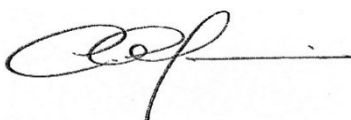


**Draincare Ltd**

**HEALTH, SAFETY and  
ENVIRONMENTAL POLICY**



# Draincare

COMPANY DETAILS	
Name	Draincare Ltd
Address	Unit 20 Martinfield Business Centre Welwyn Garden City Herts
Postcode	AL7 1HG
Telephone No.	01582 467111
Mobile No.	
Email	info@draincare.com
Website	
Name of persons with the <u>ULTIMATE RESPONSIBILITY</u> for health, safety and environmental matters within the company	
Name	Chris Gifkins
Designation	Director
Signature	

POLICY AWARENESS			
People who need to know this policy in detail	All Directors		
People who need to have a broad understanding of this policy	Managers and Supervisors		
People who need to know that this policy exists	All employees		
CHANGE CONTROL DETAILS			
Date	Version	Description	Reason for change
April 2019	3		New Issue & Amendment
December 2019	4		Amendment
July 2020	5		Amendment

Doc Number: **BMS002**

Title: **HEALTH, SAFETY and ENVIRONMENTAL POLICY**

Issue Number: 5

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## Introduction

Draincare Ltd's strategic direction is to be the industry leader in terms of Health, Safety, Environment and Quality Standards whilst aiming to proudly deliver the highest quality engineering services.

To achieve this, our mission is to continually develop our culture of excellence centred on HSEQ best practices, develop a highly skilled and professional workforce capable of delivering to the highest standards, add value to our Customers by sharing our experience and knowledge through the development a strong understanding of contract cost, risks and opportunities as a platform to a sustainable future.

Health, Safety, the Environment and Quality must come first in everything we do in business, we will ensure we always conduct our business with integrity, transparency, strong ethical values and a commitment to serve.

We believe that the most important asset of this Company is our employees. Trust, respect, fairness and dignity is how we treat each other within the spirit of working together.

Draincare is committed to providing products and services to our Customers that meet or exceed their expectations whilst endeavouring to avoid harm to the environment, our employees and others working under the control of the Company, visitors and all others who may be affected directly or indirectly by our activities.

In support of the above the following policies and arrangements have been developed, implemented and are maintained by Draincare Senior Management:

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## Health and Safety Policy Statement

Draincare Ltd strategic direction is to be the industry leader in terms of Health, Safety and Environmental Standards whilst aiming to proudly deliver the highest Quality services.

To achieve this, our mission is to continually develop our culture of excellence centred on HSEQ best practices, develop a highly skilled and professional workforce capable of delivering to the highest standards, add value to our Customers by sharing our experience and knowledge through the development a strong understanding of contract cost, risks and opportunities as a platform to a sustainable future.

Health and Safety must come first in everything we do in business, we will ensure we always conduct our business with integrity, transparency, strong ethical values and a commitment to serve.

We believe that the most important asset of this Company is our employees. Trust, respect, fairness and dignity is how we treat each other within the spirit of working together.

Draincare Ltd is committed to providing products and services to our Customers that meet or exceed their expectations whilst endeavouring to avoid harm to our employees and others working under the control of the Company, visitors and all others who may be affected directly or indirectly by our activities.

In support of the above, Draincare Senior Management shall:

- Establish, maintain and continually improve a Safety Management System to continually improve our health and safety management system and enhance our Health and Safety performance.
- Ensure our management systems are independently assessed.
- Ensure compliance with current and future health and safety legislation as applicable, relating to our operations and any other initiatives or requirements to which the company may subscribe.
- Commit to liaise with all relevant external bodies and work with our own staff to continually improve our health and safety performance, prevent accidents and cases of work related ill health, and maintain safe and healthy work activities and places by controlling risks through the hierarchy of control.
- Identify and seek to reduce health and safety risk which may arise from our processes, operations and work activities specific to the context of the Company.
- Provide adequate health and safety information and training for our employees, building on competencies and encouraging them to apply good practice both at work and at home.
- Provide and maintain safe plant, premises and equipment.
- Notify our employees, external providers and customers about our Company Policies and enforce them accordingly.
- Commit to worker participation and consultation to discuss health and safety issues regularly at the highest levels of the company, consulting and communicating, where appropriately, with our employees or representatives on all issues affecting them.
- Liaise with external providers and customers to facilitate the best possible products and services and safety practices.
- In conjunction with the Health and Safety Advisor at Management review meetings, review and revise this policy as necessary as a minimum annually to ensure that it remains relevant and appropriate to the strategic direction of the Company.

Management principles and practices shall be documented, maintained and applied to realise these commitments, and to achieve demanding performance objectives. We shall set these objectives annually and wherever practicable, they shall be quantitative, and we shall monitor our progress towards achieving them.

Draincare Ltd will ensure this policy statement is communicated to and understood by all persons under the control of the Company and applied to all activities carried out by the Company and made available at all pertinent locations across the Company and to all customers, stakeholders and interested parties upon request.

## Environmental Policy Statement

Draincare Ltd's strategic direction is to be the industry leader in terms of Health, Safety and Environmental Standards whilst aiming to proudly deliver the highest Quality services.

To achieve this, our mission is to continually develop our culture of excellence centred on HSEQ best practices, develop a highly skilled and professional workforce capable of delivering to the highest standards, add value to our Customers by sharing our experience and knowledge through the development a strong understanding of contract cost, risks and opportunities as a platform to a sustainable future.

The Environment must come first in everything we do in business, we will ensure we always conduct our business with integrity, transparency, strong ethical values and a commitment to serve.

We believe that the most important asset of this Company is our employees. Trust, respect, fairness and dignity is how we treat each other within the spirit of working together.

Draincare is committed to providing products and services to our Customers that meet or exceed their expectations whilst endeavouring to avoid harm to the environment, our employees and others working under the control of the Company, visitors and all others who may be affected directly or indirectly by our activities.

In support of the above, Draincare Senior Management shall:

- Establish, maintain and continually improve our Environmental Management System to continually improve our environmental management system to enhance performance.
- Ensure our management systems are independently assessed.
- Commit to fulfil our compliance obligations with current and future environmental legislation as applicable, relating to our operations and any other initiatives or requirements to which the company may subscribe.
- Commit to liaise with all relevant external bodies and work with our own staff to continually improve our environment performance by controlling risks through the hierarchy of control.
- Identify and seek to reduce significant environmental impacts in order to protect the environment and prevent any pollution which may arise from our processes, operations and work activities specific to the context of the Company
- Provide adequate environmental information and training for our employees, building on competencies and encouraging them to apply good practice both at work and at home.
- Provide and maintain safe plant, premises and equipment and minimise, re-use and recycle all packaging materials wherever practicable.
- Notify our employees, external providers and customers about our Company Policies and enforce them accordingly.
- Commit to worker participation and consultation to discuss environmental issues regularly at the highest levels of the company, consulting and communicating, where appropriately, with our employees or representatives on all issues affecting them.
- Liaise with external providers and customers to facilitate the best possible products and services, safety, environmental and quality practices and to promote recycling.
- Commit to, wherever practicable, purchase utilizing sustainable resources, source products and services locally to reduce our carbon footprint to assist in climate change mitigation.
- In conjunction with the Health and Safety Advisor at Management review meetings, review and revise this policy as necessary as a minimum annually to ensure that it remains relevant and appropriate to the strategic direction of the Company.

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Management principles and practices shall be documented, maintained and applied to realise these commitments, and to achieve demanding performance objectives. We shall set these objectives annually and wherever practicable, they shall be quantitative, and we shall monitor our progress towards achieving them.

Draincare will ensure this policy statement is communicated to and understood by all persons under the control of the Company and applied to all activities carried out by the Company and made available at all pertinent locations across the Company and to all customers, stakeholders and interested parties upon request.

## No Smoking Policy Statement

**Draincare is committed to the health and welfare of its employees and is particularly conscious of the issues related to the use of tobacco.**

The Company will continue to provide a work environment free from the hazards of tobacco smoke. Smoking is therefore not permitted in company premises. Employees who work in the open air will be permitted to smoke in this environment, subject to any local safety related restrictions. However, they will not be entitled to smoke in any Draincare building or enclosed space that they utilize.

Employees whose place of work is on the premises of other organizations will abide by the policy of the host organization.

Company provided vehicles fall into the legislation and the following inclusions/exemptions to all vehicles within Draincare will apply:

- Smoking is not permitted in any enclosed vehicle owned, hired or used by Draincare
- Employees should not smoke in their own private vehicles when carrying a passenger on Draincare business
- The law is designed to protect smokers and non-smokers from second-hand smoke. Smoking will only be permitted in non-company branded company cars or vans that are for the sole use of the driver and are not used by anyone else for work either as a driver or passenger.

### Electronic Cigarettes

The company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour containing liquid nicotine that is inhaled by the user.

Although e-cigarettes fall outside the scope of smoke-free legislation, Draincare prohibits the use of e-cigarettes in the workplace on the same basis as tobacco cigarettes. The rationale for a ban on e-cigarettes is that:

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police and creating an impression for visitors/customers/other employees that it is acceptable to smoke.

### Procedure

- All employees, visitors, contractors and candidates for employment will be informed of this policy and of the company's commitment to a smoking-free environment
- All employees are responsible for ensuring that they and their colleagues comply with the policy
- Any employee receiving a visitor, contractor or temporary worker is responsible for ensuring that they understand that we have a smoking-free environment
- Any employee found contravening the policy will be subject to disciplinary action, up to and including dismissal
- Any contractor or temporary worker found contravening the policy will be reported to their employing organisation and, where appropriate, replaced



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- Where a contractor or temporary worker contravenes the policy and the employee who is supervising their work knowingly ignores this, the supervising employee will be subject to disciplinary action

The company will provide support to employees who wish to cease smoking. Draincare will also participate in communication programmes that publicise the harmful effects of smoking. Further information on support available can be obtained from HR.



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## DRIVING POLICY STATEMENT

The Company understands that as part of its day to day activities Employees / Sub- contractors are required to drive.

It is therefore the Policy of Draincare as far as is reasonably practicable to comply with the requirements of the Road Traffic Act, The Health and Safety at Work Etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999.

In doing so the Company requires that all employees / sub-contractors be suitably qualified and insured and that all vehicles are fit for the purpose for which they are being used. It will be necessary for the Company to **check employees driving licences at 6 monthly intervals** and record information provided by any Employee to ensure this provision is carried out adequately.

The Company recognizes that communication equipment will in some circumstances be required to be used. It is therefore a requirement of the company that a suitable hands-free system which complies with current UK law should be used. In cases where such equipment is not available communication equipment should be switched off.

**In all cases, where seat belts are fitted to vehicles, plant, or machinery it is to be worn at all times during its operation.**

The Company will provide adequate information to allow all Employees / Sub contractors to comply with the legal requirements placed upon them whilst driving at work in addition where necessary directions and route planning will also be provided.

It is the responsibility of all Employees / Sub-Contractors to comply with any provisions under the Road Traffic Act. The Company will not be held responsible for any breach of this Act. Failure to comply with this Policy may be regarded as a disciplinary matter.

## Policy for Health, Safety and Environmental Training

Draincare believe that our success in the management of Health, Safety and Environmental performance will be assured by the competence of our people. We will therefore ensure the competence of all persons under the control of the Company by:

- Developing and maintaining or otherwise procuring training appropriate to the needs of our business.
- Providing training in a timely manner.
- Ensuring that all persons under the control of the Company receive induction training before they are allowed to commence work.
- Ensuring that all persons under the control of the Company receive certificated training and maintain a continuing professional development programme where appropriate.
- Ensuring that all persons under the control of the Company are given appropriate operational briefings and updates on tasks, which involve significant Health, Safety and Environmental risks / impacts.
- Reviewing and updating training needs through:
  - Appraisals of performance
  - Workplace inspections
  - Accident/incident investigation, and
  - Wherever there is a significant change in the task, the workplace or legislation
  - Wherever there is a significant change in the task or the workplace

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## ARRANGEMENTS

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## **1. First Aid Arrangements**

### **The Health and Safety (First Aid) Regulations 1981(As amended October 2013)**

**The First-Aid facilities provided by the company shall be: -**

- The provision of the appropriate qualified first aiders.
- The provision of adequate first-aid facilities which shall comprise: -
  - i) First-aid kit(s) appropriate to the size of the workplace/workforce as described by statutory regulations. **(Maintained by the appointed trained First Aider)**
  - ii) An occupational first aider where required and defined by statute

The approved code of practice indicates what should be taken as a minimum requirement.

## **2. First Aid Training**

The company shall ensure that first-aid training is given by persons or organisations appropriately qualified and competent to do so. This shall be made available to any members of the workforce expressing an interest, if there is a need for additional first aiders.

## **3. Accident Reporting – Reporting any Injury or Dangerous Occurrence**

### **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).**

In the event of an injury or dangerous occurrence, the Supervisor/Manager shall ensure that he/she reports the incident immediately to the Senior Manager.

Depending on the severity the Senior Manager will notify the Regulating Authority.

Upon receiving a detailed appraisal of the incident, the Senior Manager consulting where appropriate with the Health and Safety Advisor shall be responsible for, where appropriate, reporting the incident to the HSE via the following means: -

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- **Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- **Telephone**

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

**NOTE:** Every serious incident is thoroughly investigated by the Company Health and Safety Advisor in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

## **Events which are reportable:**

### **The death of any person.**

All deaths to workers and non-workers, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### **Specified injuries to workers.**

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - i) covers more than 10% of the body
  - ii) causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- - any loss of consciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space which:
    - i) leads to hypothermia or heat-induced illness
    - ii) requires resuscitation or admittance to hospital for more than 24 hours



## **Over-seven-day incapacitation of a worker.**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, **for more than seven consecutive days as the result of their injury**. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

## **Over-three-day incapacitation.**

**NOTE:** Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

## **Non-fatal accidents to non-workers (e.g. members of the public);**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

## **Occupational Diseases.**

As Employers we must also report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

## **Dangerous Occurrences.**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment meeting overhead power lines.
- the accidental release of any substance which could cause injury to any person.

**The Person Responsible for Reporting all Reportable Accidents and Injuries within the Workplace is: Nigel Gifkins - Head of Operations.**

**A record must be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case: -**

- 1 The date and time of the accident causing injury.
- 2 The following about the person affected: -
  - (a) Full Name.
  - (b) Occupation.
  - (c) Nature of injury or condition.
- 3 Place where the accident happened.
- 4 A brief description of the circumstances.

The nature of the record is not stipulated by "RIDDOR". It is left to the responsible person to use a form of record considered to be appropriate. A photocopy of each completed report kept in a file would suffice. This would be received via email from the HSE website

#### **4. Health and Safety Training**

The Senior Manager, in conjunction with the Health, Safety and Environmental Advisor, will carry out annual assessments to ascertain what training is required. Records will be kept, and a training programme will be established giving priority to the most hazardous areas, and the needs of young and/or new employees.

No person will be permitted to drive any company vehicle or article of plant unless they are selected, trained and competent to do so.

In addition, they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided.

Arrangements will be made where necessary, to train staff in the use of firefighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Senior Manager in conjunction with the Company Health, Safety and Environmental Advisor will maintain a record of all training that is undertaken.

#### **5. Fire and Emergency Procedure**

##### **The Regulatory Reform (Fire Safety) Order 2005**

The Senior Manager will be responsible for providing, and maintaining, a suitable and sufficient risk assessment, identifying all firefighting equipment, fire doors, fire blankets and fire notices.

The fire alarm system (where appropriate) will be tested at least once per week from a different point, and at least once a year, a fire drill will be carried out.

Fire procedure notices will be displayed by all fire evacuation alarm points and appliances.

An evacuation procedure will be drawn up and will be brought to the attention of all employees. This procedure will detail assembly points, premises check and head count.

A Fire Logbook will be maintained by the Senior Manager accurately recording the dates of all the above drills, test and inspections.

## **6. Dangerous Substances**

### **The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).**

The DSEAR Regulations applies to most workplaces where a dangerous substance is present or could be present. The regulations place a legal duty on the company to:

- Carry out a risk assessment of any work activities involving dangerous substances.
- Provide measures to eliminate or reduce risks as far as is reasonably practicable.
- Provide equipment and procedures to deal with accidents and emergencies.
- Provide information and training to employees.
- Classify places where explosive atmospheres may occur into zones and mark the zones where necessary. (Workplaces in use before July 2003 must meet requirements of the regulations by July 2006 or from the time of the modifications. All workplaces coming into use for the first time after July 2003 must meet the requirements from the time it comes into use).

Overall, DSEAR clarifies the existing requirements to manage fire and explosion risks, which are set out in the Management of Health and Safety at Work Regulations 1999.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the suppliers and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres in the workplace, stored in a metal cabinet.

## **7. Plant and Equipment/Electrical Appliances and Power Tools**

### **The Electricity at Work Regulations 1989 The Provision and Use of Work Equipment Regulations 1998 (PUWER) The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturer's instructions and the relevant regulations.

All plant and machinery are always to be in a safe working order, maintained, inspected and serviced as recommended by the manufacturers and calibrated where appropriate.

It is the responsibility of the relevant Manager/Supervisor to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts, must not be operated if any guards have been removed.

Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked.

All electrical equipment, which the company uses in all workplaces, will be supplied, installed, maintained or used in accordance with current regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E Regulations, and records maintained.

The Company will ensure that all portable electrical equipment provided for use on site or other workplace, are in accordance with the relevant Electricity at Work Regulations and British Standards and have a maintenance programme in place that includes:

- Formal visual inspection by a competent person
- Checks carried out by the user
- Where necessary a combined inspection and test (PAT) by an electrically competent person and have appropriate supporting documentation

The table below is suggested frequency of checks for equipment on construction sites

Equipment	Voltage	User checks	Formal visual Inspection	Combined inspection and test
110V portable and handheld tools extension leads site lighting moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55Volt)	Weekly	Monthly	Before first use and then every 3 months
230V Portable and handheld tools extension leads portable floodlighting	230-volt mains supply through 30mA RCD	Daily / every shift	weekly	Before first use and then every month
230V Equipment such as: Hoists Fixed floodlighting	230V supply fuses or MCBs	Weekly	Monthly	Before first use and then every 3 months
RCDs fixed	Daily/every shift	Daily/every shift	Weekly	Before first use and then every 3 months
RCDs portable	Daily/every shift	Daily/every shift	Weekly	Before first use and then every month
Equipment in site offices such as: Fridges Microwave Kettle Toasters Water boilers Heaters Photocopiers	230-volt office equipment	monthly	6 monthly	Before first use and then every year

Employees are not allowed to bring into work privately owned Portable Electrical Appliances unless they have been authorised to do so and they have gone through the PAT Testing systems.

No power tools or electrical equipment of voltage greater than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the Company Health and Safety Advisor. Lower voltage tools, lighting etc. may be required in damp or confined situations. The Company Health and Safety Advisor must be consulted in these situations.

#### **Relevant Information:**

**The I.E.E Regulations for Electrical Equipment of Buildings.  
British Standard 7430:2011 Code of Practice for "Earthing"**

## **8. Welfare Facilities**

### **Workplace (Health, Safety and Welfare) Regulations 1992**

The Company shall ensure that welfare facilities for company offices, workshops, stores, etc. meet the requirements.

Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the Construction (Design and Management) Regulations 2015. Adequate sanitary, washing, clothing storage and 'messing' facilities shall be provided prior to commencement of work on site.

Welfare facilities shall be maintained in good condition and regularly cleaned.

The Company Health and Safety Advisor will inspect all such facilities to ensure that they are all in good order and well maintained.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will always be required to keep them clean.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas.

## **9. Personal Protective Clothing and Equipment**

### **Personal Protective Equipment at Work Regulations 1992**

The Company will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required, and that when issued to employees and/or sub-contractors, a record is kept.

The Site Manager/Supervisor will ensure that, before employees are set to work, they are equipped with all necessary protective clothing.

Any person in a workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing will be informed of statutory and company policy requirements and instructed not continue working until protective clothing is obtained. This applies to any sub-contractor as well as direct employees.

The Site Manager will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued can be obtained from the Company Health and Safety Advisor, if required.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary and/or appropriate. Facilities will be provided for the storage of PPE.



## **10. Safe Place of Work**

### **Workplace (Health, Safety and Welfare) Regulations 1992**

In line with the above regulations, the Company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the offices, yard, site, etc.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work.

Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions. The Company Health and Safety Advisor shall be responsible for ensuring that the workplace is regularly inspected.

## **11. Consultation and Communication**

### **The Health and Safety (Consultation with Employees) Regulations 1996**

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice.

Company Safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff – notice boards, circulars, site meetings, “face to face” discussions, toolbox talk etc.

## **12. Out of Hours Working**

Where employees are required to work outside normal working hours, special attention will be paid to the need for their safety in respect of lighting access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace.

### **13. Waste Management**

**Environmental Protection Act 1990 The Waste (England and Wales) Regulations 2011 The Controlled Waste (England and Wales) Regulations 2012 SI 811 The Environmental Protection (Duty of Care) (England) Regs 2003 The Hazardous Waste (England and Wales) (Amendment) Regulations 2009 The List of Waste Regulations 2005 (LoWR)**

The Site Manager will ensure that all waste is disposed of in line with the above legislation. The Company shall fulfil its duties under the legislation by

- Preventing anyone from dealing with its waste illegally
- Prevent the escape of waste
- Ensure waste is only transferred to an authorised person
- Ensure an accurate description of waste is provided when the waste is transferred, and a waste transfer note is completed.

Suitable skips and disposal equipment shall be used to contain waste materials, and the waste shall be disposed of regularly. In adverse weather conditions, arrangements shall be put in place to prevent waste from being blown or contaminating surroundings.

The Senior Manager shall be responsible for the systems and arrangements for the safe disposal of waste.

**The Hazardous Waste Regulations 2009 (as amended):** - The Hazardous Waste Regulations 2005 have defined hazardous waste in England and Wales, which the company has a duty to manage by:

- Producers or consignors of hazardous waste to notify (register) their premises to the Environmental Agency.
- Restrict mixing and require separation of wastes where appropriate.
- Make sure that companies document the movement of hazardous waste.
- Consignees receiving hazardous waste to keep thorough records and provide the Environment Agency with information on the disposal and recovery of hazardous waste every three months.

### **14. Noise**

#### **Control of Noise at Work Regulations 2005**

The Company will carry out assessments of the risk to Health and Safety created by exposure to noise in the workplace by work processes and the working environment. Where the noise levels are, or are likely to exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that the noise is eliminated or control of exposure to the noise ensures no employee or others affected by the work activity and subjected to injurious conditions.

The Site Manager/Supervisor will ensure that all equipment provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc. are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels

to a safe limit – in line with the action levels specified in the Control of Noise Work Regulations 2005.

80dB – Hearing protection needs to be made available.

85dB – Hearing protection **must** be worn.

87dB – Maximum limit of exposure when wearing ear protection measured at the ear.

These will be issued to operatives and others in the work area, as required and must always be worn when such persons are exposed to noise.

All employees will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported immediately.

The company will ensure health surveillance is carried out where employees are exposed to noise levels above the specified recommendations.

The company will provide information, instruction and training where necessary to employees who are or likely to be, exposed to risk.

As a rule, if you have to raise your voice to be heard at a distance of 1m from the person you are talking to then you are in a noise environment in excess of 85db(A) and therefore it is mandatory hearing protection.

## **15. Asbestos**

### **The Control of Asbestos Regulations 2012**

All work involving asbestos in any form will be carried out in accordance with the Regulations and Approved Code of Practice.

Removal of asbestos from work sites will be carried out by a licensed contractor and disposed of in accordance with the relevant legislation.

A survey of all asbestos materials within the structure of the premises will be conducted by a competent person to ascertain its condition. A management system will then be established to ensure:

- The condition of the asbestos is regularly reviewed
- Anyone who may come in contact with asbestos is made fully aware and necessary precautions are put in place.
- The asbestos will be removed by competent persons if its condition deteriorates
- **In all cases, if you believe there to be a risk of asbestos contamination stop immediately and inform your Manager.**

All contractors are to be made fully aware of the presence of asbestos if they are likely to come in contact with it or disturb it in the execution of their undertakings. All necessary precautions are put in place as per the regulations and ACOPS.

All non-licensed work must be carried out with the appropriate controls in place. But for notifiable non-licensed work (NNLW), Managers must also:

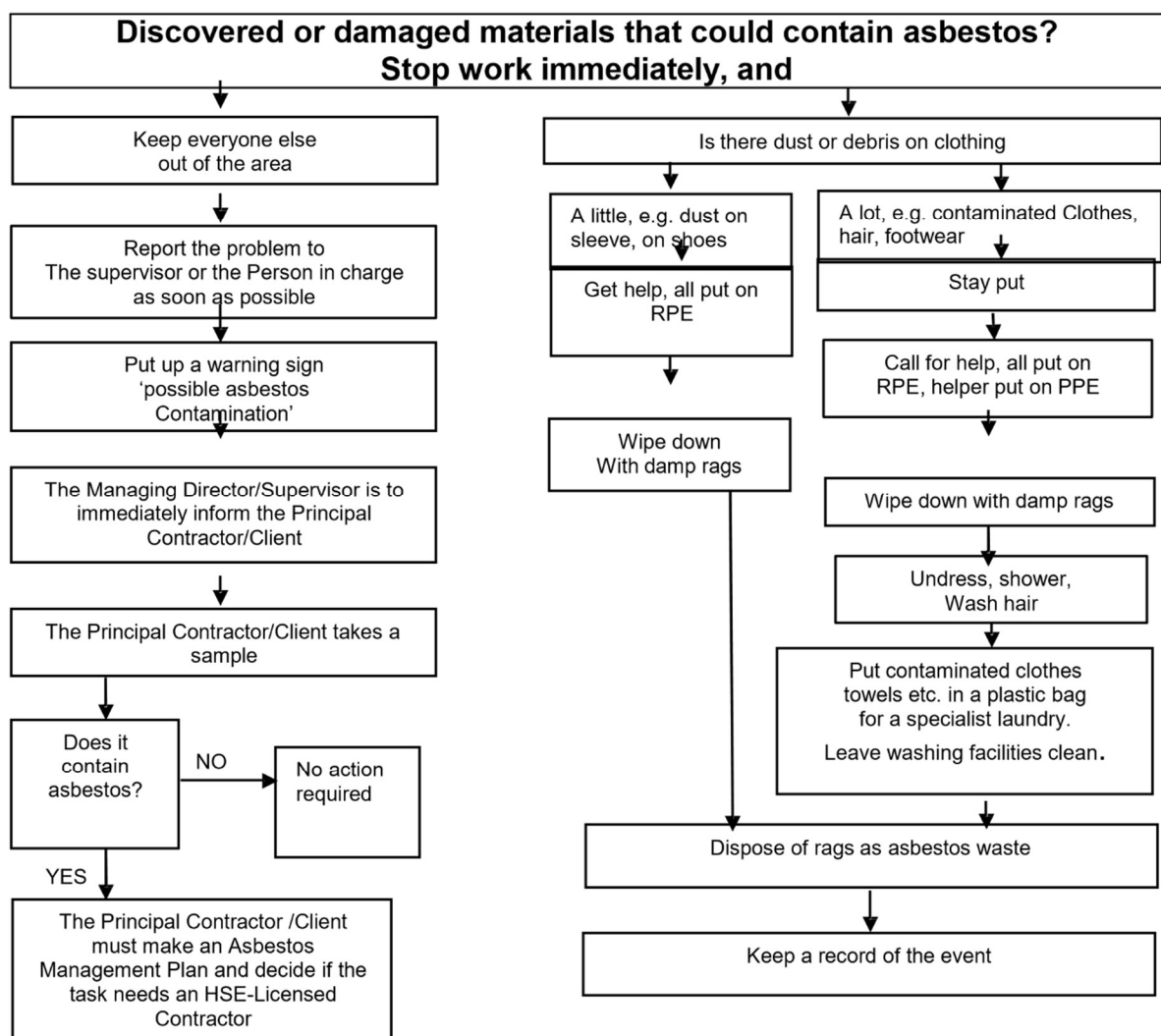
- Notify work with asbestos to the relevant enforcing authority; • Ensure medical examinations are carried out; and • Maintain registers of work (health records).

Whether a type of asbestos work is either licensable, NNLW or non-licensed work has to be determined in each case and will depend on the type of work you are going to carry out, the type of material you are going to work on and its condition. The identification of the type of asbestos-containing material (ACM) to be worked on and an assessment of its condition are important parts of your risk assessment, which needs to be completed before you start work.

If asbestos is discovered on site, the following procedure will be followed. Stop work immediately

- Follow the steps on the asbestos procedure flow chart, or do a risk assessment to decide who must do the work – you may need a Licensed Sub-Contractor
- Minimise the spread of contamination to other areas
- Keep exposure as low as you can
- Contain the contamination

### Asbestos Procedure Flow Chart



## **16. Hazardous Substances**

### **Control of Substances Hazardous to Health Regulations 2002 (As Amended)**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced. In addition to this the regulations require that 'Good Practice' is applied at all time when dealing with Hazardous Substances.

This will be achieved by applying the following principles:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Consider all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- Control exposure by ensuring Workplace Exposure Limits (WEL's) are not exceeded by using measures that are proportionate to the health risks. (Refer to MSDS and EH40 publication).
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the company will be assessed before being put into use.

All employees will be instructed in the requirements of the C.O.S.H.H Regulations and the nature of the materials being used. Assessments/data sheets, which are retained by the Site Manager, will be made available to all staff, and information, instruction and training in the operation of assessments will be given.

It is the responsibility of the relevant employee to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions. Where additional information is required on a product or process, the Site Manager must contact the Company Health and Safety Advisor.

## **17. Industrial Diseases**

Industrial diseases result from exposure to substances or work practices in the workplace and go on to cause immediate or delayed health problems for the person exposed to them. The following are examples of industrial diseases in the workplace:

- Musculoskeletal (normally through poor manual handling)
- Occupational Deafness (Through be exposed high level noise unprotected)
- Vibration White Finger (Through prolonged the use of vibrating handheld tools)
- Carpal Tunnel Syndrome - Repetitive Strain Injury (RSI)
- Allergic Rhinitis (nasal irritation from non-infectious particles)
- Dermatitis
- Respiratory Conditions

As a company we have a legal duty to monitor and conduct surveillance checks for signs and symptoms of industrial diseases that may be as a result of our undertakings.

By conducting health surveillance checks it will enable us to monitor exposure where possible and implement measures to reduce the effect of any exposure as much as is reasonably practicable.

A high level of personal hygiene is one of the best measures to avoid many industrial diseases, particularly when it comes to skin conditions such as Dermatitis. All employees are to be made aware of these types of hazards and the precautions to be adopted.

One of the main routes of entry into the body is by inhalation of dusts, fumes, gases etc. which have the potential to cause serious respiratory conditions, therefore we as a company have a legal obligation to protect our employees from these type of hazards by taking appropriate precautions and monitor exposure and WEL's.

The company also has a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations to report any incidences of industrial diseases amongst its employees to the enforcing authorities.

It is the duty of all company employees to report incidences of industrial diseases to their line manager.

## **18. Risk Assessment**

### **Management of Health and Safety at Work Regulations 1999**

The company will undertake to make a suitable and sufficient assessment of the risks to employees and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, sub-contractors, visitors and, when appropriate, the general public. This will involve:

- Identifying the significant risks arising out of the work activity.
- Identify and prioritise the measures that need to be taken to comply with relevant statutory provisions.
- Ensure that all relevant risks and hazards are addressed.
- Address what happens in the workplace or during the work activity.
- Ensure that all groups of employees and others who might be affected are considered and informed of the risks.
- Identify groups of workers who might be particularly at risk, or lone workers.
- Take account of existing preventive or precautionary measures.
- The risk assessments will be used positively by the company to change working procedures and improve health and safety performance.

## **19. Safe Systems of Work**

Where the risk assessments for work activities identify residual high-risk situations, written safe systems of work shall be provided and where appropriate a Permit to Work will also be implemented.

The Company Health and Safety Advisor will provide when requested the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system.



## **20. Competent Persons**

### **Management of Health and Safety at Work Regulations 1999**

The Company will appoint competent persons to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions. Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

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## **21. Manual Handling Operations**

### **The Manual Handling Operations Regulations 1992**

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc., are part of the expected work.

Manual handling assessments will be conducted, considering, Kinetic lifting techniques covering the Task, Individual, Load and Environment. All of which shall be suitably documented.

The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the business's operations.

## **22. Confined Space Working**

### **The Confined Spaces Regulations 1997**

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations 1997, e.g., sewers, ducting, silos, etc. No person shall be allowed to enter a confined space unless an adequate assessment of the conditions have been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

## **23. Construction (Design and Management) Regulations 2015**

### **CDM Regulations 2015 Summary**

The Construction (Design and Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to **all** building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance

The regulations place statutory duties on all Clients, Principal Designers (PD), Designers, Principal Contractors (PC) and Contractors

**Client** – If under the CDM Regulations we are designated as the Client we will ensure:

On projects where there is only one contractor

- Project management arrangements are in place to develop, maintain and review arrangements, to ensure that construction work is carried out without risk and compliant with welfare requirements.
- Pre-construction Information is provided to each designer involved in the design of a structure and the contractor who is or might be engaged by the client.
- Ensure that a Construction Phase Plan has been drawn up before the construction phase begins.
- Notify the HSE before the construction phase begins if the construction work is scheduled to last >30 working days and have >20 workers working simultaneously at any point in the project or exceed 500 person days.
- Ensure the competence of the contractor and their workers by checking necessary information, instruction and training received and appropriate supervision
- Co-operate with any other person at the site or an adjoining site to enable others perform their duties etc.

Additional duties where there is more than one contractor

- Appoint a Principal Designer (PD) to carry out the PD responsibilities. If appointment not made, we as the client must fulfil.
- Appoint a Principal Contractor (PC) to carry out PC responsibilities. If appointment not made, we as the client must fulfil.
- Ensure Principal Designer and Principal Contractor comply with their duties •  
Ensure Principal Designer prepares an appropriate health and safety file.

**Designer** – If under the CDM Regulations we are designated as a Designer we will:

- Not commence work in relation to a project unless satisfied that the client is aware of their duties.
- Take account of the general principles of prevention when preparing or modifying a design to eliminate foreseeable risks.
- If not possible to eliminate take steps to reduce and control risks through the subsequent design process.
- Provide information about residual risks to the Client/Principal Designer and ensure information is included in the health and safety file.
- Provide information with the design about aspects of the design of the structure or its construction or maintenance to adequately assist others to comply.

**Principal Designer** – If under the CDM Regulations we are designated as a Principal Designer we will plan, manage, monitor and coordinate the pre-construction phase taking into account the general principles of prevention to ensure:

- The project is carried out without risks to health or safety.
- We aid the client in the preparation of the pre-construction information.
- Identification, elimination, or control of foreseeable risks.
- Cooperation of all persons working on the project.
- Designers comply with their duties.
- Health and safety file preparation and revision.
- Prompt provision of pre-construction information in a convenient form.
- Liaise with the Principal Contractor e.g. information needed to prepare the construction phase plan.

**Principal Contractor** – If under the CDM Regulations we are designated as a Principal Contractor we will plan, manage, monitor, and coordinate the construction phase taking into account the general principles of prevention to ensure:

- The project is carried out without risks to health or safety.
- A Construction Phase Plan is drawn up as soon as practicable prior to setting up a construction site and updated, reviewed, and revised so continues to be suitable and sufficient.
- Coordination of the implementation of the relevant legal requirements to ensure that employers etc. apply the general principles of prevention in a consistent manner and follow the Construction Phase Plan.
- Site rules are drawn up and communicated to all workers and visitors to site.
- Site induction is provided before workers commence any work on site.
- Security on the site to prevent unauthorised access.
- Suitable and sufficient welfare is provided before work commences on site and continues to be compliant throughout the construction phase.

- Liaison with the Principal Designer for the duration of the project and regarding any information which is needed to prepare the Health and Safety File or may affect the planning and management of the pre- construction phase.
- The Health and Safety File is appropriately updated, reviewed and revised from time to time.
- Arrangements which will enable the Principal Contractor and workers to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare and checking effectiveness.
- Consult workers in good time on matters connected with the project which may affect their health, safety or welfare.
- Workforce information is made available

**Contractor** – If under the CDM Regulations we are designated as a Contractor we will not commence work in relation to a project unless satisfied that the client is aware of their duties. We will plan, manage and monitor the way in which construction work is carried out which ensure that:

- The project is carried out without risks to health or safety.
- If there is no Principal Contractor a construction phase plan is drawn up as soon as practicable prior to setting up a construction site.
- Provide to workers any information and instruction so that construction work can be carried out without risk.
- Provision of site induction where not already provided by the Principal Contractor.
- Procedures to be followed in the event of serious and imminent danger to health and safety are provided.
- Provision to workers of information on matters identified by the risk assessment.
- Provide workers with any health and safety training required.
- Comply with directions and site rules given by Principal Designer or Principal Contractor
- A contractor must not begin work on a construction site unless reasonable steps have been put in place to:
  - Prevent unauthorised access.
  - Suitable and sufficient welfare facilities are provided throughout the construction phase.

**Workers** - people working for or under the control of contractors on a construction site the workers have duties as well as their employers.

Workers must:

- Be consulted about matters which affect their health, safety and welfare.
- Take care of their own health and safety and others who may be affected by their actions.
- Report anything, they see which is likely to endanger either their own or others' health and safety.
- Cooperate with their employer, fellow workers, contractors and other duty holders.

## **24. Working at Height**

### **The Work at Height Regulations 2005**

In 2012/13 falls from height accounted for 35 fatal accidents at work and nearly 4654 major injuries. They remain the single biggest cause of workplace deaths and one of the main causes of major injury.

Work at height is a place 'at height' if (unless these procedures are followed) a person could be injured falling from it, even if it is at or below ground level.

In accordance with the above regulations a risk assessment must be conducted for all working at height, which must consider the following hierarchy of control:

- Avoid working at height wherever possible.
  - Use work equipment or other measures to prevent falls where they cannot avoid working at height.
  - Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
  - Duty holders (planners, Managers, Supervisors) must ensure the following:
  - All work at height is properly planned and organised.
- 
- All work at height takes account of weather conditions that could endanger, health and safety.
  - Those involved in work at height are trained and competent.
  - The place where work at height is done is safe.
  - Equipment for work at height is properly inspected.
  - The risks from fragile surfaces are properly controlled.
  - The risk from falling objects are properly controlled.

## **25. Equipment Vibration**

### **The Control of Vibration at Work Regulations 2005**

The company are committed to reducing both long term and short term ill health due to vibration; The Company shall comply with the requirements of The Control of Vibration at Work Regulations 2005 by controlling the risk from hand arm vibration and whole body vibration by:

- Assessing the vibration risk to all employees.
- Decide if they are likely to be exposed above the daily exposure action value (eav)  $2.5 \text{ m/s}^2 \text{ a (8)}$  for hand arm vibration and  $0.5 \text{ m/s}^2 \text{ a (8)}$  for whole body vibration if they are:
- Introduce a programme of controls to eliminate risk or reduce exposure to as low a level as is reasonably practicable.
- Provide health surveillance (regular health checks) to employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

- Decide if they are likely to be exposed above the daily exposure limit value (elv)  $5\text{m/s}^2$  for hand arm vibration and  $1.15\text{ m/s}^2$  at (8) for whole body vibration and if they are:
- Take immediate action to reduce their exposure below the limit value.
- Provide information and training to employees on health risks and the actions taken to control those risks.
- Consult with trade union safety representative or employee representative on proposals to control risk and to provide health surveillance.
- Keep a record of risk assessment and control actions.
- Keep health records for employees under health surveillance.
- Review and update risk assessments regularly.

Regulation 7 of the Control of Vibration at Work Regulations 2005 requires employers to provide suitable health surveillance where the risk assessment indicates a risk to workers' health. In any case, workers likely to be exposed in excess of the daily exposure action value of  $2.5\text{ m/s}^2$  A (8) should be under suitable health surveillance.

The company shall institute health surveillance for:

- Workers who are likely to be regularly exposed above the exposure action value.
- Workers likely to be occasionally exposed above the exposure action value where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; and
- Workers who have a diagnosis of HAVS (even when exposed below the exposure action value).

As a first step to health surveillance, employees will be asked if they have symptoms using a very simple questionnaire. A responsible person shall be appointed by the company to act as part of the health surveillance programme to enable the company to communicate to all employees how the simple screening questionnaires work.

Competent doctors and qualified persons (occupational health nurses) shall be used to assess whether the symptoms are related and due to vibration exposure as part of the company health surveillance programme. The roles of the *responsible person*, *qualified person* and *doctor* in health surveillance are described in HSE's generic guidance "Health surveillance at work" (HSG61).

Employees will be given information about the reasons for carrying out health surveillance and will be informed of their roles and responsibilities.

After 3 years of a vibration exposed employee reporting no symptoms, they shall be referred for a consultation with an occupational health nurse (qualified person) to provide an opportunity to explore more fully any possible symptoms that the individual may have overlooked.

Records of health surveillance will include:

- Identification details of the employee
- The employee's history of exposure to have
- The outcome of previous health surveillance in terms of fitness for work, and any restrictions required
- Symptom questionnaires if these are treated as non-confidential by the occupational health nurse

## **26. Stress**

The company in its commitment to protecting the health, safety and welfare of employees recognises work-related stress as an organisational issue. The company acknowledges the requirement under the Management of Health, Safety and Welfare at Work Regulations, 1999 to assess and control the risks arising from work-related stress. This policy will apply to all company employees.

Managers are responsible for implementation of the policy.

### **Definition of Stress**

The Health and Safety Executive define stress as:

*“The adverse reaction people have to excessive pressure or other types of demand placed on them. It arises when they worry that they can’t cope”*

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Following the HSE guidance HSG218 - “Tackling work-related stress” the company will proactively identify workplace stressors and provide suitable strategies to eliminate or minimise the risk of stress amongst the workforce.

After a stress risk assessment has been carried out, the effectiveness of measures taken to reduce stress must be reviewed on a regular basis.

The company will consult with employees on all issues around the Stress Policy and any provision for training.

Employees are encouraged to consult with their managers around issues relating to work related stress.

The company will provide training for designated managers around stress risk assessment and all managers on stress awareness.

The company will provide easy access to confidential counselling for employees affected by stress caused by either work or external factors.



## **27. Drugs and Alcohol**

The company recognises the potential dangers of alcohol, drugs and solvent abuse, known as substance abuse, to both the individual and the company.

The company aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage, employees with problems.

The company will aid employees admitting to a drug or alcohol problem such as leave of absence from work if required for treatment. There may be circumstances when this offer may not be appropriate, and Managers must assess each case individually.

Employees must report to work unimpaired by alcohol, illegal drugs or prescription drugs.

Any employee reporting to work impaired by drugs and/or alcohol will be subject to the company disciplinary procedure, which could lead to dismissal.

Any employee or contractor found to be possessing, using, selling or under the influence of illegal drugs or solvents during working hours shall be subject to the company disciplinary procedure, which could lead to dismissal and persons being reported to the police.

Any employee or contractors who possesses, uses, sells or is under the influence of illegal drugs on personal time which adversely affects the company, or its employees or contractors shall be subject the company disciplinary procedure, which could lead to dismissal.

Any employee or contractor found to be in possession or consuming alcohol whilst at work without permission shall be subject to the company disciplinary procedure, which could lead to dismissal.

Prescription drugs are permitted to be taken during working hours only if they have been deemed to be safe to do so by a competent doctor and the prescription drugs do not affect the employee's ability to carry out their work safely. Employees must inform supervisors/ managers when taking prescription drugs that may alter their behaviour or physical/mental ability before starting work.

## **28. Bullying, Harassment and Sexual Harassment at Work**

The company shall not tolerate bullying, harassment or sexual harassment in any form of employees by managers, co-workers or any other persons on site. Harassment shall be measured in the context of the impact of the harasser's conduct, not his/her intent.

All complaints of bullying, harassment or sexual harassment will be investigated and treated with fairness, sensitivity and in a confidential manner.

Company employees found to be bullying, harassing or sexually harassing co-workers or any other persons on site will be subject to the company disciplinary procedure,

which could lead to dismissal. Non-company employees found to be bullying, harassing or sexually harassing co-workers or any other persons on site will be removed from site or contract terminated.

## **29. Violence in the Workplace**

The personal safety of staff is of paramount importance. Consequently, any actual or threatened violence towards staff is unacceptable.

The company recognises and accepts responsibility under Health and Safety legislation and expects all staff to take reasonable care for their own well-being and for the safety of persons who may be affected by their actions.

The company will minimise risks and ensure the prevention of violence and the security of the working environment.

All incidents of violence must be reported and investigated; and appropriate action will be taken to prevent and/or reduce the risks of deliberate acts of violence via the company's management procedures and/or where appropriate via police intervention in cases of assault.

Appropriate training will be given to enable staff to respond respectfully and sensitively in situations and to enable them to protect themselves, colleagues and others when managing violent or potentially violent situations.

Staff who become victims of an act of violence during, or arising out of their work, will be offered support and assistance as detailed within these guidelines.

Managers should never trivialise the employee's perception of being under threat. Such feelings should always be discussed seriously, and every effort made to achieve a resolution, which minimises the employees fear. This may involve, general discussion, support from other colleagues, additional training or counselling.

Following an incident, the manager must ensure that all reasonable steps are taken to minimise any future risk and undertake a new risk assessment.

If the aggressor should be a member of staff, the incident should be investigated in accordance with the Company Disciplinary Procedure.

## **30. The Working Time Regulations 1998**

Consideration as to, working hours, rest periods, annual leave, shift working etc. and suitable maintenance of records to be in place to ensure compliance with these regulations.

### 31. Young Persons in the Workplace

Young Persons are those aged between 16 years and 17 years i.e. having attained school leaving age but not yet 18 years of age. Because of their lack of experience and maturity there is a greater requirement on their employer to ensure their health and safety in the workplace.

A specific risk assessment is required for young persons at work

The extent of the risks you identify in the risk assessment will determine whether you should restrict the work of the young people you employ. Except in special circumstances, you should not employ young people to do work which:

- Is beyond their physical or psychological capacity.
- Exposes them to substances chronically harmful to human health, e.g. Toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child.
- Exposes them to radiation.
- Involves a risk of accidents which they are unlikely to recognize because of e.g. Their lack of experience, training or attention to safety.
- Involves a risk to their health from extreme heat, noise or vibration.

These restrictions will not apply in '**special circumstances**' where young people over the minimum school leaving age are doing work necessary for their training, under proper supervision by a competent person, and providing the risks are reduced to the lowest level, so far as is reasonably practicable. Under no circumstances can children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience.

Example of Risk – Work beyond physical capacity. Young people may not be physically capable to operate a piece of machinery or work at the pace which is determined by a piece of machinery. Young persons may be more at risk as their muscle strength may not be fully developed, and they may be less skilled in handling techniques or in pacing the work according to their capacity. They may also be subject to peer pressure to take on tasks that are too much for them or work more quickly.

**The risk assessment should take account of age and experience and should include training and supervision as a control.**

### **32. Environment**

- Accident reporting is detailed in section three of the arrangements in addition environmental incidents and near-misses must also be recorded.
- Training is detailed in section four of the arrangements in addition environmental awareness training shall be included as part of this system.
- Fire and Emergency Procedure is detailed in section five of the arrangements in addition any environmental impact shall be considered in any future emergency reviews.
- Dangerous Substances is detailed in section six of the arrangements in addition environmental impact will be considered in the use and disposal of dangerous substances.
- Consultation and Communication is detailed in section eleven of the arrangements in addition all receiving such consultation and communication will also receive any relevant environmental information.
- Waste Management is detailed in section thirteen of the arrangements in addition where possible all waste will be reduced in line with current best practice.
- Noise is detailed in section fourteen of the arrangements in addition noise nuisance will be considered in all operations.
- Asbestos is detailed in section fifteen of the arrangements.
- Risk Assessment is detailed in section eighteen of the arrangements in addition where necessary environmental assessments will be carried out.
- Vibration is detailed in section twenty-five of the arrangements in addition it is recognised that vibration can cause nuisance, and this will be considered in all operations recognised as producing nuisance vibration

### **33. Disciplinary Code**

Where any employee is in contravention of Health and Safety rules and procedures, they will be subject to the company disciplinary procedure. Depending on severity, disciplinary action will be taken which can lead to dismissal in cases classed as Gross Misconduct.

**A serious failure in Health and Safety by employees is classed as Gross Misconduct.**