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T-PRIME LIMITED

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Health, Safety and Environment Policy

October 2023

T-PRIME LIMITED

HEALTH and SAFETY POLICY

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T-PRIME LIMITED

HEALTH and SAFETY POLICY

PART 1

GENERAL STATEMENT OF POLICY

The Directors of T-Prime Limited (the Company) are committed to achieving and maintaining a safe and healthy work environment for their employees, contractors and all others who may be affected by the Company's operations in accordance with The Health and Safety at Work Act 1974. The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.

- The Company will maintain and seek to continuously improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and the application of the best trade practices compliance with relevant legislation.
- The risks to employees, contractors and all others who may be affected by the activities of the Company will be assessed, assessments reviewed as required and arrangements made to eliminate or control such risks. This will be achieved by consultation, providing health surveillance as may be required, arranging for competent health and safety advice, instituting procedures to be followed in the event of imminent and serious danger, and identifying danger areas.
- The Company will provide information to employees of risks to their health and safety and the preventative and protective measures identified to be taken and coordinate and cooperate with clients and other employers where necessary to promote health and safety. This includes Principal Contractors where CDM Regulations apply.

The Company will:

- provide employees with clear instructions and information, and adequate
- training, to ensure employees are competent to carry out their duties and
- responsibilities.
- provide employees with personal protective equipment
- maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- The Company requests, requires and expects all persons who are employed by the Company, contracted to the Company, visiting the Company's premises or sites of operation or to whom the Company owes a duty of care or over whom the Company exercises control, to co-operate with and conform to the Safety Policy of the Company, comply with arrangements made and actively assist in implementing the policy.
- Company employees and contractors are encouraged to make a positive contribution to health and safety matters. The Company will consult and actively involve staff on policy matters, practices and procedures.

- Mr Anatolie Teterea, Director Responsible for Health and Safety, is responsible for the health and safety programme of the Company
- The relevant health and safety information will be communicated to employees and contractors using appropriate methods such as induction, risk assessment briefings and toolbox talks.
- The Company will carry out appropriate monitoring and assurance of the implementation of the policy and management system to verify compliance with the policy.

This policy will be continually reviewed (minimum annually) by the Company with the advice of ACA Health and Safety Services and revised, as required, to meet the changing needs of the Company, technical innovation and legislative developments.

The Policy is published in three parts:

1. GENERAL STATEMENT OF POLICY.
2. THE ORGANISATION TO IMPLEMENT THE POLICY.
3. THE ARRANGEMENTS AND INSTRUCTIONS TO IMPLEMENT THE POLICY.

The full policy is available for inspection at the Company offices at

T-PRIME LIMITED
Unit 3 Brampton Hall Farm
Ravens Green
Little Bentley
Colchester
CO7 8TA

Signed

Print name



Mr Anatolie Teterea
(Director Responsible for Health and Safety)

Date

13 October 2023

Policy review record

| <u>Date</u> | <u>Comments</u> | <u>By</u> |
|-------------|---|------------|
| 4.1.2021 | Health and safety advisers changed. Minor alterations to text. Ladders removed as not allowed in use. Covid Policy Statement added. | V Cathmoir |
| 13.1.2022 | Review – no changes required. | V Cathmoir |
| 17.5.2023 | Review – no changes required | V Cathmoir |
| 13.10.2023 | Review – Director Responsible for H&S changed | V Cathmoir |
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ENVIRONMENTAL POLICY

T-Prime Limited is a regional business whose principal activity is as Drylining, Screeding and Rendering Contractor. We recognise that our operations can have implications with regard to the environment and will endeavor to reduce the impact as far as practicable.

We are committed to conducting our business in a way that contributes to environmental improvement and sustainable development and will discharge our responsibilities by the implementation, management and audit of the following:

- Strict compliance with good practice, codes of practice and legislation;
- The efficient use of energy, materials and other resources with particular regard to recycling and the use of consumable items;
- The organisation of our operations to minimise any environmental impact and the effects of noise, dust, disturbance and inconvenience;
- The establishment and support of management, structure and procedures, which ensure that environmental impact of all our activities is evaluated and dealt with properly;
- The measurement of our environmental key areas within the context of continuous improvement and a responsible learning culture;
- Regular review of this policy, our performance and objectives to ensure that we are doing all we can to achieve best practice.

Environmental Objectives - As a responsible contractor and employer, we wish to use our influence in order to protect the environment in which we live and work.

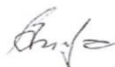
We will strive to:

- Manage our resources effectively, reducing our impact upon the environment and preventing any incidence of pollution;
- Use our expertise and experience to effect environmentally friendly solutions in construction processes that we are involved with;

- Work with our clients, subcontractors, suppliers and employees to improve overall environmental performance;
- Support and encourage our employees to improve our environmental performance and provide training in this regard.
- Continuously improve our performance in the areas of:
 - Preventing pollution
 - Minimising waste
 - Effective use of energy
 - Selecting sustainable materials
 - Choosing environmentally aware working methods
 - Identifying and managing environmental risks
 - Recycling
 - Response to environmental incidents
 - Setting standards and goals of the highest calibre

Our Commitment - We are committed to this policy and to environmental performance and protection. Our Director Responsible for Health and Safety, Mr Anatolie Teterea, is responsible for the implementation, development and monitoring of this policy and will support and encourage all employees in the application of the policy. He will ensure that sufficient training and resources are available to enable the aims and objectives of the policy are met.

Signed



Print name

Mr Anatolie Teterea

Date

13 October 2023

COVID-19 POLICY STATEMENT

The Directors of the Company are committed to maintaining the health, safety and wellbeing of all those who work with and for us, as well as the general public.

The COVID-19 crisis is continuously evolving, and the Company will continue to update our approach as it does so, keeping abreast of changes to the situation and Government guidelines and restrictions.

We support the Government's position to allow the construction industry to continue operating where they can do so safely. All sites, contracts and offices are following the Company's COVID-19 Site Operating Procedures, which mirror those outlined in the latest version of the Construction Leadership Council – Site Operating Procedures and the latest Government guidelines.

Signed



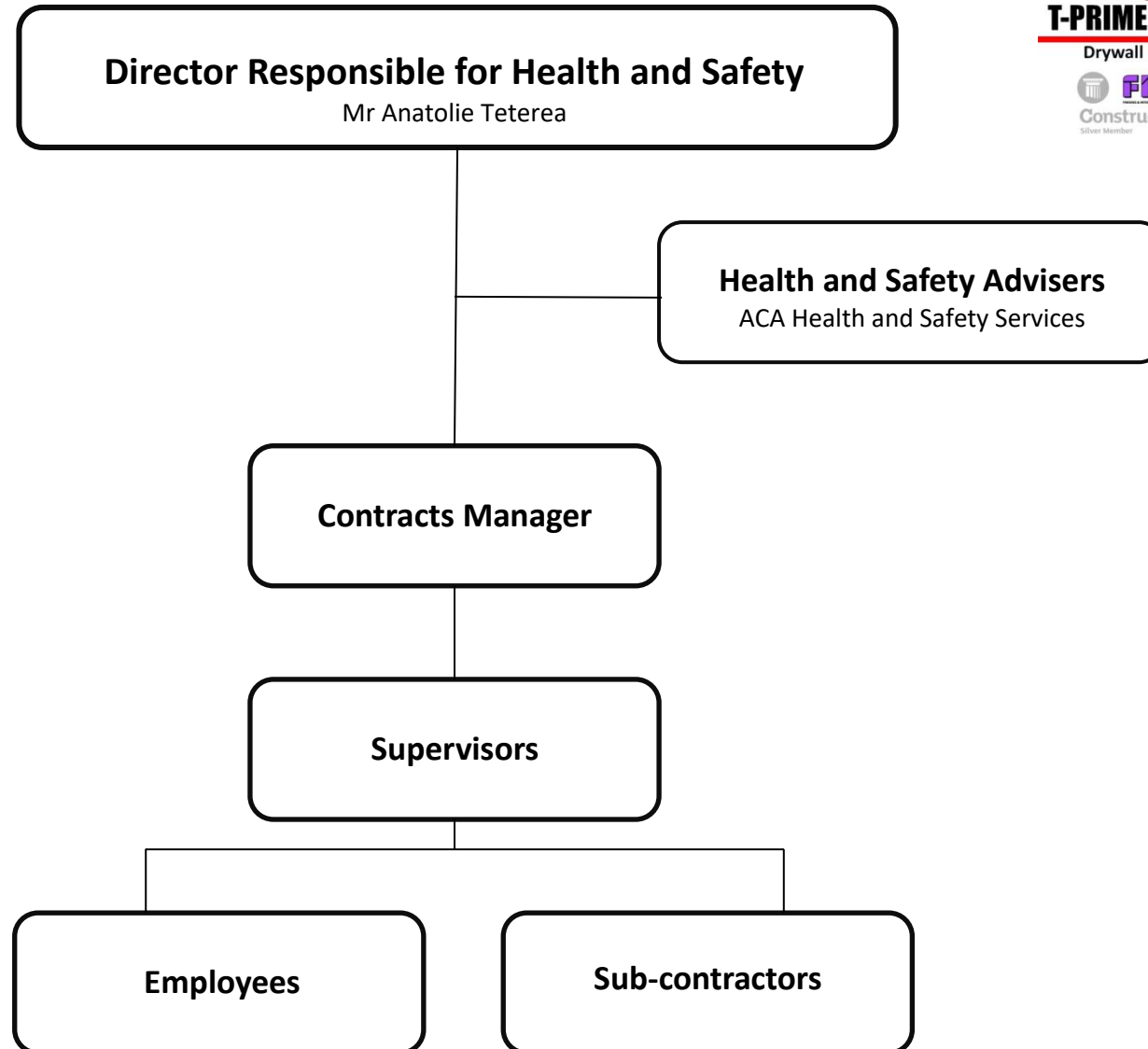
Print name

Mr Anatolie Teterea

Date

13 October 2023

2. ORGANISATION FOR HEALTH AND SAFETY



2.1 GENERAL ORGANISATION

- The Company will be responsible for all arrangements regarding Health, Safety and Welfare at the place of work. Health and Safety is a core value which is given equal standing with all other Company responsibilities.
- The Director Responsible for Health and Safety, Mr Anatolie Teterea, is responsible for the implementation of the Health and Safety Policy.
- The Company retain the services of ACA Health and Safety Services who will provide support and assist in the monitoring of Safety Performance
- The Director Responsible for Health and Safety, in conjunction with the Company Health and Safety Advisors, will be responsible for the monitoring of the Company's Health and Safety Policy and other related matters.
- In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, the Director Responsible for Health and Safety and representatives of employee safety of the Company will meet half-yearly at a Health and Safety Meeting to consider all aspects of Company performance and up-date procedures as necessary.
- Employees will be advised to report to the Director Responsible for Health and Safety any Health and Safety matter upon which they have input/opinion at any time.
- Prior to the Health and Safety Meeting the Director Responsible for Health and Safety will invite views from all employees on related issues. Every employee will have access to the meeting so as to ensure representation on safety issues from every staff level.
- Contractors and sub-contractors will be required to prove through validation they have a good Health and Safety record, a relevant Health and Safety Policy and to have accepted our Safety requirements prior to placing of order.

2.2 GENERAL RESPONSIBILITIES

- The Director Responsible for Health and Safety and all staff are responsible for the implementation of the Company's Health and Safety Policy.
- The Company requires all employees to set a personal example and to take care of their own health and safety and to assist in the formulation of policy.
- Supervisors will promote and encourage safety awareness in employees and sub-contractors under their control.
- All employees will be briefed so that they have suitable knowledge of the legislation applicable to the work they are employed to carry out.

2.3 INDIVIDUAL RESPONSIBILITIES

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

2.4 DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

Mr Anatolie Teterea, Director Responsible for Health and Safety, has overall responsibility for implementing the Company Safety Policy.

He will:

Ensure the following:

- He is aware of revisions to legislation, to continually improve his knowledge and to develop safety procedures, using the best available knowledge and good working practices.
- Ensure that Company management, staff or employees are provided with information on any changes to legislation that affects them, enabling this to be incorporated into Company work activities.
- Follow up reportable accidents and near-misses, prepare reports of the causes and put forward recommendations for future avoidance. Arrange for yearly reviews of all accidents and monthly reviews of monitoring reports.
- Make arrangements for a competent person to be available to advise Company management on health and safety matters, to ensure management is provided with information on changes to current and future legislation, and to recommend how these are to be incorporated into Company work activities.
- Ensure our external Consultant is competent, with a sound knowledge of health and safety matters relating to our activities within the construction industry.
- Foster a positive health and safety culture to staff and operatives.
- The Company will not employ young persons or use work experience trainees. If this policy changes, the Company will make arrangements for parents or guardians of work experience trainees or young persons employed by the Company to be informed of the risks to the young person's health.
- Ensure new and expectant mothers are aware of the risks to their health from the work activities of the workplace.
- Arrange for the Company's Health and Safety Policy Sections 1, 2 and 3 to be individually issued to each employee, ensuring also that a revised copy is displayed within the office and temporary offices at each place of work.
- Ensure the Company makes the necessary arrangements for the recording of employees' hours, accidents and near misses, undertaking health surveillance and keeping those records for the statutory required period.
- Where not provided by the Client or Principal Contractor, arrange for suitable welfare and first aid arrangements to be provided and maintained. These include toilets, washing facilities and a suitable area for eating and rest.
- To allow adequate time for and implement appropriate training and refresher training for employees including arranging site induction, Tool Box Talk training sessions and fire evacuation is held on a regular basis.
- The Company only work on new-build construction sites so no asbestos should be present. Where asbestos is advised as present by the Principal Contractor, the presence of asbestos is suspected or

there is the potential for asbestos to be present, the Company will seek guidance from the Principal Contractor on asbestos surveys required to be undertaken before demolition, structural or major improvement works commence.

- Ensure new employees receive appropriate health and safety induction regarding the risks associated with our work activities and are informed of the risks associated with construction, a record is to be kept of the induction and when.
- Make arrangements to prevent any person carrying out work who is seen to be under the influence of drink or drugs making them unfit to carry out their task safely.
- Arrange for appropriate risk assessments to be prepared and issued to employees and others involved in a project prior to work activities commence, ensuring that these are revised as circumstances change. Site specific risk assessments are to take into consideration environmental and health and safety issues including those advised to the Company by the Principal Contractor relating to other persons not employed by the Company. Contractors we engage on our behalf are to provide their own risk assessments before work activities commence.
- Arrange for the necessary support and resources to be available that enables management and employees to implement the Safety Policy requirements.
- Ensure appropriate insurance cover embracing both statutory and Company needs is provided and maintained.
- Arrange for appropriate procedures to be implemented whereby any person who has a concern regarding health and safety can report it.

2.5 CONTRACTS MANAGER

The Contracts Manager will be responsible to the Director Responsible for Health and Safety, for all related matters at workplaces under their control.

These specific duties will include:

- Ensure that a copy of the Company Health and Safety Policy, induction handbook, site precautions and other related health and safety information is available at each place of work, and that employees and contractors are aware that they are available.
- Alert contractors employed to carry out work on the Company's behalf to the hazards of the project and ensure that they are compliant with any statutory provisions relevant to their work activities. Ensure contractors have read their own company statements and risk assessments.
- Ensure that all appointed contractors have completed a pre-qualification assessment for health and safety and have satisfied the requirements of the assessment, as required by The Construction (Design and Management) Regulations 2015.
- Ensure the Principal Contractor provides suitable and sufficient welfare facilities for employees and visitors in accordance with Schedule 2 of the CDM Regulations, these being kept clean and in working order. Where these are shared facilities, ensure a Shared Welfare Certificate is implemented by the Principal Contractor. If no Principal Contractor involved, ensure the Company provide suitable and sufficient welfare facilities for employees and visitors.
- Once the immediate situation has been managed and everyone's health and safety assured, ensure

records are kept of all accidents, incidents and near-misses are reported to the Company supervisor and Principal Contractor. Gather all witness statements and evidence and, where necessary, preserve evidence for future investigation. Where required, ensure that all reportable accidents are notified to the HSE RIDDOR system.

- Ensure that general contract planning considers the requirements of the health, safety, and welfare of operatives, sub-contractors, visitors, staff members of the client and other occupiers where works are being carried out.
- Ensure that site managers/agents/supervisors under their control comply with the requirements of the Company Health and Safety Policy, their own individual responsibility in this aspect, and clients' own establishment rules and requirements.
- Where any demolition, structural or major alteration projects commence, make arrangements for requesting a copy of the Refurbishment and Demolition Asbestos Survey from the Principal Contractor at the planning stage of the project. Where a survey report or Asbestos Management Plan is not available, make the necessary arrangements for a Survey to be carried out by trained competent persons.

2.6 SITE MANAGERS AND SUPERVISORS

The Site Managers and Supervisors are the Company's representative for health and safety on site or in the workplace and are responsible for day to day organisation and control of all persons and their activities within the confines of that place of work. The main duties of the Supervisor are to:-

- Understand the Company Health and Safety Policy and ensure a copy is displayed in that place of work and that its requirements are brought to the attention of all employees and sub-contractors staff prior to their work commencing, permitting them to peruse the documents at a suitable time.
- Ensure employees have been provided with, and have read, the Induction Handbook and Personal Safety Guide.
- Ensure the work is planned following the requirements of the Risk Assessments and Method Statements ("RAMS"), where necessary communicating and coordinating with the Principal Contractor. Ensure that all persons acknowledge by signing the RAMS that they have been issued with and understand the agreed control measures.
- By reference to the Company's training records and through induction, tool box talks, RAMS and supervision/monitoring of activities, ensure that persons carrying out works under their control are suitably experienced and trained in the activity.
- Co-operate with the company's visiting Health and Safety Consultant, HSE Inspector, and Client's safety representative, for any recommendations or instructions to be carried out immediately.
- Ensure all accidents and near-misses, including damage to plant or equipment, are managed, reported to head office and the Principal Contractor, and recorded in the accident book.
- Ensure adequate fire control systems are in place, with a "Hot" permit system implemented by all persons on site.
- Ensure a suitable Fire Risk Assessment is displayed in the work area and Fire Plan is carried out in accordance with The Regulatory Reform (Fire Safety) Order.

- Act as a safety leader at all times to build a culture of trust with employees and contractors for health and safety (e.g. set an example by wearing the appropriate protective clothing as required by statutory legislation and assessments).
- Ensure operators of mechanical plant are trained, competent and authorised to do so.
- Check that contractors' staff is working in accordance with the agreed Health and Safety Plan, RAMS and other statutory legislation. The Supervisor to check that the operatives have received and read their own company RAMS.
- Ensure scaffolds are inspected by a competent person weekly and the appropriate forms are signed following the inspection. Scaffolds are also to be inspected each time altered or modified by the specialist installer, or after any inclement weather. Scaffolds and excavations are also to be inspected at the start of a shift. Where the Principal Contractor has responsibility for scaffolds, Company Supervisor to liaise with Principal Contractor Site Manager to ensure inspections are carried out.
- Liaise with the Principal Contractor to ensure that adequate and suitable welfare facilities are provided in accordance with The Construction (Design and Management) Regulations (schedule 2), and are kept in good order, clean and having suitable supplies.
- Liaise with the Principal Contractor to ensure Principal Contractor site induction training is given to all employees and contractors before commencing their works on site.
- Ensure Company induction training and toolbox talks are given to all employees and contractors before commencing their works on site.
- Ensure materials are delivered, unloaded and moved with the minimum of manual handling, and avoidance of double handling. Liaise with the Principal Contractor where they are undertaking lifting and moving activities for the Company to ensure Company employees and contractors are aware of the activity, are kept clear and do not assist.
- Liaise with the Principal Contractor to ensure an adequate supply of First Aid items and trained personnel are available in the workplace at all times. Where the Company have decided to provide First Aid provision in addition to the Principal Contractor, ensure these are valid and communicated to the Principal Contractor and employees/contractors.
- Arrange work operations in accordance with the RAMS to provide separation between pedestrians and construction machinery or vehicles, ensuring risks are kept to a minimum.
- Ensure that plant and equipment provided or brought on site is suitable for the work activity, having been maintained or tested as necessary, has the correct certification and is in good working order. Remove from site defective equipment or plant, which would compromise safe working.
- Liaise with the Principal Contractor to ensure that all areas of work have been suitably surveyed for asbestos and all asbestos-containing material identified by the survey is removed by a competent contractor before works commence in the area.
- As determined by the Company, Principal Contractor or by reference to the risk of the activity being carried out and the competence of those involved, assure, record and monitor health and safety.
- Ensure all necessary information for the Health and Safety File is collected from contractors and passed to the Contracts Manager for distribution to the Principal Contractor/client at the end of the project.

2.7 OPERATIVES

All employed or individual contractor operatives are accountable to the Supervisor for fulfilling the following responsibilities in relation to health and safety:

- To carry out their work as instructed, make themselves aware of the RAMS for the project, and to implement the control measures for which they have responsibility.
- To ensure other work parties and the Principal Contractor are not exposed to risks to their health and safety during the works.
- To report any known hazard or unsafe conditions to the Company Supervisor and Principal Contractor so that immediate corrective action can be taken and investigations carried out.
- To only use machinery, tools and equipment that they are trained and authorised to use.
- To keep the workplace clean and tidy and not to leave tools or rubbish on the floor or where they can fall on people below.
- To report all injuries, however slight, and ensure they are properly attended to by a trained First Aider and recorded in the accident book.
- To report all accidents, dangerous occurrences and near misses to the Company Supervisor and/or Principal Contractor immediately.
- To wear or use any necessary protective clothing or safety equipment such as helmets, eye protection, hearing defenders, masks, harnesses etc, to not abuse the equipment provided and report defective equipment immediately to the Company Supervisor, so that it can be replaced.
- To refrain from horseplay and not to distract others while they are working.
- Not to report for work when under the influence of drugs or alcohol. If suspected, testing may be required to confirm fitness for work.
- To take care of their personal hygiene by ensuring that they wash hands thoroughly after any work period, especially before meal breaks.
- To ensure all known hazards are reported to the Company Supervisor and appropriate controls implemented to ensure they are not an ongoing concern.
- To ensure that where you suspect or can ascertain that unexpected Asbestos is present at the workplace, cease work, inform the Site Manager/Company Supervisor and / or Principal Contractor immediately and warn others. Proceed with work only when the Company Supervisor and Principal Contractor have confirmed the asbestos hazard has been removed or managed and have advised on the methods to be adopted and the precautions to be taken.

2.8 CONTRACTORS

All Contractors will be selected from the Company 'Approved List of Contractors'. A place on the approved List will only be granted to Contractors who demonstrate an ability to carry out works in accordance with good Health and Safety practice and current legislation.

All work must be carried out in accordance with the relevant statutory provisions, taking into special

account the safety of others and the general public.

Contractors' employees and operatives must comply with the directions of the Company Supervisors with regard to health and safety issues.

- Contractors will provide timely Risk Assessments, COSHH Assessments and/or other essential information for assessment by the Company Supervisor before any works are permitted to commence on site.
- All plant and equipment brought on to site by contractors must be supplied with any necessary certificates of inspection and maintenance and will be in good condition and properly maintained.
- Operatives must satisfy the Company Supervisor, via certificate or training record, of their competence to operate any plant and/or equipment prior to commencement of works.
- Power tools or electrical equipment must be 110 volts or less and must be approved by the Company Supervisor. All transformers, generators, extension leads, plugs and sockets must be to current British standards for industrial use, be in good condition and be inspected/tested.
- Any near miss, potential or actual hazard, incident or injury sustained (or damage caused by contractor's employees) must be reported immediately to the Company Supervisor and the Principal Contractor.
- The Company Health and Safety Advisers may, if requested, inspect sites and report on health and safety matters. Contractors informed of any hazards will be expected to take immediate action to rectify them. Contractors will provide the name of the person they have appointed as their Safety Supervisor before commencement.
- Suitable welfare facilities and first aid equipment in accordance with the CDM Regulations must be provided by the Contractors for their employees unless arrangements have been made for the Contractor's employees to have access to facilities provided by the company in which case written confirmation will be issued detailing facilities provided.
- Contractors are particularly requested to note that workplaces must be kept tidy and all debris, waste materials etc. must be cleared regularly as work proceeds;
- Contractors working on Company sites will be required to provide, wear and maintain suitable PPE for their works or as required by the site rules. Failure to do so will result in removal from site.
- Management and supervisory staff of Contractors must at all times set a personal example in Health and Safety awareness whilst carrying out their duties and responsibilities.

2.9 OFFICE STAFF

The main responsibilities include:-

- To manage and then report to the Director Responsible for Health and Safety any defects noted to equipment, plant, cables, plugs or switches and any hazards which are likely to cause an accident eg: loose carpet or tiles to stairs, landing or passageways, fire doors not closing or opening correctly or loose shelving.
- To manage and then immediately report to the Director Responsible for Health and Safety any irresponsible actions likely to endanger the health and safety of yourself or others, eg: materials or

equipment that have been placed blocking emergency routes or exits, or fire exit doors that have been locked shut.

- Develop a personal concern for health and safety for themselves and others.
- Ensure that visitors egress from the building when required by the fire alert system.
- Not to reach up to high level shelving or storage without using steps or hop-ups.
- Not to repair or maintain electrical equipment unless trained and competent.
- Organise their work station to comply with the display screen equipment assessment and their activities to ensure they have suitable rest periods from using display screen equipment. Adjust blinds to avoid glare on screens, adjust text, seating, foot and arm rests to give a comfortable working position.
- Ensure doors used for emergency escape are kept clear and unlocked when the premises are occupied.

2.10 EXTERNAL HEALTH and SAFETY CONSULTANTS

T-Prime Limited retains the services of ACA Health and Safety Services as their competent Health and Safety Advisor.

ACA Health and Safety Services are accountable to the Director Responsible for Health and Safety for fulfilling the following responsibilities in relation to health and safety:

To advise Management on:

- Content of Health and Safety Policy reflecting working practices.
- Identifying significant risks to prevent where reasonably practicable injury to personnel, damage to plant and hazards arising which could lead to occupational ill health.
- Identify safe methods of work and review for further improvements.
- Legal requirements affecting Safety, Health and Welfare.
- Provision and use of protective clothing and equipment.
- Interface with Principal Contractors and roles on new contracts
- Changes in legislation.
- Adequacy of control measures introduced through risk assessment.
- Lessons learned from peer industry events.

3. HEALTH and SAFETY ARRANGEMENTS

3.1 FIRST AID

The Director Responsible for Health and Safety will ensure the Company complies with the requirements imposed by the Health and Safety (First Aid) Regulations by carrying out a risk assessment. This will include ensuring sufficient first aid facilities and trained personnel are available in areas under the Company's control.

All accidents/injuries must be reported as soon as possible to the Supervisor, Manager and the Director Responsible for Health and Safety. Where the Company is working for a Principal Contractor they shall be informed as well.

Office

All accidents shall be reported to the appointed First Aid trained person for the company offices who will enter the details in the Company Accident Book.

The appointed First Aid trained persons for the company offices will be clearly displayed in the main reception area and at designated First Aid Stations within each of the office buildings.

Details of First Aid trained personnel and the locations of First Aid Stations will be made clear to staff and visitors during the initial Health and Safety Induction.

Site

All accidents/injuries shall be immediately reported to the appointed First Aid trained person for the site who will attend to the injury, notify the Emergency Services if required and notify the Company Supervisor and the Principal Contractor, who will complete the Accident Book. Additionally, The Company Supervisor will complete a Company Accident Report Form, a copy of which will be removed from the Site Safety File and be returned to Head Office.

The Accident Book recorded information must include:

- Time and date of accident
- Nature of the accident and location on that site
- Name of injured person(s) address and occupation
- The extent of injuries, whether these were treated at hospital or by own doctor
- Signature of Supervisor or assistant recording the accident

The Company will ensure that suitable First Aid kits and suitably First Aid trained personnel are available on Company sites at all times. This will include the provision of First Aid kits in all company vehicles. The level of First Aid provision and number of First Aid trained personnel provided to each site will be determined by risk assessment.

It is a Company requirement that First Aid kits and suitably trained personnel are provided by all sub-contractors working on the Company sites, where not provided by the Company.

Appointed First Aid trained personnel are responsible for inspecting the content of the First Aid boxes provided by the Company and for ensuring that First Aid kits are sufficiently stocked at all times.

3.2 ACCIDENTS

The Director Responsible for Health and Safety will ensure that all required notifications are made to the Incident Reporting Centre, in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Director Responsible for Health and Safety will ensure that all accidents, incidents, dangerous occurrences and cases of occupational illness are investigated and a report made on any lost time/injuries.

The investigation will involve the collation of information relevant to the accident and photographs of the area where the accident occurred. The Director Responsible for Health and Safety, in conjunction with the Company Health and Safety Advisors, will then carry out a full investigation in accordance with the HSE Guidance document (HSG245) 'Investigating accidents and incidents', a copy of which will be retained at the company office.

Statistics will be maintained for all accidents and near misses, to enable the Company to monitor any accident trends and change procedures where required to address these.

3.3 REPORTABLE EVENTS (Under RIDDOR)

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), death of an employee at work, a major injury or any injury resulting in an employee taking over seven days sick leave or having to spend 24 hours in hospital will be reported to the HSE by the Director Responsible for Health and Safety by the quickest possible means to:

The Incident Control Centre Tel: 0845 300 9923
<http://www.hse.gov.uk/riddor>

In the event of a reportable accident or dangerous occurrence, the company Health and Safety Consultant, ACA Health and Safety Services, will be contacted for advice and support.

All notifications to the Incident Control Centre will be formally investigated and recorded and will be stored in a secure location in the Head Office.

3.4 REPORTABLE DANGEROUS OCCURRENCES

Below are examples of Dangerous Occurrences that are reportable under RIDDOR;

- An explosion or fire occurring which results in the stoppage or suspension of normal work for more than 24 hours, where such an explosion or fire was due to ignition of process materials their by-products (including waste) or finished products;
- Failure of Lifting Equipment;
- A collapse, or partial collapse of any scaffold which is more than 5 metres high, which results in a substantial part of the scaffold falling or over-turning, and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements;

All dangerous Occurrences must be reported immediately to the Site Manager or Company Supervisor, who will in turn notify the Director Responsible for Health and Safety to enable a suitable investigation of the incident to be carried out.

Further details of categories of Dangerous Occurrences can be obtained from the Head Office or from ACA Health and Safety Services.

3.5 INFORMATION, TRAINING and SUPERVISION

Supervision

The Company will ensure that suitable, competent supervision is provided to all work sites and will ensure that all employees are familiar with the work in hand, know the systems of work and understand any RAMS.

Where working as Principal Contractor on site, a competent, trained Site Manager will be provided to manage the overall site activity and ensure that works are planned and managed in accordance with all relevant legislative requirements.

Sub-contractors working on behalf of the Company will be required to provide evidence of competent supervision for their works to the Contracts Manager/Supervisor before works commence.

Training

Persons will not be given duties which will expose them or others to a risk to their health and safety without having received the necessary information and training.

Formal, recognised training will be provided to all employees of the company where they are required to undertake duties for which, in the interests of health and safety, training is mandatory or recognised good practice.

Training of employees will be carried out in accordance with the Company Training Register, formulated by the Director Responsible for Health and Safety, and will be reviewed on an annual basis or where changes in legislation or recognised practices require.

All new employees will receive induction training, to include such topics as:

- The Company Health and Safety Policy and employees' duties under the policy;
- Personal Protective Equipment and its use;
- Good housekeeping and storage;
- Access and security arrangements;
- Drug and alcohol policy;
- Driving policy, including mobile phone use;
- Safe use of scaffolding;
- Safe working practices when working for a Principal Contractor;
- The availability of welfare facilities;
- Procedure for reporting hazards, near-misses, incidents and accidents, defects and unsafe practices;
- Procedure for employee consultation and the airing of grievance;
- First aid and emergency procedures;
- Fire-fighting procedures;
- Rules concerning use of transport;
- Compliance with warning signs and notices;
- Safe use of substances in common use.

Induction training will be supplemented by training on specific site risks as necessary by sub-contractors and the Company, and will be formally recorded on the Company Induction Register.

Employees will receive vocational training when called upon to acquire significant skills or knowledge, e.g. where legal requirements require that persons attend an approved course and hold current certificate before appointment, e.g. use of specific plant and equipment, etc.

3.6 CONSULTATION and COMMUNICATION

The Company will consult with employees on all health and safety issues under The Health and Safety (Consultation with Employees) Regulations. Employees may elect representatives of employee safety to make representation to the Company on:

- potential hazards and dangerous occurrences;
- general matters affecting the health and safety of the employees they represent; and
- specific matters on which the employer must consult.

All employees' comments relating to health and safety are welcomed by the Company and can be made directly to the Director Responsible for Health and Safety, the immediate Supervisor or the Company Health and Safety Advisors.

3.7 FIRE and EMERGENCY PROCEDURES

Office Fire and Emergency Procedures

Mr Anatolie Teterea, Director Responsible for Health and Safety for the Company is the person responsible for ensuring that a Fire Risk Assessment is undertaken for the Company offices in accordance with The Regulatory Reform (Fire Safety) Order 2005, and is reviewed and implemented.

Suitable fire-fighting equipment will be provided to the office and areas and a Fire Plan established and displayed in a prominent position within each building, which will indicate the procedure to be followed in the event of a fire and the location of the Muster Point.

Competent person(s) will be nominated as Fire Wardens for the office to ensure that fire safety is maintained to all areas and will conduct and record regular testing of Fire Alarms within the office areas and ensure regular Fire Drills are arranged.

Details of the appointed Fire Wardens for the company offices will be clearly displayed and will be issued to all staff and visitors.

All employees and visitors to company sites or offices will be made aware of the fire procedures and the location of the fire-fighting equipment during the initial Health and Safety induction.

Site Fire and Emergency Procedures

The Company will predominantly work on a location as a contractor for a Principal Contractor under the CDM Regulations. The Company Supervisor will communicate and coordinate with the Principal Contractor to ensure the Company are informed of the fire and emergency arrangements and that these are included in the planning and induction documentation.

Where the Company is responsible for the management of a site, the following arrangements will be enacted:

- Fire and emergency procedures and the level of equipment provided will be the subject of a formal risk assessment, formulated before works commence and updated by the Site Manager as works progress.
- Supervisors will be appointed as fire wardens on the respective site. Where small works are carried out, employees will be deemed to be fire wardens for their own works, formally nominated and informed as such.
- The Company will ensure that a fire risk assessment has been formulated and emergency procedures are established and that all operatives are aware of the control measure implemented via the initial site induction.
- Employees, contractors and visitors will be required to sign the visitor's book on arrival to site, and on departure. Failure to sign the visitor's book will result in removal from site.
- Any hot work on site will only be permitted following formal permission from the Supervisor for the works. Where hot work is permitted by the Company, it will be carried out under the strict control of a Hot Work Permit which will be issued and monitored by the Principal Contractor or Supervisor for the site. Failure by any person to complete a Hot Work Permit, will result in removal from site.
- Suitable fire-fighting equipment, escape signage and audible warning alarms will be provided to all sites. The type of alarm provided, e.g. automatic, manual or voice and the number of fire points will depend on the level of risk at each site.

- The fire and emergency procedures for each site will be clearly displayed in a prominent position and be updated by the appointed fire warden as required and will include contact details for the Emergency Services and the procedure to be followed in the event of a fire.

3.8 MONITORING

All site operations will be subjected to regular inspections by the Company appointed Supervisor to determine that all work is carried out in a safe manner and in line with current legislation. Where there is a breach of health and safety, action will be taken immediately to identify and organise any necessary remedial action.

All site inspections will be recorded on the Company site inspection form with remedial actions noted for breaches in health and safety. A copy of the report will be sent to the Director Responsible for Health and Safety who will monitor actions taken.

Additional monitoring will be carried out by the Director Responsible for Health and Safety and the Company Health and Safety Advisor as part of their planned visits to each site.

3.9 REVIEW

The Company Health and Safety Policy will be reviewed as necessary by the Director Responsible for Health and Safety and the Company Health and Safety Advisor. This will be carried out on an annual basis or where there have been significant changes in Legislation or work practices.

Where work processes have changed significantly, and new hazards develop, the RAMS and the general Policy will be revised to ensure all necessary controls are implemented. Where work processes change, employees and contractors will be consulted on all new control measures and procedures before they are implemented.

3.10 RISK ASSESSMENTS

The Director Responsible for Health and Safety, Mr Anatolie Teterea, has overall responsibility to ensure that a safe system of work is provided to all employees. The following process is carried out by the Company to enable all employees to carry out their work in a safe and sufficient manner.

- Before work commences, a risk assessment will be carried out by the Company Contracts Manager and/or Director Responsible for Health and Safety to identify precautions and procedures required to deal with any special risks relating to the work to be carried out. Employees and the Supervisor responsible for the work will be consulted and the risk assessment adapted accordingly.
- The risk assessments will be monitored at regular intervals to ensure they remain suitable and sufficient for the work in hand.
- The procedures for the management of risk will be documented and shown within the method statements. These will include statutory controls relevant to the various health and safety regulations, the in-house policy controls of safe working practices and the monitoring of those.
- The Company will undertake written assessments in accordance with Management of Health and Safety at Work Regulations and HSE Guidance "Five Steps to Risk Assessment" to reduce the risk to employees and others who may be affected by their work activities.

Factors to be taken into account will vary from job to job, however the Company will take into account the following:

- Avoidance of risk completely by substituting an alternative material or work method;
- Combating risks at source;
- Adapting work to the individual in the choice of work equipment and methods;
- Taking into account technology advances;
- Giving priority to measures which protect the whole workforce and endeavouring to enforce such measures;
- Identifying employee needs such as information, instructions, training and supervision.

The Risk Assessment Process

The Director Responsible for Health and Safety and/or the Contracts Manager will be responsible for ensuring risk assessments are carried out and are available for all work activities before work commences, and will ensure that all information is passed to the persons managing/supervising the works.

The standard, initial risk assessments will be formulated for the project and will be contained within the Site Health and Safety File. These assessments will be added to or adapted by the Supervisor as works progress and will be monitored by the visiting Contracts Manager.

Before work commences, employees involved in small/minor redecoration and repair works will be issued with task-specific risk assessments for general repetitive works.

Where the risk changes or a new risk assessment is required, this will be carried out by the Supervisor, be formally recorded and be issued to all personnel involved in the work activity.

All operatives will be instructed to stop work and contact the Supervisor if the work process changes from the recorded risk assessment for the work.

All contractors employed by the Company will be required to submit suitable risk assessments for their work activities in advance of work starting on site and provide evidence that all employees have been made aware of the content.

All risk assessments will be carried out by competent persons only, with all control measures outlined to those involved in the work process through consultation, induction and tool box talks.

The Company will utilise dynamic (point of work) risk assessments to supplement RAMS for the task to ensure employees stop and consider the task and the environment before commencing work.

Safe System of Work Process

Where high risk elements of work cannot be suitably controlled by risk assessment, the Contracts Manager will, in conjunction with the Supervisor, formulate a documented safe system of work.

The safe system of work will be specific to the element of work being carried out and will include a clear sequence of works. All persons involved in the high risk element of work will be fully inducted to the content and requirements of the written safe system of work by the Supervisor.

Health and Safety Plan

A Construction Phase Plan will be formulated for all projects, regardless of size or duration and will be continually updated as works progress.

3.11 WELLBEING AND OCCUPATIONAL STRESS

The Company recognises that excessive pressure can have a negative effect on health and safety and performance at work. The Company is committed to promoting good health at work and is therefore concerned to recognise any negative effects that stress may have on employees and will instigate a

mechanism of support for employees suffering from the negative effects of stress.

Where it is suspected that an employee is suffering from excessive stress, the Company will endeavour to provide the necessary support to enable the employee to return to full health as soon as possible.

3.12 HEALTH SURVEILLANCE

Health surveillance is required for employees where their work involves them having contact, above recognised limits, with materials and work processes such as:

- Contaminated ground
- Rivers and watercourses
- Lead
- Asbestos
- Hazardous Substances with known health risks.
- Noise and Vibration
- Dust

The Health Surveillance will be arranged by the Director Responsible for Health and Safety where required and records kept at the company office.

Contractors working on behalf of the Company will be required to provide suitable evidence of health surveillance where the work activity warrants this.

3.13 YOUNG PERSONS

Any person under the age of eighteen is classified as a 'Young Person'. The Company will not employ young persons or use work experience trainees. If this policy changes, the Company will have a risk assessment carried out on their specific work activity, taking into account their inexperience and their perception of danger. Where employed by the company, 'Young Persons' will be supervised at all times by a competent, trained Supervisor. Employment of young persons will be at the discretion of the Director Responsible for Health and Safety.

Contractors will not be permitted to employ 'Young Persons' on Company sites without formal, written consent from the Company's Director Responsible for Health and Safety.

Employment of 'Young Persons', will be in strict accordance with the requirements of The Management of Health and Safety at Work Regulations and associated ACoP.

3.14 OFFICE SAFETY

The health and safety of the Company office is the responsibility of the Director Responsible for Health and Safety, to whom all problems or concerns should be raised. The Director Responsible for Health and Safety will ensure that:

Access

Safe access and egress is provided and maintained to all areas of work.

Ventilation

Adequate ventilation is provided to all work areas by means of opening windows, air conditioning and/or fans.

Temperature

Reasonable working temperatures are provided to the workplace at all times, with a minimum temperature

16 degrees Celsius being reached after the first hour of work.

Lighting

Suitable and sufficient anti-glare lighting is provided to all areas of work, with natural lighting being utilised where possible.

Waste Material

All litter bins are regularly emptied and all areas kept clear at all times.

Welfare Facilities

Welfare facilities are provided to meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992. The office facilities will include as a minimum:

- Suitable toilet and washing facilities
- Kitchen and rest facilities

Visual Display Units (VDU's)

Risk Assessment, where required, on the use of VDU's will be carried out by the Director Responsible for Health and Safety and will include:

- The initial set-up of the VDU;
- Instruction to all users;
- The working position and workstation;
- Seating and workspace.

Eye testing will be carried out on a regular basis, or at the request of the user. Where corrective appliances are required to enable the user to continue working with the VDU these will be provided by the Company free of charge. If the user's normal glasses are suitable for VDU work, there will be no contribution to their cost by the company. Any aches, pains or discomfort suffered at the workstation should be reported to the Director Responsible for Health and Safety as soon as possible.

3.15 WORK VEHICLES

Vehicles used for company work, whether owned by the company or the individual, will be considered as work equipment by The Provision and Use of Work Equipment Regulations 1998.

Work Vehicles should be maintained in good condition at all times, in accordance with the manufacturer's recommendations and the Company Handbook.

Any defects should be reported to the Director Responsible for Health and Safety who will advise on the action to be taken.

Vehicles shall be visually checked on a daily basis and be thoroughly inspected in accordance with the manufacturer's recommendations, with details of the inspection recorded. All completed inspection records should be returned to the Company Office, where they will be monitored by the Director Responsible for Health and Safety.

When requested by the Company, employees will be expected to provide evidence of competence to drive vehicles (e.g. valid driving licence) and must inform the Company of any changes to the licence (e.g. penalty notices, fines, etc.).

3.16 MOBILE PHONES

No mobile phones should be used whilst driving or operating plant at work. No employee should

answer/talk on a mobile phone whilst driving. Any employee found to be using a mobile phone whilst driving or operating plant, will face disciplinary action.

3.17 SUB-CONTRACTORS and VISITORS

Visitors to company workplaces will be informed of the site safety rules, provided with PPE as necessary, and accompanied at all times by the Supervisor.

In addition to any induction carried out by the Principal Contractor managing a site, sub-contractors working on company sites will receive a site safety briefing from the Company, to include:

- Safe operating procedures;
- Any client/tenant restrictions;
- Emergency procedures;
- Access, storage and parking restrictions etc;
- Any ongoing site hazards;
- The content of their Risk Assessments and Method Statements.

Sub-contractors working on behalf of the Company will be required to provide evidence of competent supervision and trained employees by completion of the Company Sub-Contractor Competence Questionnaire Form.

Sub-contractors working on behalf of the Company will need to ensure that they have competent supervision in place at all times.

3.18 SECURITY

Access and security arrangements are the responsibility of the Principal Contractor. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Where the Company take on the responsibility for management of a site, work sites will:

- so far as practicable, be securely fenced or otherwise secured to a minimum height of 1.8m. All buildings used as construction sites, will be secured when work is not in progress;
- be arranged to prevent children entering the work area where possible. This will be achieved by specific warning signage being posted to all site boundaries and regular inspection of perimeter fencing by the Supervisor;
- be inspected on a daily basis by the Supervisor for the works and inspection records for site security fencing and warning signage will be entered in the site inspection register;
- where works are carried out on occupied premises, have suitable barriers and warning signage positioned, as far as is reasonably practicable, to prevent entry into the immediate work area and the occupant notified of the restrictions in place.

3.19 WASTE MANAGEMENT

Waste Management arrangements are the responsibility of the Principal Contractor. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Where the Company take on the responsibility for management of waste, work sites will:

- use licensed waste carriers at all times for the disposal of site waste and will retain all waste tickets in the Site Health and Safety File;
- waste will be segregated by type and a Site Waste Management Plan implemented where required by the Principal Contractor or contract conditions;
- where applicable, make notifications by the Director Responsible for Health and Safety in accordance with The Hazardous Waste (England and Wales) Regulations;
- keep waste areas clear and tidy at all times and segregated from pedestrian areas by physical barriers.

Waste from the works (e.g. plaster) will be disposed of in accordance with the RAMS to ensure the ground and any adjacent water courses / rivers are not polluted. The Principal Contractor will provide relevant information where this needs to be managed.

3.20 SITE WELFARE AND HYGIENE

Site welfare and hygiene arrangements are the responsibility of the Principal Contractor. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Where the Company take on the responsibility for management of site welfare and hygiene, they will meet the following requirements:

Temperature

Where site accommodation is provided, a reasonable temperature will be maintained within the site accommodation during working hours.

The temperature will be at least 16 degrees Celsius after the first hour of work.

Lighting

Work area and specific task lighting will be provided to all work areas where natural light is not sufficient.

All lighting will be 110v rated, where possible and will be maintained and inspected and tested by a competent person at regular intervals.

Welfare Facilities

Where reasonably practicable, all requirements of the Construction (Design and Management) Regulations 2015 (Schedule 2) will be adhered to. The following will be ensured by the Company:

Suitable facilities will be ensured to all workplaces by the Company, to include:

- Suitable toilet facility
- Warm water for washing, to include soap and towels
- Drinking water
- Suitable rest facilities with the facility to prepare food

The above is not exhaustive and will be assessed on each contract by the Director Responsible for Health and Safety.

Transient sites and small works will be assessed individually to ensure that the above is provided where reasonably practicable.

3.21 PERSONAL PROTECTIVE EQUIPMENT

Where risks cannot be controlled by other means PPE must be provided. It must:

- be appropriate for the risks and for the working environment;
- take account of the user's health, ergonomics, fit factors and be compatible with other items of PPE required to be worn;
- adequately control the risk presented by the hazard without increasing overall risk experienced by the worker;
- be supplied free of charge if supplied for work-related health-and-safety reasons;
- be properly maintained and suitably stored;
- comply with relevant legislation concerning design and manufacture.

Where a hazard cannot be controlled by any other means, PPE will be provided to all employees to supplement the existing preventative and protection measures.

PPE will be on personal issue to employees where reasonably practicable or readily available on request and they will be notified of:

- their duty to use it in certain cases;
- their duty to return it to the accommodation provided when not in use (unless disposable);
- their duty to keep it clean in so far as health and safety are affected (e.g. changing filters) and to report any defect or loss.

The Company will maintain a record of the items issued, to whom, the date of issue and the date of any replacement or maintenance required.

Training, instruction and information will be provided to wearers of PPE, including:

- the risks the PPE will avoid or limit;
- the purpose and manner in which the PPE is to be used;
- action to be taken by the employee to ensure good working order, as well as hygienic condition.

Where the Company are working as a contractor for a Principal Contractor, the Company will comply with the requirements of the Principal Contractor. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Where the Company are responsible for managing a site, the Company will provide the following Personal Protective Equipment to all employees:

Head Protection

Where there is a risk of head injury, the Company will issue safety helmets to all employees

Safety Footwear

Safety footwear, suitable for its purpose will be provided to all. All safety footwear will have reinforced toecaps and reinforced mid-soles and will meet recognised standards.

Outdoor Clothing

Where employees work involves employees coming into contact with severe weather, and no shelter is available, suitable outdoor clothing will be provided by the Company.

High Visibility Clothing

Is to be worn on all sites where vehicles/mobile plant are present, and will be provided by the Company.

Gloves, Safety Goggles and Hearing Protection

Will be provided by the Company where the RAMS for the task requires that they are worn.

All PPE issued will be free of charge and will be recorded and be forwarded to the Company offices where

it will be monitored by the Director Responsible for Health and Safety.

Sub-contractors

The above requirements must be adhered to by all sub-contractors, who will be required to ensure that all of their employees wear suitable PPE at all times. The Company may enforce additional PPE requirements where site rules or risk assessment deem it necessary. All sub-contractors will be expected to follow the PPE requirements of the site at all times.

3.22 SAFE ACCESS

Site access arrangements are the responsibility of the Principal Contractor. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Where the Company are responsible for managing site access, the Company will ensure safe access is provided to all workplaces, be it by road, gangway, passage, hoist, staircase, ladder or scaffold, achieved as follows:

- Walkways will be kept free from obstruction;
- Access routes will be kept clear of tools and equipment;
- Edge protection will be provided to all areas of workplace at height;
- Holes and openings in floors will be securely covered or fenced;
- Artificial lighting will be available for work after dark;
- Nails in timber will be hammered down or removed;
- A tidy site will be maintained with materials stored in safe positions;
- Ensure proper arrangements for the gathering and disposal of waste;
- Ensure waste is cleared regularly to designated areas to await disposal;
- Ensure spillages are cleared up as soon as possible.

The Supervisor will inspect access routes at regular intervals to ensure they remain clear and free from trip hazards.

3.23 SCAFFOLDING

Provision of scaffolding is the responsibility of the Principal Contractor. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Working on Scaffolding

When work is to be carried out from tube and fitting or system scaffolding, the Company will ensure that:

- All scaffolding has been erected by CISRS trained scaffolders in accordance with SDG4:15 and has been formally handed over as suitable for use and a Handover Certificate issued;
- All scaffolding is inspected before use by the Company Supervisor and the appointed scaffolding contractor, and the inspection recorded in the site Scaffold Inspection Register. Additional inspections will be carried out by the nominated scaffolding contractor every 7 days thereafter and will be formally recorded;
- All scaffolding platforms have been constructed in accordance with The Work at Height Regulations and EN 12811/TG20:13, to include full edge protection to all areas where a person could fall;
- All suitable working platforms are visually inspected before use and have been constructed to be free from gaps or holes;

- There is a suitable, secured access ladder or staircase to all areas of the scaffolding;
- All working at height has been risk assessed and confirmed by the Supervisor or the sub-contractor using the scaffolding before works commence;
- Where the scaffolding falls outside the NASC Guidance TG20:13 compliance sheet, a suitable design has been formulated by a competent person.

All scaffolding contracts must be accompanied by a detailed RAMS, issued to and approved by the Company before work commences.

Tower Scaffolding

The Company Supervisors have received training in erection and inspection of tower scaffolds from PASMA. Before using tower scaffolding users should ensure that the risk assessment confirms:

- Maximum height to base ratio is 3:1 before outriggers are used;
- They are only to be erected by trained and competent persons;
- They are fully inspected once erected, every 7 days thereafter, following every move and before use;
- They are fastened to a structure when necessary;
- Any ladders are fastened inside the tower on the narrowest side;
- Edge protection is provided to all sides of the platform, e.g. guard rails and toe boards;
- No ladders are used off tower scaffolding platforms;
- They are used on good ground, clear of manhole covers, made up ground and excavations;
- All persons involved in working at height are competent and trained to do so.

3.24 LADDERS

Ladders and stepladders will not be used by any Company operative on any site, except when part of a tower scaffold (see above).

3.25 HOP UPS

Before using hop ups, the Company will have ensured that all other methods of accessing work at height have been considered by risk assessment. Where hop ups are required, these will be a minimum 600mm wide and manufactured to Standard EN131. Hop ups will be inspected before use to ensure they are in good working order and should only be placed on clear level surface. When using hop ups, users should take the following precautions:

- Do not use if the rubber on the bottom is damaged as this increases the risk that the equipment could move when in use.
- If the rubber is damaged to the extent where it might compromise this facility then it should be removed.
- Wear boots that will not slip on the stool's surfaces.
- Avoid wearing clothes that you could catch when mounting the step (eg trousers too long).
- Get off the step to move it.
- Move the step into a new position rather than risk overreaching for access to something.
- Don't carry items in both hands when mounting.
- Take extra care when using power tools on a hop up.
- Do not allow cables to trail over the hop-up.

3.26 ELECTRICITY

The Company predominantly work as a contractor on new-build developments managed by a Principal Contractor (Principal Contractor). Activities carried out by the Company should not lead to exposure to

electricity other than in the intended final design state (i.e. no exposure to live conductors). The risk assessment must identify the hazard and controls to manage the risk from electricity.

The Company will seek positive assurance from the Principal Contractor of the status of all electrical connections to which they will, or may, be exposed too during the course of work. Where electricity in the work area is live, or may become live, the Company will confirm the supplies are off, isolated or disconnected and, where required, receive a key from a lock used to ensure the isolated status is maintained for the duration of work carried out by the Company.

The installation or alteration of temporary electrics is to be carried out by a competent and trained electrician. No work is to be undertaken on 'live' electrical systems. Tests must be carried out to ensure systems are 'dead' and switches locked off.

All generators shall be supplied and used with a localised and suitable earthing system. Long trailing leads shall be avoided wherever possible. Leads will not be allowed to lie in water or be in a position where they could be damaged by vehicles, work operations or cause a trip hazard. Cables that cannot be avoided being laid on the floor shall be protected against damage by a vehicle or work operation.

Electrical cables and equipment shall be regularly inspected and checked. Cables are to be held tight within the plug or equipment and must not be damaged. Damaged cables will not be used and will be withdrawn from the workplace.

In the case of an electric shock POWER MUST BE TURNED OFF BEFORE TOUCHING THE VICTIM.

3.27 HAND TOOLS

The Company and their Sub-contractors use hand tools on a frequent basis, which can include:

- Percussion Tools;
- Abrasive Wheels;
- Electrical tools and Electrical Leads.

The Company hire all tools, plant and equipment which facilitates the provision of items that have been inspected and maintained in accordance with manufacturers and legislative requirements. The risk assessment will identify the correct items to be used, but the user must always inspect the item to ensure it is fit for purpose and not damaged or defective.

The following statements are Company policy with regard to the use of hand tools:

Percussion Tools

When using percussion tools, operatives should adhere to the risk assessment to ensure that:

- The item of plant has been tested and inspected by a competent person;
- They are competent in the use of the plant;
- All leads and components are in good condition;
- The vibration level has been obtained and is clearly available;
- A vibration risk assessment has been carried out on the plant and this is understood and complied with;
- Suitable hearing and eye protection is available and is worn if indicated in the risk assessment.

Abrasive Wheels

When using abrasive wheels operatives should ensure that:

- They are fully trained and competent in its use, maintenance and wheel changing;

- All specifications on wheels and the plant are clear and understood;
- Suitable PPE is issued and worn;
- It has been inspected by a competent person.

Electrically Operated Tools and Electric Leads

When using electrically operated tools and electric leads operatives should ensure that:

- They are fully trained, authorised and competent in its use, inspection and maintenance;
- The equipment preferably battery operated, but if it is not is 110v double insulated, and earthed from all metal parts or is protected by a suitable RCD;
- The equipment has connections intact, no missing covers, bars, conductors or damaged cables;
- The equipment has been portable appliance tested and is within current inspection date;
- Has been thoroughly inspected before use;
- The equipment shows no visual sign of damage;
- Suitable PPE is worn;
- All moving parts are suitably guarded;
- All connections are free from damage.

General – Hand Tools

- Tools are to be regularly checked and thoroughly inspected before storage and, if worn or damaged, they are to be notified to the Supervisor, who will arrange for the item to be repaired or discarded;
- When not in use, tools should be suitably stored, with sharp edges covered;
- No tools are to be left laying on site, as they present a trip hazard;
- All defects should be reported to the Supervisor who will ensure the tool is removed from use;
- All tools should be cleaned of dirt and moisture daily.

3.28 MANUAL HANDLING

The Company will carry out risk assessment for all manual handling activities and endeavor, where reasonably practicable, to use safe working practices to avoid necessity of manual handling materials. Sub-contractors will be required to carry out suitable risk assessment for Manual Handling on all sites and to ensure a copy is issued to the Company Supervisor before work commences.

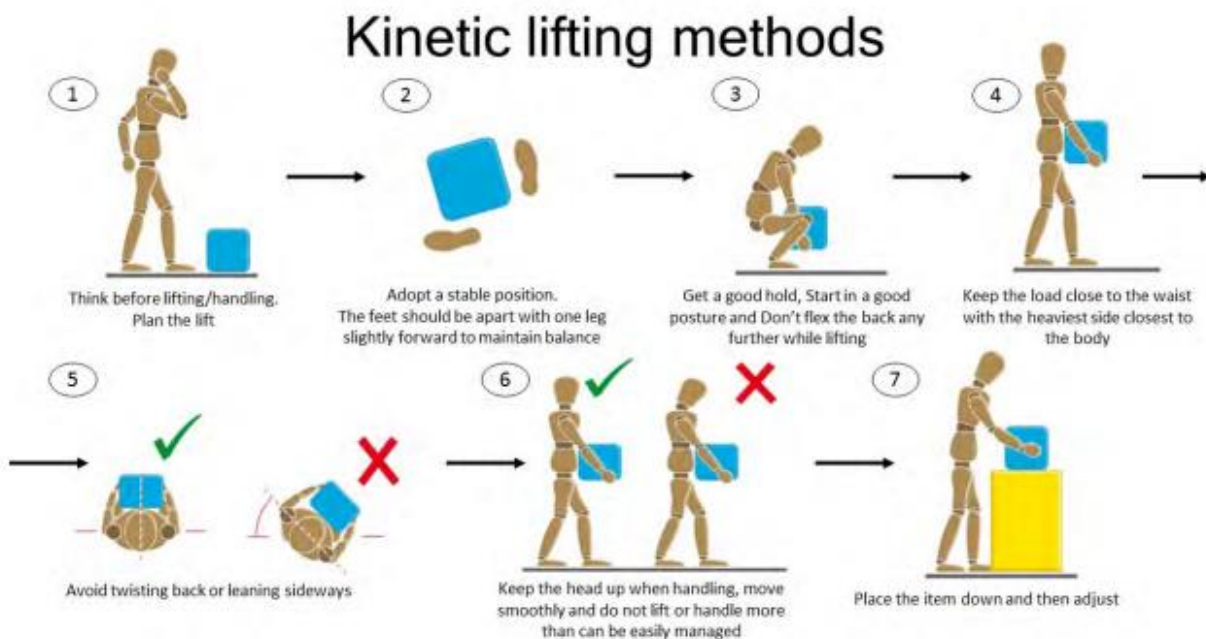
During the formulation of the risk assessment, loads will be individually assessed and the following sequence followed:

- Can the moving of the load be eliminated?
- Can the load be split?
- Can the lift be mechanised?
- Can the load be 'Buddy' lifted by two persons?
- Have individual lifting capabilities been assessed?

Employees are recommended to follow the following advice when lifting:

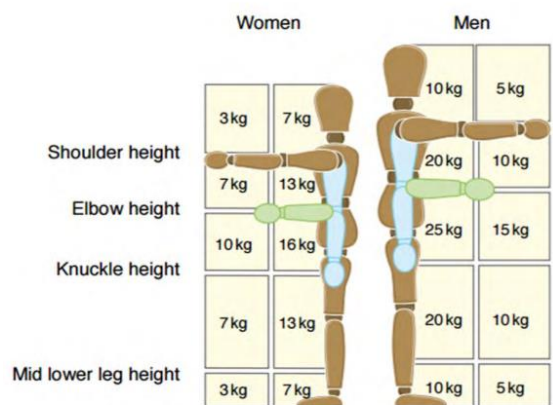
- Assess the load – check it is not dirty or has rough/jagged edges;
- If you are concerned that a load is too heavy – don't move it!
- Hold the load close to you to reduce the risk of stress to the lower back and to maximise stability;
- If the load is unevenly distributed hold the heaviest part to your body
- When lifting loads from the ground use your leg muscles rather than your back;

- Stand as close to the load as possible and face it square on. Avoid twisting your body while lifting;
- If you are lifting from the ground to a height, break the lift into two actions, i.e. from the ground to the waist level and then waist to level;
- Split the load if possible.



When handling heavy and uneven loads:

- Use mechanical assistance or get help for heavy loads – don't lift or handle more than can be easily managed
- Break the load down into smaller loads
- Check your path is clear and dry
- Get a good grip
- Move smoothly and avoid twisting or leaning sideways
- Keep the load close to the waist
- FOLLOW KINETIC LIFTING METHODS shown above:



How to Carry Plasterboard Safely

Plasterboard, Materials and Tools will be delivered as close to the work area as possible, to reduce manual handling.

Use lifting and carrying aids wherever possible.

Only lift plasterboards by hand when unavoidable and use help if needed.

ALWAYS

- Plan the move before lifting and know the weight.
- Clear your path of obstacles before starting (tripping or slipping while carrying can cause injuries).
- Test the weight of the load to make sure you will be able to lift it by gradually applying force.
- Remove any obstructions from your route before you carry a load.
- Wear protective gloves when moving plasterboard.
- Hold loads close to waist height – avoid lifting from the ground
- Carry plasterboards on edge – 2 people to a board.

- Place plasterboards on their long edge before turning flat.
- Use a platform to support plasterboards when manoeuvring.
- Cut plasterboards into smaller pieces to reduce load if possible.
- Lift boards from floor level to above your head in one motion. Set the board down at bench (hop up) height and adjust your grip before lifting it higher.
- Use mechanical means (eg trolley) to transport materials and tools if practicable.

NEVER

- Carry plasterboards horizontally.
- Lift more than one board at a time.
- Lift loads you find strenuous. If it is too heavy or big, get someone to help you with it.
- Lift anything if your hands are wet or greasy.



Employees of the Company will receive instruction in safe manual handling, commensurate with their exposure to risk. Sub-contractors will be required to provide evidence of any manual handling instruction/training given to their employees before commencing work.

3.29 HOT WORK

The Principal Contractor may have their own hot work management procedure. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Hot work will only be permitted on Company work sites if confirmed in writing by the Director Responsible for Health and Safety and confirmed in a risk assessment. If this is agreed, the following measures will be implemented:

- Where possible, hot works will be avoided by using an alternative method of work;
- All works involving the use of naked flame, sparks or heat will be carried out under the control of a Hot Work Permit, completed and issued by a competent person and copied to the Supervisor for the site;
- Fire-fighting equipment and audible alarms will be available in the immediate area at all times;
- Appropriate type of fire extinguisher must be available near to the work position.
- Refuse and waste materials are to be regularly cleared and removed from the work area.
- All hot work is to discontinue one hour before the close of the working day and an inspection made of the premises/working area prior to closing/locking up.
- Fire resistant materials shall be used as a barrier to prevent overspread of the flame or sparks to ensure others are not affected by the work activity.
- Cavities behind the work areas are to be checked for flammable materials.
- A smoulder test will be carried out for all hot work at a time period specified by the Hot Work Permit;
- Hot works are to be carried out by competent, authorised persons under competent supervision at all times;
- Hot Work Permits will be copied to the Principal Contractor and Site Health and Safety File on completion of the works;

Any hot work found to be carried out without written permission or the correct control measures in place will result in disciplinary procedures being implemented.

The Joint Code of Practice 'Fire Prevention on Construction Sites' (9th Edition) is to be consulted at all times with regard to fire prevention during hot works.

3.30 SAFE HANDLING OF SUBSTANCES

The Company is committed to an assessment and control programme aimed at risk reduction in accordance with The Control of Substances Hazardous to Health Regulations by such measures as:

- Finding safer substitutes for hazardous materials;
- Controlling the risk of exposure at source by ventilation etc;
- Selecting safer methods, such as brushing or rolling rather than spraying;
- Ensuring good housekeeping is maintained, to avoid a build up of contaminants;
- Ensuring the provision of suitable Personal Protection Equipment for immediate control of short-term exposure.

The COSHH Regulations require:

- assessment of the hazards and risks to health
- provision of control measures
- correct use of controls
- regular monitoring
- information and training of persons in the correct use of the control systems
- keeping records

In addition to the above the following precautions must be considered:

- i. Read content labels on containers before opening or attempting to use a substance or product.
- ii. Avoid skin contact.
- iii. Read safety data sheets and Assessments and adhere to their recommendations.
- iv. Use the control systems that the Assessment recommends.
- v. Use correct personal protective equipment at all times when recommended by Risk Assessment.
- vii. Store hazardous products only as recommended by manufacturer's data sheets.
- viii. Use only in well ventilated areas wherever possible.
- ix. Open containers or jar in the open air where possible.
- x. Do not decant products to an unmarked container or bottle.
- xi. Containers or bottles require the correct label to be applied and be easily readable.
- xii. Keep dangerous substances under lock and key.
- xiii. Clean up spillages immediately with equipment appropriate for that purpose.
- xiv. Keep dust down and clean up regularly with equipment appropriate for that purpose.
- xv. Check that others are not in danger from the product in use and keep them away from the relevant work area, providing information to them why it is important they keep away from the area.
- xvi. Transport only in the correct way by keeping containers upright and not allowing contents to spill.
- xvii.

3.31 HAZARDOUS SUBSTANCES

When using hazardous substances, the Company will ensure, as far as is reasonably practicable that:

- The material is substituted for a safer substance where practicable to do so;

- The impact on the health and wellbeing of the users of substances in use will be assessed and a record of assessment kept;
- Data Sheets for all applicable material will be obtained by the Company, and will be used to formulate the COSHH Assessment for the material being used;
- Where assessments are carried out specifically on site, they will be carried out by a competent person using the material Data Sheet as reference;
- Employees are informed, instructed and trained on the risks and precautions regarding the use of Hazardous Substances;
- Exposure of employees will be controlled so far as practicable (ventilation etc.) with PPE provided if preventive measures alone will not suffice;
- Where required by The Control of Substances Hazardous to Health Regulations, the exposure of employees will be monitored and a regime of health surveillance of employees established;

All sub-contractors working on behalf of the Company will be required to provide COSHH Assessments for all applicable materials before starting work.

3.32 FUELS, GASES AND FLAMMABLE SUBSTANCES

The following rules are to be observed on handling and storage of flammable substances where the Company is carrying out tasks:

- Cylinders to be inspected and tested for leaks upon receipt;
- Flammable materials to be stored away from fuels and fuel gases;
- Diesel/petrol fuel to be stored in the open in a fully bunded compartment;
- No storage of fuels and gases are to be permitted near excavations, cellars or voids;
- Fire-fighting facilities to be located near storage and work areas;
- Storage areas must be marked with relevant safety signs (No Smoking etc).

All flammables to be returned to secure storage at night and any valves on static equipment secured against interference.

Movement of flammable substances by road vehicle will be in strict accordance with Legislative guidelines.

3.33 NOISE

In accordance with The Control of Noise at Work Regulations 2005, if there is reasonable evidence that employees are exposed to significant levels of noise, the Company will assess the risk of noise as a hazard using a reliable indicator of noise level and take the following actions to protect employees:

- assess risk and maintain records;
- reduce the risk of hearing damage;
- reduce noise exposure, starting with engineering controls;
- ensure the noise exposure limit of 87dB(A) LepD (or 140dB(C) peak) is not exceeded. This includes the noise level at ear and includes measuring and monitoring hearing ability, ie audiometric testing;
- provide and maintain hearing protection;
- provide information and training for employees to ensure they are aware of the risks they face from noise exposure, the level of exposure, the control measures to be implemented and where appropriate the details of the health surveillance programme;
- seek information from manufacturers and others to provide noise data;
- provide health surveillance for all employees who may be at risk from noise exposure.

Action and Exposure Limits

The **Lower Exposure Action Level** is a daily or weekly exposure of 80dB(A) and a peak sound pressure of 135dB(C weighted).

The **Upper Exposure Action Level** is a daily or weekly exposure of 85dB(A) and a peak sound pressure of 140dB(C weighted).

The **Exposure Limit Value** is a daily or weekly personal noise exposure of 87dB(A) and peak sound pressure level of 140dB(C weighted). This level is at the employee's ear while wearing ear protection.

Where daily noise exposure exceeds the **Upper Action Level of 85dB(A) and 137dB(C) peak** then the work area must be designated a **Noise Hazard Area** where everyone must wear ear protection, even those just visiting the area. Appropriate signage must be displayed at all entrances and within the area.

All noise activities will be subject to a formal risk assessment carried out by the Company and/or the sub-contractor involved in the work.

If any employee feels that they are exposed to excessive noise, they should inform the Company Supervisor immediately.

3.34 VIBRATION

Excessive exposure through the use of hand held tools and machinery can cause hand-arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. It is more commonly known as Vibration White Finger (VWF).

In its efforts to reduce the risk of exposure to vibration the Company will ensure that:

- Every effort to carry out the work without the use of hand-held impact tools has been investigated;
- Vibration impact levels will be obtained for all purchased and hired plant and the HSE Ready Reckoner for Vibration used to assess risk levels against exposure time (<https://www.hse.gov.uk/vibration/hav/readyreckoner.htm>);
- The right tool for the job is issued and that operatives have a full understanding of the risks of vibration exposure;
- All tools have been maintained, sharpened and anti-vibration handles fitted where applicable;
- Job rotation and suitable work breaks are employed to reduce exposure;
- All employees are instructed in the precautions to take to reduce the effects of vibration such as, keeping hands warm and exercising fingers;
- Employees exposed to excessive vibration are subject to Health Surveillance checks where required.

All contractors working on Company sites will be required to provide specific risk assessment for vibration exposure and evidence of Health Surveillance where recognised safe levels have been exposed.

3.35 LEAD

Regular exposure to lead can cause serious health defects. Although all work with lead will be carried out by specialist contractors, the following is the Company policy with regard to the use of lead:

- The presence of lead will be identified if any burning, grinding of metals or handling is necessary (lead paint, flashings, etc);
- Operatives will be warned of the hygiene precautions when handling lead;

- Operatives must use PPE if lead-in-air level is likely to exceed control limits;
- Blood tests should be carried out every 6 months for regular users of lead and evidence of level readings issued to the Company.

The above policy must be adhered to by all sub-contractors working on Company sites.

3.36 ALCOHOL and DRUG ABUSE

Alcohol or drug abuse by any employee or sub-contractor (including supervisory and management staff) can adversely affect both their own safety and health and that of others when working for the Company.

Therefore, any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the Director Responsible for Health and Safety, who will arrange for that person to be removed from site immediately.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, eg heat exhaustion, hypothermia, diabetes, personal emotional problems etc. That person could also be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered, therefore if there is any doubt to the person's condition or cause of the condition, medical advice should be sought immediately.

3.37 LONE WORKING

The Company is committed to ensuring a safe place of work at all times for their employees and contractors during instances of lone working. If lone working is to occur on any project, the Company will carry out a risk assessment to ensure that:

- Periodical checks are made by mobile phone when commencing the work, at set intervals during the work and on completion of the project;
- Where possible, the controller/owner of the building where work is carried out remains in attendance during the works;
- Suitable First Aid provision and trained personnel are available where reasonably practicable.

All lone working will be subject to a specific risk assessment being carried out to ensure all control measures are applicable to the work.

3.38 WORKERS WHOSE FIRST LANGUAGE IS NOT ENGLISH

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations require the Company to provide employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. The Company will discharge this duty by providing information in a way that takes account of any language difficulties or disabilities and which is appropriate for the circumstances and can be understood by everyone.

The Company will:

- ensure that all written material provided to workers is presented in plain and simple English, free from jargon wherever possible;
- provide health and safety information which is supported by visual depictions to ease understanding;
- provide an Induction Handbook and Personal Safety Guide containing key health and safety information in simplified form with supporting visual material;
- engage Supervisors who are able to provide verbal translations of important health and safety information, induction, tool box talks and safety briefings;

- provide simple tool box talks incorporating closing question/answer session to ensure understanding;
- ensure there is at least one English speaking Supervisor for every 5 non-English speaking nationals to maintain communication and cooperation with other workers on site;
- make reasonable adjustments to working practices to maintain effective communication with all employees and sub-contractors.

Contractors must not sublet any works without written permission from the Company, and should make adjustments to the workforce and supervision to ensure that effective communication is maintained and to encourage a positive health and safety culture. Contractors will provide at least one supervisor for every 5 non-English speaking worker. However, the Company reserves the right to reduce this number for high risk activities. Supervisors must stay with the operatives at all times in order to deliver inductions, briefings and routine instructions and act as liaison with the rest of the team. Any contractor who fails to manage or supervise their workforce effectively on site will have their work suspended until such time that they can implement adequate supervision or resources. Persons identified for supervision roles must be confirmed in writing in contractors RAMS.

High risk activities such as lone working may not be undertaken by non-English speaking workers.

The Company acknowledges that some English speaking workers may struggle with complex written and verbal instruction, and will ensure that information is provided to these and other workers in its simplest form. Where necessary, written information will be explained verbally to support understanding.

3.39 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Company will carry out all works in accordance with The Construction (Design and Management) Regulations 2015 and carry out all duties assigned in accordance with the above regulations at all times.

The Principal Contractor may have their own CDM management procedure. The Company will always work as a contractor for the Principal Contractor unless formally agreed by the Company. The Company will cooperate with the Principal Contractor to ensure general duties are discharged.

Working as a Contractor, the Company will:

- Ensure the Client is aware of their duties under these Regulations;
- Plan, manage and monitor all construction work under their control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where there is more than one contractor working on a project, comply with the directions of the Principal Designer or Principal Contractor.
- Request information from the Principal Contractor's Construction Phase Plan to inform Risk Assessments;
- Not employ or appoint a person to work on the construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site;
- Ensure that any contractor appointed is informed of the minimum amount of time which will be allowed for planning and preparation before they begin construction work.
- provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including:
 - suitable site induction, where not provided by any principal contractor;
 - information on the risks to their health and safety identified by his risk assessment; or arising out of the conduct by another contractor

- any site rules;
 - the procedures to be followed in the event of serious and imminent danger and the identity of the persons nominated to implement those procedures.
-
- Ensure welfare facilities have been provided by the Principal Contractor.
 - Ensure that no work commences on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.



T-PRIME LIMITED

Drywall Solutions



I acknowledge receipt of and undertake to read and comply with requirements of Parts 1, 2 and 3 of the Company Health and Safety Policy. I understand compliance with the Company Health and Safety Policy forms part of my terms and conditions of employment with/engagement by T-Prime Limited.

Signed _____

Print name _____

Date _____