervisors responsible for ancillary plant and equipment

used for the work are suitably and adequately trained and capable of providing the correct information on its use.

SAFE SYSTEM OF WORK

In order to prevent falls of persons or objects from a height, the following measures will be taken:

1. Work at height will be planned in advance to anticipate potential problems and implement safe procedures.
2. If at all possible, work is to be done at ground level. If this is not practical measures implemented will:
 - a. Use work equipment or other measures to prevent falls where they cannot avoid working at height
 - b. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
3. Adequate edge protection is to be provided where there is a risk of a fall liable to cause personal injury.
4. Scaffolding will be erected by competent, certificated, authorised operatives making use of all the necessary plant and equipment (including lighting where required) and will be supervised by a competent person.
5. Surfaces of working platforms will be free of protrusions and obstructions and will be large and strong enough to hold workers along with their tools and materials.
6. Barriers and/or suitable covers will be used to prevent falls into excavations or through inspection chambers.
7. Follow the method statement laid down by the company; if this is not possible, stop work and inform the Safety Advisor and Contracts Manager immediately.
8. Inspect equipment before use; scaffolding is to be inspected by a competent person.
9. Report any defects found to the supervisor immediately.

SUMMARY POLICY STATEMENT

Working at height imposes additional risks to persons carrying out those activities which they would normally carry out at ground level, so it is important to remember:

1. To adhere strictly to the method statement.
2. To make full use of work equipment provided for safety and fully implement measures to prevent falls.
3. To maintain equipment in a good condition, check it visually before use and inspect it as frequently as required by legislation or more often if necessary.

SMOKE FREE POLICY

General Statement

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Buxted Construction Limited that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with Mr Ben Tanton. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also make all new personnel aware of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

EQUAL OPPORTUNITIES POLICY

Statement of Intent

Buxted Construction Limited is committed to the principles of equal opportunities and eliminating discrimination in every aspect of our work activities. We will strive to ensure that no individual or group is treated more or less favourably than others on grounds of ethnic origin, nationality, age, disability, gender, sexual orientation, race or religion. We will comply with all legislation related to equal opportunities both to protect Buxted Construction Limited and to ensure that the culture, philosophy and processes within the organisation are free from bias.

Main Principles

We will endeavour to manage all of our activities in a way that is free from bias. Those who make decisions regarding staff will be required to be aware of this policy and its practical implications for selection and appointments.

We will ensure that all personnel are aware of this policy and their responsibility to abide by it.

We will not tolerate acts of unlawful discrimination and all complaints, or incidents of such alleged behaviour that are within our remit will be treated confidentially, investigated, and appropriate action will be taken.

Review

We will review aspects of this policy as necessary. If you have any concerns about this policy, please contact Buxted Construction Limited

QUALITY POLICY

Statement of Intent

Buxted Construction Limited is committed to providing quality of service and aim to fully understand the needs of our customers and intend to routinely exceed their expectations.

We recognise the importance of our employees in achieving our aims and ensure that the relevant skills exist at all levels in order to meet the company's quality policy objectives.

Main Principles

The quality of service will be achieved through:

- The commitment and expertise of our employees.
- Continuous improvement in the quality of our materials and services.
- Ensuring that we meet all statutory and regulatory requirements.

Objectives

Our success will be measured by:

- Customer satisfaction.
- Efficient operational processes.
- Increased market share and continuous growth.
- The commitment and loyalty of our staff to provide the best possible service.

Review

We will review aspects of this policy as necessary. If you have any concerns about this policy, please contact Buxted Construction Limited

DRUGS AND ALCOHOL POLICY

Statement of Intent

Buxted Construction Limited is concerned with the general welfare and health of its employees, and is committed to ensuring the highest possible safety standards in all its operations. The Company has a specific statutory responsibility towards employees, the public and other workers to ensure that staff is fit to undertake their work.

Main Principles

The objectives of the policy are as follows:

- To communicate that the Company views excessive alcohol consumption or drug misuse as incompatible with acceptable job performance.
- To clarify and advise Supervisors and Managers in how to effectively address employees with drugs and alcohol issues at work.
- To clarify the responsibilities of all employees with regard to preventing drugs and alcohol misuse.
- To raise everyone's awareness of the problems of drugs and alcohol misuse in the workplace.
- To communicate that employees who have a drug/alcohol dependency and admit their problem to the Company, will receive wherever possible, appropriate help and assistance. Individuals who conceal a drug or alcohol problem, are likely to face disciplinary proceedings or dismissal, even if it is their first offence.

Responsibilities

Employees responsibilities:

1. Never bring to work, consume, possess or sell alcohol, illegal drugs or other intoxicants on Company premises, or during working hours (this includes the possession of cigarettes for unlawful sale.)
2. Not attend work or undertake Company business, either on or off Company premises, with alcohol in their body in excess of the legal driving limit in Road Traffic Legislation, even if that alcohol was consumed the previous day.
3. Not attend work or undertake Company business, either on or off company premises, with illegal drugs present in their body (as defined in current Misuse of Drugs Legislation.)
4. Notify their Supervisor/Manager before starting work, if they are taking medication that may affect their work performance.
5. Be aware that they are liable to search at any time, if there are reasonable grounds to believe that they are in possession of alcohol or prohibited substances at work. If they refuse, they are liable for disciplinary action, up to and including dismissal.

Supervisor's and Manager's responsibilities:

Ensure that the procedures contained in this policy are followed in their workplace.

Seek advice from the Safety Advisor, or Contracts Manager at the earliest sign/notification of an alcohol, drugs or other substances issue at their workplace. Individuals may display symptoms such as:

- Mental or physical impairment,
- Acting in an unusual or drunken manner,
- Inability to perform work in a usual, safe or productive manner,
- Involvement in violence or where behaviour or language is threatening, intimidating, or abusive,
- Being found asleep during normal working hours,
- Where evidence of inappropriate alcohol or drugs is detected on Company premises.

Non-compliance

Failure to comply with the requirements of this policy is a serious disciplinary offence. Under such circumstances, the company reserves the right to escort the employee from its premises. The company also reserves the right to carry out random alcohol and drug screening tests on employees in the workplace. A positive test result, or refusal to take the test, will also be viewed as gross misconduct and result in disciplinary action. Dismissal is a likely outcome in most cases.

Review

We will review aspects of this policy as necessary. If you have any concerns about this policy, please contact Buxted Construction Limited

Anti-Bribery Policy

Statement of intent

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that the Company's business is conducted in a socially responsible manner.

Policy statement

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and a fine. If we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

Scope

Who is covered by the policy?

In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

This policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, home workers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as employees in this policy).

This policy covers:

- Bribes;

- Gifts and hospitality;
- Facilitation payments;
- Political contributions;
- Charitable contributions.

Bribes

Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, employees must not bribe a foreign public official anywhere in the world.

WEILS DISEASE

Causes of Weil's disease (Leptospirosis)

Weil's disease is transmitted to humans via the urine of infected rats or cattle. The germs infect humans by ingestion or through cuts or grazes to the skin which come in contact with infected water.

Signs and Symptoms

The disease commences with a flu-like illness and severe headache. Mild signs and symptoms can rapidly develop into serious illness and if Weil's disease is suspected a doctor must be consulted without delay.

Safety Precautions

- Report any rats on site. Do not touch them
- Maintain a high level of hygiene within welfare facilities
- Place all used food and drink containers in sealed bags
- Wear correct PPE as per Risk Assessment for Confined spaces
- Do not smoke and don't rub the nose or mouth with hands whilst working
- Wash hands and forearms thoroughly with soap and water before meal breaks and after working with sewage or contaminated water
- Wash clothes and PPE thoroughly if contaminated
- Launder working clothes regularly

First Aid

Thoroughly wash cuts, scratches and/or abrasions of the skin as soon as possible. Cover the wound with a waterproof adhesive plaster and keep it covered until healed. If you suffer an abrasion or break to the skin whilst working in a sewer or contaminated water consult a doctor as soon as possible

Management of Temporary Works

1.0 Objectives

To define the process for Temporary Works appointments.

To define the roles and responsibilities of the appointees.

To describe the controls for the design, checking, installation, inspection, loading/use and removal of temporary works.

To ensure the structural integrity of temporary works and their safety in use.

To ensure compliance with BS5975:2008+A1:2011, Code of Practice for temporary works procedures and the permissible stress design of falsework.

2.0 Scope

This procedure is applicable to all projects managed by Buxted Construction.

It is the responsibility of the Managing Director to appoint a Designated Individual (DI). The DI will be responsible for the implementation of this procedure across their works area.

Note: This Procedure applies to all temporary works processes requiring a design/technical activity by Buxted Construction, including, but not limited to: falsework, formwork, earthworks support systems, demolition and access systems/scaffolding. It includes any temporary effects upon the permanent works caused by construction operations and phasing.

2.1 Definitions

Temporary Works

This is parts of the works which allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works.

Note: Examples of temporary works are structures, supports, back-propping, earthworks and accesses.

Temporary Works Co-ordinator (TWC)

This is a competent person with responsibility for the co-ordination of all activities related to the temporary works.

Temporary Works Supervisor (TWS)

This is a competent person who is responsible to and assists the temporary works co-ordinator.

Note: The TWC and TWS roles can be assigned to the one person.

Competent Person (CP)

This is a person with sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail, and with sufficient experience and ability to enable them to carry out their duties in relation to the project, to recognise their limitations, and to take appropriate action in order to prevent harm to those carrying out construction work, or those affected by the work.

3.0 Process

3.1 Appointment of TWC's

Following either contract award or Client's notice to proceed to construction, the Director of Operations (DO) and Designated Individual (DI) will jointly, appoint the Temporary Works Co-ordinator. The DO will consider the requirement for temporary works.

3.2 Appointment of Temporary Works Supervisors (TWS)

Where the Operations Manager (OM) and DI consider it necessary, or the TWC requires assistance, one or more suitably competent TWS' will be appointed by the DI to assist the TWC in the supervision and checking of the temporary works. Where sub-contractors are involved in the execution of temporary works, TWS' shall be appointed by that organisation to assist the TWC in the supervision and checking of the temporary works. TWS' will be responsible to the TWC.

The appointee will, usually, Such appointments should clearly define the duties being delegated to the TWS.

3.3 General Requirements

This Procedure applies to all temporary works, irrespective of the method of procurement/subcontract.

The OM will be responsible for ensuring that the temporary works are carried out in accordance with the certified drawings and good practice, and are not subject to alteration or modification, unless authorised by the TWC.

The OM will ensure that the TWC is given adequate time, resource, information (includes schedules of temporary works prepared prior to contract) and support to allow his/her duties to be carried out fully and effectively. Should the TWC consider this support is not being given, or considers his/her role is being compromised; the TWC will seek assistance from the DI.

The TWC is a named person upon whom rests the authority to either load, unload, authorise the use of, or suspend the use of, any temporary works.

Following appointment, the TWC/TWS will familiarise themselves with this Procedure, BS5975:2008+A1:2011 and the Construction (Design and Management) Regulations 2015.

For management purposes the TWC is responsible to the OM. For technical matters the TWC is ultimately responsible to the TWM. The TWS is responsible to the TWC.

The TWC is required to maintain a Schedule of Temporary Works during the works.

The purpose of the schedule is to allow the TWC to co-ordinate the temporary works and communicate to the relevant parties. The schedule will include the following:

A record of all temporary works, including items that may not require formal design/check arrangements.

Proposed design and check responsibilities, where necessary.

Record issue of permits for loading and unloading.

Each distribution is to be given an issue number and date. It is acknowledged that this Form may be based on an electronic format and may be modified to suit the circumstances of a particular site.

Note: this may include items that the TWC subsequently decides are either not needed or do not require formal design and check.

The TWC will ensure that copies of the various forms that are appended are distributed to the named parties.

3.4 Design: General Requirements

The stages, which follow, are in accordance with the process described in BS5975. If the design of temporary works is to be included within a subcontract/supplier package, the conditions set out in clause 3.7 shall be met to ensure that the process set down in BS5975 is followed.

Where the temporary works require a number of organisational interfaces the TWC should manage these interfaces and retain an overview of the whole scheme to ensure each step of the procedure is completed and that the scheme is not adversely affected.

3.5 Design: Particular Requirements

All temporary works must be designed in accordance with this procedure.

All designers of temporary works will communicate any residual design risks, including assumptions, methods, sequences and conditions, as notes on the relevant temporary works drawings. Any residual environmental risks are to be communicated in the same manner.

Company specific requirements exist for falsework using proprietary scaffolding/systems. These requirements are to be included by the TWC with Design Briefs for such falsework.

3.6 Design

The TWC will arrange for design to be carried out as follows:

by the Design Department,
by approved suppliers of proprietary equipment,
by approved external consultants, and
by competent site based personnel

3.7 Subcontract Design

Subcontractors who are to be responsible for the design of temporary works are to be provided with a copy of this procedure and informed that all work is to be in accordance with this procedure. The TWC will ensure that such subcontract design is identified in advance and that the requirements are incorporated in the subcontract.

The subcontractor will submit a Design to the TWC, allowing sufficient time for its review and approval. The Design will include details of propriety systems, materials, design interfaces and proposed methods of erection, maintenance, loading and dismantling. CDM risks shall be clearly identified and communicated.

The Design shall be of sufficient detail to allow review and approval by the TWC, therefore complying with the basic requirement for a Design Brief. If necessary.

Checking of the design shall be as described in Section 3.10 below. Such checks will be carried out as they are necessary to ensure the adequacy and appropriateness of the design.

If the TWC cannot satisfy itself of the experience and competence of the subcontractor's designer, or that design is inadequate, it retains the right to assume design responsibility.

Irrespective of the foregoing, responsibility for the proper execution of any subcontracted temporary works remains with the OM and all permissions to load and unload remain with the TWC.

3.8 Control of the erection, use and removal of temporary works

The TWC will control the design, checking, installation, inspection and dismantling of all temporary works, ensuring that all checks and inspections have been completed. The completion of each activity will be recorded. The TWC will advise the OM of any activity that has not been satisfactorily completed.

The TWC, or TWS where appointed, will personally inspect each scheduled element of temporary works at appropriate intervals before it is loaded or unloaded. Where circumstances require, the TWC will formally authorise a TWS to carry out these inspections on his/her behalf. Inspections will be planned and recorded on suitable project specific forms prepared by the TWC. Completed forms will be submitted to the person responsible for the construction of the works, who will ensure that identified faults are rectified.

Following satisfactory inspection, the TWC, or TWS where authorised, will formally authorise the loading, using and the subsequent unloading of the temporary works. This inspection and authorisation for Standard excavations are undertaken via onsite permitry.

The TWC will retain, until completion of the contract, a copy of all documentation required by this Procedure. Documents will be filed separately for each temporary works reference number.

3.9 Temporary Electrical or Specialist Mechanical Design

Whenever temporary electrical or specialist mechanical design is required, it will be subject to controls, which are no less stringent than those set out in this Procedure for general temporary works. Therefore, designs will be undertaken by, and checked by, competent persons/organisations. Electrical installations will be undertaken, tested, certified, commissioned and maintained by competent persons and will comply with the appropriate current UK standards and regulations. The records of such designs and completed installations are to be submitted to the TWC.

If, for any reason, such temporary electrical or specialist mechanical installations remain at the end of a contract and subject to further use by other parties, the OM will place on record that such parties shall be responsible for satisfying themselves in all respects regarding the taking over, suitability, adequacy and safety of the installation.

4.0 Excavations

4.1 Appointment of Temporary Works Supervisors for Excavations

The Designated Individual (DI) shall be satisfied that there is a process for substantiating the evidence for the individuals proposed to become a Temporary Works Supervisor (TWS) is adequate prior to registration.

4.2 Temporary Works Supervisor (TWS)

4.2.1 Permitry Preparation

The TWS shall ensure the safe design and planning of the proposed temporary works and that all forms of permitry are prepared in accordance with Works Standard Designs. The TWS shall determine which Competent Person (CP) is to be responsible for each operation.

4.2.2 Examination and Authorisation

The TWS shall carry out a thorough and detailed examination of the proposed temporary works and following construction authorise the permitry. Where necessary comments shall be added to the permitry or returned to the originator for amendment and resubmission. The TWS is accountable for the permitry. A TWS may delegate responsibility from time to time to another TWS having the required competencies.

5.0 References

5.1 Construction Design and Management Regulations 2015

5.2 BS 5975:2008+A1:2011 Code of practice for temporary works procedures and the permissible stress design of falsework.

Gifts and Hospitality

Employees must not offer or give any gift or hospitality:

- which could be regarded as illegal or improper, or which violates the recipient's policies; or to any public employee or government officials or representatives, or politicians or political parties
- which exceeds a specified value for each individual gift or specified value for each
- hospitality event (not to exceed a total specified value in any financial year), unless approved in writing by the employee's manager.

Employees may not accept any gift or hospitality from our business partners if:

- it exceeds a specified value for each individual gift or a specified value for each hospitality event (not to exceed a total specified value in any financial year), unless approved in writing by the employee's manager; or
- it is in cash; or
- there is any suggestion that a return favour will be expected or implied.

Where a manager's approval is required above, if the manager is below Director level then approval must be sought from an appropriate Director.

If it is not appropriate to decline the offer of a gift, the gift may be accepted, provided it is then declared to the employee's manager and donated to charity.

Political Contributions

We do not make donations, whether in cash or kind, in support of any political parties or candidates, as this can be perceived as an attempt to gain an improper business advantage.

Charitable contributions

Charitable support and donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, employees must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval by a Company Director. All charitable contributions should be publicly disclosed.

Your responsibilities

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control.

All employees are required to avoid any activity that might lead to, or suggest, a breach of this policy. You must notify your manager or the Company Secretary if in doubt for approval.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review.

You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

Review

We will review aspects of this policy as necessary. If you have any concerns about this policy, please contact Buxted Construction Limited

Risk Management Policy

1. Purpose

The purpose of this policy is to establish a structured framework for the identification, assessment, management, communication, and review of risks across all company operations. This ensures compliance with legal requirements, industry standards, and the company's commitment to health, safety, quality, and environmental responsibility.

2. Scope

This policy applies to all company employees, contractors, subcontractors, and visitors engaged in activities under the company's control, both on-site and off-site.

3. Identification of Risks

Risks are identified through:

Site inspections and audits

Pre-construction information and client documentation

Task-specific planning meetings and method statement development

Near-miss and incident reporting

Employee and subcontractor feedback

All identified hazards are recorded and evaluated for potential impact on health, safety, environment, quality, programme, and cost.

4. Risk Management and Review Process

Risks are assessed using a standardised risk assessment methodology (likelihood x severity) to determine risk ratings.

Control measures are applied in line with the hierarchy of control (elimination, substitution, engineering controls, administrative controls, PPE).

All risk assessments are reviewed:

At planned intervals (minimum annually)

Following significant change in site conditions, scope of works, personnel, or equipment

After incidents, near-misses, or enforcement action

Senior Management ensures continuous monitoring to verify that risk controls remain effective.

5. Responsibility for Compiling and Authorising Risk/Impact Assessments

Site Managers / Supervisors are responsible for compiling task-specific risk assessments and method statements.

Health & Safety Manager (or designated competent person) provides guidance, reviews assessments, and ensures compliance with legislation.

All risk assessments must be signed off by the Project/Contracts Manager before implementation.

6. Incorporation of Site Issues into Risk/Impact Assessments

Pre-start site inspections are carried out to identify site-specific hazards (e.g. access restrictions, buried services, neighbouring activities).

Findings are incorporated into project-specific risk assessments and method statements.

Any new hazards arising during the works are recorded through a dynamic risk assessment process and updated on formal documents where necessary.

7. Communication of Risk/Impact Assessments

All relevant risk/impact assessments and method statements (RAMS) are communicated to: Employees through toolbox talks, inductions, and briefings.

Clients as part of pre-construction documentation or upon request.

Subcontractors at pre-start meetings and through contractual arrangements.

Copies of risk assessments are made available on-site at all times.

8. Records and Retention

Records of all risk/impact assessments, method statements, and associated briefings are maintained for a minimum of 3 years (or longer if required by law or contract).

Attendance sheets from toolbox talks and briefings are kept as evidence that assessments have been communicated and understood.

All records are securely stored electronically and/or in hard copy within the project file.

9. Responsibilities

Managing Director: Overall responsibility for ensuring effective implementation of this policy.

Health & Safety Manager: Oversight, monitoring, and review of risk management arrangements.

Project / Site Managers: Day-to-day responsibility for compiling, updating, and communicating risk assessments.

Employees & Subcontractors: Duty to follow risk assessments, report hazards, and cooperate with the company's risk management arrangements.

10. Policy Review

This policy will be reviewed annually, or sooner if significant changes occur to legislation, industry best practice, or company operations.