



## HEALTH & SAFETY POLICY

*Rodden And Cooper Ltd.*

June 2015

Rev 7.

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**RODDEN AND COOPER LTD**

**HEALTH AND SAFETY POLICY AMENDMENT SHEET**

<b>Revision No</b>	<b>DATE</b>	<b>INDEX REFERENCE</b>	<b>BRIEF DESCRIPTION OF CHANGE</b>
0	23.02.09		First Issue
01	18.02.10	P 13 First Aid Attendant P 23 Site Welfare	Emergency First Aider replaces Appointed Person Provision of Site Welfare added
02	24.02.11	P23 Ergonomics P23 Stress	Ergonomics added Stress added
03	01.04.12	P15 RIDDOR	Change from 3 days to 7 days reporting after accident Update of Asbestos arrangements in line with CAR 2012
04	01.04.13		Annual review Update of statement of intent
05	25.04.14	Page 6 Page 14 & 15  Page 16/17  Page 27	Annual review Update of organisation chart Update of accident reporting arrangements in line with RIDDOR 2013 Head Protection regulations revoked and included as part of PPE requirements Lifting equipment arrangements added to policy
06	01.04.15	Page 12  Page 13  Page 14  Page 18  Page 26  Page 30	Annual Review Safe working procedures amended and updated to Systems & Procedures First Aid amended – identification by first aid risk assessment Accident reporting amended in line with RIDDOR 2013 Safety Training updated including more detail regarding training arrangements Principal Contractor duties / arrangements in line with CDM 2015 amended in policy Work Equipment arrangements inserted into policy Update of contents page
07	11.06.15	Page 36 Page 37	Smoke-Free policy inserted Drugs & Alcohol policy inserted

**PART I****HEALTH AND SAFETY POLICY STATEMENT of INTENT**

1. The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
  - f) Appointing Stallard-Kane Associates to assist in compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
5. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. It will be reviewed after a period not exceeding 12 months or following changes to the Management structure or significant alterations, by the Managing Director in conjunction with Stallard Kane Associates Ltd. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

**Signed:**

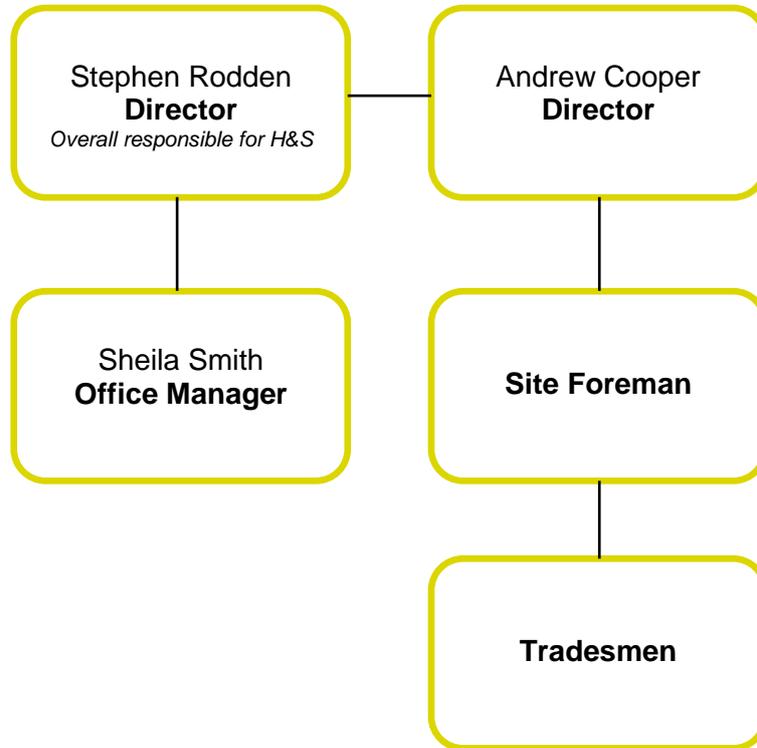
**Stephen Rodden**

**Andrew Cooper**

**Directors  
June 2015**

## PART II - ORGANISATION

### COMPANY ORGANISATION FOR SAFETY & HEALTH



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is

**Stallard Kane Associates Ltd** located at

Head Office Address:

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## EMPLOYEE CONSULTATION

Most of the work carried out by Rodden and Cooper Ltd is on sites managed by a main client. The workforce usually report directly to the worksite with only occasional visits to the main office.

Employee consultation is achieved by regular site meetings conducted by the Contracts Manager or Site Supervisor

### **Pre Start Talks**

Before the commencement of any new job, a meeting is held, usually by a Director and the personnel involved in the work. This meeting is preferably held on site but may take place at the main office prior to mobilisation.

These talks cover:

- Method Statement(s) for the job
- Relevant Risk Assessments
- General Health and Safety.
- Any company safety instructions and Directors memos
- Recent incidents from which lessons may be learned
- Safety concerns from the workforce.

All items discussed are noted and all attendees listed and sign.

Any actions arising are allocated to a Responsible Person

### **Follow up Talks**

All new personnel re assigned to the team are given the same presentation.

Where work at any particular location exceeds 2 weeks, Toolbox Talks are given as an ongoing process by the Site Manager or Foreman on a relevant health and safety topic. This forum is also used to discuss site health and safety concerns.

### **Audits.**

Weekly audits by a Director check that all personnel have received a site briefing.

Completed audits sheets and signed and retained at the main office

### **Health and Safety Booklet**

A Health and Safety Booklet is issued to all employees when joining the company and is reissued annually.

In addition to containing information on the companies health and safety policy, employees are given the names of the Responsible Persons to contact with regard to any health and safety concerns.

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## RESPONSIBILITIES

### DIRECTORS

1. Prepare and maintain an up to date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.
2. Administer the policy by appointing members of staff to key roles
3. Know the requirements of the Constructions (Design & Management) Regulations 2015, the Health and Safety at Work Act (1974) and other appropriate regulations, and ensure that they are observed throughout the Organisation
4. Ensure that all levels of staff receive adequate and appropriate training.
5. Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.
6. Develop organisational procedures for the implementation of the policy, ensuring each person is aware of his/her responsibilities and duties and, allocating the necessary resource to carry them out.
7. Be aware of the statutory legislation affecting the Company's operations and administer the policy throughout the Company.
8. Ensure appropriate training is identified and delivered to staff.
9. Ensure Company undertakings are correctly planned, hazards identified and controlled and proper working practices are observed at all times, as required by current legislation or, any Approved Code of Practice.
10. Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities.
11. Evaluate the competence level of sub-contracting companies who tender for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.
12. Ensure a close liaison is maintained with sub contractors employed by the company on matters relating to health and safety.
13. Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of such investigations to detect trends and to eliminate hazards.
14. Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.
15. Set a personal example by observing fully the company Health and Safety policies and practices.
16. Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.
17. Ensure adequate financial and technical resources are provided for health, safety and welfare and that such costs are identified in the company's projected plan.

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**DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY****STEPHEN RODDEN**

1. Know the relevant parts of the Construction (Design & Management) Regulations 2015, Health & Safety at Work Act 1974 & Management of Health & Safety at Work Regulations 1999.
2. Advise and ensure systems are in place and advise management on:
  - a) Prevent injury to personnel and damage to plant and equipment.
  - b) Further improve existing sound working methods.
  - c) Legal requirements affecting safety, health and welfare are complied with.
  - d) Provide protective clothing and equipment.
  - e) New and hired plant and equipment is suitable and all appropriate test certificates are valid
  - f) Methods of safe working arising from new developments.
  - g) Changes in legislation are understood and implemented
3. Understand the Company's policy and appreciate the responsibility allocated to each grade of employee.
4. Carry out site audits in association with the Site Manager and Forman to see that all safe methods of working are in operation; that all regulations are being observed, for example that statutory notes have been posted; that mess rooms, washing facilities and other welfare amenities have been provided and are properly maintained; that first aid under a qualified person is available on site as identified by risk assessment.
5. Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.
6. Supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performances.
7. Identify skill and health and safety training requirements for all levels of employee and promote awareness of injury prevention and damage control.
8. Keep contact with official and professional bodies, for example: HSE Inspector, Local Authorities etc. as well as Stallard Kane Associates Ltd regarding H&S matters.
9. Take part, where possible, in site management/operative discussion on injury, damage and wastage control.
10. Keep up to date with recommended codes of practice and new safety literature; circulate information applicable to each level of employee
11. Give all operatives/sub-contractors precise instructions on their responsibilities for correct working methods and see that they do not permit people (particularly apprentices) to take unnecessary risks.
12. Check over working methods and precautions with site management before work start
13. Foster within the Company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
14. Set a personal example on site visits by following site instructions.

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## FOREMAN

1. Organise sites so that work is carried out to the required standard with minimum risk to personnel, equipment and materials.
2. Know the broad requirements of the Construction (Design & Management) Regulations 2015 and other relevant legislation
3. See that the Construction Regulations and other legal requirements are observed on site; that all registers, records and reports are in order.
4. Give all operatives/sub-contractors precise instructions on their responsibilities for correct working methods and see that they do not permit people (particularly apprentices) to take unnecessary risks.
5. Arrange delivery and stacking of materials to avoid doubling risks by double handling; position plant effectively; ensure that any temporary electrical supply is installed and maintained without endangering anyone.
6. Plan and maintain a tidy, secure site.
7. Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about the areas of responsibility.
8. Check that all machinery and plant, including power and hand tools, are maintained in good condition and any defects are reported immediately and the defective item removed from site or quarantined.
9. Ensure that PPE is available, where appropriate, and that it is used.
10. Ensure that all items of First Aid equipment, as required by the 1981 First Aid at Work Regulations (FAW), are available and that their location is known to employees.
11. See that proper care is taken of casualties and know where to obtain medical help and ambulance service in event of a serious injury. (Nominate another to act in emergency).
12. Accompany authorised Inspectors on site visits and act on their recommendations.
13. Co-operate with the Foreman act on their recommendation.
14. Liaise with Fire Brigade on fire precautions
15. Set a personal example.

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## **HEALTH AND SAFETY ADVISOR**

As required by Regulation 7 of “The Management of Health and Safety at Work Regulations”, Stallard Kane Associates Limited have been appointed to advise and assist all related Health, Safety and Welfare issues related specifically to our business undertakings. Stallard Kane Associates Limited will be responsible directly to the Directors and will also maintain a close relationship with all other employees. Specifically they will perform the following functions:

1. Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
2. Maintain an up-to-date knowledge in matters of legislation and Regulations as they apply and affect the Company and its Health and Safety Policy.
3. Advise the Directors on any related Safety matters.
4. Monitor the Company’s Health and Safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.
5. Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
6. Advise Company Directors on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current Safety legislation.
7. Carry out regular site visits and advise management on the implementation arrangements of the Health and Safety policy.
8. Advise on the training requirements for employees, especially new starters, specifically formal Safety awareness training and site induction training.

## **COMPANY COMPETENT PERSON**

Stallard Kane Associates Ltd has been appointed to the role of Company Competent Person and is responsible for advice on overall strategies for Health, Safety and Welfare within the company.

At unit level, they will provide advice to the company as required in particular:

1. Advice on interpretation of legal requirements.
2. Assistance with strategy for implementation of the policy
3. Provide investigations of serious accidents
4. Revise the policy in the light of experience or legal change.
5. Advice upon the visit of an Enforcement Officer.

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### **SITE OPERATIVES**

1. Use the correct tools and equipment for the job. Use safety equipment and protective clothing supplied, for example: roof ladders, safety helmets, safety harnesses, goggles, etc.
2. Keep tools in good condition.
3. Report any defects in plant or equipment to the Site Supervisor.
4. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
5. Avoid improvisation which entails unnecessary risks.
6. Warn new people of known hazards.
7. Refrain from horse-play and abuse of welfare facilities.
8. Suggest ways of eliminating hazards.

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## PART III - ARRANGEMENTS

### SYSTEMS AND PROCEDURES

The Company recognise the importance of Health, Safety and Welfare, and will adopt a systematic approach towards ensuring that a Healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Directors Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and Risks to Health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the Health and Safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Company and employees in matters relating to Health and Safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of Health and Safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
- Abide by safe working systems
- Make use of facilities and equipment provided for their protection
- Refrain from any act which could endanger themselves or others
- Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of Health Safety and Welfare
- Report any known defect, which could endanger the Health or Safety of themselves or others
- Co-operate as far as is necessary to ensure that we meet our legal requirements.

## **FIRE**

A written Risk Assessment in accordance with the Regulatory Reforms (Fire Safety) Order 2005 has been undertaken, and will be kept up to date. The control measures identified will be issued to employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice will be made known to all members of staff. Equipment checks and evacuation drills will be held at regular intervals. Fire Wardens will be appointed where necessary

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency  
All employees will be instructed on the above during their induction to the Company.

## **EMERGENCY FIRE PROCEDURE**

The threat to life or property, or the obvious inability by those at the scene to prevent that threat developing, may be defined as an emergency situation.

Fire caused by explosion is an emergency situation immediately.

The following steps will be followed when an emergency occurs or appears imminent:

1. Inform the Fire Brigade.
2. Warn personnel not directly involved, but under possible risk, to evacuate if necessary.
3. Establish that personnel directly involved in the emergency area are not trapped or missing.
4. Organise the fire fighting with all available means.
5. Do not allow individuals to re-enter the scene of the explosion or fire to salvage property.
6. Ensure the route to the emergency area is free of obstruction to the emergency services.
7. Requests for the ambulance service should be made for all injuries, burns and victims of smoke inhalation.

## **FIRST AID**

The Health and Safety (First-Aid) Regulations 1981 will be complied with and a suitable number of persons will be nominated and trained and certificated to the necessary standard as per the findings of a first aid risk assessment to allow sufficient cover for all working hours and shift patterns.

Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Company premises.

The Director Responsible for Health and Safety will maintain a register of certificated First Aiders, and will ensure that a minimum level of cover is provided at all times.

## AUDITS AND INSPECTIONS

Regular systematic inspections of administrative departments, storage facilities and sites are essential to ensure that continuing maintenance of safe operations.

The following minimum standards will apply:-

A Director will carry out regular site inspections on a random basis reporting transgressions directly to the Forman for attention. This general check of an area will be recorded.

The Health & Safety Advisor will carry out an audit of each of the sections of the Health & Safety Policy, using an audit report form. The findings of this report will be presented to the Directors.

Other inspections will be carried out in conjunction with all of the above, as per the list below:-

1. Ladder/step/platform register	Quarterly
2. Fire equipment	Monthly by employees. Annual maintenance contract by contractor.
3. Guards and protection devices	Daily at the start of the shift
4. Lifting equipment	Daily at the start of the shift, and as per LOLER.
5. First Aid Boxes	Monthly by First Aider
6. Hand tools	Daily (visual check) by user, monthly (recorded)
7. Welfare facilities	In accordance with the Workplace (Health, Safety & Welfare) Regulations 1992
8. Portable appliance testing	Yearly / 3 to 6 monthly for site equipment
9. P.P.E.	Daily by user (visual)
10. Fire Alarm system	Weekly and annually by Contractor

## ACCIDENTS

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by Stallard Kane Associates Limited. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence (see below)

### Statutory Notification of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified immediately and the accident report form F2508 will be completed and sent within 10 days of notification. Others to be notified as soon as possible are, Stallard Kane Associates Ltd, and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE on report form F2508A.

Where a person is absent from work or unable to perform their normal working duties as a result of a work related incident/accident over 7 consecutive days, the HSE Incident Control Centre must be notified within 15 working days from the day of the accident.

Please note it will still be a requirement to record all over 3 day accidents just no longer report them to the HSE. The entry in to the company accident book of over 3 day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as the Company's Safety advisors Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

### **The Reporting Of Injuries, Diseases & Dangerous Occurrences Regulations 2013**

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out on the following page:

#### **Accidents Which Require Immediate Reporting To The Local H.S.E.**

##### ***Work-related accidents***

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Please note: Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

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

If none of these factors are relevant to the incident, it is likely that a report will not be required.

#### **Types of reportable injury**

##### ***Deaths***

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

##### ***Specified injuries to workers***

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

**Over-seven-day injuries to workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

**Injuries to non-workers**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

**Reportable dangerous occurrences**

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours:

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

**Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved the loading or unloading of a vehicle;
- work alongside the road, e.g. construction or maintenance work;
- the escape of a substance being conveyed by the vehicle; or a train.

### Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

#### You must keep a record of:

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

We shall produce RIDDOR records when asked by HSE, local authority or any other Statutory inspectors.

### PERSONAL PROTECTIVE EQUIPMENT

Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the contracts supervisor

1. Eye protection must always be readily available on all sites and operatives must wear this protection in all operations specified in accordance with the Personal Protective Equipment Regulations 1992.
2. Helmets shall be made available on every site and shall be worn by all persons where work is being carried out overhead, and when cranes, excavators etc. are being used – sites shall be classed as hard hat sites as per pre site survey and risk assessment.
3. Due to the deterioration of helmet material caused by exposure to weather, helmets should be changed approximately every two years.
4. Where there is any dust present in any quantity which could be injurious to any person, approved dusk masks or respirators shall be worn, and where any dust is in large quantities or greatly injurious, or where harmful vapour or fumes exist, respirators shall be worn
5. Gloves/gauntlets must be available to be issued to persons involved in any work which can result in their hands being injured or infected in any way. Where necessary, barrier creams, etc. should be available for use by persons when required.
6. Where there is excessive noise on site, which cannot be effectively silenced, a sufficient quantity of suitable ear defenders must be issued, with facilities for storage and cleansing.
7. All items of protective equipment must comply with British Standards and the CE mark for European Standards.
8. Site Management must at all time set an example in the wearing of protective equipment.

### **Protection of Eyes**

Suitable eye protection must be provided for any persons involved in any of the following processes or where they are sufficiently close to the processes that they may receive eye injuries:

1. The striking of masonry nails.
2. The loading and operating of cartridge tools.,
3. The chipping of metal.
4. The dressing and use of abrasive tools.
5. The driving of bolts, pins etc. with any hammer, chisel, punch etc. or power-driven tool.
6. The breaking, cutting, cutting into, dressing, carving or drilling by means of a power-driven portable tool, or by means of a hammer, chisel, pick or similar hand tool of any article consisting wholly or partly of the following:- Glass, hard plastics, concrete, fired clay, plaster, slag or stone or similar material. Also stone, tiles, bricks or blocks (except blocks made of wood).

### **SAFETY TRAINING**

The Managing Director will ensure that all employees are correctly trained in accordance with the following. All employees will ensure that they co-operate and make themselves available for training, which is to be provided to them in the interests of Health and Safety.

#### Scope of Training

Every employee will receive all necessary training to ensure they have an adequate understanding of Health and Safety at work. In the interests of providing meaningful and adequate training it will be divided into two categories:

- Category One - Work Specific
- Category Two - General Safety Awareness

The minimum training to be provided to all employees will be on the following subjects:

- Health and Safety legislation
- Manual handling
- Asbestos awareness
- Control of substances hazardous to health (COSHH)
- Noise at work (If applicable)
- Work at Height (if appropriate)
- Risk assessment
- Accident/incident reporting

Any other trade specific training or training identified from accident trends will also be provided.

#### Training Content

Any training provided in the interests of Health and Safety will contain the following relevant information.

- Requirements of the appropriate regulations
- Details of the health hazards associated with the subject and their affects
- An explanation of the risks
- The precautions which must be taken
- The correct use, storage and maintenance of personal protective equipment supplied.

### Training Records

A personal safety file will be created for each employee. An attendance register containing the employee's signature and subject syllabus sheet will be placed in the employee's file for each subject attended. Copies of any professional qualifications or certificates will also be held on file.

A central register will also be maintained which will detail training attendance by subject and will show training and certificate expiry dates.

### Provision of Information

Any relevant information on Health and Safety will be discussed and made available to all employees, this will include the results of any health surveillance or risk assessments.

Where an employee makes a request for any Health and Safety information with regard to their work activity then that information will be provided at the earliest possible time.

### Health and Safety Induction

All employees will receive a safety induction. New employees will receive an induction within the first 2 days of their start date (until that time shall be closely monitored by a Supervisor).

Operatives and visitors attending site shall be subject to site induction before they are able to proceed out onto work areas of site.

The Health and Safety induction will cover the following subjects as a minimum:

- An explanation of the Company Safety Policy
- Details of the safety procedure
- The accident reporting procedure
- Any specific personal protective equipment requirements
- Any specific risks to their Health and Safety arising out of their work activity and the precautions to be taken, including the findings of risk assessments.

### Supervisor Competence

A competent supervisor must provide training to any employee. The Managing Director will ensure that the qualifications of any instructor are checked before the training starts.

For certain areas of training a person who has not been trained as an instructor in a subject will not be allowed to teach that subject unless they can demonstrate competence in some other way. A guide to competence would be:

- A qualified safety professional
- CITB approved or accredited instructor

### General

The company will not accept the relevance of any training provided to any employee by a previous employer unless a valid training certificate can be produced and the source of any training verified.

Where the following activities are to be undertaken by employees then their competence will be checked before they are allowed to start work regardless of their training status:

- Operating mechanical plant
- Mounting of abrasive wheels/cut-off wheels

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The purpose of this section of the Policy is to ensure that the Company and its employees meet their joint and individual responsibilities under the COSHH Regulations 2002 (as amended).

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

### **METHOD**

The Site Manager will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then be made using a C.O.S.H.H. Assessment Form. It will include the following evaluations:

- a) The risk to the health of individuals arising from the use or storage of these substances.
- b) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.
- c) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- d) Ensure that all employees and those working at the location are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

### **RESPONSIBILITIES**

It is the responsibility of the Site Manager to ensure that they know the hazards present under their control. He must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances.

He must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.

It is the responsibility of the Site Manager to regularly review the range of potential risks in their area or responsibility. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.

The Site Supervisor is required to communicate details and information of hazardous substances to employees, contractors and visitors. He will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.

Secondary responsibility under the COSHH regulations falls on the following persons:

- a) All other employees and visitors

These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

## **HEALTH HAZARDS GENERAL**

The current Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) forms the basis of the Company policy in removing or avoiding health risks to our employees, sub-contractors, labour-only operatives and the public at large.

Other regulations which may be applicable to health hazards on contracts are:

The current Control of Asbestos at Work Regulations 2012

The Construction (Design and Management) Regulations 2015

Control of Lead at Work Regulations 2002

Other regulations, Codes of Practice and guidance notes may be applicable. Copies of all appropriate Regulations will be kept at Head Office.

Information on the requirements of the Regulations and advice on precautions required to handle, use or dispose of any hazardous substance is available as required.

A written assessment will be prepared for substances, processes, site health hazards, etc. normally encountered on sites.

A responsible person will ensure that, before work starts on each site, information is obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of operatives, and which is not covered by the Generic Assessment or is covered but requires a more detailed assessment. A written site/job specific assessment must be made of any risks involved in handling, using, etc. the substance and appropriate control measures should be planned, as necessary.

If possible, arrangements should be made for an alternative, less hazardous material, to be specified.

Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing, etc. must be planned before work commences.

All operatives engaged in any process involving the use or handling of any hazardous substances must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

A Director will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, protective clothing, etc. are provided and maintained, as required.

Any necessary air sampling and any medical examinations, testing, etc. will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained

## **ELECTRICAL EQUIPMENT**

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any Risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal electrical apparatus is not to be used on Company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the Regulations.

The following regulations will apply to the use of electrical equipment, electrical power tools, office unit lighting and portable office unit appliances.

## **WORKING AT HEIGHT**

The company recognises and accepts its responsibility under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:-

1. All work at height is avoided where possible
2. All work at height is properly planned and organised
3. All work at height takes account of weather conditions that could endanger health and safety.
4. those involved in work at height are trained and competent
5. the place where work at height is done is safe
6. equipment for work at height is appropriately inspected
7. the risk from fragile surfaces are properly controlled and
8. the risks from falling objects are properly controlled
9. take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999
10. Suitable rescue procedures are in place for all working at height activities, employees are trained to use rescue equipment and rescue procedures.

See the Company Full Work at Height Policy for more information on the company's safe working procedures for work at height activities.

## CONTROL OF NOISE AT WORK

In order to comply with current legislation on noise in the workplace (Control of Noise at Work Regulations (2005) the Company will:

- Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV)
- Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
- Make hearing protection available for employees
- Draw up an action plan specifying what needs to be done to protect employees.
- Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.

If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), the company will:

- Provide hearing protection to any employee exposed
- Ensure hearing protection is worn as far as is reasonably practicable
- Designate and identify areas as "Hearing Protection Zones" where practicable
- Restrict access to this area.

If required, the company will inform employees of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.

If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

## CONTROL OF HAND -ARM VIBRATION

The Company recognises that certain operations may give rise to Hand –Arm Vibration and as such will fulfil the requirements of the Regulations that require an employer to:

- Assess the vibration risk to employee
- Take action to reduce vibration exposure
- Decide if exposure is likely to be above:
  - a) Daily Exposure Action Value (EAV) and if they are, introduce a programme of controls to eliminate the risk or reduce exposure to a level as low as reasonably practicable
  - b) Daily Exposure Limit Value (ELV) and if they are take **immediate** action to reduce exposure to below the Limit value
- Ensure the legal limits are not exceeded
- Provide information and training to employees on health risks and actions taken to control the risks
- Carry out health surveillance where there is a risk to health
- Keep a record of the risk assessment and control actions
- Review and update risk assessments

**EAV** The daily amount of vibration above which employers are required to take action to control exposure, currently 2.5 m/s<sup>2</sup> A (8)

**ELV** The **maximum** amount of vibration an employee may be exposed to in a day, currently 5 m/s<sup>2</sup> A (8)

## **MANUAL HANDLING**

In order to secure the health and safety of its employees, Rodden and Cooper Ltd proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to:-

Carry out an initial assessment of manual handling operations by the Health and Safety Advisor throughout the Company to identify risky activities (see section on Risk Assessment)  
Endeavor to eliminate these risky manual handling activities wherever practicable:-

- a) By removing the need for the operation
- b) By automating or mechanising the operation

Where manual-handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.

Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.

Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Review the assessments should conditions change.

## **HEALTH PROBLEMS FROM MANUAL HANDLING**

Where an employee raises a matter related to health and safety in relation to manual handling of loads, the company will: -

- a) Take all necessary steps to investigate the circumstances.
- b) Take corrective measures where appropriate
- c) Advise the employee of the actions taken

Where a problem arises involving the manual handling of a load, the employee must adopt the following procedures: -

- a) Inform the Forman immediately
- b) In the case of an adverse health or medical condition, advise the Health and Safety Advisor who will seek medical advice.

## **INFORMATION AND TRAINING**

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary staff.

Self employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

## DISPLAY SCREEN EQUIPMENT

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 1) "Users" of display screen equipment shall be individually identified by the Office Manager.
- 2) The Office Manager shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare
- 3) "Users" shall be entitled to request an appropriate eye and eyesight test.
- 4) Where "Special" corrective appliances are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by Rodden and Cooper Ltd.

## RISK ASSESSMENT POLICY

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

The definition given in the above Regulation is as follows:

*A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organization)*

*Risk is the likelihood that the harm from a particular hazard is realised.*

*The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.*

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfill their statutory obligations.

The Company needs to review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

## **METHOD**

Risk assessments are to be undertaken by the persons having sufficient knowledge and experience of the task, assisted if required by the Health & Safety Advisor, using the current Risk Assessment form. Risk Assessments will be available on sites and master copies retained in the company office.

Corrective actions raised by the risk assessment can be carried out within the Company authorization limits. It may be necessary to involve the Managing Director for major projects.

Reviews to risk assessments will be undertaken using the same form.

## **THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

Rodden & Cooper Ltd recognises that the company is a key duty holder who is responsible for planning, managing, monitoring and co-ordinating health and safety in the construction phase of a project including. When acting as a principal contractor on site. Key actions to ensure we fulfil our duties include:

- Preparing a construction phase plan that ensures the work is carried out without risk to health or safety
- Implementing the plan, including facilitating co-operation and co-ordination between contractors
- Reviewing, revising and refining the plan and check that the work is being carried out safely and without risks to health
- Prevent unauthorised access by using fencing and other controls to secure the site
- Make sure welfare facilities are provided throughout the construction phase
- Liaise with the Principal Designer regarding any design or changes to the existing design to ensure safety during the construction phase.

***When the company is appointed as a Contractor on site, we shall discharge our duties in line with Regulation 15 of the CDM Regs 2015.***

## **LIAISE WITH OTHER DUTY HOLDERS**

We will work with the client and principal designer throughout the project.

The client will discuss their needs and expectations for the project (i.e. the client brief) so that we better understand project requirements. The client must be made aware of their CDM duties.

Where required questions will be asked and suggestions offered. If the building or structure is occupied we will liaise with the client and any existing contractors, such as, Facilities Management providers.

We will liaise and co-operate with the principal designer to ensure information is provided to assist when considering health and safety in their design at both the pre-construction phase and design work during construction.

Construction methods and opportunities may be discussed to enhance worker health and safety during the design development.

## **MANAGE CONSTRUCTION PHASE**

Managing a construction site will involve careful planning as early as possible to identify health and safety risks, control measures and resources needed to reduce or eliminate them. This approach will be taken for all key stages of the construction work.

The company shall monitor site health and safety standards and control measures so they remain effective and consideration given to health and safety risks to both workers and members of the public as a result whom may be affected by our operations.

We will consider client requirements and any other information, such as, information provided by the principal designer.

Contractors shall be vetted and appointed at an early stage, allowing them sufficient time for planning and preparation so that they can carefully plan how they will carry out their work with regard to health and safety as early as is practicable.

Considerations will be given to whether the work can be avoided or undertaken in a safer way when identifying appropriate control measures. If not, we will try and reduce the risk through a variety of means. Use of Personal Protective Equipment (PPE) will be considered as a last resort.

## **PREPARE CONSTRUCTION PHASE PLAN**

As principal contractor, we will develop the construction phase plan for the project. The plan will be developed as soon as practical before setting up the construction site and starting the work. We will request the necessary information from the client to enable us to develop the plan. The plan will outline how health and safety will be managed during the construction work phase of the project. Once developed will and provide a copy to the client so they can be satisfied that a suitable and sufficient plan has been developed before construction works commence.

Our construction phase plan will be: -

- Proportionate to the size and nature of the work, and the risks involved
- Workable and realistic
- Sufficiently developed to allow work to start on site
- Regularly reviewed and added to as new trades start.

The plan will cover: -

- Site supervision
- Existing site hazards, such as, Asbestos
- Arrangements to control hazards during the project, such as, excavations.
- Details of duty holders for the project.
- A list of contractors appointed for the project.
- Welfare arrangements.
- Start and completion dates for the project.
- Other information relevant to the management of health and safety of the project.

Some contractors may not have been appointed on site before the work on site starts, so the construction phase plan must be updated with this information when it is known and before the contractors begin their work.

The plan will demonstrate a clear understanding of what is needed to manage the construction phase, without reference to other documentation.

## **WELFARE FACILITIES**

Before works commence on we will provide suitable and sufficient welfare facilities for the full duration of the project. The following will be available on site before a contractor commences work:

- Lit and ventilated toilets.
- Lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or means of drying hands
- Supply of drinking water and cups
- Facilities for rest (tables and chairs)
- Where required, changing rooms and lockers.

The facilities will be regularly cleaned and cater for the expected number of workers on site. All employees are reminded to ensure they treat the facilities with respect and inform their supervisor of any facilities which fail to meet the required standard for which are not being maintained.

## **SITE INDUCTION**

As principal contractor we will ensure a suitable and specific site induction is provided to every worker (including those not regularly working on site i.e. a client)

The following induction topics will be covered in the principal contractor induction: -

- Project teams commitment to health and safety.
- An outline of the project.
- Management of the site, for example who the site manager is.
- Site-specific health and safety risks, for example any requirement to work near overhead cables.
- Control measures on site, for example site rules, vehicle and pedestrian segregation, PPE, temporary electrics, and site restrictions such as delivery arrangements.
- Dealing with emergencies, including first aid arrangements.
- Accident and incident reporting arrangements.
- Training details, for example provision of toolbox talks and task briefings.
- Arrangements for consulting the workforce on health and safety.
- Individual workers' responsibility for health and safety.

## **SITE SECURITY**

It is our responsibility to ensure the site is secure preventing unauthorised access. Co-operation between the client and others when working in occupied or shared premises will help achieve this.

Site boundaries will be clearly marked out using suitable means. Consideration will be given to the surrounding area and the site's proximity to others. The site will be kept in a safe condition at the end of each day to ensure occupiers are not at risk while work is in progress.

## **COMPETENCE**

We must ensure all contractors and workers under our control are competent and suitably resourced to undertake the role for which they are engaged. We will ensure they have the necessary skills, knowledge, training and experience for the work they are carrying out.

We will ensure additional information, instruction, training and supervision is provided on site to support those apprentices / employees who are still developing their experience in order to become self-sufficient in safe and healthy construction practices.

### **Employing workers**

Before employing any worker we will ensure that: -

- They have the necessary skills, knowledge, training and experience to do the job safely and without putting their own or others' health and safety at risk. Evidence of training shall be obtained and confirmed as part of this process.
- They are properly supervised and are given clear instructions
- They have the right tools, equipment, plant, materials to undertake their tasks safely along with correct protective equipment in line with British Standards.
- We communicate with them about health and safety issues
- We make arrangements for employees' health surveillance where required.

### **Appointing contractors / Engaging Contractors**

When sourcing / appointing contractors, sub-contractors or trades we will ensure the following: -

- We check the health and safety capabilities of the people we plan to use
- Give them the health and safety information they need for the work
- Discuss the project & scope of work with them before appointment.
- Ensure sure that we have provided everything needed by the contractor to enable them to undertake their work safely for example, relevant parts of the Construction Phase Plan, information of existing services, identification of the presence of hazardous substances etc.
- Monitor their performance and remedy any shortcomings. And where contractors fail to meet our required standard ensure they are removed from our approved contractor list until we are satisfied the necessary remedial actions have been taken / implemented.
- Ensure all sub-contractors operate in accordance with the arrangements set out in this policy.

Health and safety risks including relevant parts of the construction phase plan need to be shared with contractors and communicated with workers through induction and worker engagement.

Effective co-ordination at a practical level will allow different trades to access shared facilities, such as, the use of a scaffold without creating further risks and compromising health and safety.

The company will actively involve workers in helping to make decisions about health and safety. Collaboration will allow us to: -

- Spot workplace risks
- Make sure health and safety control are practical
- Increase level of commitment to working in a safe and healthy way

Consultation must also take place in good time with regards to health and safety matters.

### **PROVIDE MANAGEMENT AND SUPERVISION**

We will ensure that those managing and supervising works will have the competency and the appropriate number of supervisors for the project. Other factors to consider may include type of work and behaviour of the workers.

## **MONITOR RISKS**

Health and safety standards and control measures will be monitored to ensure that they remain effective by asking people what they are doing, carrying out visual checks or inspections.

## **HEALTH AND SAFETY FILE**

As principal contractor we are responsible for passing on any relevant health and safety information to the principal designer for preparing the health and safety file.

In projects where the principal designer appointment finishes before the end of the construction phase, we will take on the responsibility for the file and for handing it over to the client.

Requirements for the health and safety file should be identified before the construction phase and communicated to us by the principal designer.

## **CONTRACTORS / SUB-CONTRACTORS**

It is the responsibility of the Contractor/Sub-Contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regards to Health and Safety whilst working for the company.

It is also the responsibility of the Contractors/Sub-contractors to ensure that the Health, Safety and Welfare of the companies staff, visitors and others is not put at Risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of Health and Safety competence in advance. Copies of Risk Assessments, COSHH Assessments, Method Statements, or similar documentation, must be submitted and approved by the companies person responsible, as confirmation that Risks to Health and Safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the Safety of the companies employees at Risk.

## **WORK EQUIPMENT**

The Managing Director will be responsible for ensuring that all work equipment purchased or hired is fit for purpose and maintained in good order. Work equipment shall conform to the Provision and Use of Work Equipment Regulations (PUWER) 1998.

It is the responsibility of all The Managing Director to ensure that this Safety Management Procedure is implemented and complied with by all operatives under their control. They will also monitor work equipment under their control and report any defects.

Employees must ensure that they comply with this procedure at all times and do not work on any powered work equipment unless authorised to do so. They must also report any faulty equipment to their supervisors.

### Competent Persons

Only persons who are competent will be allowed to operate machinery. The Site Managers are to ensure that young and inexperienced employees are not permitted to operate any plant or machinery.

Where the level of competence required to operate any piece of plant or machinery is defined by legislation, then persons who are not trained to that standard will not be permitted to operate that equipment.

Employees under instruction on any machinery must be supervised by a competent person at all times.

Only competent persons will be permitted to carry out any maintenance or repairs.

#### Machine Guards/Safety Devices

All work equipment used must be fitted with suitable guards or safety devices as are required to prevent injury by the machine's moving parts. Any machinery found to have defective guards or safety devices must not be used until suitable repairs have been carried out.

Where work equipment is hired or supplied by another company, it must be fit for the purpose and be fitted with the correct safety devices.

Where appropriate, guards and safety devices must be of a type which will not permit the machine to operate unless they are in place.

#### Setting Up Work Equipment

Equipment shall only be set up by persons who are deemed competent to do so and are appointed in writing by the Manager (e.g. mounting of abrasive wheels).

Machine settings, which have been pre-set by the manufacturer will not be altered until the manufacturer has been consulted. All alterations to machine settings will be recorded in the machine's maintenance log.

Plant and machinery will not be altered so that it becomes unsafe under any circumstances regardless of production requirements.

#### Safety Notices

All safety notices relating to safe operating procedures or personal protective equipment posted on plant or machines must be obeyed at all times. Any specific hazards associated with any plant or machinery must be clearly marked on the plant or machine in question.

Where a piece of plant or machinery is housed inside a building then notices relating to any hazards from that plant or machinery must be posted at entrances. These notices must also detail what PPE is required.

All safety notices will conform to the correct standard as required by the Safety Signs and Signals Regulations 1996.

#### Fault Reporting

Operatives must report all machine faults to their manager immediately. Faults which make the work equipment unsafe will result in its being totally isolated until repaired.

Site tools found to have any faults which make them unsafe must be removed from site or rendered such that they cannot be used inadvertently.

Site Managers will make routine visual inspections of all plant and equipment which is being used by operatives under their control.

A fault reporting register will be operated and will be held in all H&S site files.

### Correct Use

Machines must only be used for the purpose for which they were designed and must not be overloaded or subjected to undue force.

Plant and machinery must not be made unsafe in any way in order to aid production or make a job easier.

### Maintenance and Inspection

All plant and machinery operated by the Company will be recorded in a maintenance register.

All plant and machinery will undergo a maintenance inspection to an inspection schedule. These inspections will be carried out by operatives for their own equipment as well as site supervisors/managers of site and will be in addition to those required by legislation.

Any repairs, alterations and inspections must be recorded in the maintenance register which will be held by Contracts Managers and Admin team.

### Electrical and Physical Isolation

Where any repair or maintenance work is to be carried out on any plant or machinery, it must first be electrically and physically isolated from any power or other supply. All isolations must include a physical lock off. No guard or other safety device will be removed until correct isolations are in place.

## **LIFTING EQUIPMENT**

In accordance with the Lifting Operations & Lifting Equipment Regulations 1998 all lifting equipment shall be carefully selected so that it is sufficiently strong, stable and suitable for the proposed use. In conjunction with this, all loads which are to be lifted shall be suitable. During lifting operations, all equipment shall be positioned in such a way to reduce the risk of injury to operatives, e.g. load falling etc.

All lifting equipment shall be clearly marked with appropriate information in order to maintain safe usage i.e. safe working loads. All accessories such as slings, clamps etc. shall also be similarly marked.

The company shall ensure that all lifting operations are planned, supervised and carried out in a safe manner by competent persons.

Where equipment is used for lifting people it shall be marked accordingly and all necessary precautions shall be taken to eliminate or reduce any risk present.

Lifting equipment (including accessories) which is to be used for the first time shall be thoroughly examined. In addition to this, lifting equipment shall be subject to thorough examination by a competent person at periodic stages as set out in the Regulations and shall never be exceeded:

- Six-monthly for accessories and equipment used for lifting people
- Annually for all other equipment (or at intervals laid down in an examination scheme drawn up by a competent person)

A report of examination / inspection shall be obtained from the competent person by the Company. The Company shall take any appropriate action identified by the examiner in his/her report.

Records of each inspection & examination shall be recorded and kept on file at the Company's head office.

## HEALTH SURVEILLANCE

Following a successful interview, all new employees are required to complete a pre - employment health questionnaire. (see attachment). This is filed with the individuals training record for the duration of their employment.

If, as a result of COSHH, HAV, Noise or Risk Assessments, a need for Health Surveillance is identified, then appropriate action will be taken by the company which will ensure that any employee involved with the task will be informed accordingly.

## ASBESTOS

Relevant legislation includes the Control of Asbestos at Work Regulations 2012.

Where intrusive work is to be undertaken in any building built or refurbished before 2000 a copy of the Asbestos survey for the building will be requested before any work begins. Where no Asbestos survey has been undertaken for the building work will not start until one has been undertaken by a competent person.

All site operatives will be made aware of the potential for Asbestos in the building and any known Asbestos in any areas where they may be undertaking work at the site induction.

In the event of asbestos being found or is suspected, work will immediately stop in that area and the matter should be reported immediately to the Site supervisor, assuming he is not aware of the circumstances at that point. Under normal circumstances the suspected asbestos should not be touched, except to wet it, to contain any airborne fibres, wherever possible and keep persons away from it and use suitable respiratory protection. A Specialist Company will be approached who will determine the next course of action which should, in the first place, to take a sample for analysis. Dependent on this result will depend on the next course of action.

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of control measures to prevent exposure to Asbestos.

Where None Licensed Notifiable Work will be undertaken by the company and in accordance with the Control of Asbestos at Work Regulations 2012 health surveillance will be implemented for all affected employees. All health surveillance will be undertaken by a HSE approved doctor. Records will also be maintained for the following

- Persons present on site.
- Details of exposure.
- Occupational Health surveillance records.

## **ERGONOMICS**

Ergonomics is the systematic study or appraisal of the productive efficiency of man/woman in relation to his/her workplace and working environment. The objective is to reduce worker fatigue and stress caused by incorrect man-machine relationships which result in low morale, errors in judgement, mistakes and below par production.

The design and arrangements of tools, chairs, workstations and equipment should be such that that person can work efficiently in the correct posture and not need to stoop over the working position.

In order to fulfil this important task, the Company will make regular assessments of the working environment and the workstations, and take all necessary action in order to change and improve the situation.

All such assessments will be recorded and any corrective action signed off.

## **STRESS POLICY**

Rodden and Cooper Ltd is committed to the Health and Safety of all employees and will ensure all employees are not knowingly exposed to any level of stress that is detrimental to their health or performance at work.

Information on stress will be available to all employees to help them identify the signs and symptoms that they or a colleague may be suffering the effects of stress. All applicants will complete the pre-employment medical questionnaire to identify if a person has suffered stress in the past so that any position offered is suitable for the person and any additional support / assistance can be in place before commencement of employment.

Any person who believes they are suffering from or who think they are exposed to a workload which may result in them suffering from stress in the future should contact their immediate supervisor / manager immediately who will treat all information in the strictest of confidence and take whatever action is necessary to prevent the employee suffering the effects of stress.

Rodden and Cooper Ltd will support all staff should they suffer the effects of stress, support will be provided to all employees and may include any of the following and any additional assistance that is required.

- Review of employees workload and redistribution of some work to reduce workload if necessary.
- The company will ensure that any person who has had time off with stress has a return to work interview to ensure they are ready and fit to return to work.
- Rodden and Cooper Ltd will also ensure employees do not return to the same level of workload which caused them to take time off work.
- Any additional training to help individuals carry out their duties and minimise any concerns over their skills level will be provided, this may be required where an employee changes role or positions within the company.
- Assistance and support in dealing with external matters that may be causing stress to any employee will be provided where possible.

Where necessary Rodden and Cooper Ltd may seek guidance from the external Health and Safety consultants or other bodies on matters regarding stress and stress management.

## DRIVING

When using a vehicle supplied by the practice you must conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

If you are driving in the course of your employment or driving vehicles supplied by the firm you must:

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines. If in doubt about the condition of the firm's vehicle, seek advice from your garage;
- Be in possession of a UK driving licence. This must be checked by your manager every year and endorsements notified to the insurers (for company vehicles);
- Ask your GP if any prescribed medicine will affect your driving ability; if so, you must refrain from driving;
- Refrain from using mobile telephones whilst driving;
- Wear glasses or lenses if prescribed for this activity.

You should avoid over-the-counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthmas, eczema or travel sickness preparations or cough and cold remedies, which can adversely affect driving.

You must not drink and drive. If entertaining choose non or very low alcohol content beverages or use public transport.

You must:

- Check tyre pressures and visual condition (cuts or obvious damage, especially to the tyre walls);
- Check seat belts – working and in good order and worn by all vehicle occupants where provided;
- Beware of un-metalled roads and soft ground on sites; where possible park off site (not in an area causing an obstruction to highway or site traffic);

Adjust driving techniques to suit weather and traffic conditions.

A fire extinguisher (dry powder) and a first aid kit will be provided for company vehicles.

When driving on business of the company in a vehicle not supplied by the company you must have full comprehensive insurance cover to cover the driver and any passengers in the course of such business.

## **SMOKEFREE POLICY**

### **Purpose**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations 2006

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy**

It is the policy of Rodden & Cooper Ltd that our workplace is smoke free and all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

### **Implementation**

Overall responsibility for policy implementation and review rests with Stephen Rodden. All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

### **Non-compliance**

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

## **ALCOHOL AND DRUG ABUSE**

In industry generally there has been a move to greater controls and in keeping with this, the company has adapted a policy in relation to the consumption of alcohol and drugs.

The company's policy on alcohol and drugs is intended to be a positive approach towards maintenance of the highest standards of Safety in the workplace. It is also intended to benefit the Health & Safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Director Responsible for Health and Safety. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription medication that may affect their ability to undertake their normal scope of work safely must inform the Director responsible for Health & Safety or the immediate supervisor so that alternative work will can be allocated where necessary.

**CONSUMPTION OF ALCOHOL OR DRUGS IN BREACH OF THIS POLICY IS CLASED AS GROSS MISCNDUCT AND IS A DISMISSABLE OFFENCE**

**Examples of gross misconduct in conjunction with this policy are:**

- The possession, use, supply or attempted supply of illegal drugs;
- Employees must not attend work whilst under the influence of alcohol or non-prescriptive drugs.
- Employees must not consume alcohol or non-prescriptive drugs on the premises.
- Employees must not return to work after breaks under the influence of alcohol or non-prescriptive drugs.