

Health and Safety Policy



North East Limited

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Aimrange (North East) Limited

Introduction

The Company's business activities principally comprise of providing a service to clean, reline and inspect drains at locations requested by the Company's clients.

Aimrange (North East) Limited is committed to adopting safe systems of working which will ensure a safe and healthy environment for all its employees. The Company is also committed to implement adequate safety measures and procedures to ensure that third parties, (persons not in its employment), including the general public, are not endangered or affected in any way, by its activities.

The Company pays due attention to all relevant legislation, approved codes of practice and recommended guidance notes that apply to its work activities.

This Policy on Health and Safety is reviewed on a regular basis, at least every year, or more frequently should there be any major changes to legislation.

Part One Statement of Intent

The Management of Aimrange (North East) Limited looks upon the promotion of Health and Safety measures as a mutual objective for themselves and all their employees.

In accordance with the general duties imposed by the Health and Safety at Work etc. Act 1974, the Company appreciates the requirement to produce a written statement of its health and safety policy, its organisation and how it is implemented. The general statement stipulates the overall intention of Aimrange (North East) Limited to ensure so far as reasonably practicable, the health, safety & welfare of its employees whilst at work and to safeguard any other persons not in its employment, who may be affected by its activities.

The Company and its management accept that the responsibility and duties for health and safety are equal with those of any other function.

It is considered that the prevention of accidents, injuries and illnesses related work activities and damage to plant, equipment or property is an integral part of the Company's business.

The Company will ensure that adequate funds, staff and equipment are provided to meet health and safety requirements.

Authority is delegated & duties and responsibilities are assigned within the organisation and management structure of the Company, in order to implement this policy.


The Company will ensure so far as reasonably practicable, safe systems and safe places of work, safe machinery and plant, safe handling of substances and materials, the provision of welfare facilities and that all employees are given adequate and appropriate instruction, information, training and supervision.

Assessment will be carried out as prescribed by the relevant legislation in relation to the Company's various activities and the appropriate instructions for health and safety arrangements will also be implemented.

The attention of employees is drawn to their personal responsibilities for health and safety. It is emphasised to them that they must take due care for the health and safety of themselves and to ensure that other persons are not affected by their acts or omissions. They are also informed that they must co-operate with the Company in order that it can comply with legal requirements placed upon it and in the implementation of this policy.

The Company will make every effort to ensure compliance with the legislation, associated codes of practice and guidance notes relevant to its activities. Due note will also be taken of any changes and new developments applicable to its business.

Management will carry out safety inspections and audits on a regular basis to assist in monitoring the Company's safety performance.

Signed  Name David Brown (Managing Director)

Position Director Date 04/01/2024

The Policy was reviewed by the following Company Director on the date specified

Signed _____

Name _____ Date _____

Part Two

Management Structure and Responsibilities

Individual Employee's Responsibilities

All employees must –

1. Comply with the Health and Safety Policy.
2. Observe the Safety Rules.
3. Report any safety hazards within their work area or defect in any machinery or equipment.
4. Comply with all written or verbal instructions given to them to ensure their personal safety & the safety of others.
5. Dress sensibly and safely for their particular working environment or occupation.
6. Conduct themselves in an orderly manner in the workplace.
7. Use the safety equipment and / or protective clothing provided.
8. Maintain all tools and equipment in good condition and report any defects immediately
9. Avoid improvisation in any form that may create a risk to their safety and to the safety of others.
10. Reports all accidents whether injury is sustained or not.
11. Attend as requested any training course, meeting etc designed to further their interest in Health and Safety.
12. Observe all laid down procedures concerning work activities, materials and substances.
13. Observe the Fire Evacuation Procedure & learn the position of all fire equipment & exit routes.
14. Not invite visitors into Company premises without permission from Management.
15. Not consume food or drink in areas where there is a risk of contamination.
16. Not attend any site under the control of the Company if under the influence of alcohol or drugs.
17. Not smoke in any enclosed area managed by the Company or when on Company business.
18. Comply with the requirements set out in The Health and Safety at Work etc Act 1974 & any subordinate legislation.

Managing Director

Shall assume overall responsibility for all Company's Health & Safety matters including –

1) General Information

- a) Ensuring there is an effective Policy for Health and Safety within the Company and that it is reviewed annually or sooner if any major changes take place within the organisation and that a record of such reviews is made.
- b) Ensuring the objectives of the Policy and the arrangements for its implementation are fully understood and observed by all levels of management / employees.
- c) Ensuring responsibilities for Health & Safety are properly designated and accepted by those concerned.
- d) Ensuring the necessary support to enable Management and employees to implement all aspects of the Policy.
- e) Ensuring the provisions of Section 2 (2) of The Health & Safety at Work Act 1974 are met.

2) First Aid Provisions

- a) Ensuring adequate numbers of First Aid, Emergency at Work First Aid and / or Appointed Persons are trained and available to offer first aid should they be required.
- b) Ensuring that facilities are provided within the premises to enable the designated first aid personnel to carry out this function in a manner that is safe for themselves and those who need first aid.
- c) Ensuring suitable records are kept and maintained.

3) Safe Systems of Work / Risk & COSHH Assessments

- a) Ensuring that suitable Safe Systems of Work are provided for all employees and that written details of these 'Systems' are made and conveyed to all relevant employees.
- b) Ensuring that the Safe Systems of Work are monitored and reviewed on a regular basis and amended accordingly if deemed incorrect or if the 'Systems' have changed.
- c) Ensuring that suitable Risk and COSHH Assessments are prepared by competent persons and that suitable records are kept of these Assessments.
- d) Ensuring the Risk and COSHH assessments are reviewed regularly as stipulated by the Management of Health and Safety at Work Regulations 1999 – Reg. 3(3), 3(3(a) & b)) and by COSHH 2002 – Reg. 6(1), 6(2), 6(3) & 6(4).
- e) Ensuring employees are made aware of the contents of the Risk & COSHH Assessments.
- f) Ensuring that if any employee has any concerns in respect to the content of or the way Risk and / or COSHH Assessments are conveyed to them, senior management investigates these concerns and suitable and appropriate actions are taken.

4) Training

- a) Ensuring that all training requirements on Health & Safety issues are identified & implemented without delay.
- b) Ensuring that a suitable and appropriate safety training programme is planned and implemented and that suitable records are kept and maintained.
- c) Ensuring the Company only uses competent persons to deliver training courses.
- d) Ensuring suitable locations and facilities are provided for all employees attending any training course.

5) Fire / Emergency Procedures

- a) Ensuring the Company provides a suitable work environment, systems of work and plant and equipment that reduce the risk of a fire starting.
- b) Ensuring suitable means of detecting fires are provided throughout the areas under the control of the Company.
- c) Ensuring suitable means of raising the alarm in the event of a fire or other emergency situations occurring are provided and maintained.
- d) Ensuring suitable means of fighting fires are provided and that suitable and adequate numbers of employees are trained to use such equipment.
- e) Ensuring all employees are provided with written details of the actions to take in the event a fire or an emergency situation occurring.
- f) Ensuring suitable Fire Risk Assessments are provided for all buildings under the control of the Company.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that all notifiable accidents, diseases and dangerous occurrences are reported by the Director responsible for Health and Safety to the appropriate Enforcing Authority in the quickest manner and that they are also reported / recorded on form F2508 and / or F2508A or similar documents.
- b) Ensuring that a suitable and sufficient investigation takes place should an accident or dangerous occurrence happens or if a notifiable disease is identified.
- c) Ensuring that suitable and sufficient records are kept of any investigation.
- d) Ensuring full co-operation is provided to any external body when an accident investigation is undertaken.

7) Communication

- a) Ensuring that all authorised information regarding Health and Safety matters is effectively communicated to all interested parties.
- b) Ensuring that suitable means are provided to display & produce health & safety information to all employees.

8) Personal Protective Equipment (PPE)

- a) Ensuring that suitable & adequate PPE is provided to those employees who require it.
- b) Ensuring that those provided with PPE use it for the purpose it was intended.
- c) Ensuring that PPE is not misused by any employee of the Company.
- d) Ensuring that provisions are made for employees to store PPE.
- e) Ensuring that replacement PPE is provided should it become defective or damaged.
- f) Ensuring that should PPE be damaged employees do not use it.

9) Sub-Contractors & Third Parties

- a) Ensuring that all Sub-Contractors are competent to work on the Company's site(s) in relation to Health and Safety matters.
- b) Ensuring the health & safety of all sub-contractors / visitors whilst on Company premises.
- c) Ensuring employees co-operate with all Sub-Contractors whilst on Company premises.

10) Workplace Facilities

- a) Ensuring that all environmental aspects of heating, lighting, ventilation, cleanliness and welfare facilities are provided and adequately maintained.
- b) Ensuring that all equipment, furniture, electrical devices etc are suitable for the individual employees and that if alternative items are required they are provided.
- c) Ensuring that all premises are safe to use and that if defects are found or communicated they are repaired.

11) Maintenance

- a) Ensuring that all statutory inspections on plant and equipment are carried out by competent personnel and that written records are maintained.
- b) Ensuring that plant and equipment is maintained in a good and safe condition.

12) Work Equipment

- a) Ensuring that suitable and sufficient resources are employed to provide equipment for employees to use whilst at work.
- b) Ensuring that the equipment provided is fit for the purpose it is intended for.
- c) Ensuring that all employees who use equipment are trained and competent to use the equipment and that they do not misuse of any work equipment.
- d) Ensuring adequate controls are provided & implemented for all maintenance of equipment and that suitable assessments are made in conjunction with work activities / Equipment.
- e) Ensuring that if equipment is hired from another organisation, checks are made to ensure the equipment is safe to use.
- f) Ensuring that suitable records are kept of all maintenance of equipment and that employees have access to any such records.

13) Forward Planning

- a) Ensuring that Health and Safety is a prime consideration in all forward planning, particularly in respect to proposed new activities or processes and in design and / or installation of machinery, plant or equipment.

14) Insurance

- a) Ensuring that appropriate insurance cover, which embraces both statutory and general requirements, are met & maintained & that adequate copies of the insurance certificates are displayed for all employees to see.

15) Funds

- a) Ensuring there are adequate funds, staff and equipment available to meet Health and Safety requirements.

16) Assistance to Appointed Persons

- a) Ensuring that a competent person is appointed to assist him in his statutory duties to manage Health and Safety.
- b) Ensuring that he provides the competent person with adequate time and resources to enable him to carry out his designated duties.

Company Director (Director with Responsibilities for Health & Safety)

Shall assume responsibility for the day to day Company's Health & Safety matters including

1) General Information

- a) Ensuring that there is an effective Policy for Health and Safety within the Company and that the Policy is reviewed annually or sooner if major changes take place within the organisation and that a record of such reviews is made.
- b) Ensuring that the objectives of the Policy the arrangements for its implementation are fully understood and observed by all levels of management / employees.
- c) Ensuring that responsibilities for Health & Safety are properly designated and accepted by those concerned.
- d) Ensuring the necessary support to the Managing Director for the implementation of all aspects of the Policy.
- e) Ensuring the provisions of Section 2 (2) of The Health & Safety at Work Act 1974 are met.

2) First Aid Provisions

- a) Ensuring that adequate numbers of First Aid, Emergency at Work First Aid and / or Appointed persons are trained and available to offer first aid should they be required.
- b) Ensuring that facilities are provided within the premises to enable the designated first aid personnel to carry out this function in a manner that is safe for themselves and those who need first aid.
- c) Ensuring suitable records are kept and maintained.
- d) Ensuring if details in a) – c) are not carried out the Managing Director is informed a.s.a.p.

3) Safe Systems of Work / Risk & COSHH Assessments

- a) Ensuring that suitable Safe Systems of Work are provided for all employees & that written details of these 'Systems' are made & conveyed to all employees.
- b) Ensuring that the Safe Systems of Work are monitored and reviewed on a regular basis and amended accordingly if deemed incorrect or if the 'Systems' have changed.
- c) Ensuring that suitable Risk and COSHH Assessments are prepared by competent persons and that suitable records are kept of these Assessments.
- d) Ensuring that the Risk and COSHH assessments are reviewed regularly as stipulated by the Management of Health and Safety at Work Regulations 1999 – Reg. 3(3), 3(3(a & b)) and by COSHH 2002 – Reg. 6(1), 6(2), 6(3) & 6(4).
- e) Ensuring that employees are made aware of the contents of the Risk and COSHH Assessments.

4) Training

- a) Ensuring that all training requirements on Health & Safety issues are identified & implemented without delay.
- b) Ensuring that a suitable and appropriate safety training programme is planned and implemented and that suitable records are kept and maintained.
- c) Ensuring that the Company only uses competent persons to deliver training courses.
- d) Ensuring that suitable locations and facilities are provided for all employees attending any training course.

5) Fire / Emergency Procedures

- a) Ensuring that the Company provides a suitable work environment, systems of work and plant and equipment that reduce the risk of a fire starting.
- b) Ensuring that suitable means of detecting fires are provided throughout the areas under the control of the Company.
- c) Ensuring that suitable means of raising the alarm in the event of a fire or other emergency situations occurring are provided and maintained.
- d) Ensuring that suitable means of fighting fires are provided and that suitable and adequate numbers of employees are trained to use such equipment.
- e) Ensuring that all employees are provided with written details of the actions to take in the event a fire or an emergency situation occurring.
- f) Ensuring that suitable Fire Risk Assessments are provided for all buildings under the control of the Company.
- g) Ensuring full co-operation with the Managing Director in his duty to provide the above.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that all notifiable accidents, diseases and dangerous occurrences are reported to the appropriate Enforcing Authority in the quickest manner and that they are also reported on form F2508 and / or F2508A.
- b) Ensuring that a suitable and sufficient investigation takes place should an accident or dangerous occurrence happen or if a notifiable disease is identified.
- c) Ensuring that suitable and sufficient records are kept of any investigation.
- d) Ensuring full co-operation with any external body that is requested to undertake an accident investigation.

7) Communication

- a) Ensuring that all authorised information regarding Health and Safety matters is effectively communicated to all interested parties.
- b) Ensuring that suitable means are provided to display and produce health and safety information to all employees.

8) Personal Protective Equipment (PPE)

- a) Ensuring that suitable and adequate PPE is provided to those employees who require it and that it is maintained in a fit state for use.
- b) Ensuring that those provided with PPE use it for the purpose it was intended.
- c) Ensuring that provisions are made for employees to store PPE.
- d) Ensuring that replacement PPE is provided should it become defective or damaged.
- e) Ensuring that should PPE be damaged employees do not use it.
- f) Ensuring that appropriate training is provided to employees on the safe use of PPE.

9) Sub-Contractors & Third Parties

- a) Ensuring that all Sub-Contractors are competent to work on the Company's site(s) in relation to Health and Safety matters.
- b) Ensuring the Health and Safety of all Sub-Contractors / Visitors whilst on Company premises.
- c) Ensuring that employees co-operate with all Sub-Contractors whilst on Company premises.

10) Workplace Facilities

- a) Ensuring that all environmental aspects of heating, lighting, ventilation, cleanliness and welfare facilities are provided and adequately maintained.
- b) Ensuring that all equipment, furniture, electrical devices etc are suitable for the individual employees and that if alternative items are required they are provided.
- c) Ensuring that all premises are safe to use and that if defects are found or communicated they are repaired.

11) Maintenance

- a) Ensuring that all statutory inspections on plant and equipment are carried out by competent personnel and that written records are maintained.
- b) Ensuring that plant and equipment is maintained in a good and safe condition.

12) Work Equipment

- a) Ensuring that suitable and sufficient resources are employed to provide equipment for employees to use whilst at work.
- b) Ensuring that the equipment provided is fit for the purpose it is intended for.
- c) Ensuring that all employees who use equipment are training and competent to use the equipment and that they do not misuse of any work equipment.
- d) Ensuring that adequate controls are provided and implement for all maintenance of equipment and that suitable assessments are made of the equipment in conjunction with work activities.
- e) Ensuring that if equipment is hired from another organisation, checks are made to ensure the equipment is safe to use.
- f) Ensuring that suitable records are kept of all maintenance of equipment and that employees have access to any such records.
- g) Ensuring that the Managing Director is made aware of his duties to provide the resources to ensure the above are made available to all employees.

13) Forward Planning

- a) Ensuring that the Managing Director gives prime consideration to Health and Safety in all forward planning, particularly in respect to proposed new activities or processes and in design and / or installation of machinery, plant or equipment.

14) Insurance

- a) Ensuring that the Managing Director provides appropriate insurance cover, which embraces both statutory & general requirements & that this 'cover' is maintained with adequate copies of the insurance certificates being displayed for all employees to see.

15) Funds

- a) Ensuring that the Managing Director provides for adequate funds, staff and equipment to meet Health and Safety requirements.

16) Assistance to Appointed Persons

- a) Ensuring that the Managing Director appoints a competent person to assist him in his statutory duties to manage Health and Safety.
- b) Ensuring that he provides the competent person with adequate time and resources to enable him to carry out his designated duties.
- c) Ensuring that when the person appointed to assist the Company with Health and Safety attends the Company premises, she gives full co-operation to him so that he can exercise his duties under current legislation.

Company Directors

Shall assume responsibility for various Company Health & Safety matters including: -

1) General Information

- a) Ensuring that there is an effective Policy for Health and Safety within the Company and that the Policy is reviewed by the Managing Director and the Director responsible for Health and Safety annually or sooner if deemed necessary.
- b) Ensuring that the objectives of the Policy and the arrangements for its implementation are fully understood.
- c) Ensuring that responsibilities for Health & Safety are properly designated and accepted by those concerned.
- d) Ensuring the necessary support to the Managing Director for the implementation of all aspects of the Policy.
- e) Ensuring that there is an overall review of the Policy on a regular basis.
- f) Ensuring the provisions of Section 2 (2) of The Health & Safety at Work Act 1974 are met.

2) First Aid Provisions

- a) Ensuring that the Managing Director, through the Director responsible for Health and Safety, provides adequate numbers of First Aid, Emergency at Work First Aid and / or Appointed persons to offer first aid should they be required.
- b) Ensuring that facilities are provided within the premises to enable the designated first aid personnel to carry out this function in a manner that is safe for themselves and those who need first aid.
- c) Ensuring suitable records are kept and maintained.

3) Safe Systems of Work / Risk & COSHH Assessments

- a) Ensuring that suitable Safe Systems of Work are provided by the Director responsible for Health and Safety for all employees and that written details of these 'Systems' are made and conveyed to all relevant employees.
- b) Ensuring that the Safe Systems of Work are monitored & reviewed on a regular basis.
- c) Ensuring that suitable Risk and COSHH Assessments are prepared by the Director responsible for Health and Safety and that suitable records are kept of these Assessments.
- d) Ensuring that the Risk and COSHH assessments are reviewed regularly as stipulated by the Management of Health & Safety at Work Regulations 1999.
- e) Ensuring that the Director responsible for Health and Safety makes employees aware of the contents of the Risk and COSHH Assessments.

4) Training

- a) Ensuring that all training requirements on Health & Safety issues are identified & implemented without delay by the Director responsible for Health & Safety.
- b) Ensuring that a suitable and appropriate safety training programme is planned & implemented and that facilities provided are adequate and that suitable records are kept and maintained.

5) Fire / Emergency Procedures

- a) Ensuring that the Company provides a suitable work environment, systems of work and plant and equipment that reduce the risk of a fire starting.
- b) Ensuring that the Director responsible for Health and Safety provides suitable means of detecting fires throughout the areas under the control of the Company.
- c) Ensuring that the Director responsible for Health and Safety provides and maintains suitable means of raising the alarm in the event of a fire or other emergency situations occurring.
- d) Ensuring that the Director responsible for Health and Safety provides suitable means of fighting fires and that suitable and adequate numbers of employees are trained to use such equipment.
- e) Ensuring that the Director responsible for Health and Safety provides all employees with written details of the actions to take in the event a fire or an emergency situation occurring.
- f) Ensuring that the Director responsible for Health and Safety provides suitable Fire Risk Assessments for all buildings under the control of the Company.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that the Director responsible for Health and Safety reports all accidents, diseases and dangerous occurrences to the appropriate Enforcing Authority in the quickest manner and that they are also reported on form F2508 and / or F2508A.
- b) Ensuring that suitable and sufficient investigation takes place should an accident or dangerous occurrence happen or if a notifiable disease is identified.
- c) Ensuring that suitable and sufficient records are kept of any investigation.
- d) Ensuring full co-operation with any external body that is requested to undertake an accident investigation.

7) Communication

- a) Ensuring that all authorised information regarding Health and Safety matters is effectively communicated by the Director responsible for Health and Safety to all interested parties.
- b) Ensuring that suitable means are provided to display & produce health & safety information to all employees.

8) Personal Protective Equipment (PPE)

- a) Ensuring that the Director responsible for Health and Safety provides a mechanism to ensure suitable and adequate PPE is provided to those employees who require it and that it is maintained in a fit state for use.
- b) Ensuring that the mechanism provided ensures PPE is used for the purpose it was intended.
- c) Ensuring that the Director responsible for Health and Safety provides facilities for employees to store PPE.
- d) Ensuring that a mechanism is in place to enable replacement PPE to be provided should it become defective or damaged.
- e) Ensuring that a mechanism is in place to prevent employees using damaged PPE.
- f) Ensuring that they comply with all Company requirements for the wearing of PPE.

9) Sub-Contractors & Third Parties

- a) Ensuring the Director responsible for Health and safety has ensured that all Sub-Contractors are competent to work on the Company's site(s) in relation to Health and Safety matters.
- b) Ensuring the Health and Safety of all Sub-Contractors / Visitors whilst on Company premises.
- c) Ensuring that employees co-operate with all Sub-Contractors whilst on Company premises.

10) Workplace Facilities

- a) Ensuring that all environmental aspects of heating, lighting, ventilation, cleanliness and welfare facilities are provided for by the Director responsible for Health and Safety and that they are adequately maintained.
- b) Ensuring that all equipment, furniture, electrical devices etc are suitable for the individual employees and that if alternative items are required they are provided.
- c) Ensuring that all premises are safe to use and that if defects are found or communicated, the Director responsible for Health and Safety has a mechanism in place to initiate repairs.

11) Maintenance

- a) Ensuring that all statutory inspections on plant and equipment are carried out by competent personnel and that written records are maintained.
- b) Ensuring that plant and equipment is maintained in a good and safe condition.
- c) Ensuring that the Director responsible for Health and Safety undertakes the aspects as set out in a) and b).

12) Work Equipment

- a) Ensuring that the Director responsible for Health and Safety, through the Managing Director, provides suitable and sufficient resources to provide equipment for employees to use whilst at work.
- b) Ensuring that the above named Directors provide a mechanism to ensure equipment provided is fit for the purpose it is intended for.
- c) Ensuring the above named Directors ensure that all employees who use equipment are trained & competent to use it and that they do not misuse any work equipment.
- d) Ensuring that the above named Directors provide adequate controls for all maintenance of equipment and that suitable assessments are made of the equipment in conjunction with work activities.

- e) Ensuring that if equipment is hired from another organisation, the above named Directors provide mechanisms to check the equipment is safe to use.
- f) Ensuring that suitable records are kept of all maintenance of equipment and that employees have access to any such records.

13) Forward Planning

- a) Ensuring that the Managing Director gives prime consideration to Health and Safety in all forward planning, particularly in respect to proposed new activities or processes and in design and / or installation of machinery, plant or equipment.

14) Insurance

- a) Ensuring that the Managing Director provides appropriate insurance cover, which embraces both statutory & general requirements & that this 'cover' is maintained with adequate copies of the insurance certificates being displayed for all employees to see.

15) Funds

- a) Ensuring that the Managing Director provides for adequate funds, staff and equipment to meet Health and Safety requirements.

16) Assistance to Appointed Persons

- a) Ensuring that the Managing Director appoints a competent person to assist him in his statutory duties to manage Health and Safety.
- b) Ensuring that he provides the competent person with adequate time and resources to enable him to carry out his designated duties.
- c) Ensuring that they give the competent persons assistance where necessary.

Office Administrator

Shall comply with all Health & Safety issues as designated in the Policy. These include: -

1) General Information

- a) Being aware of the Company's Health and Safety Policy and its requirements.
- b) Ensuring there is compliance with the requirements of the Company Health and Safety Policy.
- c) Ensuring that work is carried out in accordance with current legislation in relation to all Health and Safety matters.
- d) Ensuring that any work delegated is carried out in a safe manner and that due care and attention is given to the plant and equipment used and any other persons who may be affected by the work activity.

2) First Aid Provisions

- a) Ensuring that co-operation is given in relation to all first aid matters.
- b) Ensuring that if first aid equipment has been used, Management or the designated employee is informed of the situation and that if replacements are required for the first aid box and or other equipment management are informed immediately.

3) Safe Systems of Work / Risk & COSHH Assessments

- a) Ensuring that there is an understanding of the Safe System of Work to be used.
- b) Ensuring that there is an understanding of Risks and Hazards associated with the Safe Systems of Work and that any concerns are brought to the attention of senior management.
- c) Ensuring there is an understanding of the Risk and COSHH Assessments associated with the Company's daily work activities and that if there are any concerns in respect to these documents these are brought to the attention of senior management.
- d) Ensuring the measures identified within the Risk and COSHH Assessments are adhered to.

4) Training

- a) Ensuring that if required to attend a training programme, due care and attention is given to the aspects of the programme.

5) Fire / Emergency Procedures

- a) Ensuring that there is an understanding of the current fire procedure.
- b) Ensuring that there is an awareness of where the fire fighting equipment is stored.
- c) Ensuring that there is awareness and understanding of the Company Emergency Procedures and that they are adhered to.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that all notifiable accidents, diseases and dangerous occurrences are reported to the appropriate Manager immediately.
- b) Ensuring that full co-operation is given to management should an investigation take place following an accident, a dangerous occurrence etc.

7) Communication

- a) Ensuring that there is an understanding of the need to communicate all Health and Safety issues to the relevant employees.

8) Personal Protective Equipment

- a) Ensuring that where provided, PPE is used correctly.
- b) Ensuring that where provided, PPE is not misused.
- c) Ensuring that if PPE is defected or damaged and / or unsafe to use, that Management are aware of the situation.

9) Sub-Contractors & Third Parties

- a) Ensuring co-operation is given to all Sub-Contractors & Visitors in respect to Health & Safety.

10) Facilities

- a) Ensuring that there is no misuse of the facilities provided by the Company and if defects are found, that they are reported to Management.

11) Use of Equipment

- a) Ensuring that any equipment supplied / used for work within the Company's site is done so in a safe manner and with due care and attention to all employees / visitors alike to the site.

12) Maintenance and Use of Equipment

- a) Ensuring that if required to carry out maintenance on any plant / equipment, the work is undertaken in a safe manner.
- b) Ensuring that any tools / mechanical equipment used in the course of any maintenance work re not misused or used in a manner that provides for a risk to her or other persons associated with the work activity.

13) Assistance

- a) Ensuring she provides full co-operation with the Managing Director and the Director responsible for Health and Safety to ensure compliance with the Health and Safety at Work Act 1974 and all sub-ordinate legislation.
- b) Ensuring that she gives full co-operation to the 'competent' person appointed by the Company to assist the Managing Director with his statutory duties.

Contracts Foremen / Supervisors

Shall comply with all Health & Safety issues as designated in the Policy including -

1) General Information

- a) Being aware of the Company's Health and Safety Policy and its requirements.
- b) Ensuring there is compliance with the requirements of the Company Health and Safety Policy.
- c) Ensuring that all work under their control is carried out in accordance with current legislation in relation to all Health and Safety matters and that if it is felt that it is not management is made aware of the concerns.
- d) Ensuring that any work delegated is carried out in a safe manner and that due care and attention is given to the plant and equipment used and any other persons who may be affected by the work activity.

2) First Aid Provisions

- a) Ensuring that co-operation is given in relation to all first aid matters.
- b) Ensuring that if first aid equipment has been used the designated employee is informed of the situation and that replacements are provided for the first aid box and or other equipment.
- c) Ensuring that suitable and appropriate equipment / personnel are provided for any of the Company areas where they have control.

3) Safe Systems of Work / Risk and COSHH Assessments

- a) Ensuring there is an understanding of the Systems of Work to be used.
- b) Ensuring there is an understanding of Risk and Hazards associated with the Systems of Work.
- c) Ensuring that the employees under their control are informed of the Risk and COSHH Assessments and the Safe Systems of Work associated with areas under their control.
- d) Ensuring that the control measures implemented are met and that if felt to be inadequate the concerns are communicated to the Director responsible for Health and Safety.
- e) Ensuring that if any employee under their control has any concerns over the content of the Risk & COSHH Assessments or Safe Systems of Work these are conveyed to the Director responsible for Health and Safety.

4) Training

- a) Ensuring that if required to attend a training programme, due care and attention is given to the aspects of the programme.
- b) Ensuring that if training needs of employees under their control are identified suitable courses are either organised or the appropriate Director is informed of the need for training.
- c) Ensuring that if required to provide training to any employees any such training is provided in a safe and secure manner and without harm or injury to the employee receiving the training.

5) Fire / Emergency Procedures

- a) Ensuring that there is an understanding of the current fire procedure.
- b) Ensuring that there is an awareness of where the fire fighting equipment is stored.
- c) Ensuring that there is an awareness and understanding of the Company Emergency Procedures and that they are carried out.
- d) Ensuring that suitable & sufficient fire fighting equipment & information is provided for areas under their control.
- e) Ensuring that full co-operation is provided to the Company in the event a fire starts or an emergency situation is identified.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that all notifiable accidents, diseases and dangerous occurrences are reported to the Director responsible for Health and Safety immediately.
- b) Ensuring that if required, Accident Investigations are carried out and where necessary improvements made to Health and Safety in relation to the accident.
- c) Ensuring full co-operation with any person carrying out an accident investigation.

7) Communication

- a) Ensuring that there is an understanding of the need to communicate all Health and Safety issues to the relevant employees & that such communications are carried out.
- b) Ensuring that personnel under their control are provided with the necessary time & resources

to communicate information relating to concerns they may have in respect to health & safety.

8) Personal Protective Equipment (PPE)

- a) Ensuring that where provided, PPE is used correctly and not misused.
- b) Ensuring that if PPE is defective or damaged and / or unsafe to use it is not used and either destroyed or repaired.
- c) Ensuring that if required to distribute PPE to other employees the recipients are made aware of the need and use of the supplied items and that they are used correctly.
- d) Ensuring that adequate PPE is provided and used correctly by employees in any works area under their control and that if it is not the relevant employee(s) are informed immediately.
- e) Ensuring that should they need to wear PPE, they do so in accordance with Company guidelines.

9) Sub-Contractors & Third Parties

- a) Ensuring that co-operation is given to all Sub-Contractors and Visitors in respect to Health and Safety.
- b) Ensuring that all Sub-Contractors work to the safety rules set up by the Company and that if they fail to adhere to these the relevant personnel are informed of this.

10) Workplace Facilities

- a) Ensuring that there is no misuse of the facilities provided by the Company and if defects are found they are reported to the appropriate Director.
- b) Ensuring that suitable welfare facilities are provided for any area under their control and that the aforementioned facilities are kept clean and free from possible hazardous organisms.

11) Maintenance

- a) Ensuring that if required to carry out maintenance on any plant / equipment the work is undertaken in a safe manner.
- b) Ensuring that any tools used in the maintenance operation are used safely and that there is no abuse of them.
- c) Ensuring that if equipment is due for testing / inspection and it has not been organised this is either done so or the Director responsible for Health and Safety is informed.

12) Work Equipment

- a) Ensuring that if required to operate any equipment within the confines of their daily work no misuse of the equipment takes place.
- b) Ensuring that all equipment used is used in a manner that is safe for them and for those people that may be affected by the use of the equipment.
- c) Ensuring that if the equipment is found to be defective it is repaired before it is used on again.
- d) Ensuring that if any employee under their control is required to operate any equipment, they are competent to do so and if not, that they are supervised by a competent person.

13) Assistance

- a) Ensuring they provide full co-operation with the Managing Director and the Director responsible for Health and Safety to ensure compliance with the Health and Safety at Work Act 1974 and all sub-ordinate legislation.
- b) Ensuring that they give full co-operation to the 'competent' person appointed by the Company to assist the Managing Director with his statutory duties.

General Employees (Construction / Site Operatives etc)

Shall comply with all Health & Safety issues as designated in the Policy including -

1) General Information

- a) Being aware of the Company's Health and Safety Policy and its requirements.
- b) Ensuring that there is compliance with the requirements of the Company Health and Safety Policy.
- c) Ensuring that work is carried out in accordance with current legislation in relation to all Health & Safety matters.
- e) Ensuring that any work delegated is carried out in a safe manner and that due care and attention is given to the plant and equipment used and any other persons who may be affected by the work activity.

2) First Aid Provisions

- a) Ensuring that co-operation is given in relation to all first aid matters.
- b) Ensuring that if first aid equipment has been used the designated employee is informed of the situation and that if replacements are required for the first aid box and or other equipment the appropriate person(s) are informed.

3) Safe Systems of Work / Risk and COSHH Assessments

- a) Ensuring that there is an understanding of the Systems of Work to be used.
- b) Ensuring there is an understanding of risk and hazards associated with the Systems of Work.
- c) Ensuring that the control measures implemented are met and that if felt to be inadequate the concerns are communicated to Management.
- d) Ensuring there is an understanding of the contents of the Risk and COSHH Assessments and that the control measures provided are used.
- e) Ensuring that if they feel the current Risk and / or COSHH Assessments are no longer valid the appropriate manager is informed of their concerns.

4) Training

- a) Ensuring that if required to attend a training programme, due care and attention is given to the aspects of the programme.

5) Fire / Emergency Procedures

- a) Ensuring that there is an understanding of the current fire procedure.
- b) Ensuring that there is an awareness of where the fire fighting equipment is stored.
- c) Ensuring that they comply with all instructions in relation to fires and evacuation procedures.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that all notifiable accidents, diseases and dangerous occurrences are reported to the appropriate manager immediately.
- b) Ensuring that management is provided with full co-operation should an investigation take place following an accident, a dangerous occurrence etc.

7) Communication

- a) Ensuring that there is an understanding of the need to communicate all Health and Safety issues to other employees.

8) Personal Protective Equipment (PPE)

- a) Ensuring that where provided, PPE is used correctly and not misused.
- b) Ensuring that if PPE is defected or damaged and / or unsafe to use management are aware of the situation.
- c) Ensuring that if employees under their control are supplied with / and are wearing PPE they do so in a safe manner and that they ensure the employee does not misuse the PPE.

9) Sub-Contractors & Third Parties

- a) Ensuring co-operation is given to all Sub-Contractors & Visitors in respect to Health & Safety.

10) Workplace Facilities

- a) Ensuring that there is no misuse of the facilities provided by the Company and if defects are

found, that they are reported to Management.

11) Maintenance

- a) Ensuring that if required to carry out maintenance on any plant / equipment the work is undertaken in a safe manner.
- b) Ensuring that any tools used in the maintenance operation are used safely and that there is no abuse of them.

12) Work Equipment

- a) Ensuring that if required to operate any equipment within the confines of their daily work, that no misuse of the equipment takes place.
- b) Ensuring that all equipment use is used in a manner that is safe for themselves and for those people that may be affected by the use of the equipment.
- c) Ensuring that if the equipment is found to be defective the appropriate manager is made aware of the condition and fault immediately.

13) Assistance

- c) Ensuring they provide full co-operation with the Managing Director to ensure compliance with the Health and Safety at Work Act 1974 and all sub-ordinate legislation.

Sub Contractors / Self Employed Personnel

Shall comply with all Health & Safety issues as designated in the Policy including -

1) General Information

- a) Being aware of the Company's Health and Safety Policy and its requirements.
- b) Ensuring there is compliance with the requirements of the Company Health and Safety Policy.
- c) Ensuring that work is carried out in accordance with current legislation in relation to all Health & Safety matters.
- d) Ensuring that any work delegated is carried out in a safe manner and that due care and attention is given to the plant and equipment used and any other persons who may be affected by the work activity.
- e) Ensuring that they are aware of the requirements of The Health and Safety at Work etc Act 1974.
- f) Ensuring that they comply with the instruction given by the Company in relation to Health and Safety matters on the Company's site.

2) First Aid Provisions

- a) Ensuring that co-operation is given in relation to all first aid matters.

3) Safe Systems of Work / Risk & COSHH Assessments

- a) Ensuring that there is an understanding of the Systems of Work to be used.
- b) Ensuring that there is an understanding of risk and hazards associated with the Systems of Work.
- c) Ensuring that the control measures implemented are met and that if felt to be inadequate, they are re-assessed and discussed with Company Management.
- d) Ensuring that there is an understanding of the Risk and COSHH Assessments associated with the areas they are to work in & that if it is felt the Assessments are no longer valid the appropriate manager is informed of their concerns.

4) Training

- a) Ensuring that all employees utilised for work activities on the Company site are suitably and adequately trained and are competent to fulfil the requirements of the work in a safe manner.

5) Fire / Emergency Procedures

- a) Ensuring that there is an understanding of the current fire procedure.
- b) Ensuring that there is an awareness of where the fire fighting equipment is stored.
- c) Ensuring that there is awareness and understanding of the Emergency Procedure.
- d) Ensuring that they give full co-operation to the Company and its employees in the event a fire or emergency situation occurs.

6) Accidents, Diseases and Dangerous Occurrences

- a) Ensuring that all notifiable accidents, diseases and dangerous occurrences are reported to the appropriate Manager immediately.
- b) Ensuring full co-operation with any person carrying out an accident investigation

7) Communication

- a) Ensuring that there is an understanding of the need to communicate all Health and Safety issues to the relevant employees and Company officials.

8) Personal Protective Equipment

- a) Ensuring that if provided, PPE is used correctly and not misused.
- b) Ensuring that all PPE utilised is used for the purpose it is intended for.
- c) Ensuring that if PPE is defective or damaged and / or unsafe to use, it is either repaired or replaced.

9) Workplace Facilities

- a) Ensuring that there is no misuse of the facilities provided by the Company and if defects are found, that they are reported to Management.

10) Maintenance

- a) Ensuring that if required to carry out maintenance on any plant / equipment the work is undertaken in a safe manner.
- b) Ensuring that any tools used in the maintenance operation are used safely and that there is no abuse of them.

11) Work Equipment

- a) Ensuring that if required to operate any equipment within the confines of their daily work no misuse of the equipment takes place.
- b) Ensuring that all equipment use is used in a manner that is safe for them and for those people that may be affected by the use of the equipment.
- c) Ensuring that if the equipment is found to be defective, management are made aware of the condition and fault immediately.

12) Assistance

- a) Ensuring they provide full co-operation with the Managing Director to ensure compliance with the Health and Safety at Work Act 1974 and all sub-ordinate legislation.

External Consultant (*Priory Safety Services Limited*)

The External Consultant above named shall provide a specialised and professional service to the Company, the degree of involvement being at the request of the Company. The specialist will provide advice and assistance on health and safety and environmental issues.

Part Three

General Arrangements

1) Welfare Facilities and First Aid

Adequate and suitable facilities for welfare will be provided by the Company for all office and construction sites. These will cater for the general requirements relating to toilets, washing, mess rooms, storage of clothing and separate provision for relevant equipment. Suitable numbers of toilets (both male and female) will be provided at the Company's head office as will adequate amounts of soap and hand towels for washing and drying. Areas will be set aside for employees to take rest breaks and these 'areas' will be provided with suitable types and numbers of chairs and tables. Facilities will also be provided to enable employees to heat food. All facilities will be maintained in good condition and kept clean and tidy.

The provisions for First Aid are in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981, Management of Health and Safety at Work Regulations 1999 and the supporting Approved Code of Practice / Guidance Notes.

They comprise the provision of First Aid treatment boxes of an appropriate adequate size, together with any relevant associated items. They are placed in charge of either a qualified First Aid Person / Emergency at Work First Aid Person or "Appointed Person". A suitable First Aid room / post will be provided and suitable signage will be erected to ensure employees are aware of this location and who the First Aid personnel are.

Personnel designated by the Company to fulfil these functions will have received appropriate training and certification. The Company will ensure that all employees who have been designated to act as First Aid persons or Appointed Persons will maintain their ability to carry out this role. (See page 48 - Section 28 for First Aid on construction sites).

2) Identification of Precautions & Procedures for Dealing with Special Risks

Should the Company be required to work with materials / equipment or work at or on a site where the activities are not the norm, specific Risk and COSHH Assessments and Safe Systems of Work will be carried out / provided prior to commencement of any work. All employees associated with such work activities / equipment will be provided with the relevant information prior to commencing any works. Time and other resources will also be provided for the employees to ask questions / discuss the content of the documentation provided. Additionally, if the Company Director responsible for Health and Safety and / or the Managing Director / Company Safety Advisor feels that the work is of a dangerous nature, an expert in that field of work will be consulted. No work will take place until consultation is complete and the aforementioned Risk Assessments / Safe Systems of Work have been devised and approved.

3) The Provision of Safe Systems of Work / Risk and COSHH Assessments

The Company provides Safe Systems of Work for all its employees to comply with Section 2 (2a) of The Health and Safety at Work etc Act 1974. These Systems are written and conveyed to the workforces. No employee will undertake an activity until they have been instructed in the Systems of Work. The Safe Systems of work will include all operations within the Company.

In addition to this, the Company will ensure that suitable Risk and COSHH Assessments are written for all hazards (plant, equipment, environments, work activities, substances etc) that may have a detrimental affect on employee's health and safety and the health and safety of non-employees. Copies of all these Assessments will be provided to all employees.

In accordance with The Management of Health and Safety at Work Regulations the Company will ensure that these 'assessments' are reviewed at least annually if not sooner. If an employees feel the Assessments are inaccurate or are no longer valid they are actively encouraged to inform their manager and to either have amendments made or have verification that the Assessments are correct.

4) Reporting of Accidents, Ill Health and Dangerous Occurrences

The following procedures comply with the requirements of Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 and will form part of the general arrangements the Company has in place to manage any accident situations.

Accidents/Injuries

Employees must ensure that all accidents / injuries (no matter how minor) are reported to a Company Director. All accidents will be entered into the Accident Book by such persons.

Over 7 Day Incapacitation of a Worker (an employee is unable to work for 7 days following an accident)

Employees must inform a Company Director who will ensure that the accident / injury is entered into the Accident Book. In addition, the said Director will ensure that the accident is notified to the enforcing authority within 15 days, utilising form F2508 / F2508A for this purpose or via telephone through the HSE Accident Line at Caerphilly. Records of such actions will be kept.

Fatal or Specified Injury Accidents

A Company Director will inform the Enforcing Authority, as soon as possible, normally by either completing form F2508 / F2508A or by telephone. The procedures already stated in *lost time accidents (exceeding 7 days)* will also be carried out. Specified injuries comprise those as stated in the prescribed list to the Regulations.

It should be noted that all work must cease and the incident area remain as undisturbed as possible until investigations have been completed by all parties involved, normally these being the Enforcing Authority, Insurers, Clients and the Company. The Company's Safety Advisor will be consulted on the procedure for undertaking the Accident Investigation.

Over 3 Day Incapacitation (an employee is unable to work for more than 3 consecutive Days)

Employees must inform a Company Director who will record the accident / injury in the Accident Book. If the employee continues to be off work or unable to carry out his normal work function after 7 consecutive days following the accident then the actions in '*Over 7 Day Incapacitation of a Worker*' will apply.

Non-Fatal Accidents to Non-Workers

Should members of the public or other persons who are non-workers be injured as a result of actions by the Company these will be reported to the HSE by contacting the Accident Information Centre in Caerphilly or by completing either an F2508 or F2508A form. All such accidents will be entered and recorded in the Accident Book. This action will be carried out by a Company Director

Dangerous Occurrences

Should an incident occur which is included in the prescribed list under the Regulation it will be reported to the Enforcing Authority as set out by RIDDOR. Dangerous Incidents or Near Misses will be reported in the same manner as those described above. It should be noted that reportable dangerous occurrences do not always involve personal injury.

Illness / (Occupational Disease)

All employees must notify sickness / disease / ill health to the Company in the normal manner under procedures for employment.

Should there be any indications that the ill health may be associated with work activities the Company will instigate any necessary investigations. When applicable, external medical and other expert advice or assistance will be sought.

If applicable, the Enforcing Authority will be notified utilising Form F2508A and records kept as prescribed by the Regulations. (Notification will be made in the first instance to the Health and Safety Executive's Accident Helpline at Caerphilly).

Near Misses

Should a situation arise where a Near Miss occurs the Company will take appropriate actions to comply with RIDDOR. Any such situation should initially be reported to the Site Foreman / Supervisor and then to a Company Director. An investigation will take place to ascertain the reasons behind the Near Miss occurring. A report will be compiled that will provide information on the event, the person or structure that was close to the Near Miss and what actions the Company intends to take to reduce the risk of this event re-occurring. Details of the report will be provided to all relevant persons. The Company's Health and Safety Advisor may be contacted to provide input into the investigation.

Any such events will be reported to the HSE under the requirements of RIDDOR where the Near Miss or Dangerous Occurrence is categories in the Regulations stated above.

Investigation Procedure

Should any accident, near miss or dangerous occurrence happen within the premises managed by the Company or on any site where Company employees are operating, a Company Director will initiate an Accident Investigation.

The Accident Investigation will look at the root causes of the accident, the situation surrounding the accident and the outcome. A suitable Accident Report will be provided that looks at all aspects of the Systems of Work being carried out, the training provided to employees, the equipment used on site, the PPE provided & worn by employees, the surrounding environment, information provided by Clients & the documentation (Risk & COSHH Assessments, Safe Systems of Work etc) provided by Company employees.

Witness statements may be taken by the accident investigating employee (who will either be a Company or the Company's external Health and Safety Advisor).

The report will be collated and discussed by senior management of the Company who will formulate a suitable action plan for the short, medium and long term. All relevant employees will be informed on the appropriate conclusions from the report.

Note: - The forgoing procedures comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and are in addition to any company procedures.

5) Personal Protective Clothing and Safety Equipment (PPE)

The Company will provide all relevant clothing and equipment in accordance with prescribed legislation, this being adequate and appropriate to give the necessary protection to its employees. Specific items are covered within the Safety Rules documented for the particular activity. (The Safe Systems of Work and Risk / COSHH Assessment documents will provide information on the required PPE).

Safety boots will in certain circumstances be provided by the Company and in other circumstances provided by the employee. The employee will be informed of this when he / she attends their New Employee Induction talk. (Where an employee provides his or her own safety boots the Company may provide a boot allowance. This will be at the discretion of the Managing Director and depend on the circumstances of the employee's appointment with the Company.

Employees are required to use the clothing and equipment in a proper and correct manner and to keep it in good condition. Any faults or damages must be reported to the relevant Manager / Supervisor / Foreman and when applicable, replacement items obtained.

All PPE is to be stored correctly and without it being damaged. Other than safety boots (which may be taken home), all PPE should be stored either in the appropriate lockers or in Company vehicles if the employees are required to operate at a location away from the Company's Head Office.

Where any works may create the risk of airborne particles being released into the atmosphere and there is a risk the employee(s) may breathe such particle into their lungs, the Company will provide suitable PPE. Such PPE will depend on the Risk and / or COSHH Assessment. Employees should refer to these documents for appropriate PPE. Where a face mask (disposable or re-useable) forms part of the Control Measures the grade of filter will be a minimum FFP3. It is the policy of the Company that if any employee is unsure of the grade of filter to use they MUST contact the Site Supervisor or a Director for further advice prior to commencing the works.

Where there is a risk employee may breathe in airborne particles as a result of the environment they are required to access / work in (e.g.) sewers or similar areas of work the Company will provide suitable half or full faced respirators. These will as a minimum be fitted with an FFP3 filter. Face fit tests will be required for individual employees and all employees working with such PPE should be clean shaven prior to commencing works.

6) Provision, Maintenance & Introduction of New Machinery & New Substances

Should new machinery be introduced into the Company's working environment, the Company will ensure that the machinery complies with all current legislation, that all employees designated to work on the machinery receive suitable and sufficient information, instruction, training and supervisions and that the

manufacturer / supplier provides detailed instructions on the workings of all its parts. (All the aforementioned actions will comply with The Provision and Use of Work Equipment Regulations, The Lifting Operations and Lifting Equipment Regulations, The Management of Health and Safety at Work (Amendment) Regulations, The Workplace (Health, Safety & Welfare) Regulations and other associated Regulations).

Risk Assessments will be carried out in accordance with the 'Management' Regulations and no employee will work on such machinery until these have been carried out and approved by a Company Director.

Should new substances be introduced into the working practice of the organisation, COSHH Assessments will be carried out in accordance with The Control of Substances Hazardous to Health Regulations and no employee will work with any substances until the Assessment(s) have been carried out and approved by either the Company's Director responsible for Health or the Managing Director.

All plant and equipment used within the workplace (either at the garage environment or on a construction site) will be maintained in such condition that employees are able to work safely. Records of such maintenance and inspections will be made and kept. Any employee / person undertaking any maintenance works on plant or equipment must be competent and have the relevant training to carry out the works. Should any employee not be competent to carry out the works they will not be permitted to work on the equipment on their own but may be allowed to work under the supervision of another person. Clarification in this matter should be sought by the employee prior to commencing the works.

7) Fire Precautions and Procedures

The Company stipulates specific precautions / procedures in the event of a fire. Employees are provided with appropriate information and wherever practicable instructions will be given in writing. These will include all hazards identified, precautions to be taken and evacuation procedures. Information will be displayed on the Company Notice Board and in suitable locations throughout the office areas.

Adequate fire fighting equipment of an appropriate and suitable type will be provided for all locations and positioned to suit individual working situations (signage will be provided next to fire fighting equipment to ensure that employees are aware of the types of fires the equipment can be used on). All equipment will be maintained in good working condition and inspected at the prescribed intervals by a competent person.

The Company will provide suitable Fire Risk Assessments for the areas under its control.

To comply with current legislation, suitable and sufficient training in handling and using fire extinguishers, fire warden duties and evacuation procedures will be provided for an adequate number of employees.

In accordance with the current legislation the Company has appointed David Brown to act as its Responsible Person.

8) Communication and Information Distribution to Employees

To comply with current legislation including The Safety Representative and Safety Committee Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996, the Company openly discusses all Health and Safety issues with its employees.

Should new equipment, substances or Safe Systems of Work be introduced, management will inform all relevant employees of the new procedures etc. Signs, Posters and Information Sheets will be hung and distributed within the working area or provided directly to employees and the Company actively encourages employees to notify management of any issues that they feel would be a benefit to all in relation to Health and Safety.

Senior Management of the Company will have regular meetings with employees to discuss health and safety. Minutes of such meetings will be made and conveyed to the employees.

Should any employee have problems understanding the Company's requirements for health and safety or use a language other than English, the Company will ensure that suitable information is conveyed to them on all relevant health and safety issues that is in a manner or language they are able to understand. This may be via HSE leaflets, via translated Company documentation or through an interpreter. Should any

such employees still have any problems understanding the health and safety requirements as set out by the Company, senior management will endeavour to provide other resources that enable the employee(s) to understand their obligations.

9) Safety Training

Senior management of the Company are aware of their duties under Section 2 (2c) of the Health and Safety at Work Act 1974 in terms of providing suitable and sufficient training for all employees. The Company has a safety training programme to meet these needs and those of its Management and all other employees.

A training matrix will be drawn up & maintained by Senior Management to ensure that up to date information is available on training provided and who has received such training.

The Company will utilise the services of competent organisations to deliver any training courses. Records will be kept and maintained of all training completed / to do.

10) Medical Surveillance / Health Records

As prescribed by the various Regulations, the Company ensures the medical surveillance of its employees. Whenever applicable, adequate health records will also be maintained.

All employees are required to complete a Medical Questionnaire so that the Company's Management are aware of any medical issues that may have an adverse effect on their ability to undertake work. All work activities will then be allocated to employees taking into account any medical problems / health issues they may have. Employees will also be required to complete Medical Questionnaires at intervals of their working career with the Company to ensure that up to date details of their health are made and kept. This latter action is also deemed to be a suitable method in assisting the Company to safeguard employees from contracting any industrial illness or disease or from developing any industrial injury which will prevent them from working or carrying out their normal work duties.

The Company has an 'open door' policy on all medical / health surveillance issues and actively encourages employees to inform Senior Management of any adverse effects work activities / substances etc may be having on their health.

Annual assessments of employees will be undertaken (where feasible) and during these assessments Management may ask for clarification of any illnesses or health problems employees may have as a result of their work and / or as a result of the work other employees have or undertake. Records of these assessments will be made & kept. Should a situation arise where an employee is unable to undertake a certain work activity, the Company will look to providing another activity for them that will not be detrimental to their health.

Where an employee(s) suffers any adverse reactions to construction related materials or any other substances / materials used in their daily course of work that leads to either the development of allergic dermatitis or contact dermatitis the Company will ensure that suitable medical assistance is provided a.s.a.p. The Company will treat all advice received in the strictest confidence and will allocate future work activities to 'injured' employees based on the recommendations provided by the occupational medical advisor.

The Company ensure that an occupational medical advisor is available to be contact should a situation described in the previous paragraph occur.

It is also the policy of the Company that work activities will be carried out so that employees do not contract dermatitis in the first instance. This is the reason for all employees completing the Company's medical questionnaire at their New Employee Induction meeting and at regular intervals thereafter during the course of the work with the Company.

It is the Policy of the Company that should any employee return to work having suffered an illness etc, Senior Management will always ensure that their work load is not too excessive during the first few days. Senior Management will also ensure that monitoring of employees who have just returned to work following illness is more intense than for other employees.

The Company ensures that should any employee need any other medical checks or examinations as a result of the work activities they have or are proposed to undertake, an occupational medical advisor will be consulted to ensure the correct procedures are adhered to. Any information collated by such persons will be treated in the strictest confidence.

11) Responsibility to Third Parties

The Company fully appreciates its responsibilities under the Health and Safety at Work etc. Act 1974 to ensure the safety of other persons (third parties) who are not in its employ. Third parties will include visitors, sub-contractors, customers / clients and the general public.

The Company will take all reasonably practicable measures to comply with its obligations in respect to Health and Safety. This will involve physical measures to prevent entry which will include the erection of barriers, fencing and gates / doors to keep out any unauthorised person* and the use of signage to warn people of the dangers associate with the areas under the control of the Company. (* Unauthorised persons will include trespassers, vandals etc).

All employees will be informed that they must conduct themselves in a manner that does not put other persons at risk.

12) Monitoring Safety Performance

To ensure that standards of Health and Safety are maintained, regular inspections of the Company's premises will be carried out by the Director responsible for Health and Safety and / or Senior Management. Any matters arising will be reviewed and actions taken by Senior Management to correct any adverse trends.

The Company's Health and Safety Advisor will undertake an annual Audit of the Company's Health and Safety documentation and physical features provided to ensure the safety of employees and non-employees alike. A report will be provided to the Company with recommendations. Senior Management will discuss these recommendations and take appropriate action.

The Company will carry out site inspections on external locations to ensure construction site employees are working safely and are in a safe environment.

13) Policy Review & Amendments

The Managing Director will review the Policy on a regular basis and instigate revisions to take account of any changes in legislation and other developments that are relevant to the Company's activities.

14) Monitoring and Controlling of Asbestos

The Director responsible for Health and Safety in conjunction with the Health and Safety Advisor will review the Company's commitment to providing adequate controls for asbestos as per the requirements of The Control of Asbestos at Work Regulations.

The Director responsible for Health and Safety will implement measures to ensure that employees are aware of the need for diligence should they encounter asbestos at work & the actions to take. These measures will include the production and distribution of information on asbestos (asbestos surveys, HSE documentation etc) and the dangers associated with the materials and also the attendance of relevant employees on an Asbestos Awareness Training Course.

Such information will be displayed on the Company's health and safety notice board located within the garage / workshop and will include for information provide by either our external health and safety advisor and / or the HSE via their INDG information document.

All employees will be required to report any asbestos found & to stop work immediately in the area(s) where the substance is located. No employee will be permitted to attempt to remove any asbestos found. The Health and Safety Advisor will be contacted immediately if asbestos is found & employees are to take additional instruction directly from him.

Where any employee is required to work in a place or location where asbestos containing products (ACMs) may be present the Company will ensure that they have attended as a minimum an Asbestos Awareness Training course within the last 12 months and or have been provided with up-dated training within a similar time period.

In addition to the above the management of the Company will ensure that suitable documentation is provided in the form of asbestos surveys or reports when any works are taking place on refurbishment schemes. All relevant employees will be informed of the content of the reports / surveys.

15) Portable Electrical Equipment / Electricity

The Company, through its Director responsible for Health and Safety, ensures that all electrical equipment, as described by The Electricity at Work Regulations 1989 and Maintaining Portable and Transportable Electrical Equipment Guidance Notes (HSG 107) is not only provided and used in a safe condition but also maintained to a standard / specification that ensures the safety of employees and non-employees alike.

Every employee who is to operate any portable electrical equipment MUST carry out a visual inspection prior to use which will include checking for loose and damaged wires, signs that equipment has been PAT tested and that the test is not 'out of Date', that the plug is not damaged or that the electrical equipment the machine(s) are attached to are not faulty.

All portable electrical equipment will be inspected and tested by a competent person / organisation annually or sooner if deemed necessary by the Director responsible for Health and Safety or the Company's Health and Safety Advisor.

All 'fixed' electrical supplies will be set to ensure that connections do not come loose, that wiring does not become frayed which would leave live wiring exposed, that all wiring is set and positioned so that it does not create a trip hazard and that if extension leads are to be used they are only used as a temporary measure until fixed wiring systems can be installed.

All electrical equipment will be inspected on a regular basis and records of such inspections made.

16) Work Equipment (including Hand Held Tools)

The Company will provide work equipment that employees are to use to ensure work activities are undertaken safely.

All work equipment used by Company employees will be in compliance with PUWER and / or LOLER. All equipment will be inspected on a regular basis and records made and kept of such inspections. Any defective equipment should be reported to a Company Director.

The Company, with the authority of the Director responsible for Health and Safety or another Company Director, may permit in certain circumstances the use of certain equipment that is owned by employees themselves. These will be limited to hand held tools that are NOT driven by mains electric power or battery sources. Permitted tools include screw drivers, hammers, battery powered screw drivers etc. Tools that are not permitted will include power driven rotary saws and other equipment with rotating blades, welding equipment, electric screw drivers and other lifting equipment etc. Should any employee need clarification on this they MUST contact the Director responsible for Health and Safety.

No employee should use any hand tools/ equipment if they are unsure of its suitability. Damaged equipment should not be used until it has been repaired by a competent person.

Should the Company hire in any equipment, the hirer must provide the Company with clear instructions on how to use the equipment with a list of Do's and Don'ts. All hired in equipment MUST be signed for on receipt and return.

Only those persons trained to use equipment will be permitted to do so and Senior Management will ensure that those employees required to use specialised equipment will receive additional training. Thus, all employees using any equipment must be competent or be supervised until competent.

The Company does not operate any mobile plant and as such does not require employees to be holders of CPCS cards. If such equipment was required the Company will ensure that the person employed to operate such equipment is a holder of a relevant disciplined CPCS card or equivalent card.

The Company will also ensure that where specialist equipment is required to be used, such as water jetting equipment, employees will be competent to handle it. It is the policy of the Company to ensure that such employees have either gained their NVQ level 2 in water jetting or are in the process of gaining this national qualification standard.

17) Display Screen Equipment

The Company will provide suitable DSE for all employees and is ever mindful of its duty to ensure all 'users' are made fully aware of the need to work to the control measures set by the Risk Assessments carried out on DSE.

The Company has an active policy of monitoring 'users' use of DSE and ensuring that they are aware of their statutory rights to free eye tests. The Company is also ever mindful of the health risks to users in respect to WULD and RSI and is pro-active in its commitment to provide a safe place for employees to work.

Should any employee complain of problems with fingers, forearms, shoulders, neck or head, the policy of the Company is for the employee to stop work and rest. There will be no returning to work until the symptoms have ceased. Any repetition of WULD and the employee is required to seek medical attention from their doctor or Company occupational medical advisor.

Senior Management will ensure that suitable and sufficient Risk Assessments are carried out on all DSE and that these are conveyed to the appropriate personnel. A review of these assessments will be carried out annually or sooner if deemed necessary.

All persons working with DSE will be entitled a free eye test as set out in current Regulations.

18) Manual Handling

The Company will comply with its duties under The Manual Handling Operations Regulations and ensure Risk Assessments are carried out for manual handling activities. Risks will be classified as either High, Medium or Low with the emphasis on activities having a 'low' risk as a main priority for all Systems of Work etc.

As with all operations of this nature the first 'rule' is to avoid manual handling where possible. The Company will ensure this 'rule' is adhered to.

All operatives will be instructed / trained in safe manual handling techniques and records of such training will be kept. No employee will be permitted to undertake manual handling unless they have either been fully trained or they are supervised by a competent person.

Much of the manual handling operations are 'kinetic' and management ensures that any training / supervision provided to employees takes account of this. Suitable information will be provided to employees on how to undertake safe manual handling operations and this will be displayed throughout the workplace.

19) Noise

The Company is ever mindful of its obligations under The Control of Noise at Work Regulations both for office and site work.

The Company ensures that any equipment purchased is manufactured in such a way as to reduce the levels of noise to a ensure decibels emitted do not exceed 80 d(B)A. If this situation is not possible, Senior

Management will ensure correct assessments are made of the possible harmful effects on employees and non-employees when any such equipment is used and ensure that appropriate control measures are used. Where noise levels are in excess of 80 d(B)A employees will be informed and offer appropriate ear protection.

No employee will be permitted to use any equipment that emits a noise level greater than 85 d(B)A unless they have the necessary PPE (ear defenders, plugs etc) and are wearing it. Should Senior Management observe any such actions, the employees will be stopped from working on the equipment until the control measures are being used.

To reduce the impact of noise on employees Senior Management will ensure that work equipment is fitted with appropriate silencers and ensure that 'noise protection zones' are set up where feasible.

20) Vibration

The Company has a policy of providing suitable and sufficient measures to protect employees from the adverse effects of vibration and vibrating tools. The Company is aware that by using tools that emit high levels of vibration, employees may contract hand arm or whole-body vibration or vibration white finger.

Where feasible, the Company will provide suitable equipment that does not emit vibration levels that are harmful to employees. To ensure that this is 'carried through' the Company will discuss with the manufacturers / suppliers of the equipment its components and safe use prior to purchasing it.

The Company will also ensure that should equipment emit vibration levels that could be detrimental to employee's health they will provide Safe Systems of Work that reduces the time employees may be subjected to vibration to a level that is not detrimental to their health. Suitable health surveillance (medical checks etc) will be provided to all employees exposed to vibrating tooling.

Where applicable the Company will record the times employees use vibrating tools and the levels of vibration emitted by said equipment. Risk assessments will also be provided for all relevant equipment.

21) Emergency Situations / Fire Escape Routes

Office Environment

The Company will ensure that all escape routes for fire etc comply with current legislation. All fire exits will be marked with appropriate signs and all fire doors will be fitted with appropriate devices to ensure quick and safe egress from any building where employees are working.

Emergency evacuation signs and information will be displayed throughout the offices for all employees to see and should a situation occur, fire wardens will take charge and ensure all persons leave the building and muster at the fire assembly point.

Testing of any fire alarms and emergency exits will be carried out as and when required by law.

Construction Sites

Should any work involve employees working on partly built offices / construction sites, management will ensure that all necessary precautions are made to provide safe egress and egress for all employees and non-employees alike.

Suitable temporary signs will be erected in strategic locations within works areas and all employees will be informed of the required evacuation procedures during their site induction meeting.

If building works alter the scope of safe evacuation channels the Company will ensure that the new routes are clearly marked and employees are informed of the changes.

Further details can be found in section 7 – Fire and Fire Precautions & Procedures.

22) General Workplace

The Company has a policy of working within the scope of The Workplace (Health, Safety and Welfare) Regulations and as such will provide all staff with suitable and safe means of access and egress from all

areas of their place of work, Adequate ventilation, either naturally or by mechanical means and suitable lighting to enable them to work safely and without risk to their health will also be provided.

The temperature in the offices will always be not less than 16°C and 13°C if employees are working strenuously. At all times the temperature will not be too hot or too cold to prevent employees working in a healthy environment.

Waste bins will be emptied regularly and the offices will be cleaned daily. All rubbish will be removed from the offices and not left to cause a risk to employees.

Suitable furniture and other structures will be provided to enable employees to work safely. Suitable sanitary facilities will be provided for the number of employees at work as will rest rooms and other welfare facilities which will be kept clean.

23) Workplace / Occupational Stress

The Company recognises that excessive amounts of stress can have a detrimental effect on employee's health and safety. The Policy of the organisation is to have an open door for any employee who is suffering from stress or who has concerns over work levels or amounts of work imposed on them.

The Company will tackle all stress related concerns by following the guidance notes issued by the HSE (INDG281 rev 1) or by contacting its Health and Safety Advisor for advice on possible courses of action to reduce the levels of stress employees may suffer from.

24) Sub-Contractors / Other Contractors / Communication & Co-operation

The Company is ever mindful that it is not able to undertake ever activity at work with its own personnel and may have to use from time to time other organisations to carry out this work.

Where external organisations are to be used, the Company will initiate a vetting process. The Company may request training certificates of sub-contracting employees and also references from other organisations that have used the company. If there is any doubt in the minds of Senior Management they may consult the Company's Health and Safety Advisor for his opinion on the safety record of the proposed sub-contracting company.

All employees MUST ensure that they co-operate with any sub-contracting organisation working in any area under the control of the Company.

Where the Company is working in an environment where other organisations are also operating, the Site Supervisor will discuss any potential impact they may have on our employees or the impact our employee may have on other with the Site Manager. Such discussions will take place prior to works commencing and may also be carried out during the works procedures. If suitable work patterns are not able to be identified and incorporated the Site Supervisor will make contact with a Company director for further assistance. If works cannot be carried out in a safe manner whilst other persons are working on the site senior management of Aimrange (North East) Limited will instruct all relevant employees to leave site until such actions are taken to safeguard our employees and other persons working on the site.

25) Working at Height

The Company understands the dangers of working at height and the potential for injuries or fatalities. With this in mind, the Company will ensure that only those employees trained to work at height do so. This is to ensure their own safety, the safety of others and compliance with The Work at Height Regulations. The Company will also comply with the hierarchy of control in respect to equipment used and will look to use the most ergonomically suitable and appropriate equipment for the work activity to be undertaken.

Should any employee be required to work off temporary scaffolding, the Company will ensure that the structure has been constructed in accordance with current British Standards and that it is inspected (by a competent person) within every 7 days.

The Company will ensure that should any of its own employees be required to erect tower scaffolds they are suitably trained and competent to fulfil these functions. The Company will also ensure that the

equipment to be used is not damaged. Suitable safety measures will always be provided when any employee is working at height which will include for hand rails, toeboards, guards etc.

Any work undertaken off a ladder will be for a short duration only and during such works the employee will ensure the ladder is secured / footed prior to accessing it. At no time will any employee be permitted to operate outside the styles of the ladder.

Wooden Pole Ladders should be in good condition and not have been subject to repairs that do not return the ladder to the state it was in when first purchased. Rungs of ladders should be sound and where feasible be protected by wiring underneath. Styles should not be split. Employees are not permitted to carry any objects up a ladder unless they are attached to a carrying belt or harness.

Employees MUST at all time have three (3) points of contact on a ladder. At no time is it permissible for any employee to have less than three (3) points of contact on a ladder or to have their body outside the styles of the ladder to either work or access an area or object.

Other equipment may be used when working at height and the Company will ensure that prior to any employee using it they are assessed for their competency and that the equipment is of good quality and fit for the purpose it is intended for.

Should any employee feel the equipment provided is unsuitable or damaged they should report this concern to their manager. The concerns will be dealt with and appropriate action undertaken a.s.a.p.

It should be noted that such works (working at height) are not the normal work areas for the business and the information above is provided in the event that Aimrange (North East) Limited is required to tender for such work. Should such tendering processes be successful senior management of the Company will contact the organisation's external health and safety advisor for assistance and guidance on any training required.

26) Alcohol and Drug Abuse

No employee is permitted to consume alcohol / take drugs (unless medically prescribed drugs) either on Company premises or during work hours. Any employee found to be either under the influence of or having consumed alcohol / during working hours will be required to leave site immediately.

Should any employee suffer adverse effects from alcohol / drugs or have a medical condition relating the alcohol / drug abuse etc, the Company will attempt to provide suitable assistance where deemed appropriate. However, the Company will expect the relevant employee to seek self help in all matters of alcohol / drug abuse.

Any employee who is required to take prescribed drugs and becomes unfit to work as a result of taking such medication may be asked to leave the premises / site until such time as the effects of the drugs have worn off.

The Company will provide suitable First Aid assistance in any of the above circumstances.

27) Young Persons and Work Placement Persons

The Senior Management is fully aware of its legal obligations to any 'Young Person' who attends any site under its control. Suitable safety measures will be provided (risk assessments, training, systems of work etc) to ensure the safety of these people and the safety of existing employees / non-employees who may come into contact with such inexperienced persons.

No Young Person will be permitted to use any equipment that Senior Management deems dangerous and at such times that these persons do use any equipment, suitable and adequate supervision will be provided.

Should any Minors attend any Company site through a school work placement etc, they will NOT be permitted to operate any plant / equipment and will be supervised at all times by a relevant member of staff. Any work provided will be deemed to be Low Risk.

28) Construction Site Work Activities / CDM

The Company is ever mindful of the need to provide a safe environment for its employees should they be required to work on any construction site.

All employees will be either holders of CSCS / CPCS cards or be working towards gaining their cards. Training in the safe use of construction equipment will be provided to relevant site employees. Training will be to nationally recognised standards (e.g.) Street Works, Confined Spaces, Water Jetting Association.

The Company will prepare documentation that meets the requirements of construction site Regulations (CDM etc) and the information contained within these documentations will be conveyed to all site employees prior to commencing work on site.

All site employees will sign Induction Forms (when applicable) to indicate they are aware of the work activities and the control measures they are required to adhere to whilst on site. Documentation will include for a site health and safety plan, suitable Risk and COSHH Assessments and Method Statements.

The Company will monitor all site activity on a regular basis and provide assistance to all employees in terms of health and safety.

In conjunction with the Company's responsibilities for first aid on any construction site the organisation's policy is to utilise the services provided by Principal Contractors. (Where employees are working on their own see Page 62 – section 36 'Lone Working').

29) Signage

The Company will comply with current legislations and ensure that suitable and adequate signage is displayed around the areas under its control.

Signage will be constructed so that it is easy to read and be displayed in locations where it is easy to see.

To ensure that all persons working for the Company are able to read signage, on certain occasions, the Company will provide suitable information in the language applicable to non-English speaking people.

30) Confined Spaces

The Company views working in confined spaces as extremely hazardous operations and works on the first Principle of Prevention – 'avoid the risk if possible' – where ever possible.

All means of safe working outside a confined space will be used and only as a last resort will any Manager of the Company permit an employee to access a confined space. If entry is required into a confined space, the Company will ensure that employees have received suitable training and that a Permit to Work for Confined Spaces will be used and adhered to.

31) Mobile Plant and Equipment / Lifting Equipment / Hoists

The policy of the Company is to use plant and equipment that complies with PUWER, LOLER, CDM Regulations and other associated safety Regulations and Guidance Notes and to only permit employees who are competent to use the equipment. Certificates of annual inspection will be provided.

All mobile plant and equipment MUST be inspected daily before use and records of such checks logged. If found to be faulty, the plant or equipment will be repaired by a competent person and will only be permitted to be used on site when authorised by a Company Director and / or the Site Foreman. Annual inspections will be carried out on all relevant mobile plant / lifting equipment and records kept. Certain equipment may need to be inspected every 6 months & if this is the case the Company will ensure it adheres to the legislation.

The Company will only permit competent persons to operate mobile plant & will require either CITB CPCS cards or other recognised training certificates to be produced for inspection or be in Company's records.

Suitable traffic routes will be used to ensure that mobile plant and equipment can be driven with the risk of injury being either low or as low as reasonably practicable.

No employee will be permitted to ride on mobile plant unless they are sitting in the designated seat provided. Breach of this rule will mean that employee will be disciplined and removed from site immediately.

No mobile plant will be overloaded and no unauthorised personnel will be permitted to ride in the cab of any mobile plant.

As previously stated the Company does not use 'mobile plant' and thus the information is provided in the event such a situation were to occur.

32) Smoking

It is the policy of the Company that smoking any tobacco products in any premises that is enclosed or in any Company vehicle is forbidden to ensure compliance with current 'No Smoking' legislation.

Any employee discovered smoking in an enclosed area will be required to leave site immediately and may be subject to the Company's disciplinary proceedings

33) Pregnant Persons

The Company is ever mindful of the need to ensure the safety of any person who becomes pregnant. Should this situation arise, a Risk Assessment will be provided for the specific employee(s) that will take account of the changes in their circumstance and the information detailed will be conveyed to them.

On going health surveillance will be increased for pregnant persons that will include longer rest breaks, less requirements to undertake manual handling tasks and other works procedures as the pregnancy nears full term. The Company will also provide suitable rest areas for such persons.

34) Abrasive Wheels

Abrasive wheels (grinders, Stihl saws and other rotating equipment) are dangerous pieces of equipment and as such the Company is mindful of the need to treat their use with great care.

Only competent persons will be permitted to operate such equipment on their own and any person who is not competent MUST be supervised by a qualified and competent employee. Training in the safe use of such equipment will be provided by the Company as will the maintenance of such tools. The frequency of re-training will depend on the equipment.

Any employee required to use any abrasive wheels equipment will be provided with suitable PPE. This will include safety glasses /goggles, safety gloves and safety boots. Other PPE may be required and employees should refer to the appropriate Risk Assessments.

Suitable facilities will be provided by the Company to enable all employees to use such equipment in a safe manner and any tools found to be faulty will be removed from use and either repaired or destroyed.

35) Hazardous Substances

The Company used a number of substances that are classed as being hazardous under The Control of Hazardous Substances Regulations 2002.

The Company will ensure that suitable information is provided to all employees who either are or will be required to handle such substances. This information will be presented either in the form of Material Safety Data Sheets (provided by the supplier) or via a COSHH Assessments provided by the Company.

The COSHH Assessments will take account of the 4 routes of entry (Inhalation, Ingestion, Eyes and Absorption), what risks each substance may have in respect to employees, equipment, structures etc and the control measures to be implemented to reduce the risk of injury to employees or damage to structures to a level that is low or as low as is reasonably practicable.

All employees will be informed of the contents of the COSHH Assessments and will have ample opportunity to read the documents, ask questions to senior management and to seek a review of the

documents if they are unsure of their relevance. Senior management will take appropriate actions when reviewing the Assessments.

Appropriate control measures will be met by the introduction of Safe Systems of Work, suitable guarding, suitable PPE and suitable training. All the aforementioned will be appropriate to the substances assessed.

The Company will ensure suitably locked containers are provided for storing of hazardous substances that will have appropriate & adequate signage displayed warning people of the dangers associated with the substances. Access to such substances will be controlled with only appointed person only.

36) Lone Working

Lone working has the potential to place individuals in areas of work where risks are greater than when working with other employees. Lone working, in this instance, is classed as an individual employee working at a location by themselves where there is no direct contact between other employees with contact only possible through personal communication devices i.e. mobile telephones, walkie talkies etc.

The Company has a policy of ensuring that should any employee be required to work on their own for any given period of time they will be provided with tasks that are classed as low risk. This action is taken to prevent employees from working at height, constructing equipment for working at height, working with live electrical circuits, working with rotating blades, working in confined spaces and other such similar hazards where the risks of injury are greater than for other work activities.

The Company will ensure that, through approved Risk / COSHH Assessments, any employees who are required to work alone are provided with additional equipment to enable them to communicate to others should they need assistance with the planned work activity or should an accident occur or should they have any concerns that need clarification whilst undertaking the required task. This equipment will include for a mobile telephone as a minimum and in certain circumstances a walkie talkie should the risk assessment consider this to be a suitable control measure. Other types of equipment will be provided (including first aid kits) and all employees should note the control measures detailed in the appropriate risk assessments.

The Company will only permit competent persons to undertake any work on their own and under no circumstances will any unqualified employee be permitted to work on their own.

37) Road Transport

The Company will ensure that appropriate road transport vehicles are provided and used to transport all materials and goods to customers and to construction sites where employees are required to work.

Where the Company utilises its own fleet of vehicles it will ensure that appropriate tests are carried out as per statutory requirements, that all drivers are capable of driving the vehicles and that all goods and liquids are loaded and stored safely.

Part Four

Risk and COSHH Assessments

Risk and COSHH Assessments

The Management of Health and Safety at Work Regulations 1999 and The Control of Substances Hazardous to Health Regulations 2002 (as amended)

Risk and COSHH Assessments will be carried out by the Company in accordance with requirements of the above and other Regulations, ACoP and Guidance Notes.

Work activities and situations will be examined, hazards identified and the risks to health and safety of employees and any other parties who may be affected assessed. The necessary preventative, protective and control measures will then clearly established. Each assessment is in writing.

Arrangements will then be made for putting preventative measures and controls into practice. Within the Company's management of health and safety, appropriate planning, organisation, control, monitoring and review is incorporated.

The company appoints and refers to competent persons to provide any necessary assistance on health and safety matters.

Employees will be provided with all relevant information and training including procedures to be followed in emergency situations. No employee will be permitted to use any hazardous substances without a COSHH Assessment having been undertaken and the employee is in receipt of the information it contains.

When other parties are involved then measures etc. are applied on a shared basis. This will include any special needs to cover for temporary workers.

The Company will provide written COSHH Assessments for all substances routinely used. Furthermore, the Company insists that suppliers provide all the relevant information, hazard data and assessments in relation to substances supplied. Employees will then be fully informed & instructed with regard to the precautions & safety measures to be implemented.

HSE Regulations applicable to the work activities of the Company are detailed on the next page. The list is not exhaustive & other Regulations, ACoP and Guidance Notes may apply.

Acts of Parliament and Regulations applicable to the Company's Work Activities

The Health and Safety at Work Act 1974
The Disability Discrimination Act 1995
The Data Protection Act 1995
The Health Act 2006
The Corporate Manslaughter and Corporate Homicide Act 2007
The Health and Safety (Offences) Act 2008
The Equality Act 2010
The Electricity at Work Regulations 1989
The Manual Handling Operation Regulations 1992 (as amended)
The Workplace (Health, Safety & Welfare) Regulations 1992
The Personal Protective Equipment at Work Regulations (as amended) 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
Work in Compressed Air Regulations 1996
The Lifting Operation and Lifting Equipment Regulations 1998
The Provision and Use of Working Equipment Regulations 1998
The Management of Health and Safety at Work Regulations 1999
The Personal Protective Equipment at Work Regulations 2002
The Control of Substances Hazardous to Health Regulations 2002
The Health and Safety (Miscellaneous Amendment) Regulations 2002
The Dangerous Substances and Explosive Atmospheres Regulations 2002
The Control of Substances Hazardous to Health (Amendment) Regulations 2004
The Control of Noise at Work Regulations 2005
The Regulatory Reform (Fire Safety) Order 2005
The Work at Height Regulations 2005
The Control of Vibration at Work Regulations 2005
The Management of Health and Safety at Work (Amendment) Regulations 2006
The Smoke-free (Premises and Enforcement) Regulations 2006
The Health and Safety Information (Amendment) Regulations 2009
The Control of Asbestos Regulations 2012
The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013
The Construction (Design and Management) Regulations 2015

Other Assessments

As and when it is felt that further assessments are needed to be carried out due to changes in work activities etc, the Company's Safety Consultant will be notified and arrangement made.

Part Five Training

Training

In accordance with the requirement of Section 2(2c)) of The Health and Safety at Work Act etc 1974, the Company is committed to providing information, instruction, training and supervision for all employees working within the confines of the Company's sites.

Training requirements will be monitored on a regular basis to ensure that employees are competent to carry out their tasks in a manner that does not affect the Health and Safety of themselves or other persons affected by the activity.

Should it be deemed that the Company requires an employee or employees to attend training sessions either in house or via external sources, the Management of the Company will ensure that the health and safety of its employees is given equal resources within the training required.