

HALLOWELL ELECTRICAL ENGINEERS LTD

HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL

Working Safely With



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AMENDMENT RECORD

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SECTION 1 GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Our Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors, contractors and members of the public who may be affected by our activities.

We will fully comply with the duties placed upon us by Statutory Legislation and at all times follow the requirements of Approved Codes of Practice and Guidance Notes to best practice issued by the Health and Safety Executive.

To achieve the highest possible standards of health and safety, our objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:


- A safe and healthy working environment;
- Safe systems and methods of work;
- Suitable and sufficient training, information, instruction and supervision;
- Completion, and regular revision, of risk assessments;
- Regular consultation with employees;
- Adequate welfare facilities;
- Sufficient financial and other resources are made available
- Continuous improvement and annual review of the Policy;
- Access to a competent health and safety advisor.

In preparing the Health and Safety Policy, the Managing Director has declared that the following principles of prevention will apply to the control and management of risk within the Company:

- Where possible, risk will be avoided altogether by adopting alternative work methods;
- Unavoidable risks will be evaluated by risk assessment;
- Priority will be given to risk controls that protect the whole workforce; collective protection will take priority over individual control techniques.

Health and Safety is everyone's responsibility and employees must do all that is reasonably practicable to prevent injury to themselves and others who may be affected by their acts or omissions.

Where an employee considers that the arrangements for health and safety are inadequate, they are encouraged to report the matter to the Managing Director at the earliest opportunity.

Name	Claudius Hallowell
Signature	 C Hallowell (Nov 27, 2023 14:45 GMT)
Position	Director
Date	25/11/2023

SECTION 2 ORGANISATION AND RESPONSIBILITIES

Our Managing Director will:

- Retain overall responsibility for the health, safety and welfare of all employees within the Company.
- Ensure that sufficient resources are allocated for the successful implementation of the safety policy.
- Positively promote health and safety in all activities undertaken by the business.
- Supervise the implementation of the health and safety policy and monitor its adequacy.
- Ensure that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.

Our Directors with delegated responsibility for Health and Safety will ensure that:

- Safe systems of work are in operation, and staff receive adequate and appropriate training.
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all plant, machinery and equipment comply with the relevant health and safety legislation and relevant British and European Standards.
- All plant, machinery and equipment are maintained in good working order, and any registered plant and small equipment carries valid certification.
- Information about safety, health and welfare matters is effectively communicated to all employees.
- All staff understand our accident reporting procedure.
- Adequate first aid facilities are available in accordance with current Regulations, and suitable people are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions are in place and tested, maintained, and kept up to date with the latest legislative requirements.
- All staff understand the Emergency Evacuation Procedures.
- Suitable personal protective equipment (PPE) is available, issued and used.
- Staff are competent to carry out their work safely, and have received adequate information, instruction, and training.
- A personal example is set by the wearing of appropriate protective clothing.
- All potential hazards, or reported hazards, are considered, evaluated, and then eliminated or adequately controlled.
- The following statutory notices are displayed:
 - A signed copy of the Health and Safety Policy Statement of Intent
 - Employers Liability Insurance Certificate
 - Health and Safety Law Poster
 - First Aid (notifying the names and locations of the First- Aiders)
 - Fire Exit signs (with directional signs and running person)
- The following documentation is held:
 - Accident Incident Book.
 - Accident Reporting Forms
- Health and safety improvement suggestions received from staff are given due consideration.

Our Supervisors will:

- Monitor health and safety issues on site and ensure that the requirements of the Company Health and Safety Policy are implemented.
- Ensure that the safe working procedures detailed in risk assessments and method statements are implemented.
- Ensure that all employees and sub-contractors on site are wearing all necessary personal protective equipment.
- Ensure that all employees and sub-contractors operate only plant and equipment that they are trained and authorised to use.
- Ensure that there is adequate co-operation with the Principal Contractor when this is not the Company.
- Report any health and safety concerns to the Managing Director.
- Report any accidents, incidents or near misses to the Managing Director immediately.

Our Employees and Labour Only Sub-Contractors (LOSCs) will:

- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others who may be affected by their acts or omissions.
- Comply with the Health and Safety Policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor misuse any equipment, provided for the protection of health and safety.
- Be aware of emergency procedures including the evacuation and fire precaution procedures.
- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with the Company in preventing accidents or health risks to themselves, other employees and members of the public or visitors.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any work conditions that they consider being unsafe at once to their Nominated Person for Health and Safety. Any employee who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

Our Health and Safety Advisor (BEACONRISK) will:

The Company Health and Safety Advisor will advise on and generally co-ordinate all aspects of the Company's safety effort. He will advise on the introduction and maintenance of safe systems of work to minimise the risk of personal injury to employees and anyone affected by our activities, fire and loss of plant and property etc. Specifically, he will:

- Carry out inspections, at a frequency agreed with the Company, of places of work of all employees of the Company with the person immediately responsible for that section and advise on all aspects of health, safety and welfare;
- Submit reports of their findings to the Managing Directors for appropriate action;
- Ensure that all relevant safety legislation is being complied with and that statutory registers are being maintained;
- Advise on health and safety training matters and assist in identifying safety training needs;

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Health & Safety Policy and Procedures

- Investigate all reportable accidents, and as far as is reasonably practicable enquire into the cause of non-reportable accidents;
- Act as liaison officer between Company management and official bodies such as the Health and Safety Executive.

Although the Company Health and Safety Advisor's duties are in the main of an advisory and administrative nature, they have the executive authority to order the cessation of any unsafe method of working of which they become aware and to require the provision of all information necessary to carry out their duties effectively.

SECTION 3 GENERAL ARRANGEMENTS

Access and Egress

We will ensure that:

- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place.
- Floor coverings are in good condition and free from slipping and tripping hazards.
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways.
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of personnel when working at our premises.

Accident and Near Miss Reporting / Recording and Investigation

We will successfully manage our duty to record and report accidents by ensuring compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- Employees and Sub-contractors must ensure that all accidents and near misses that occur at work are reported to the Nominated Person for Health and Safety as soon as possible who will inform the Joint Managing Directors immediately
- The accident details will be entered onto an Accident Form by the First Aiders or nominated person for Health and Safety
- Where a serious accident or dangerous occurrence occurs BEACONRISK will be contacted for advice
- Major injuries or occurrences (defined in RIDDOR) will be reported by the quickest available means (i.e. telephone) immediately, and a report issued to HSE within 10 days.
- If an accident or incident resulting in an over 7-day incapacity of a worker is otherwise reportable to the Enforcing Authority (HSE), they will be informed within 15 days by contacting the HSE Incident Centre by one of the following methods:
 - Telephone: 0345 300 9923 (Fatal/specified incidents only)
 - Online: www.hse.gov.uk/riddor/report.htm
- Where serious accidents occur, an accident investigation will be undertaken as soon as possible by the nominated persons with a view to determining the cause(s) of the accident and to identify any remedial actions to prevent a recurrence. BEACONRISK will provide assistance when necessary.

If in doubt contact **BEACONRISK on 0151 647 8658 ASAP** following all accident/incidents and dangerous occurrences.

Alcohol and Drugs

We will successfully manage the risks associated with alcohol and drug use when developing a safe place of work to ensure compliance with the Health and Safety at Work etc. Act 1974 and the requirements of the Management of Health and Safety at Work Regulations 1999.

- The use of illegal substances is forbidden whilst in our employ.
- Alcohol may not be consumed during working hours by any employee.
- Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their line manager immediately.
- Any person found to be under the influence of illegal substances or alcohol during working hours will be removed from site and will face disciplinary action.

Disciplinary Rules

Employees may be dismissed for gross misconduct if, after investigation the company believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules.
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.
- Used a naked flame in a non-designated area.

Failed to follow established procedures for the use of:

- Flammable or hazardous substances.
- Toxic materials.
- Items of lifting equipment.
- Plant or machinery.
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc.
- Undertook any action that could interfere with an accident investigation.
- We will ensure that contact is made with BEACONRISK before taking any disciplinary action.

Display Screen Equipment (DSE)

We will successfully manage the risks associated with working with DSE by ensuring compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 and the requirements of the Management of Health and Safety at Work Regulations 1999.

- “Display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved. “User” means an employee who uses display screen equipment as a significant part of his/her work.
- Any risks identified will be addressed through good design of the workplace and the job, and by worker training and consultation.
- The Company will also fund an appropriate eye test for DSE users annually on request.
- Training will include information about when breaks should be taken, seat position and the display screen.

Driving at Work

We will successfully manage the risks associated with driving at work by ensuring compliance with the Road Traffic Act 1991, the Road Vehicle (Construction and Use) Regulations and the Management of Health and Safety at Work Regulations 1999.

- Company vehicles will only be driven by authorised personnel.
- Authorised drivers will have their licenses checked by the Office Manager. Checks will include eligibility to drive a particular vehicle, restrictions or endorsements to the license and will be recorded.

- The person to whom the vehicle has been allocated will remain responsible for ensuring that the vehicle is road-worthy at all times.
- Company vehicles will be routinely serviced and maintained in accordance with the manufacturer's guidelines.
- Drivers must report all driving endorsements at once to Head Office or the transport manager.
- Drivers are required to obey all statutory obligations with regards to driving vehicles on the public highway.

Electricity at Work

We will successfully manage the risks associated with working with electricity and electrical power tools by ensuring compliance with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

- A person will be nominated as the duty holder for electrical safety.
- That person will compile and maintain an inventory of all portable electrical appliances.
- They will arrange for a competent person to inspect and test all portable electrical appliances in line with HSE guidelines. Test results will be kept on file.
- Employees will be given adequate information, training and instruction to enable them to inspect all portable electrical equipment before use. Employees shall not attempt to repair or modify any electrical item. Where faults occur, they shall be reported to the-Nominated Person for Health and Safety for appropriate action to be taken.
- Only equipment that is battery operated or 110 volts, centre tapped to earth, will be used on construction sites.
- No employee will bring any personal electrical equipment onto the Company premises or any construction site unless it has been inspected by the Nominated Person for Health and Safety and added to the inventory of equipment.

Employee Communication

We will create and encourage an awareness of health, safety and environmental issues through verbal, visual and written communication. These methods include:

- The visible behaviour of managers and supervisors 'leading by example'
- Our health, safety and environmental management system
- Induction
- Posters, memos and announcements on site or office noticeboards or attached to payslips
- Training
- Safe working briefings and tool box talks

Employee Consultation

We will encourage successful consultation with and participation by employees by ensuring compliance with the Health and Safety (Consultation with Employees) Regulations 1996.

- We will consult with employees about health and safety matters, changes to working methods and changes to substances or equipment.
- Consultation will be informal but the items discussed, the date of the discussion and any comment will be recorded.
- Additionally, we operate an "open door" policy and employees are encouraged to discuss health and safety concerns at any reasonable time.

Employer's Liability Insurance

We will successfully manage our duty by ensuring compliance with the Employers' Liability (Compulsory Insurance) Act 1969.

- We will at all times, have a valid Employer's Liability Insurance Policy.
- Our insurance certificate will be prominently displayed in the workplace.
- Liability insurance records will be maintained.

Fatigue Management

We will successfully manage the risks associated with fatigue by using risk assessment to identify and manage the risks associated with fatigue. This involves the following steps:

STEP 1: Identify the factors which may cause fatigue in the workplace.

- We will identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, e.g. extremes of heat, cold, vibration or noise, can make workers tire quicker and may affect performance.
- Non-work-related factors, e.g. lifestyle, family responsibilities or health may increase risk.
- Identification might include worker consultation, consideration of work practices and systems of work, reviewing existing worktime records and overtime payments, accident reports and investigations.

STEP 2: Assess the risks of injury from fatigue.

- After identifying factors that cause fatigue, we will complete an assessment of the risk in particular:
 - Who, where, when and how workers are likely to be at risk of becoming fatigued
 - The degree of harm which may result
 - Whether existing controls are effective
 - What further action should be taken
 - How urgently that action needs to be taken.

STEP 3: Control the risks by implementing the most effective risk control measures reasonably practicable in the circumstances.

- We will try to control the health and safety risks arising from fatigue by eliminating the factors identified as causing fatigue at source. If elimination is not reasonably practicable, the risks must be minimised.
- These factors will include non-work-demands, work scheduling, shift work and rotas, job demands, environmental conditions

STEP 4: Re-assess whether the risks of injury from fatigue are adequately controlled.

STEP 5: Review risk control measures to ensure they are working as planned.

Specifically, we will:

Call-outs – where attending call-outs of a volume or duration that prevents their ability to obtain sufficient rest prior to the next shift, the manager will discuss with the worker whether they require a later start time for their next shift to allow sufficient time to rest.

Driving and travel – workers driving vehicles to and from work or for long periods of their working day will:

- Plan any driving or travel well in advance

- Avoid driving after being awake for a continuous period of 17 hours
- Avoid driving if they have not accumulated more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours
- Avoid driving for more than 8-10 hours in any one day
- Ensure adequate sleep the night before a long journey
- Share driving where possible
- Take a rest break from driving of at least 10 minutes every two hours or more frequently if feeling tired
- If concerned about the fatigue risks, consider arranging an alternative method of transport and/or accommodation.

Where work duration reaches 14 hours (including travel time), a worker will be provided with transport for the return journey to their home, or provided with a suitable place for sleep or rest prior to driving home. Note that manager approval will be required prior to any workers undertaking this duration of work.

Training - all workers will be required to participate in awareness training on the risks associated with fatigue and the strategies they may implement to address these risks.

All risk assessments completed to identify and manage fatigue must be shared with all workers covered by the risk assessment.

Fire and Emergency Procedures

We will successfully manage the risks from fire by ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005.

- On request, BEACONRISK will complete a fire risk assessment for each workplace. All employees will receive instructions as part of their site induction about this assessment and the action to be taken in the event of a fire or other emergency. Suitable records of such instructions will be maintained.
- Employees will be told about the location of fire extinguishers and emergency escape routes when working on site.
- Employees will be instructed not to interfere with any equipment provided to detect or fight fires.
- Employees will be instructed to report any concerns over fire safety immediately to their Line Manager.
- All emergency escape routes will be kept free from obstruction at all times.
- The Nominated Person for Health and Safety will ensure that adequate fire precautions are in place on each site at which our employees are likely to work.
- Suitable fire extinguishers will be positioned in close proximity to any hot work that is being undertaken on site by employees or sub-contractors.

First Aid at Work

We will successfully manage our provision of first aid in the workplace by ensuring compliance with the Health and Safety (First-Aid) Regulations 1981.

- An appropriate number of personnel (determined by risk assessment), will be trained on an accredited first aid course.
- First aiders and appointed persons will undergo refresher training every three years.
- All employees will be told who the first aiders are and the location of first aid boxes during site induction.
- Adequately stocked first aid boxes will be provided on site and the boxes will be checked once a month and, where necessary, the contents replenished. A person will be nominated to ensure first aid boxes within the building are adequately stocked.

- First aiders are not permitted to administer any drugs or medication under any circumstances.

First Aid provision for non-employees.

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of people that may use or be present in the building at any one time should be taken into account.

Hazard Reporting

We accept that some work activities could, unless properly controlled, create hazards to employees and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

- We will tell employees about likely hazards by means of risk assessments, information, instruction, training and documentation.
- To aid the recording of hazardous situations we have implemented a hazard reporting procedure for employees, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Hazardous Substances (COSHH)

We will successfully manage the risks from hazardous substances by ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002.

- An inventory of all hazardous substances used within the company will be maintained.
- Manufacturer's safety data sheets will be obtained for all hazardous substances.
- On request, BEACONRISK will complete COSHH assessments for all hazardous substances in use.
- Wherever possible hazardous substances will be replaced with non-hazardous or less hazardous ones.
- Safe working procedures will be developed using the findings from COSHH assessments. Employees will be told about these safe working procedures by Site Management. This will be recorded.
- Employees will be instructed to never use or handle hazardous substances unless they have referred to the relevant COSHH assessment.

Health and Safety Inspections and Audits

To check our working conditions, and ensure that our safe working practices are being followed we will:

- Arrange for BEACONRISK to carry out monthly site inspections and report on the findings;
- Review risk assessments at least annually;
- Investigate safety issues or hazards raised by anyone;
- Keep up to date with relevant information on health and safety within our industry;
- Review the Health and Safety Policy annually and update it as necessary taking into account changes in legislation etc.;
- Investigate all accidents and work-related ill health occurrences;
- Carry out a detailed health and safety audit every 12 months in conjunction with BEACONRISK.

Health Surveillance

We will successfully manage risks to health by using health surveillance as a control measure when completing risk assessments to ensure compliance with the Management of Health and Safety at Work Regulations 1999.

- All new employees will be required to complete a Pre-Employment Questionnaire before officially starting employment with the Company to determine if they are fit to carry out their duties. All information provided will be kept strictly confidential in line with the requirements of the Data Protection Act.
- Where necessary advice will be sought from a medical practitioner.
- Existing employees will be asked to complete an annual medical questionnaire if they operate dangerous machinery or equipment or carry out dangerous work, which could be adversely affected by certain medical conditions.
- Employees must report any medical condition that could affect their health and safety at work or that of other persons, to the Nominated person for Health and Safety or their line manager at the earliest opportunity.
- In addition to asking employees to complete questionnaires the Nominated person for Health and Safety or their line manager will review all instances of sickness absence to determine if this is work related. In particular he will try to identify complaints or conditions including those affecting mobility or physical control, skin disorders, breathing or heart conditions, fitness to wear PPE and immunity to disease. Again, where necessary advice will be sought from a medical practitioner.

Housekeeping

We will:

- Carry out a risk assessment in relation to housekeeping within the company and introduce control measures as appropriate.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Implement steps for the maintenance, cleaning and repair of the premises.
- Train employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment.
- Inform every employee of the risks which exist.
- Re-assess housekeeping as necessary if work processes change.

Manual Handling

We will successfully manage the risks associated with manual handling by ensuring compliance with the Manual Handling Operations Regulations 1992:

- Manual handling will be avoided wherever possible with appropriate mechanical equipment used.
- Manual handling assessments will be carried out for all manual handling activities that are necessary and a record of each assessment will be maintained. On request BEACONRISK will complete or assist with assessments.
- Following the assessments steps will be taken to eliminate or reduce any risks of injury that are identified.
- Employees will be given adequate information, instruction and training to enable them to carry out any manual handling activities safely.

Mental Health and Wellbeing

The company is committed to the protection and promotion of the mental health and wellbeing of all staff. To provide a working environment that promotes and supports the mental health and wellbeing of all employees we will:

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about mental health in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying, harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of company change.
- Ensure a physical environment, supportive of mental health and wellbeing including a sound, ergonomically designed working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To support employees experiencing mental health difficulties. We will take complete the following actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and
- in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, etc
- Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback. Status updates and evaluation reports will be circulated to management and be available on request. Senior management will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

Method Statements

Following the completion of a risk assessment we may feel it necessary to also compile a method statement to further control the work activity, the statement will include:

- Working systems and methods of control to be used.
- Arrangements for access e.g. to fragile surfaces.
- Methods for safeguarding existing structures.
- Structural stability precautions, e.g. temporary shoring arrangements.
- Arrangements for the safety of members of the public.
- Plant and equipment to be used.
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created.
- Procedures to ensure compliance with legal requirements under, for instance, the Control of Noise at Work Regulations, Control of Lead at Work Regulations and Workplace (Health, Safety and Welfare) Regulations.
- Any training needs for contractors' employees and the use of competent persons, and be brought to the attention of all employees who undertake the work.

Mobile Phones

We will successfully manage the risks associated with mobile phone use whilst driving and at other times by ensuring compliance with the Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003 and the Management of Health and Safety at Work Regulations 1999.

- Employees are not permitted to use mobile telephones or other communication devices whilst driving a company vehicle or fork lift truck.
- Employees are not permitted to use their personal mobile telephones in the office or on site during working hours, other than at break times. At such times mobile telephones must be used in a safe area away from moving vehicles or dangerous machinery or equipment.

Personal Protective Equipment (PPE)

We will successfully manage residual risk associated with our work activities by providing personal protective equipment, as a control measure following risk assessment, and ensuring compliance with the Personal Protective Equipment at Work (Amendment) Regulations 2022.

We will:

- Provide PPE identified by risk assessment free of charge to employees and limb (b) workers
- Give relevant training on the use and care of PPE.
- Review assessments at least annually.
- Require employees and limb (B) workers to maintain PPE in good condition and store it in the designated areas on site.
- Require employees and limb (B) workers to tell their Supervisor about any damaged, defective or lost equipment that needs replacing. Employees and limb (B) workers will be asked to pay for equipment that is damaged or lost as a result of their neglect.

Definition Of Limb (B) Worker

- Carry out casual or irregular work for one or more organisations
- After 1 month of continuous service, receive holiday pay but not other employment rights, e.g. the minimum period of statutory notice
- Only carry out work if they choose to
- Have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written)

- Only have a limited right to send someone else to do the work, e.g. swapping shifts with someone on a pre-approved list (subcontracting)
- Are not in business for themselves - they don't advertise or book services directly with customers

Please note that these changes don't include those who are classed as 'self-employed'

Pregnant Women and Nursing Mothers

We will successfully manage the risks to pregnant women and nursing mothers from our work activities by ensuring compliance with the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992.

- We will encourage workers to tell us at an early stage if they are pregnant or a nursing mother.
- An assessment of the pregnant worker will be undertaken considering their work activities and will identify appropriate controls to ensure her safety.
- Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered.
- Nursing mothers will be supported by suitable facilities being offered if required and consideration given to any reasonable request for change in work patterns.

Risk Assessments

We will successfully manage risks associated with our work activities, locations and situations through assessment and compliance with the Management of Health and Safety at Work Regulations 1999.

- We will carry out risk assessment of all work activities, locations and situations to identify significant risks within the Company's operations. BEACONRISK will assist where necessary.
- Our Assessments will take into account risks to all people who may be affected by our activities and a central record of assessments will be maintained.
- Where significant risks are identified suitable control measures will be implemented to eliminate or reduce those risks.
- Employees will be supervised to ensure that they follow the safe methods of work identified in risk assessments.
- Where an employee or sub-contractor considers that there are uncontrolled risks within the Company they should report the matter to their line manager or manager immediately.

Smoking at Work

We will successfully manage the risks from passive smoking by ensuring compliance with the Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Signs) Regulations 2007.

- The Company has a no-smoking policy throughout its premises.
- Any concerns employees or visitors may have about smoking at work should be reported immediately to the nominated Health and Safety person or their line manager.

Stress

We will successfully manage the risk of work-related stress by completing risk assessments and ensuring compliance with the Management of Health and Safety at Work Regulations 1999.

- We will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of

stress due to work, which is detrimental to their health.

- All employees are encouraged to report any concerns to their line manager or manager who will take steps to deal with the matter.
- We aim to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly.
- We also commit to investigating all claims of ill health due to workplace stress to ensure action is taken to prevent any recurrence.

Training, Induction and Tool Box Talks

We will successfully manage the risks associated with an untrained workforce by providing information, instruction and training to ensure compliance with the Management of Health and Safety at Work Regulations 1999.

- All new employees will receive health and safety induction training. A record of this training will be maintained.
- The qualifications and training of all new starters will be assessed and any additional training that is deemed necessary will be arranged through reputable external training providers.
- The training needs of existing employees will be formally reviewed annually, as part of the Company's Annual Performance Appraisal Process and any necessary training arranged either internally or through a suitable training organisation.
- All employees will be given any necessary training to enable them to carry out their duties safely. Training records will be maintained.

Visit by an Enforcement Officer

We recognise the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes:

- This health and safety policy.
- All relevant risk assessments.
- Induction and training records.
- Maintenance, test and inspection records.
- Health records.
- Emergency evacuation procedure.

Welfare Provision in the Workplace

We will successfully manage our workplaces by ensuring compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.

- The Company will maintain its workplaces, equipment, devices and systems in efficient working order and in good repair.
- An assessment of each workplace will be made and recorded. Such an assessment will be undertaken for all offices and any on site location. The assessments will be reviewed annually or following significant changes to the premises or circumstances.

Welfare Provision for Construction Works

We will successfully manage the welfare provision on construction sites by ensuring compliance with Schedule 2 of the Construction (Design and Management) Regulations 2015

- The company where applicable will provide or ensure the following minimum welfare facilities are in place when working on a construction site.
 - Sanitary Conveniences. These conveniences will be kept in a clean and orderly condition, with adequate lighting and ventilation. Where possible separate facilities will be provided for men and women.
 - Washing Facilities. These facilities will be kept in a clean and orderly condition, with adequate lighting and ventilation. They will include a supply of clean hot and cold water, soap or other cleaning substance and towels or other suitable means for drying. Where possible separate facilities will be provided for men and women.
 - Drinking Water. A supply of clean drinking water will be provided. This will be marked with the appropriate signage.
 - Changing Rooms and Lockers. These facilities will include seating and where necessary an area to dry clothing or effects. They will be separated into areas for men and women and have lockable storage to be used for keeping, clothing kept on site, clothing which is not worn during work hours and personal effects.
 - Facilities for Rest. These facilities will be kept in a clean and orderly condition, with adequate lighting, ventilation, and heating. They will include an appropriate number of tables and seating with backs for the number of persons likely to use them at any one time and a provision for heating, preparing, and eating food or drinks. Where appropriate facilities will be provided for pregnant or nursing mothers, this will include an area for to rest lying down when required.
- To ensure the above is in place the company will carryout an initial assessment of each worksite, this will be recorded and filed
- Where it is the company's duty to maintain these facilities, we will complete regular recorded inspections, copies of these inspections will be kept on file and any issues rectified.

Work Equipment

We will successfully manage the risks associated with work equipment by ensuring compliance with the Provision and Use of Work Equipment Regulations 1998:

- All work equipment provided will be serviced and maintained in good working order in line with the manufacturer's guidelines.
- Employees are prohibited from using any equipment for which they have not received adequate training. We will check that the necessary training has taken place before allowing any equipment to be used.
- New plant and equipment will be checked before it is purchased to ensure that it meets the requirements of relevant health and safety legislation, including The Supply of Machinery (Safety) Regulations 2008 and the Provision and Use of Work Equipment Regulations 1998.
- All hired-in equipment will be obtained from reputable suppliers and will be accompanied by inspection and maintenance certificates.
- All plant and equipment will be inspected daily and records of inspection maintained.
- Any defective equipment will be removed from use until repaired.

Worksafe

We will successfully manage our duty to ensure that everyone in our teams works safely by implementing our Worksafe Policy (or Right to Refuse to Work Policy).

We do not expect employees and subcontractors to do work where:

- They are not competent to do it
- They do not have the equipment needed to work safely
- There is no safe system of work, or
- They do not have the correct personal protective equipment.

NB This list is not exhaustive

If anyone in our team has a safety concern they must:

- Be assured that anyone raising a genuine health or safety concern will not face recrimination
- Cease work immediately, assuring themselves that doing so does not endanger others
- Move to a safe place and contact the immediate person in charge without delay
- Provide an explanation as to why they have stopped work

The supervisor or site manager will review the situation and agree that either

- the system of work is safe and that the work can be restarted, or
- work can be restarted with agreed additional control measures if appropriate

Without agreement work will not restart. The supervisor or site manager must contact their line manager who will, after investigation:

- conclude the task is safe and instruct a return to work, or
- amend the system of work to everybody's satisfaction and instruct a return to work, or
- agree the activity is unsafe. The work site will be left safe and employees given other work.

Where additional controls are introduced, or a line manager is contacted this will prompt a report and a review of the established system of work to learn from the incident and prevent a recurrence including amendments to risk assessments, method statements and safe working procedures if necessary.

Young Workers and Work Experience

We will successfully manage the risks to young workers and those on work experience by identifying them as a person at risk during assessment to ensure compliance with the Management of Health and Safety at Work Regulations 1999 and by contributing information to ensure compliance with the Education (Work Experience) Act 1996 and the Health and Safety (Training for Employment) Regulations 1990.

- All young workers will have a person specific risk assessment completed for them.
- The assessment will take into account their age, experience and physical capacity.
- Suitable controls will be identified to ensure their safety, particularly in determining suitable work tasks and supervision.
- The findings of such risk assessments will be shared with relevant third parties e.g. parents, schools and training organisations.

WORK RELATED ARRANGEMENTS

Abrasive Wheels

We will successfully manage the risks associated with abrasive wheel use by ensuring compliance with the Health and Safety at Work etc. Act 1974 and the requirements of the Management of Health and Safety at Work Regulations 1999.

Ensure that a risk assessment identifies:

- Significant hazards and risks arising from the operation.
- People at risk.

- The appropriate controls to be implemented.

In addition we will:

- Monitor the effectiveness of the Arrangements.
- Review these Arrangements periodically.
- Ensure that all operators are properly trained in the safe use of grinding machines.
- Ensure that the mounting and dressing of abrasive wheels is only done by appropriately trained people.
- Provide personal protective equipment including eye protection, as identified through assessment.
- Ensure that transparent screens are fitted to fixed bench or stand-mounted machines, to intercept sparks and particles.
- Maintain the floor area immediately around grinding machines in a good condition and free from obstruction.
- Ensure that wheel guards are secured in position and properly adjusted, before the wheel is run.
- Ensure that grinding operations are carried out in such a manner as to not introduce a risk of fire.
- Monitor the maximum speed of the wheels against the RPM of the grinding machine.

Asbestos

We will successfully manage the risks associated with exposure to asbestos by ensuring compliance with the Control of Asbestos at Work Regulations 2012:

- If asbestos is present on any site being worked on adequate information will be obtained to enable safe working procedures to be implemented that will prevent any exposure to asbestos.
- If suspect materials are found on site, work will cease immediately, the work area will be evacuated and the Nominated Person for Health and Safety will be informed.

Confined Spaces

We will successfully manage the risks associated with working in confined spaces by ensuring compliance with the Confined Spaces Regulations 1997 and the Management of Health and safety at Work Regulations 1999:

- Risk assessments and method statements will be completed by a competent person before anyone enters a confined space.
- Anyone required to enter a confined space will be given appropriate training & supervision.
- Any safety equipment identified by risk assessment will be provided before work starts eg gas detectors, air fed breathing apparatus and protective clothing.
- Emergency procedures will be implemented before any person enters a confined space.

Contractor Competence and Management

We will successfully manage the risks associated with using sub-contractors by assessing them against the core criteria included in the Construction (Design and Management) Regulations 2015.

- Only suitably qualified and competent sub-contractors will be appointed.
- All sub-contractors will be required to complete a questionnaire and produce evidence of their competence, training and insurance provisions before being approved to work for the Company.
- Sub-contractors will be required to work in accordance with the company's health and safety rules.
- Sub-contractors found to be breaching the safety rules will be asked to leave site immediately.
- Labour only sub-contractors will be asked to provide suitable references, training records and insurance details before being approved to work for the Company.

Dermatitis

We will:

- As part of the risk assessments process, in accordance with the Control of Substances Hazardous to Health Regulations (COSHH), identify all substances likely to generate the risk of dermatitis and those people who are at risk of work-related developing dermatitis.
- Where reasonably practicable, eliminate the use of substances that are likely to cause dermatitis.
- Where relevant, replace substances likely to cause dermatitis with less harmful substances.
- Establish control measures and safe systems of work to prevent and/or minimise skin contact with hazardous substances.
- Ensure that the controls in place are working.
- Provide suitable personal protective equipment (PPE), skin care products and adequate washing facilities.
- Provide suitable personal protective equipment storage and disposal facilities.
- Encourage employees to carry out regular skin checks to identify signs of dermatitis.
- Introduce health surveillance for all employees likely to be at risk of developing dermatitis.
- Provide employees with information, instruction and training in relation to hazardous substances, use of PPE and skin care products.
- Consult with employees and their representatives in relation to skin care, skin care products and personal protective equipment.
- Record and investigate any diagnosed cases of dermatitis and follow RIDDOR reporting procedures, where appropriate.

Excavations

We will successfully manage the risks associated with excavation work by ensuring compliance with the Management of Health and Safety at Work Regulations 1999.

- Detailed method statements and risk assessments will be completed before any excavations start.
- Reference will be made to service plans that are available and CAT scans will be carried out before excavations commence.
- All persons carrying out excavation work will be trained and competent and hold appropriate certificates for the plant they are operating.
- Appropriate means of shoring excavations will be used in line with current HSE guidance.
- All necessary statutory inspections on plant & equipment will be carried out and recorded.
- Inspect the excavation at start of each shift, written report on starting works and then every 7 days, all reports will be kept on site till completion and then kept within office or headquarters for a further 3 months
- Further inspection to be carried out:
 - After an event likely to affect the strength or stability of the excavation
 - After an accidental fall of any material

Fork Lift Trucks (FLT)

We will appoint a competent person to carry out a risk assessment for the use of forklift trucks, this will help identify:

- People at risk from forklift truck operations.
- Significant risks involved with forklift truck operations.

- Appropriate controls to be implemented.

In addition, we will manage the risk of forklift truck operations by:

- Providing sufficient resources and procedures for safe forklift operations
- Allocating responsibilities and giving sufficient training and instruction to forklift truck operators and supervisors, to achieve safe forklift operations
- Regularly checking that forklift truck drivers are fit to drive.
- Regularly inspecting and maintaining forklift trucks following manufacturer's recommendations and ensuring trucks are suitably marked.
- Arranging thorough examinations of forklift trucks by competent people at appropriate intervals in accordance with the Lifting Operations Lifting Equipment Regulations.
- Ensuring that lifting accessories, where relevant e.g. man cages are designed and are suitable for lifting tasks in accordance with the Lifting Operations Lifting Equipment Regulations.
- Keeping records of training, inspection, examination and maintenance.
- Monitoring and reviewing the effectiveness of this arrangement periodically and as necessary.

We will:

- Plan lifting operations, so that they can be carried out in a safe manner.
- Identify the resources required for safe forklift truck operations.
- Monitor the safe operation of forklift trucks.
- Verify that forklift truck operations are properly supervised.

Gas Safety

We will take all reasonable steps to secure the health and safety of employees and others who use or operate gas appliances. In this respect gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, i.e. propane and butane. We will ensure that:

- Suitable and sufficient risk assessment are completed in respect of gas safety.
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations.
- Gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance.
- Portable and transportable gas appliances are inspected and tested often as required (frequency will depend on the environment in which the appliance is used and the conditions of use).
- Safe systems of work for maintenance, inspection or testing are promoted and implemented.
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons.
- Contractors and persons who carry out work on gas installations and appliances are competent.
- Suitable personal protective equipment is provided if required to include special tools, protective clothing and gas detection devices, and such equipment is maintained in good condition.
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to comply with) our health and safety arrangements.
- Detailed records required by the Regulations and in relation to the above are maintained

We will:

- Plan the works so that they can be carried out in a safe manner.
- Identify the resources required for safe workings for the project.
- Monitor that safe working practices are being followed.

- Verify that all completed works are done to Gas Safe standards.

Hot Works

To manage the risks from hot works we will:

- Compile and communicate to employees, the findings of risk assessments for hot work.
- In high-risk areas, control hot work activity with a permit to work system.
- Provide suitable first aid cover and equipment.
- Consider other hazards which may be present and put measures in place to control the associated risks. Examples include exposure to toxic fumes, work in confined spaces, oxygen depletion or enrichment, work on vessels or tanks which have contained flammable, explosive or toxic materials or fires caused by sparks.
- Ensure that all welding equipment, portable extraction systems and associated ancillaries provided are subjected to a documented regime of maintenance and statutory inspection.
- Ensure that only trained operatives carry out welding and cutting operations, the training will include: the safe use of the equipment, PPE and RPE, precautions to be taken, use of fire extinguishers, means of escape, raising the fire alarm and calling the fire brigade.
- As identified by the relevant Control of Substances Hazardous to Health (COSHH) assessments we will provide health surveillance and keep records, for at least forty years. If the business ceases to trade, its health records should be offered to the Health and Safety Executive for safe keeping.
- Monitor and review the arrangements for hot work.

Legionella

We will:

- Where a reasonably foreseeable risk of exposure exists (i.e. wherever potential sources of Legionella bacteria are present) complete a suitable and sufficient risk assessment. An external specialist will be contracted to assist the appointed responsible person with the risk assessment.
- Where there is a foreseeable risk of exposure completely avoid the use of water systems, parts of it or systems of work giving rise to it.
- If this is not practicable, a written scheme for controlling this risk will be devised, implemented and effectively managed.
- Give consideration to improving engineering design of water systems to eliminate dead legs and other areas where water can stagnate.
- The release of water spray is controlled.
- All water-holding tanks are adequately covered and fitted with air vents and inspection covers, and are properly lagged to prevent temperature rises.
- Water temperatures between 20°C and 50°C are avoided.
- Regular cleaning, maintenance and operation of water systems with disinfection of water systems at predetermined intervals is undertaken.
- Staff are trained in personal precautions, as necessary.
- The written scheme for exposure control is kept up to date.

Lifting Equipment and Lifting Operations

Where our work activities use lifting equipment, we will ensure that:

- Competent people carry out lifting operations in a well-planned and supervised manner.

- All lifting equipment is thoroughly examined before being used for the first time and at regular intervals thereafter. Formal checks and servicing are recorded.
- All lifting equipment is examined in line with the manufacturer's recommendations and applicable legislation.
- Equipment used for lifting people e.g. mobile elevating work platforms, hoists and lifts are thoroughly examined every six months.
- Lifting accessories such as chains, slings, eyebolts and shackles are also thoroughly examined every six months.
- Lifting equipment is clearly marked with its safe working load.
- Relevant employees are trained in the safe use and operation of lifting equipment.

We will ensure that risk assessments are carried out to identify any significant hazards that arise from the use of lifting equipment. These assessments will be communicated to all relevant employees. When completing assessments the following points will be considered:

- The type of load being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of lifting equipment overturning whilst in use.
- The load-bearing capability of the ground on which it is situated.
- To ensure the safety of everyone, any incident involving lifting equipment will be investigated immediately and appropriate action taken.

Managing Construction Work (CDM 2015)

We will successfully manage the risks associated with construction work by ensuring compliance with the Construction (Design and Management) Regulations 2015:

- All construction work will be considered to determine whether it falls under CDM.
- Where work is notifiable under CDM 2015, we will establish the Company's role e.g. as Principal Contractor or Contractor.
- Information will be given to ensure that all parties know their duties under CDM 2015 where appropriate.
- Documentation, appropriate to our role, will be prepared to detail the measures the Company will take to safeguard workers and others. This documentation will be distributed to duty holders.
- Compliance with these measures will be monitored and appropriate information made available for inclusion in any health and safety plan compiled.

Where we are the single contractor on projects we will:

- Plan, manage & monitor the construction work to ensure it is carried out safely.
- In planning we will develop a construction phase plan to a standard template which will include any relevant pre-construction information provided by the client.

In order to successfully manage the Project, we will ensure that:

- Anyone engaged to carry out the work is capable of doing so,
- Effective, preventative & protective measures are put in place to control the risks,
- The right plant, equipment & tools are provided to carry out the work involved.

To monitor our work, we will use BEACONRISK to complete:

- Routine checks of site access, work areas, plant & equipment & health risk management,
- Investigations of near-miss incidents & injuries including monitoring cases of ill-health,
- Reports of the above to enable us to take prompt action where necessary.

Mobile Plant and Equipment

We will:

- Undertake risk assessments on the use of plant and equipment for the proposed tasks and implement suitable control procedures to minimise injury or damage to persons, equipment and structures.
- Ensure that all employees who use the equipment receive suitable and adequate information, instruction, training and supervision. Provide banksmen and signallers, where necessary.
- Equipment will only be used for the purpose it was constructed or adapted for and complies with the relevant standard including CE marking where appropriate.
- Competent people to maintain and inspect equipment regularly and ensure suitable records are kept e.g. thorough examination of lifting equipment.
- Any defective equipment will be removed from service.
- Provide suitable and effective guarding to prevent access to dangerous parts of machinery and that guarding is regularly inspected and maintained by competent persons.
- Minimise the risk of people or objects falling by supplying barriers, harnesses and methods for controlling access for persons, materials and equipment.
- Where applicable, suitable emergency devices such as stop controls are fitted.
- Not allow workers to be carried on mobile work equipment unless it is designed to carry people and authorisation is given.
- Reduce the risks posed by equipment overturning e.g. provide 'roll over protection structures' (ROPS) and suitable restraining systems etc.
- Provide suitable personal protective equipment and ensure that it is used.
- Approved training bodies include the Construction Plant Competence Scheme (CPCS) and National Plant Operators Registration Scheme (NPORS).

Noise

We will successfully manage the risks associated with exposure to noise by ensuring compliance with the Noise at Work Regulations 2005.

- Assessments will be carried out to determine employees' noise exposure levels and these will be checked against the action levels in the Noise at Work Regulations. On request, BEACONRISK will assist with noise assessment
- Where necessary, action will be taken to reduce exposure if the second action level is exceeded.
- Adequate hearing protection will be provided to all employees and they will be given training on its use and maintenance.
- All reasonable steps will be taken to reduce exposure to noise by using equipment that incorporates noise suppression and is well maintained.
- Where necessary following noise monitoring, employees will be sent for audiometric testing by a competent person.

Scaffolding

We will:

- Undertake a risk assessment for the work and ensure that alternative methods to working at height are considered. If work has to be performed at height then the most suitable work equipment will be selected.
- Compile a documented safe system of work describing the steps to control the risks during the work. This will include a scaffold assembly, use and dismantling plan drawn up by a competent person, which will be available to relevant people until completion of the dismantling process.
- Ensure the design, erection, modification and dismantling (or in part) of a scaffold structure will only be undertaken and supervised by trained and competent people following manufacturer's instructions and the requirements of TG20 - A Guide to Good Practice for Scaffolding with Tubes and Fittings.
- Ensure that scaffolds are suitable, supported and tied correctly and have sufficient strength and rigidity.
- Control the risk of falling objects and people, through the correct use and installation of guardrails, intermediate rails, toe boards, airbags, sheeting, netting and harnesses where appropriate.
- Ensure that users of the scaffold are trained and that visitors and the public are protected from scaffolding operations.
- Ensure that a sufficient number of warning signs are displayed to prevent access to danger zones whilst scaffolding is not being used.
- Provide a safe means of access and egress for the use of scaffold and prevent unauthorised access onto the scaffold.
- Ensure working platforms are suitably boarded and the risk of slipping and tripping is minimised.
- Protect the scaffold and workers from overhead cables, vehicles, and other obstructions.
- Ensure a competent person inspects the scaffold after installation, substantial alteration, events that affect its stability and where applicable, at intervals not exceeding seven days.
- Maintain inspection reports on site until the work is complete.
- Monitor excavations in the vicinity of scaffolding to prevent subsidence that could lead to collapse.
- Compile a suitable emergency plan and provide adequate emergency equipment.
- Prevent the use of scaffolding if it is exposed to strong winds.
- Not exceed the load bearing capacity of the scaffold.
- Provide hand-over certificates, where applicable.

Site Security

We will successfully manage the risks associated with unauthorised site access by ensuring compliance with the Health and Safety at Work etc Act 1974 and the requirements of the Construction, Design and Management Regulations.

We will when responsible for providing site security ensure the following:

- Site specific Risk Assessment will be carried out and identify the following.
 - Significant hazards and risks arising from Materials, Plant stored on site and Work activities being carried out.
 - People at risk.
 - The appropriate controls to be implemented.
- Sites will be fenced all around with recognised access points, and signs will be displayed warning that it is a construction site and that entry is prohibited.
- Plant and equipment will be locked away out of sight where practicable, and disabled/secured in situ where not practicable.
- Methods of access control based upon the scale and type of site (this may comprise a simple sign telling persons to report to the site manager, or could be a manned access point – note this may also provide a method of monitoring who is on site for emergency purposes).
- Visitors will be provided a safe environment where they must not be exposed to risk while on a site.

Stacking and Storing

To help manage the safe installation and use of racking and storage systems, we will ensure that:

- Risk assessments are undertaken in respect of the use of storage systems to ensure that they are correctly designed, installed, maintained and organised in aisles to allow for safe access to goods and materials.
- The findings of the risk assessments are communicated to employees and others who may be affected by work activities.
- Racking/storage systems are protected against mechanical damage which have been “proved” by structural calculations, will be used.
- Where necessary (i.e. where forklift trucks or other mechanical handling equipment is used), racking will be securely fixed to the floor.
- Employees are trained in safe methods of storage and retrieval.
- If pallets or containers are used, they will be regularly inspected for damage.
- Regular inspections of racking/storage systems will be undertaken and recorded.
- Hazard-reporting procedures are followed.
- Racking/storage systems will be affixed with a notice stating the maximum working load, together with any specified load configurations.

Vibration

We will successfully manage the risks associated with vibration by ensuring compliance with the Control of Vibration at Work Regulations 2005.

- On request, BEACONRISK will assess the vibration risk to all employees and decide if they are likely to be exposed above the daily exposure action value (EAV) in the regulations.
- If the action values are exceeded a programme of controls will be introduced to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Health surveillance in the form of regular health checks will be provided to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- If employees are likely to be exposed above the daily exposure limit value (ELV) immediate action will be taken to reduce their exposure below the limit value.
- Information and training will be provided to employees on the health risks and the actions being taken to control those risks.
- Records of risk assessments and control actions will be maintained.

Working at Height

We will successfully manage the risks associated with working at height by ensuring compliance with the Work at Height Regulations 2005:

- A specific risk assessment will be completed before any work at height is carried out.
- All work at height will be properly planned and organised.
- Account will be taken of weather conditions that could endanger health and safety.
- Those involved in work at height will be adequately trained and competent.
- Steps will be taken to ensure that the place where work at height is carried out is safe.
- Any equipment used for work at height will be appropriately inspected.
- The risks from fragile surfaces and falling objects will be properly controlled.

Working Alone

We will successfully manage the risks associated with working alone by ensuring compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999:

- Wherever possible lone working will be avoided.
- Where lone working is necessary a risk assessment will be completed, and suitable safe working procedures will be implemented.

Workplace Transport

We will ensure that suitable controls are in place to safeguard employees, visitors and contractors from the hazards associated with the following:

- Internal and external vehicle movements.
- Reversing vehicles.
- Site layout.
- Loading and unloading procedures.
- Falls from vehicles.
- Parking.
- Pedestrian movement.

To do this we will compile suitable risk assessments for all areas under their control along with good housekeeping, monitoring and inspections of the workplace this should make for a safer working environment.



REGISTERED CLIENT CERTIFICATE

This is to certify that ...

HALLOWELL ELECTRICAL ENGINEERS LTD

... has retained the support of BEACONRISK Health & Safety Consultants to provide competent advice as required by the Management of Health & Safety at Work Regulations 1999.

A handwritten signature in black ink, appearing to read "Don Gilfoyle".

Don Gilfoyle
BSc (Hons) CMIOSH OSHCR
Managing Director and Principal Consultant

Start Date: 25/11/2023

Renewal Due: 25/11/2024


H&S Policy


Final Audit Report


2023-11-27


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