

HSEQ POLICY



Company Health, Safety, Environmental and Quality Policy

Corrigan Contractors Limited

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**This document is important to your personal safety whilst at work.
It is essential therefore that you read it.**

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Introduction to the Company

Corrigan Contractors Limited is a family run company based in Ardgour, on the West Coast of Scotland carrying out house building civil works and Haulage.

Corrigan Contractors Limited is committed to ensuring the health and safety of its employees, other who may be affected and to the mitigation of the environmental impact from its activities. As a demonstration of this, this Policy has been prepared, and will be reviewed **annually** with all revisions being brought to the attention of all employees. Additional reviews may be required if there are any significant changes to the company organisation and arrangements.

Health and Safety at Work Policy

The Health and Safety etc. Act 1974 requires that an employer prepare a written statement of their general policy with respect to the health and safety at work of his employees and the arrangements in force for the carrying out and reviewing that policy. The statement and any revision of it must be brought to the attention of all Company employees.

This document is “The Health and Safety at Work Policy” of:

Corrigan Contractors Limited

here after referred to as the “Company”.

The policy will come into force on the date of the signing of this document or as altered, amended, and re-issued thereafter. It cannot be enforced until it has been brought to the attention of all affected persons in the employment of the Company at the time of the issue/ amendment. The revision or alteration will be recorded on the amendment list attached to the master copy of the document.

This document revokes all previous documents that the Company may have issued from time to time as its health and safety at work policy. There will be only one master copy of this document, which will be held in the Company office. The master copy may be consulted, on request and given reasonable notice, by any person employed by the Company who wishes to check the status of any other copy of this document to which that employee may have access.

The responsibility for the review and revision of this document shall rest with:

Shaun David Corrigan

as does that for the updating of local copies and for informing the employees of the Company of revisions which may affect them, or their work situation.

General Policy Statement on Health & Safety Management

We recognise and accept our responsibility to ensure, so far as reasonably practicable, the health and safety of all our workers, contractors, visitors, and members of the public who may be affected by our work activities.

Health and Safety is a key element and contributor in the overall success of the business. It is therefore having equal priority with other aspects of management and will be managed with the same determination and commitment.

Any decisions made by the company will take full account of any health and safety implication for all our workers and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety, and welfare matters. This will be achieved by:

- Ensuring the provision and maintenance, so far as is reasonably practicable, of a working environment which is safe and healthy for all and to ensure that accidents, incidents, and environmental impacts are controlled or eliminated.
- Giving the Policy the full support and encourage to make positive contribution to the Company's health, safety, and environmental performance.
- Identifying and providing sufficient and suitable information, instruction, and training to its employees.
- Showing commitment to the continuous improvement of the Company's Health, Safety and Environmental performance and adhere to all relevant laws and regulations.
- Forming an agreement as a **FULL** Client of ScotSafe Services who will form a source of information and advice on matters regarding health and safety.
- Providing any employee of the Company access to consult with, or seek advice from, the Company's Safety Advisors and at the employee's request, this may be in confidence.

Health and Safety must be implemented by everyone. To achieve a high standard of health and safety, the active co-operation of all workers is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy. This policy will be published locally and available to third parties on request.



Signed for and behalf of
Director

Shaun David Corrigan
Print Name

Corrigan Contractors Limited

Date: 01st April 2022

Environmental Policy Statement

Corrigan Contractors Limited recognises that it is our responsibility and is committed to achieving a high level of environmental performance throughout its Organisation. The Company operate to the principals and requirements of ISO 14001 wherever possible for setting and reviewing environmental objectives and targets.

Policy Objectives:

Compliance with the applicable legal requirements which relate to environmental aspects.

- Continually improve our environmental, health & safety performance.
- Inform and instruct our employees on matters relating to the environment and the contents of our Environmental Management Systems.
- Minimising the amount of energy used and waste produced during our activities.
- Give due regard to the safe disposal of waste products.
- Give a high level of importance to the recycling of waste.
- Consider all practical measures to prevent pollution.
- Use wooden materials from a sustainable resource wherever practicable.
- Ensure the efficient use of materials and products to reduce emissions and waste i.e. Use of low pollution materials and consumables.
- Always give priority to work techniques with the lowest environmental impact.
- This policy will be reviewed annually or where, from an environmental viewpoint, technology, methods of work or materials become available.



Signed for and behalf of
Director

Shaun David Corrigan
Print Name

Corrigan Contractors Limited

Date: 01st April 2022

Equality of Opportunity in Employment Policy

Corrigan Contractors Limited (herein known as the company) is committed to a policy of treating all its employees and job applicants equally. No employee or potential employee will receive less favourable treatment, or for any reason be disadvantaged by any conditions of employment or the company's requirements that cannot be justified as necessary operational grounds.

All employees are instructed that:

1. There should be no discrimination on account of sexual orientation, race, colour, religion, disability, nationality, ethnic origin, sex, age or marital status.
2. The company will appoint, train, develop and promote based on merit and ability and will enable all staff to make full use of their talents and abilities.
3. All employees have personal responsibility for the practical application of the company's Equal Opportunities Policy.
4. Special responsibility for the practical application of the company's Equal Opportunities Policy falls upon Directors, Supervisors involved in managing people, specifically recruitment, selection, promotion and training of employees. These special responsibilities give rise to training needs for which provision will be made.
5. The company's Grievance Procedures are available to any employee who believes that he or she may have been unfairly discriminated against.
6. Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of the policy including harassment will be treated as gross misconduct.
7. In the case of any doubt or concern about the application of the policy in any particular instance, any member of staff or employee should consult their supervisor or Director.



Signed for and behalf of
Director

Shaun David Corrigan
Print Name

Corrigan Contractors Limited

Date: 01st April 2022

Quality Statement

It is the policy of **Corrigan Contractors Limited** (hereby known as the company) to apply quality disciplines through the management and workforce to all activities in order to minimise defects and errors in the company operations and achieve good client acceptance.

Our key principles are:

- Anticipating and being responsive to the need of our clients.
- Doing right first time, every time.
- Running the business to the highest levels of professionalism

The company management has defined its objectives and commitment with respect to quality. Every staff member has the responsibility to ensure that the intentions of the quality policy are understood, applied, and maintained within their own activity area at all stages of works.

Our objectives are:

- To develop processes to produce a level of services and project management of a consistent standard of quality and at competitive cost.
- To foster good relationships with clients through effective communications and encouraging feedback.
- To deliver services in accordance with the specifications and requirements of our clients.
- To ensure that all deliveries of services are in accordance with the specified delivery and/or contractual requirements.
- That every employee constantly aims to improve the overall quality of Company products and services.

By adopting these objectives, clients will be assured of an excellent standard of completed projects and services in accordance with specifications and contracts.

Management has the ultimate responsibility to maintain the quality policy and shall promote all initiatives to attain and improve quality.

- To give all personnel adequate information and training to enable all tasks to be undertaken with a consistent standard of quality.
- To ensure that excellent relations between the Company and employees are maintained.

This statement shall be reviewed by company management periodically to ensure its continued suitability in meeting the purpose and aims of the Company. During the management review the objectives of the Company shall be defined and updated as necessary.



Signed for and behalf of
Director

Shaun David Corrigan
Print Name

Corrigan Contractors Limited

Date: 01st April 2022

Organisational Chart



Employers Responsibilities

Every employer has a duty of care to employees, part-time workers, trainees, visitors, contractors, and any person who may be affected by the operations carried out by the company or under the company control.

Management will ensure they –

- Provide adequate resources within the company for management of health and safety matters.
- Assess risks to works health and safety and bring the significant findings to the attention of employees and those who require the information.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with safe access and egress along with adequate facilities which are well maintained.
- Provide adequate information, instruction, training, and supervision to employees.
- Provide sufficient Personal Protective Equipment without charge where this is identified as a control measure in a risk assessment.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint a competent person to advise and assist with legislative compliance.
- Consult with employees on relevant matters of health and safety.

Employees Responsibilities

The Health and Safety at Work etc. Act 1974 details two main statutory duties which every employee is required to comply with. These are –

- Section 7 – to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.
- Section 8 – under no circumstances shall employees purposefully or recklessly interfere or misuse anything provided in the interest of safety or welfare, such as life-saving equipment, signs, or fire-fighting equipment.

Employees also have a duty to assist and co-operate with their employer and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are required to –

- Always follow safety rules, avoid taking short cuts and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Utilise all items that are provided for safety and protection of health.
- Always store materials in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay, and report all hazards, defective equipment.
- Always wear appropriate suitable clothing and personal protective equipment for the task being undertaken.
- Immediately inform their Supervisor of accidents, near misses, unsafe acts, or conditions.

Employee Information

Information regarding health and safety law will be provided to employees by several means –

- Employees will have access to a current copy of this policy.
- The approved poster “Health and Safety Law – What You Should Know” complete with relevant contacts is displayed at accessible locations.
- Regular toolbox talks and safety briefings will be held on a regular basis.

Sub-Contractors / Self Employed Personnel Responsibilities

In addition to their own documents, must be aware of the organisation’s health and safety policy requirement, safety rules and any other task specific assessments.

- Will be aware of the responsibilities and requirements laid upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by management of the company.
- Will provide any health and safety related documentation where requested.
- Will co-operate with the company to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Will receive any necessary induction, instruction and comply with signing in and out procedures.

Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

Selection and Use of Contractors

All Contractors employed by the Company (whether employed directly or by other Contractors working for the Company) will be required to comply fully with all current Health and Safety, and Environmental Legislation.

In advance of any Contractor commencing operations, they will be required to submit for Company approval, full Risk Assessments and Method Statements, where appropriate, covering all aspects of their operations, or will be required to adhere to such documentation prepared by the Company.

It is Company policy to employ only Contractors who fully accept their responsibilities regarding Health, Safety and Environmental matters. Therefore, before a new Contractor is employed, they may be required to complete a "Contractors Health, Safety and Environmental Questionnaire", to be assessed by the Company before any contract is awarded.

Disciplinary Rules

The Company believes that the health and safety is a critical factor that needs to be considered when running a business. To enable the company to effectively control the management of health and safety matters, a number of health and safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Employee Responsibilities

- Take care of the health and safety of themselves and others and co-operate with their employer.
- Not misuse or interfere with anything provided for health, safety and welfare.
- Report any hazards or health and safety concerns to their employer.
- Comply with this policy and any specific safety rules.
- Wear and use any safety clothing and equipment provided where required by risk assessment.
- Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anybody else.

Safety Advisor:

The Company has a Service Agreement with ScotSafe Services who will provide advice and assistance with the management of health and safety matters.

ScotSafe Services.
64 Montrose Avenue
Auldearn
IV12 5TT
T: 01667 295101

Fraser Mackenzie

M: 07792054512
E: fraser@scotsafeservices.co.uk

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Caroline Mackenzie

M: 07557100011
E: caroline@scotsafeservices.co.uk
W: www.scotsafeservices.co.uk

Where notified and requested by the Company, the Safety Advisors will assist with: -

- Advising the Company management and persons influenced by the Company's operations on the implementation and enforcement of this policy.
- Advising the Company Management, Supervisors and employees on Health, Safety and Welfare matters, compliance with current health and safety legislation and the design and implementation of safe systems of work by which legal and moral obligations may be fulfilled.
- Carrying out safety and health inspections on Company premises and sites and presenting reports and recommendations on these inspections to the Company.
- Assisting in the evaluation of training needs and in the design and implementation of schemes by which these needs may be met.
- Where requested, the investigation of accidents and incidents reported, compiling reports with conclusions, causations, and recommendations for remedial action to be taken in response to the findings in order that loss may be minimized or prevented in future Company undertakings.
- Provide general advice or assistance.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests, and holidays. In the normal course of company business, the company will adhere to these regulations.

There are special rules for night workers and 'other special cases', which include the following –

- Those whose place of work is distant from their home or whose places of work are distant from one another.
- Those whose activities are affected by 'force majeure' which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Risk Assessments and Safe Systems of Work**Risk Assessments**

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from work activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

It is our policy to ensure that no-one is put at risk from our activities so far as reasonably practicable.

- Risk assessments will be undertaken by the company. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable. For further information refer to our suite of risk assessments.
- Key information from risk assessments will be brought to the attention of all relevant workers including any updates.
- Action required to eliminate or control the risks will be approved by senior management.
- Any control measures identified will be able to eliminate or reduce the risk to an acceptable level.
- All assessments will be reviewed regularly (i.e. annually) or when the activity or personnel changes.
- Vulnerable groups will also be risk assessed and regularly reviewed (i.e. expectant mothers, young person's etc).
- Dynamic risk assessments or point of work risk assessments can be carried out for specific tasks not covered under the risk assessment programme.

Employee Responsibilities

Employees must –

- Co-operate with management arrangements in respect of workplace risk assessments.
- Follow any training, information, guidance, and instruction given by the employer.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to the employer immediately.
- Make full and proper use of PPE provided.

Safe Systems of Work

To help reduce the risk of injury or ill-health, we will follow best practice when undertaking work activities. Some activities that are undertaken may present a significant risk, for which we have produced safe systems of work.

- Safe systems of work will be documented for activities with significant risks to ensure that workers are trained to follow them.
- All workers must read and follow the information within the documents.
- Specific safe systems of work will be developed as required, these will consider additional hazards brought to our attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional equipment, machinery, substances etc.

Information, Instruction, Training and Supervision

The company must provide appropriate information, instruction, training and supervision regarding health and safety at work, the work equipment that is used and the tasks that are undertaken. The Company recognises that continued training assists with maintaining safe systems of work.

- Workers will be trained for the tasks they need to carry out. Company management will assess the specific training requirements for each employee in relation to the tasks and activities that they are required to undertake in the normal course of their employment.
- A company induction talk will be delivered to all personnel on their first day of employment. On completion of the induction to the general company requirements, if required, the employee will be given a site or task specific safety induction.
- Adequate supervision will be provided for project specific tasks.
- Training will be identified arranged, monitored, and refreshed.
- A training matrix will be maintained by the company.

Accident/Dangerous Occurrence Reporting

In the event an incident occurs which involves Company operations, employees, or work equipment (including motor vehicles), it will be the duty of the employee to advise the Company immediately of the situation.

The Company will assess the situation and where it is considered necessary, seek advice from ScotSafe Services. Where requested, ScotSafe Services can then assist with the investigation of the incident, identification of the cause(s) and any remedial actions required to prevent reoccurrence. The duty to ensure notifiable incidences are reported to the HSE / SEPA and for the maintenance of records of all incidence's rests with the Company.

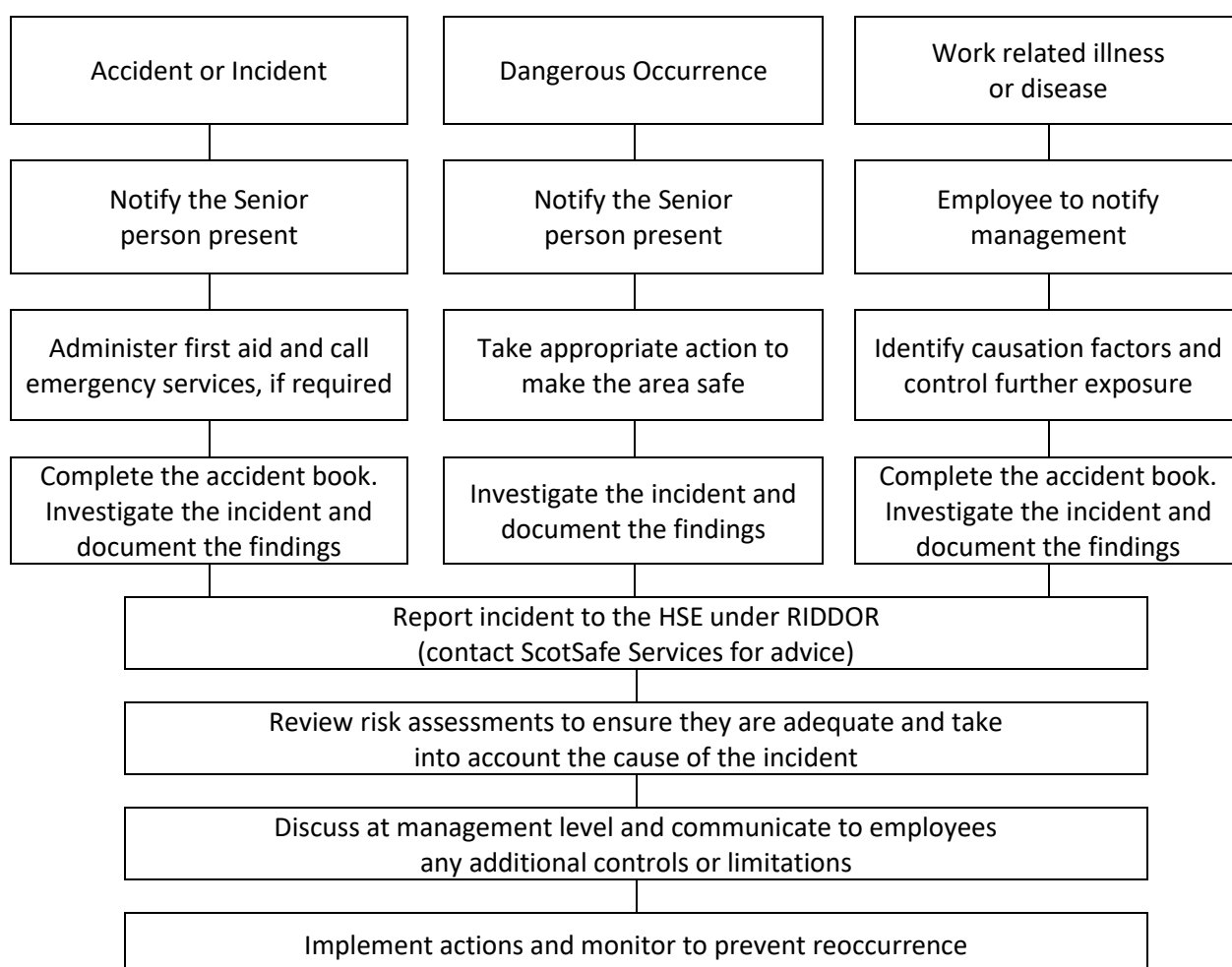
All accidents involving personal injury to any employee will be recorded in the Accident Book, (Form BI 510), held in the Company Office.

In the event of an incident involving a contractor, the contractor will be required to provide the Company with details of the incident, including where applicable confirmation that the incident has been notified to HSE / SEPA, and details of any remedial actions taken.

Employee Responsibility

Any employee who is involved in or becomes aware of an accident at work must follow the accident reporting procedure and inform the employer as soon as possible after the incident occurs.

Accident Reporting Flowchart



Fire & Emergency Safety

Fire

We have a duty to protect workers, contractors, visitors, and members of the public from the risk of fire within our premises or any areas under our control.

- A fire risk assessment will be undertaken as required, ensuring the control measures are implemented and that they have removed the hazards or reduced the risks to an acceptable level.
- Workers will be trained in the emergency action in the event of a fire (e.g. how to raise the alarm, evacuation procedures, use of fire-fighting equipment etc).
- Emergency evacuation procedures will be tested at least annually.
- Fire extinguishers are maintained by a nominated competent contractor and records provided.
- Fire alarms and emergency lighting will be tested regularly and recorded retained.
- All smokers are responsible for only smoking in permitted areas outside and ensuring smoking materials are properly extinguished.
- No smoking is permitted inside buildings or work vehicles.

Emergency Safety

Emergency procedures will be developed for dealing with emergencies such as fire, flood, chemical spillage, robbery, or violence to worker etc. the procedures will incorporate the method of signalling, evacuation procedures and the person(s) responsible.

- Emergency procedures will be developed for any identified risk.
- Copies of the emergency procedures to be available and displayed in workplaces.
- All workers will be made aware of the emergency procedures and training provided.

Employee Responsibilities

- Practice and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated, and remedial action taken.
- Receive basic training in the action to take in the event of a fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Co-operate with management arrangements for prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves

First Aid

An assessment of first aid requirements based on workplace hazards and risks, nature of work and other relevant factors will be carried out when deciding what first aid equipment, facilities and personnel are required.

Sufficient numbers of first aiders for their work area will be in place (advice can be sought from ScotSafe Services).

All the first aiders will be fully trained with an up-to-date qualification. Employees will be made aware of appointed first aiders and how to contact them. First aid containers will be in workplaces and held in each Company vehicle. First aiders will check the contents of first aid boxes on a regular basis.

Visit by an Enforcement Officer

The Company requires that senior management be immediately informed on arrival of an Enforcement Officer. Employees should carry on working unless directed other ways by the Enforcement Officer or senior management.

Employee Responsibilities

- Not obstructing any reasonable request made by an Enforcement Officer.
- Complying and co-operating with requests by the officer.
- Follow instruction and guidance given by the employer.

Display Screen Equipment

The company will protect employees from the risks associated with personnel using display screen equipment. Workstation assessments shall be carried out to ensure equipment provided meets statutory requirements. Where an assessment identifies the requirement the users and Operators will receive regular eye checks with all results recorded.

Alcohol and Drug Misuse

The effects of alcohol and drug use are widely known and are not tolerated in the workplace. The scope of this policy extends to alcohol, illicit drugs, or substances and over-the counter or prescription medication if abused or taken in an irresponsible manner.

Associated hazards

- Impairment of co-ordination.
- Inability to drive or use equipment safely.
- Lack of awareness, judgement and sense of danger.

If an alcohol or drug related use is identified that poses a risk to health and safety or results in unacceptable behaviour or performance, it will be dealt with in accordance with company disciplinary procedures.

Employee Responsibilities

Employees must-

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs.
- Bring to the attention of their employer, before they start work, about prescribed or over-the counter medication with noted side effects that may affect their health and safety, or that of others.
- Seek help voluntarily if they recognise, they have an alcohol or drug related problem.
- Advise their employer if they are aware that a colleague has an alcohol or drug related problem that is affecting their work. This will ensure that the employee receives necessary support and assistance.

Hazardous Substances

The Company has a duty to assess the risks from hazardous substances that are used (oils, fuels, etc) and hazardous substances that are generated are present in work activities (dust, fume, etc).

To minimise the risk to employees, others and the environment, the company will where possible select the use of less hazardous, more 'environmentally friendly' substances and materials. e.g. water-based paint in preference of oil based. All materials and products used by employees will be used in accordance with the manufacturer's instructions and COSHH assessments.

Waste packaging and containers will be removed from the site and disposed of (recycled where possible) in accordance with the supplier's guidelines.

Employee Responsibilities

- Follow instruction and information from COSHH assessments.
- Observe container hazard symbols.
- Practice safe working with hazardous substances.
- Use any control measures provided in a proper manner.
- Wear, use and correctly maintain any equipment and PPE provided.
- Return all hazardous substances to appropriate storage after use.
- Report any concerns to their employer immediately.

Welfare Facilities

Welfare facilities in company premises will be provided to comply with The Workplace (Health, Safety and Welfare) Regulations 1992. Welfare facilities on larger construction sites will be provided to comply with schedule 2 of the CDM Regulations. For small sites or transient work sites, the company will make alternate arrangements for welfare facilities and employees will have the use of company vehicles as required.

It is the responsibility of management and employees to ensure that all welfare provisions are maintained properly and kept safe, clean, and tidy at all times.

Electrical

Inspection and Testing

The Company will ensure that electrical equipment is inspected and electrically tested at regular intervals at a period determined by a competent person. Records of all such inspections and examinations will be recorded. Equipment will clearly show details of the last test date and company serial number for identification.

For site use, portable electric tools and equipment will be 110-volt, centre tapped to earth so that maximum voltage to earth should not exceed 55 volts wherever possible. Should 230-volt equipment be required, this will always be through an RCD device. No runs of 230-volt extension leads will be permitted on site.

Pre-use visual checks will be carried out by the user to ensure that the equipment is being maintained and is free from any defects. Employees finding damaged equipment, will take it out of use, label it, detailing the fault(s) and return it to the company for repair or disposal. Under no circumstances should makeshift repairs be made to any equipment.

Work Equipment

The company has a duty to ensure that all plant, machinery, or equipment is maintained and safe to use by our workers. The company will identify all plant, machinery or equipment that require statutory inspections, regular servicing or daily/weekly checks. The company will ensure that the plant, machinery, or equipment is only used by trained, competent and authorised persons.

Statutory Inspections

The company will ensure that when required lifting equipment and pressure systems are subject to statutory inspections by an appointed competent person. The company will identify all equipment that requires a thorough examination and such equipment inspected carried out at required intervals.

Employee Responsibilities

- Use work equipment safely and in accordance with information, instruction and training provided by the employer and manufacturer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and other who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.

Transport

Company vehicles will only be driven by those persons who have been given approval to drive that class of vehicle by the Company. The driver will be responsible for the daily checks on tyres, oil, water, lights etc., and the reporting of any defects to the Company.

Authorised drivers will be familiar with the load capacity of their vehicle and will not exceed gross, axle, wheel, roof or towing permissible, loadings. Authorised drivers will not tow any trailer or appliance unless it is within the capacity of the vehicle and is equipped with the statutory lighting, brakes, etc. required for that item of equipment.

Authorised drivers are required to advise the Company of any cautions, charges or convictions which may affect the validity of their licence. They are also required to drive in accordance with current road traffic legislation and the Highway Code.

No person is permitted to operate a business vehicle whilst under the influence of a stimulant or medication which might impair judgement.

All persons authorised to use any vehicles or equipment will ensure that they are isolated and kept secure when not in use.

Manual Handling

The Company has a duty to ensure the dangers associated with manual handling (lifting, carrying, pushing, pulling, or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- Manual handling activities will be identified and assessed.
- Control measures will be implemented to reduce or eliminate the risks.
- Workers will be provided with guidance and training for safe lifting and handling techniques.
- All handling aids will be inspected and maintained and kept in good order.

Employee Responsibilities

- Not undertake a manual handling operation when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use.
- Assist and co-operate with the process of risk assessment.
- Not undertake any manual handling operation that they believe is beyond their capability.

Violence and Aggression

The Company recognise the difficulties in managing violence and aggression at work and aims to place steps to identify and minimise risks to support employees and monitor incidents to help address potential problems. The Company will not accept incidences in which a person is abused, threatened, or assaulted in circumstances relating to their work.

Employee Responsibilities

- Report any incidents of violence or threatening behaviour to the employer.
- After any violent incident, employees are advised to complete an incident report from regarding the event.
- Co-operate with management arrangements for dealing with violence and aggression at work.

Occupational Health

The Company has a duty to ensure that activities do not cause or exacerbate existing illnesses. Early diagnosis of an illness caused by work can often lead to quicker recovery or treatment and may stop other people becoming ill.

The need for health surveillance will be identified by risk and COSHH assessments. The aim of which is to protect individuals to identify any indications of disease or adverse changes related to exposure as early as possible. Steps can then be taken to treat their condition and to advise them about further actions or

controls. It also provides early warning of shortcomings in control measures and indicates the need for a review of the assessment. All employees must participate in the health surveillance programme.

Depending on individual exposure, health surveillance will include –

- Noise
- Vibration
- Respiratory sensitisers / irritants
- Skin sensitisers / irritants
- Skin disorders
- Vision

Health surveillance will be carried out by a nominated person/company that has been deemed competent to fulfil the role. Regular screening of employees will be carried out according to the type of exposure. Records will be maintained.

Vibration and Noise

Where reasonably practicable risks from using tools that vibrate or generate noise will be managed through the elimination of such hazards at source, or secondly, through the substitution of tools with alternative 'reduced vibration' equipment.

All employees will be instructed on the risks associated with Hand-Arm Vibration Syndrome and Noise Induced Hearing Loss.

Stress

It is the policy of the company to address all work-related illness and in particular stress, to control, reduce or eliminate so far as is reasonably practicable. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is long-term stresses that the Company aim to address.

It is Company policy that all employees can approach management or safety adviser to raise concerns relating to stress. All conversations will be addressed in the strictest confidence and management will try and assist any individuals suffering from stress.

Issue and Replacement of PPE

Personal Protective Equipment (PPE) will be supplied to employees for use at work where there are risks to health and safety that cannot adequately be controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

The issue and replacement of PPE will be provided free of charge to employees for use in company operations. All employees will be given appropriate information, instruction and where necessary training in the use, selection, maintenance, and limitations of the PPE they are issued, this will include selection and fit testing for respiratory protection.

Employee Responsibilities

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced because of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

Safety Signage

The Company will ensure that signage displayed in the workplace is sufficient, clear, and unambiguous to warn people of the potential dangers.

Safety signage will be identified through an assessment and identified as a control measure. Workers are required to follow the instructions given on safety signage and should help visitors to comply with workplace instructions. All signage will be regularly reviewed and updated as required.

Construction (Design & Management) Regulations (CDM)

The Construction (Design and Management) Regulations applies to the whole construction process, on all construction works (both domestic and commercial projects) from concept to completion.

Domestic Projects

Where the company undertake the role of Contractor or Principal Contractor (where there is more than 1 contractor) on a domestic project, the following duties will be complied with –

- Advise all duty-holders on their statutory obligations.
- Undertaking the Client's duties unless written confirmation that the Principal Designer is to fulfil the duties.
- 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 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.

Commercial Projects

Where the company undertake the role of Contractor or Principal Contractor (where there is more than one contractor) on a commercial project, the following duties will be complied with –

- Advise all duty-holders on their statutory obligations.
- Ensure written confirmation from the client to fulfil the role of Principal Contractor.
- 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 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.

Notifiable Projects (both Domestic and Commercial)

Where the company undertakes the Principal Contractor role, the following duties will be complied with-

- Assess each project and identify the expected contract duration. Where the 'working days' exceed the threshold for a notifiable project, the Principal Contractor to liaise with the Client or those fulfilling the duties of the client to notify to the enforcing authority.

Asbestos

Any worker who undertakes renovation, refurbishment, maintenance, or repair to buildings / structures constructed before year 2000 may be exposed to asbestos containing materials. These persons will have Asbestos Awareness training with an annual refresher.

It is recognised that by the nature of the work being undertaken by the Company that employees could work in close proximity to, or disturb, asbestos containing material (ACM). Prior to work commencing in premises where this is likely, the Asbestos Management Plan or Demolition / Refurbishment Survey for the building will be consulted and work planned to minimise risks to employees. All suspected material will be treated as containing asbestos and left undisturbed until proven otherwise and no work will commence until a suitable safe system of work has been established.

A specialist contractor will be engaged to deal with non-licensable notifiable asbestos and notifiable asbestos products. Asbestos awareness training will be provided to employees who could be exposed during their work.

The company may remove or work on low-risk asbestos containing material with suitably trained and competent personnel working to a task specific safe working procedure.

Employee Responsibilities

- Stop work if there is a suspicion that asbestos or asbestos containing materials are present.
- Not to work on materials containing or suspected of containing asbestos unless properly trained and working to a task specific safe working procedure.
- Report immediately to their employer any exposure or damage to ACMs.
- Follow all information, instruction and training given to prevent injury or ill health

Work at Height

Where possible the need to work at height will be eliminated, however where this cannot be achieved, suitable working platforms will be provided.

- Only trained and authorised workers are permitted to undertake work at height and safe system of work to be followed.
- All equipment to be suitable and sufficient for working at height.
- The use of ladders and step ladders may be considered in some incidences where they are deemed suitable for short duration or low-level activities, however, will be a last resort for most works.
- Work at height tasks will be adequately assessed to determine a safe system of work.
- Any contractor carrying out work at height on our premises must do so safely.
- All equipment will be subject to regular inspection with records retained.

Employee Responsibilities

- Follow instruction, training, and information on work at height.
- Check that the equipment for work at height is the most appropriate for type of work activity.
- Ensure equipment is in good condition, check that it has been inspected and well maintained.
- Report any defective equipment to their employer immediately.
- Make use of any PPE required such as safety harness with restraint lanyard in a boom type MEWP.
- Advise their employer of any health issues, which may affect the ability to work at height.

Lone Working

Lone working applies to all situations where an employee can be:

- Working alone in the premises
- Working separately from others

The Company will ensure that any lone workers have a mobile phone available and sufficient signal to allow contact to be made in the case of an emergency.

Lone workers are requested to make contact 1000hrs, 1300hrs, 1600hrs and when they leave site.

Each employee must download 'What 3 Words' onto their phone, this application must be utilised when lone working.

It is the responsibility of management to increase staff awareness of issues relating to lone working and ensure that the risk of lone working is assessed and that safe methods of work are put in place.

Use, Maintenance & Testing of Plant & Equipment

Only employees who have undergone the necessary training will be authorised to use Company and/or hired plant and equipment.

These will all be maintained in good order and used in accordance with safe working procedures.

Employee Responsibilities

- Maintain equipment in good order and report any defects.
- Where fitted, wear seat belts. Do not carry passengers unless specifically designed seating with restraint is fitted.
- Ensure that all safety devices are used such as guard and locking pins.
- Remove keys from equipment not in use.
- No employee may operate work equipment without having undergone the instruction and training appropriate to that category of equipment.

The Company will ensure that the following Testing and Examination is both performed and recorded. Testing will be performed to cover the following list. However, it should not be limited to the list as any piece of equipment may require general testing or examination.

The list will include: -

- Portable Electrical Equipment.
- Lifting Equipment and Accessories.
- Machinery Safety Devices.
- Non-Disposable Personal Protective Equipment.
- Electrical Systems.

Users of equipment must carry out basic inspections per manufacturer's instructions daily. Any defects found requires the equipment to be removed from service and must be reported to the company immediately.

Use of Hand-held Power Tools

Only employees who have received the necessary information instruction and training will be authorised to use power tools. These will be maintained in good order by the Company and PPE in accordance with Manufacture's guidelines will be provided for employees use.

All guards and safety devices will be in use during the operation of such equipment. Use will be restricted to those employees who have undergone the necessary training. Verification of this will be held on site.

Abrasive Wheels

Employees who are required to mount abrasive wheels will undergo an approved course for this task, as detailed in HSE guidance, HSG 17.

Employees who are required to mount cut-off discs and/or diamond tipped blades and to operate portable cut-off machines, shall undergo an approved course for these tasks.

Use of Stihl Saw

Only employees who have received instruction, information and training on the risk associated with working with the use of the Stihl Saw are authorised to operate such equipment. This will be maintained in good order by the Company and PPE in accordance with Manufactures guidelines will be provided for employees use. Water dust suppression along with face fitted FFP3 respiratory protection must be used when cutting stone, concrete and tar.

Use of Cement Mixer

Only employees who have received the necessary information instruction and training will be authorised to use the cement mixer. This will be maintained in good order by the Company and PPE in accordance with Manufactures guidelines will be provided for employees use.

Confined Spaces

Typical confined spaces include storage tanks, silos, sewers, vessels, vats, excavations, manholes, pipelines, and any poorly ventilated area.

Persons required to enter confined spaces shall undergo appropriate instruction and training. Entry to a confined space must be specifically risk assessed and safe working procedure developed.

Employee Responsibilities

- Follow training, guidance and instruction given to prevent injury or ill health.
- Use protective and safety equipment provided.
- Be aware of personal limitations that may hamper the ability to work safely in a confined space.
- Report to supervision any hazardous or dangerous situations.

Lifting Operations

All lifting operations will be planned and controlled to minimise risks to persons, surrounding structures, and the environment. Specific details of thorough examinations and inspections on lifting equipment and lifting accessories will be recorded and maintained.

Mobile crane lifts will be on a contract lift basis unless the Company have the required competence to plan and control the lifting operation.

Hot Work

All Hot Work will be effectively planned and managed. It may only be carried out by persons with suitable training and authorised by the Company. Where the controller of the site operates a hot-work-permit, Company employees will adhere to this. Hot work operations will halt at least one hour before the end of shift for a period of fire watch. Fire extinguishing equipment will always be 'at hand' during the hot work.

Overhead & Underground Services

All works in the proximity or likely to be in the proximity of any overhead or underground service will be adequately planned, coordinated, and controlled. This may include the undertaking of site inspections, the examination of existing service records and / or the surveying of the area prior to the works commencing.

I confirm that I have received and understood the Company HSEQ Policy which includes the Company arrangements and organogram. The Policies detail the procedures and rules to be followed.
Signature: