



Health, Safety & Environmental Policy

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HEALTH, SAFETY & ENVIRONMENTAL POLICY

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HEALTH, SAFETY & ENVIRONMENTAL POLICY

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Section 1.0

Statements of Intent

HEALTH, SAFETY & ENVIRONMENTAL POLICY

HEALTH & SAFETY POLICY STATEMENT OF INTENT

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Electrical Testing Surveyors (ETS) Limited.

All persons conducting activities under the name of ETS Limited will adhere to this Health & Safety Policy.

ETS Limited will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified, and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the company;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Company activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the company; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed



James Chandler
Director Responsible for
Health, Safety & Environment

Issue Date 16th June 2023

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HEALTH, SAFETY & ENVIRONMENTAL POLICY

ENVIRONMENTAL POLICY & STATEMENT OF INTENT

ETS Limited considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such the Company will work with clients, employees and others towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout the Company.

All persons conducting activities under the name of ETS Limited will adhere to this Environmental Policy.

It is the Policy of the Company to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to personnel at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all its operations;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed



James Chandler
Director Responsible for
Health, Safety & Environment

Issue Date 16th June 2023

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Section 2.0

Roles & Responsibilities

HEALTH, SAFETY & ENVIRONMENTAL POLICY

ROLES & RESPONSIBILITIES

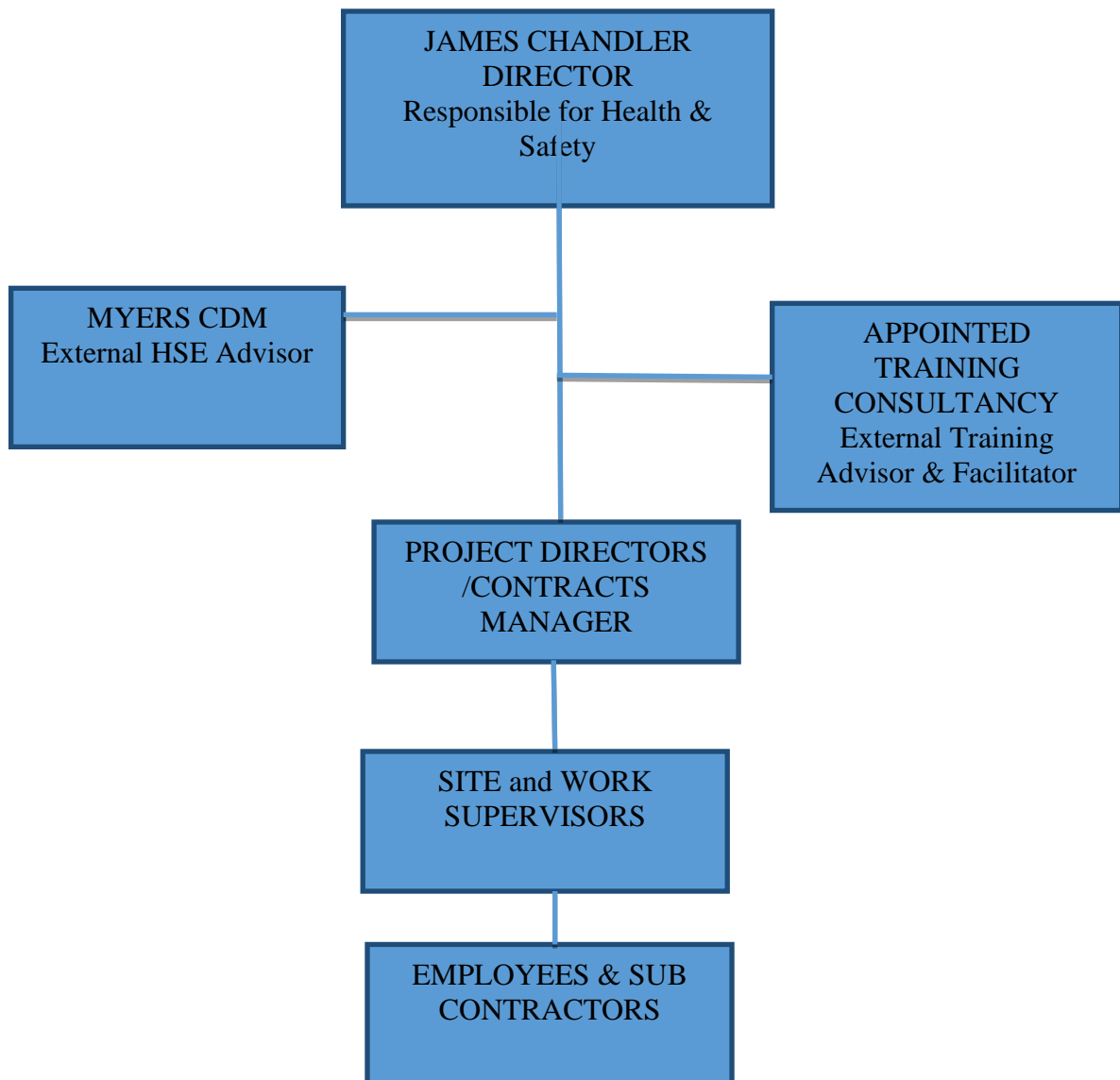
2.1 Introduction

ETS Limited is an electrical contracting company, carrying out both domestic and non-domestic electrical testing works.

Health, safety and environmental (HSE) management is the responsibility of all personnel of ETS Limited. It is the responsibility of the Director Responsible for HSE to ensure that all personnel are properly equipped, trained and motivated in order to ensure high HSE standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by ETS Limited and those self-employed persons who undertake work on behalf of ETS Limited.

2.2 Company HSE Organisation Chart



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2.3 Director Responsible for Health, Safety & Environment

The Director Responsible for Health, Safety and Environment (HSE) has overall responsibility for the health, safety and welfare of all Company employees, for the environmental impact of Company activities and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him, the Director Responsible for HSE will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
 - Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.
 - Set, monitor and review the effectiveness of the Company HSE Policy, ensuring that it meets current legislative requirements and accurately reflects Company activities.
 - Ensure adequate resources are available to implement the Company HSE Policy and to enable legal and moral obligations to be met.
 - Develop, implement, record, communicate and monitor the effectiveness HSE arrangements.
 - Seek advice, as and when appropriate, on HSE issues.
 - Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the company.
 - Ensure all employees receive suitable information, instruction, training, and where appropriate, supervision to assure their competence for the work they are to undertake.
 - Ensure safe working practices are observed.
 - Ensure that all equipment and materials are safe and suitable for the work for which they are to be used, and maintained in a safe condition.
 - Ensure that suitable and sufficient risk assessments of Company activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
 - Ensure that the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity.
 - Provide, maintain and instruct employees in the use of personal protective equipment as identified by risk assessment.
 - In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
 - Ensure a safe working environment with safe access and egress at all times.
 - Ensure that accidents and near misses are recorded and investigated where necessary.
 - Ensure that all injuries, diseases and dangerous occurrences involving Company employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013
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- Maintain effective communication routes throughout the Company and ensure employees are aware of the Company HSE Policy and other HSE matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive inspectors;
 - Concerns by employees or others, of HSE standards; and
 - Accidents, incidents and near misses involving Company employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that HSE management within the Company is periodically audited to ensure that high standards of HSE performance are being maintained and to identify areas where improvements are to be made.

Ensure that HSE performance is regularly reviewed.

2.4 Employees

All employees of ETS Limited have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Understand and comply with the ETS Limited HSE Policy and associated procedures.
 - Co-operate with the Director Responsible for HSE to enable legal duties to be met.
 - Not intentionally or recklessly interfere with, or misuse anything, provided by the Company in the interests of HSE.
 - Actively promote a positive health and safety culture throughout the Company.
 - Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
 - Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
 - When on construction sites / Client premises follow all site safety rules and procedures.
 - Use and maintain in a serviceable condition all equipment in accordance with the training provided.
 - Use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by the Company.
 - Make themselves aware of all workplace first aid, fire and emergency procedures.
 - Immediately bring to the attention of the Director Responsible for HSE matters of concern relating to HSE standards or performance.
 - Ensure all accidents are entered in the Company Accident Book.
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2.5 Summary of Duties under the Construction (Design & Management) Regulations 2015 (CDM2015)

CDM 2015 applies to all domestic and commercial construction projects whether works are notifiable to the Health and Safety Executive or not and includes:

CDM duty holders and their roles summarised

- Commercial Client Duties
- Domestic Client Duties
- Designer Duties
- Principal Contractor Duties
- Contractor Duties

Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

2.5.1 Commercial Client Duties

Commercial Clients include all organisations or individuals for whom a construction project is carried out which is done as part of a business.

Main Duties - What they need to do:

Make suitable arrangements for managing a project, including making sure:

- other duty holders are appointed as appropriate
- sufficient time and resources are allocated

Make sure:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

2.5.2 Domestic Clients

Domestic Clients have construction work carried out on their own home (or the home of a family member) which is **not** done as part of a business.*

Main Duties - What they need to do:

Though in scope of CDM 2015, their client duties are normally transferred to:

- the contractor for single contractor projects
- the principal contractor for projects with more than one contractor

However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.

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* CDM 2015 applies if the work is carried out by someone else on the domestic client's behalf. If the householder carries out the work themselves, it is classed as DIY and CDM 2015 does not apply.

2.5.3 Principal Designers

A Principal Designer is a designer appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Main Duties - What they need to do:

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties

Prepare and provide relevant information to other duty holders.

Liaise with the Principal Contractor to help in the planning, management, monitoring and coordination of the construction phase.

2.5.4 Designers

Designers are organisations or individuals who, as part of a business, prepare or modify designs for a building, product or system relating to construction work.

Main Duties - What they need to do:

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built

Provide information to other members of the project team to help them fulfil their duties.

2.5.5 Principal Contractors

Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

Main Duties - What they need to do:

Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising cooperation between contractors and coordinating their work

Make sure:

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- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided

2.5.6 Contractors

Contractors carry out the actual construction work, and can be an individual or a company.

Main Duties - What they need to do:

Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.

For projects involving more than one contractor, coordinate their activities with others in the project team - in particular, comply with directions given to them by the Principal Designer or Principal Contractor.

For single contractor projects, prepare a suitable construction phase plan.

2.5.7 Workers

Workers are those working for or under the control of contractors on a construction site.

Main Duties - What they need to do:

Workers must:

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

2.6 Health, Safety & Environment Advisor - External

ETS Limited utilises the services of an external Company to fulfil the role of external Health, Safety & Environment Advisor (HSE Advisor).

Myers CDM Limited is appointed as Competent Persons under the Management of Health & Safety at Work Regulations to advise the Director Responsible for HSE and other Company personnel on matters of HSE policy, management, good practice and legislation.

Myers CDM Limited is able to provide the following services according to requirements:

- Monitor the ETS Limited HSE Policy and associated procedures pertaining to HSE and advice on updates as required by legislation and good practice.
 - Provide appropriate support for HSE matters to the Director Responsible for HSE
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Section 3.0

General Arrangements for Health, Safety & the Environment

HEALTH, SAFETY & ENVIRONMENTAL POLICY

HEALTH, SAFETY & ENVIRONMENTAL POLICY

GENERAL ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The attainment and maintenance of high standards of HSE within ETS Limited will be achieved by the identification of hazards associated with the activities undertaken by the Company. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Advice and Guidance

The HSE Advisor to ETS Limited is **Myers CDM Ltd** of Woodbury and Torquay, who are available on 01395 864019 and 01803 322856.

3.2 Review and Update

- The Company's HSE Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Company's HSE Policy, including the organisational structure and associated arrangements, without the prior consent of the Director Responsible for HSE.

3.3 Communication and Consultation

- HSE information, where it relates to Company activities will be communicated throughout the Company as it becomes available by the quickest possible means.
- Concerns over the standards of HSE within the Company or issues relating to HSE are to be brought immediately to the attention of the Director Responsible for HSE
- The Company consults with its employees on HSE matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- In the absence of elected health and safety representatives, the Company will consult staff individually or in groups on matters of health and safety.
- The Company will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

3.4 Training, skills, knowledge and experience

- All new Company employees will receive induction training as soon as reasonably practicable.
 - A record of the induction process will be maintained.
 - Training needs and competence (skills, knowledge and experience) requirements will be analysed to ensure the provision of appropriate training.
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- Employees shall only carry out work for which they hold the appropriate competences. i.e. the appropriate skills, knowledge, experience and training.
- Occupational competence will be maintained via membership of appropriate trade associations.
- Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the main office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.5 Risk Assessments, Method Statements and Safe Systems of Work

- Risk Assessments will follow a standard format.
- The Company will generate Safe Working Method Statements as and when required.

The Director Responsible for HSE will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;
- Safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments;
- That all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity;
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued;
- That master copies of all assessments, safe systems of work and method statements are held in the office.

3.6 Personal Protective Equipment

The Director Responsible for HSE will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
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- PPE is provided to employees as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used, including on site.
- Information, instruction and training will be given to all employees on the safe use and maintenance of PPE.
- Employees will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.
- On site, PPE is provided and worn in accordance with the requirements of the Principal Contractor or Client requirements.
- Whilst on site, safety footwear and hi-visibility jackets to the appropriate standard shall be worn at all times where stipulated whilst work is being conducted on behalf of the Company.

3.7 Employment of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Company.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young persons will be supervised at all times when performing any task which may put them at risk.

3.8 Employment of New and Expectant Mothers

- The Director Responsible for HSE will ensure that risk assessments of the activities undertaken by ETS Limited take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
 - The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
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- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

3.9 Employment of Persons with Disabilities

The Director Responsible for HSE will ensure that risk assessments for Company activities take into account the needs of employees with disabilities, in accordance with the Equality Act 2010.

- Employees are to ensure that the Company, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

3.10 Health & Wellbeing Monitoring and Surveillance

- Company employees are to declare any aspect relating to their health (including mental health and well – being) that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).
- The Company is committed to preventing employees from being subject to undue stress whilst at work.

Health and Wellbeing

- Company employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- The Company recognises the ill health effects associated with workplace stress and common mental health problems (CMHP) such as anxiety and depression.
- The Company is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work.
- To the extent that is reasonably practicable, the Company will endeavour to balance job demands and pressures with individual capabilities, and to support staff suffering from stress or common mental health problems (CMHPs) such as anxiety and depression.
- The following arrangements are in place

To identify all workplace stressors and conduct risk assessments to eliminate and control stress and CMHPs.

- To consult with Managers, Safety Representatives and Representatives of Employee Safety on all proposed actions relating to the prevention of workplace stress and CMHPs.
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- To provide training for managers and supervisors to enable them to recognise the signs and symptoms of, and to deal with issues around stress and CMHPs.
- To provide assistance, advice and support through employee assistance programmes and counselling for those affected by stress and CMHPs caused through both work and external factors.
- To provide support for employees returning to work after periods of absence due to mental health problems.
- A personal risk assessment may be undertaken to identify the extent and causes of employees' stress, together with reasonable adjustments to support staff, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to staff.

Health Monitoring and Surveillance

- Employees will be provided with health monitoring / surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Health Referrals

- Employees will be referred to a medical professional as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.

3.11 First Aid Provision

- The Company will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work, including provision for CMHPs, in accordance with the Health and Safety (First-Aid) Regulations 1981.
 - The Director Responsible for HSE will nominate suitably trained persons as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid on Company premises. These details will be prominently displayed in offices and will be communicated through induction training.
 - A qualified First Aider or Emergency First Aider shall be available on Company premises at all times whilst routine work is being undertaken.
 - In the absence of the nominated First Aider, an Emergency First Aider or other qualified first aid personnel will be available at all times whilst routine work is being conducted. The name of this person shall be communicated to all persons affected.
 - In the absence of all nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.
 - Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.
 - Company employees will familiarise themselves with workplace first aid arrangements and facilities.
 - All injuries occurring on work premises, no matter how trivial, are to be recorded in the Company Accident Book held in each office.
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- First Aid kits shall be held in all Company vehicles with the contents checked on a regular basis, and restocked if necessary, by the person in charge of the vehicle.
- Whilst on a construction site or Client premises, Company employees are to familiarise themselves with the first aid facilities and procedures on site.

3.12 Injuries, Diseases and dangerous Occurrences

- The Director Responsible for HSE will ensure that all accidents, near misses and dangerous occurrences involving Company employees are thoroughly investigated.
- In the event of major injury or fatality occurring to a Company employee, the Director Responsible for HSE will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013 are met.
- All accidents, dangerous occurrences and near misses occurring on Company premises are to be reported to the Director Responsible for HSE so that an investigation can be conducted.

RIDDOR Changes (as amended 2013):

The Health and Safety (HSE) formally implemented changes to simplify the mandatory reporting of workplace injuries for businesses. The change affects all employees – including the self-employed.

The main changes are in the following areas;

- The classification of 'major injuries' to workers has been replaced with a shorter list of 'specified injuries'
- The existing schedule detailing 47 types of industrial disease replaced with eight categories of reportable work – related illness.
- Fewer types of 'dangerous occurrences' require reporting.
- The over three day reporting requirement for people injured at work has changed to more than **seven days**.
- The recent regulation change now means the duty holder/s have to report injuries that lead to a worker being incapacitated **for more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days).
- The report must be made within 15 days of the accident.

The duty holder must still keep a record of the accident if the worker has been incapacitated **for more than three consecutive days**.

3.13 Fire Precautions and Prevention

- A Fire Risk Assessment to identify fire and explosion risks for work premises will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005.
 - Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.
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- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of ETS Limited.
- All Company employees will be instructed in the use of portable fire fighting appliances as found on premises and in Company vehicles. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- The Director Responsible for HSE will ensure that an adequate Fire Plan is in place and prominently displayed in offices and throughout the workplace, and communicated to all employees and visitors through induction training.
- In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
- Whilst working on construction sites or carrying out works within client's premises, the fire arrangements of the Client / Principal Contractor are to be adhered to and communicated to Company employees by site-specific induction training prior to commencement of any work.

3.14 Smoking Policy

- In compliance with the Smoke-free Regulations 2006/7, Company premises are smoke-free. Disciplinary action will be exercised if employees or contractors smoke whilst on Company premises or in Company vehicles.
- Smoking is only permitted in those external areas designated by management.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Whilst working on premises owned by the Client, or on the site of a Principal Contractor, the smoking policy of that Client or Principal Contractor will be adopted and, as such, all employees who undertake work on behalf of the Company are to adhere to that policy.

3.15 Alcohol and Controlled Substances

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees enter Company premises, a site under the control of the Company or drive Company vehicles.
 - Company employees shall not have alcohol or controlled substances in their possession whilst working on Company premises, on sites under the control of the Company or driving Company vehicles.
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- Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the workplace / work site immediately.

3.16 Violence towards Employees

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that Company employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.17 Lone Workers

- Wherever practicable, Company employees are not to work alone in high-risk activities or areas.
- Any staff member who intends to be out of the office for any reason must enter the precise details of time and location into the office diary and inform the office if these arrangements change.
- Where it is unavoidable, the lone worker will ensure that their Line Manager is aware of their whereabouts and the nature of work being undertaken. The lone worker will make contact with their Line Manager at pre-arranged times throughout, and on completion of, the activity.
- All staff should take special care when visiting sites, inspecting properties unaccompanied, leaving offices or attending appointments after dark and should remain on guard when travelling on public transport late at night or in remote places. Staff should be wary of escorting strangers around empty properties by themselves.
- Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

3.18 Mobile Phones

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
 - No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
 - Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
 - No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.
 - Mobile phones must not be used whilst employees carry out hazardous work activities.
 - Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.
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HEALTH, SAFETY & ENVIRONMENTAL POLICY

3.19 Waste Policy

- The Company has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.
- The Director Responsible for HSE shall ensure that routes exist for the legal disposal of waste arising from all materials in use by the Company, in accordance with current legislation and best practice.
- Where practicable, work will be planned and managed so as to minimise waste production.
- All waste shall be disposed of via an authorised disposal route.
- Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the Company.
- Recycling of waste will be encouraged wherever possible.

3.20 Welfare

- The Company is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and Schedule 2 of the Construction (Design and Management) Regulations 2015.

3.21 Environmental Management

- The Company will ensure that all staff are trained in the Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all company operations.
 - The Director Responsible for HSE is responsible for the implementation and monitoring of the Environmental Policy and for dealing with any complaints in connection with environmental issues which may arise in the course of the company work activities.
 - Current environmental legislation will be regarded as setting the minimum standards of environmental performance for the company.
 - The Company will implement measures to ensure that the business makes the most economic use of transport. Sharing of company vehicles will be optimised and travel to the company premises will be minimised to reduce the company use of fuel.
 - Waste will be minimised through careful planning of design and use of materials.
 - The Company will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
 - The Company wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.
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HEALTH, SAFETY & ENVIRONMENTAL POLICY

- The Company will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The company will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.

3.22 Safety Signage

- Appropriate safety signs and notices will be posted throughout Company premises as identified via a risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.23 Access and Egress

- All workplace access and egress routes are kept clear at all times.
 - Emergency escape routes are unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
 - If employees are unable to access their working area safely, they must inform their Line Manager and not take personal risks.
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Section 4.0

Workplace Arrangements for Health, Safety & the Environment

HEALTH, SAFETY & ENVIRONMENTAL POLICY

WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The following topics have been identified as significant in terms of workplace hazards and detail the Company's policy on how the risk to personnel exposed to them will be reduced or controlled.

4.1 Asbestos and Asbestos Containing Materials (ACMs)

Company employees shall not generally conduct work involving exposure to asbestos / ACMs. Confirmation will be obtained from the Client / Principal Contractor, if practicable, as to the risk of asbestos exposure whilst on site. If previously unknown asbestos / ACMs are discovered, or suspected:

- All persons leave the area immediately; and
- Site management is informed.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres whilst at work. As a minimum, a half day asbestos awareness course will be undertaken, supplemented by annual refresher training. A suitable asbestos survey will be available within the company office premises where the building has been construction pre-2000 in line with the Control of Asbestos Regulations 2012

4.2 Hazardous Substances

- As an electrical testing company hazardous substances will not be used during operation although hazardous substances may be present on visiting site. All clients and construction sites are to make operatives aware of hazardous substances prior to arrival. ACM's may be present on and in the vicinity of electrical distribution boards. Please refer to Section 4.1 for procedures. Where works are to be carried out incorporating hazardous substances work shall be in line with relevant legislation including the Control of Substances Hazardous to Health Regulations 2002

4.3 Confined Spaces

- A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of injury from hazardous substances or conditions within the space or from nearby.
 - Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
 - Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.
 - No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.
 - Contractors who undertake work on behalf of ETS Limited are to comply with this policy and follow safe working procedures when working in confined spaces.
 - Persons working in dark spaces will be provided with portable lighting. Suitable personnel will be on hand at all times with hand torches.
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4.4 Construction Site Hazards

- All employees required to visit construction sites or Client premises are aware of the dangers inherent to those sites. These include, but are not limited to:
 - Contaminated ground
 - Demolition work
 - Dust and fumes
 - Excavations
 - Lifting operations and lifting equipment (including carnage, fork lift trucks, goods hoists, passenger hoists, lifts, etc)
 - Live services
 - Noise
 - Plant, vehicles, work equipment and machinery
 - Working at height (including ladders, scaffolding)
 - Flammable liquids
- All employees visiting sites will ensure that they receive adequate induction from Site Management, to include site hazards.
- The relevant PPE will be provided. This will comprise, but not be limited to, high-vis jacket/ vest, hard hat and protective boots. Hearing protection and eye protection will be provided when identified by risk assessment.
- When necessary, additional information, training and instruction will be provided regarding construction site hazards.
- Employees inexperienced in construction site hazards will be accompanied by an experienced employee at all times until they are deemed competent .i.e. the appropriate skills, knowledge, experience and training.

4.5 Display Screen Equipment

- All Company workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

4.6 Driving on Company Business

- Where considered necessary, employees will be provided with Company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
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- The Company will provide vehicles that are in a roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Company vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Company office and remedial action taken at the earliest opportunity.
- Employees provided with a Company vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey, taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- All driving activities will be managed in accordance with the Company Driving Policy, Codes of practice and Safe Systems of Work.
- Drivers must sign that they will comply with these procedures and records will be maintained.

4.7 Dust and Fumes

- Exposure of Company employees to dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.
- Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

4.8 Electricity at work and Portable Electrical Appliances

- All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations 1989.
 - All electrical work must be carried out in strict accordance with the design, BS 7671 and IEE 18th Edition Guidance.
 - Any subsequent design changes, for any reason, must be agreed with the principal contractor and or client before being implemented
 - All work will comply the standards required by the National Inspection Council
 - All materials and safety features must be provided as per manufacturer's instructions or as outlined in the design criteria.
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- Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.
- A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

(i) **Safe Isolation Procedures for Electrical Isolations**

Lock Out and Tag Out Procedures electrical (LOTO)

Objective:

Where work is to be carried out on or near any equipment or system that contains a Hazardous Energy source and has the potential to be released in an uncontrolled manner that poses a risk to the safety of any personnel, all Hazardous Energies are to be dissipated or controlled in accordance with company and UK Regulations and Standards governing the exposure of personnel to electrical and mechanical hazards.

Scope:

This procedure applies to all personnel who perform work on any equipment or system, that contains, or has the potential to contain any hazardous energy stored or that may be present as part of the process at any workplace. The requirements of this procedure apply to all hazardous energies including the following:

Electrical (generated or stored).

When work or maintenance is to be performed on any electrical equipment controlling systems of hydraulic, pneumatic, steam, pressured water, or another energy source, or when any such equipment or system is taken out of service either temporarily or permanently for any reason, such systems or equipment shall be effectively disabled by the use of switches, valves, etc. and such switches, valves, etc. shall be prevented from operating in a manner that would re-energize such equipment or system.

Responsibilities:

Manager:

The ownership for workplace safety, including that of any subcontractor, is the responsibility of the Manager. The Manager is in charge of the day-to-day activities and must ensure that all safety policies, procedures, and safety rules are followed by the personnel under his control.

Supervisor/Work supervisor/Chargehand:

1. Is responsible for the safety of all personnel, including others not performing work and who may be affected by any sudden release of uncontrolled energy.
2. Ensuring that all Hazardous Energies are dissipated and verified prior to commencement of work on any item of equipment or pipeline that contains or has the potential to release uncontrolled Hazardous Energies.
3. Applying Lock Out and Tag Out devices to all energy isolation points and controlling access to the lock key if performing Primary or Custodial Lock-Out.
4. Removing the Lock-Out and Tag Out devices, only after all tools and equipment have been removed, guards are re-fitted, and all persons are clear of any potential energy release.

Employees Responsibilities:

Employees are responsible for:

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1. Reading and having a good understanding of any Risk Assessment and Control Procedures that applies to the work they are about to carry out.
2. Implementing this procedure in such a manner as to reduce the risk to themselves and others in the work environment when carrying out any work on equipment or systems that may contain any potential hazardous energy.
3. Applying their own lock and tag to all energy isolation points when they are working on any system that has been isolated and has the potential to harm them.
4. Removing their lock and tag at the close of business each shift or at task completion; whichever has the shorter time- span.
5. Monitoring the work environment around them for changes that may pose additional hazards to themselves and others and inform the Supervisor when it occurs.

Definitions:

Portable equipment:

Any piece of equipment which may be connected and disconnected from the main electrical system (as opposed to equipment permanently “hard-wired” into the system) or that is moved while working. System or Equipment: Any machinery or apparatus, which is in position or connected for use.

Protective Equipment:

Any article of clothing, tool or material that insulates the employee from hazardous energy.

Energized Part:

Any part of the equipment or installation that contains any hazardous energy.

Primary Lock Out/Tag Out:

This function is carried out by the client’s or managing contractor’s authorized person, to ensure that all potential hazardous energies have been identified and isolated.

Secondary Lock Out/Tag Out:

This function is carried out by each individual employee who is working on the system or is exposed to the potential hazardous energy. All LOTO devices are to be placed onto the Primary LOTO already in position. This prevents any equipment or system being operated by either party without the knowledge of the other.

Energy isolation point:

Any device, switch or valve that can isolate, turn off, shut or close off any energy source.

Authorized Person:

The person who, through training and experience, is familiar with the procedure and the hazardous energy involved, is permitted to apply the Lock-Out and Tag Out devices to any energy isolation point.

(ii) **Live Working Policy** (refer specifically to the company Live Working Policy document)

Live working must not be undertaken unless the following applies (as prescribed by “*The Electricity at Work Regulations*” regulation 14).

- a) *it is unreasonable in all circumstances for it to be dead; and*
- b) *it is reasonable in all circumstances for him to be at work on or near it while it is live;*

and

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- c) *Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent **injury**.*

The Company recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery-operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
- Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Undertaking assessments to identify hazards associated with appliances;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment users regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

4.9 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Company premises.
 - All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
 - Combustible materials will not be stored adjacent to heat sources.
 - Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
 - All spillages will be cleared up immediately.
 - Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.
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4.12 Manual Handling Operations

The Company recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

4.11 Noise

- The Company aims to protect employees hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced.
- In no situation will the exposure limit value (ELV) be exceeded.
- All employees will use hearing protection provided for their protection.

4.12 Site Hazards (including site visits)

- Staff do not enter any construction/working site or building without permission. All employees visiting sites report to Site Management on arrival and on departure and receive adequate induction from Site Management, to include site hazards. Staff are responsible for familiarising themselves with Contractors' on site health and safety requirements.
 - Staff take a mobile phone and are accompanied where possible, especially on unoccupied sites.
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- Staff do not visit any site, empty building or unfrequented spaces (e.g. ducts) in existing buildings on their own without permission. Staff ensure that their whereabouts and activities are known and agree a time to report back and the actions to take if this time is exceeded.
- All employees required to visit construction / work sites are aware of the dangers inherent to those sites. These include but are not limited to:
 - Contaminated ground
 - Demolition work
 - Dust and fumes
 - Excavations
 - Lifting operations and lifting equipment (including craneage, fork lift trucks, goods hoists / passenger hoists, lifts / escalators)
 - Live services
 - Noise
 - Plant, vehicles ,work equipment and machinery
 - Working at height (including ladders, scaffolding)
- Whilst employees may be exposed to the above hazards on site, they may not necessarily have any active direct involvement in work activities associated with these hazards. Staff seek assistance from others on site when personal safety is at risk.
- When necessary additional information, training and instruction will be provided regarding site hazards.
- Relevant PPE is provided for site visits. This comprises:
 - a hard hat that is undamaged and 'in-date'
 - boots or shoes with steel toecaps and preferably steel insoles
 - high visibility vest or jacket

Additionally, the following may also be required:

- safety glasses
 - gloves
 - full high visibility clothing
 - additional warm or waterproof clothing
 - sunglasses
- Employees inexperienced in construction site hazards will be accompanied by an experienced employee at all times until they are deemed competent.
 - Staff immediately report any apparent or potentially unsafe or hazardous procedures on a construction site to the Contract Administrator (or Employer's Agent) or the clerk of works, or if these are not available, to the site agent or person responsible for that place. All such reports are noted and, in the case of a construction site, recorded at the next site meeting.
 - In the case of any dangerous, or potentially dangerous, site activity, the Contractor or person responsible must be advised to cease carrying out that particular activity which contravenes the Health and Safety at Work Act and to continue only in a manner which does accord with that Act. Actions are confirmed *by written notice* by the Contract Administrator (or Employer's Agent) to the contractor (or person responsible) as soon as possible.
 - The HSE Inspectorate is notified if site management fail to deal adequately with any danger. When in doubt as to whether a situation is dangerous or not, or if encountering any difficulties, the local HSE Inspector is contacted for advice as to how to proceed.
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a. Occupied Sites

- If visiting occupied buildings, prior arrangements are made with the person in charge. On arrival and departure, staff report to the person responsible for the area or department being visited.
- Staff do not put themselves or others at risk and draw attention to risks or hazards that appear to have gone unnoticed.
- When visiting any construction site or surveying or inspecting premises under the control of a contractor, staff:
 - Attend a site induction on their first visit. Do not enter any site if an induction has not been given;
 - Attend site properly equipped;
 - Do not accept an escort as an alternative to an induction as the escort may be needed in an emergency and the member of staff may not know the safe way to exit the site.
- As minimum, staff on construction sites:
 - wear a hard hat, suitable clothes and stout shoes or boots with toe caps; not thin-soled, high heeled or slippery shoes;
 - avoid loose clothes which might catch on obstructions;
 - familiarise themselves beforehand with the plan of the building, particularly exit routes; making sure that security devices on exits allow safety to be reached quickly;
 - check on protection when approaching stairwells, balustrading, lift shafts, roof perimeters, etc; only use lifts when permitted; do not use ladders with rusty or rotten rungs or climb a ladder which is not securely fixed;
 - ensure that there are toe boards to each lift of scaffolding, scaffold plates and that plant hoists are correctly protected;
 - check that planks are secure; are aware of overhead projections, scaffolding and plant, and proceed with caution;
 - keep clear of excavations; walk over the structural members (e.g. joists, beams, etc.) whenever possible - do not rely on floorboards alone; look for defects in the floors ahead, e.g. wet areas, holes, materials that might cover holes; do not lean on guard rails or roof lights;
 - do not touch any plant or equipment; keep clear of machinery and stacked materials; watch out for temporary cables, pumps, hoses and electrical fittings;
 - assume that services (e.g. cables, sockets, pipes, etc.) are not safe or have not been isolated;
 - leave the building immediately if they suspect the presence of gas, flammable liquids, dangerous chemicals or free asbestos fibre;
 - take particular care in windy, cold, frosty, wet or muddy conditions;
 - do not walk and look around at the same time; keep one hand free at all times when moving; are in a safe and balanced position whenever making notes or taking photographs; do not become distracted while climbing ladders.
 - ensure any access equipment used is in good working order, is insured and where necessary, operated by a competent person.

b. Unoccupied Sites

- Staff notify the office of any intention to visit an unoccupied building.
 - Staff anticipate hazards and do not take chances if the building or site is unoccupied, Staff do not visit any empty building considered to be unsafe or any unoccupied site if it is considered to be dangerous.
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- Where considered necessary, a specific risk assessment is undertaken. Additional information and/or resources are obtained from the client to ensure that any potential risks can be mitigated.
- Common dangers include:
 - rotten or insecure floors and stairs;
 - unsupported excavations and trenches;
 - hidden pits, ducts, openings, etc.
 - fragile construction, e.g. roof sheeting;
 - space which have not been used or ventilated for some time;
 - contamination by chemicals or asbestos;
 - intruders who may still be around;
 - contamination by vermin or birds, or poisons put down to control them;
 - unstable groundworks;
 - water course and wells hidden by overgrown vegetation.

c. **Structural Collapse**

- On discovering a partial or total structural collapse staff do not enter that section of the building, and consider the need:
 - to contact the HSE and/or the Local Authority Building Control Officer;
 - to contact the police where the public may be affected;
 - for the display of appropriate hazard notices.

4.13 Slips, trips and falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

4.14 Weather Conditions

- Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.
- Industry guidance will be consulted when deciding the maximum wind speeds for when working at height externally.
- The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.

4.15 Welfare Facilities

The following facilities will be provided for Company employees within the office:

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- Washing facilities
- Rest facilities
- Sanitary facilities
- Methods for heating food and boiling water
- Storage and drying facilities for clothing

When on work visits communication with the client prior to arrival should be made informing of existing circumstances. Suitable arrangements are to be in place as far as is reasonably practicable.

4.16 Work Equipment, Plant and Machinery

- Where appropriate, a Work Equipment Assessment will be conducted for plant and work equipment.
- Company employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the main office.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any equipment.
- All employees will receive adequate training and instruction in the use and safe operation of all equipment that they are required to operate.
- Where required, equipment will be hired as and when necessary from a reputable company and training given where necessary on the use of equipment.
- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.

4.17 Working at Height / Working on Fragile Surfaces

a. General

- All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).
 - The Company's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
 - The Company shall:
 - Avoid work at height where they can;
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height;
 - Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.
 - The Company will ensure:
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- All work is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled;
 - The risks from falling objects are properly controlled.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
 - It is prohibited to drop or throw anything from a height of more than one storey. Lowering materials must be conducted in a controlled manner, using ropes or via chutes into skips

b. Risk Assessment

- Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.

c. Ladders and Stepladders

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks
- Ladders, including stepladders, used by the Company will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to site management.

4.18 Hot Works

- No hot works are carried out within the company
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