



# Health & Safety Policy

**Registered Office:**

**13-14 Tilia Court  
Beccles Business Park  
Beccles  
Suffolk  
NR34 7BF.  
CONTROLLED DOCUMENT**

Policy Ref	Prepared	Issued to	Date	Review-Revision
DSW - HSP - 01	12/08/02	DS Watson (Chairperson)	12/08/02	Rvn 1-05/09/02
DSW - HSP - 02	17/10/03	MK Turrall (Managing Director	17/10/03	Rvn 2-17/10/03
DSW - HSP - 03	01/11/04	MK Turrall (Managing Director)	01/11/04	Rvn 3-01/11/04
-	-	-	01/11/05	No Reviews
DSW - HSP - 04	10/07/06	A. Holt (Health & Safety Officer)	10/07/06	Rvn 4-10/07/06
DSW - HSP - 05	01/04/07	Update Employers Liability Insurance	01/04/07	Rvn 5-01/04/07
DSW - HSP - 06	30/10/07	Review Operational Arrangements	30/10/07	Rvn 6-30/10/07
DSW - HSP - 07	30/11/08	MK Turrall (Managing Director) NJ Watson (Financial Director)	30/11/08	Rvn 7-31/11/08
DSW - HSP - 08	30/09/09	All Employees	30/09/09	Rvn 8-30/09/09
DSW - HSP - 09	06/05/10	All Employees	06/05/10	Rvn 9-05/05/10
DSW - HSP - 10	06/05/11	All Employees	25/08/11	Rvn 10-06/05/11
DSW-HSP-11	09/12/11	All Employees	01/02/12	Rvn 11-09/12/11
DSW-HSP-12	06/04/12	Management	17/04/12	Rvn 12-06/04/12
DSW-HSP-13	17/05/12	Management	31/05/12	Rvn 13-17/05/12
DSW-HSP-14	03/04/13	Management	03/04/13	Rvn 14-03/04/13
DSW-HSP-15	12/05/14	Management	12/05/14	Rvn 15-12/05/14
DSW-HSP-16	31/05/14	Management / All Employees	31/05/14	Rvn 16-31/05/14
DSW-HSP-17	30/04/15	Management	30/04/15	Rvn 17-30/04/15
DSW-HSP-18	08/04/16	Management	08/04/16	Rvn 18-08/04/16
DSW-HSP-19	17/01/17	Management	17/01/17	Rvn 19-17/01/17
DSW-HSP-20	20/09/17	Management	20/09/17	Rvn 20-20/09/17
DSW-HSP-21	01/04/18	Management All Employees	19/04/18 30/04/18	Rvn 21-19/04/18
DSW -HSP - 22	01/04/19	Directors, Management, All Employees Clients		

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## POLICY REVIEW RECORDS

### POLICY REVIEW RECORD 02 - 03

DATE	ITEM	REFERENCE	DETAIL
17/10/03	Delete	Controlled Doc.	Delete director
17/10/03	Revise	Intent	Revise statement of intent date and signature
17/10/03	Revise	Footer	Change of address and number pages
17/10/03	Add	1.2 first aid	Data protection
17/10/03	Insert	1.5 new section	Emergency procedures
17/10/03	Delete	2	Fall arrest and mobile cranes
17/10/03	Add	3.2	Legal requirement for Health Surveillance under Lead at Work
17/10/03	Add	3.3	Asbestos 14 day notification to the HSE under licensed removal
17/10/03	Delete	3.5	Noise and vibration
17/10/03	Add	5.2	Risk evaluation formula
17/10/03	Insert	8 new section	Procedures for CDM
17/10/03	Insert	4 new part	Specific Operational Arrangements 1-17 titles

### POLICY REVIEW RECORD 03 - 04

DATE	ITEM	REFERENCE	DETAIL
01/11/04	Revise Change	Intent	Revise statement of intent date and signature Name title from chairman to chairperson
01/11/04	Add	2	Non trade operatives box
	Insert	2	Company secretary into Chairperson box
	Add	2	Senior QS box
	Delete	2	Engineers box
	Insert	2	IT supervisor to Admin box
01/11/04	Insert	2 (office staff)	Location of policy
01/11/04	Add	2	Visitors and contractors
01/11/04	Add	1.2	Travel first aid kits
01/11/04	Delete	1.5	Incident reception telephone number
01/11/04	Change	1.5	Incident reception telephone number
01/11/04	Delete	3.5	3 number items
01/11/04	Add	3.6	Health surveillance
01/11/04	Add	4	5 number titles 4.1-4.5
01/11/04	Add	6.5	Health and Safety Training
01/11/04	Insert	4 new part	Introduction

### POLICY REVIEW RECORD 04 - 05

DATE	ITEM	REFERENCE	DETAIL
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09/05/05	Add	2	Contractors Responsibilities
09/05-05	Add	3.7	Diesel Storage
30/11/05	Add	4.2	Driving Company Vehicles
09/05/05	Insert	4.4	Drugs & Alcohol
09/05/05	Insert	4.5	Sharps & Needles
09/05/05	Add	4.6	Working Time Rule
30/10/05	Delete	Part 4	Operation Arrangements
30/05/05	Add	Part 4	Operational Arrangements Revised to Meet Compliance with CHSWR
30/05/05	Amend	Part 4	Include Compliance with Work at Height Regulations 2005

### POLICY REVIEW RECORD 05 - 06

DATE	ITEM	REFERENCE	DETAIL
10/07/06	Amend	Part 2	Revise Organisation / Responsibilities
10/07/06	Add	Part 2.14	Project Co-ordinator Responsibilities
10/07/06	Add	Part 2.15	Health & Safety Officer's Responsibilities

### POLICY REVIEW RECORD 06 - 07

DATE	ITEM	REFERENCE	DETAIL
01/04/07	Amend	NIG	Update Employers Liability Insurance
08/05/07	Review	General Policy	Revise statement of intent date and signature

### POLICY REVIEW RECORD 07 - 08

DATE	ITEM	REFERENCE	DETAIL
30/10/07	Review	General Policy	Operational Arrangements Revised to Meet Compliance with CHSWR
01/04/08	Amend	NIG	Update Employers Liability Insurance

### POLICY REVIEW RECORD 08 - 09

DATE	ITEM	REFERENCE	DETAIL
30/11/08	Review	Organisation	Review Organisation/Responsibilities
30/11/08	Amend	Organisation	Revise organisation to reflect changes in management

### POLICY REVIEW RECORD 09 - 10

DATE	ITEM	REFERENCE	DETAIL
01/04/09	Amend	NIG	Update Employers Liability Insurance
31/08/09	Review	Arrangements	Review / Revise Arrangements
31/08/09	Amend	3.4.2	Driving Company Vehicles updated
31/08/09	Add	5.0	Smoking policy incorporated into Health & Safety Policy

### POLICY REVIEW RECORD 10 - 11

DATE	ITEM	REFERENCE	DETAIL
06/05/10	Amend	NIG	Update Employers Liability Insurance
06/05/10	Amend	Organisation	Revise organisation to reflect changes in management
06/05/10	Amend	Policy	Registered office amended
06/05/10	Review	Policy Statement	Policy Statement reviewed.

### POLICY REVIEW RECORD 11 - 12

DATE	ITEM	REFERENCE	DETAIL
06/05/11	Amend	NIG	Update Employers Liability Insurance
06/05/11	Review	Policy Statement	Policy Statement reviewed
06/05/11	Amend	Policy	Lone working policy updated
06/05/11	Amend	Policy	Drugs & Alcohol policy updated
09/12/11	Add	3.6.6	Employee Consultation section included
09/12/11	Add	3.9.12	Working at Height section included
09/12/11	Amend	Organisation	Revise organisation to reflect changes in management

### POLICY REVIEW RECORD 12 - 13

DATE	ITEM	REFERENCE	DETAIL
06/04/12	Amend	NIG	Update Employers Liability Insurance
06/04/12	Amend	3.1.3	RIDDOR notification updated
17/05/12	Review	Policy Statement	Policy Statement reviewed

### POLICY REVIEW RECORD 13 - 14

DATE	ITEM	REFERENCE	DETAIL
03/04/13	Amend	NIG	Update Employers Liability Insurance
17/05/13	Review	Policy Statement	Policy Statement reviewed

### POLICY REVIEW RECORD 14 - 15

DATE	ITEM	REFERENCE	DETAIL
03/04/14	Amend	NIG	Update Employers Liability Insurance
12/05/14	Review	Policy Statement	Review and sign Policy Statement
12/05/14	Amend	3.3.3	Asbestos procedure revised
31/05/14	Amend	Policy	Include index, update organisation / responsibilities, update arrangements, update environmental protection, update smoking policy

### POLICY REVIEW RECORD 15 - 16

DATE	ITEM	REFERENCE	DETAIL
06/04/15	Amend	3.8 - CDM	Amend CDM section to update legislation requirements for CDM 2015
20/04/15	Amend	NIG	Update Employers Liability Insurance

### POLICY REVIEW RECORD 16 - 17

DATE	ITEM	REFERENCE	DETAIL
08/04/16	Update	Policy Statement	Include reviewed and signed Policy Statement
08/04/16	Amend	NIG	Update Employers Liability Insurance
08/04/16	Update	Organisation / Responsibilities	Inclusion of Directors into organisation / responsibilities
08/04/16	Amend	3.8 CDM	Amend notification of project criteria

### POLICY REVIEW RECORD 17 - 18

DATE	ITEM	REFERENCE	DETAIL
17/01/17	Update	3.3.3	Update Asbestos section
20/01/17	Amend	Organisation	Amend Registered Office details to new premises

### POLICY REVIEW RECORD 18 - 19

DATE	ITEM	REFERENCE	DETAIL
01/04/18	Amend	1.0	Update General Policy Statement, Update Employers Liability Insurance Certificate
01/04/18	Amend	2.0	Update organisation / responsibilities
01/04/18	Update	3.1.4	Include smoking section
01/04/18	Remove	3.3.2 Lead	Remove working with lead
01/04/18	Update	3.3.3 Asbestos	Re-number section to 3.3.2
01/04/18	Update	3.3.4	Re-number section to 3.3.3
01/04/18	Update	3.3.5	Re-number section to 3.3.4
01/04/18	Update	3.3.6	Re-number section to 3.3.5
01/04/18	Amend	3.4.13	Change wording of permit to dig to permit to break ground
01/04/18	Amend	3.4.14	Change wording of permit to dig to permit to break ground
01/04/18	Amend	3.4.15	Update wording to comply with GS6
01/04/18	Amend	3.5.2	Amend wording to 5 or more employees and update responsibilities
01/04/18	Amend	3.5.3	Update permit names to comply with currently used permits
01/04/18	Amend	4.1	Update environmental policy statement
01/04/18	New	6.0	Include Equal Opportunities Policy Statement

**POLICY REVIEW RECORD 19 - 20**

DATE	ITEM	REFERENCE	DETAIL
27/03/19	Amend	Document	General Format and Font changes
27/03/19	Update	1.0	Update General policy Statement, Update Employers Liability Compulsory Insurance Certificate
08.04.19	Update	1.0	Chairperson changed to Managing Director
27.03.19	Amend	2.0,24,5,6,7,8,9,10,11,12,13,14,15,16,18,19,20	Wear Personal Protective Equipment / Respiratory Protective Equipment as required.
	Amend	2.19	Subheading - Plant Fitter to Fitters
	Amend	2.20	Subheading - Lorry to HGV
	Amend	3	Heading - Arrangements (removed 'The')
	New	3.1.4	Section on Mental Health First Aid
	Amend	3.1.4 - 8	Amend Numbers to accommodate new section
	Remove	3.1.5	Extract about use of Fire Extinguishers
	Amend	3.1.7	RIDDOR Section amended to show reportable incidents
	Amend	3.2	'Accessories' added to LOLER, 110v systems discussed,
	Amend	3.2.1	PPE Details updated
	Amend	3.2.2	Amend plant details.
	Amend	3.2.3	Details about young workers using Power tools.
	Update	3.2.3.2	Update details and requirements for Disc Cutters
	Amend	3.3.1	Unauthorised containers added
	Add	3.3.2	Re-add section on Lead
	Amend	3.3.2	Asbestos procedure amended
	Amend	3.3.3	Amend numbered heading to accommodate new section Actions on Discovery of ACM's list - numbered instead of bullets.
	Add	3.3.3	Asbestos - 'Licensed' added to company requirements for removal. No one to investigate or remove ACM's.
	Add	3.4	Requirements for Welfare Facilities
	Amend	3.4.3	Driver section details amended to Do's and Don'ts
	Amend	3.4.9	Vibration details amended
	Amend	3.4.11	Manual Handling Risk Assessment details amended
	Amend	3.4.13	Trial Holes added
	Amend	3.4.14	500 mm exclusion zone added and various details
	Add	3.4.17	Site Managers added
	Amend	3.5.1	Method Statement Description changed.
	Update	3.6.1	H&S Law poster requirements updated
	Add	3.6.3	Induction topics added
	Add	4	Use of 110v Systems



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## 1.0 General Policy Statement

The philosophy of DS Watson Civil Engineering (Anglia) Ltd is an un-equivocal clear commitment to ensure the Health, Safety and Welfare of its employee's and others that may be affected by its undertakings, to:

- Promote a proactive safety culture.
- Produce realistic and achievable goal setting targets.
- Measure performance against benchmark goal setting targets.
- Provide adequate information, instruction, supervision and training.
- Provide the necessary resources to achieve policy implementation.
- Provide and maintain safe plant and equipment.
- Provide safe systems of work.
- Ensure safe access and egress.
- Provide adequate and appropriate Personal Protective Equipment.
- Identify hazards, assess and evaluate their risks and introduce controls throughout all the company's work activities to ensure the health, safety and welfare of its employees and others.
- To consult with employees on matters relating to Health and Safety.
- To ensure the safe handling and use of substances
- To prevent accidents and cases of work related ill health

*This statement is to be prominently displayed at the office and all company worksites.*

Managing Director: Danny Smith

Signed: *Danny Smith*

Date: 25<sup>th</sup> April 2019

Review: 24<sup>th</sup> April 2020



## Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

**Policy Number** 100651156CSI  
**Name of Policyholder** D S Watson Civil Engineering (Anglia) Ltd  
**Date of Commencement of Insurance** 01 April 2019  
**Date of Expiry of Insurance** 31 March 2020

We hereby certify that subject to paragraph 2

- (1) the Policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
- (2) the minimum amount of cover provided by this Policy is no less than £5million (c)

Signed on behalf of: **Aviva Insurance Limited** (Authorised Insurer)



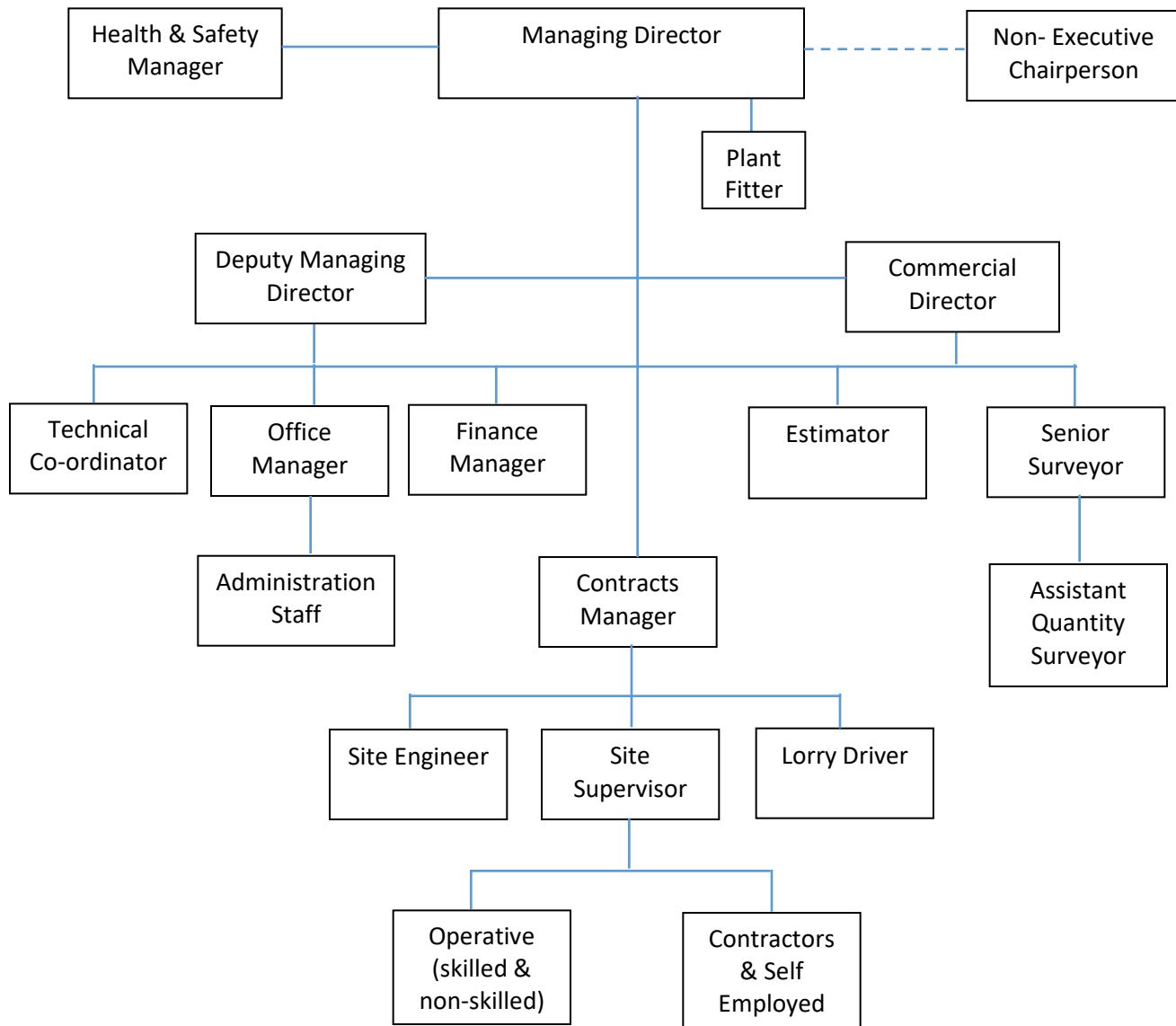
Authorised Signatory  
Andy Briggs  
Chief Executive Officer, UK Insurance

### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

## 2.0 Organisation / Responsibilities



## 2.1 All Employees

The Management of Health and Safety at Work Regulations (1992) and the Health and Safety at Work Act 1974 places responsibilities on the employer and employees alike. In this connection, the Company reminds employees of their duties under Section 7 of the act: to take care for their own health and safety and that of other who may be affected by their acts or omissions. Additionally, employees must also co-operate with the company to enable it to discharge its own responsibilities successfully. Furthermore, all employees are expected to:

- Take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work.
- Not misuse or abuse anything provided for their safety.
- Comply with their employer in all matters regarding Health and safety and observe all safety, environmental and agreed working procedures at all times.
- Report all defects and loss and any accidents, near misses, environmental contamination or damage to machinery, equipment and buildings in their area, whether an injury was sustained or not.
- Not to attempt repairs which they have not been authorised and specifically trained to undertake
- Inform their employer of any shortcomings in this policy or any of the Company safety procedures.

The following responsibilities are in addition to those listed above:

## 2.2 Managing Director

- To ensure all Directors and Managers understand and fulfil their responsibilities with regards to Health and Safety.
- To ensure there is an effective company policy for Health and Safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.
- To understand and ensure, through the appointment of competent persons, that the Company's responsibilities as employers under the Health and Safety at Work at 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- To arrange for funds and facilities to meet the requirements of Company Policy and Legislation.
- To make provision for adequate and appropriate training to be given to all employees.
- Oversee the management of the day-to-day activities of the Company on matters regarding Health and Safety.
- Be fully conversant with the company Health and Safety Policy.
- Ensure compliance with the CDM Regulations 2015.
- Assess the competence of contractors.



- Set a good personal example
- Wear appropriate Personal Protective Equipment /RPE as required.

### **2.3 Non-Executive Chairperson**

- To appoint a Director responsible for Health and Safety.
- To set a good personal example of all matters relating to Health and Safety

### **2.4 Director Responsible for Health and Safety**

- Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, HSE Guidance Notes and Codes of Practice are brought to the attention of the Chairperson and Directors.
- To bring company related Health and Safety matters to the attention of the Chairperson and Directors at regular intervals.
- To be fully conversant with the Company Health and Safety Policy.
- To ensure that good communications exist between employer and employees and are maintained.
- Ensure that employees are consulted regarding Health and Safety matters.
- Liaise with the person appointed in the role of Health and Safety Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.
- Ensure adequate means of distributing and communicating health, safety and welfare information obtained from the HSE and Safety Organisations regarding new techniques of accident prevention, new legislation requirements and codes of practice are met.
- Ensure that an adequate programme of training for Health and Safety is established and that the safety culture is encouraged amongst employees.
- Set a good personal example at all times.
- Wear appropriate Personal Protective Equipment /RPE as required.

### **2.5 Deputy Managing Director and Commercial Director**

- Be fully conversant with the company Health and Safety Policy.
- Assist with the compliance to the Construction, Design, Management Regulations where applicable
- Assist with the organisation, planning and implementation for the policy through a structured management system.
- Assist with the management of the day to day activities of the Company on matters regarding Health and Safety.
- Assist the Director responsible for Health and Safety with all aspects of Health and Safety management within the Company.

- Set a good personal example.
- Wear appropriate Personal Protective Equipment /RPE as required.

## 2.6 Health & Safety Manager

- To advise the Directors and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations
- Is designated responsibility by the Director responsible for Health and Safety to control and update this safety policy and to ensure all departments operate to the procedures and instructions contained therein.
- To understand the application of the Health and Safety at Work Act 1974 and other legislation relevant to the Company's business.
- To keep up to date with changes in current legislation and to bring to the attention of the Director responsible for Health and Safety any relevant new legislation.
- Assist the Director responsible for Health and Safety where the CDM Regulations 2015 apply.
- Attend such courses / seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- Ensure that all "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- To recommend control measures and advise on the standard of Personal Protective Equipment issued to employees.
- Arrange site Health and Safety Audits and produce reports.
- Immediately contact the Director responsible for Health and Safety if situations are found, that in the opinion of the Health and Safety Manager, require immediate rectification or the stopping of any operation.
- To notify the Director responsible for health and safety if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
- To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- Liaise with the HSE on all matters reportable under RIDDOR
- Advise the Directors of all incidents reportable under RIDDOR
- To arrange Health Surveillance as instructed.
- To highlight areas where training / certification is required to meet the standards imposed by Legislation, Approved Codes of Practice or HSE Guidance.
- Assist with the responsibility for the identification of hazards and evaluation of the risks arising from the Company's undertakings.
- To bring new techniques for improving health, safety and welfare to the attention of the Director responsible for Health and Safety.
- Ensure the effective communication of health, safety and welfare to employees.
- Produce Construction Phase Plans / Contractors Health & Safety site documentation prior to work commencing on site. Ensure communication of safety requirements to Site Managers / Supervisors.

- Carry out toolbox talks and ensure all employees and sub-contractors are suitably trained / competent to carry out the prescribed task and that the necessary certificates of competence are in force and appropriate.
- Ensure that all new employees in the company are provided with a copy of the Policy Statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this Policy.
- To set a good personal example.
- Wear appropriate Personal Protective Equipment /RPE as required.

## **2.7 Senior Estimator**

- Be fully conversant with the company Health and Safety Policy.
- Assist with the compliance to the Construction, Design, Management Regulations where applicable
- Assist with the organisation, planning and implementation for the policy through a structured management system.
- Set a good personal example.
- Wear appropriate Personal Protective Equipment /RPE as required.

## **2.8 Financial Manager**

- Understand the company Health and Safety policy.
- Set out your workstation in a safe manner.
- Observe good housekeeping practices.
- Report all faults.
- Report all accidents to the Office Manager.
- Avoid over-reaching, twisting and lifting more than you are capable of.
- Wear appropriate Personal Protective Equipment

## **2.9 Technical Co-ordinator**

- Be fully conversant with the company Health and Safety Policy.
- Assist the Managing Director with the compliance to the Construction, Design, Management Regulations where applicable
- Assist Quantity Surveyor to ensure competence assessments are returned and complete prior to placing orders
- Set a good personal example
- Wear appropriate Personal Protective Equipment /RPE as required.

## 2.10 Contracts Manager

- Understand and implement the company Health and Safety Policy.
- Be fully conversant with relevant site safety plans.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his / her responsibility and are equipped to play their part.
- Assist with the development of risk assessments on activities within their jurisdiction, ensuring that the methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated and applied.
- Assist the Health & Safety Manager with written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.
- Reprimand any employee for failing to discharge their Health and Safety responsibilities.
- Ensure that statutory tests, examinations, inspections and maintenance records are made readily available and are current.
- Ensure that site welfare is adequate.
- Carry out active monitoring to measure performance against method statements and assessments
- Set a good personal example.
- Wear appropriate Personal Protective Equipment /RPE as required.

## 2.11 Site Manager / Supervisor

- Understand fully the contents of the company Health & Safety Policy.
- To oversee that the day to day implementation of the safety policy is carried out effectively.
- Set a good example within the workplace.
- Enforce any site rules.
- Allow only trained competent and authorised persons to use plant and equipment safely.
- Carry out 'tool box talks' and induction training as required.
- Ensure statutory inspections are carried out, are current and recorded, for example scaffold and excavation inspections.
- Report all accidents/near misses to the Health & Safety Officer immediately.
- Ensure safe access and egress on and off worksites.
- Issue personal protective equipment as required.
- Assist the Contracts Manager in all matters regarding health and safety.
- Wear appropriate Personal Protective Equipment /RPE as required.

## 2.12 Site Engineer

- Understand the company Health and Safety Policy.
- Be conversant with site safety/construction phase plans.
- Attend safety meetings as required.
- Wear appropriate Personal Protective Equipment /RPE as required.
- Ensure that clear information and instruction are given to persons under their control
- Liaise and assist the contracts/site manager.
- Report all accidents/near misses to the Health & Safety Officer immediately.

## 2.13 Operative (skilled and non-skilled)

- Understand the company Health and Safety Policy
- Set a good example and work safely on site
- Use the correct tools and equipment for the job in hand.
- Keep your tools in good condition.
- Report defects to your supervisor.
- Always keep your work area clean and tidy.
- Maintain high personal hygiene standards.
- Leave welfare facilities in good clean, working condition.
- Know the procedures for emergencies, how to raise the alarm, what to do if you hear the alarm raised, where to report to if the alarm is raised.
- Report all accidents and make sure you are aware of where first aid is available and located, and who your first aiders are.
- Follow any information, instructions, supervision or training provided.
- Communicate known Health & Safety issues to others, your supervisor and ultimately your employer.
- Wear appropriate Personal Protective Equipment /RPE as required.

## 2.14 Office Manager

- Be fully conversant with the company Health and Safety Policy.
- Ensure a copy of the policy is readily available within the office.
- Ensure all statutory tests, examinations and inspections are maintained and recorded.
- Ensure good housekeeping is maintained.
- Ensure DSW assessments are carried out.
- Reports all accidents/near misses to the Health & Safety Officer and provide monthly accident data for analysis.
- Ensure all office equipment is maintained.
- Wear Personal Protective Equipment as required

## **2.15 Senior Quantity Surveyor**

- Understand the company Health and Safety Policy.
- Assist the Managing Director in matters regarding the Construction, Design and Management Regulations.
- Provide the office/contracts manager with information as may be required for matters regarding health and safety.
- Ensure competence assessments are returned and complete prior to placing orders.
- Report unsafe practices to the site engineer/manager/supervisor when attending site.
- Wear appropriate Personal Protective Equipment /RPE as required.

## **2.16 Administration Staff**

- Understand the company Health and Safety policy.
- Set out your workstation in a safe manner.
- Observe good housekeeping practices.
- Report all faults.
- Report all accidents to the Office Manager.
- Avoid over-reaching, twisting and lifting more than you are capable of.
- Wear appropriate Personal Protective Equipment as required.

## **2.17 Contractors & Self Employed Duties and Responsibilities**

- Will be aware of the Company's Health & Safety Policy and safety rules and will comply with the aims of this policy.
- Will be themselves fully aware of the responsibilities and requirements placed upon them by the Health & Safety at Work Act 1974 and all other relevant legislation.
- Will comply with instructions given by the Management of the Company.
- Will co-operate with the Company in ensuring a high standard of Health & Safety on all projects/contracts with which they are involved and will respond to, and promptly comply with, any instruction issued by DSW where it affects Health and Safety.
- Will carry out under the Management of Health & Safety at Work Regulations risk assessments in relation to their activities, ensure that appropriate Health & Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.
- For works that fall within the scope of the Construction, Design & Management Regulations as a Contractor:
  - Provide information for the safety file.
  - Co-operate with the principal contractor.
  - Comply with site rules.

- Report accidents to the principal contractor.
- Any materials or substances brought onto the site must be correctly labelled and in approved containers or packages. Such materials or substances must be advised to the Site Manager / Supervisor together with an appropriate COSHH assessment to ensure that the substance poses no risk to health or safety of those affected by its use and that the correct storage and fire precautions are adequately catered for.
- Sub-contractors will be responsible for ensuring that the personnel placed on site are fully trained and competent in the work to be undertaken. Evidence of training may be requested during site safety inspections / audits.
- Sub-contractors will ensure that they maintain their workplaces in a safe condition and that their storage areas are kept clean, tidy and free from hazards.
- Further conditions on any other health and safety matters will be contained in the conditions of the order / contract and will form part of this Policy's requirements.

## **2.18 Assistant Quantity Surveyor / Assistant Estimator**

- Understand the company Health and Safety Policy.
- Assist the Managing Director & Quantity Surveyor in matters regarding the Construction, Design and Management Regulations.
- Provide information as may be required for matters regarding estimating and budgets.
- Ensure competence assessments are returned and complete prior to placing orders.
- Attend site to check and measure works completed.
- Attend site to check and measure extra works as required.
- Check and complete Sub-Contractor payments.
- Wear appropriate Personal Protective Equipment /RPE as required.

## **2.19 Plant Fitters**

- Understand the company Health and Safety Policy
- Set a good example and work safely on site
- Use the correct tools and equipment for the job in hand.
- Keep your tools in good condition.
- Report defects to your supervisor.
- Wear appropriate Personal Protective Equipment /RPE as required.
- Always keep your work area clean and tidy.
- Maintain high personal hygiene standards.
- Leave welfare facilities in good clean, working condition.

- Know the procedures for emergencies, how to raise the alarm, what to do if you hear the alarm raised, where to report to if the alarm is raised.
- Report all accidents and make sure you are aware of where first aid is available and located, and who your first aiders are.
- Follow any information, instructions, supervision or training provided.
- Communicate known Health & Safety issues to others, your supervisor and ultimately your employer.

## **2.20 HGV Driver**

- Understand the company Health and Safety Policy
- Set a good example and work safely on site
- Ensure lorry inspections are carried out and all defects notified to your supervisor
- Wear appropriate Personal Protective Equipment /RPE as required.
- Know the procedures for emergencies, how to raise the alarm, what to do if you hear the alarm raised, where to report to if the alarm is raised.
- Report all accidents and make sure you are aware of where first aid is available and located, and who your first aiders are.
- Follow any information, instructions, supervision or training provided.
- Communicate known Health & Safety issues to others, your supervisor and ultimately your employer.



## Part 3

### Arrangements

These arrangements for health and safety have been developed by D S Watson Civil Engineering (Anglia) Ltd for the protection of employees and others who may be affected by the conduct of its undertaking.

Any employee, contractor or temporary worker who is in doubt in regards to health and safety in relation to any machine, process or work procedure, must raise the matter immediately with their Site Supervisor / Contracts Manager.

Where clients have particular rules on health and safety or draw attention to specific hazards or emergency procedures, these will be read in conjunction with or as an extension to these arrangements.

Contractors engaged by D S Watson Civil Engineering (Anglia) Ltd must provide adequate and safe materials, equipment and conduct their operations so as to comply with the provisions of the Health and Safety at Work Act 1974 and other relevant legislation.

If contractors employ five or more persons they will be required to provide a copy of their Safety Policy. They will always be required to prove their competence to undertake the specific work activities.

Temporary workers and those on fixed-term contracts will be informed of any special skills, qualifications or requirements needed to enable them to conduct their operations safely (including any particular requirements for health surveillance).

#### 3.1. Emergencies

##### 3.1.1 Accidents / Accident Prevention

All employees / contractors must report any near miss, accident, incident or injury to the Health and Safety Officer as soon as it is practicable. Details of all accidents will be entered as soon as possible into the Company's accident record book. The accident book is held at head office and on worksites. The accident book is to be completed by a responsible person if the first aider is unavailable. \*Personal data is to be kept separate and stored safely\*.

It will be the responsibility of the Managing Director to arrange for the notification of the Health & Safety Executive in respect of any accident or occurrence for which notification is required by RIDDOR.

Any accident resulting in more than minor injuries, or incident which might have resulted in serious injury will be investigated by the Health and Safety Officer at the direction of the Managing Director.

Employees must seek medical treatment for any injury they receive at work no matter how slight it may seem to be.

All personnel have a role to play in accident prevention by ensuring that safe working practices are adhered to, Personal Protective Equipment is worn as

provided, tools and equipment are used safely and correctly for the work being carried out and no unnecessary risks are taken.

Good housekeeping plays a major role in accident prevention - keep the work environment clean, tidy and free from fire hazards.

Always report defects that may be potentially dangerous or likely to cause personal injury to the line manager or H&S officer.

### **3.1.2 Procedures for serious an imminent danger**

It is the policy of DS Watson Civil Engineering (Anglia) Ltd to constantly assess the potential for serious or imminent danger and, where necessary, to restrict personnel from the area or activity until they have received suitable instruction and training so as not to be at risk.

No employee or sub-contractor will be made to work in dangerous conditions without due regards to health and safety.

All contracts will be evaluated to ascertain the potential for serious or imminent danger and will require risk assessments to be provided for all new work activities and environments.

DS Watson Civil Engineering (Anglia) Ltd authorises any employee to remove himself / herself to a relative place of safety when he / she has reason to believe he / she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised.

Where a situation arises, in the course of any work activity, whereby serious or imminent danger is apparent, the most senior person present will take charge and render the activity or site safe, without undertaking any personal risk of injury. If this is not possible, the activity or site is to be isolated and staff are to be instructed not to enter or continue with the activity until declared safe to do so.

Under no circumstances will work activities take priority over safety considerations.

### **3.1.3 First Aider at Work / Emergency First Aider**

Adequate levels of first aid are to be provided at the head office and on worksites. Levels will be dictated by assessment of location, nature of the work, and numbers on site. First aid training will be given where a need has been recognised. The qualified person will be responsible for carrying out all first aid activities in accordance with the Health & Safety (First Aid) Regulations 1981 as amended, and the latest edition of the HSE approved Code of Practice.

The qualified person will be responsible for regular checks to maintain that all first aid kits in use are re-stocked as necessary, and suitably located.

The qualified person will ensure that all accidents are recorded in the accident book and a copy sent to head office for assessment.

### **3.1.4 Mental Health First Aid**

D S Watson Civil Engineering (Anglia) Ltd recognise that Mental Health First Aid is a growing cause for action amongst the construction industry. The company have the ability to deal with Mental Health First Aid by the means of a trained Adult MHFA. All cases brought to the attention of the MHFA will be treated with confidentiality, however, if individuals pose an imminent safety threat to themselves or others, then appropriate action will be taken amongst the discretion of the directors and MHFA.

The designated Mental Health First Aider at D S Watson Civil Engineering (Anglia) Ltd is – Conor Reeves (H&S Officer)

### **3.1.5 Fire**

Fire procedures are displayed at head office and at all worksites. They provide information on the procedures to raise the alarm, what to do in the event that the alarm is raised and state the location of the assembly point. Instruction through induction will be given to highlight fire routes and fire exits. Training will be provided where identified by fire risk assessments for fire marshals and wardens.

It is the company's policy that smoking is only permitted in areas that have been designated as smoking areas.

#### **Means of escape**

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises or work site. All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Exits provided for emergency evacuation must not be blocked or otherwise obstructed. Access routes must always be maintained unobstructed to exit doors (internal doors and final exits) sufficient to allow easy access by the number of persons likely to use those routes and employees must observe any line markers to indicate areas which must be kept clear. Stairways must be free from any risk of fire or spread of fire.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar.

#### **Smoking**

The Company operates a no smoking policy. This is necessary to protect the Health and Safety of all employees. Smoking is a risk to health and the third major cause of fire. Not smoking areas must be strictly adhered to.

#### **Housekeeping**

Good housekeeping is very important. Waste or packing materials should not be allowed to accumulate. No combustible materials should be kept in stairwells.

It is also company policy to operate as part of its safe systems of work, **HOT WORK PERMITS**.

Where possible, sources of ignition and fuels shall be separated.

### 3.1.6 Fire Marshal

The duties of the appointed fire marshals are outlined below:

- To ensure that fire prevention / firefighting equipment, e.g. fire extinguishers, procedures and notices are readily available and visible in all areas of the company.
- To carry out regular fire alarm tests and maintain records.
- To assist in a full evacuation drill at least twice each year and ensure that all records are maintained.
- Ensure that all firefighting equipment is checked regularly, e.g. annual checks for firefighting extinguishers.
- Carry out regular fire prevention inspections on all areas of the company to ensure there is no build-up of inflammable materials or obstructions of emergency escape routes.
- Advise Managing Director of any failures discovered during inspections or emergency drills which he is unable to effectively deal with.
- As detailed in the amended Management of Health and Safety Regulations 1999, and the Fire Safety (Reform) Order 2005, ensure that the Fire Risk Assessment is updated and reviewed on a periodic basis, or when work processes, products alter.

### 3.1.7 RIDDOR

The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 are set out to record and notify the Health and Safety Executive of an incident that has happened at work. Reportable Incidents may be one of the following:-

**The Death of any Worker or Non-Worker from a work-related accident**

- Any work related incident's involving workers or non-workers. (Not including suicide)

**Specified Injury (Regulation 4)**

- All incidents are to be reported immediately to the Managing Director or the main office on 01502 470700, to enable the appropriate action under RIDDOR to be taken, if applicable. The Managing Director will notify all other relevant persons / organisations.

**Over 7 Day incapacitation of a Worker -**

- This section deals with injuries that result in you being off work for, or are unable to carry out your normal duties for seven consecutive

days. The day of the accident does not count, but you must include weekends, bank holidays and none working days. In this instance you should follow the procedures in section 1. Although incidents of seven consecutive days are reportable under RIDDOR, incidents of three consecutive days are still to be recorded and must be notified to the Managing Director or to the office

### **Dangerous Occurrences (Schedule 2)**

- Schedule 2 sets out the list of Incidents that are applicable as Dangerous Occurrences. All Incidents must be reported to ensure they can be dealt with appropriately

### **Occupational Diseases (Regulation 8 & 9)**

- The section deals with diseases at work. If for any reason you are diagnosed by a medical practitioner as having contracted a disease at work, you will need to provide a medical certificate to the claims personnel at the main office. The Managing Director will undertake the appropriate actions under RIDDOR.

***Other incidents may apply, full list available via HSE Website.***

All incidents are to be reported to head office, as they may require further action. All incidents must be recorded in the site GDPR Accident book and Office made aware.

### **3.1.8 Unauthorised Persons**

Isolate working areas or zones using appropriate protection. Display appropriate signs. Re-site signs as works progress and remove on completion.  
Prevent unauthorised access.

## **3.2 Plant and Equipment**

As per the Provision and Use of Work Equipment Regulations 1998 all plant and equipment must be suitable for its intended use. Its selection must take account of working conditions that may pose risks to health and safety. Plant and equipment must be maintained in an efficient state, good working order and good state of repair. In certain cases plant and equipment is subject to statutory inspections and records must be kept. Any person using any such plant and equipment must be trained and competent to do so. All defects or loss must be reported immediately to the relevant persons.

Some mobile and static plant is subject to statutory thorough examination under LOLER are every 12 months. Lifting Accessories such as chains etc. are every 6 months and must have physical evidence of the last thorough examination.

The following list is not exhaustive by any means but represents a selection of static mobile and portable plant and equipment used by the company in its undertakings. As an example reference is given to indicate where some statutory and non-statutory inspections or special training requirements might be anticipated.

### 3.2.1. Static Plant

Cement mixers	Maintenance log
Abrasive wheels (Disc Cutter)	Abrasive wheel training and register
Ladders	Maintenance log, toolbox talk
Whackers/vibration pokers	Maintenance log, toolbox talk
Personal Protective Equipment	Some statutory inspections, training, toolbox talk

**Never use a machine unless authorised and trained to do so. Only change an abrasive wheel if you are authorised and trained to do so.**

Before using any machinery, check that you know how to stop the machine before it is started, especially if fitted with emergency stop. Make sure all guards are fitted correctly, working and if transparent, they are clean. The area around the machine should be kept clean and free from obstruction.

Never wear dangling chains, loose clothing, which could get caught up in moving parts.

Do not disable any safety features or guarding.

Always wear the appropriate protective clothing, e.g. impact rated safety glasses, Steel toe and midsole protective boots, suitable gloves and ear protection.

Where applicable, 110 volt system should be used on site to reduce injury in the event of an electrical shock.

### 3.2.2. Mobile Plant

Dumpers/ride on rollers	Maintenance log, operator's license
180/360 Excavators	Statutory Thorough Examination, operator's license

**Never use a mobile plant unless authorised and trained to do so.**

Always carry out daily pre-use inspections covering tyre pressures, lights, brakes, warning signals, fuel, batteries and general connections. This inspection should be recorded.

Plant and Equipment must never be left unattended in an unsecure state. Keys must NOT be left in the ignition or accessible to any unauthorised person, they should be kept with the operator or locked in a safe place. Handbrakes must be applied at all

times when not in use. Ancillaries and Plant must be left in a safe condition and not allowed to fall or 'creep'.

Seatbelts must be worn AT ALL times when in operation.

Loading of Mobile Plant dumpers must be done safely, on secure level ground and no operator is authorised to remain in the seat whilst loading.

Do not leave the mobile plant unattended on a gradient; if in an emergency it must be parked on a gradient, then the wheels must be chocked.

Do not carry passengers on any part of the mobile plant unless designed to do so (NO D S Watson Civil Engineering (Anglia) Ltd Plant is designed for multiple person use) and watch for pedestrians at all times.

### **3.2.3. Portable Equipment**

#### **3.2.3.1 Portable Electrical Equipment**

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals "as may be necessary to prevent danger". It will be the responsibility of the Managing Director to ensure that all equipment provided is suitable for the task, including any provided by a Client.

#### **3.2.3.2 Disc Cutters**

Where disc cutters are to be used, operatives are to wear appropriate Personal Protective Equipment and Respiratory Protective Equipment.

Respiratory protective equipment must be worn by individuals who have received a Face Fit test with a FP3 mask. NO Cutting activities will take place by any individual who has not been face fit tested, and under no circumstances will cutting activities take place without water suppression, RPE and adequate training. RPE must be worn appropriately by the operator and in line with HSE guidelines.

Operatives must be registered on the employers abrasive wheels register to change abrasive discs. Operatives must use dust suppressed disc cutters. When using petrol driven disc cutters, do not leave petrol cans in any unauthorised location, fuel stores must be established on site to house hazardous substances.

Be aware of the cutting area and any hidden services. Carry out a visual and physical check before starting cutting.

The protection worn to protect the eyes is important and must comply with British Standards for eye protection from flying objects. Where goggles or face shields are worn, it is important that they cannot be dislodged.

Ear defenders will allow you to work longer on the disc cutter without damaging your hearing, ear plugs will not.

Ensure cutting is carried out in a well ventilated and segregated area. Use equipment fitted with water suppression facilities or use other means to



damp down and suppress dust. Some dust, and in particular cement dust, contain silica and can cause long-term problems.

**Do not use hand powered tools unless you are authorised and trained to do so. No Power tools are to be used by any Operative under the age of 18 unless prior authorisation from the office has been given.**

Inspect tools regularly; take defective items out of use and mark or label with tags "**Do Not Use**".

Only change an abrasive wheel if you are authorised and trained to do so.

### **3.2.4 Laser Safety**

Only qualified and trained operatives are authorised to install, adjust and operate laser equipment. During the operation and use of lasers warning signs are to be placed in all work areas and beam shutters or caps are to be fitted or the laser turned off when laser transmission is not required.

Where possible, mount the laser above eye level and avoid directing the laser beam at any person or passing vehicle.

Employees must be informed not to look directly into the beam of the laser unit.

### **3.2.5 Lifting Operations**

All lifting operations are covered by the Lifting Operations and Lifting Equipment Regulations 1998. Many accidents are caused by lifting incorrectly, so any lifting operations involving the use of hoists and lifting tackle (slings, chains, shackles) can only be carried out by trained authorised employees.

Safe working loads or Working Load Limits must be displayed on all lifting tackle and covered by an appropriate inspection certificate issued by an approved tester. Never use slings or other lifting tackle if it's Safe Working Load (S.W.L) or Working Load Limit (W.L.L.) cannot be established or if there is any damage to the lifting equipment.

All lifting equipment will be tested in accordance with the regulations at the recommended intervals. It will be the responsibility of the Managing Director to ensure that all equipment provided is suitable for the task.

### **3.2.6 Equipment Inspections and Records**

Each employee / contractor must carry out a daily inspection of any equipment prior to its use and must immediately report any defect or suspected defect to their Supervisor. The Managing Director will ensure inspections of all company equipment is carried out and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique



reference which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Managing Director to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

### **3.3. Hazardous Materials**

The employer is to ensure the safe handling, use, storage and transportation of hazardous materials through the provision of information, instruction, supervision and training.

#### **3.3.1 COSHH**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the employer to identify any given substance.

Identifying the substance can be by carefully reading the instructions on the container, a safety data sheet or COSHH assessment.

Make sure all instructions are fully understood and that the advice relating to the use, handling and storage is adhered to.

Always use protective clothing and equipment provided.

NEVER DECANT CHEMICALS INTO UNAUTHORISED CONTAINERS OR INTO SOFT DRINK BOTTLES.

Do not eat, drink or use the toilet without first thoroughly washing your hands.

All such hazardous substances not for immediate use must be removed from the workplace and placed in the designated storage area away from extremes of temperature and environment.

#### **3.3.2 Lead**

Work that may involve working with lead will require a separate assessment to COSHH, but is similar in the procedures stated above. Typical areas where assessment may be required include lead burning in roof-work, significant use in handling and fixing lead, and demolition/refurbishment/renovation work.

\*There are Legal requirements placed on the employer to ensure persons involved in the use of lead to undergo Health Surveillance.

#### **3.3.2 Asbestos**

Not unlike lead, Asbestos also requires a separate assessment from COSHH. Whilst the company does not work with Asbestos Containing Materials, suspicious materials may be inadvertently exposed or discovered and it may be necessary to

carry out the removal of asbestos. A Registered and Licensed company must carry out removal. However in some circumstances removal can be carried out under licences obtainable from the HSE. The client as part of the Pre-Construction information process must carry out a Refurbishment and Demolition Asbestos Survey to identify all possible Asbestos Containing Materials.

Should any employee suspect asbestos they must:

1. Stop work immediately.
2. Close the area off and prevent anyone entering.
3. Inform their supervisor who will have attended an Asbestos Awareness course.
4. The supervisor will inform the Health and Safety officer and will remain at the site and make sure no one enters or disturbs the area.
5. Samples may need to be taken by a specialist – this will be carried out in consultation with the client.
6. The licensed company will liaise with the client or responsible person to discuss the next stages of the operation
7. The Licensed Company will be in control of deeming the area safe, to that end no works will continue in the affected area until authorisation has been given from the client.

\*Licensed removal of Asbestos requires 14 day's notification to the HSE.

No Operative is to undertake any removal, investigation of any material that could potentially contain Asbestos.

### **3.3.3 Other hazardous Substances**

There are numerous risks to health that may be encountered by the company's undertakings. Where they are foreseeable every effort will be made to follow the principles and procedures set out under COSHH. This may be achieved by using the HSE's COSHH essentials or through expert advice. Some areas that may require expert advice include the risks posed by;

- Respirable Silica Quartz
- Legionella
- Leptospirosis
- Sharps and needles

- Tetanus
- Stress in the workplace
- Drugs and alcohol

All assessments must be carried out by such persons that are trained and competent to do so.

### **3.3.4 Diesel**

Tanks should be sited away from open water course ways, manholes and alike. Tanks should be bunded/double skinned, to retain 110% of the contents. A drip collection tray should be available for transferring fuels between vessels. The tanks should display appropriate Hazardous Chemical signs. Wear appropriate Personal Protective Equipment. Observe no smoking signs.

### **3.3.5 Health Surveillance**

The company will use its discretion to assess the need for health surveillance and implement procedures accordingly and maintain written records.

## **3.4. Welfare & Safety Guidelines**

Adequate and suitable welfare facilities are to be provided at head office and on worksites. In addition facilities should be well ventilated, lit and maintained.

### **3.4.1 Welfare on Construction Projects**

Welfare facilities provided for construction projects shall be implemented as per CDM Regulations 2015. Such facilities should include:

- Toilets for male and female employees
- Seats with backrests
- Washing and drying facilities with Hot & Cold running water.
- On site this may include drying rooms for clothing
- Mess room
- Drinking water
- Provision for changing and storing clothing/PERSONAL PROTECTIVE EQUIPMENT

### **3.4.2 Lone Working**

Lone working operations are only permitted for low risk operations following an appropriate lone working risk assessment. All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. Where

employees work alone, the company places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken. Employees working alone should comply with the following policy:

- Always have a mobile telephone with you when working alone. Make sure the battery is recharged regularly and check you have enough credit if applicable
- Never undertake vehicle / machine maintenance work while the vehicle engine is running or while the body is up in the air
- Telephone the office to report that you are carrying out maintenance if you are undertaking the work yourself, and then call again once the work is complete
- Do not continue to work if you feel unwell
- At the end of each working day, telephone the office to let them know you have completed your task safely

Always have telephone numbers for the Police, Ambulance and Fire Brigade available. If there is no network coverage from your mobile telephone provider, remember that dialling 112 connects you to the emergency services using the nearest available network.

When in doubt, ask for advice on working alone.

The Managing Director will regularly review the systems of work and ensure that refresher training or training in new working surroundings is provided.

### **3.4.3 Driving Company Vehicles / Transport Safety**

A person may only operate a company vehicle if he / she holds the correct licence for the type of vehicle being operated.

Drivers must inform the company of any circumstances that may lead to a driver being unfit for driving duties.

A medical declaration will be filled out on company induction, and operatives must make managers aware of any medical conditions that may affect driving and operating.

Drivers must inform the company immediately if they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licences which will be copied and returned. More than 300 people a year are killed and many more are seriously injured where a driver has fallen asleep at the wheel.

#### **DO NOT**

- Start a long trip if you are already tired

- Drive for long distances after a long day's work
- Drive after you have been drinking
- Drive if you are taking medication that may cause drowsiness or a doctor has advised not to take if operating or driving machinery.
- make long trips between midnight and 6am when natural alertness is low if at all avoidable
- smoke in company vehicles including plant vehicles.

## **DO**

- plan to stop for a twenty minute break every 2 hours on a long journey
- try to get a good night's sleep before starting a long drive
- share the driving if possible
- stop in a safe place when you feel tired. If you're on the motorway don't stop on the hard shoulder, take the next exit and find somewhere to park or stop at the next motorway service area
- drink a cup or two of strong coffee followed by a short nap, once you have stopped somewhere safe
- Reverse park where possible.

## **Accidents**

- Sleep related vehicle accidents (SRVAs) are more likely to result in serious injury than the average road accident
- Opening the window or turning up the radio does little to prevent a driver from falling asleep at the wheel

## **It is a criminal offence to:**

- drive a vehicle overloaded. Lists of commonly conveyed material weights are available at the office.
- use a mobile phone whilst driving or parked with your engine running unless it is housed in a hands free kit. It is this Company's policy that any mobile call is not to be taken until it is safe and legal to do so.
- drive in excess of the speed limit. It is this Company's policy that company vehicles be driven within the speed limit at all times (Vehicle dependent)
- drive whilst uninsured. Company vehicles are only insured when used to get to / from your place of work and in relation to company business. Prior permission must be obtained from the Managing Director if a vehicle is to be used outside of this criteria

Employees will be responsible for any fines / penalty points incurred should they be caught contravening these items.

### **3.4.4 Drugs and alcohol**

Alcohol and drugs impair an individual's reaction speed and the Company's Policy is zero tolerance.

Employees shall not under any circumstances:

- Report or endeavour to report for work on any of its premises having consumed alcohol or whilst under the influence of drugs.
- Report for work in an unfit state due to the use of alcohol or drugs.
- Be in possession of any drugs or alcohol whilst at work at any of its work sites.
- Be in control of or enter any Company vehicle under the influence of drugs or alcohol.

Prescribed medication by a Medical practitioner for medical treatment is permitted provided such use does not adversely affect the person's ability to carry out the work for which that person is employed and engaged. You must inform your employer and first aider immediately if you are placed on prescribed medication that has side effects (e.g. drowsiness). The same applies to drug purchased over the counter at a chemists shop.

Any employee with an addiction can speak in complete confidence to the Company Safety Officer. They will assess the situation and provide relevant guidance and referral to professional assistance.

Failure to comply with any of the above may result in removal from its work sites and suspension pending formal company disciplinary action.

### **3.4.5 Sharps and needles**

When site clearing in public areas ensure that the appropriate PERSONAL PROTECTIVE EQUIPMENT is available and worn. Never attempt to pick up needles, the local environmental health will assist with removal when contacted.

If you sustain an injury seek medical attention ASAP. You are advised to remain in date with your tetanus inoculation.

### **3.4.6 Working Time Rule**

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional period that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

### **3.4.7 Rests**

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement. The rest break is 30 minutes in any work period that exceeds four-and-a-half hours for young workers and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily or weekly rests.

### **3.4.8 Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise Assessments will be carried out whenever it is suspected that noise levels may be above 80db(a) and hearing protection will be provided for all operatives. Where noise levels are at 85db(a) or above, the Company will take measures to reduce the exposure of noise to its employees by means other than hearing protection - the wearing of hearing protection shall also be enforced.

### **3.4.9 Hand Arm Vibration Syndrome (HAV)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury.

The Company will ensure that staff are not subjected to excessive vibration through power tools etc. The Company will endeavour to source low vibration tools and limit exposure to such tools. The Company will also provide adequate information, instruction and training to its staff and contractors on the risk of HAV.

Vibrating equipment must be suitable and appropriate for the task. The equipment is to be maintained in accordance with manufacturer's recommendations and regularly inspected. All defects and loss must be reported immediately to a supervisor. All appropriate Personal Protective Equipment/ RPE must be worn, including gloves that keep the hands warm to maintain circulation.



If unfamiliar equipment is being used, make sure that the necessary information and instruction accompanies the equipment, and ensure that you are trained and authorised to operate the equipment.

Follow duration limits set for the equipment you are using and follow any rotation procedures (time must be added to other equipment to give daily exposure limits). Duration levels are derived from the manufacturers m/s<sup>2</sup> set against the SHE's threshold of 2.5m/s<sup>2</sup>; this will determine time limits of exposure.

Operatives must inform immediate supervisors of any signs of vibration diseases. Exposure limits for specific equipment or operations can be calculated in the office using the HSE Hand-Arm Vibration Calculator.

### **3.4.10 Ladders**

Ladders can be used if after assessing the risks the use of more suitable work equipment is not justified because of the low risk and short duration. Short duration is taken to be between 15 - 30 minutes depending on the task.

Ladders can also be used for low risk work where there are features on the site that means a ladder must be used.

Ladders should be properly constructed, well maintained and of the appropriate type for the task. They should be of the correct length and when used for access / egress must extend at least 1.0m above the landing stage. The top 3 rungs of a ladder are not to be used other than as a hand hold.

Ladders must be secured or tied to prevent any slipping and stand on a firm base. For ladders, the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:

- Side slope - 16° but rungs need to be levelled
- Back slope - 6°

Ladders must be positioned at the correct angle - 75° to the horizontal.

Ladders are not to be positioned where there is a danger of being hit by vehicles or pedestrians, unless cordoned off with cones, barriers or tape.

3 point contact must be maintained on the ladder when ascending or descending. Ensure soles of feet are clean or grease / oil or other contaminants that may cause footing to slip when using the ladder.

### **3.4.11 Manual Handling**

Where it is not possible or practicable to avoid manual handling then an assessment must be carried out that is suitable and sufficient. This may require that training is needed. An individual assessment shall identify the following components in the whole task, a common acronym is LITE or TILE as explained below:

- Task
- Individual
- Load



- Environment
- Any Personal Protective Equipment restrictions

Where at all possible, mechanical means should be employed.

### **3.4.12 Working at Height**

The default position relating to working at height is, as far as possible, to avoid working at height. If it cannot be avoided, the most appropriate work equipment must be selected. Tasks need to be correctly planned, adequately supervised and undertaken in a safe manner.

Measures need to be put in place to prevent falls and to reduce the distance (and potential consequences) of any fall. Risk assessments must be undertaken and any works carried out safely with trained and competent operatives.

Access ladders should only be used if, in the circumstances, no alternative means of access and egress are possible.

Edge protection requirements need to be carefully assessed, using the continuation of sheeting above the trench edge, separate handrails or some other method. Adequate and relevant warning signs need to be erected.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

### **3.4.13 Excavations**

A thorough check will be carried out to ensure that the labour, plant and equipment to be utilised are adequate for the tasks involved. A thorough examination of the possibility of existing services will be undertaken using scanners, visual means, trial holes and liaising with statutory bodies. (see 3.4.14 Buried Services)

All works will be carried out under an appropriate permit to break ground issued by the site manager / supervisor.

All excavations are to be supported with boxes or propriety systems. No open cut trenches will be permitted unless authorised by Contracts Managers.

All service pits must be hand dug - excavators must not be used.

### **3.4.14 Buried Services**

No mechanical excavations shall be undertaken within 500mm of where known buried services have been indicated or marked on the ground. Where mechanical dig is carried out (not within 500mm of marked service) after services have been located and marked, CAT scanning at 200mm increments and hand digging is to be adopted. If no drawings or location details are available you always assume LIVE. CHECK BEFORE YOU DIG, you may require a permit to break ground from the Principal Contractor.

Ensure work area access and egress points are unrestricted. Ensure openings are appropriately and adequately covered.

### **3.4.15 Overhead Services**

The local Electricity Company must be consulted for works in close proximity to overhead power lines you must follow the guidelines set in the GS6 notice provided. Where work is to be carried out around live overhead lines the following avoidance precautions must be observed;

- Always treat lines as live
- Use barriers to prevent close approach of vehicles
- Define crossing routes and passageways
- Goal posts must be rigid and constructed using non-conducting material
- Goal posts must be distinctively marked (red & white)
- Goal posts need to be fitted with cross bars
- Erect notices and signs to approaches and passageways
- Provide stick on warning labels to machine cabs
- Do not tip or stack spoil under lines
- You must restrict machine booms where necessary
- Machines must have all round visibility
- You may require in addition a slinger / signaller in attendance
- Follow the specific procedures relevant to the nature of the works being carried out
- Ensure that all personnel involved are aware of safe procedures by inducting them into the safe method.

### **3.4.16 General Hazards & Housekeeping**

All employees and temporary staff working on site are responsible for ensuring a safe and healthy working environment and will maintain constant vigilance to ensure that work areas are kept clean and tidy and free from any tripping hazards.

### **3.4.17 Personal Protective Equipment Provision**

Suitable and sufficient Personal Protective Equipment will be provided by the Company free of charge. Relevant personal protective equipment must be worn at all times whilst carrying out work and will not be misused. Details of the correct personal protective equipment will be made available to employees. No employee / contractor will be permitted to start work without the correct personal protective equipment and the necessary information, instruction and training to enable him / her to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of the Contracts Managers and Site Managers to monitor the wearing of Personal Protective Equipment on sites under their control. Persons

found to be persistently breaching personal protective equipment rules will be subject to disciplinary procedures including removal from site.

### **3.5. Safe Systems**

The company employs job safety analysis to meet its requirement to provide safe systems of work. The analysis looks at the following components in achieving an acceptable integration.

- People.
- Machinery, plant and equipment.
- Materials.
- Environment.
- Place of work.

An integral part of the safe systems of work is the inclusion of formal written procedures, permits to work.

#### **3.5.1 Method Statements**

These are written procedures that look at all aspects of a work activity, for example,

- Working at height / roof-work.
- Work in excavations.
- Lifting operations.
- Work in confined spaces.
- Demolition.
- Buried or hidden services.

They help identify significant risks and establish a system of carrying out the work as safely as practicable. They will be developed for all the Company's operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff. The work instructions will be reviewed and updated either periodically or when something significant changes.

#### **3.5.2 Risk Assessments**

Risk assessments are a requirement under the Management of Health & Safety at Work Regulations 1999 and must be carried out where there is significant risk. Where a company employs 5 or more employees the assessment must be recorded. The assessment must be reviewed when the nature of the risk changes or the assessment is no longer valid. Assessments are reviewed annually and remain on file for a minimum of three years.

A risk is the likelihood of a potential being realised (hazard). The Managing Director will ensure the preparation of a generic risk assessment covering the common risks encountered in the Company's normal business is undertaken. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff. Copies of the risk assessments will be available in the office and on site.

The Director responsible for Health and Safety will ensure the preparation of site specific risk assessments for new sites which the Company's employees / contractors are obliged to work are carried out. Such assessments will consider the health and safety of employees / contractors and the public on site.

To evaluate risks the following formula is used where;

Likelihood: -	Severity:-
1 = Remote	1 = Negligible
2 = Occasional	2 = Marginal
3 Probably	3 = Serious
	4 = Critical
	5 = Catastrophic

**Risk = Likelihood x Severity**

<b>High Risk -</b>	10 +
<b>Medium Risk -</b>	5 - 9
<b>Low Risk -</b>	1 - 4

**3.5.3 Permits**

Permits to work are formal written procedures that are used as part of a safe system of work in particularly high-risk activities requiring extremely high safeguards. Examples of activities where permits may be required in the company's activities include;

Confined spaces	Confined Space Permit.
Certain lifting operations	Permit to Lift.
Where buried services are anticipated	Permit to Break Ground.
Fire precautions	Hot work permits.

All personnel involved in such activities are trained and competent.

**3.6. Information, Instruction, Supervision and Training**

**3.6.1 Law Posters**

HSE law posters must be displayed in head office and on worksites. They outline duties and responsibilities of employees and employer, how and who is responsible for the Management of Health and Safety and identifies the means of consultation for employees. Contact numbers are also displayed for the local HSE office.

### **3.6.2 Tool box talks**

They are talks periodically given by managers and supervisors. An example might be a talk on the safe use of ladders. They are recorded.

### **3.6.3 Induction Training**

Typically the site rules are given prior to commencement on site by the site manager. They cover areas such as emergency procedures, site rules, means of site communication and help identify where specialist training may be required. Every new employee will receive a safety induction on day one of his / her employment. The training will consist of fire safety, manual handling, display screen equipment (where necessary, environmental and general safety). New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. Induction training is recorded.

Induction topics may include, and not limited to the following:-

- Induction
- Site Rules
- Scope of Work
- Organisation of the Project
- PPE
- Method Statements
- Welfare
- Emergency arrangements – First aiders, Fire muster points, Firefighting equipment, first aid provisions
- Site organisation
- Plant & Equipment on site
- Traffic Management Plans & Vehicle Parking
- Permits – to – Work
- Reporting of Injuries/ RIDDOR
- Hazardous Substances – Weils Disease, COSHH
- Buried Services & Overhead hazards
- Manual Handling

### **3.6.4 Young Workers**

Employees over 16 but under 18 will require a separate risk assessment, training and supervision when taking into account their immaturity and lack of experience. This includes young persons' on job experience working within the Company.

The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non-paid employment

### **3.6.5 Pregnant Workers**

The Company recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will consider the workers duties, working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced.

### **3.6.6 Health & Safety Training**

Training will be given where it is deemed appropriate and suitable with regards to the nature and in certain cases location of the company's undertakings, for example the operating of plant, first aid, and management and supervisor training. Training needs are determined from the ongoing assessment and review of identified potential hazards and the likelihood of harm from the realisation of those hazards. The Company will ensure that all employees are trained in Health and Safety matters to a level appropriate to their responsibilities.

### **3.6.7 Employee Consultation**

Consultation with the workforce is a vital means of conveying Health and Safety issues to the operatives as well as being a legal obligation. The Company undertakes an 'open-door' policy pertaining to Health and Safety issues and partakes in a company-wide consultation once a year.

The company prefers to carry out individual consultation rather than organise for elected Health and Safety representatives.

The reasons for workforce consultation are:

- Employee input leads to healthier and safer workplaces
- Employee input leads to better management decision making
- Stronger commitment to Health and Safety ethos
- Greater co-operation and trust between Management and Employees
- Joint problem solving

The workforce are consulted about:

- Any measure that may affect Health and Safety at work
- Discussing how the Company Health and Safety Officer can help them comply with Health and Safety Laws
- Information that must be given on risks and danger arising from their work
- Planning and organisation of Health and Safety training
- The Health and Safety consequences of introducing new plant or techniques.

Health and Safety consultation helps to promote a positive safety culture and ensures that every employee can shape Health and Safety Policies of the Company. Information will be passed to employees with pay slips as required and a notice board in the office will also be kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods:

- Ensure adequate time to consult with employees where language and / or literacy may be an issue so they can absorb the information and respond
- Use an interpreter - this may be a trained work colleague
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers
- Use pictorial information and internationally understood pictorial signs where possible
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues

### **3.7. Monitoring**

Monitoring is to be carried out at all levels throughout the company in order to ensure that the company's undertakings are being implemented in accordance with the Health & Safety Policy. Areas identified where this is not happening can then be reviewed and the policy amended or revised to reflect good practice.

Monitoring is to be achieved by;

- Safety inspections - Safety tours - Safety sampling.
- Audit - Investigation of accidents

Monitoring is to be recorded so as to enable statistical data to be collated. This may help identify particular trends or shortcomings, which may be categorised and prioritised for action.

### **3.8. CDM**

The Construction Design and Management Regulations (CDM) 2015 are intended to protect the Health and Safety of people working in Construction, and others who may be affected by their activities.

CDM requires a realistic project program with adequate time allowed for planning and the work itself, the early appointment of key people, competent duty holders with sufficient resources to meet their legal duties and early identification and reduction of risks. They also require provision of information from the start of the design phase, through construction and maintenance to eventual demolition, so that everyone can discharge their duties effectively, co-operation between duty holders and effort and resources proportionate to the risk and complexity of the project to be applied to managing health and safety issues. CDM must be applied under any one of the criteria:

- All construction projects in Great Britain

A project is deemed notifiable under CDM 2015 to the HSE under the following criteria:

- Last more than 30 working days and have more than 20 workers working on the site at any one time

OR

- Involve more than 500 person days



## Part 4

### Environmental Protection

To respect the natural environment and the local community, all waste shall be disposed of by using distinctly marked waste skips etc. to ensure waste from being spilled or windblown, the containers should not be overfilled and nets used when containers are in transit.

Leaking, corroded or damaged containers should be reported to the site supervisor and not be used.

Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs, it must be reported immediately to the local authority.

Waste will be transferred only by a registered carrier and on removal of waste; a valid waste ticket will be produced. Waste management and pollution control shall be implemented through:

- The re-use of packaging and containers.
- Consultation with suppliers regarding their packaging systems.
- The careful control of 'spillage' whilst handling liquids, e.g. cleaning materials, acid, engine oils and fuel oils etc.
- Electrical appliances to be switched off when not operationally required.
- Bulk fuel installations should be regularly inspected to ensure their continuing integrity.
- Emphasis placed on the use of recycled materials within the construction process i.e. storage of hard-core materials to be crushed and re-incorporated into the development.
- Switch off machines and equipment when not in use.
- Use of energy saving components.
- Regular maintenance of machines and equipment.
- Monitor access and egress from sites to minimise the number of vehicles required to transport the workforce.
- Health and safety procedures incorporate dust suppression / noise suppression and prevention of leaks.
- Use of 110 V systems on site

## 4.1 Environment Policy Statement

It is the policy of the Company to ensure that all our activities are, as far as possible, sensitive to all issues relating to the protection of the environment.

DS Watson Civil Engineering (Anglia) Ltd acknowledges the impact of its activities on the environment in a number of ways. DS Watson Civil Engineering (Anglia) Ltd therefore seeks solutions to environmental problems by adopting sound principles and best practice according to the principles of sustainable development.

Environmental considerations are taken into account in all purchasing decisions. All plant, equipment and materials used by the Company are, to the best of our knowledge environmentally friendly.

Good housekeeping is the duty of all employees; waste material is disposed of responsibly.

The development and implementation of this policy is a commitment of DS Watson Civil Engineering (Anglia) Ltd.'s management and a shared responsibility with its employees. DS Watson Civil Engineering (Anglia) Ltd aim to:

- Integrate environmental management operations to ensure environmental issues are addressed.
- Comply with environmental, health and safety law regulations with implementation aims to exceed government requirements.
- Seek to reduce wastage of national resources and maximise such resource, reuse and recycle rather than dispose of.
- Ensure all employees have an understanding and are trained in their responsibilities in relation to the environmental policy and management system.
- Ensure that suppliers and contractors minimise the impact of their operations on the environment and actively support our environment programmes through an environmentally sound purchasing policy.
- Monitor progress on a regular basis to identify strengths and areas for improvement.
- Annually report Environmental Performance.

This policy is under constant review and whenever possible more environmentally friendly products or methods of work will be introduced.

DS Watson Civil Engineering (Anglia) Ltd will aim to address targets identified as a result of the environmental review and intend to reduce our environmental impacts through improvement in:

1. Energy Use
2. Waste reduction, including disposal of goods
3. Contamination management
4. Recycling, including office paper
5. Staff training

## **5.0 Smoking**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

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

### **5.1 Smoke free Policy**

It is the policy of D S Watson Civil Engineering (Anglia) Limited that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. The policy came into effect on Sunday 1<sup>st</sup> July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

### **5.2 Implementation**

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees, contractors and visitors are obliged to adhere to, and support the implementation and monitoring of the policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

### **5.3 Non-compliance**

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

### **5.4 Dealing with smoking in a smoke-free place**

- Point to the no-smoking signs and ask the person to stop smoking or go outside
- Tell them you would be committing an offence if you allowed them to smoke and they are breaking the law by smoking in a smoke-free premises or vehicle and both parties could be fined
- If an employee refuses to stop smoking:
  - Remind them the new law is to protect employees and the public from the harmful effects of their second-hand smoke

- If necessary put into practice the disciplinary procedure for non-compliance with the smoke-free policy
- If a customer refuses to stop smoking:
  - Explain that staff will refuse to serve them if they continue to smoke and they will be asked to leave the premises
  - If they won't leave, implement procedures for anti-social or illegal behaviour in the premises
- If physical violence is threatened by a person smoking, we suggest you notify and / or seek the assistance from the police

## 6.0 Equal Opportunities

### 6.1 Policy Statement

The Company is an equal opportunity employer and is committed to a policy of treating all its employees, sub-contractors and job applicants equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

It is the policy of the Company to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. In this policy, these are known as the 'protected characteristics'. The Company will appoint, train, develop and promote on the basis of merit and ability alone.

Employees and sub-contractors have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of the equal opportunities policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employees or sub-contractors must not harass, bully or intimidate others for reasons related to one or more of the protected characteristics. Such behaviour will be treated as potential gross misconduct against any employee under the Company's disciplinary procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Employees and sub-contractors should draw the attention of their supervisor to suspected discriminatory acts or practices. Employees and sub-contractors must not victimise or retaliate against anyone who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct against any employee under the Company's disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

### 6.2 Direct discrimination

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not.

Discrimination after employment is also unlawful if it arises out of and is closely connected to the employment relationship, for example refusing to give a reference or providing an unfavourable reference for a reason related to one of the protected characteristics.

The Company will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

### **6.3 Indirect discrimination**

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employee's. A PCP is discriminatory in relation to a protected characteristic of the job applicant's or employees if:

- It is applied, or would be applied, to persons with whom the job applicant or employee does not share the protected characteristic,
- The PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it,
- It puts, or would put, the job applicant or employee at that disadvantage, and
- It cannot be shown by the Company to be a proportionate means of achieving a legitimate aim.

The Company will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

## **6.4 Victimisation**

Victimisation occurs when an employee is subjected to a detriment, such as being denied a training opportunity or a promotion, because they have raised or supported a grievance or complaint of unlawful discrimination, or because they have issued employment tribunal proceedings for unlawful discrimination or they have given evidence in connection with unlawful discrimination proceedings brought by another employee. However, an employee is not protected if they give false evidence or information, or make a false allegation, and they do so in bad faith. Post-employment victimisation is also unlawful, for example refusing to give a reference or providing an unfavourable reference because the former employee has done one of the protected acts set out above.

The Company will take all reasonable steps to eliminate victimisation in all aspects of employment.

## **6.5 Sources of recruitment**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in respect of abilities and qualifications. The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection.

## **6.6 Monitoring of equal opportunity**

The Company will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its standard working practices. If changes are required, the Company will implement them. The Company will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability where necessary.

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