



## **Health and Safety Policy**

**Issued 16<sup>th</sup> January 2019**



## Introduction

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The Health, Safety and Welfare of employee's and others is of prime importance to Stone Construction Ltd and is essential to the efficient operation of its undertaking.

Stone Construction Ltd, also referred to as 'the company', will ensure that this policy is pursued throughout the organisation.

The only acceptable standard of Health and Safety, and for Welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will exceed the minimum requirements of the legislation.

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract, or sub-contract are expected to have a similar high standard.

Enquires relating to the Company's Safety Policy should be addressed to :-

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Derby  
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## Issue Record

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Issue Number	Amendment	Date of Amendment
1	First Issue	25/01/12
2	Policy review:	25/01/13
3	Policy review: Added arrangements for Electricity, Slips & Trips, and temporary works. Updated arrangements for Work at Heights.	25/01/14
4	Policy review: Updated arrangements for accident reporting & investigation	25/01/15
5	Policy review: Updated arrangements for: Accident/Near Miss Reporting & Investigation, Sub-contractors Added arrangements for: Acetylene, Compressed Air, Gas Cylinders, The Construction (Design and Management) Regulations 2015, Welfare Facilities	25/01/16
6	Policy Review Updated arrangements for Powered Access Equipment Revised qualifications for Safety Advisor	16/01/17
7	Policy review: Updates: ladders Additions: alcohol and drugs, violence, smoking, RPE, mobile phone use whilst driving	16/01/18
7	Policy Review: no updates Additions: legionella, racking, sharps, working on a slope, welding, permit to work, AOR, buried services, biological diseases, dust, electromagnetic radiation, excavations, new roles added to ornamgram	16/01/19



## **Health and Safety Policy Statement**

Stone Construction Ltd will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employee's and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The company will; -

- Co-operate with all those with an interest in Health and Safety, other employer's, clients, designers, sub-contractors and the enforcing authorities.
- Provide sufficient resources, including financial support for the full implementation of the policy.
- Ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- Ensure all employees are consulted on matters of Health and Safety and will encourage positive employee participation.
- Ensure that all plant and equipment owned, used or hired is safe to use and properly maintained.
- Ensure that all equipment, materials and substances used are stored, handled and used properly.
- Ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the company's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually.

Kevin Stone has overall responsibility for health, safety and welfare matters and will monitor and operate this policy and will support all those who endeavor to carry it out.

Signed

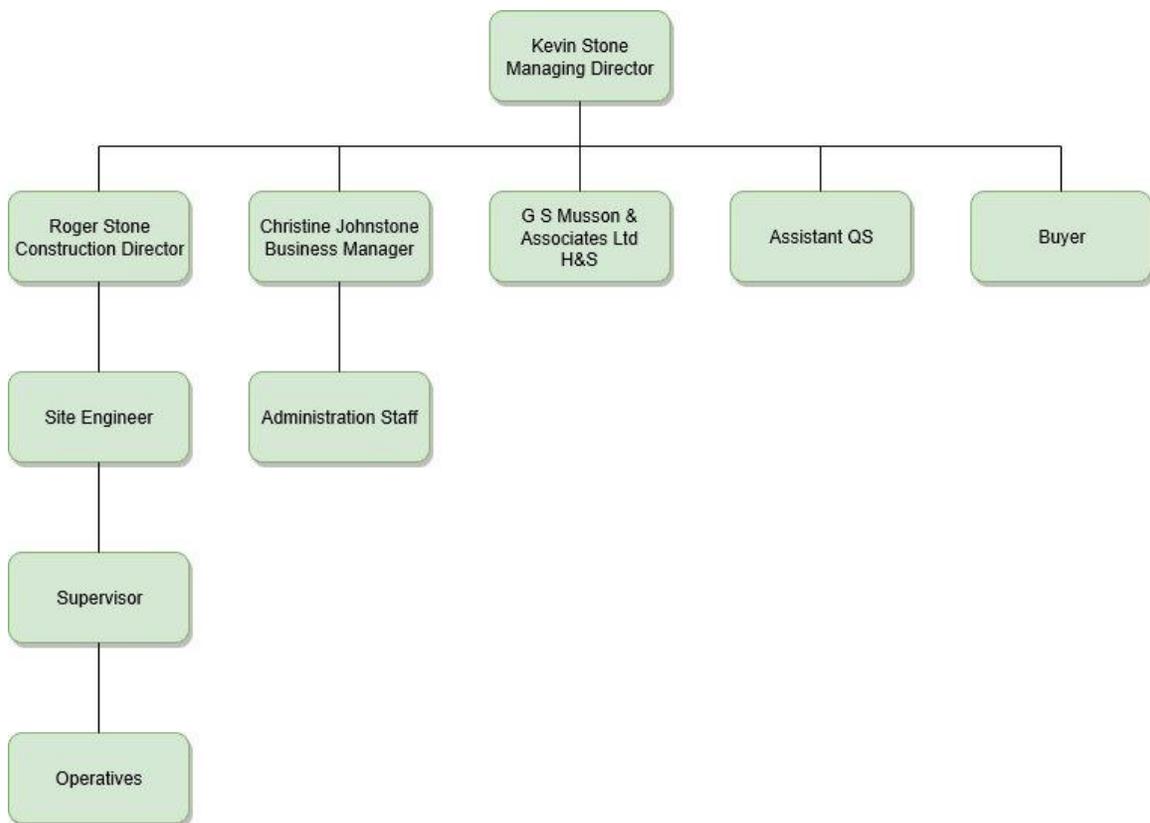
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Date 16<sup>th</sup> January 2019



## Organisation for Health and Safety

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## **Roles and Responsibilities**

### **Managing Director**

- Formulate, review and amend, as may be necessary from time to time, the company Policy and Arrangements for Health, Safety and Welfare.
- Ensure that Health and Safety awareness is constantly at the forefront of company operations.
- Monitor the effectiveness of the Health and Safety Policy.
- Co-ordinate all Health and Safety activities
- Liaise with clients and contractors
- Consult employees on health and safety matters.
- Ensure that risk and other assessments are carried out.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Notify the HSE of construction works when applicable
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate
- Ensure office safety and fire precautions
- Assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.
- Ensure current employers and public liability insurance are in place.
- Set a good example by wearing the appropriate Personal Protective Equipment etc. Also ensure that PPE is properly assessed and is suitable for use, ensure it is maintained and stored properly, make sure that PPE is issued with appropriate instructions on how to use it safely.
- Arrange for appropriate inspection and testing to ensure that portable electrical equipment is safe to use.
- To ensure that the risk of exposure to harmful vibration is assessed and identify measures to eliminate or reduce the risk accordingly.
- Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only be used by people who are trained to use it and is equipped with suitable safety measures.
- To ensure that suitable asbestos awareness training is provided to all employees who are likely to come across asbestos containing materials during their normal work activities.
- Assess the risk to employees from noise, take steps to reduce the exposure to noise, provide employees with hearing protection where appropriate, provide employees with appropriate information and instruction regarding noise at work, arrange for health surveillance where a risk to health has been identified.

## **Construction Director**

- Set a good personal example by wearing the appropriate Personal Protective Equipment etc. when working.
- Monitor compliance of Health & Safety Policy, statutory requirements and good working practices.
- Co-ordinate all Health & Safety activities.
- Set a good example by wearing the appropriate Personal Protective Equipment etc. also ensure that PPE is properly assessed and is suitable for use, ensure it is maintained and stored properly, make sure that PPE is issued with appropriate instructions on how to use it safely.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Notify the HSE of construction works when applicable.
- Ensure that day-to-day Health and Safety Procedures are implemented.
- Promote Health & Safety, and good working practices.
- Liaise with Site Engineer / Supervisor on Health & Safety issues.
- Ensure induction training is provided for all employees new to the company or site.
- Assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.
- Ensure up to date training is provided for Site Engineer / Supervisor.
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment.
- Consult employees on Health and Safety matters.
- Implement risk assessments and method statements.
- Ensure the correct Personal protective equipment is issued and used
- Ensure that workforce is briefed concerning any chemicals they use on a day-to-day basis, arrange for COSHH assessments to be conducted and communicate the findings of such assessment to the workforce.
- Utilise the disciplinary procedures for non-compliance on any Health and Safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Carry out risk assessments of work activities and produce suitable method statements.
- To ensure that the risk of exposure to harmful vibration is assessed and identify measures to eliminate or reduce the risk accordingly.
- To ensure that in regard to working in confined spaces, that a safe system of work and adequate emergency arrangements are in place before works commence.
- Assess the risk to employees from noise, take steps to reduce the exposure to noise, provide employees with hearing protection where appropriate, provide employees with appropriate information and instruction regarding

noise at work, arrange for health surveillance where a risk to health has been identified

### **Business Manager**

- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Consult employees on Health and Safety matters.
- Ensure that the workforce is properly trained in the use of Display Screen Equipment, offer eyesight tests, where appropriate, conduct and analyse Display Screen Equipment assessments.
- Assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.
- Ensure that workforce is briefed concerning any chemicals they use on a day-to-day basis, arrange for COSHH assessments to be conducted and communicate the findings of such assessment to the workforce.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Arrange for appropriate inspection and testing to ensure that portable electrical equipment is safe to use.
- To ensure that the risk of exposure to harmful vibration is assessed and identify measures to eliminate or reduce the risk accordingly.
- Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only be used by people who are trained to use it and is equipped with suitable safety measures.

### **Site Engineer / Supervisors**

- Set a good personal example by wearing the appropriate Personal Protective Equipment when working.
- Monitor safety of work equipment.
- Co-ordinate all Health and Safety activities.
- Implement day-to-day Health and Safety Procedures.
- Promote Health and Safety, and good working practices
- Report all site accidents to Managing Director, Construction Director, Business Manager and person(s) responsible for Health and Safety matters.
- Record accidents in the accident book and assist in accident investigation where required.
- Liaise with operatives and managers on Health and Safety matters.
- Provide Health and Safety induction and toolbox talk training for operatives.
- Maintain adequate welfare facilities.
- Maintain adequate fire prevention and emergency procedures.
- Monitor waste disposal procedures.
- Ensure only properly inspected and maintained plant and equipment is used on site.

- Ensure unsafe or damaged plant is reported and returned to depot for repair/servicing
- Ensure competence of users of plant and equipment.
- Consult employees on Health and Safety matters.
- Carry out risk assessments of work activities and produce suitable method statements.
- Implement method statements and risk assessments and put into place any preventative measures required.
- Ensure the correct Personal Protective Equipment is issued and used.
- Utilise the disciplinary procedures if safety is not adhered to.
- Ensure workplaces are inspected prior to use.

### **Operatives**

- Comply with all Health and Safety instructions, information or training given.
- Co-operate on all matters regarding Health and Safety.
- Do not put yourself or others at risk.
- Use the Personal Protective Equipment that is provided.
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in plant and equipment.
- Report to Site Engineer / Supervisor any Health and Safety issues that may occur.
- Refrain from horseplay and the abuse of welfare facilities.
- Warn new employees of known hazards.
- Do not improvise; use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences.
- Do not misuse anything provided for Health, Safety or Welfare.

### **Office Staff**

- Comply with the Company Safety Policy
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.



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## **Accident/Near Miss Reporting and Investigation**

The company shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and Specified Injuries.
- Injuries resulting in incapacity for more than 7 days.
- Specified Occupational Diseases
- Dangerous Occurrences

All employees, self-employed, trainees and other persons injured in or on the works premises, are included within the above arrangements.

Dangerous Occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor), followed up by a written notification within 10 days of the incident. Cases of over-seven-day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents on site shall be reported to the Site Engineer / Supervisor who shall make an entry in the accident book which is retained on site. The Site Engineer / Supervisor must immediately notify Kevin Stone and Christine Johnstone of all accidents. Kevin Stone and Christine Johnstone will, where appropriate, report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly by Kevin Stone and Christine Johnstone / Safety Advisor and the evidence clearly recorded. The injured party and witnesses shall be interviewed, and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent re-occurrence. A formal investigation report shall be produced and distributed to the Directors. The record in the accident book shall be updated as necessary.

The accident book will be kept on Site and completed by the Site Engineer / Supervisor.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employees work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. The company requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near miss events should be reported to Roger Stone.

### **Acetylene**

In accordance with The Acetylene Safety (England and Wales and Scotland) Regulations 2014 ('ASR 2014') the company shall undertake a risk assessment under DSEAR when acetylene is or is liable to be present in the workplace and suitable controls put in place where an explosive atmosphere may occur in the workplace.

The company will ensure that acetylene cylinders are initially inspected before they are put into service to ensure they conform to the approved standard and be periodically examined at appropriate intervals to ensure that they remain safe while in service.

The company shall consider the following control measures when managing ASR risks:

- Train workers in best practice and give them appropriate information.
- Only use regulators, flashback arrestors, hoses and blowpipes designed for acetylene and oxygen, respectively, and marked and manufactured to the correct BS EN ISO Standards.
- Issue Personal Protective Equipment, e.g. clothing, goggles or face shields.
- Handle acetylene cylinders with care, do not drop or jar them, do not roll them, store in an upright position.
- Storage areas should be well defined and located in the open air where there is good natural ventilation, and not be located next to other stores containing combustible materials or products.
- Cylinder stores are to be appropriately signed and located away from site designated emergency exits and escape routes.

### **Alcohol and Drugs Policy**

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the company is undertaking work.

Any employee or sub-contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

Any employee or sub-contractor found or suspected of being under the influence of alcohol or drugs will be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Directors.

This company operates a zero-tolerance policy in respect of the above.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities and will either be sent home or to the sick room (if available) until fully recovered from the effects.

Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person.

### **Artificial Optical Radiation**

The company, during its normal work activities, does create hazardous sources of light that present a 'reasonably foreseeable' risk of harming the eyes and skin of workers. These activities are:

- Welding.

These activities shall be suitably risk assessed, and in accordance with guidance to the Control of Artificial Optical Radiation at Work Regulations (AOR) 2010 appropriate controls shall be put into place.

The company shall consider the following control measures when managing AOR risks:

- Use an alternative, safer light source that can achieve the same result.
- Use filters, screens, remote viewing, curtains, safety interlocks, clamping of work pieces, dedicated rooms, remote controls and time delays.
- Train workers in best-practice and give them appropriate information.
- Organise the work to reduce exposure to workers and restrict access to hazardous areas.
- Issue personal protective equipment, eg clothing, goggles or face shields.
- Use relevant safety signs.

### **Asbestos**

The company is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health suitable control measures shall be put into place.

Any persons or organisation who are to carry out work on company premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement.

Site workers should note that if they come across materials, they suspect of containing asbestos, they should stop work immediately and report to their site supervisor or Kevin Stone.

The company commits to provide suitable asbestos awareness training to all employees who are likely to come across asbestos containing materials during their normal work activities.

Kevin Stone has responsibility regarding Asbestos.

### **Biological Diseases (Weils Disease, Tetanus, Bioaerosols, Plants)**

There are many risks associated with working in the ground, a few diseases to be aware of are: -

- **Bioaerosols:** these are airborne micro-organisms including spores, bacteria and fungi (e.g. *Aspergillus fumigatus*) that are naturally present in decomposing material. People with any existing chest conditions such as asthma or bronchitis or those prone to allergies are most at risk and should inform the site supervisor.
- **Tetanus:** the tetanus bacterium can enter through cuts or wounds.
- **Weil's disease (*Leptospirosis*):** this is a disease human can catch from rats through water or wet vegetation contaminated with rat urine. Rats also transmit salmonella.
- **Plant hazards:** as well as some plants being poisonous, there are also many plants whose sap or hairs can cause skin blistering, burns, rashes or breathing difficulties.

To ensure your safety please ensure to minimise the risk by following some simple precautions:

- Ensure tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself.
- Protect from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots.
- Always wash your hands before eating

## **Buried Services**

The Construction (Design and Management) Regulations 2015 require precautions to be taken to prevent danger from electrical cables and other underground services.

Where conditions are such that there are a large number of existing services, e.g. in a town centre or large industrial complex, then a Permit to Work system for excavation work will be prepared.

All Supervisors, machine operators and banksmen will be instructed in the procedure to be followed. Any sub-contractors involved in excavation work will be issued with full information obtained from service companies and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system if applicable.

The Company will provide service location equipment for use on site in accordance with the above standards and training will be provided to supervisors and key operatives in the use of the equipment.

## **Competent Safety Advice**

G S Musson PgCert CMIOSH, FIIRSM, FInstLM CMaPs of G S Musson & Associates Limited has been appointed by the company to act as the competent source of general and construction related Health and Safety advice, to fulfill the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

## **Compressed Air**

Compressed air equipment may only be maintained and operated by authorized personnel. Statutory Inspections of the equipment will be carried out in accordance with our documented inspection and maintenance schedule.

Users should be familiar with the statutory requirements applying to compressed air systems and air receivers. These are principally contained in the Pressure Systems Safety Regulations 2000; further guidance can be obtained from HSE guidance INDG178 (Rev 2).

Compressed air equipment may only be maintained and operated by authorized personnel. For air receivers with a value of pressure times volume greater than 250 bar litres, the nature and frequency of the examination must be contained in a written scheme of examination. The written scheme of examination drawn up or certified by a competent person will normally specify a period between examinations of 24 to 48 months

## **Confined Spaces**

Where a work activity necessitates entry, or working in a confined space, the company will comply with the requirements of The Confined Spaces Regulations 1997 and will observe the following duties;

- Avoid entry into confined spaces where practicable
- If entry is unavoidable then follow a safe system of work
- Put adequate emergency arrangements into place before work commences

Roger Stone has responsibility regarding Confined Spaces.

## **Consultation**

The company commits to involve the workforce in the implementation and development of the Safety Management System and will fully embrace the letter and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of an elected representative of employee safety the company will engage in direct consultation with employees during toolbox talk sessions. Kevin Stone, Roger Stone and Christine Johnstone will also operate an open door policy and will treat all concerns raised by workers on Health and Safety matters with the importance they merit.

Where language becomes a barrier to effective communication the company commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

## **Display Screen Equipment**

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the company will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

Christine Johnstone has responsibility for DSE assessments.

## **Dust**

The Control of Substances Hazardous to Health Regulations 2002 (as amended) 2,3 require the use of the most effective and reliable control options to minimise the escape and spread of substances including Respirable Crystalline Silica. Where adequate control of exposure cannot be achieved, suitable respiratory protective equipment (RPE) will need to be used as well.

## **Electricity**

If not properly managed, electricity can kill or severely injure people and cause damage to property. The company will:

- Ensure that all works involving electricity are assessed for risk
- Only permit competent persons to undertake electrical works
- Use electrical equipment that meets the relevant standard
- Ensure all existing installations within company premises are periodically inspected
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD)
- Use low voltage or battery-operated equipment on site (see Portable Electrical Equipment arrangements)
- Avoid the need for live working where practicable

## **Electromagnetic Radiation**

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

You should take particular care if you have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

People of all skin colours should take care to avoid damage to the eyes, overheating, dehydration and sunburn.

What can you do to protect yourself?

- Keep your top on.
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.

- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

### **Excavations**

All excavation work will be carried out in accordance with the Construction (Design and Management) Regulations 2015.

Details of the ground conditions to be encountered in excavation work, or of buildings or structures affected by the excavation will be obtained by the Director to enable work to be planned safely. This information will be discussed with the employees before excavation commences.

Where required by the Principal Contractor no excavation will commence until a suitable permit to dig has been issued.

Precautions to be taken prior to and during excavation of a site are:

- All excavations will be adequately fenced off, especially when unattended, and appropriate barriers, notices and warning lights will be provided where necessary.
- Underground services will be located and are to be adequately protected and supported when exposed in excavations.
- Spoil heaps and materials etc. will be kept back from the edges of the excavation.
- Suitable measures will be implemented to ensure that no vehicle can accidentally enter the excavation, such as the use of stop-blocks, bunds and banksmen.

### **Fire**

Kevin Stone shall hold the duty as the responsible person for the company on fire safety issues.

The company shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment appropriate fire precautionary and protection measures shall be implemented, and a fire management plan shall be maintained. Basic fire safety training will form part of the induction training for new employees

## **First Aid**

The company shall provide first aid facilities at each work place in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant ACoP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

First aiders and appointed persons hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

Kevin Stone, Roger Stone and Christine Johnstone have responsibility for First Aid.

## **Gas Cylinders**

All gas cylinders must be designed and manufactured to an approved standard to withstand everyday use and to prevent danger. The company will ensure they are initially inspected before they are put into service to ensure they conform to the approved standard and be periodically examined at appropriate intervals to ensure that they remain safe while in service.

Anyone who examines, refurbishes, fills or uses a gas cylinder will be suitably trained and have the necessary skills to carry out their job safely.

## **Hazardous Substances**

The company will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The company will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harm's way as possible.
7. Provide Personal Protective Equipment (PPE).

Workers shall receive COSHH awareness training. Workers must not use a hazardous substance before a COSHH assessment has been carried out.

It is the responsibility of to Kevin Stone, Roger Stone and Christine Johnstone brief the relevant worker about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated in a toolbox talk fashion.

### **Health Surveillance**

The company will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (eg the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

### **Legionella**

The company will adhere to the requirements of The Control of Legionella Bacteria in Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the company will:

- Identify and assess sources of risk.
- Prepare a written scheme for preventing or controlling the risk.
- Ensure suitable and sufficient resources are available.
- Implement, manage and monitor all precautionary control measures identified.
- Keep records of all such measures.
- Provide employees with information, instruction and training

### **Manual Handling**

The company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities. The company will avoid manual-handling operations so far as is reasonably practicable.

The company will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far is reasonably practicable.

HSE publication INDG143 (rev 2) 'Getting to Grips with Manual Handling' shall be issued to all new starters during their induction. Formal training on kinetic lifting techniques will be arranged where necessary.

Kevin Stone and Christine Johnstone have the responsibility for Manual Handling

## **Monitoring of Safety Systems**

To ensure the effectiveness of the Safety Management System a range of procedures shall be maintained;

- Regular discussions of Health and Safety matters between management and workers. Time will be set-aside during toolbox talks where concerns may be raised.
- Regular formal site safety inspections. Results of the inspections to be recorded and discussed during management review meetings.
- Annual review of accident statistics.
- Annual safety system audit carried out by the safety advisor.
- Annual review of the Safety Policy and associated documents.

## **Noise**

It is the aim of the company to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the company will;

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

Kevin Stone and Roger Stone have the responsibility for noise.

## **Permit to Work**

Permits to work will be issued to contractors carrying out tasks where the potential risk is high and so precautions are needed, and where multiple groups of workers have to be coordinated to ensure safety.

The Contracts Manager and Site Supervisors are responsible for pre-assessing the work and the hazards and risks involved and for issuing the appropriate permit to work allowing the work to proceed under controlled conditions. They will also be responsible for ensuring that the work area is returned to a safe state once the work is completed. Permits are designed to cover work lasting up to 24 hours and require an authorised signature for any time extensions.

On proper completion of the work, or when permit time has elapsed, the site manager will cancel the permit to work and arrange for the issue of a new permit if required.

Appropriate managerial staff at each location must keep a log of permits issued.

## **Personal & Respiratory Protective Equipment (PPE RPE)**

The company will provide PPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will ensure that PPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees.
- Face fit Tested where necessary

Kevin Stone and Roger Stone have the responsibility for Personal Protective Equipment (PPE).

## **Portable Electrical Equipment**

Kevin Stone and Christine Johnstone are responsible for the overall inspection and testing regime for portable electrical equipment. Further responsibilities are defined within the company 'Portable Electrical Equipment Policy' document.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

## **Racking**

Any racking systems provided will be properly designed and installed by a competent person and will be suitable for the goods that are being stored on them.

The company will ensure that:

- Racking regularly inspected to make sure it is repaired and maintained properly and is safe.

You should use three types of inspection:

- Immediate reporting of damage and defects;
- Visual inspections at regular intervals;
- 'Expert' inspections carried out at intervals by a competent person.
- Safe working loads are posted on each section and adhered to

## **Risk Assessment**

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments suitable controls will be established and a safe system of work produced.

Kevin Stone, Roger Stone and Christine Johnstone have the responsibility for Risk Assessment.

## **Sharps**

Sharps are needles which can often be found in, around and under gardens and soil and could cause injury by pricking the skin. There is also a disease transmission risk from contaminated sharps.

All sharps injuries must be reported to the site supervisor and the injured person will be recommended to seek immediate medical attention.

## **Slips, Trips and Falls**

Slips and trips are the most common injury at work. These will be minimised by the company by:

- Using entrance matting
- Ensuring any leaks from machinery or buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

## **Smoke Free Environment**

The employer will ensure that all employees and the public are protected from the harmful effects of second-hand smoke and vaping by providing a smoke free workplace. This is inclusive of all work vehicles where provided and client premises.

## **Sub-contractors**

Prior to commencement all sub-contractors must be assessed for competence. It is the responsibility of the Managing Director and the Construction Director to ensure that all sub-contractors have satisfactorily;

- Completed the company pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.
- Demonstrated compliance with one of the member schemes of the Safety Schemes In Procurement scheme.

Competence checks should be based around the requirements of CDM (2015) and the MHSWR (1999)

Kevin Stone and Roger Stone have the responsibility for Sub-Contractors

## **Temporary Works**

We shall ensure we work within the temporary works procedure operated by the Principal Contractor. With regards to temporary works under our control we shall observe the principles of BS5975, in particular:

- Ensuring a suitably competent temporary works designer/adviser is in place to supply an engineered solution,
- Adequate information flow,
- Design checking to an appropriate level,
- Suitable verification of correct erection of the temporary works and someone overseeing and coordinating the whole process.

Where appropriate external expertise will be engaged

## **The Construction (Design and Management) Regulations 2015**

Some of the company's core activities are construction related and CDM (2015) will form the cornerstone of the company's arrangements from a Health, Safety and Welfare standpoint.

The company, during the course of its activities, will at times hold various duties. A summary of duties is scheduled as follows:

### **When assuming client duties for a domestic client we will ensure that:**

- The client has allocated sufficient time and resources and other suitable arrangements for managing the project.
- The construction work can be carried out, so far is reasonably practicable, without risks to the Health and Safety of any person affected by the project.

- The appropriate welfare is provided in accordance with Schedule 2 to the Regulations.
- All the above is maintained and reviewed throughout the project.
- Appropriate pre-construction information is provided to every designer and contractor associated with the project.
- A suitable construction phase plan is drawn up before the construction phase begins.
- The principal designer prepares a suitable Health and Safety file for the project.
- The Principal Designer complies with other principal designer duties.

When assuming principal contractor duties we will ensure that:

- We plan, manage and monitor the construction phase.
- We coordinate matters relating to Health and Safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to Health and Safety.
- We take into account the general Principles of Prevention (see Appendix 1 of HSE publication L153).
- We draw up a construction phase plan prior to setting up the site.
- We organise cooperation between contractors.
- A suitable site induction is provided.
- Steps are taken to prevent access by unauthorised persons to the construction site.
- Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We liaise with the Principal Designer for the duration of their appointment and share with them information required during the pre-construction phase.
- Consult workers or their representatives in good time on matters connected with the project, which may affect their Health, Safety or Welfare

When assuming contractor duties we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to Health and Safety.
- Where we are working on a project where there is more than contractor, we will comply with directions given by the Principal Designer or the Principal Contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project, we will take account of the general Principles of Prevention and will draw up a construction phase plan prior to setting up the site.

- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to Health and Safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

Note: on a notifiable project a copy of the notice must be clearly displayed in the construction site office.

### **Training**

The company recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable Health and Safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated. In addition, the induction will outline the firm's general Health and Safety Policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of Health and Safety within their employment.

The firm's safety advisor will give general training direction and co-ordination. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. Kevin Stone and Roger Stone and Site Engineer / Supervisors will also have a responsibility to identify training needs of employees.

Kevin Stone and Roger Stone and Site Engineer / Supervisors will hold qualifications in the Management of Health and Safety and will attend updates and refresher courses as required.

### **Vibration**

The company will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the company will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All site workers will receive information and training on the potential risks from harmful vibration.

Kevin Stone, Roger Stone and Christine Johnstone have the responsibility for Vibration.

## **Violence**

The employer will safeguard so far as is reasonably practicable all employees and visiting public, and contractors against all forms of violence from other employee's and members of the public. This will include:

- physical
- verbal
- mental abuse
- discrimination
- harassment and bullying
- racial
- threat: verbal or written
- sexual assault or harassment

If any injury or absence from work of more than seven days results from any form of abuse or violence this must be reported to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

## **Welding**

The employer will ensure that workers are protected from exposure to fumes and gases from welding and cutting by:

- Designing the job so there is less hot work
- Using welding techniques that create less fume
- Ensuring workers are trained on the use of optimal settings to reduce excessive current and weld fume
- Providing adequate working space, providing devices to manipulate the workpiece where deemed necessary
- Providing fume extraction where necessary such as local exhaust ventilation or a filtering face mask
- Providing RPE which is suitable and sufficient and properly fitted
- Ensuring routine maintenance on equipment, filtering face masks/welding visors considering manufacturers recommendations, the amount of use and the environment.
- Ensuring arrangements are in place for a good standard of housekeeping, fire precautions and protection.

## **Welfare Facilities**

The company will ensure that adequate welfare facilities are provided in the company premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum 16 deg C where the activity is mainly sedentary and 13 deg C if the work involves physical effort).
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.
- Enough free space to allow people to move about with ease. Workrooms should provide a minimum of 11 cubic meters of space per occupant.
- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable facilities for changing and storage of clothes where necessary.
- Suitable and sufficient facilities for rest.

When working as a contractor (sub-contractor) on a construction project we will ensure that the Principal Contractor provides welfare to the standards set in Schedule 2 within CDM (2015) prior to commencement on site.

## **Work at Heights**

The company will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives

The use of A frames and step-ladders will be limited to access provision and short-term working where other methods are not practicable. It is company policy that all ladders/step-ladders shall be Class 1 certified to BS 2037, BS 1129 whilst still meeting industry standards. New purchases of ladders/stepladders will meet new standards under EN131 Professional. Under the new EN131 standards any

leaning ladder over 3m will require a stabiliser bar. Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at six monthly periods.

Scaffolds will be erected, altered and dismantled by specialist contractors who have been assessed for competence through the company sub-contractor assessment process. A competent person shall carry out inspections and subsequent reports.

Tower scaffolds shall be erected, altered and dismantled by a competent person. The company shall adopt the PASMA training scheme as its appropriate qualification.

- The relevant components show no signs of rust or damage.
- The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every 7 days of being erected, following adverse weather conditions and after any alterations.
- A suitable means of access to be provided inside the tower.
- Toe boards and guardrails must be provided at suitable heights (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm).
- Pre-use checks to be carried out that consider the weather and ground conditions.
- Guidelines are to be followed in relation to the height to base width ratio.

#### Powered Access Equipment

A competent person shall only use powered access equipment. The company shall adopt the IPAF training scheme as its appropriate qualification. Suitable fall arrest equipment will be provided to those working within the platform (they will be expected to use this in accordance with the safe system of work). No person is permitted to climb out of the platform over the guard rails (unless the platform is specifically designed to permit this). All hand tools shall be secured to the platform with safety ropes to prevent them from falling should they be dropped. It is always required that a suitable means of descent shall be maintained in case of emergency, this may be by a person at ground level who has been familiarized with the controls on the machine at that level. Maintenance and thorough examination records (dated within the last 6 months) should be available for inspection.

Kevin Stone has the responsibility for Work at Heights.

## **Work Equipment**

The company will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, eg protective devices, markings, warnings.
- Ensure that adequate measures are taken to control the risks from 'kickback', such measures would include ensuring that cutting tools and blades are kept in good condition.
- No tool should be run at speeds greater than the safe working speed marked on the tool itself or specified in information supplied by the manufacturer or supplier of the tool.
- Guarding present on machinery should provide a sufficient degree of protection in the event of the cutter or tool disintegrating or the cutter being ejected.

Kevin Stone and Christine Johnstone are responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. They will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of the Managing Director and the Business Manager to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

Company Procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

All equipment owned or used by the company for lifting or lowering loads, will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads
- Used safely by competent persons
- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

The company will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Hired in equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of the Site Engineer / Supervisor.

### **Working on a Slope**

The group will ensure that a site-specific risk assessment is performed before work commences reviewing the following

- The scale and steepness of the slope with consideration to access/egress, topography and run off areas
- Identification of high risk groups
- Availability of suitable equipment, is specialised machinery available to hire or via a sub-contractor
- Weather and surface conditions likely to be encountered during the operation
- Operator competence and identification of specific training requirements
- Emergency provision in the event of an accident

### **Work Related Road Safety**

Much of the company's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The company will ensure that:

Drivers are:

- Competent and capable of doing their work in a way that is safe for them and others
- Properly trained
- Sufficiently fit and health to drive safely and not put others at risk
- Provided with information that will help them reduce the risk (eg. Recommend tyre pressures)
- Provided with appropriate advice on driving posture

Vehicles are:

- Fit for the purpose for which they are used
- Maintained in a safe and fit condition

Journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules
- Does not put drivers at risk from fatigue
- Takes sufficient account of adverse weather conditions

Mobile phones whilst driving:

- Never use a hand-held mobile phone when driving or when the engine is

- running.
- Drivers who wish to use a mobile phone to make a call should safely stop and park before making a call.
  - Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible.
  - Office-based staff should avoid making calls to staff who they know are driving.

Kevin Stone and Roger Stone have the responsibility for Work Related Road Safety.