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Health and Safety Policy

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Preface

This is the Health and Safety Policy for AW Aluminium Ltd, who will be referred to as 'the Company'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the Company's employees and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

Health and Safety Policy Statement

This is a general statement of the intentions of the Company with regard to Health and Safety. The policy statement is signed and dated by the most senior member of the Management Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the Company.

The Organisational Duties

This section commences with a chart showing the safety structure of the company. It is followed by a list of individual responsibilities of personnel and contractors.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that the Company complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the Company's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the company's undertakings.

Where help is needed, the company engages the Health and Safety support services of The Safety Consultants Company Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The Company	-	AW Aluminium Ltd
TSCC	-	The Safety Consultants Company Ltd
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

Health and Safety Policy Statement

This is the Policy Statement for AW Aluminium Ltd, who will be referred to as 'the Company'.

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the Company has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The Company recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, financial resources, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the Company, and advancement in technologies which affect the Company's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full company Health and Safety Policy will be available for all employees to read.

All employees, external Consultants and Contractors employed by the Company will be expected to comply with this Health and Safety Policy.

Signed: *L. Wren* Director

Date: 04 August 2023

Signed: *A. Statham* Director
Review Date: August 24

Date: 04 August 2023

Policy Review

The Company shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the Company.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant Company appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the Company’s appointed personnel. Evidence of the Policy review will be summarised in the table below.

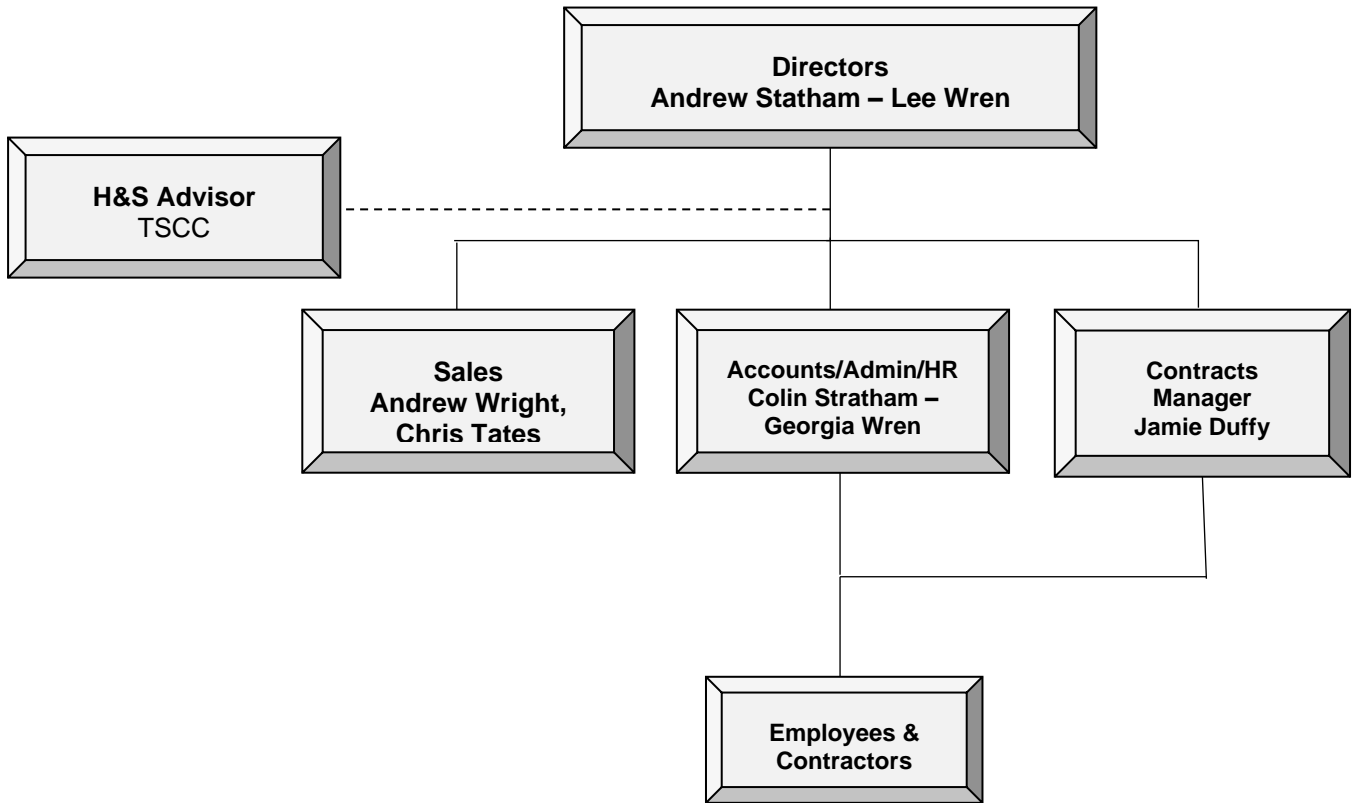
Revision Control

TSCC		Advisor Signature	
Company Approval		Directors	
Issue Number	Date	Summary Details	By Whom
1.0	April 17	New Health and Safety Policy	TSCC Advisor Daniel Mullan/Directors
2.0	Jan 18	Change in safety advisor	John Kennedy
3.0	April 19	Change in safety advisor – organisation change	Nigel Biney/Michael Havercroft
4.0	Feb 20	Asbestos section – part added stating new doc added regarding finding asbestos procedure	Michael Havercroft
4.0	May 21	Annual Review	TSCC/AWA
4.0	April 22	Annual Review	TSCC/AWA
4.0	August 23	Annual Review – Change to Regulations References	TSCC/ AWA

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The Company have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



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The Safety Consultants Company
Unit 1A New Pudsey Square
Bradford Road
Leeds LS28 6PX

Telephone Numbers:

0113 257 0842

Responsibilities

Directors

The Directors have ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. The Directors will also ensure that Company policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

Management Team

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the Company in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Carry out suitable and sufficient Risk Assessments
 - Induction training including Health and Safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity.
 - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.

Health and Safety Advisor

The Company has appointed TSCC as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the Company management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the Company is aware of statutory obligations and recommended Codes of Practice.
- Advising the Company management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the Company management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the Company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Employees

All employees of the Company will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Team Leader.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Team Leader.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Team Leader verbally, by telephone and backed up by e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Company.
 - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the Company.
 - Provided for unrestricted use by members of the general public.

Company-Appointed Contractor/Consultant

The Company may require, from time to time, the services of contractors/Consultants to undertake specialist or non-routine work activities which Company employees are unable to undertake. All contractors/Consultants appointed by the Company must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the Company premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Company management team and/or TSCC to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the Company Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees but also to all other contractors' employees and others who may be affected by their work, including members of the public.
- They must ensure that the Company is provided with any information available that may affect Health and Safety on site.
- They must provide risk assessments and discuss and agree on the most suitable method of carrying out the operation with the Company before commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the Company. Where weekly inspections are required, copies of documentation must be provided to the Company.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the Company with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the Company in order to ensure that adequate steps are taken to reduce exposure to Company employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the Company and that they co-operate fully with the Company management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the Company that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy Review	Directors
Health and Safety Administration	Company Management Team
Facility administration	Company Management Team
Health and Safety training	Company Management Team
Premises risk assessments	Company Management Team, Employees
Work activity risk assessments	Company Management Team, Employees
Display screen equipment assessments	Company Management Team, Employees
Manual handling assessments	Company Management Team, Employees
COSHH assessments	Company Management Team, Employees
Fire risk assessments	Company Management Team, Employees
Expectant/New mother risk assessments	Company Management Team, Employees
Young Person risk assessments	Company Management Team, Employees)
First Aid	Company Management Team
Emergency Planning	Company Management Team, Employees
Vetting Contractor/Consultants	Company Management Team
Monitoring of Health and Safety in the workplace	Company Management Team, Employees
Site inspections	Company Management Team
Audits	Company Management Team
Accident, Incident and Near Miss Investigations	Company Management Team

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Management Arrangements

Visitors and Third Parties

Company premises

Visitors to the company premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the Company requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work locations that are under the control of the Company may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a Company representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.
- Relevant PPE MUST be worn whilst on-site

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the Company. The Directors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.
- Feel able to share ideas and experiences

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the Company and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the Company. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team, assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Lone Working

The Company endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees may be required to work alone at either the Company premises or when visiting/working at clients' premises. The Company recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Company Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the Company base at the end of the last visit, notify their appointed member of the Company Management Team to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

The Company will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The Company will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the Company will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following: If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the Company Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the Company Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the company.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

If an accident, incident, or near miss has occurred in a work situation then a member of the Management Team will review the events to establish the actual or underlying cause. This process should enable the Company to establish which existing processes require amending and/or identify additional control measures that will be required to prevent a re-occurrence. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened

The Company recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

The timescales for reporting and/or recording accident information is:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident.**
- Over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident.**
- Over-three day-injuries will be recorded using the Company accident book/form and filed securely to protect any personal information. This information must be held as a record for 5 years

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The Company Management Team will contact TSCC for further advice and guidance if required.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Management Team ensures that the company premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the client when employees are required to work away from the Company premises. When these facilities are not available, the Management Team ensure that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within a 10 hour period) or a purpose-built mobile oasis unit comprising of sufficient number of toilet and washing facilities (where works are expected to exceed 10 hours).

The Manual Handling Operations Regulations 1992

The Company is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the Company will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Health and Safety Advisor, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the Company are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the Company on Health and Safety matters.
- Tell their Team Leader/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The Company will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Health and Safety (Consultation with Employees) Regulations 1996

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the Company will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the company competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The Company encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/Team Leader. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The Company fully involves, or will involve, non-English speaking employees, including labour only. The Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

The Electricity at Work Regulations 1989

The Company will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

Electrical Equipment in a Construction Environment

Electrical equipment on construction sites will be treated in a more stringent manner due to the potentially harsh nature of the working environment.

Tools that use 110v will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis, and a combined inspection/test before use and at three-monthly intervals thereafter.

Where site rules allow, the use of 240v tools will be restricted with the added protection of a suitable RCD.

Tools that use 240v will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a weekly basis, and a combined inspection/test before first use and then on a monthly basis thereafter.

Site offices supplied by temporary single phase 230V or 415V three phase electrical supplies will need to be tested on a three monthly basis and the distribution sub-circuits protected by an RCD.

Work 'live' systems may only be undertaken if absolutely justified and by suitably trained and authorised persons, within a strict permit control system. It is company policy to supply and use 110v for all tools.

All electrical tools will be subject to Portable Appliance Testing (PAT) at intervals, in line with the guidance given by the HSE.

The Personal Protective Equipment at Work Regulations 1992 – Amended 2022

The Company recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The company will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the Company premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the Company will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 - *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
 - *Control exposure by utilising measures proportionate to the health risk.*

- *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
- *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
- *Check and review regularly all elements of control measures for their continuing effectiveness.*
- *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
- *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

The Work at Height Regulations 2005 (amended 2007)

It is the policy of the Company to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the Company will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

For all work at height, the Company will:

- Use the most suitable equipment.
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness).
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Plan for emergencies and rescue.
- Take into account weather conditions that could endanger Health and Safety.
- Ensure that those working at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure that the equipment is appropriately inspected.
- Ensure that the risks from fragile surfaces and falling objects are properly controlled.
- Take account of the relevant risk assessments that have been carried out.

The Regulatory Reform (Fire Safety) Order 2005

The Company will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The Company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted by the Health and Safety Advisor.

The Provision and Use of Work Equipment Regulations 1998

The Company will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of Company tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the Company. Employees are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The Company is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the Company may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Management of Health and Safety at Work Regulations 1999

The Company will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held at the company premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The Company will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The Company have appointed TSCC as their source for Health and Safety assistance and competent advice.

TSCC will conduct random site visits if agreed with the Company. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed and any actions required for completion.

The TSCC Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the Company. At least one member of the Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the Company.

The Health and Safety (First Aid) Regulations 1981

The Company ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

Protection of Young Persons

The Company will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Accessing scaffolding at all levels.
- Woodworking machinery.
- Mobile plant.
- Lifting appliances.
- Acting as slinger/banksman in lifting operations.

New and Expectant Mothers

The Company is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the Company stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the Company will take action to remove, reduce or control the risk. If the risk cannot be removed, the Company will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

Violence and Aggression

The Company, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the Company and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.

- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the Company and may result in the accuser facing disciplinary action.

The Company will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This can include support from Connects nominated health professional .

The Company will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The Company will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

This process includes:

- Any known risk are flagged prior to attendance.
- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the Company will develop a procedure which will clearly define the Company's views and their stance on zero tolerance towards violence and aggression in the workplace.

The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

The Company will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

The Control of Noise at Work Regulations 2005

The Company fully accepts the requirements placed upon it by these regulations. To enable the Company to fulfil the obligations placed upon it, the Management Team will:

- Assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction, and training.
- Carry out health surveillance where there is a risk to health.

It is the Company policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

Any noise-control equipment that is put in place by the Company must be properly used and maintained by employees. An equipment maintenance programme is in place and includes:

- Inspecting all noise-control equipment (such as silencers or enclosures) to make sure they are kept in good condition.
- Monitoring the equipment's effectiveness by using a sound level meter (SLM) to ascertain a basic understanding of noise levels.
- A process for the removal of defective equipment that requires attention or repair and subsequent notification to the nominated member of the Management Team.

The Confined Spaces Regulations 1997

The Company is aware that these Regulations have provided a definition of a 'confined space'. Firstly, it is a place which is substantially (though not always entirely) enclosed and, secondly, there will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

The Company will prevent their employees, or others (appointed contractor/consultants) who are to any extent within the Company control, from entering or working inside a confined space where it is reasonably practicable to undertake the work without entering the space.

Where it is not reasonably practicable to avoid entering a confined space to undertake work, the Company will ensure that a safe system of work is used, including methods of entry, monitoring of atmospheres, ensuring that PPE/RPE required is adopted by trained competent personnel only.

The Company will ensure that suitable arrangements are included within any safe system of work for emergency rescue. The emergency plan will include consideration of:

- Any required rescue and resuscitation equipment.
- Method of raising the alarm and rescue.
- Method of safeguarding the rescuers.
- Fire safety.
- Control of plant and equipment.
- First Aid provision.
- Public emergency services.
- Training.

The Control of Asbestos Regulations 2012

The Company do not undertake any Asbestos Containing Materials (ACMs) removal works as this is outside the scope of work activities conducted. In addition, the employees have not been trained to carry out removal works and the company is not licensed by the HSE to conduct these works, including submission of a written scheme of work 14 days prior to commencement

The Company avoids works where asbestos-containing materials are knowingly located, unless assurances are given by the client responsible for managing/controlling the on-going condition of the Asbestos Containing Materials (ACMs) that no risk is posed to employees. The Company will ensure awareness training is given to those employees who may be exposed to asbestos.

Any required Asbestos Awareness Training will be provided by an individual or organisation that has suitable experience, qualification and competency in asbestos training and awareness. The training will include the properties of asbestos and its effects on health, the types, uses and likely occurrence of asbestos and ACMs in buildings and plant, the procedures to be followed when dealing with uncontrolled release of asbestos dust and how to avoid the risks from asbestos, e.g. not disturbing the fabric of the building unless it can be confirmed that ACMs are not present. Annual review/refresher training will be undertaken by those employees who may come into contact with ACMs.

In the event of an employee working in a location that has been identified as containing ACMs, the Management Team will ensure that suitable PPE and RPE is worn. The wearing of PPE/RPE by employees will only be required as a precautionary measure as the Company do not work with ACMs and will ensure the Client has fulfilled their 'duty to manage' as required by the regulation.

Employees working at non-company premises/locations will be required to follow the clients requirements and control measures. It is a responsibility of the client to ensure that control measures remain in place. However, all employees are required to adhere to the client site rules and this includes ensuring that implemented control measures are not compromised and remain in good condition. These controls include the client's provision of signs and notices detailing ACM areas.

Employees will not touch any ACMs which have been removed, suitably sealed (double-bagged, swan neck tied) clearly marked/labelled and stored in sealed receptacles.

Please refer to the following document if suspected materials are discovered or disturbed. (procedure for the potential discovery of asbestos)

The Construction, Design and Management Regulations 2015

The Company is aware of the specific responsibilities issued to designated duty holders within a construction project. The Company follow the CDM ACoP regarding the management of a construction project, a summary of which is below:

Principal Contractor

When the Company is acting in the role of Principal Contractor for a notifiable construction project, they will ensure that they:

- Plan, manage and monitor the construction phase in liaison with all appointed contractors.
- Prepare, develop and implement a written plan and site rules (the initial plan will be completed before the construction phase begins) for ALL projects.
- Give contractors relevant parts of the plan.
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Check competence of all appointees.
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with the people working on-site.
- Secure the site each day to prevent unauthorised access.

Contractor

When the Company is acting in the role of a Contractor in a construction project, they will ensure that they:

- Check the client is aware of their duties.
- Plan, manage and monitor their own work and that of workers.
- Check competence of all their appointees and workers.
- Train the Company employees allocated to the project.
- Provide information to their workers.
- Ensure there are adequate welfare facilities for their workers.

In addition to the above, when the project meets the criteria of notifying the HSE, the Company will:

- Check that a Designer and a Principal Contractor have been appointed and that the HSE have been notified before starting work.
- Co-operate with the Principal Contractor and Designer in planning and managing work, including reasonable directions and site rules.
- Provide details to the Principal Contractor of any sub-contractor appointed in connection with carrying out the work.
- Provide any information needed for the Health and Safety file.
- Inform the Principal Contractor of any problems or issues that arise with the plan.
- Inform the Principal Contractor of any incident, accident or near miss.