



## **TRAINOR STONE & TILE LIMITED**

Office 4, 5 Cromac Ave, Belfast, BT7 2JA

# **HEALTH & SAFETY POLICY**

**1 August 2018**

# **TRAINOR STONE & TILE LIMITED**

## **HEALTH & SAFETY POLICY**

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## **TRAINOR STONE AND TILE LIMITED**

### **Part 1 Health & Safety Policy Statement**

Trainor Stone and Tile Limited is fully committed to achieving the highest health and safety performance in order to safeguard our employees, clients, sub-contractors, visitors and any other persons that may be affected by our actions and activities.

This is a process of continuous improvement and relies primarily on the systematic identification, assessment and control of hazards and risks, underpinned by awareness and compliance with the relevant legislative requirements. Additionally, we will set objectives and targets annually to ensure our already high standard of Health and Safety performance is maintained. The objectives and targets will be monitored and reviewed by carrying out regular inspections, audits and investigation.

Trainor Stone and Tile Limited will ensure that sufficient resources are provided to ensure effective management and implementation of our health and safety arrangements. We will also ensure that our employees are consulted and involved at every relevant stage.

We recognise that good health and safety performance is a positive business investment and its success is a key management objective that can only be achieved with the commitment and complete support of every employee. It is therefore the duty of all employees and sub-contractors to take reasonable care of their own health and safety and of others in carrying out of their works and in compliance with all health and safety instructions.

This Policy shall be reviewed on an on-going basis (at least annually), issued to all employees and brought to the attention of associated third parties.

The Policy Statement shall be prominently displayed at all Trainor Stone and Tile work locations.

Signed



Date 01/08/18

Peter Trainor  
Managing Director

In pursuance of this policy the Company will ensure so far as is reasonably practicable:

- 1.** The provision and maintenance of plant and systems of work, which are without risk to Health & Safety.
- 2.** Arrangements for ensuring the safe use, handling, storage and transport of all types of articles and substances.
- 3.** The provision of adequate and appropriate instruction, training and supervision of employees in Health & Safety in their work.
- 4.** The provision and maintenance of safe places of work and proper access to and egress from each workplace.
- 5.** The provision and maintenance of working environments safe and without risk to health and adequate facilities and arrangements for the welfare of employees at work.
- 6.** Regular communication and consultation with employees, or their representatives, on all matters concerning their health, safety and welfare.
- 7.** Procedures to ensure that articles designed, manufactured, imported, supplied or installed by the company are safe and without risk to health, when properly used.
- 8.** Risks are identified, assessed and eliminated or controlled in accordance with the relevant regulations i.e. Workplace, Work Equipment, Manual Handling, Personal Protective Equipment, Display Screen Equipment, COSHH, Noise and Vibration.
- 9.** A summary of this policy is issued to all employees during induction, or safety awareness training, where the policy will be discussed in full.
- 10.** The regular review of the policy, and that any revisions are brought to the attention of employees.
- 11.** Those persons to whom responsibility is delegated for the implementation and monitoring of this policy are adequately trained and competent. They are accountable to their immediate manager or supervisor.

Further to the above, the company will ensure compliance with all legislation known for the provision of health, safety and welfare at work.

## **PART 2**

## **ORGANISATION & RESPONSIBILITIES**

### **Managing Director:**

The Managing Director will ensure that within the company:

- The Health & Safety Policy, arrangements and procedures are fully understood and observed by all personnel.
- Responsibilities for Health & Safety are clearly defined and delegated to competent persons.
- The Health & Safety Policy is regularly reviewed and revised when appropriate. Any changes are brought to the attention of all personnel.
- The board of Directors address all matters relating to Health and Safety.
- The Company Health & Safety Organisation chart is included in **Appendix A**.
- Has responsibility for ensuring the Company duty holders are proactive in the pursuance of the aims and strategies of the Policy.
- That the Board of Directors are kept informed of any issues relating to the Health, Safety and Welfare of Company personnel and others that may be affected by its operations.
- Ensuring Health and Safety information is distributed throughout the Company.

### **Board of Directors:**

- The board accepts formally and publicly their collective role in providing health and safety leadership in the company.
- Board members accept their individual role in providing health and safety leadership for the company.
- The board will ensure all board decisions reflect their health and safety intentions as articulated in the health and safety policy statement.
- The board recognises their role in engaging the active participation of their staff in improving health and safety.
- The board will ensure that it is kept informed of and alert to relevant health and safety risk management issues by the Managing Director.

In pursuance of this the board will: -

1. Review regularly (at least annually) the health and safety performance of the company.
2. Ensure that the health and safety policy statement reflects current board practices.
3. Ensure that management systems provide for effective monitoring and reporting of the company's health and safety performance.
4. Be kept informed of any significant health and safety failures and of the outcome of the investigations into their causes.
5. Ensure all board decisions address health and safety implications.
6. Ensure that health and safety risk management systems are in place and remain effective.

**Health & Safety Advisor:**

The Health & Safety and Environmental Adviser will be responsible to the Managing Director and Board of Directors is also responsible for the day-to-day implementation of the Company Health & Safety Policy in the area under his control.

His duties include:

1. Devising and progressing the Company Health & Safety Strategy.
2. Advising line management on all aspects of Health and Safety at Work.
3. Identifying, when requested by a Managing Director, the Principal Health and Safety Hazards likely to be encountered during the project.
4. When requested, drawing up Safe Working Procedures (SWP) for high-risk work.
5. Carrying out unannounced safety inspections of sites and Head office premises to ensure compliance with Company policy and legislation.
6. Advising management on all new and current legislation.
7. Review the Company Health & Safety Policy.
8. Acting as a point of contact for all employees in relation to Health and Safety matters.
9. Ensure that the Policy is brought to the notice of all office staff, including cleaning staff.
10. Complete regular inspections to ensure that good standards of housekeeping are maintained in all offices. Hazards and risks identified should be eliminated or reduced promptly.
11. Ensure that all adequate first aid and welfare facilities are provided and maintained. First aid facilities and the names and locations of first aiders should be clearly signed.

- 12.** Ensure that all office staff are trained in the safe use of office equipment, particularly when new or modified equipment is introduced, and to ensure that any defects in office equipment are promptly reported and rectified.
- 13.** Seek to ensure that before leaving their workstations unattended, at the end of the day/week staff check to detect any risk of fire in the form of smoke, abnormal heat or smouldering in waste bins or at electrical connections. Where permissible and practicable, electrical appliances should be switched off and unplugged when not in use.
- 14.** Ensure that all portable electrical appliances are identified, registered and undergo scheduled Statutory Thorough Examinations.
- 15.** Ensure that all accidents, incidents, near miss and dangerous occurrences are reported, investigated and recorded as per the Accident Reporting and Recording Procedure.
- 16.** Encourage a positive attitude to health & safety among staff by establishing effective communication and consultation procedures with them. Any queries or observations raised should be responded to promptly.
- 17.** Encourage all employees to make suggestions for improving safety standards by eliminating or reducing risks.
- 18.** Carry out risk assessments and take the appropriate action to reduce risk so far as is reasonably practicable.
- 19.** Ensure that Firefighting equipment is provided, adequate training given and regular inspection and necessary maintenance are carried out. Ensure that there is always clear access to firefighting equipment, and that fire/emergency exits and escape routes are clearly signed and free from obstruction. Arrange evacuation practice at least annually and maintain records of inspection, maintenance and practices.
- 20.** Maintain records of all training, maintenance and Statutory Thorough Examination and of driving licence and insurance details of drivers of company vehicles.

### **Contracts Director:**

The Contracts Director is responsible to the Managing Director and the Board of Directors for the implementation of the Health & Safety Policy at every stage of each contract undertaken.

He will ensure that: -

- 1.** The policy and procedures are fully understood and observed by all contracts employees.
- 2.** Site surveys are completed and Health and Safety information is obtained prior to works commencing.
- 3.** When acting as Principal Contractor, comprehensive Health & Safety information is received detailing the nature of the project, all significant hazards associated with, and any restrictions imposed on, the execution of the project.
- 4.** The Construction Phase Health & Safety Plan is developed, based on the above (2&3) and on detailed risk assessments in respect of both health & safety, including comprehensive safe methods of work. Particular precautions are taken with regard to high risk conditions



such as underground services, overhead cables and obstructions, contaminated and poor ground conditions and working at heights. Where demolitions or strip out are involved, they will ensure that an asbestos management plan is in place.

- 5.** When engaged as (sub) contractor, detailed risk assessments are completed and comprehensive safe methods of work prepared and complied with. Risk Assessments are completed for all plant, machinery, equipment, workplaces and work activities and, where significant, recorded and Method Statements developed.
- 6.** Only competent (sub)-contractors are engaged, pursuant to the company's vetting procedure, and that the contractors are informed of the risks foreseen within the project and that they submit their respective risk assessments and safe methods of work before being permitted to commence work.
- 7.** Site managers ensure that all (sub) contractors and employees attend Site Safety Induction prior to commencing work, where they are informed of and have the opportunity to discuss the site safety rules, procedures and responsibilities. The company's Site Rules are issued to each (sub) contractor. Any new employees arriving subsequent to Site Safety Induction will be inducted by the site management prior to commencing work. Records of attendance are maintained.
- 8.** On shared sites, there is good co-operation and co-ordination between (sub) contractors and the client/occupier to ensure the Health & Safety of all employees/personnel on site and of members of the public.
- 9.** They review to ensure that all plant and equipment are maintained in safe condition, are regularly inspected and undergo scheduled Statutory Thorough Examinations.
- 10.** Through the site manager, only trained, competent and authorised operators, operate plant and equipment on site.
- 11.** Adequate training and information are provided to all employees including the action to be taken in the event of fire or other emergencies.
- 12.** A fire plan will be developed and appropriate first aid fire fighting equipment is provided and maintained. Employees are trained in its use and in Fire & Evacuation procedures.
- 13.** Adequate first aid and welfare facilities are provided and maintained.
- 14.** Effective communication and consultation procedures are established with employees and (sub) contractors, which include Toolbox talks by the Site Managers, and that records of Tool Box Talks and other significant communications are maintained.
- 15.** Queries and observations raised are responded to promptly and/or, where appropriate, referred to the company Health & Safety Advisers and/or the Managing Director.
- 16.** A positive attitude to health & safety is encouraged at all levels within the company.
- 17.** All professional service providers are competent and have provided details of services and relevant insurances.
- 18.** The On Site Manual documentation is adequate and up to date.

### **Site Manager:**

The Site Managers are responsible to the Contracts Director for ensuring that the Company Safety Policy is applied in all areas under their respective control.

Each Site Manager must ensure that:

- 1.** The Policy is brought to the notice of all employees under his control and that a copy is available, for reference, on site.
- 2.** Employees are informed of the risks and the appropriate precautions and are inducted in the appropriate method statement.
- 3.** COSHH and Control of Noise and of Vibration assessments are incorporated with the above and a COSHH file is maintained on site.
- 4.** Only competent, authorised employees are permitted to operate plant and machinery, including powered tools.
- 5.** An adequate level of supervision is maintained at all times, relative to the task and experience of employees.
- 6.** Personal Protective Equipment (PPE) provided is appropriate to the prevailing risks and suitable for the employee(s) concerned. All employees are trained and instructed in its use, limitations and maintenance.
- 7.** The site is inspected daily. Any defects observed are promptly rectified. Employee's daily checks of equipment are monitored. Conditions, which cannot be rectified by the Site manager, are reported to the Contracts Director in a timely way.
- 8.** Plant, machinery and equipment are securely guarded and maintained in a safe condition. Where necessary they have undergone their Statutory Thorough Examinations according to schedule. Test/examination certificates are available. A weekly inspection register will be kept up to date with regard to scaffold, excavation and lifting equipment.
- 9.** All accidents and dangerous occurrences are reported to the contracts director, managing director and health and safety advisor and recorded in the accident book immediately they occur. They are fully investigated at the earliest opportunity and the Incident Reports submitted to Head Office via the Contracts Director. "Near Miss" and property damage incidents are also reported and investigated and corrective action taken.
- 10.** All personnel including (sub) contractors attend site induction prior to commencing work and are familiar with their respective Method Statement. Copies of (significant) Risk Assessments and Method Statements are always available on site and regularly reviewed. When appointed Principal Contractor the Construction Safety Plan should also be available for reference.
- 11.** Sets a good personal example by carrying out his duties in a safe manner using/wearing PPE at the appropriate times.

12. Participates fully in the communication and consultation procedures, responding promptly to queries and observations raised by employees. He presents toolbox talks regularly and confirms that (sub) contractors do likewise.
13. Health & Safety queries are reported to the Site Manager and/or if appropriate directly to the Contracts Director and the health and safety advisor. Employees who take action to reduce or eliminate hazards on their own initiative are commended. Breaches of the policy and procedures are subject to the Company's disciplinary procedure.
14. They are alert to possible means of improving equipment and methods to reduce or eliminate hazards and to improve working conditions. Proposals are discussed with the Contracts Director and, when appropriate, with the Managing Director and or the health and safety advisor.
15. Co-operates fully with the health and safety advisor.
16. Visitors to the site are adequately briefed on existing hazards and procedures, provided with and use appropriate PPE and are accompanied by a responsible person.
17. Ensure that all materials delivered to site are as specified and fit for purpose
18. The On-Site Manual is operated effectively and all appropriate documentation completed in a timely way.

### **Senior Quantity Surveyor:**

The Senior Quantity Surveyor is responsible to the Managing Director and Contracts Director for:

1. The appointment of competent (sub) contractors and labour only contractors.
2. Keeping a database of suppliers and (sub) contractors.
3. Reporting any major shortfall in resources, which would have health and safety implications.
4. Reporting to the site manager any safety defects he sees when visiting site and for ensuring remedial action is instigated with regard to such defects before leaving site.

### **Employees:**

It is the duty and responsibility of all employees to work safely and avoid causing risk of injury or ill health to themselves and to others.

In particular employees must:

1. Understand the Health & Safety Policy, comply with its requirements and procedures at all times and also ensure that they are inducted in the site safety rules on each site.
2. Co-operate with the company in all matters relating to health & safety.

3. Not interfere with or mis-use anything provided in the interest of health, safety and welfare.
4. Report all accidents and dangerous occurrences, "near misses" and damage incidents as soon as possible to their immediate supervisor. Have injuries treated by the First aider.
5. Always use the correct tools and equipment for the job in hand and check before use that they are safe to use. Maintain them in safe condition.
6. Check plant, machinery, tools and equipment daily before use and ensure in safe condition. Report any defects in tools, plant machinery, PPE and other equipment or any conditions considered to be hazardous to their immediate supervisor for repair or replacement.
7. Wear or use properly any Personal Protective Equipment (PPE) for which it is provided. Maintain it in good condition and report any defects to the immediate Site Manager.
8. Operate plant, machinery and equipment only as trained and follow the safe method of working at all times, including safe manual handling procedures.
9. Not use any plant or machinery if not properly trained and authorised to do so.
10. Maintain high standards of housekeeping, cleanliness and hygiene in the workplace and in the welfare and hygiene facilities.
11. Use the hygiene facilities provided before eating or smoking, before and after using the toilet and before leaving work.
12. Raise any concerns relating to health & safety with their immediate Site/Office Manager and participate fully in the communication and consultation procedure.
13. Discuss any ideas for the improvement of health & safety with their Site/Office Manager.
14. Ensure that before leaving their workstations unattended for breaks or at the end of the day/week staff check to detect any risk of fire in the form of smoke, abnormal heat or smouldering in waste bins or at electrical connections. Where permissible and practicable, electrical appliances should be switched off and unplugged when not in use.

**Breaches of Health & Safety procedures and rules will be dealt with within the disciplinary procedure.**

## **PART 3**

## **ARRANGEMENTS & PROCEDURES**

### **1 Safety Training:**

- 1.1 Induction training is presented to new employees, followed by post training and specialist training.
- 1.2 A programme is maintained to ensure that all employees, line management and operatives, are adequately trained in their respective work operations and responsibilities.
- 1.3 Further training will take place on the introduction of new systems of work.
- 1.4 Refresher and familiarisation training will be provided when considered necessary by management.
- 1.5 Training is provided in house and by external accredited training organisations.
- 1.6 The Contracts Administrator is responsible for ensuring records of training are maintained.

### **2. Audits & Inspections:**

- 2.1 Audit reviews and inspections will be conducted regularly by the company's health and safety advisor to monitor Health & Safety performance and measure the continued effectiveness of the policy, organisation and arrangements/procedures. Reports will be discussed with line management, the Managing Director and Board of Directors as appropriate.
- 2.2 Regular inspections will also be carried out by Site Managers and Contracts Directors of their work places and work equipment, including formal daily inspections by Site Managers.
- 2.3 Employees are required to report any unsafe working condition to their immediate supervisor.
- 2.4 An independent competent person will complete Statutory Thorough Examinations.
- 2.5 Corrective action of defects revealed by any of the above will be effected immediately or at the earliest practicable opportunity.
- 2.6 Records of audits and inspections, of all types, will be maintained for the statutory, or otherwise appropriate, periods.

### **3. Accident Reporting:**

- 3.1 Details of all injuries sustained at work will be reported to the immediate supervisor and will be recorded in the accident book. Serious injuries will be reported immediately to the Managing Director and to the Health & Safety Adviser, who will carry out an investigation.
- 3.2 The immediate supervisor will investigate each incident, immediately he/she is notified and the completed Incident Report form passed, as soon as possible, to the Contracts Director and then the Managing Director.
- 3.3 Records are maintained at head office from where external notification/reports are submitted to HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), and to the company's insurers when appropriate.
- 3.4 A detailed procedure is followed at head office to maintain an accident register and to circulate information as necessary.
- 3.5 The Health & Safety Adviser monitor the accident reporting and recording procedures and prepares annual accident statistics for the information of the Managing Director and the Board of Directors.
- 3.6 "Near misses" and damage incidents should also be reported and investigated by the immediate supervisor.

### **4. First Aid:**

- 4.1 First aid facilities are maintained in each workplace.
- 4.2 The names and location of first aiders and appointed persons are displayed on notices with clear instruction for summoning aid.
- 4.3 The procedure and phone numbers for summoning medical assistance in an emergency are posted at telephones.

### **5. Fire & Evacuation:**

- 5.1 The procedures to be followed in the event of fire, or other emergencies are displayed in each work place.
- 5.2 Evacuation procedures will be practised at least annually at head office and as directed by the Managing Director on sites. Supervisors will marshal the evacuation practices.
- 5.3 Sufficient first aid and firefighting appliances are provided in each workplace and employees are trained in their use.
- 5.4 First aid firefighting appliances are inspected annually, under contract by a competent person, and are also included in internal inspection routines.
- 5.5 Records are maintained of all inspections, maintenance and practices.

## **6. Risk Assessments and Method Statements:**

- 6.1 Risk Assessments are completed by site managers or competent persons in each workplace in accordance with the Management of Health & Safety at Work Regulations. Further assessments are completed as required by the Control Of Substances Hazardous to Health (COSHH) Regulations and the Control of Noise and Control of Vibration at Work Regulations.
- 6.2 Significant risks are eliminated, reduced and or adequately controlled to ensure safe and healthy working conditions and practices, so far as is reasonably practicable.
- 6.3 Employees are informed of all significant risks and of the procedures to be followed to avoid injury or ill health.
- 6.4 Method Statements are developed for work activities, taking into account the findings of the risk assessments. Permit to work procedures are included for hot work.
- 6.5 Employees are trained and inducted in Method Statements and are required to comply with them at all times.
- 6.6 Copies of Method Statements and COSHH File are available in workplaces for reference, and specifically on the On-Site Manual on sites.

## **7. Transport:**

- 7.1 The company transport policy applies to the safe driving, loading and offloading of vehicles and to load security during transit.
- 7.2 On arrival and departure vehicle drivers are required to report to reception or to the buying department at head office or the Site Manager on site. They will be briefed on Health & Safety requirements including the appropriate personal protective equipment (PPE) to be worn.
- 7.3 Traffic routes, parking areas and loading areas are clearly defined and are to be respected.
- 7.4 The maximum speed limit in work premises and work areas is 5 mph.
- 7.5 Goods vehicles, Fork Lift Trucks and mobile site plant, will be fitted with reversing alarms and with rear view mirrors providing maximum vision. Reversing operations will be directed by competent banks men.
- 7.6 Drivers are responsible for the security of their loads and their vehicles. They are required to drive safely in accordance with the Highway Code and prevailing conditions.
- 7.7 Vehicles left unattended outside company premises must be secured and, where possible, immobilised.

- 7.8 Accidents and incidents resulting in injury, damage, cautioning by police, or other road traffic authority, or complaints should be reported at the earliest opportunity to the driver's immediate supervisor.
- 7.9 Driving licences and insurances must be renewed in good time, and details of expiry dates, endorsements and restrictions submitted to Head Office as soon as reasonably practicable.

**8. C.O.S.H.H.**

- 8.1 A C.O.S.H.H. assessor will be appointed and a C.O.S.H.H. file will be maintained on site. Operatives will be informed during induction of any product which may affect their health / welfare.

**9. Personal Protective Equipment (PPE):**

- 9.1 PPE, suitable for the risk, will be provided to employees where necessary to ensure safe, healthy working.
- 9.2 Employees are required to wear the PPE properly as and when necessary and to maintain it in serviceable condition. Any loss or damage must be reported to the employee's immediate supervisor to arrange repair or replacement.

**10. Communication & Consultation:**

- 10.1 Health, Safety and Welfare are included as agenda items at all management meetings.
- 10.2 All matters concerning the Health, Safety and Welfare of employees are communicated through line management, and discussed with employee representatives, individuals or groups of employees as appropriate to the topic. Employees are encouraged to raise with, or make representation to, their immediate supervisors any matters which cause them concern regarding work equipment, materials, procedures and conditions. Where a response cannot be given, the matters will be referred to the health and safety advisor and Managing Director.
- 10.3 In the absence of an immediate line manager employees have direct access to their next senior supervisor/manager, the company Managing Director or health and safety advisor.
- 10.4 The statutory notice 'Health and Safety Law – what you should know' will be displayed prominently as will copies of first aid, fire and other emergency procedures. Copies of Method Statements, COSHH files and Risk Assessments etc. will be maintained for reference on the On-Site Manual for sites or with the Managing Director for Head Office.



**11. Visitors:**

- 11.1 Visitors at head office are required to report to reception and they will be accompanied by a responsible person whilst on company premises.
- 11.2 Visitors on site are required to report to the Site Managers office, where they will be given safety induction by a member of management. They are required to wear appropriate PPE whilst there.

**12. Contractors and Sub Contractors:**

- 12.1 Contractors and sub-contractors will be vetted to provide evidence of their Health & Safety competence, prior to being engaged.
- 12.2 On being awarded a tender, contractors will submit their risk assessments and method statements for approval before being permitted to commence work.
- 12.3 Contractors will be required to comply with the Company's Health and Safety rules and procedures.

**13. Site Work:**

- 13.1 All work conducted on a site will be subject to an initial site survey taking account of Health & Safety and environmental aspects of the immediate and adjoining locations.
- 13.2 Site-specific risk assessments and method statements will be completed for work activities.
- 13.3 When appointed as Principal Contractor, a Construction Phase Plan will be developed by the Contract Director from the information gathered at the site visit and from Pre-tender Information received.
- 13.4 Site personnel will be briefed and instructed regarding risks and Method Statements relative to the project.
- 13.5 Adequate lines of communication will be established to ensure full co-operation and co-ordination of contractors and employees.
- 13.6 Site rules and procedures will be published and will supplement the clients' or other occupiers' rules. Breaches of the rules will result in disciplinary action and could lead to exclusion from the site.
- 13.7 In the role of client, it will be ensured that only competent Designers and Principal Contractors are appointed and that they carry out their respective duties in compliance with the Construction (Design and Management) Regulations.

**14. Welfare Facilities:**

The Company will meet its statutory obligations to ensure provision of adequate welfare facilities at all its sites and at Head office.

**15. Provision and Use of Work Equipment:**

In its' role as Principal Contractor, the Company will ensure that all plant, equipment and tools are fit for the purpose intended. Where certification is required, the relevant documents will be available on site for inspection.

**16. Work at Height:**

All work at height will be risk assessed and where practicable mobile elevated working platforms, mobile scaffolding or podium type access platforms will be used. Access platforms deployed will be erected or operated by trained and competent personnel only. Guardrails and toe boards will be in place and safety harnesses will be worn by operatives who use mobile elevated working platforms (as detailed in the site works specific risk assessment). When required ladders will be checked to be free from defects, only be used for short duration work and will be used at correct angles, tied and be footed by a second operative. When required step ladders will be checked to be free from defects, placed on clear level ground and away from persons or machinery likely to cause them to be knocked over, and only be used for short duration work. In all instances ladders and step ladders are only to be used in circumstances where the use of mobile elevated working platforms, mobile scaffolding or podium type access platforms are impracticable.

**17. Noise and Vibration:**

- 17.1 Risk Assessments will look to identify the possibility of noise or vibration being present or created by the works, for example in the event of rock breaking tools being used.
- 17.2 No other trade will be permitted to work in an area that is identified as creating a significant noise or vibration risk.
- 17.3 Low noise and vibration tools will be deployed.
- 17.4 Noise and vibration levels will be monitored as will the levels of personal protective equipment to be worn.

**18 Asbestos:**

- 18.1 Prior to work commencing an asbestos survey must be produced by the client and obtained by the contracts Director prior to starting work on site.
- 18.2 This Plan must contain details of survey type conducted, where asbestos is present, and the type and condition of any such asbestos.
- 18.3 If any strip out works are involved then a Refurbishment survey must be obtained and reviewed prior to works taking place.
- 18.4 No work will be carried out where there is a risk of exposure to asbestos fibres.

18.5 It shall be a requirement of the client to get any asbestos removed by a licensed asbestos removal contractor.

18.6 Where this action is not fulfilled then work will not be commenced.

**17. Manual Handling:**

All operatives will receive manual handling training. Further to this, loads will be kept to the lowest practicable weight. Where this has not been achieved then operatives will get assistance with loads through team lifting or via mechanical aids.

**18. Mobile Phone Policy**

- a. The company have a policy of no phone usage when carrying out high-risk tasks. Mobile phones usage includes texting or talking on the phone. Mobile phone usage is not permitted when operating any machinery on site, working at heights, walking around the site or carrying out general duties on the site. Personal mobile phones must not be used with the working areas as it is a major distraction and can result in accidents.
- b. Mobile phones can be used in the event of an emergency or to contact the site manager.
- c. Drivers of company vehicles are reminded that the use of hand held communication devices is illegal and that you are not obliged to answer or make calls while driving.
- d. At all times mobiles phone calls, if necessary must be taken in a safe area. At no time can calls be taken or made whilst walking on site.
- e. Any person violating the site rules can be asked to leave the site.

**19. Lifting Operations.**

These are a high-risk activity and all method statements for such work must be approved by the Contracts Director / Site Manager. All lifting operations will be undertaken in accordance with the Lifting Operations and Lifting Equipment Regulations. An Appointed Person will be responsible for ordering any crane and will prepare a lift plan accordingly. Banksmen and Slingsmen will be in place and be fully certified. All lifting operations will be risk assessed and will have a safe method of work in place prior to commencement.

**20. Permit to Work**

The Site Manager will use a 'Permit to Work' system for hot works etc.

**21. Portable Electrical Equipment**

Portable Electrical Equipment is to be 110 volts via Centre Tapped Transformer, Primary winding to have 30mA RCD protection. 230V sockets are permitted for charging purposes provided they are fitted with 30mA RCD protection.

Equipment used will be tested and 'in-date' for the duration of the project. All hired electrical equipment will also have evidence of appropriate testing.

## **22. Scaffolding (Including Tower Scaffolds)**

Only competent persons will erect and dismantle scaffolding. No persons are to alter or interfere with tower scaffolding unless competent. Scaffolding is to be inspected by competent person;

- before being taken into use for the first time
- after any substantial addition, dismantling or other alternation
- after any event, likely to have affected its strength or stability
- at regular intervals not exceeding 7 days since the last inspection

All faults to be reported immediately and the scaffolding must not be used if a fault likely to cause danger is discovered. Inspection records will be filed in the On-Site Manual.

## **23. Site Vehicles**

Whenever possible site traffic will be segregated from site personnel and the public. Where these may come into conflict, the safety of personnel will always come first and vehicles must stop until the area is clear. A Banksman will be used to guide vehicles where there is a risk of persons getting injured by vehicles.

## **24. Visitors**

Visitors will be allowed on site only if accompanied by site inducted representatives. All visitors will be required to wear safety equipment at all times.

## **25. Drugs and Alcohol Policy**

The company does not permit any person to enter site for any purpose whilst under the influence of either alcohol or drugs. Persons on prescribed drugs must make management aware of the prescription drugs being taken. Where one is suspected of having consumed alcohol or drugs it will be at the discretion of management to refuse entry to site or escort them from the site until further notice.

## **26. Young Persons**

The company will only permit a young person onto site after a risk assessment has been carried out for that person. Control measures insisted upon will include the close supervision of the young person. A young person's risk assessment is provided in the On-Site Manual for sites and those at head office will be addressed by the Managing Director.

## **27. Smoking Policy**

- a. Smoking is not permitted in company vehicles at any time.
- b. All site personnel are asked to adhere to the non-smoking policies as set out in the On-Site Manual and as explained in the site induction.

- c. Smoking is only permitted at Head Office at the allocated place in the yard. Details are available from reception.

## **28. Visual Display Units**

Problems of aches and pains (upper limb disorders) can often be avoided by good workplace design, so that you can work comfortably and by good working practices (like taking frequent short breaks from the VDU). Regular users of Display Screen Equipment will be given an assessment of their work position to ensure that it is suitable for the user.

## **29. Fire Evacuation Procedure**

A site-specific fire plan will be developed for each site. This plan will incorporate the placement of a fire alarm system, the evacuation details, fire extinguishers and a muster point location.

In the event of an emergency at head office, the following actions are to be followed: -

- 1. RAISE THE ALARM.** The person discovering the fire to use the nearest air horn to sound **3 long blasts of siren.**
- 2.** The person discovering the fire must report the incident to reception.
- 3. RECEPTION TO CALL THE FIRE BRIDGE.** Reception to call emergency services giving details of fire i.e. address of premises / location of fire.
- 4. EVACUATE.** On hearing alarm, ALL personnel to evacuate the building to the appropriate assembly point – point 1 rear gate (if fire is in front building), point 2 outside the front office in the carpark to the front of the building (if fire is in rear building).
- 5.** If safe to do so, fight fire with first aid fire extinguishers. Always make sure nothing comes between you and your escape route. If in doubt leave.
- 6.** Reception to bring attendance and visitors book and office fire wardens to check everyone present.