



## Health, Safety & Environmental Policy

### *General Statement of Intent*

Arbus Limited believes that Health Safety and Environment is a vital component of the business, good health & safety and environmental management goes hand in hand with high productivity and quality standards. Employees are the most important asset to this company, and therefore their health, safety and welfare is a priority at all times. In addition to this our impact on the environment is the legacy we will leave our children. The company believes that prevention is better than cure. Profits and safety are not in competition - on the contrary, good Health, Safety & Environmental management is good business.

It is the policy of Arbus Limited to ensure that company activities are carried out in accordance with the requirements set out in the Health and Safety at Work etc. Act 1974. We accept our responsibilities towards all our employees and any other people who may be affected by our activities or omissions. This includes that work activities under our control are carried out in such a way as to eliminate / minimise the risk to the health, safety and welfare of our employees and any other persons who could be affected.

We request that all employees take a pro-active approach in improving health and safety performance and standards. We encourage all personnel involved to suggest any ways in which our methods of work can be improved. We seek that all employees provide full co-operation and support of our health and safety management arrangements.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health, safety and environmental legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation. The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health, safety and environment can be achieved. We also have two appointed Prevention Officers namely Andy Raffell at our Chichester location and Karl Petters at our Newmarket location.

Our general intentions are:

- To provide adequate control of the Health and Safety risks to employees and others arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To minimise our impact on the environment.
- To provide adequate information, instruction and training supervision for employees;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed :

Name : Karl Petters

Position : Director

Signed :

Name : Lee Petters

Position : General Manager

Date Signed : 15/02/18

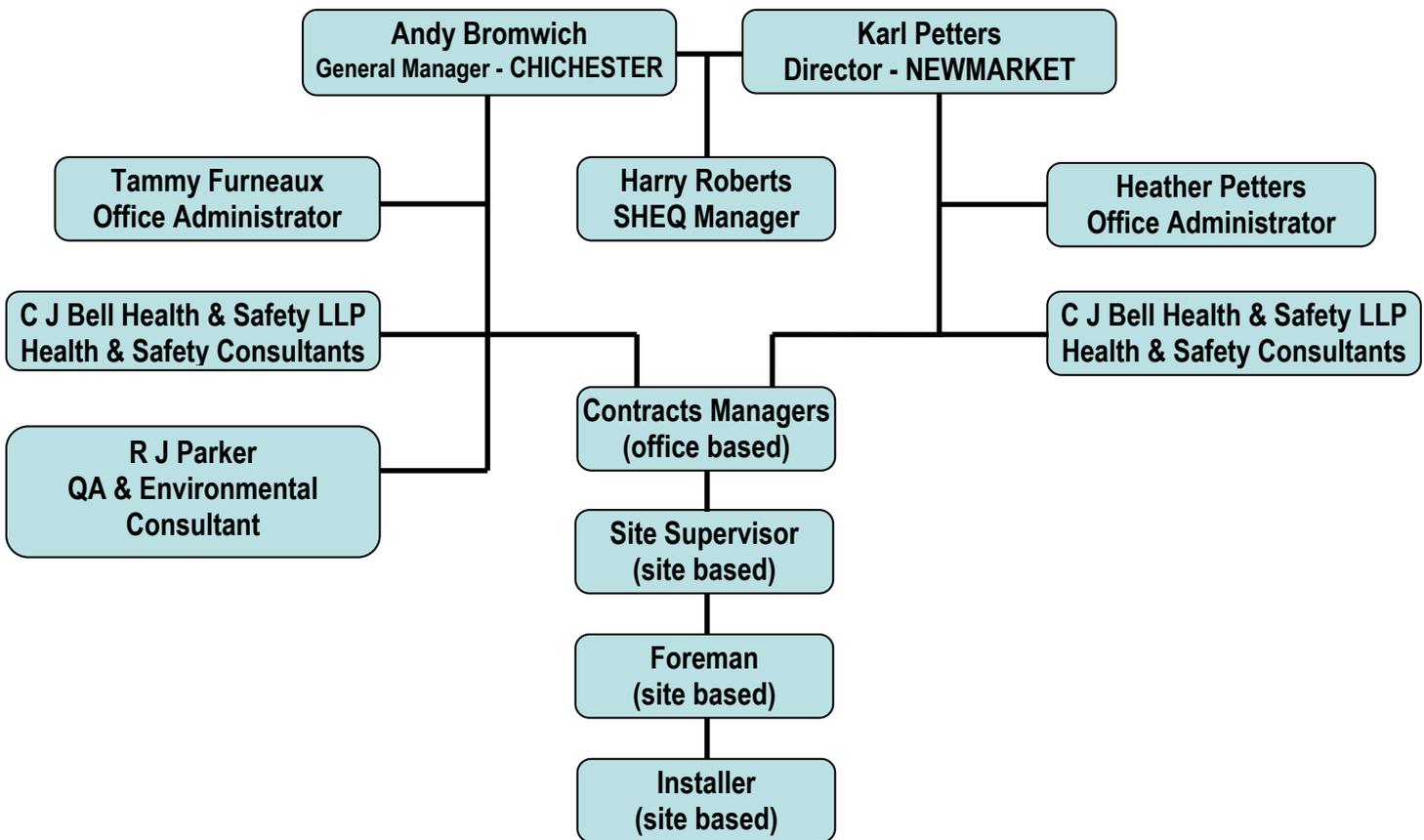
Review Date : 15/02/19

## Organisation

Overall and final responsibility for health and safety is that of the **Andy Raffell, & Karl Petters as Directors**.

The day-to-day responsibility for ensuring this policy is put into practice is; **Andy Raffell, Chichester & Karl Petters, Newmarket**.

### Health and Safety Organisational Chart



# Individual Responsibilities

## Directors Responsibilities

**Karl Petters** as Director, has overall responsibility for the health and safety of employees, and all other persons who may be affected by the company's activities. The responsibilities include:

- Ensuring the Company has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- Ensuring they are aware of the current standards and regulations with regard to Health and Safety, which could affect the company.
- Ensuring they set a good example through their commitment to Health and Safety issues in their day-to-day activities.
- Ensuring that adequate arrangements have been made regarding fire procedures, first aid provisions and that all personnel have been informed of emergency procedures.
- Ensuring that adequate arrangements have been made for the provision of welfare facilities – both on site and in the offices.
- Ensuring that risk assessments have been undertaken and method statements developed for activities involving any significant risks.
- Ensuring they regularly assess Health, Safety and Welfare standards on site and follow up on all non-conformance and issues / concerns raised by the workforce.
- Ensuring that there exists an effective policy for Health and Safety management, supplemented by additional documents as necessary, and that these documents are implemented throughout the business.
- Placing on the agenda of each Directors meeting an item entitled “Health and Safety” where reports from the **Contracts Managers** on the overall safety performance of the company and any necessary recommendations will be considered.
- Ensuring this policy is routinely reviewed on an annual basis to ensure the arrangements for health and safety remain current and valid.
- Ensuring that necessary resources and information is made available for the policy to be effectively put into practice.
- Ensuring that Managers are aware of what is required / expected of them and carry out their respective duties regarding health and safety within their areas of control.
- Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.
- Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering their area of responsibility.
- Budget for adequate resources to fully implement the health and safety policy.
- Ensuring that a training matrix is developed with staff at all levels receiving appropriate training and re-training.

- Ensure that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.

## **SHEQ Manager Responsibilities**

SHEQ Manager has been appointed to provide general and construction related health, Safety and Environmental advice to the Arbus Limited team.

Their responsibilities include:

- Ensuring Arbus Limited is kept up to date with current legislation and best working practices.
- They assist in whatever way possible with regards to health, safety and welfare.
- They encourage the workforce to take a proactive approach to health, safety and welfare.
- That regular health and safety inspections are carried out and the findings reported to the Directors and Site Supervisor/Foreman.
- They attend health and safety meetings with our Directors where health and safety performance is reviewed and areas for improvement discusses.
- If they believe there is a risk of danger, they will take whatever action they consider necessary to report the occurrence and ensure the Site Supervisor/Foreman takes action – including stopping all works if they feel necessary.

## **Office Administrators Responsibilities**

Office Administrators are responsible for ensuring:

- They have understood the Health and Safety Policy and that the policy has been brought to the attention of all employees.
- Adequate office related arrangements have been made regarding fire procedures, first-aid procedures and that all personnel have been informed of emergency procedures.
- Adequate office related arrangements have been made for employees using equipment, regarding workstation design, rest periods, etc.
- Adequate office related arrangements have been made for the provision of welfare facilities.
- Induction training has been provided for new or temporary employees.
- All accidents and incidents occurring in the office or yard are reported as set out in the accident and incident reporting procedures.
- They set a good example at all times.

## **Contracts Managers Responsibilities**

Contracts Managers are in a special position to influence attitudes and give encouragement to active participation in health and safety to employees under their control. Therefore Contracts Managers are to:

- Ensure that all persons under their control have been briefed on and understood Health and Safety Policy, are shown where health and safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to their development.
- Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering their area of responsibility.
- Ensure suitable and sufficient risk assessments are conducted and when necessary appropriate method statements are produced.
- Ensure that Health and Safety training is provided to all new and existing employees as part of the company's overall training programme.
- Take responsibility, as far as is reasonably practicable, for implementing any recommendations arising from any risk assessment carried out within their area of responsibility. Where recommendations cannot be accomplished, take responsibility for informing the appropriate Director.
- Ensure that all road locations are set up and managed as required by the *Safety at Street Works and Road Works – A Code of Practice*, 2nd Edition (Red Book)
- Consult and co-operate with the Directors and Health and Safety Advisors when matters arise requiring specialist knowledge.
- Comply with procedures laid down for reporting and investigating accidents; taking prompt action to prevent re-occurrence whenever possible.
- Carry out routine inspections and monitor the activities within their area of responsibility, to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.
- Ensure employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- Ensure high standards of housekeeping are maintained within their area of responsibility.

## **Supervisors/Forman Responsibilities**

Supervisors and Forman have a responsibility to ensure that safe practices at ground level are being complied with at all time. In order to comply with this supervisors and foreman will be expected to:

- Ensure risk assessments and method statements are being followed at all time and that works are carried out with a minimum risk to operatives and third parties.
- Ensure company rules and procedures are not being broken.
- Ensuring that appropriate welfare facilities are available on site.
- Consulting and co-ordinating with other trades and the Client – ensuring foreseeable interface risks are communicated and managed.
- Ensuring that fire, first aid and emergency procedures are implemented and maintained on site.

- Ensuring that they consult with the workforce on a regular basis regarding health, safety and welfare and encouraging the workforce to adopt a proactive approach to health, safety and welfare.
- Immediately reporting health and safety issues or concerns – including those raised by the workforce to the Directors and Health and Safety Advisors.
- Ensuring that they set a good example at all times.
- That general safety on site is maintained at all times and ensuring that road sites traffic safety is as laid down in the 'Red Book'.
- Provide support and guidance for the workforce when required.
- Assist the Contracts managers to conduct risk assessments and produce method statements when required.
- Conduct regular site safety inspection and implement remedial action when required.

### **Employee Responsibilities**

All employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, company rules, procedures and instructions necessary for ensuring health and safety.
- Set a good example to other persons when on site.
- Only undertake tasks or operate plant or equipment that they have been trained for.
- Wear and care for PPE at all times.
- Take a proactive approach towards health, safety and welfare.
- Co-operate with Arbus Limited through the observation of our arrangements and procedures.
- Stop work and seek advice and instruction from their Supervisors/Foreman when situations arise, which may affect the health and safety of themselves or others.
- Report any unsafe equipment, methods of work or any other safety concerns;
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained.
- Assist at all times in maintaining good housekeeping standards.
- Not interfere with anything provided to safeguard health and safety, e.g. remove or wilfully discharge fire extinguishers.

#### **NOTE...**

Employees are reminded that non-compliance with health and safety rules and procedures will result in disciplinary action, and may include immediate dismissal if appropriate.

## Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

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## **Risk Assessment**

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by; **Contracts Mangers** with assistance from SHEQ Manager.

## **Plant, Machinery Fork Lift Trucks and Work Equipment**

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The company will advise when this is the case, check sheets for checking equipment are in the safety manual (Blue Folder) and can be obtained from the **Contracts Managers**.

- **Plant and Equipment Maintenance**

The responsibility for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented is that of the **Plant and Transport Manager**.

- **Portable Electrical Equipment**

Portable electrical equipment can cause an electric shock or burn, or fire due to damage, wear or misuse. There is no legal definition of portable equipment, however, as in the guidance below, it means equipment that is intended to be connected to a generator or a fixed installation by means of a flexible cable and either a plug and socket or a spur box, or similar means. This includes extension leads and cord sets that supply portable electrical equipment. Equipment could include, drills; kettles; microwaves; battery chargers; step-down transformers; task lighting; computers; printers, etc.

Plant & Transport/Depot Manager is responsible for ensuring that all portable electrical equipment is inspected and tested. Equipment has been placed on an asset register, which will facilitate keeping track of equipment, its location, condition and inspection.

Office based portable electrical equipment, being used in low-risk environments, i.e. printers, computers, etc. will be visually inspected on an annual basis by a competent person – following the HSE Guidance document – ‘Maintaining portable electric equipment in low-risk environments.’

Site / yard based portable electrical equipment will be PAT tested every three months – with records maintained as part of the asset register and in the form of PAT labels affixed to each plug.

In addition to the above, effective maintenance of portable electrical equipment will be achieved through daily pre-use checks by the user and visual inspections by a competent person.

The visual inspections will take place as part of the asset register maintenance – ensuring equipment is inspected upon return to the yard before being issued to another site.

Daily pre-use checks by the user should include checks for signs that it may not be in a sound condition, for example:

- Damage (apart from light scuffing) to the supply cable, including fraying or cuts;
- Damage to the plug or connector, e.g. the casing is cracking or the pins are bent;
- Inadequate joints, including taped joints in the cable;
- The outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing;
- The equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- Damage to the external casing of the equipment;
- Loose parts or screws;
- Evidence of overheating (burn marks or discolouration).
- These checks also apply to extension leads, plugs and sockets.

These user checks should be made when the equipment is taken into use and during use. Any faults must be immediately reported to the Site Supervisor/Foreman and the equipment taken out of use. The Supervisor/Foreman must ensure that the equipment is not used again until it has been repaired by a competent person and tested to confirm it is safe for use.

- Electrical Safety

Any work that is required on electrical systems will only be conducted by authorised competent persons; **Contracts Managers** and supervisors will ensure at all circuits will be isolated with the breakers remove prior to any work commencing.

Live work is not permitted

**Contracts Managers** and supervisors are to check all equipment at the start of each shift.

Operatives will use reduced voltage equipment on site via the 110v CTE transformer or battery operated equipment, should there be a requirement to use equipment with voltage in excess of 230v then RCD will be used in accordance with the Electricity at Work Regulations 1989.

Operative will not bring unauthorised electrical equipment on to site.

- Fixed Electrical Systems

The fixed electrical installations throughout the premises is inspected and tested by a competent NICEIC registered contractor. The **Managing Directors** will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

- Abrasive Wheels

In addition to looking at essential training needs and ensuring all staff are trained to the required standard. The company will ensure that the guidance HSG17 will be implemented at all times when using abrasive wheels.

- Lifting Equipment

In compliance with The Lifting Operations and Lifting Equipment Regulations 1998, irrespective as to whether the lifting equipment or accessories are hired or owned, the Arbus Ltd Site Supervisor will ensure current thorough examination certificates have been issued and affixed to the method statement for both lifting equipment and lifting accessories.

Works involving the lifting equipment will not be permitted until the certificate has been issued to the Site Supervisor.

Should equipment or accessories be returned to the hire company at any time and be replaced by a different piece of equipment, the thorough examination certificates will be obtained for the new equipment.

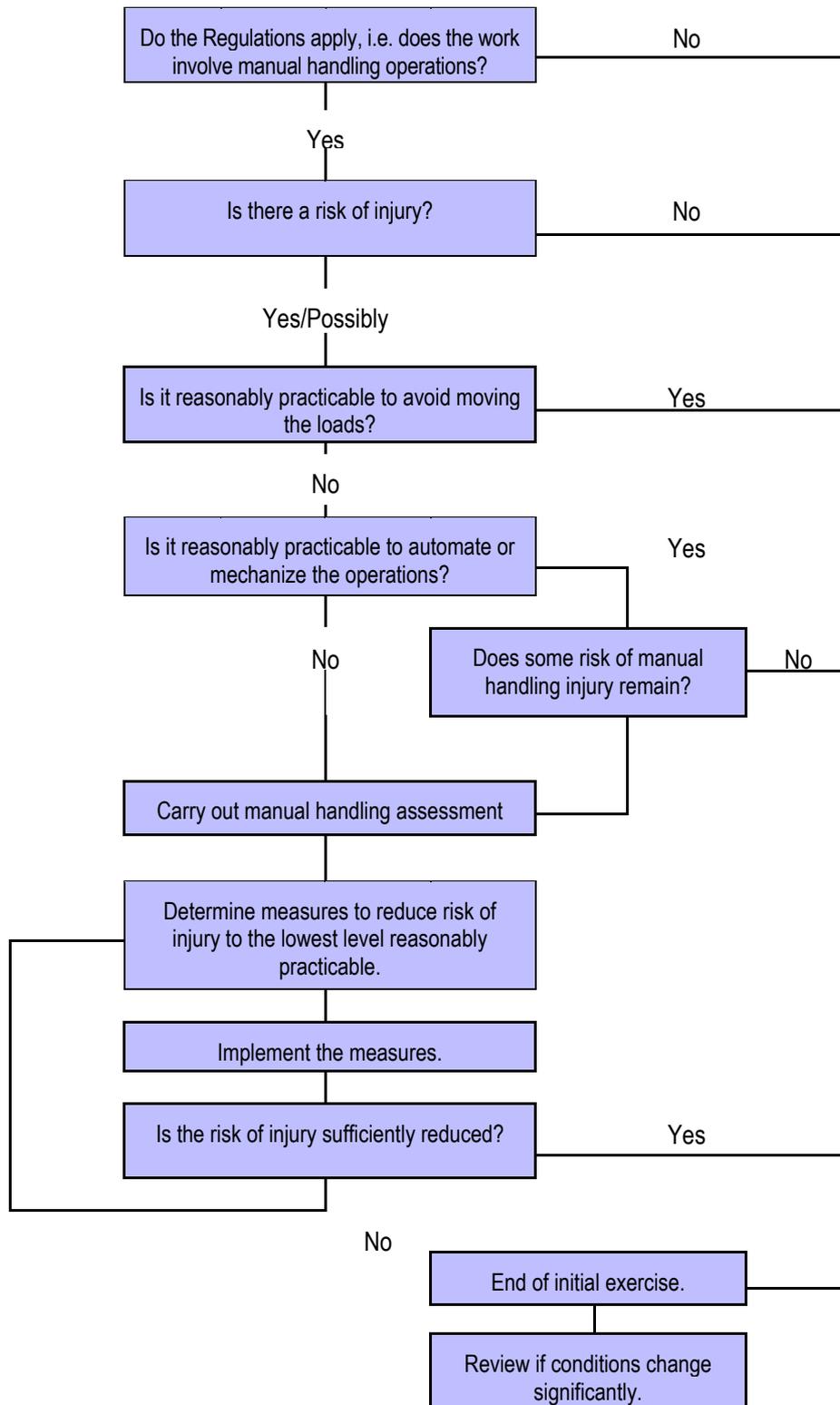
Inspections of the lifting equipment and accessories will be undertaken at weekly intervals by a competent person. The results of these inspections will be recorded within the Lifting Equipment and Lifting Accessories Register. Should any faults be discovered during the inspections, the equipment will be isolated from use and the owner/hire company informed immediately.

All lifting operations will be properly planned and managed at all times and undertaken by trained and competent persons.

## Manual Handling

In accordance with the Manual Handling Operations Regulations 1992 (as amended), the company will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc.

### Flow Chart of the Manual Handling Operations Regulations 1992 (as amended)



## Manual Handling Techniques

### Technique for Lifting

Below are some practical tips in safe manual handling:

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

**Get a good hold.** Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

### Technique for Pushing and Pulling

Below are some practical points to remember when loads are pushed or pulled:

**Handling devices.** Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well maintained with wheels that run smoothly. The law requires that equipment is maintained. When purchasing new trolleys etc., we will make sure they are good quality with large diameter wheels made of suitable material and with castors, bearings etc. which will last with minimum maintenance. Please let us know if equipment provided is not working properly.

**Force.** As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (e.g. wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

**Slopes.** You must get help from another operative whenever necessary, if you have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the

required force is over 30 kg even in ideal conditions – good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women.

**Uneven surfaces.** Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.

**Stance and pace.** To make it easier to push or pull, you should keep your feet well away from the load and go no faster than walking speed. This will stop you becoming too tired too quickly.

## **Hazardous Substances**

Our procedure and approach to control exposure to substances hazardous to health is routinely reviewed. The company will assess and control health risks from any exposure to hazardous substances by conducting COSHH risk assessment on any substance identified for use such as; paint, cement solvents etc. or that might be produced as a process such as; dust, fumes, vapours, etc. that have been identified within the specific risk assessment of any job undertaken.

These risk assessments will be in compliance with Control of Substances Hazardous to Health Regulations (COSHH) 2002,

The responsibility conducting a suitable COSHH assessment, implementing any controls and ensuring all relevant employees are advised will be that of the **Contracts Managers**.

Chemical Safety Data Sheets are made available to assist in risk assessment.

Under no circumstances must the workforce use any hazardous substances without having read and understood the COSHH assessment. Hazardous substances must not be used or processes undertaken where hazardous substances might be produced if a suitable and sufficient COSHH assessment is not available.

COSHH assessments will be affixed to the relevant method statements. The Site Supervisor/Foreman will discuss the findings and control measures to minimise the risks as part of the method statement briefing. Appropriate management arrangements must be implemented and maintained in accordance with the COSHH assessment – including the wearing of PPE identified.

Workplace Exposure Limits (WELs) identified in the COSHH assessments must be followed at all times. These limits are based on those identified in the HSE publication – ‘EH40/2005 Workplace Exposure Limits.’

## **Display Screen Equipment (Computer Users)**

The company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the **Office Administrators** who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete an on-line self assessment of their workstation.

Employees who have declared a disability or existing upper limb disorder to **Office Administrators** will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

## **Work at Height**

In accordance with the Work at Height Regulations 2005, all company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to avoid working at height, prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working practice and are competent to use any equipment provided.

## **Road Risk**

The company is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the company may also authorise employees to use their own vehicles for work purposes.

Authorised employees who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose.

## **Working on the Roads**

Arbus Ltd. will ensure that all personnel that are required to work on the road will be supervised appropriately to ensure the safe set up and management of the site including traffic movement and safety.

## **Managing Contractors**

The company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work etc. Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

It also recognises that compliance to Construction Design and Management Regulation 2007 is essential. The **Directors** assisted by our health and safety advisors will ensure we fulfil our duties under these regulations whenever they arise.

The company will ensure that only competent contractors are selected. All contractors working on the company's behalf are assessed to ensure that they are competent and have suitable and adequate health and safety arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the **Directors**. Once approved, **Contracts Managers** are responsible for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.

Any problems/hazards arising from the activities of contractors should be reported to the **Directors**.

## CDM 2015: Implementation Procedures

A summary of all duties when the project is notifiable and non-notifiable under the Construction (Design and Management) Regulations 2015:

	All Construction Projects	Duties for Notifiable Projects
<b>Contractors</b>	<ul style="list-style-type: none"> <li>○ Plan, manage and monitor own work and that of workers;</li> <li>○ Check competence of all appointees and workers;</li> <li>○ Train own employees;</li> <li>○ Provide information to their workers;</li> <li>○ Comply with the specific requirements in part 4 of the regulations;</li> <li>○ Ensure there are adequate welfare facilities for their workers; and</li> <li>○ Provide information for Safety Files if required by Clients.</li> </ul>	<ul style="list-style-type: none"> <li>○ Check client is aware of duties and a co-ordinator has been appointed and HSE notified before starting work;</li> <li>○ Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules;</li> <li>○ Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work;</li> <li>○ Provide any information needed for the health and safety file;</li> <li>○ Inform principal contractor of problems with the plan;</li> <li>○ Inform principal contractor of reportable accidents, diseases and dangerous occurrences</li> </ul>
<b>Everyone</b>	<ul style="list-style-type: none"> <li>○ Check own competence;</li> <li>○ Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work;</li> <li>○ Report obvious risks and near misses; and</li> <li>○ Comply with requirements in Schedule 3 and Part 4 of the regulations for any work under their control.</li> </ul>	

To ensure compliance, our duties will be discharged as follows:

- All works will be planned, managed and monitored by our Site Supervisor/Foreman.
- Only competent and experienced persons will be provided – managed via our training matrix. Evidence of which will be presented to the Principal/Main Contractor and Client on request.
- Further site-specific training and information will be provided in the form of site induction training, method statement briefings and toolbox talks.
- Welfare facilities will be provided by the Principal/Main Contractor. These will be regularly inspected by the Site Supervisor/Foreman to ensure they remain suitable and sufficient – in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2007.
- Relevant health and safety information associated with our works will be included in our Operation and Maintenance Manuals.
- The F10 notification will be requested / reviewed on site – checking that the Client has confirmed that they are aware of their duties and a CDM Principal Designer has been appointed.
- The Principal Contractors Construction Phase Plan will be reviewed on a regular basis – with comments raised accordingly.
- We will attend pre-start meetings and further progress / health and safety meetings with the Principal/Main Contractor to ensure appropriate co-operation, co-ordination and management of health and safety is maintained.
- All accidents and incidents will be reported in accordance with the Principal/Main Contractors procedures.

## **Information, Instruction, Training and Supervision**

The company will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area.

All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

- **Training and Instruction**

Induction training for all new employees, temporary and casual workers is the responsibility of the **Directors** and where appropriate, the respective **Contracts Manager**.

Job specific training and instruction will be identified, arranged and monitored by the **Directors**

- **Information**

The Health and Safety Law Poster is displayed in a prominent place at both sites as are copies of the Employers Liability Insurance certificate.

- **Supervision**

The supervision of trainees will be arranged, undertaken and monitored by the allocated **Contracts Manager**.

## **Young Persons**

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the company will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

**Contracts Manager or Apprentice Consultant** is responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

**Contracts Manager or Apprentice Consultant** will ensure a suitable mentor is appointed with whom the Young Person can confide in, separate to their Manager. The Mentor will assist the Young Persons Manager to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

## **New and Expectant Mothers**

The Company has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 the company, on notification, will assess the individual and their workplace to ensure they, (and the unborn child) are not exposed to undue risk.

Employees becoming pregnant or having recently given birth are to notify **Office Administrators** so that an assessment can be carried out and appropriate arrangements made.

The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so will be taken. Alternatively, dependant on the circumstances at the time, the company may suspend the individual from further work, on full pay, in accordance with the Employment Rights Act.

In order to protect the unborn child, if the company becomes aware of any case of Rubella (German Measles) among the staff the expectant mother will be informed immediately and given to opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.

## **Health & Safety Advice**

In accordance with the Management of Health and Safety at Work Regulations 1999, the company has access to competent Health & Safety advice. This advice is available from:

C J Bell Health & Safety LLP

Dalriada

Fox Hill

Haywards Heath

RH16 4QY

01444 416094

077 3143 5709

[chris@cjbells.co.uk](mailto:chris@cjbells.co.uk)

## Consultation with Employees

The company will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided direct to individuals and through team meetings as necessary.

It is not the companies' policy to employ personnel who cannot understand written and verbal English, however where persons may have difficulty understanding written English, verbal communication will be used.

## Co-operation and Co-ordination

Internal co-ordination and co-ordination is managed by our Site Supervisor/Foreman who holds daily briefings with the workforce to discuss the tasks ahead, likely interface risks, necessary phasing, etc.

External co-operation and co-ordination is managed by our Site Supervisor/Foreman in conjunction with the Principal/Main Contractor. Pre-start meetings are held to discuss foreseeable risks and likely interface between our workforce and other trades / third parties. Appropriate management arrangements are discussed and agreed to minimise the risks identified.

Contact details are exchanged with third parties who may be affected to enable issues / conflicts to be quickly resolved.

## Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the company will also carry out proactive monitoring of health and safety performance. To check our working conditions, and ensure our safe working practices are being followed, The **Contracts Managers** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

## Accidents, First Aid and Work Related Ill-Health

The company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

### First Aid Provision

**The Directors** will ensure that adequate first aid trained personnel and equipment is provided, in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended).

**The Directors** is responsible for ensuring the location of the first aid kit, accident book and the names of First Aiders are known to all employees. Quarterly checks on provisions are to be made by the **First Aider** and any shortfalls addressed.

Generally first aid provisions are maintained by the Principal/Main Contractor – site-specific arrangements are identified during site induction training. The identity of first aiders and their contact details are displayed on site notice boards – within the welfare facilities where applicable. Arbus Limited specific first aid arrangements will be highlighted during Arbus induction training and during method statement briefings.

At the offices and yards, we have a minimum of two trained first aiders (three day first aid at work). Their identity and contact details are displayed on the office and yard notice boards.

### Accident Reporting

Accident reports should now be considered under the Data Protection Act. Therefore completed reports will be kept confidential and only viewed by those authorised to do so.

Andy Raffell must be notified of all accidents and incidents immediately.

All accidents occurring on any premises under the control of Arbus Ltd will be entered into the accident book by the Site Supervisor/Foreman. This will be completed in a secure and confidential location and the page removed and sent to the head office immediately.

SHEQ Manager, with assistance from the Directors will investigate all RIDDOR reportable accidents and incidents.

### Reporting of Accidents/Incidents to the Authorities

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, we are required to report and record the following work related accidents:

- Work related accidents which cause death.
- Work related accidents which cause certain serious injuries (reportable injuries).
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' – Incidents with the potential to cause harm.
- Accidents to non-workers – members of the public.
- Accidents which result in the incapacitation of a worker for more than seven days.

Accidents, incidents and dangerous occurrences will be reported to the HSE via the online reporting forms or via telephone for metal and major injuries only. Fatal and major injuries will be reported via a telephone service – calling the Incident Contact Centre on 0845 300 9923. When reporting the accident or incident by telephone, a record of the incident number issued by the operator will be kept on the accident report and any correspondence relating to the incident.

## **Emergency Procedures – Fire and Evacuation**

### Site Fire Precautions and Procedures

The Principal/Main Contractor is responsible for managing site fire precautions and procedures on site. The site fire risk assessment and fire safety plan is displayed on the site notice board and discussed during site induction training.

Fire risks associated with our works are identified as part of our risk assessment process. Significant fire risks identified are communicated to the Principal/Main Contractor, to ensure compatibility of fire precaution and adaptation of fire procedures as necessary.

The Principal/Main Contractors fire procedures will be followed at all times. All hot works will be in accordance with the hot work permit system.

Site fire extinguishers and means of raising the alarm will be provided by the Principal/Main Contractor. These will not be tampered with under any circumstances.

### Office Fire Precautions and Procedures

Office and yard extinguishers are on a service exchange contract. Regular fire alarm system and emergency lighting checks and testing are undertaken by our fire engineers. Fire action notices are on display. Fire marshals have been appointed for the office and yard – identities displayed on the office and yard notice boards.

Regular fire drills are co-ordinated by the Fire Marshalls.

## Hot Works

Hot work is defined as any work using equipment which involves the use of naked flames or causes heat or sparks to be generated, e.g. through gas welding, arc welding, brazing, some soldering applications, flame cutting, use of abrasive wheels, etc.

Where there is a risk of fire due to any activities involving "hot works", then a hot works permit system will be implemented to control and reduce the risks.

When hot works are to be carried out, a competent person (usually the Site Supervisor), will be appointed to manage the hot works. The duties of this 'Appointed Person' will include visiting and checking the area for the following:

- The presence of pressurised vessel, combustible material and petroleum or highly flammable liquids, the area could be affected by vapours etc. or in addition any tank which contains or has contained an explosive or flammable substance. If any of these are present, a permit to work will not be issued. An alternative means will have to be found.

If the area is clear of the above, then the following will be checked:

- That the equipment to be used is in good working order;
- That the location of the nearest fire alarm point and emergency contact telephone numbers are known to the persons about to carry out the work;
- That suitable fire extinguishers are ready for use and adjacent areas have been inspected;
- That suitable precautions have been put in place to prevent any smoke, fumes or hot particles from being transferred to other areas;
- That only when completely satisfied by all the criteria, a permit to work will be issued by the appointed person.

It is vitally important that thorough checks are made after the works have been completed. The permit will then be returned by the person authorised to carry out the work. Once the works have been completed, an inspection will be carried out of the work area at least an hour once the works have been completed before it being cancelled by the appointed person who issued it.

Permits will only be issued for a specific limited period of time, which will be less than 30 days and must be properly cancelled on completion.

## Emergency Procedures

The company has procedures in place to follow in the event of emergency. These are communicated to all employees during induction and are displayed throughout the offices. In simple terms the procedure is as follows:

*In the event of a fire:*

- *Immediately sound the alarm by shouting "Fire, Fire, Fire" and activating the nearest alarm point.*
- *Only attack the fire if trained to do so – do not put yourself at risk.*
- *Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.*
- *Evacuation procedure are set for each site at the start up meeting where assemble points will be identified.*
- *Do not stop to collect personal belongings.*

- *Do not re-enter the building until told it is safe to do so.*

In accordance with the Regulatory Reform (Fire Safety) Order 2005, the company will ensure that a Fire Risk assessment is conducted and adequate precautions put in place.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the **Office Administrators** In particular:

- Escape routes are checked daily to ensure they are free from obstruction.
- Fire extinguishers are maintained and serviced annually.
- Emergency Lighting is maintained and serviced quarterly and records kept.
- Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.

## **Welfare Facilities**

The company is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets, and washing facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food are provided in the Kitchen.

To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned **weekly**. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the **Office Administrators** who will investigate and advise accordingly.

**Contracts Managers** are to ensure that there are adequate welfare facilities are available on site prior to work commencing.

## **Health Surveillance**

Annual health surveillance is undertaken in the form of questionnaires issued to our workforce. The information gathered on the questionnaire is kept securely and held on each operative's personal file – the Data Protection Act applies.

The information is reviewed by SHEQ Manager and Directors. Health issues identified as part of the assessment process are assessed individually and arrangements made for further assessments by medical practitioners as appropriate.

In addition, regular toolbox talks on health related topics are held with the workforce. These toolbox talks have been developed around HSE guidance on these topics and highlight health effects, symptoms, controls to minimise the associated risks. The toolbox talks also encourage the workforce to immediately report any symptoms or health related issues.

## **Noise**

Excessive exposure to noise can cause damage to the ear drum, permanent damage to the hearing nerves and a shift in the "threshold of hearing", i.e. increased difficulty in hearing. Other effects are loss of concentration, loss of balance and fatigue.

Noise levels are ascertained by using a decimeter. The unit of measurement is the decibel (dB), readings are given as dB(A) which is modified to match the hearing characteristics of the human ear.

The Control of Noise at Work Regulations 2005 state that:

- A suitable and sufficient assessment, of the risks from noise on the health and safety of employees, is to be undertaken;
- This should identify the measures to be taken to reduce the risks;
- Elimination or, where elimination is not reasonably practicable, a reduction of exposure to the noise to as low a level as is reasonably practicable by establishing and implementing a programme of measures, excluding the provision of personal hearing protectors, which are appropriate to the activity;
- Where rest facilities are made available to employees, the employer shall ensure that exposure to noise in these facilities is reduced to a level suitable for their purpose and conditions of use;
- Personal hearing protectors must be provided upon request at the lower exposure action values and are compulsorily to issue at the upper exposure action values;
- Where an employee is likely to be exposed to noise at or above an upper exposure action value the employer shall ensure that the area is designated a Hearing Protection Zone, and access to the area is restricted;
- Employers' and employees' know their duties concerning the use of equipment, including personal hearing protectors, provided under the Regulations;
- If the risk assessment indicates that there is a risk to the health of his employees who are, or are liable to be, exposed to noise, the employer shall ensure that such employees are placed under suitable health surveillance, which shall include testing of their hearing; and
- Where employees are exposed to noise, which is likely to be at or above a lower exposure action value, the employer shall provide those employees and their representatives with suitable information, instruction and training, this shall be updated to take account of significant changes in the type of work or working methods used.

Small items of plant can often generate high levels of noise, but are generally only used for short duration tasks. Wherever possible, plant generating lower levels of noise will be selected for use. The manufacturer or hire company will be consulted on noise levels and appropriate hearing protection provided if noise levels are likely to be excessive.

Specific controls and procedures will be identified as part of our risk assessment process.

## **Weil's Disease**

Operatives working in areas that are likely to be contaminated by Weil's Disease will ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing.

After contact with raw water, the hands and forearms will be thoroughly washed with soap and water especially before eating, drinking or smoking, and operatives will be told to avoid rubbing their nose, mouth or eyes during work.

Wherever possible, protective clothing including impervious gloves will be worn to avoid any contact with infected areas.

Toolbox talks on Weil's disease, will be held when working in areas where there is a particular risk to highlight the hazards, symptoms and control measures to be adopted. The workforce is to report any symptoms immediately.

## **Hand Arm Vibration**

The Control of Vibration at Work Regulations 2005 place duties on employers to minimise the risks posed by vibration. Outlined below is an extract from the HSE, providing information and ways of minimising the risks posed by Vibration:

Vibration white finger (VWF) is a symptom of hand-arm vibration syndrome (HAVS). VWF is also known as 'dead hand' or 'dead finger' and can affect anyone who regularly uses high-vibration equipment. It can damage blood vessels and also nerves in the fingers, causing a permanent loss of feeling. The bones and muscles may also become damaged, causing a loss in flexibility and strength of grip.

The symptoms of VWF are usually set off by cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. If the person continues to work with vibrating tools, the affected area can get larger. During an attack there may also be numbness, or 'pins and needles', and an attack may end with the whiteness changing to a deep red flush, which is often very painful.

The problem is caused by a range of tools and processes which produce high levels of vibration, such as pneumatic breakers and drills, pedestal grinders, power hammers, chainsaws, and riveting and chipping hammers. The risks depend on a number of things. The amount of vibration is important, how long the tools are used, the way in they are used and the working conditions, such as posture and how cold it is.

A simple rule is to regard any vibrating tool as suspect if it causes tingling or numbness in your fingers after about 5 to 10 minutes of continuous use.

Employees play a vital part in ensuring an effective policy is maintained to control the hazard of VWF. This includes:

- Informing your supervisor about any tools or processes which produce high levels of vibration, so that the risk can be properly assessed.
- Keep warm at work, especially hands (to help maintain good blood flow to the hand and fingers). Wear warm gloves and extra clothing if you work in the cold.
- Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow.
- Exercise your hands and fingers to improve blood flow.
- Use the right tool for the job. Making do with the wrong tools can mean more vibration, or that you have to grip the tools more tightly.
- Do not use any more force than necessary when operating tools safely and effectively.
- Try to avoid long periods of using equipment without a break – short bursts are better.
- Keep tools in good working order – if they are in bad condition ask your supervisor to get them repaired.
- Take an active part in your employer's health and safety training.
- Do not ignore symptoms – if you think vibration could be affecting your fingers or hands, see your own doctor and tell your supervisor or Manager. If they give you any advice, take it.

Arbus Ltd will reduce the risk of vibration white finger wherever reasonably practicable through the implementation of the following:

- Wherever practical – eliminating the use of high vibration tools.
- When replacing tools – selecting those with the lowest vibration magnitudes and those incorporating vibration-reducing features.
- Developing safe systems of work at the planning stage when activities involving extensive use of vibrating tools are identified.
- Limiting exposure through job rotation.
- Ensuring operatives wear gloves to keep their hands warm. Issuing vibration reducing gloves where appropriate.
- Informing operatives on how to recognise early symptoms of injury – via toolbox talks.

Should an employee believe they are suffering from VWF, they will be restricted from activities generating vibration by the Site Supervisor, our Health and Safety Advisors will then co-ordinate the resulting action.

## **Work Related Stress**

Systems of work that give rise to risk of stress are clearly not safe, and the company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

The company is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the company will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **Directors** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.