

# HEALTH & SAFETY POLICY




**Dane Park Road, Ramsgate, Kent, CT11 7LT**



Reg No. 55466221857


Issue 18

<b>HEALTH &amp; SAFETY POLICY</b>	 Quality Construction Since 1877	
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### Amendments

Amendments shall be approved by the Quality Systems Administrator by way of authorisation on the amendments schedule below.

Manual Section No.	New Issue No.	Date Effective	Description	Authorised By
Sections 5, 14, 17, 21, 28, 33, 34 & Org Chart	8	16/02/09	General updates to reflect change of Chairman, Standards, legislation and waste management.	<i>Jean Humphrys</i>
Page 4	10	23/06/10	Update Organisation Chart with the change of Finance Director / Company Secretary, newly appointed Directors	<i>Jean Humphrys</i>
Page 11	10	11/01/11	To reflect changes to the reporting of accidents/incidents	<i>Jean Humphrys</i>
Page 11	10	11/01/11	To update the responsible person to Surveying Director and the reviewing of the Fire File	<i>Jean Humphrys</i>
Statement, Org Chart & pages 7,8,12,15	11	8/7/11	To update to reflect changes in Company Structure	<i>Jean Humphrys</i>
All pages	12	15/3/12	Annual review and to reflect change of Company name	<i>Jean Humphrys</i>
Section 21	13	1/11/12	To reflect changes in the new Control of Asbestos Regulations 2012 & WWM policy on asbestos removal.	<i>Jean Humphrys</i>
Org Chart (pages 4& 5)	13	1/11/12	Updated Company Structure layout & changes to Special Projects	<i>Jean Humphrys</i>
Section 32		3/1/13	Added section 'Working within a Confined Space	<i>Jean Humphrys</i>
All pages		20/2/13	Annual Review	<i>Jean Humphrys</i>
Page 15		30/8/13	Section 28 Working at Height reviewed and updated	<i>Jean Humphrys</i>
All pages	15	27/2/14	Annual Review including H & S Policy Statement & additional Arrangement No.4 'Personal Safety'	<i>Jean Humphrys</i>
Page 18 Arrangement 36	15 Rev 1	28/07/14	Revised a paragraph for new procedure of recording site waste management	<i>Jean Humphrys</i>
All sections and pages	15 Rev 2	31.1.15	General annual review of Policy. No significant changes required.	<i>Jean Humphrys</i>
All sections and pages	16	22.5.15	Reviewed and updated to reflect CDM Regulations 2015	<i>Jean Humphrys</i>
All pages	17	31.1.16	Annual Review – no significant changes required	<i>Jean Humphrys</i>
All pages	18	5.7.16	Reviewed and updated with the changes of responsibilities.	<i>Jean Humphrys</i>

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## Policy Statement

The Board of Directors of WW Martin Ltd are legally and morally responsible for the implementation and development of the Integrated Management System (IMS), for its employees and for the impact of work activities and business operations that affects others, including stakeholders and the general public.

The promotion of health and safety measures is a mutual objective for the company, its employees and subcontractors.


The IMS shall ensure that all current statutory and regulatory requirements are met and include all Quality Assurance activities in accordance with the requirements of ISO9001: 2008, and Health & Safety activities in accordance with the requirements of OHSAS 18001: 2007 and all current applicable legislation.

The company recognises that people are vital resource, and priority will be given to the effective prevention of risks and to contingency arrangements. In doing so, the support of employees and subcontractors is needed in avoiding accidents and ill health and the associated cost and disruption.

All employees and subcontractors are reminded of their personal legal responsibilities and requirement to do everything reasonably possible to prevent injury to themselves and to others.

The Management shall:

- Prepare, communicate, periodically review and revise as necessary, the content of its IMS and Procedures for the business;
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented;
- Ensure that employees receive training in order to competently carry out their duties as commensurate with their post, and to encourage support and cooperation;
- Ensure that management systems provide for effective monitoring and reporting of key performance indicators;
- Provide and maintain a working environment that is safe and without risk to health, and to provide appropriate facilities for welfare;
- Ensure that the responsibilities of management are clearly assigned at all levels and that their roles are defined;
- Ensure that employees are aware that they are required to work safely and to co-operate with managers in all matters, which effect their health and safety at work or that of others;

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- Prepare and implement aims and objectives with measurable improvement targets. These objectives shall be monitored as part of the Management Review and Internal Audit process and are analysed with a view to continual improvement.

This policy statement will be revised as often as required, taking in to consideration Company reorganisation, management change, new work methods, identification of new risks and hazards.

The responsibility for the effective implementation and monitoring of the management system is ultimately held by the Board of Directors, with support from the Quality Systems Administrator, who jointly ensure that the Company's personnel are fully conversant with this Policy.

*Ian Posnett*

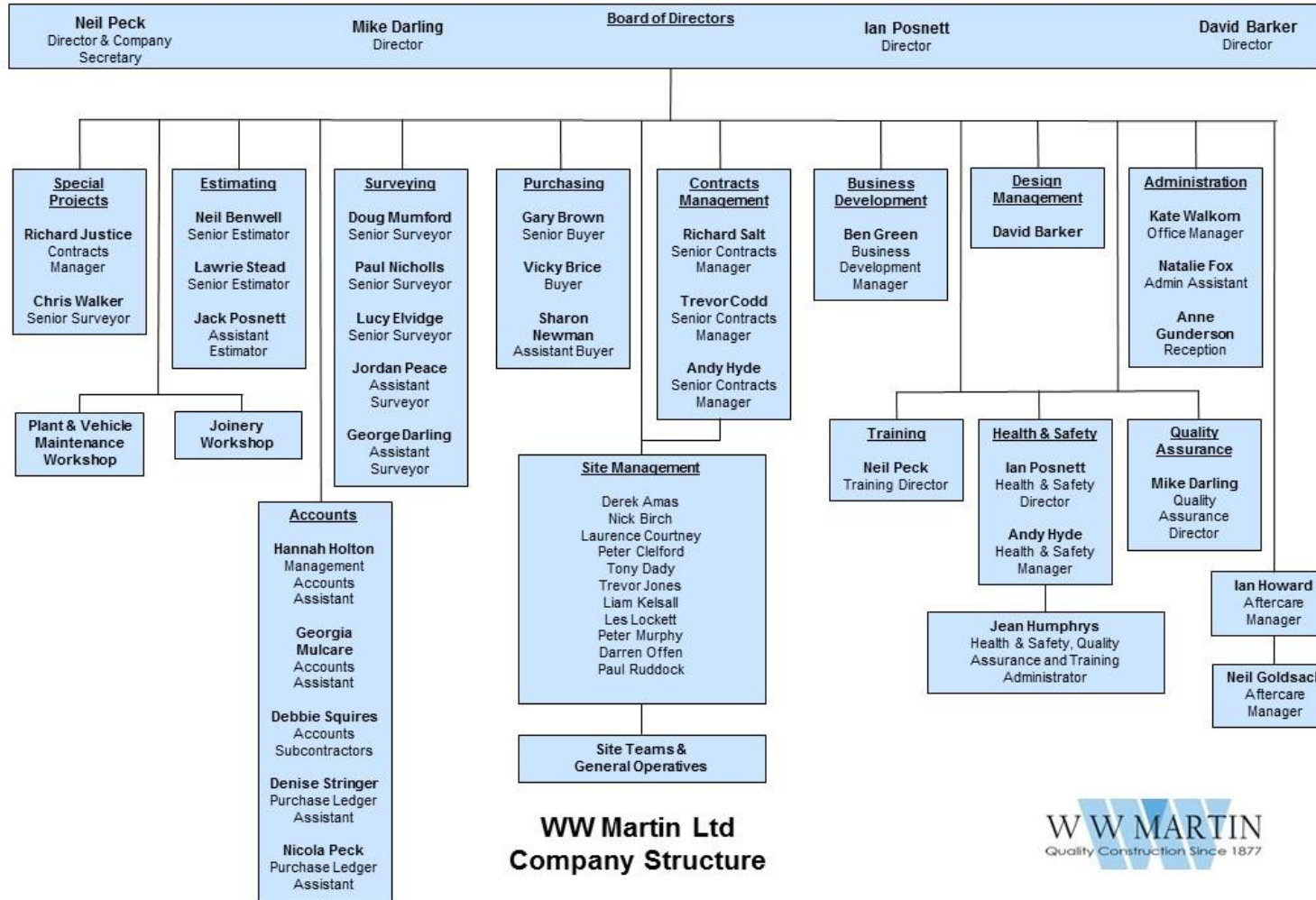
1 June 2016


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Ian Posnett  
Director

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A full set of Job Descriptions describing responsibilities in detail are available upon request from the Quality Systems Administrator.



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## 1 Competent Advice

It shall be company policy to utilise the services of external health and safety consultants where determined appropriate. We shall determine competency as a person or group with sufficient knowledge, training and experience in health and safety matters relating to our undertakings, or specific tasks.

## 2 Information and Records

Information relating to health and safety matters shall be obtained through a variety of mediums including the HSE website, external advisors, through professional bodies such as CITB and a central file of such information will be maintained, being the responsibility of the Quality Systems Administrator.

Line management shall determine dissemination and mode of communication of relevant information (taking into consideration any potential barriers such as eyesight and hearing impairments and language differences).

General update information shall also be provided at site level through our external health and safety consultants visits. Specific information will be communicated through the company handbook, this policy, assessment briefing, health and safety plans and training. The Quality Systems Administrator shall be responsible for ensuring that the company handbook is developed, disseminated as appropriate and maintained.

It shall be company policy not to rely solely on poster campaigns or signage as a means of communicating information.

Where records are generated or required throughout sections of this policy, they shall be kept in-line with our company IMS system and in accordance with our data protection policy.

## 3 Induction and Training


Line management shall determine training requirements appropriate to task and roles and requirements imposed upon our employees through their employment and via this policy.

It is company policy that all operatives receive formal 1 day general safety awareness training within 3 months of joining the company, then further refresher training will be reviewed every 5 years.

It is company policy to ensure, as a minimum that contract managers and site management are trained to the standard of the CITB Site Managers Safety Training Scheme.

Training programmes shall be developed and monitored with training providers selected following our contractor selection system. Records of training shall be maintained through the IMS record system. The Training Coordinator shall ensure that all relevant records are passed through this system.

Company induction training shall be given on the first day of employment to new employees. Site-specific induction training will be given to all site personnel on the first day of their commencement on site. Line management (persons employing or responsible for supervision of new starters) will be responsible for ensuring the requirements of this arrangement are made.

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Tool-box-talk refresher training requirements shall be determined on a project-specific basis by the contracts or site management as applicable to the project.

Training levels of contractor personnel shall be determined prior to commencement on site and verified at site level on a project-specific basis. Those engaging the contractor shall be responsible for initial determination and site managers, foreperson or supervisors at site level for secondary verification.

#### **4 Personal Safety**

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.

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.

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 Andy Hyde, Senior Contracts Manager. 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 Andy Hyde, Senior Contracts Manager immediately, so that measures can be taken to rectify the situation.

#### **5 Consultation and Communication**


The company will consult with employees through representation of a cross section of the workforce forming a health and safety committee. The committee shall meet six monthly chaired by a Director. Minutes shall be made and retained for a period as determined by our IMS system.

The Board of Directors shall ensure a committee is formed and the process maintained.

All Management members shall operate an open-door access policy throughout.

Contractor consultation shall be afforded through project specific meetings, determined and chaired by the contracts or site management.



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Communication chains shall generally follow the company hierarchy (see organisation charts). We shall ensure that where visually or hearing-impaired persons are employed that adequate communication measures are provided. Those employing such personnel will be responsible for ensuring the requirements of this arrangement are followed.

All employees are required to contribute to the consultation process and communicate effectively through the identified communication chains.

## **6 Supervision and Inspection**

The Finance Director shall ensure that our offices, workshops & yard area are regularly inspected.

It is company policy to determine adequate site supervision levels through project specific risk assessment, taking into consideration such factors as difficulty of tasks, risks involved, operative experience, client requirements, contractor employment etc. Where contractors are engaged they will be required to provide their own supervision regardless of our own provision. The contracts or site management will be responsible for ensuring this arrangement is adhered to.

Sites will be inspected on a regular basis internally by Site Management and externally by our consultants, all of which will be documented. Inspection requirements and frequency will be determined on a project-by-project basis, following the procedure for notification within the IMS. External inspections will generally be unannounced and a copy of the written record left on site, with an additional copy forwarded to head office. Site Management will be responsible for undertaking remedial/corrective action on noted defects. All written reports of external inspections are to be evaluated by Andy Hyde, Senior Contracts Manager and the Manager relevant to the project with remedial actions verified. Internal reports are to be evaluated by the relevant line manager and necessary remedial actions verified.


The Quality Systems Administrator will record the findings of each inspection to assist with identification of trends. These records will be discussed at each Health & Safety Committee meeting.

## **7 Monitoring, Measurement and Review**

It shall be company policy to place emphasis on active monitoring systems. The requirements and related health and safety performance of this policy shall be monitored through a range of mediums, including inspections and safety tours of premises, sites, workshops and yard areas where key performance indicators are determined and operation evaluated. Directors and line management shall be responsible for determination of monitoring modes and for ensuring this arrangement is followed.

It shall be company policy not to rely on accident, ill health and incident statistics as a measurement of performance, though these shall be evaluated with a near-miss reporting system being maintained. Line management are responsible for ensuring the relevant information is collected and passed to the Andy Hyde, Senior Contracts Manager, who shall ensure statistics are evaluated.

The Board of Directors shall measure performance in relation to set aims and objectives on an annual basis.

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It shall be company policy to undertake an audit of management systems in compliance with the IMS and regular testing of safe systems of work shall be undertaken through mock incident analysis. The Andy Hyde, Senior Contracts Manager shall be responsible for ensuring this arrangement is followed.

The safety committee shall review policy and performance on an annual basis, having access to the findings of the above processes.

## **8 Drugs and Alcohol**

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening.

It will be the individual's responsibility to notify their line manager when taking prescriptive drugs that may affect their performance putting others and themselves at risk especially when operating plant and equipment.

## **9 Disputes**

In the event of any dispute regarding health and safety matters should be addressed to an immediate supervisor and if not successfully resolved directed to the Board of Directors in writing.

## **10 Discipline**

Failure to comply with the Company Health and Safety Policy or contravention of statutory requirements, regulations, rules, will be disciplined in accordance with company procedures.


## **11 Contractor and Agency Selection and Control**

We shall select contractors from our current database of preferred contractors, of whose health and safety performance is already known to us and broadly compatible with our own standards. One central database shall be determined and maintained by the Preconstruction Co-ordinator.

All other contractors will be subject to competency checks prior to appointment through a variety of methods including questionnaire response evaluation, document evaluation, references and interview. This process shall include all client determined contractor use. Line management shall be responsible for ensuring this process is adhered to and the selection of competence check method.

Secondary vetting shall be undertaken through evaluation of site-based documentation. The Finance Director shall be responsible for vetting of contractors engaged for work at the yard, workshops and office. The Construction Managers and Site Managers shall be responsible for secondary vetting of projects. Directors and Construction Managers shall determine final vetting responsibility in relation to their own projects.

Contractor performance shall be monitored via internal supervision and external consultant's ad-hoc health and safety site inspection visits. Site managers will provide information on contractor performance in compliance with the IMS. Construction Managers will be responsible for collection and evaluation of information gathered and for passing comment for database maintenance.

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Where contractors consistently fail to perform to expected standards they will be removed from the preferred contractors database lists and be subject to re-vetting of competency prior to any further appointment. Removal and re-engagement shall be the decision of the Procurement Director.

## 12 Risk Assessment, Safe System of Work and Control Hierarchy

It shall be the company policy to assess all aspects of company undertakings to determine significant risks. All significant risks shall be recorded and communicated to those who may be exposed to that risk. Risk assessment shall be reviewed regularly to ensure that they remain suitable and sufficient with any changes being communicated to those affected.

The Quality Systems Administrator shall ensure that generic company risk assessments are maintained in the office file and computer system.

Contractors employed shall be expected to provide assessments and a system of reviewing those risks of their activities and these shall be evaluated and accepted by us through the Construction Managers prior to allowing commencement on any given task (where a significant risk arises).

The risk assessment process shall be used to identify adequate measures to control that risk and to develop a safe system of work that shall be written and follow the company expected hierarchy of:


- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Substitution of the less dangerous for the dangerous
- Giving collective protective measures priority over individual protection measures
- Giving appropriate, instruction, information and training to employees.

In addition where a specific hierarchy has been determined by regulation, then these shall be followed.

We shall seek specific advice where special risks arise from circumstances of which we are unfamiliar or do not have relevant competencies to properly evaluate or control.

With particular reference to young persons and pregnant women, it is the company policy to take specific account of the vulnerability of these groups and to make assessment of the potential impact of company undertakings upon them to determine adequate controls.

All Directors and management are responsible for ensuring risk assessment is undertaken as applicable for matters under their direct control. They shall also be responsible for ensuring that safe systems of work are developed and all findings notified to those affected. Site managers, foreperson and supervisors shall be responsible for further site based evaluation to ensure the findings remain suitable or adjust as necessary to ensure they remain task specific. They shall also be responsible for ensuring the safe systems of work are followed on site.

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### 13 Control of Substances Hazardous to Health

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about all such substances shall be obtained from the manufacturer or supplier (hazard data sheets - not product information sheets) to enable assessment to be undertaken. Those ordering materials shall be responsible for obtaining the safety data sheet and for passing it to the relevant person(s) as appropriate.

The findings of the assessment, control measures and necessary precautions and emergency procedures will be made clear to all affected prior to use by the Directors, Construction & Site manager, foreperson or supervisor.

The company policy and hierarchy of controls for use of PPE shall be followed:

- Avoid use of hazardous substances where practicably possible.
- Protection through design of work processes and engineering controls and use of work equipment.
- Control of exposure at source, including adequate ventilation systems.
- Use of PPE.

### 14 Traffic Management

A traffic management plan has been developed for our office and yard area. Traffic management plans shall be considered and developed appropriate to all projects. Construction and site managers shall ensure traffic management plans are developed and maintained as appropriate to project.


### 15 Company Vehicles / Personal Vehicles used for Company Business

Vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons aged 25 or over that have held a full driving license for over 2 years can drive company minibuses. Driving licences must be submitted to the office upon commencement of the use of a vehicle then annually thereafter. Smoking is prohibited in all company vehicles.

### 16 Use of Mobile Phones

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, whether the medium is speech, text or any other form of data transfer. Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site, use of mobile phones will be restricted to the welfare areas.

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## **17 First aid**

The company shall ensure that a trained person and a fully maintained first aid box suitable for twenty persons is present within the office at all times. The designated person shall be responsible for the maintenance of the first aid equipment including all reserve stocks. Notices will be displayed to identify the first aid contact and equipment location. The Finance Director shall be responsible for ensuring first aid provision is maintained at the office, workshops and yard, and for reserve stocks for company use.

First aid kits will be retained within all company vans. Vehicle drivers are responsible for ensuring the kit is properly maintained.

All projects will be assessed for required first aid training, equipment, notice and facility levels and provision made and maintained accordingly. Project designated first aid personnel will be responsible for the maintenance of all first aid provision at site level. Construction and Site Managers will be responsible for ensuring this policy is maintained.

## **18 Welfare**

Welfare facilities shall be provided at head office in accordance with the requirements of the Workplace health, safety and welfare regulations and undertakings at that place. The facilities shall be regularly cleaned and maintained, the Finance Director shall be responsible for provision and maintenance of facilities at the office and yard.

Project specific welfare provision shall be determined by the estimator, contracts directors and managers through assessment and shall conform to the requirements, as far as is reasonably practicable to the Construction, Design and Management Regulations (CDM). All project facilities shall be regularly cleaned and maintained, being the responsibility of the person in control of the site.


## **19 Fire Safety and Emergency Procedures**

A fire risk assessment as required by the Regulatory Reform Fire Safety Order has been undertaken in respect of the office, workshop and yard areas and is retained within the fire safety file. The fire safety file contains all relevant information on appointed personnel, control procedures, evacuation procedures and fire drill, equipment testing and maintenance logs. The file shall be reviewed each calendar month or in light of any changes that may affect the suitability of the assessment. A Director shall be the responsible person.

It is our policy to assess the fire risk and produce a written plan on all projects and in relation to company vehicles, being the responsibility of the Construction and Site Managers.

Emergency procedures shall be determined by the responsible person (office, workshop and yard) and Construction and Site Managers for all projects where additional hazards other than the fire risk exists, such as working at height, with asbestos, electrical, gas and communications services etc.

In compliance with current legislation and the Company's policy, smoking is strictly prohibited throughout our Head Office premises and all remote site operations.

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## 20 Incident Reporting / Investigation

We shall operate a near-miss incident reporting system, being evaluated every six months. Not exclusive to near-miss reporting, it shall be company policy to insist all incidents requiring first aid treatment and all lost-time (including any down time spent in investigation) incidents that do not require reporting to the authorities under RIDDOR are to be regarded as a near-miss incident. All employees have a responsibility to report near-miss incidents to their line manager, and line managers for reporting on to the Andy Hyde, Senior Contracts Manager.

All reportable incidents relating to RIDDOR shall be communicated from site to office, or within the office / yard premises to the Andy Hyde, Senior Contracts Manager (or appointed deputy), who shall evaluate and report forward to the HSE as required by current regulations.

Where reportable incidents occur to subcontractor personnel, they shall be required to report to the relevant authorities and to forward a copy of the report to us. Andy Hyde, Senior Contracts Manager shall ensure they are informed of the requirement and that copies of reports are obtained.

Incident statistics shall be collected, collated and passed to the Andy Hyde, Senior Contracts Manager to be evaluated. Interim statistics shall be provided for all health and safety committee meetings.

Accident forms (QR-101) shall be kept in the head office, all company vehicles and on all longer-duration projects. Where an accident form has been completed this should be sent immediately to the Technical Director.

It shall be the company policy to investigate all reportable incidents. External consultants shall be required to assist in investigation of all major reportable incidents. The Technical Director shall be responsible for ensuring this arrangement is adhered to.

## 21 Personal Protective Equipment

It shall be company policy not to rely on the use of Personal Protective Equipment, but to make assessment of the task and determine controls.

Where it is deemed that PPE is necessary, it shall be considered for ergonomic design and shall be assessed for the relevant BS or EN standard applicable to the task by contracts or site managers, the Finance Director (office, workshops and yard) and re-evaluated at site level by the foreperson or supervisor for adequacy.


We shall ensure people are trained in the use, storage and maintenance of PPE.

## 22 Asbestos

The Board of Directors shall ensure that an asbestos survey has been undertaken in respect of DPR office and yard and that a management programme is in place for any Asbestos Containing Materials (ACM's) to be identified. No work will take place to the fabric of our premises unless these documents have been evaluated in the first instance.

It will be company policy to ensure those evaluating tenders have considered asbestos issues in all projects at planning stage to ensure adequate surveys of the correct *Type* have been provided.

It will be company policy to ensure that those preparing Construction Phase Health and Safety Plans consider the requirement for Asbestos surveys to be carried out. All demolition and refurbishment

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works require an intrusive survey to be carried out prior to works commencing. The Health and Safety plan must include details of all known asbestos and procedures for dealing with it if present.

It is our policy to have all asbestos removed by specialist contractors.

ALL KCC asbestos removal works for all three categories will be undertaken by a licensed contractor.

All of our contract staff from management through to general operatives will receive formal certificated training every three years with interim toolbox talks on an annual basis.

### **23 Hand-Arm and Whole Body Vibration**

It is company policy to avoid as far as is reasonably practicable, exposure to vibration through job-design alterations or automated processes.

Where this is not reasonably practicable to achieve, we shall operate a low-level emission policy whereby all equipment purchased or hired shall be evaluated for vibration emissions. Equipment relative to the task with the lowest emission rate shall be selected. Those responsible for purchase or hire of vibrating equipment shall ensure company policy is followed.

All activities shall be assessed for potential exposure (as assessment policy) with Job-rotation techniques and relevant PPE provision being considered on a hierarchical basis.

### **24 Noise**

The company policy regarding noise is broadly as identified for vibration, with intent to implement a hierarchy of combating exposure at source, providing enclosures, barriers and distance between source and operatives prior to reliance upon setting and marking of hearing protection zones and use of PPE.

### **25 Manual Handling Operations**


It shall be the company policy to avoid manual handling where practicably possible through use of mechanical lifting aids. Risk assessments shall be undertaken in line with company policy where manual handling operations are necessary with consideration given to the task, the individual, the environment and the load.

Staff will be provided with relevant training and instruction.

### **26 Stress Management**

It shall be company policy to determine working methods that avoid excessive exposure to stress. We shall train staff to recognise signs of stress and monitor staff absence and behaviour in relation to signs of stress. We encourage individuals to report symptoms of stress to their line manager and shall treat all cases confidentially. Any employees identified with work related stress will be fully supported by the company, who will consider measures to help resolve issues, seeking advice from occupational health professionals as necessary.

The Finance Director and Contracts Directors shall be responsible for ensuring that the company stress management procedures are enforced within their operational spheres.

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## **27 Display Screen Equipment**

It is company policy to evaluate and assess the risk from all display screen equipment use. We shall determine users and offer eye tests. The Finance Director shall determine users, assessment (and review) and for ensuring users are aware of their entitlement.

## **28 Health Surveillance**

It shall be company policy to control our activities to prevent the need for health surveillance. However we shall determine any necessary health surveillance requirements through the assessment process and continual monitoring (e.g. through absence records, complaints etc). by line management.

In particular, where exposure to vibrating equipment, noise or substances is identified as likely, determination will be made of potential extent of exposure in line with regulatory requirements.

Initial simple health surveillance programmes shall be used such as skin checks and hand observation through site managers, foremen and supervisors.

Where health surveillance programmes are required, we shall consult with a medical practitioner or occupational health professional to design such programmes. The decision to consult in such a manner will be made by the Board of Directors. All Directors and managers have a responsibility for providing the Board of Directors with relevant information on which to base any decisions.

We shall operate a system, determined and maintained by the Quality Systems Administrator whereby all new starters shall either complete a medical questionnaire or be requested to attend a medical, though in relation to office staff the responsibility shall rest with the Finance Director.

## **29 Work at Height**


It shall be company policy to avoid working at height wherever practicable. Where work at height activities are necessary we shall ensure they are properly assessed and planned, considering hazards such as falling, falling objects, fragile surfaces, danger areas and weather extremes, avoiding lone working wherever practicable.

We shall ensure work at height is adequately supervised and carried out in a manner that is safe, so far as is reasonably practicable; placing high emphasis on the selection of equipment that provides collective fall protection, descending in priority to individual fall arrest as a last resort; ensuring all equipment used is formally inspected in line with site conditions and legal requirements; and ensuring emergency rescue systems have been considered.

We shall ensure that all who are involved in work at height activities are trained and competent to carry out their required responsibilities.

The Construction Director, Construction and Site Managers will be responsible for ensuring the above policy is followed and Site Managers and Supervisors will have responsibility for monitoring controls are implemented and maintained at site level.



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### 30 Work Equipment

Only those with relevant training shall be permitted to operate work equipment, though this policy shall not prevent equipment use for training purposes when under the supervision of a competent person. The Contract directors and site managers shall be responsible for ensuring that this is adhered to. At site level, site managers, foremen and supervisors shall ensure policy is adhered to.

We operate a hire and purchase system whereby equipment is assessed for ergonomic design and technological advancement (in addition to other considerations mentioned elsewhere in this policy). All employees involved in purchase or hire of equipment shall be responsible.

Equipment use shall be suitable for task and regularly inspected (including before use), as determined through the assessment process and inspection by the end user.

Equipment that is identified as defective will be removed from use until repaired or replaced. All equipment removed shall be marked as unsafe for use. The person responsible for identification of the defective equipment shall be responsible for ensuring policy is followed.

It is our policy to ensure all equipment is maintained and shall be verified for existence of calibration, examination, inspection or testing as applicable. The end user, manager, foreperson or supervisor as applicable shall be responsible.


Equipment shall be used as designed for purpose and not adapted. No employee shall use equipment with designed safety provisions (guards etc.) removed or disabled.

All equipment users / operators shall use equipment according to instructions provided and training received.

### 31 Mechanical Lifting Activities

All lifting activities using mechanical means shall be assessed, properly planned and supervised. We shall ensure that the work environment and supporting surfaces are suitable (and exclusion where necessary maintained), determine equipment and accessory type (and verify examination and test records) in respect of the conditions, task and loads, consider weather conditions and ensure suitably trained personnel are identified and employed appropriate to task. We shall ensure that all appropriate licenses and permissions are obtained. Contract and site managers shall be responsible for ensuring lifts are properly planned and managers, foreperson and supervisors as applicable on site shall ensure lifts are carried out to the prepared plans, or adapting plans as required to ensure lifts are carried out in a safe manner.

All crane use will be undertaken through contract lifts whereby specialists will provide the necessary equipment, assessment, planning and personnel. Contracts and project managers shall determine and arrange necessary contract lifts. Estimators shall consider requirements at tender stage and liaise with other managers as required.

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### 32 Excavations

We will ensure that all excavation works are undertaken by competent operatives and are adequately supervised. At pre planning stage we will plan against the following:

- People, vehicles and materials falling into the excavations.
- Undermining of nearby structures.
- Contact with underground services.
- Collapse of the sides.
- Access to the excavation.
- Positioning fume creating petrol/diesel engine equipment near the edge of excavations.
- Accidents to members of the public and other site operatives.

Visual inspections will be undertaken before the commencement of work each day. A documented inspection will take place every 7 days or after any event likely to have affected the strength or stability of the excavation (i.e. after adverse weather conditions) or after any accidental fall of material.

### 33 Working within a Confined Space

It shall be company policy to ensure that any work undertaken in confined spaces is controlled to the greatest extent. Where ever possible alternative method of carrying out the works will be found to avoid the need to enter the confined space.


However if no alternative can be found only persons fully trained and deemed competent will be permitted to enter the confined space. A risk assessment will be carried out and a method statement prepared by the competent person prior to work commencing. All control measures required by the Method Statement and Risk Assessment must be in place before work commences.

### 34 Services Policy

The following policy will be adopted within the company:

- All fixed and temporary electrical appliances will satisfy the relevant IEE Wiring standards and British Standards and shall be accordingly inspected, tested and maintained.
- All site tools and equipment shall be of 110 volt or lower. Where equipment can only be used of a higher voltage, express permission must be gained from management in writing, following an assessment.
- No live working will be permitted.
- All work on or near services will be subject to a permit to work system.
- All services will be located, identified and marked as appropriate prior to any other related activity. Where applicable, drawings will be obtained from service providers but these will not be strictly relied upon for accuracy.
- Only competent persons shall be permitted to work with services and related equipment.

The Finance Director shall, in respect to DPR office & yard, ensure all services are controlled in line with the above at the office and yard area. Construction and Site Managers shall ensure planning for the above on applicable projects and site managers, foreperson or supervisors as applicable shall ensure policy is adhered to at site level.

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### **35 Project Planning**

We are committed to planning for safety. On all projects we shall evaluate enquiry information, assess hazards and risks to determine control measures and necessary resources to comply with statutory requirements and our policy. We shall ensure that our tender prices include appropriate sums to maintain the safe systems of work and resources for the project, identified through planning. The estimator shall ensure this policy is applied at tender stage (through liaison with Construction and Site Managers as necessary).

In compliance with the CDM Regulations, when we are appointed principal contractor, we shall:

- Follow policy on project planning
- Develop and maintain the construction phase health and safety plan
- Ensure all contractors are supplied with relevant information to enable them to plan their activities and control any potential risks from their undertakings
- Give contractors adequate time for planning and mobilisation
- Ensure competent people and contractors are engaged as required
- Ensure site induction is undertaken for all personnel and recorded
- Ensure co-ordination of activities and request cooperation from all
- Consult with the workforce
- Ensure project notified and display notification details when required
- Monitor health and safety performance
- Ensure Principal Designer has been appointed
- Provide reasonably requested information to the Principal Designer

The contracts or site managers shall ensure health and safety plans are developed and that health and safety file information is provided. They shall also ensure that the company policy in this regard is maintained at site level.

All projects, whether non-notifiable or notifiable, shall follow the HSE Guidance on Regulations (L153) Managing Health and Safety in Construction.

### **36 Housekeeping and Waste Control**

The company shall enforce a policy of high standards of housekeeping at all premises, within company vehicles and on all project sites. The Finance Director shall maintain a cleaning and waste control programme for the DPR office & yard.

Site projects will be individually assessed and have appropriate control measures implemented to maintain company policy throughout. Site managers, foreperson or supervisors shall enforce this policy at site level. Site assessments shall make account of hazardous waste and relevant licences obtained and methods of removal determined. This shall be the responsibility of the Construction and Site Managers.

It is not the policy of the company to burn waste on sites or at the yard. All waste shall be controlled in-line with our environmental policy. Site managers, foreperson and supervisors shall enforce this policy at site level.

The Construction and Site Managers shall be responsible for the control of all waste that is removed from site, and for ensuring the procedure set out in CP32 is implemented and followed.