

Nightjar Engineering & Construction Limited

Health & Safety Policy

General Statement of Intent

PAUL DUNNING, ("The Company") believes that excellence in the management of Health and Safety is an essential element within its overall business plan – a good Health and Safety record goes hand in hand with high productivity and quality standards.

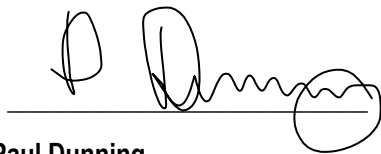
People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the company believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

The Company is committed to ensuring that it complies with all relevant Health and Safety legislation and where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation. To achieve this, the Company will provide the necessary resources and will seek the co-operation of all its employees for the purposes of implementing this policy. Moreover, the Company will also ensure all employees are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The Company is committed to ongoing monitoring and review processes, so that continual improvement in the management of Health and Safety can be achieved. Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on all matters affecting their Health & Safety;
- To provide and maintain safe equipment;
- To provide information, instruction and supervision for employees;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed:



Name: Paul Dunning

Date: 1st Jan 2024

Individual Responsibilities

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Managing Director's Responsibilities

The Managing Director will champion the Health and Safety of all employees.

He will delegate much of this work to managers but will ensure, by leadership that they take an active interest in Health and Safety matters.

Managing Director is responsible for:

- Issuing the Company Health and Safety Policy Statement;
- Ensuring that the Policy Statement and Company Policies are understood and implemented by all subordinates;
- The appointment of one or more competent persons with the responsibility for providing Health and Safety assistance and, ensuring that those appointed have the time available to fulfil their duties;
- Setting objectives for the reduction of risks to Health and Safety;
- Taking appropriate action to deal with any item within the minutes of the Health and Safety committee meetings;
- Ensuring that there are effective means of involvement, communication and consultation with employees;
- Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work;
- The co-ordination and monitoring of the Health and Safety Performance of all Directors;
- Ensuring that any necessary contacts with external services are arranged;
- Ensuring that all employees, including senior managers receive relevant training;
- Establishing a review procedure, so that the progress and performance can be assessed;
- Keeping The Board informed of, and alert to, Health and Safety Risk Management Issues.

Finance Manager's Responsibilities

In addition to the general Department Head responsibilities, the Finance Manager also has specific duties within their role. In particular: -

- The Finance Manager has specific responsibility for matters relating to Health and Safety for evaluating and determining the most cost-effective solutions for meeting appropriate Health and Safety provisions.
- The Finance Manager is responsible for preparing an annual report on significant matters relating to Health and Safety and the appropriate risk control measures to eliminate or reduce any identified risks.

Health & Safety Manager/Advisor's Responsibilities

The Health and Safety Manager/Advisor has the responsibility for:-

- Monitoring and evaluating the Company's Health and Safety Policy on all of the Company's sites;
- Carrying out where necessary an investigation into those accidents, incidents which have been reported to the Health and Safety Executive, as well as any other accidents as necessary.
- Ensuring that the Company meets the requirements of Health and Safety legislation, regulations and approved codes of practice as well as the Company's own codes of practice and procedures.

- Liaising with the Company's relevant Managers to ensure that all statutory inspections and testing in accordance with the Company's procedures are being conducted
- Monitoring that the Company's sites are inspected systematically and comply with Health and Safety legislation and Company procedures.
- Monitoring and reviewing periodically the safety performance of the Company, including accident statistics, training courses and inspection reports.
- Liaising with Staff Development for the implementation of training programmes within respective departments.
- Reviewing the Health and Safety Policy and Codes of Practice and preparing for new legislation which may affect the Company.
- Ensuring that accident reports are recorded in the necessary Registers under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). Report any notifiable accidents, diseases and dangerous occurrences under RIDDOR to the relevant enforcing body and ensure that the relevant Manager has carried out an investigation of the accident/incident.
- Liaising with visiting enforcement agencies, e.g. Health and Safety Executive Inspectors, and affording them all the facilities that they require. Notifying the Principal of any Enforcement Notices served on the Company.

Line Managers & Supervisor's Responsibilities

Line Managers and Supervisors have paramount responsibility for the Health and Safety of the employees within the area of their control. They can greatly influence company / employee relationships by helping to achieve company Health and Safety policies.

They may call on the help of the appointed competent persons with the responsibility for providing Health and Safety assistance and other specialists to help them in exercising their responsibilities.

They will:

- Ensure that the Company Health and Safety policy statement and Company Policies are fully implemented;
- Actively seek the cooperation and suggestions for improvements from all employees in relation to our Health and Safety Policy;
- Promote a high standard of Health and Safety;
- Ensure that suitable and sufficient risk assessments are conducted, reasonable steps are taken to minimise all risks found and that the assessments are reviewed regularly;
- Establish written safe operating procedures and instructions, for use within their Department;
- Ensure that all employees under their control are fully conversant with, and understand, the Company Health and Safety policy as it applies to them;
- Ensure that no employee is required to undertake any task without adequate training / job instruction or which exceeds their capability;
- Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health and Safety at work of employees;
- Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement
- Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace

- Ensure that all persons under their control have been briefed on and understood Health and Safety Policy, are shown where Health and Safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to their development.
- Consult and co-operate with the Department Head when matters arise requiring specialist knowledge.
- Comply with procedures laid down for reporting and investigating accidents; taking prompt action to prevent re-occurrence whenever possible.
- Ensure high standards of housekeeping are maintained within their area of responsibility.
- Have arrangements for ensuring the safe use, handling, storage and transport of articles and substances
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, company rules, procedures and instructions necessary for ensuring health and safety;
- Seek advice and instruction from their Line Manager Leader when situations arise, which may affect the Health and Safety of themselves or others;
- Report any unsafe equipment, methods of work or any other safety concerns;
- Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others;
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;
- Assist at all times in maintaining good housekeeping standards;
- Not interfere with anything provided to safeguard Health and Safety, e.g. remove or wilfully discharge fire extinguishers, etc;
- When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the company in accordance with both any training and instructions they have received in the use of the equipment;
- Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace;
- Assist in the maintenance of good housekeeping standards;
- Co-operate with their employer to enable their employer to comply with their statutory duties for Health and Safety Assist where necessary in the investigation of any accidents that occur;
- Take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions at work.

Non-compliance with Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

First Aider's Responsibilities

Competent and trained First Aiders will be appointed by the Company with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- Answering all emergency calls when on duty (this includes breaks);
- Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately;
- Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect;
- Replenishing first aid boxes and facilities;
- Taking due care for the safety of themselves and the safety of others;
- Attending any training course provided, in particular the three year refresher certificate;
- Frequently attend any first aiders' meeting scheduled.

Fire Marshal's Responsibilities

Competent and trained Fire Marshal will be appointed by the Company with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- Answering all fire calls when on duty (this includes breaks);
- Directing and organising people during a fire evacuation;
- Organising regular fire drills in conjunction with the management team;
- Regularly inspecting workplace premises and fire facilities;
- Providing feedback on inspections and evacuations;
- Taking due care for the safety of themselves and the safety of others;
- Informing the management team of any fire safety related defects;
- Frequently attending any fire marshals' meeting scheduled;
- Attend any training course provided, in particular the three year refresher certificate.

General Contractor's Responsibilities

Contractors appointed by the Company are obliged to follow all statutory and Company rules and regulations with regards to health, safety, welfare, hygiene and environmental procedures.

The competence and Health and Safety performance of the contractors will be checked by seeing their Health and Safety policies, risk assessments and method statements before the work commences.

Where the Company believes the required standard of safety performance is not being met, the Company has the right to stop any activities, until satisfied the standards have been achieved.

For all projects contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;

- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Provide information, training, and a suitable site induction for their workforce
- Ensure the site is suitably fenced and secured against unauthorised entry
- Ensure there are adequate welfare facilities for those who work on the site
- Ensure that any design work they do complies with Health and Safety;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities:-

- To observe warning signs and notices;
- To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions;
- To co-operate with the Company to comply with any legal duty or requirement placed upon it;
- Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety;
- In accordance with laid-down procedures all visitors must report to their host:
- Any injury to themselves or others caused by Company activities;
- Any hazards they find, including damage or defect to equipment;
- Any situation, working practice or procedure which is or might become potentially hazardous.
- All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not mis-use such equipment in any way.
- Any defaults/damage must be reported to your host immediately.
- All visitors must where appropriate in the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and Company instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc will be viewed very seriously.
- All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble point and the sound of the fire alarm.
- All visitors should be reminded that it is a fundamental condition of entry into the Company that they undertake to comply with the above requirements.
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Client

For non-notifiable projects, where departments undertake the duties of the client they must be particularly aware of their responsibility under CDM to appoint competent designers and contractors, to allow sufficient time and financial resources, and to provide adequate pre-construction information to designers and contractors.

Depending on the size and nature of a project, either the Company or individual departments may hold duties as a client. This will usually be apparent from the division of responsibilities outlined in the project details.

In the case of notifiable projects the Clients must appoint a PD and Principle Contractors for all notifiable projects and for such projects ensure a suitable construction phase Health and Safety plan is in place before construction starts.

The PD must be appointed at the start of the process, not after the feasibility and design has been carried out. The PD is an ongoing role and can be the same person/organisation as the designer.

The Client must also make sure the Health and Safety file is prepared, reviewed or updated ready for handover at the end of the construction work. They also must make sure designers, contractors and other team members are competent and adequately resourced.

They should also ensure that contractors have adequate welfare facilities in place. Ensure that relevant information likely to be needed by designers, contractors to plan their work is passed on to them, such as asbestos registers.

When drawing up pre construction information each of the following should be considered:

- Adequacy of resources to be allocated to the project;
- Project description and programme details;
- Details of the client, PD, designers, principle contractors and other consultants ;
- Arrangements for the planning and managing the project; Site security and welfare;
- Requirements relating to the Health and Safety of the clients employees or customers including fire and evacuation, permit to work schemes, vehicle movement and no go areas;
- Health hazards such as asbestos, hazardous materials;
- Environmental hazards such as location of services, plant and equipment, previous structural modifications and adjacent neighbours.

Designer

Designers are in a unique position to reduce risks that arise out of construction work. Designers are anybody who has trade or business which involves preparing designs, drawings, design details, specifications, bills of quantities, specification of articles and substances in relation to construction. Therefore as designers play such an important role in the safety of construction, all designers employed by or for the Company should be suitably qualified and assessed for competency.

Designers must consider Health and Safety in demolition construction and future maintenance of the building.

Where the project is notifiable to the HSE the designer must ensure that a Principle Designer has been appointed and should not start the design until one has. They also need to co-operate with the Principle Designer and Principle Contractor.

Designers must:

- Ensure they are competent for the job they are undertaking;
- Design out hazards that may give rise to risks (so far as reasonably practicable) and reduce risks from any remaining hazards;
- Ensure their design avoids risks to those:
 - Carrying out construction work, or those liable to be affected by it;

- Who will clean the windows, ceilings, or roofs of the building;
- Who will maintain the permanent fixtures and fittings of the building who will work in the building.
- Take account of the Workplace (Health, Safety and Welfare) Regulations 1992;
- Provide any relevant information that will assist clients, other designers, and contractors to comply with their duties under the Regulations in a timely manner.

Those undertaking departmental projects should note that the term “designer” relates to the *function* performed, rather than the profession or job title. As well as those traditionally regarded as designers (e.g. architects, structural engineers, and civil engineers), those who prepare drawings and specifications are also designers (e.g. building services engineers, quantity surveyors, and some departmental personnel).

Principal Contractor

The Principal Contractor is someone who undertakes to manage the entire construction work. The principal contractor must be satisfied that designers and contractors are competent and adequately resourced in relation to Health and Safety, ensure that a suitable construction phase Health and Safety plan is prepared, kept it up to date and implemented.

The Principal Contractor must provide the PD with relevant information for the safety file in a timely manner.

The Principal Contractor has number of important duties, including:

- Planning, managing and monitoring the construction phase;
- Ensuring there are adequate welfare facilities for the site;
- Drawing up and implementing site rules;
- Drawing up and implementing the construction phase plan;
- Providing suitable site induction and ensuring that workers are suitably trained;
- Ensuring the site is suitably fenced and secured against unauthorised entry;
- Ensuring co-operation and coordination between those working on the site so as to prevent danger;
- Ensuring there are suitable arrangements for effective consultation with the workforce;
- Ensuring the right Health and Safety information is provided to the right people at the right time.

Contractors

Contractors may be appointed by the Principal Contractor (in the case of notifiable projects), or by the client (where projects are not notifiable).

For all projects contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors’ work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;

- Provide information, training, and a suitable site induction for their workforce
- Ensure the site is suitably fenced and secured against unauthorised entry
- Ensure there are adequate welfare facilities for those who work on the site
- Ensure that any design work they do complies with Health and Safety;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Project Manager's Responsibilities

The Project Managers' Health and Safety responsibilities are to ensure that:

- They understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
- The following are determined at the planning stage:
 - The most appropriate order and method of work;
 - The provision of adequate lighting;
 - Allocation of responsibilities with other contractors on site;
- All site documentation including Risk, COSHH and Manual Handling Assessments and Safety Plans are specific and in place;
- Facilities for sanitation and welfare;
- The provision of basic fire precautions.
- Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- The precautions and work methods are checked with site management prior to commencing work;
- Work is carried out as planned and the relevant legislation is complied with on site;
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- All plant is operated by trained and experienced personnel;
- They take responsibility for health surveillance and appropriate records are kept and made available;
- All repairs to plant on site are carried out in the proper manner;
- Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks;
- The required protective equipment is issued and used correctly;
- They set a good personal example by using the appropriate protective equipment whilst on site.

Site Manager's Responsibilities

The Site Managers' Health and Safety responsibilities are to ensure that:

- They understand the requirements of the applicable legislation and the Company's Health and Safety Policy;
- Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility;
- Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- The first aid equipment, as laid down, is available on site and that employees know where it is kept;
- The precautions and work methods are checked with Contractors prior to commencing work;
- The legal requirements are observed on site and that all registers, records and reports are in order;
- All employees are given precise instructions on their responsibilities for the correct working methods;
- Employees are not required or permitted to take unnecessary risks;
- Provisions are made for the delivery and stacking of materials to avoid unnecessary handling;
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- Machinery and plant, including hand tools, are maintained in good condition;
- The electricity supply is installed and maintained so as not to present a risk to men and equipment;
- All hazardous materials are correctly marked, stored, handled and used;
- The site is kept tidy;
- Suitable protective clothing is provided where appropriate and is correctly used;
- They set a good personal example by using the appropriate protective equipment whilst on site.
- They co-operate with the Health & Safety Adviser and acts on his/her recommendations;
- Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Arrangements for Implementation

All company policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

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Management of Health & Safety

Safety Audits & Inspections

The implementation of an annual Health and Safety audit will be the responsibility of the **PAUL DUNNING/HOLLANDHSC** and will consist of an in-depth examination of all the Company activities and premises.

The safety audit will subject each area of the Company's activities to a systematic critical examination with the object of minimising loss. Every component of the total system will be included e.g. management policy, attitudes, training, features of the premises (the design and layout of areas, rooms etc), emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- Identify what the hazards are and identify the people who might be harmed by the hazard;
- Disregard insignificant risks;
- Evaluate the risks from the identified hazards;
- Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations;
- Take into account any existing control measures;
- Take account of the way in which the work is organized, and the effects this can have on health;
- Take account of the risks to the public;
- Take account of the need to cover fire risks;
- Identify the period of time which it will be valid for;
- Enable us to prioritise remedial actions;

Risk assessments will be undertaken by the **PAUL DUNNING**, with assistance from our advisors, Phoenix Health & Safety Ltd. Approval for the required action to remove or control risks will be given by the **PAUL DUNNING**.

Dynamic Risk Assessments

Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The dynamic assessment will be conducted by the relevant competent person managing the activity.

The competent person must halt the operation if he/she believes the risk outweighs the control measures applied.

PAUL DUNNING responsible to ensure competent people have been trained in dynamic risk assessing.

Safe Systems of Work

The Company will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains.

Employees will be instructed in the safe system of work, as appropriate, and a record of competency kept.

Specific Responsibilities

- All **Managers** must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained, and records kept.
- All **Supervisors** must familiarise themselves with the safe systems of work and ensure that employees comply fully at all times whilst carrying out the identified processes.
- All **Employees** must observe and understand the system of work at all times; reporting any circumstances which prevents compliance or undermines its effectiveness to their immediate supervisor or line manager.

Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the Company will also carry out proactive monitoring of Health and Safety performance. To check our working conditions and ensure our safe working practices are being followed. The **PAUL DUNNING/HOLLANDHSC** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

Consultation with Employees

The Company will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided direct to individuals and through **PAUL DUNNING/HOLLANDHSC** as necessary.

Employees Working on Site of 'Another'

Where any of the Company's **Employees** are working or are likely to be working at premises belonging to another party ("the third party"), the **PAUL DUNNING** shall;

- Advise the third party of the position and, if appropriate, supply him with the Company's general Health and Safety policy;
- Obtain the third party's Health and Safety policy;
- Obtain from the third party adequate information, instruction and training requirements on any risks to which the Company employees will be or may be exposed whilst at the third party's premises;
- Ensure that before any employees, temporary employee or sub-contractors of the Company are given guidance and advice in specific factors related to the particular type or works to be undertaken.

Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company has access to competent Health & Safety advice. This advice is available from:

Holland Health and Safety Consultancy Ltd

Qualifications in Health & Safety includes:

Occupational Health and Safety Management

Member of the Institute of Occupational Safety and Health (IOSH)

Corporate Member of the International Institute of Risk and Safety Management (MIIRSM)

NEBOSH Diploma in Occupational Health & Safety

NEBOSH Specialist Diploma in Environmental Management

Information, Instruction, Training and Supervision

The Company will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of the **PAUL DUNNING/HOLLANDHSC**. Job specific training and instruction will be identified, arranged and monitored by the **PAUL DUNNING**.

The Health and Safety component of induction training will contain the following:

- Health and Safety Policy
- Accident reporting / first aid procedures
- Fire precautions and procedures, including our emergency plan;

- Introduction to safety legislation – the **Employee** will be introduced to the legislation that applies to our Company and the workplace, e.g. COSHH and manual handling

The supervision of trainees will be arranged by **PAUL DUNNING** and undertaken and monitored by the allocated **PAUL DUNNING**.

Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

Information

The Health and Safety Law Poster is displayed in the **PAUL DUNNING**.

A copy of the Employers Liability Insurance certificate is displayed in the **PAUL DUNNING**.

Supervision & Management

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. Key points to cover in the training of supervisors and managers are:

- The organisation's safety policy or programme;
- Legal framework and duties of the organisation, its management and the workforce;
- Specific laws and rules applicable to the workplace;
- Safety inspection techniques and requirements;
- Causation and consequences of accidents and their reporting, recording and investigation;
- Basic accident prevention techniques;
- Disciplinary procedure and application;
- Control of hazards in the workplace and use of personal protective equipment;
- Techniques for motivating employees to recognise and respond to organisational goals in Health and Safety.

Specialised training

Specialised Health and Safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- First aid, taking into account the nature of the work and the size of the organisation
- Driver certification for a particular class of vehicle, e.g. tankers carrying hazardous substances
- Use of fire-fighting appliances such as extinguishers
- Use and maintenance of forklift trucks.

Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

The **PAUL DUNNING** will ensure the following procedure will be followed:

- Arrange for the induction training to be given to all staff;
- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health and Safety and on preventative and protective measures;
- Information will be provided on the Company's emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the Company will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

The **PAUL DUNNING** is responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The **PAUL DUNNING** will ensure a suitable mentor is appointed with whom the Young Person can confide in. The Mentor will assist the Young Persons to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

Lone Working

A lone worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. **PAUL DUNNING** shall identify situations where people work alone and ensure site specific assessments are completed where required.

Staff who comes into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all staff are trained in managing conflicting situation by dynamically assessing the situation and employing suitable responses.

PAUL DUNNING is responsible for:

- Ensuring that written role and task risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training;
- Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident;

- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents;
- Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and, training on the risks they are exposed to and the precautions to be used.

Lone Workers are responsible for:

- Taking reasonable care to look after their own Health and Safety;
- Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
- Safeguarding the Health and Safety of other people affected by their work;
- Participating in training designed to meet the requirements of the Health and Safety policies and procedures;
- Operating authorised equipment in accordance with relevant safety instructions and any training they have been given;
- Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents, or incidents that could have given rise to an accident;
- Notifying their manager, at the first opportunity, of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from **PAUL DUNNING** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors

Home Working

The Company will undertake a risk assessment of the work activities carried out by home workers. **PAUL DUNNING** will be responsible to ensure a risk assessment involving identifying the hazards relating to the home workers' work activities and to ensure the premises and fixed services (such as lighting, heating), work equipment, articles, materials and substances specified having a basically sound property and its fitness for purpose.

Home Workers have a duty to co-operate in this process and bring to the attention of their manager any matters which may affect the validity of the assessment.

The **Home Worker** is to ensure workplace/home insurance Company are aware of their working and provide evidence of appropriate cover.

Working Time

It is the Company policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- **Employees** will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- **Young Workers**, under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- **Employees** will be provided with a rest period of 11 consecutive hours rest in each 24 hour period
- **Young Workers**, under 18 years of age will be provided with a rest period of 12 consecutive hours rest in each 24 hour period
- An **Employee** will be provided with one day off a week; this can be averaged over 2 weeks
- **Young Workers**, under 18 years of age will be provided with 2 day off a week; this cannot be averaged over 2 weeks

A record of working hours will be kept and averages of defined 17 week periods will be maintained by **PAUL DUNNING**. Excessive work is defined in excess of 48 hours.

Health Surveillance

Due to the known risk of long term ill-health effects of exposure **PAUL DUNNING**, the Company may establish, in addition to routine monitoring of the working environment, a programme of health surveillance in order to identify any adverse effects at an early stage. Health effects may include **PAUL DUNNING**.

Health surveillance and pre-employment/routine medicals will be arranged by the **PAUL DUNNING** who will maintain the appropriate Health surveillance/Immunisation records with the individual's personnel file. Records of health surveillance for each of our employees will be retained for 40 years.

Where necessary, employees will be submitted for further medical examinations and tests to ensure that any abnormalities noted during routine screening are addressed as soon as practical. During periods of additional screening, and in consultation with the individual, the **PAUL DUNNING** will arrange for the employee to be employed on other duties away from the hazard.

Fitness for Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the **PAUL DUNNING** of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Company will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work plan is required.

Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking the drugs may be required and held by **PAUL DUNNING**.

Data Protection

The **PAUL DUNNING** will ensure the Company will comply with the Data Protection Act 1998, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Civil Claims

The Company will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore, it is important that any claim (and subsequent correspondence received) is notified to the **PAUL DUNNING** and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward **PAUL DUNNING**, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred **PAUL DUNNING** in accordance with procedures

Occupational Stress

Systems of work that give rise to risk of stress are clearly not safe, and the Company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Company is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the Company will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **PAUL DUNNING** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Managing Contractors

The Company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work Act etc, Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

The Company will ensure that only competent contractors are selected. All **Contractors** working on the Company's behalf are assessed to ensure that they are competent and have suitable and adequate Health and Safety arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the **PAUL DUNNING**. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the tenderer's

Health and Safety management systems must be obtained by reviewing the following documents;

- A completed contractor selection questionnaire
- Relevant risk assessments and method statements for the work to be undertaken
- Supportive evidence of competence

The **PAUL DUNNING** must take into consideration all factors when selecting the contractor for the work. The cost of the works is not being the sole factor in contractor selection. The pre-selection of any contractors will take into account Health and Safety requirements when selecting and approving contractors to work for the Company, ensuring contractors:

- Work safely, without endangering themselves or any other people;
- Comply with the Company's Health and Safety requirements;
- Only employ competent staff who have been adequately trained;
- Only employ competent sub-contractors, who are adequately managed;
- Have adequate resources to manage Health and Safety satisfactorily

The **PAUL DUNNING** may not engage any contractors to provide any services for the Company unless the Health and Safety questions in the contractor selection questionnaire have been answered satisfactorily. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.

Once approved, the **PAUL DUNNING** is responsible for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.

Any problems/hazards arising from the activities of contractors should be reported to the **PAUL DUNNING**.

The **PAUL DUNNING** is responsible for the management and co-ordination of all Company contracts involving building works, engineering service, refurbishment and maintenance works.

Health and Safety considerations will be included from the start when planning work to be carried out by contractors ensuring responsible for ensuring that Health and Safety issues are adequately addressed. **PAUL DUNNING** is responsible for

- Determining the Health and Safety implications of the planned work
- Setting the criteria by which the contractors will be judged, which includes the minimum Health and Safety standards that must be met
- Identifying when the planned work is covered by the Construction (Design & Management) Regulations 2007;
- Seeking advice and guidance as necessary.

Drugs, Alcohol and Smoking

The Company will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse recognizing the effects of health, safety and welfare to the user and potential impact on work colleagues and the business. The Company therefore operates a policy which ensures that employees' health and performance is not impaired at any time they are on Company premises.

The Disciplinary Procedure will be followed in any case where an employee is found to disregard this Policy and/or to be under the influence of or in possession of any alcohol or illegal substance whilst at work or on Company premises.

The Company will encourage employees with drug or alcohol abuse or dependency problems to seek help and treatment voluntarily through their own GP. Help and advice will however be available from **PAUL DUNNING**.

Employees who suspect an employee to be suffering from drug or alcohol problems will refer the individual to the **PAUL DUNNING**, who will assist them in finding advice and treatment. In certain circumstances, disciplinary action may be taken against employees who fail to accept or co-operate with a course of treatment.

PAUL DUNNING will endeavour to provide sufficient information, instruction and training to ensure the Health and Safety of persons on Company premises is not affected by smoking, alcohol, drug or substance abuse.

PAUL DUNNING will be trained in awareness of alcohol and substance abuse and will be advised of the action necessary when an employee is found to be in contravention of this Policy

The designated smoking area is **PAUL DUNNING**.

Violence

The Company will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by violent, abusive or aggressive behaviour occurring in the work place.

The Company recognizes that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Company therefore operates a zero tolerance policy which ensures that people on Company premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the Company's premises.

- The **PAUL DUNNING** will endeavour to provide sufficient information, instruction and training to ensure the Health and Safety of persons on Company premises is not threatened by violent, abusive or aggressive behaviour by Company employees.
- **PAUL DUNNING** will be trained in awareness of bullying in the work place and will be advised of the action necessary when an employee is found to be in contravention of this Policy.

Construction, Design and Management

In accordance with the Construction, Design and Management Regulations 2015, the Company will ensure that arrangements are established for all aspects of health, safety and welfare at all temporary sites under its control and will appoint **PAUL DUNNING** to control all aspects of site work and to liaise with all other parties.

Health and Safety Plan

Health and Safety information must be communicated to the tenderer at the tender stage (formerly the pre tender Health and Safety Plan). This can be via formal document or information including the invitation to tender. Prior to the start of the construction project a construction Health and Safety plan must be drawn up which is specific to the construction project and should include key Health and Safety issues that could not reasonably be expected to be identified by the principle contractor. Generic plans that do not contain information relevant to the particular risks associated with the work will not satisfy the Company requirements.

The plan should include the following:

- Project description, programme details including key dates;
- Details of the client, PD, designers, principle contractors and other consultants;
- Extent and location of existing records and plans that are relevant to Health and Safety on site, including information about existing structures when appropriate;
- Management structure and responsibilities;
- Health and Safety goals for the project and arrangements for monitoring and review of Health and Safety performance;
- Measures for dealing with the specific Health and Safety matters highlighted in the invitation to tender.

Arrangements for (where applicable):

- Regular liaison between parties;
- The exchange of design information between the client, designers, PD and contractors on site;
- Handling design changes during the project;
- The selection and control of contractors;
- Exchange of Health and Safety information between contractors
- Site security;
- Site induction;
- Onsite training;
- Welfare and first aid facilities;
- The reporting and investigation of accidents and incidents;
- The production and approval of risk assessments;
- Site rules;
- Fire and emergency procedures.
- Delivery and removal of material
- Dealing with services, such as gas and electric
- Stability of structures
- Fall prevention
- Work on or near fragile materials
- Control of lifting operations
- vii. Maintenance of plant and equipment
- Work on excavations
- Work on or near water
- Compressed air working
- Traffic routes and storage of materials.

The Health and Safety File

The PD has to ensure that a safety file is prepared and handed over to the client at the end of the construction. The client must keep this file for the life of the building. The file must include adequate information for anyone planning construction, cleaning or maintenance work on the building in the future so that they can identify any potential hazard

Premises

Site Safety

Planning

In accordance with the Construction, Design and Management Regulations 2015, the Company will ensure that arrangements are established for all aspects of health, safety and welfare at all temporary sites under its control. **PAUL DUNNING** will appoint a competent **Site Manager** to control all aspects of site work and to liaise with all other parties.

The **PAUL DUNNING** is to ensure that, as part of the planning process, that safe systems of work, including site specific risk assessments, are established for all activities within the site. Where necessary, method statements or written procedures shall be produced and approved prior to the start of work. These statements are to ensure that adequate attention is paid to establishing appropriate precautions involving the use of plant, equipment, processes and the storage and handling of dangerous and toxic substances. Prior to any site work commencing the **PAUL DUNNING** and **Site Manager** are to ensure that suitable welfare facilities are in place.

Supervision

The **Site Manager** is to exercise close supervision over all **Contractors** and **Sub-Contractors** to ensure that they are operating safely and are complying in all respects with legislation, approved codes of practice, and agreed methods of work affecting their particular trade. In addition, the **Site Manager** is responsible for ensuring that all **Visitors** to sites under the control of the Company must undergo relevant induction training and be accompanied by a competent person at all times.

Operation of Plant and Machinery

Only authorised persons over the age of 18 shall operate any item of plant or machinery, unless under constant close supervision, for the purposes of training. Operators of plant within the Company are required to hold an appropriate record of training and CSCS/CITB training card. As part of the Company's assessment of competency all contracted operatives must be able to prove that they have had suitable and sufficient training for the task or operation they are to undertake including the operation of hire-in plant and equipment.

The **Site Manager** is to ensure appropriate records of inspection and maintenance are maintained and held with the site safety file readily available for examination by the enforcing authorities and other interested parties.

Site Security

At the end of the working day, the **Site Manager** will ensure all workplaces are left in a secure and safe condition to eliminate, as far as is reasonably practicable, all risks to children and the general public. In particular:

- All machinery and plant is immobilised to prevent it from being started by unauthorised persons;
- All Ladders are secured or removed;
- Excavations are boarded or otherwise protected;
- Flammable, gaseous and hazardous substances are securely and correctly stored.

Legionella

In accordance with the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations (COSHH) 2002, and the Approved Code of Practice for the Control of Legionella Bacteria in Water Systems (L8), the Company will assess and control health risks from exposure to the Bacteria.

The **PAUL DUNNING** is responsible for ensuring that a suitable and sufficient risk assessment is carried out at each of our premises. To achieve this responsibility and to implement all necessary controls, the **PAUL DUNNING** will appoint a specialist water treatment contractor to establish appropriate maintenance and monitoring procedures.

Control of Asbestos Containing Materials

In conjunction with the Landlord, the Company will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to particularly prevent employees from exposure to asbestos and asbestos containing materials (ACMs). To achieve this, the **PAUL DUNNING** is responsible to ensure:

- That reasonable steps are taken, with the assistance from accredited specialists, to determine the location and condition of materials likely to contain asbestos;
- A record of the location and condition of the ACMs or presumed ACMs in our offices is made;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Should the situation arise, approval for any necessary action to remove asbestos containing materials will be given by the **PAUL DUNNING** who is to assist in the appointment of specialist advisors and licensed contractors competent in handling and disposing of such hazardous materials.

Plant, Machinery and Work Equipment

The Company will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Company will advise when this is the case.

- **Plant and Equipment Maintenance**

The responsibility for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented is that of the **PAUL DUNNING**. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules the **PAUL DUNNING** will appoint competent contractors to assist the Company

- **Portable Electrical Equipment**

Portable electrical appliances are tested "in house" by an engineer at selected intervals in accordance with HSE guidance. Notwithstanding this general inspection/test programme, very high usage common use facilities (i.e. kettles, microwave ovens) are inspected/tested every **PAUL DUNNING** months and replaced as necessary to ensure high standards of provision and electrical safety is maintained for all employees

- Fixed Electrical Systems

The fixed electrical installations throughout the premises is inspected and tested by a competent NICEIC registered contractor. The **PAUL DUNNING** will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

- Gas Systems

The **PAUL DUNNING** will appoint a competent Gas Safety registered contractor to service and maintain all gas systems throughout the premise. The contract will ensure that all gas systems are serviced annually and gas safety certificates held on file readily available for examination on request.

- Passenger Lifts

All passenger and goods lifts are maintained by specialist contractors appointed by the **PAUL DUNNING** who will ensure that maintenance and statutory inspection records are maintained and held readily available for examination by the enforcing authorities.

- Hire Plant and Machinery

The **PAUL DUNNING** will ensure that all plant and machinery hired and used by the Company's **Employees** and **Contractors** is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements.

All hired plant and machinery is to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions as necessary. Dependant on the plant or machinery requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Company. The **PAUL DUNNING** will ensure suitable records of inspection or examination are maintained on site for the period of hire.

- Defects and Problems

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the **PAUL DUNNING**.

Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations;
- Remove waste daily;
- Report problems.

Workplace inspections will be carried out on a regular basis by the **PAUL DUNNING** to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined within the workplace and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Welfare Facilities

The Company is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available.

In addition, drinking water and a means to prepare hot drinks and food are provided in the Kitchen. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned **PAUL DUNNING**. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the **PAUL DUNNING** who will investigate and advise accordingly.

Access and Egress

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace, which includes movement in and out of the workplace.

Access and egress includes all of the following:

- Access to and egress from the workplace;
- Routes through working areas;
- Accessibility of storage areas;
- Access to and egress from an individual's workplace;
- Emergency exit routes;
- Any temporary arrangements for access;
- Limitation of access to hazardous or high security areas;
- External pathways and roadways around the workplace;
- Common parts of the building, e.g. Reception, Stairs etc.

PAUL DUNNING will ensure risk assessments are completed to identify that:

- The workplace shall be organised to ensure pedestrians and vehicles (as appropriate) can circulate in a safe manner;
- All articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately;
- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined places and other areas of high risk are guaranteed;
- Objects are not stored in walkways or precariously on top of cabinets / shelves;
- All work equipment when not in use must be stored in its designated storage area;
- Waste items shall not be allowed to accumulate in walkways and floor surfaces shall be capable of being kept sufficiently clean and cleaned as appropriate;
- All access equipment is regularly inspected to ensure that it is maintained in a safe condition;
- Formalised systems of work are designed and implemented in all areas of significant risk;
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed.

- The workplace floors and traffic route surfaces are suitable for their purpose and maintained in a safe condition and suitably indicated where necessary of reasons of Health and Safety;
- The working activities of contractors are monitored so that they do not hinder safe access / egress;
- So far as reasonably practicable we will take suitable and effective measures to prevent persons falling a distance likely to cause personal injury and to prevent any person being struck by a falling object.

Pedestrian and Vehicle Separation

PAUL DUNNING to conduct a risk assessment to identify ensure the safety of both pedestrians and vehicles, such as clear separation between vehicles and pedestrians:

- Where pavements are not provided, pedestrian walkways should be marked out;
- Where vehicle entrances and exits are blind, mirrors should be erected so drivers can see oncoming vehicles or pedestrians;
- Where vehicles and pedestrian routes cross, crossing points should be provided;
- Speed restrictions should be put on site roadways and consideration given to speed bumps;
- Where it is not practical to make road ways wide enough for vehicles to pass each other, one way systems will be considered;
- Pedestrian and vehicle routes should be well lit during the hours of darkness.

Activities

Abrasive Wheels

The Company will take all reasonable steps to ensure the Health and Safety of all employees that who work with grinding machines which incorporate abrasive wheels.

To minimise the risk of bursting, abrasive wheels should always be run within the specified maximum rotation speed, if wheels are large enough this will be marked on the wheel (in accordance with Regulation 23 of Provision and Use of Work Equipment Regulations (PUWER). Where small wheels are used there should be a notice fixed in the workroom, giving the individual, or class maximum speed.

Abrasive wheels must be mounted and dressed only by a competent person, who has received specific training and information on the correct handling and mounting of abrasive wheels (including pre-mounting and storing procedures). In addition, the grinding machines are only to be operated by operators trained and authorised by the competent person.

PPE in the form of high impact resistant eye protection (BS/EN166 with 'A' impact rating lens) must be worn at all times during grinding operations.

The Competent Person for mounting and dressing wheels is: **PAUL DUNNING**.

The Authorised Operators are: **PAUL DUNNING**

Extension Cables & Outdoor Use

PAUL DUNNING is responsible to ensure extension cables should only be used as a temporary connection and must incorporate a Residual Current Device (RCD) or earth monitoring device that has been tested before use. Where electrical equipment is used outdoors in damp or wet conditions it must be connected to the mains supply via a 110v transformer which is connected as close as possible to the main supply.

Underground Services

Any work which may involve working near or on underground services will be risk assessed and controlled via method statement prior to any work conducted.

The safe system of work will incorporate:

- Planning the work;
- Locating the services ;
- Identifying the services;
- Safe digging practices;
- Emergency action should spillage/leakage occur

The Competent Person for risk assessing and preparing method statements **PAUL DUNNING**.

PAUL DUNNING is the Competent Person trained in the use of Cable Avoidance Tool (CAT) & Genny to locate underground services.

The Competent CAT/Genny is: **PAUL DUNNING**

Training to all staff to be provided by **PAUL DUNNING**

Lifting Operations and Lifting Equipment

The company will comply with the Lifting Operations & Lifting Equipment Regulations 1998. All lifting operations will be risk assessed and where possible the risk of fall eliminated.

PAUL DUNNING will ensure all accessories and equipment used for lifting people will be inspected every six-monthly for and, at a minimum, annually for all other equipment by a competent person every twelve months.

Any lifting operations will be carefully planned and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting operations will undertake lowering or dismantling operations. At least one person onsite must be adequately experienced in undertaking the planned operation.

The Competent Person for is: **PAUL DUNNING**.

The Authorised Operators are: **PAUL DUNNING**

Mobile Elevated Work Platforms (MEWP)

MEWPs should be used where reasonably practicable taking into account cost, availability and site accessibility. All MEWPs whether owned or hired by the company must be 'fit for the purpose' as defined under the Provision & Use of Work Equipment Regulations 1998.

PAUL DUNNING will ensure all employees are trained in the use, inspection of and who are familiar with the machine and its safety features must operate the machine onsite. Particular attention must be paid to the stability of the machine, its limitations and emergency procedures.

Any lifting operations will be carefully planned and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting operations will undertake lowering or dismantling operations. At least one person onsite must be adequately experienced in undertaking the planned operation.

The Competent Person for is: **PAUL DUNNING**.

The Authorised Operators are: **PAUL DUNNING**

Fork Lift Trucks

The Company will ensure that the use and operation of Fork Lift Trucks are suitable and without risks to Health and Safety, in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998. Specific procedures will be developed for ensuring workplace transport safety and preventing vehicle/pedestrian conflict.

Only trained and authorised persons are permitted to operate lift trucks and the **PAUL DUNNING** is responsible maintaining a register of authorised operators and supervising lift truck operations.

The Authorised Operators are: **PAUL DUNNING**

Cartridge Operated Tools

The Company recognises that there is a risk of serious injury or ill health from the incorrect use of cartridge operated tools. Wherever reasonably practical, the Company will take appropriate measures through job design to avoid the use of such tools however, there will always be some activities which cannot avoid their use.

To minimize the risks, only persons who have received appropriate training and hold a certificate of competency will be authorised to use a cartridge operated tool. The authorised operators are to wear a safety helmet, goggles, gloves and hearing protection at all times when operating the tool.

Safe use of Cartridge Operated Tools

- During the use of a cartridge operated tool, should a misfire occur, then the manufacturer's instructions for the removal of the cartridge must be followed at all times.
- Cartridges should be stored under lock and key, and any dropped during use must be picked up and quarantined pending disposal to prevent misfires or injury to following trades.
- All cartridge operated tools are to be cleaned and thoroughly inspected / serviced regularly by competent persons and a record of inspection and maintenance maintained.

The **PAUL DUNNING** is responsible for authorising the use of cartridge operated tools and ensuring the safe storage of spare cartridges. The **PAUL DUNNING** is also responsible for ensuring the inspection/servicing of the tools and the keeping of records.

The following persons have been trained, certified competent and authorised to operate cartridge operated tools:

- a) **PAUL DUNNING**
- b) **PAUL DUNNING**

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the Company will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by the **PAUL DUNNING**. Approval for the required action to remove or control risks will be given by the **PAUL DUNNING**.

Display Screen Equipment (Computer Users)

The Company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the **PAUL DUNNING** who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete an on-line self assessment of their workstation. The complete assessment is to be returned to the **PAUL DUNNING**, who will review and arrange for any necessary corrective actions.

Employees who have declared a disability or existing upper limb disorder to the **PAUL DUNNING** will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

Working at Height

In accordance with the Work at Height Regulations 2005, all Company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any access equipment provided.

The responsibility for identifying and assessing all work at height activities is that of the **PAUL DUNNING**.

Where necessary, approval for the required action to remove or control risks will be given by the **PAUL DUNNING**.

Work at Height – Safe Working Procedure

a) Ladders

- Ladders properly secured can be used to do light work of short duration, where provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- Ladders must be suitable for use and be to BS/EN 131 industrial standard and in good condition.
- For all work above 3 metres irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices such as extended foot supports, used on a flat surface and supported by the stiles. This is to ensure that the ladder does not run sideways or slide away from a wall.
- For short ladders of less than 3 metres, where securing in place is not appropriate or there is no other means, then as a last resort, the ladder must be footed by another employee.
- The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding or guttering etc.
- Where used for access onto a working platform, ladders must protrude at least 1m above that platform.
- Users must never overreach at any time.

b) Step-Ladders

- a) Step-ladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:
 - A good handhold is available.
 - The work avoids over-reaching or stretching.
 - The top step of a step-ladder should not be worked from unless it has been designed for this purpose.
 - The work only requires one hand to be used or you are supported by another employee.

Ladders and step-ladders must be regularly inspected to ensure that they are in good condition and free from defect. A record of inspections will be maintained by the Insert Job Title.

c) Scaffolds / Work Platforms

In accordance with the Work at Height Regulations 2005, all company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height taking into account the National Association of Scaffolding Confederation guidance (NASC SG4:05).

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure by **the Foreman** and are competent to use any equipment provided.

These are to be properly constructed complete with safe access and egress (secured steel ladders) in accordance with National Association of Scaffolding Confederation guidance (NASC SG4:05). Company, complete with safe access and egress (secured ladders). All working platforms, including mobile work platforms, are to be fully close boarded, planked or plated and enclosed by suitable guard rails to prevent a fall from height

During erection and dismantling of scaffolds **all employees** will wear full PPE, as issued, along with safety harness fall restraint systems. Only employees with suitable training will be authorised for such work.

Scaffolds and working platforms must be inspected by **the Advanced Scaffolder/Foreman** prior to hand-over to the client and "SCAFF Tags" applied to the structure. A copy of inspection is provided to the client for reference.

Prior to completing hand-over, **the Foreman** is to confirm with the client that arrangements have been made to ensure that the scaffolds are re-inspected every 7 days, after alteration or after any weather conditions which may affect their stability and that a record of inspection is made."

The **PAUL DUNNING** is responsible for ensuring records of inspection are held on site readily available for inspection by enforcing authorities.

d) Edges, Openings And Roof Work

All edges and openings wherever a person may fall will be provided with guard rails and toe boards to prevent the fall of persons or materials. Open joisting where a person may similarly fall, to be securely covered by boards or other temporary covering to a sufficient extent to afford safe access and foothold, unless other relevant and effective measures are taken to prevent falls. Safety nets must be used where appropriate.

The **PAUL DUNNING** is responsible for ensuring that all roofing works are only carried out once suitable precautions have been put in place to prevent falls. The hierarchy of control that is adopted on all projects is:-

- Working platforms incorporating guardrails and toe boards.
- Safety harnesses (either work restraint or fall restraint as appropriate) which are secured to an appropriate anchor point.
- Safety nets and 600mm minimum working platforms.

Demarcation/Safety Signs

The Company recognises the Health and Safety (Safety Signs and Signals) Regulations minimum requirements for the provision of safety signs at work. **PAUL DUNNING** will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example by engineering controls and Safe Systems of Work (SSoW). Where a safety sign would not help to reduce that risk, or where the risk is not significant, no safety signs will be provided.

If the hearing or sight of any employee is impaired for any reason, for example, by wearing Personal Protective Equipment (PPE); additional measures may need to be taken to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.

PAUL DUNNING to ensure all safety signs need are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work properly. Also to ensure a guaranteed supply of power or back-up in the event of failure may be necessary for safety signs and signals which require some form of power to enable them to operate (unless the hazard is itself eliminated by the power failure).

Hazardous Substances

The Company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use those substances prohibited by law.

The responsibility for identifying all substances that need a COSHH assessment and for obtaining the Chemical Safety Data Sheets is that of the **PAUL DUNNING**.

COSHH assessments will be carried out and any actions identified implemented by the **PAUL DUNNING** who will also ensure all relevant employees are advised. The COSHH information will also be made readily available to affected employees for reference.

The Company will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. Where exposure cannot be adequately controlled the Company will provide appropriate personal protective equipment (PPE) free of charge.

The **PAUL DUNNING** is responsible to ensure all employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The Company risk assessments will be reviewed regularly and particularly if either there is a significant change in the work or the validity of one of our original assessments.

Local Exhaust Ventilation/Other Engineering Controls

Appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible. Where engineering controls, such as Local Exhaust Ventilation (LEV) are in use, **PAUL DUNNING** will ensure all equipment will be properly maintained and monitored to ensure its continued effectiveness.

PAUL DUNNING will ensure any other engineering controls that the Company use will be thoroughly examined at suitable intervals and where appropriate, will also be tested. **PAUL DUNNING** will ensure that all employees and others who work in areas where engineering controls are provided are aware of the purpose and safe operation of the equipment.

Dust and Fume Control

All operations that produce dust (e.g. disc cutting, chasing, high speed sawing etc) in excess of 10 mg/m³ averaged out over eight hours, or any respirable dust in excess of 5mg/m³ averaged out over eight hours is deemed to be a substantial concentration of dust and therefore within the definition of substances hazardous to health (COSHH). Dust producing equipment is to be controlled at source with local exhaust ventilation or dust suppression tools **PAUL DUNNING** is responsible for risk assessing activity and effectiveness of monitoring control measures.

Dangerous Substances and Explosive Atmosphere

The Company recognises under Dangerous Substances and Explosive Atmospheres Regulations 2002 (the DSEAR) risk assessments are to be carried out relating to the handling, storage and use of dangerous substances. And that those specified risks should be eliminated or reduced so far as is reasonably practicable

PAUL DUNNING are to carry out risk assessments of the workplace with a view to eliminating or reducing the risks from the storage of dangerous substances and explosive atmospheres.

The risk assessment shall consist of identification and careful examination of the dangerous substances stored in the workplace; the work activities involving these substances; and the ways in which these substances and work activities could cause harm. Quantities of dangerous substances stored could be reduced by ordering less or returning over-ordered amounts. In areas where there are flammable substances, all sources of ignition should be removed from the vicinity, such as naked flames, heaters, and equipment which may give off heat. Areas where dangerous substances are being used should be isolated and signed wherever possible.

PAUL DUNNING is responsible to ensure staff that use, handle, or store dangerous substances must be given training to ensure they are competent to carry out these tasks

PAUL DUNNING will review existing emergency plans to ensure that the plans and procedures cover incidents involving dangerous substances.

Noise

The Company is committed to preventing the risk of damage to employees hearing from their work and to minimising our environmental impact on our neighbours by actively seeking engineering solutions, as far as is reasonably practical, in accordance with the Control of Noise at Work Regulations 2005.

Where engineering or the use of technology is not sufficient to reduce to noise levels to the first action level (average 8 hour noise exposure) of 80db(A) then the Company will provide information instruction and training and suitable hearing protection to all appropriate persons.

Where noise levels exceeds the second action level of 85db(A) then hearing protection zones will be established and the wearing of PPE made mandatory. Appropriate signage will be displayed to remind all employees and to identify the controlled areas.

The **PAUL DUNNING** is responsible for ensuring an assessment and noise monitoring survey is conducted. Where additional action is required to remove or control risks is outside of their remit then the matter is to be referred to **PAUL DUNNING** for approval.

Vibration

The Company will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration (WBV) far as is reasonably practical, in accordance with the Control of Vibration at Work Regulations 2005.

The **PAUL DUNNING** is responsible for ensuring an assessment and vibration monitoring is conducted and does not exceed below standards. Where additional action is required to remove or control risks is outside of their remit then the matter is to be referred to **PAUL DUNNING** for approval.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. Vibration Exposure is given in metres per second squared (m/s²) over a standard eight hour working cycle in 24 hours (A(8)).

- HAVS has an Exposure Action Value of 2.5m/s² A(8) and an Exposure Limit Value of 5m/s² A(8);
- WBV has an Exposure Action Value of 0.5m/s² A(8) and an Exposure Limit Value of 1.15m/s² A(8).

PAUL DUNNING will undertake to purchase equipment with the lowest vibration ratings where possible. The exposure action value (EAV) for new and existing equipment will be assessed. Where the Vibration Exposure is below the EAV, then the item machine and task will be monitored. Where the Vibration Exposure is less than ELV, then measures will be taken to reduce the level of vibration exposure to below the EAV or the exposure time reduced accordingly by:

- Selecting a different machine or task;
- Providing task rotation;
- Issuing adequate PPE.

Where Vibration Exposure cannot be brought below the ELV then the equipment will NOT be used.

PAUL DUNNING is responsible to ensure formal vibration awareness induction training prior to any new employee commencing work and providing after the first 30 days of work follow-up reviews, to ensure that employees have understood the induction training.

Health Surveillance will be provided for **PAUL DUNNING**

Radiation

The Company is concerned with the hazards that arise from sources of ionising (radioactive substances, x-ray generating equipment, etc.) and non-ionising (lasers, ultra-violet lamps, radio frequency, microwave sources and electromagnetic frequency sources, etc.) radiation in use in the Company.

Where radiation is used within the Company, **PAUL DUNNING** will act as the appointed Radiation Protection Office and is responsible for advising on the implementation of Regulations and policy and to offer advice on radiation safety to all Employees.

PAUL DUNNING will ensure surveys and visits are carried out as necessary and relevant services are provided e.g. personnel radiation dose monitoring, calibration checks and repair monitoring instruments and the collection and disposal of low-level radioactive waste as required.

Additional duties are to:-

- Provide advice on all aspects of radiation protection
- Carry out periodic audits of work places
- Act as the Qualified Person in relation to radiation monitoring equipment
- Appoint Radiation Protection Supervisors for areas working with ionising radiation
- Assist with the provision of appropriate training for staff
- Act as a resource to managers for ensuring compliance with the necessary statutory instruments

Driving and Mobile Phones

The Company is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the Company may also authorise **Employees** to use their own vehicles for work purposes.

Authorised **Employees** who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for the Company to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced according to the manufacturer's specifications
- Present the vehicle's MOT certificate, insurance policy for inspection annually and on request.
- Present their driving licence for inspection annually and on request.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

The overall responsibility for managing road risk, monitoring the effectiveness of the Company's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of the **PAUL DUNNING**.

It is currently illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when driving. The general policy therefore is that mobile phones should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving. The driver should find a safe place to stop the vehicle to make or receive the call. Under no circumstances may text messages be read or written when driving.

Emergency & Continuity

Accidents, First Aid and Work Related Ill-Health

The Company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the Company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

First Aid Provision

The **PAUL DUNNING** will ensure that adequate first aid trained personnel and equipment is provided, in accordance with the Health and Safety (First Aid) Regulations 1981.

The **PAUL DUNNING** is responsible for ensuring the location of the first aid kit, accident book and the names of First Aiders are known to all employees. Quarterly checks on provisions are to be made by the **First Aider** and any shortfalls addressed.

Accident Reporting

All accidents and incidents are to be recorded in the accident book. The **PAUL DUNNING** is to ensure that the **PAUL DUNNING** is also notified when the accident or incident is RIDDOR reportable.

The **PAUL DUNNING** is responsible for investigating accidents and incidents of ill-health with the **PAUL DUNNING** who is also responsible for acting on the findings of the investigation to prevent a recurrence. The **PAUL DUNNING** is to be notified of the findings of all investigation so that any deficiencies that may have implications elsewhere in the Company may be addressed.

Reporting of Accidents/Incidents to the Authorities

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be reported by the **PAUL DUNNING** to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death
- Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in more than 3 days lost from work
- Any non-employee (i.e. customers, visitors and contractors) being taken directly to hospital
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, carpal tunnel syndrome etc.
- Certain types of dangerous occurrence, even when no-one is injured e.g. electrical fires, etc.

First aid boxes are maintained and held at **PAUL DUNNING**

The following first aiders can be conducted via:

- a) **PAUL DUNNING**
- b) **PAUL DUNNING**

All records of all reportable accidents, dangerous occurrences and reportable diseases will be kept for at least 3 years.

Infection Control

Written procedures and guidelines for the prevention and control of infection are produced and regularly reviewed by the **PAUL DUNNING**.

The day-to-day management of monitoring, implementation and control of infections within the Company will be the responsibility of the **PAUL DUNNING**.

All staff are responsible for compliance all aspects of infection control including personal protection and to notify the **PAUL DUNNING** regarding non compliance.

The **PAUL DUNNING** is also responsible to ensure training has been conducted for all staff.

HIV and Blood Borne Viruses

We recognise that some of our employees may be concerned about HIV and other blood borne viruses, such as hepatitis B, within our workplace. The company has assessed the risk for potential exposure to blood borne diseases and considers that there is no significant risk of contracting blood borne diseases in everyday work situations. However, minor accidents and situations of illness may occur which result in release of blood or bodily fluids. In order to minimise the risk of infection all staff should ensure that they contact the first aider or **PAUL DUNNING**, who is trained and equipped for dealing with these matters.

Special Note...

Employees suffering from HIV are not obliged to report their condition to the employer. However if the company is notified, any employee suffering from HIV infection or AIDS will not be treated differently from other employees moreover, the fact that an employee is suffering from HIV infection or AIDS will not be communicated to other employees without the sufferer's consent.

Dermatitis

Latex-free gloves will be the glove of choice when indicated for a procedure, including latex-free sterile gloves for sterile procedures.

Employees are to avoid wearing any gloves if not indicated for a particular activity Employees are to use provided emollient creams e.g. E45, aqueous cream, white soft paraffin etc on a regular basis. These help to moisturise, lubricate and sooth the skin as well as replace natural oils removed by soap, water or irritants. Emollients are best used on rest breaks and after shifts. They should not be used as soap substitutes unless specifically prescribed for named individuals

If symptoms of dermatitis develop e.g. red, sore itchy hands with broken skin, inform **PAUL DUNNING**.

PAUL DUNNING to ensure that latex and other skin irritants & sensitizers are included as part of COSHH and risk assessment procedures.

Personal Protective Equipment

The Company is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE, However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employees may be asked to sign to confirm receipt of PPE. The **PAUL DUNNING** will be responsible to ensure staff wear appropriate PPE provided.

All staff have a responsible to report any defects or problems regarding their PPE to the **PAUL DUNNING**

Personal Hygiene

In order to prevent product contamination, all operatives must be aware of the importance of assuring high levels of hygiene at all times.

Plaster Control

Any cuts, grazes or injuries must be covered with a blue, waterproof, metal detectable dressing.

Sickness/Disease

You must report to the **PAUL DUNNING** when suffering from, being in contact with and/or being a carrier of any of the following before commencing work:

- Gastric disorders
- Septic conditions
- Hepatitis A
- Cholera
- Typhoid & Paratyphoid
- E coli (VTEC)
- Salmonella
- Dysentery
- Tuberculosis

Personal

Operatives must wear protective clothing provided for you by the company. All items must be kept in good, clean condition. Any damage should be reported to the **PAUL DUNNING**.

Prohibited items:

- No jewellery is allowed, only plain wedding bands permitted.
- Mobile phones
- Strong smelling scents
- False finger nails and/or varnish
- False eyelashes
- Long nails

- **Prohibited activities:**
- Smoking
- Chewing, eating and drinking
- Licking or biting fingers/nails

Hand washing

Hands must be washed after:

- Using the toilet
- Eating
- Smoking
- Coughing
- Blowing your nose
- Sneezing
- Touching your face
- Cleaning

Fire and Evacuation

The Company has procedures in place to follow in the event of emergency. These are communicated to all employees during induction and are displayed throughout the offices. In simple terms the procedure is as follows:

In the event of a fire:

- *Immediately sound the alarm by shouting "Fire, Fire, Fire" and activating the nearest alarm point.*
- *Only attack the fire if trained to do so – do not put yourself at risk.*
- *Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.*
- *Evacuate the building by the nearest exit and proceed to the designated assembly point.*
- *Do not stop to collect personal belongings.*
- *Do not re-enter the building until told it is safe to do so.*

The Company has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto Company property and of anyone not on the premises but who may be affected.

PAUL DUNNING has been appointed as the 'responsible person'. The **PAUL DUNNING** is responsible for the buildings common area safety arrangements and the maintenance of a building fire alarm and detection system. Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Company will ensure that a Fire Risk assessment is conducted and adequate precautions put in place.

The **PAUL DUNNING** is responsible for ensuring that the fire risk assessment is undertaken and completed. To achieve this duty the **PAUL DUNNING** will appoint specialist consultants to assist in the completion of the assessment and also in the maintenance of suitable fire fighting equipment.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the **Fire Marshal**. In particular:

- Escape routes are checked daily to ensure they are free from obstruction
- Fire extinguishers are maintained and serviced annually.
- Emergency Lighting is maintained and serviced quarterly and records kept.
- Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.

The appointed Fire Marshals can be conducted via:

- a) PAUL DUNNING
- b) PAUL DUNNING:

The Fire alarm will be tested every **PAUL DUNNING** by **PAUL DUNNING**.

A full fire evacuation will be undertaken every **PAUL DUNNING** organised by **PAUL DUNNING**

Environment

The Company will take all reasonable steps to minimize as far as practicable the impact of its activities on the environment. The Company recognizes its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The Company does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimize any detrimental environmental effect.

The Company will endeavour to control its following activities:

- Consumption of energy;
- Use of packaging materials;
- Emissions;
- Use of transport;
- Volume and treatment of waste;
- Noise in residential areas.

The Company will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the Company will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The **PAUL DUNNING** will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The **PAUL DUNNING** will lead the process of implementing this policy and will keep the policy under continual review.