

# HEALTH & SAFETY POLICY

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# HEALTH AND SAFETY POLICY

## AS REQUIRED BY

### THE HEALTH AND SAFETY AT WORK ETC. ACT 1974

#### FOR

## BALLARD ENGINEERING LIMITED

#### 1.0 HEALTH AND SAFETY POLICY STATEMENT

- 1.1 **This is the Health and Safety Policy Statement** under the Health and Safety at Work etc. Act 1974 for **Ballard Engineering Limited**.
- 1.2 **It is the policy of this company** to conduct its activities with regard for the health and safety of all its employees and members of the public.
- 1.3 **The management of this company** accepts its responsibility to take all necessary steps to ensure that all systems of work are as safe as is reasonably practicable and all equipment is maintained in a safe condition and operated correctly.
- 1.4 **Promote, monitor and maintain** the highest degree of physical, mental and social wellbeing of all interested parties and protect them from factors adverse to their health.
- 1.5 **To prevent as far as is reasonably possible**, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.
- 1.6 The organisation is committed to the protection and promotion of the **mental health and wellbeing** of all staff.
- The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.
- 1.7 **We will ensure** that any substances are used and handled in a safe manner.
- 1.8 **Relevant training** will be provided and the competence of all employees to fulfil their responsibilities under this policy will be ensured.
- 1.9 **Adequate information**, instruction and supervision will be made available for every employee.
- 1.10 **Employees will be consulted** on matters affecting health and safety and this policy and any revisions will be brought to their attention.
- 1.11 **All employees** will be expected to exercise personal responsibility in preventing work related ill health and injury to themselves and others, and to co-operate with the management in complying with health and safety legislation.
- 1.12 **It is the intention** of this company to comply with both the requirements and the spirit of the Health & Safety at Work etc. Act 1974 and all regulations and Codes of Practice made under this act.
- 1.13 **The organisation will abide by** any Government instruction and guidance, which will affect any persons within their employment, to protect their health and safety.
- 1.14 **Ballard Engineering Limited** will not discipline, discharge, suspend, lay off or demote an employee or impose any financial or other penalty on an employee who refuses to work where

the use or operation of a machine or a method of working constitutes a danger to the employee or another person or where site conditions constitute a danger to the employee

- 1.15 **This policy** will be brought to the attention of employees during their induction. It will be reviewed at regular intervals, revised as necessary and any amendments brought to the attention of the employees.

Signature	.....	Position	Managing Director
Date	January 2022	Review date	January 2023

## 2.0 ORGANISATION AND RESPONSIBILITIES

- 2.1 **Overall responsibility** for health and safety within this company is held by **Chris Oliver** who is appointed to ensure the implementation of this policy. Other directors, managers and staff will be delegated duties and responsibilities under this policy as detailed in sections 2.16 to 2.23.
- 2.2 **Expert Advice** is provided by R. G. Wilbrey (Consultants) Limited, Aspen House, Great Brickkiln Street, Wolverhampton, West Midlands, WV3 OPT - Telephone 01902 420920 or Email – info@rgwilbrey.uk.com who are retained by the Company to advise them on all matters relating to health and safety at work. Safety Consultants from R. G. Wilbrey (Consultants) Limited will be available, when requested, to visit all premises and operations under the Company's control in order to ensure that healthy and safe working conditions are being maintained and that this policy is being observed. The Directors of R. G. Wilbrey (Consultants) Limited have access to the Safety Executive to discuss health and safety matters whenever necessary.
- 2.3 **Funds and facilities** will be made available to meet the requirements of the policy including ensuring adequate allowance is made for suitable welfare facilities, equipment, vehicles, systems of work and training. This is to avoid injury and damage to the health of employees and others who may be affected by the company's undertakings.
- 2.4 **Management will actively encourage safe working** practices and ensure that all safety rules, instructions and legal requirements are complied with, in respect of the operations carried out under their control. The Projects will be managed by the site manager or foreman, who will work closely with the Contracts Manager and the Company H&S Consultants to ensure the work, is planned monitored and reviewed to maintain standards. Work will only take place whilst adequate supervision is available.
- 2.5 **Employees must report immediately** any potentially dangerous situation or condition to the Managing Director. This includes any defective equipment, dangerous working practice, unsatisfactory personal protective equipment or any other hazard.
- 2.6 **Labour only (self-employed) sub-contractors** employed directly by the company will be treated as employees for Health and Safety purposes.
- 2.7 **It is an offence** under the Health & Safety at Work etc. Act 1974 for any person to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare. Appropriate disciplinary action will be taken against anyone found interfering with or misusing these items.
- 2.8 **Joint consultation** on health and safety matters will be encouraged and the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 will be complied with. The main function of these consultations is to draw attention to any unsafe practices which become apparent and to bring forward suggestions for better safety standards and practices. Consultations will be encouraged during regular meetings.
- 2.9 **The environmental policy** of this company is to organise its operations in such a manner that there will be minimal damage to the existing environment. This policy will be achieved by incorporating the necessary control measures into method statements, safety assessments and into the training of all company personnel.
- 2.10 **Employment will be based upon ability** and discrimination because of age, gender, ethnic origin, sexual orientation or being classed as disabled will not be permitted.

- 2.11 **It is the Company's legal duty** to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.
- 2.12 **Working safely with electricity** is controlled by the Electricity at Work Regulations 1989 and it is our policy to strictly comply with these requirements. In addition, the Institute of Electrical Engineers (IEE) Regulations (18th edition) cover the safe design and installation of electrical systems. It should be noted that the IEE Regulations are not statutory requirements but provide guidance for electrical contractors to follow. Work done in accordance with the IEE Regulations should satisfy the requirements of the Electricity at Work Regulations 1989.
- 2.13 **Documentation Statutory Retention Periods:**

RECORD	STATUTORY RETENTION PERIOD	STATUTORY AUTHORITY
Accident books, accident records/reports	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). (See below for accidents involving chemicals or asbestos)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)(SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).
Accounting records	3 years for private companies, 6 years for public limited companies	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993(SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry	The Control of Lead at Work Regulations 1998(SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676)
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)
Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees exposed to asbestos. Medical examination certificates	40 years from the date of the last entry, 4 years from the date of issue	The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)

Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years	The Ionising Radiations Regulations 1999(SI 1999/3232)
Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)
Records relating to children and young adults	Until the child/young adult reaches the age of 21	Limitation Act 1980
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place	The Retirement Benefits Schemes (Information Powers) Regulations 1995(SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986(SI 1986/1960) as amended
Wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover	National Minimum Wage Act 1998
Records relating to working time	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833)

2.14 **The Quality Policy** for this company is to ensure that its products and services meet the needs of its customers at all times in accordance with contractual requirements, its policies and procedures.

The Management are committed to:

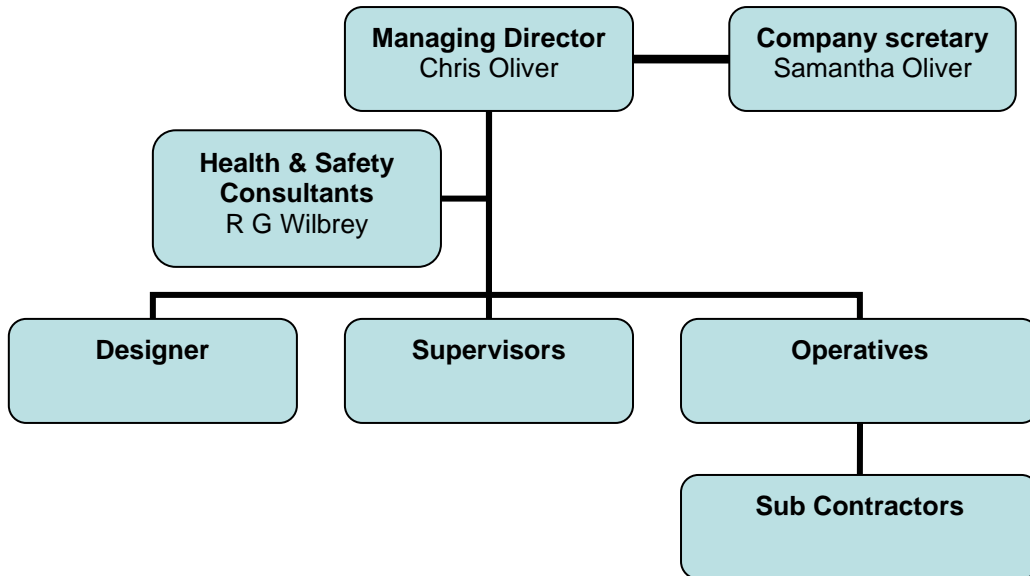
Develop and improve the Quality Management System

Continually improve the effectiveness of the Products and Service provided

The enhancement of customer satisfaction



2.15 The company's health and safety management structure is as follows:-



2.16 **The Managing Director** is responsible for the implementation of the health and safety policy and his duties are:

- 2.16.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
- 2.16.2 Appointing a Company Safety Executive or undertaking the responsibilities personally.
- 2.16.3 Developing and maintaining a culture that achieves high standards of health and safety management throughout the Company.
- 2.16.4 Ensuring that all employees receive adequate and appropriate training.
- 2.16.5 Making certain that in estimates for work allowance is made for adequate welfare facilities and equipment to avoid injury and damage to health
- 2.16.6 Insisting that sound working practice is continuously observed.
- 2.16.7 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
- 2.16.8 Ensuring funds and facilities are available to meet the requirements of the policy.
- 2.16.9 Creating policy to co-ordinate safety activities between contractors.
- 2.16.10 Ensuring the company Health and Safety Policy is periodically reviewed and amended as necessary.
- 2.16.11 Promoting good health and safety practice through example.

- 2.17 **The Company Safety Executive** is responsible for:
- 2.17.1 Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this Policy.
  - 2.17.2 Arranging for any employees representatives to be consulted and implementing safety meetings.
  - 2.17.3 Ensuring procedures are in place so that all new employees receive a safety induction.
  - 2.17.4 Identifying training needs and arranging for employees to receive appropriate training. Ensuring records are maintained of employees training..
  - 2.17.5 Insisting that sound working practice is continuously observed.
  - 2.17.6 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
  - 2.17.7 Arranging for funds and facilities to meet the requirements of the policy.
  - 2.17.8 Creating policy to co-ordinate safety activities between contractors.
  - 2.17.9 Implementing and monitoring procedures to ensure risk assessments are carried out and the relevant information is communicated.
  - 2.17.10 Introducing health surveillance where this is appropriate and a significant risk is identified and ensuring records are maintained.
  - 2.17.11 Ensuring that management and employees continually focus their attentions and actions on theirs, and others, daily safety behaviour to assist in the continued improvement in the companys health and safety strategy to encourage compliance and discourage negative behaviour.
  - 2.17.12 Ensuring procedures are in place so that Injuries, Diseases and Dangerous Occurrences are reported in accordance with legislation.
  - 2.17.13 Instituting proper reporting, investigation and costing of injury, damage or loss; promoting action to preclude recurrence and initiating analysis to discover accident trends and potential hazards from the reports of site staff and Safety Consultants.
  - 2.17.14 Arranging for adequate first aid facilities and a sufficient number of trained first aid attendants in the administrative office and workshop
  - 2.17.15 Ensuring that a fire risk assessment is carried out, and updated annually, for all premises and projects under the control of the company. Arranging for the equipment and procedures required by the assessment to be provided, tested and maintained.
  - 2.17.16 Advising the Directors when a review of the safety policy is necessary.
  - 2.17.17 Promoting good health and safety practice through example.

- 2.18 **The Company Safety Consultants** are responsible for:-
- 2.18.1 Advising the company on health and safety and statutory compliance.
  - 2.18.2 Advising the company's management on their responsibilities for ensuring employees comply with all statutory requirements in health and safety matters.
  - 2.18.3 Providing advice on training and carrying it out when requested.
  - 2.18.4 Assisting in the preparation of risk assessments and other safety related documentation as required.
  - 2.18.5 Advising the company on measures to reduce the risk of injury or ill-health of any person employed by the Company or any member of the general public as a result of any work undertaken by the Company.
  - 2.18.6 Providing advice on the implementation and communication of safe working systems and procedures.
  - 2.18.7 Carrying out regular and systematic inspections as instructed by the company to ensure that the Company Safety Policy and relevant statutory requirements are complied with.
  - 2.18.8 Reporting any blatant or persistent disregard of normal standards of safety.
  - 2.18.9 Investigating accidents and other safety related incidents when requested.
  - 2.18.10 Promoting good health and safety practice through example.

- 2.19 **Site Agents/Foremen** are responsible for the day to day organisation and control of operatives and subcontractors on site and to:
- 2.19.1 Understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.
  - 2.19.2 Manage the site in accordance with the Health and Safety Plan and Company procedures.
  - 2.19.3 Regularly review and update the site Health and Safety Plan with the Contracts Manager.
  - 2.19.4 Ensure that risk assessments have been carried out and written records containing appropriate control measures are available on site.
  - 2.19.5 Organise and control sites so that work is carried out with minimum risk to persons who may be affected. Ensure that all employees and subcontractors are working in a safe manner in accordance with the procedures laid down in any risk assessments and, where work method statements are relevant, that they are adhered to.
  - 2.19.6 Understand the requirements of relevant current legislation and guidance and request training when necessary.
  - 2.19.7 Give all line supervision precise instruction on their responsibilities for correct working methods and to see that they do not require or permit employees (especially young persons) to take unnecessary risks.
  - 2.19.8 See that Regulations and legal requirements are observed on site including carrying out, or arranging to be carried out, all statutory inspections and examinations as required.
  - 2.19.9 Check that machinery and plant, both company owned and externally hired, including power and hand tools, are maintained in good condition and where required have current certificates of test.
  - 2.19.10 Remove from use any equipment that is not in a suitable condition for safe use.
  - 2.19.11 Ensure that the relevant COSHH assessments on hazardous materials are available on site and that the necessary precautions are adhered to.
  - 2.19.12 Make sure that suitable protective equipment is available and that it is used as and when necessary.
  - 2.19.13 Making sure that the first aid & Fire arrangements are adequate and that first aid boxes are fully stocked.
  - 2.19.14 Ensuring that the site welfare facilities are adequate, properly maintained and kept in a clean condition
  - 2.19.15 Ensure the relevant facts of all accidents are recorded and reported to Head Office.
  - 2.19.16 Co-operate with Safety Advisers and HSE Inspectors and to act on their recommendation.
  - 2.19.17 Ensure that all operatives are competent to carry out the tasks required.
  - 2.19.18 Ensure that all operatives receive an on site induction & understand the emergency procedures
  - 2.19.19 Promote good health and safety practice through example.

2.19.20 Ensure that the fire strategy or fire plan is implemented, ensuring fire safety is effectively managed and the sequence of build provided by the designer is followed taking into account any temporary fire safety measures stated by the designer to minimise the effects of fire during construction

2.20 **Subcontractors** are required to:

- 2.20.1 Furnish the Site Manager/Foreman with a copy of their site specific risk assessments and any relevant method statements prior to commencement of work.
- 2.20.2 Carry out their work in a safe manner and with due regard for all other people working on site or in any way affected by the works.
- 2.20.3 Acquaint the Site Manager/Foreman of any information available to them that may affect Health and Safety on site.
- 2.20.4 Notify the Site Manager/Foreman when work of an unusual, dangerous or hazardous nature is contemplated, discuss the most suitable and appropriate method of work and provide written method statements if requested.
- 2.20.5 Regularly inspect and test their own plant and equipment, provide copies of all necessary certificates as required and remove from service any that are found to be unsafe.
- 2.20.6 Satisfy the Site Manager/Foreman that adequate safety measures are in hand when using any toxic or noxious substances on site, and to supply relevant COSHH safety data and assessments.
- 2.20.7 Being familiar with the procedure to be followed in the event of accident or fire.
- 2.20.8 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
- 2.20.9 Being familiar with the arrangements for first aid treatment.
- 2.20.10 Reporting to the site manager, as soon as possible, any accident requiring first aid treatment.
- 2.20.11 Co-operate with the company and their safety consultants in improving health and safety in the workplace.

2.21 **Site Operatives** are responsible for:-

- 2.21.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
- 2.21.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
- 2.21.3 Complying with site rules including completing the site attendance register.
- 2.21.4 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
- 2.21.5 Warning new employees of known hazards.
- 2.21.6 Using tools and equipment in accordance with the training received.
- 2.21.7 Using the correct tools and equipment for the job including using any safety equipment and/or protective clothing required by risk assessment.
- 2.21.8 Checking plant, equipment and tools prior to use, setting aside if unsafe and reporting any apparent faults to their supervisor.
- 2.21.9 Avoiding improvisation which entails unnecessary risks
- 2.21.10 Being familiar with the procedure to be followed in the event of accident or fire.
- 2.21.11 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
- 2.21.12 Being familiar with the arrangements for first aid treatment.
- 2.21.13 Reporting to the site manager, as soon as possible, any accident requiring first aid treatment.
- 2.21.14 Suggesting ways of improving safety at work
- 2.21.15 Co-operating with the company management on all matters relating to health, safety and welfare.
- 2.21.16 Not interfering with, misusing or abusing any equipment provided for securing health and safety.



2.22 **Plant Operators** are responsible for:

- 2.22.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
- 2.22.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
- 2.22.3 Complying with site rules including completing the site attendance register.
- 2.22.4 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
- 2.22.5 Only operating plant for which they have received training and hold a current certificate of competence.
- 2.22.6 Checking the plant they are operating each day before use and reporting any defects to the site supervisor.
- 2.22.7 Operating the plant and any accessories in accordance with their training and the manufacturers operating instructions having due regard for the safety of other site personnel and the general public.
- 2.22.8 Keeping the machine in good working order; immediately notifying the workshop foreman or site foreman of any defects with the machine. The operator should not drive the machine if the fault is serious or might be a hazard or danger to life.
- 2.22.9 If fitted, checking daily that the height restrictor is working correctly – any fault must be reported to the workshop foreman or site foreman immediately.
- 2.22.10 Ensuring that normal daily and weekly safety checks and maintenance (including greasing) are carried out.
- 2.22.11 Ensuring that quick hitches and similar devices are properly maintained and used in accordance with the manufacturers' instructions.
- 2.22.12 Checking before use all slings and chains for any visible fault. Should a fault be found, do not use and inform the workshop foreman or site foreman immediately.
- 2.22.13 Each morning prior to commencement checking with supervisor for any possible underground services. Do not operate under existing power cables unless goal posts and fencing is erected and if fitted use height restrictor (height to be agreed previously with site foreman or contracts manager).
- 2.22.14 Ensuring visibility aids are clean and properly positioned.
- 2.22.15 Avoiding improvisation which entails unnecessary risks
- 2.22.16 Being familiar with the procedure to be followed in the event of accident or fire including the location and operation of the fire fighting equipment and fire alarm control points.
- 2.22.17 Being familiar with the arrangements for first aid treatment.
- 2.22.18 Reporting to the site supervisor, as soon as possible, any accident requiring first aid treatment.
- 2.22.19 Suggesting ways of improving safety at work
- 2.22.20 Co-operating with the company management on all matters relating to health, safety and welfare.
- 2.22.21 Not interfering with, misusing or abusing any equipment provided for securing health and safety.

- 2.23 **Office Staff** are responsible to the persons to whom they report directly for:-
- 2.23.1 Understanding the Company Health and Safety Policy and carrying out their work in accordance with its requirements.
  - 2.23.2 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
  - 2.23.3 Complying with the requirements of any risk assessment prepared for activities, equipment or substances they are involved with.
  - 2.23.4 Warning new employees of known hazards.
  - 2.23.5 Using the correct tools and equipment for the job including using any safety equipment and/or protective clothing required by risk assessment.
  - 2.23.6 Ensuring any equipment appears safe before using it and reporting any defects or faults to their supervisor.
  - 2.23.7 Being familiar with the procedure to be followed in the event of accident or fire.
  - 2.23.8 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
  - 2.23.9 Being familiar with the arrangements for first aid treatment.
  - 2.23.10 Reporting to their superior, as soon as possible, any accident requiring first aid treatment.
  - 2.23.11 Suggesting ways of improving safety at work
  - 2.23.12 Co-operating with the company management on all matters relating to health, safety and welfare.
  - 2.23.13 Not interfering with, misusing or abusing any equipment provided for securing health and safety.

## 3.0 ARRANGEMENTS

- 3.1 **Where the company's arrangements** for health and safety need to be explained in more detail this will be done in procedural guides, specific site health and safety plans, method statements or risk assessments.
- 3.2 **Emergency procedures, Office Based** - will be detailed in risk assessments and method statements and reviewed periodically. This information will be brought to the attention of new employees during their induction.
- 3.3 **Emergency procedures, Site Based** – On construction sites the Supervisor will ensure that the principal contractor has this requirement in place and available. This will be confirmed at the on site induction.
- 3.4 **First Aid, Office Based** - First aiders and persons trained in Emergency First Aid at Work (EFAW) or Appointed Persons will be appointed as relevant for each of the company's sites or premises. A fully equipped first aid box will be available at each place of work.
- 3.5 **First Aid, Site based** – On construction sites the Directors/Supervisor will ensure that arrangements are made available with the principal contractor. This will be confirmed at the on site induction
- 3.6 **Accidents**, no matter how small, will be reported to the appropriate person and details entered in the accident book. Any injury should receive immediate first aid treatment by a first aider followed by hospital treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the company's safety consultants will be informed and if it is specified in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, the incident will be reported to the Health & Safety Executive. Reporting requirement amended for over-three-day injuries to over-seven-day injuries to be reported within 15 days and via the HSE on-line form. Reportable accidents will be 'out of or in connection with work' and will include; the death of a person, a major injury, gas incident, disease or dangerous occurrence specified within the ACoP, an injury which incapacitates or prevents the injured person from working for over 7 days or an injury to a member of the public that requires them to attend hospital from the scene of the accident.
- 3.7 **Accident Investigations** will be carried out by the company's health and safety consultants as requested by the Company Safety Executive. Serious accidents reported under RIDDOR as well as minor accidents and near misses, if trends appear to be developing, will be investigated to try and discover the events leading up to and the cause of the accident, those involved and any injuries or damage caused. The investigation report will be retained by the company for 10 years.
- 3.8 **Welfare Facilities** must be available wherever the company's employees are working. On construction sites the **Managing Director** will make arrangements with the principal contractor and client to use their welfare facilities.
- 3.9 **Sites must be kept tidy and free of trip hazards.** Everyone on site will take responsibility for keeping their work area clear and removing any debris they produce to the skips provided. Site management will ensure that access routes are kept clear.
- 3.10 **Induction training** will be carried out for all new personnel and also for existing personnel where new procedures are introduced. This will be arranged by the employees line manager and include information on this policy and the employees responsibilities under it, the location of welfare and emergency equipment and other information as deemed necessary by the Company Safety Executive. Special risk situations will be assessed and the need for specific instruction and/or training identified.

- 3.11 **Young persons** must receive a specific induction during which the dangers they may encounter and warnings about horseplay and unsafe practices must be emphasised. There are specific restrictions on the type of work that young persons can carry out and a risk assessment must be carried out for the duties they will be expected to undertake. See Young Persons Induction Form and Risk Assessment.
- 3.12 **Training** will be provided for all employees to ensure they have the necessary knowledge to carry out their duties competently. Training needs will be periodically assessed and records of training provided will be maintained. General site safety training will be provided for site operatives and this will take the form of on-site toolbox training, having content suitable for the operations being carried out.
- 3.13 **When new plant**, equipment, processes or substances are introduced the **Directors** will ensure the necessary training is provided. They will ensure that new plant, equipment etc is as safe as is reasonably practicable, fully efficient and tested and thoroughly examined in accordance with regulations.
- 3.14 **Arrangements will** be made to ensure that supervisors are aware of any safety instructions issued with the plant, substances, equipment and processes and operatives will receive training or instruction in their operation or application.
- 3.15 **Consultation with employees** on health and safety matters is a legal requirement on employers, particularly in respect of:-
- 3.15.1 The introduction of any measure which may substantially affect health or safety
  - 3.15.2 Arrangements for appointing competent persons to assist the employer to meet statutory requirements.
  - 3.15.3 The provision of information specifically required by regulations.
  - 3.15.4 The planning and organisation of training required by regulations.
  - 3.15.5 The consequences of introducing new technology.
- The company operate an open door policy whereby all employees have access to directors and supervisor to air their views and raise any concerns they may have with regard to health and safety.
- 3.16 **Safety Committees** will be established if requested by at least two safety representatives.
- 3.17 **Risk assessments** will be carried out, and written records prepared as necessary, with control measures to minimise the identified risks. The need for risk assessments will be considered when planning operations and expert advice will be obtained when necessary. When carrying out risk assessments, due consideration will be paid to the need for assessments to be made under all relevant health and safety regulations.
- 3.18 **Monitoring Audit & Reviews** will be carried out to ensure that systems of work, procedures and control measures are suitable and will lower risk to an acceptable level, ensuring that work activities do not adversely affect an employee's health or safety.
- 3.19 **Permits to Work** will be used when required by risk assessment, employer's requirements or company rules.
- 3.20 **Where the health and safety of the public** might be affected by the company's operations the company fully accepts its legal responsibility. All operations will be conducted with this in mind and each site will be left in a safe condition at the end of each working day. Due consideration will be given to this aspect of health and safety when COSHH, Noise and Management risk assessments are being compiled.

- 3.21 **Plant and work equipment** will be inspected, tested and checked in accordance with legislation. The Responsibilities section of this Policy detail who is responsible in each case.
- 3.22 **All defects in plant**, equipment and vehicles must be reported by the site management to the Directors immediately and, if necessary, the use of any such item should be prohibited until the necessary repairs have been carried out. The Directors will be responsible for responding to such reports and arranging for the necessary repairs to be carried out without delay. All plant, equipment and vehicles will be maintained and serviced in accordance with the existing Company schedules/manufacturers schedules.
- 3.23 **All lifting operations** will comply with the Lifting Operations and Lifting Equipment Regulations (LOLER), all lifting operations will be planned and carried out by a competent person, (someone with sufficient knowledge, experience, training, and other attributes), to ensure that they are carried out safely. A risk assessment will be carried out for all lifting operations, based on the results of the risk assessment a lifting plan may be prepared; the plan will address all of the risks identified, the resources required; and the procedures and responsibilities involved.
- 3.24 **Lifting Equipment or accessories** selected for an operation will be suitable for the activity it is to carry out. Factors considered will include the environment it will be used in, the load to be lifted, the number of people to be lifted, etc. All lifting equipment will be subject to a thorough examination which will be carried out at the intervals specified by LOLER (every 6 or 12 months – depending on the equipment).
- All accessories and attachments e.g. chains and slings will be accompanied by their instructions and examination / conformity certificates.
- They will be clearly marked with their safe working load, identification and subject to weekly inspections. If the SWL/WLL is dependent upon the configuration (i.e. mode of use) this information should be marked on the accessory for each configuration or must be available with the equipment.
- 3.25 **Company vehicles** must only be driven by persons authorised by the company who hold a current driving licence for the appropriate class of vehicle. Road traffic legislation must be complied with including the wearing of safety belts. The company's rules concerning use of company vehicles will be made available to all company drivers.
- 3.26 **Fire Fighting and Escape facilities, Office Based** - will be provided in all areas under the company's control. The facilities and equipment provided will be determined by risk assessment, the contents of which will, if necessary, be communicated to the fire service. Fire Alarms, emergency lighting, fire control equipment and emergency escape routes will be inspected and tested at regular intervals by the person(s) appointed by the Company Safety Executive.
- 3.27 **Fire Fighting and Escape facilities, Site Based** — Directors/Supervisors will ensure that the Principal contractor has in place suitable fire fighting and emergency procedures. The nature of our scope of works is generally on new build projects; as such we do not anticipate that any of our activities would pose a significant fire hazard. Directors/Supervisors will review and monitor project requirements and should such a risk be present will ensure that all necessary controls are introduced and brought to the attention of its personnel.

3.28 **Alcohol and drug abuse** by employees and sub-contractors (including supervisory and management staff) can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that we do not allow alcohol to be consumed during the course of the working day. It can take some time for the effects of alcohol to leave the body and so excessive consumption the night before can still make someone a potential hazard in the work place. Everyone has a responsibility under law to ensure that they take reasonable care of the health and safety of themselves and others who could be affected by their actions. If a member of the management team has reason to believe that someone is under the influence of alcohol and could pose a risk to themselves or others they will be asked to leave their vehicle where it is and make their own way home until they are fit to drive, any person suspected of such abuse or displaying any unusual behavioural symptoms will be removed from site. Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.

3.29 **When the long term health of an employee or sub-contractor** is at risk due to equipment, materials or processes, the company will undertake monitoring or screening as required. This may include regular blood or urine checks for operatives carrying out high risk lead work or health checks on those using vibrating tools.

3.30 **Materials used or stored by the company** or encountered during its operations will be assessed and if there is a substantial risk to employees alternatives will be sought. If this is not reasonably practicable then control measures will be implemented including, if appropriate, health monitoring. Written COSHH assessments will be prepared detailing the risk and any control measures and will be reviewed whenever the substance changes or is required to be used in a different manner than was originally considered.

3.31 **COSHH** Suppliers of materials are required to produce adequate Safety, Health and Environmental information to support their products. Where we as contractors are able to we will, substitute hazardous materials for less harmful ones. If designers and clients are able to substitute hazardous materials for less harmful ones we request that they do so

COSHH Assessments are carried out on all potentially hazardous materials used by this company. Copies of these assessments are provided to the operatives using the material. Method Statements associated with these substances will identify principles to minimise risk. Employees are instructed not to use a substance unless they have read and understand the COSHH assessment.

Specific legislation on hazards that arise from working with biological agents such as BBVs (Blood Borne Viruses) is contained in the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). Under these regulations we have a legal duty to assess the risk of infection for employees and others affected by the work. When the risk is known, we will take suitable precautions to protect your health.

We provide information, training and instruction for employees who work with substances hazardous to health and ensure they understand the outcome of the associated risk assessment and what this means for them. They will be trained in emergency procedures including;

- The correct equipment to deal with the emergency (eg a spill), including protective equipment and decontamination products;
- The correct procedures to deal with a casualty;
- The people trained to take action;
- The arrangements to deal with the waste created

3.32 **Dermatitis** is inflammation of the skin that can arise from contact with a range of materials. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking and blistering, and it can be very painful. Work-related dermatitis is caused or made worse by work. As employers we will ensure that workers' health is protected by identifying hazards, assessing risks, avoiding exposure and, where this is not possible, managing the remaining risk.

All employees will have ready access to welfare facilities supplied with running hot/warm and cold water in which they can wash their hands and forearms or other exposed parts of the skin. Suitable soaps, cleaners, barrier creams and hand creams are provided. The provision and use of pre- and after-work creams, and skin checks, are other critical elements for managing the residual dermatitis risk.

3.33 **Respiratory** - We understand that as employers must reduce the exposure of workers to substances that can cause respiratory disease or breathing difficulty if inhaled. This is done by eliminating the hazard where possible or controlling the substance by means other than personal protective equipment (PPE), e.g. by water suppression or extraction of the dust. As a last resort, PPE may be needed along with clear information, instruction and training in the use of respiratory equipment for those exposed to the risk.

3.34 **Control of Asbestos 2012** - Asbestos containing material is now prohibited in this country, however, existing asbestos containing materials (ACM's) might be encountered. The company will not work on an existing building until a Refurbishment/demolition asbestos survey in accordance with HSG264 has been carried out or there is clear evidence from the health and safety file that asbestos is not present. Where asbestos is present and will be disturbed a risk assessment and clear plan of work will be prepared. Where necessary the company will ensure that all personnel have sufficient and appropriate training to be able work with asbestos this applies for all types of asbestos and advice will always be taken from qualified asbestos professionals even with non-licensed asbestos as it may be notifiable work.

3.35 **It is the Company's policy that only asbestos-free materials** shall be used in all new building work, whether the material is supplied by the Company or its sub-contractors. The presence of asbestos is most likely to be found in existing buildings where demolition, maintenance, or refurbishment work is being carried out and prior to any intrusive work the following procedures will be followed:

- A refurbishment/demolition asbestos survey will be requested from the client.
- All personnel will be trained in asbestos awareness and where it has been identified or it is suspected that asbestos is present, its removal should not be attempted by untrained persons.
- Emergency procedures regarding the discovery of previously unknown ACM will be included within the site induction and practiced at regular intervals
- Should operatives be accidentally exposed to asbestos fibres, the emergency procedures will be followed work in the vicinity will be suspended and the Company's Safety Executive and Safety Consultants must be informed immediately.
- Samples will be taken by an accredited analyst and the results made available to the client and the Principal Designer.
- Once written instructions have been received from the Client regarding whether the material is to be removed, a safe work procedure shall be produced and sent to the Principal Designer (where applicable) for approval.

- Any asbestos containing materials identified will be highlighted to operatives by the use of stickers, signs and where possible access will be restricted
  - All asbestos waste shall be transported by a licensed hazardous waste carrier in the correct manner and disposed of at a licensed hazardous waste reception site
  - Following any removal of asbestos where a licence is required, a four-stage re-occupation test conducted by a suitable accredited independent analyst shall be conducted and the results made available to the Principal Designer for inclusion within the Health and Safety File.
- 3.36 **Personal Protective Equipment** will be provided for all employees, free of charge, and for self-employed operatives at the discretion of the company. Operatives must look after the equipment provided and use it in accordance with the training given, they are responsible for informing their supervisor if their PPE is lost or damaged so that it can be replaced.
- 3.37 **Scaffolders will follow industry guidelines** when working at height including National Access and Scaffolding Confederation guidance note SG4:15 “Preventing Falls in scaffolding”. Proprietary fall prevention systems will be considered to prevent the likelihood of a fall during scaffolding operations and all Scaffolders will be required to provide a minimum of single guardrail and a fully boarded platform for use when traversing along an elevation of scaffold. The company will provide full body harnesses and Scaffolders will be required to clip on to the first suitable anchor point which is at 4 metres or above. The harness will incorporate a rear dorsal ring and comply with EN.361. A fixed length lanyard of 1.75m to EN.362 must be attached to the harness and the harness should include a shock absorbing device to EN.355. The lanyard should be fitted with a 55mm opening scaffold hook for one-handed operation to EN.362.
- 3.38 **Fall prevention/arrest harnesses** must be visually inspected before each use to ensure they are in a safe condition and function correctly. They must be thoroughly examined by a competent person at least once every six months. Defective equipment must be withdrawn from service. Harnesses and lanyards must not be altered or adapted in any way and must be stored unpacked in a cool, dark place and away from excessive heat or other possible cause of damage. The rear shelf of a car or van in direct sunlight is unsuitable for the storage of harnesses.
- 3.39 **Rescue Arrangements for operatives using harnesses** are a necessity due to the health hazards associated with being suspended in a harness for more than 5 minutes. Whenever possible rescue will be based on utilising the scaffold structure and fitting boards as required to create a platform on which to bring the suspended operative. When scaffolds are suspended or in excess of 10 lifts a site specific rescue procedure will be produced. When working on a site under the control of a principle contractor the company will comply with the Principal Contractors rescue arrangements as detailed in the health and safety plan.



3.40 **The Electricity at Work Regulations 1989** cover the safe use of all electrical equipment and systems, ranging from high voltage overhead lines to battery-operated equipment. The aim of the regulations is to prevent the risk of injury arising out of work activities both on, and with, electrical systems.

- The requirements of the regulations cover:
- construction and maintenance of systems and the provision of suitable protective equipment (reg 4);
- strength and capability of electrical equipment (reg 5);
- adverse or hazardous environments (reg 6);
- insulation, protection and placing of electrical conductors (reg 7);
- earthing of conductors (reg 8);
- integrity of referenced conductors (reg 9);
- electrical connections (reg 10);
- protecting against excess current flow (reg 11);
- isolation of electrical supplies (reg 12);
- working on dead equipment (reg 13);
- working on live conductors (reg 14);
- working space, access and lighting (reg 15);
- competent persons (reg 16).

Before work on new or existing electrical systems commences the system of work should be planned to ensure that the system of work complies with the requirements of these regulations, in addition to all other relevant safety legislation. Risk assessments, method statements and permits to work will need to be prepared as appropriate. Professional advice will be requested as required to ensure the systems of work procedures that are in place satisfy the legal requirements.

3.41 **Work at Height** - The company understands the risks of working at height and will therefore avoid work at height where practicable. We will ensure operatives use work equipment or other measures to prevent falls where they cannot avoid working at height; and if they cannot eliminate the risk of a fall, operatives will use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

- All work at height is properly planned and organised;
- Those involved in work at height are trained and competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used before work commences;
- The risks from fragile surfaces are properly controlled;
- Equipment for work at height is properly inspected and maintained.

3.42 **Ladders and Step-ladders** can be used for certain short term operations. Managers/supervisors will assess the suitability of ladders for any particular operation. Operatives will be given tool-box talks on safe use of ladders.

3.43 **Demolition** will be planned and carried out to minimise danger. Prior to work commencing an inspection of the structure will be carried out and a written plan prepared detailing the method of work. Demolition will not commence until it has been established that there is no foreseeable risk from existing services and that details of hazards such as asbestos and structural stability have been obtained.

- 3.44 **Manual handling** will be avoided and mechanical means of moving materials will be used where this is reasonably practicable but there will be many occasions when materials or equipment will be required to be moved manually. Weights of items will be obtained and where possible lighter materials or smaller units obtained. Employees will be given training on safe ways of lifting and kinetic handling methods and risk assessments will highlight any other control measures.
- 3.45 **Noise** can lead to permanent health problems and disabilities over a period of time. Work will be planned to minimise exposure, and tasks involving noise will be identified, risk assessed and appropriate control measures put in place. Employees will receive information and training in the form of toolbox talks and advice on effective control measures. Employee will be issued with the necessary PPE, including training and guidance on maintenance of this equipment.. Noise will be reduced by using different working methods or selecting quieter plant or equipment. Hearing protection zones will be marked and people not involved in the work kept away from the source of the noise. Noise levels will be monitored and Health Surveillance will be provided for those employees exposed to high levels of noise.
- 3.46 **Vibration** can lead to permanent health problems and disabilities over a period of time. Work will be planned to avoid or reduce exposure, and tasks involving vibration will be identified, risk assessed and appropriate control measures put in place. Tools will be purchased with the lowest vibration levels to do the task efficiently. The time that each worker uses high vibration tools, such as concrete breakers, angle grinder or hammer drills will be limited, as far as possible. All employees will received information and training in the form of tool box talks and advice on effective control measures so they know what the risk are from hand-arm vibration, and what they need to do to avoid those risks. All vibrating tools will be properly maintained, including keeping drill bits sharp. Vibration levels will be monitored and Health Surveillance will be provided for those exposed to high levels of hand-arm vibration, especially when exposed for long periods.
- 3.47 **Electrical tools** and leads will be checked each day before use by the user and weekly by an appointed person. PAT tests will be carried out every 3 months on portable site tools. Defective equipment will not be used. Generally only 110v and battery powered tools will be used on site, however if higher voltage equipment is required a separate specific risk assessment must be carried out.
- 3.48 **When the company is the Principal Contractor** a Construction Phase Health & Safety Plan will be prepared from the Pre-construction Information prior to work commencing on site and developed throughout the project. The Health & Safety Plan will identify and address any site-specific hazards and describe how health and safety issues will be managed. Contractors will be assessed for their systems, procedures and attitudes to health and safety. Cooperation and effective communication will be carried out with the members of the Design team, the Principal Designer and all Contractors throughout the project concluding with collection and delivery of safety file information to the Principal Designer
- 3.49 **The company will assess the competence** of all companies employed to carry out works in a sub-contract role. The assessment will look at the sub-contractors safety procedures, supervision and the competence of its managers and operatives.

- 3.50 **Where consultation and communication** is required with other companies, the company is committed to ensure that employees are aware of health and safety requirements through the development and issue of procedures, work instructions, method statements, general memos, formal briefings and risk assessments. If further reinforcement of the safety message is needed toolbox talks are carried out as on the job training. As a small company we do not have a formal health and safety committee but during toolbox talks, inductions and other discussions with the workforce they are encouraged to raise concerns or suggest improved methods of working. Should there be members of the workforce that do not speak English , translated documents and pictorial inductions will be used, we require, however, that there is one English speaking member of the gang
- 3.51 **Display screen equipment and work stations** will be assessed periodically to ensure the working environment is satisfactory. Frequent users will be given advice and any necessary equipment to minimise discomfort, fatigue and eye strain caused through working with DSE.
- 3.52 **Smoking is not permitted** in any workplace ie; offices, site locations, welfare facilities or accommodation controlled by the company. Suitable arrangements may be made in an area which does not affect other persons, these arrangements will comply with the current legislation and be specified on site rules.
- 3.53 **It is Ballard Engineering Limited’s policy that appropriate** measures will be taken to ensure that the risk of staff developing symptoms of **Work Related Stress** during their work activities is reduced to the lowest possible level. Ballard Engineering Limited will also provide support for those who may experience work related stress. Ballard Engineering Limited will seek to identify all causes of workplace stress and will work to reduce stress levels that can be controlled by the company.
- 3.54 **CDM 2015 Regulations:** The company acknowledges its responsibilities’ under the CDM2015 Regulations as outlined below

CDM Dutyholders* – Who are they?	Summary of role/main duties –
<b>Clients</b> – are organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project. This includes making sure: <ul style="list-style-type: none"> <li>• Other dutyholders are appointed and are competent;</li> <li>• Sufficient time and resources are allocated;</li> </ul> Making sure: <ul style="list-style-type: none"> <li>• Relevant information is prepared and provided to other dutyholders (Pre-Construction Information);</li> <li>• The principal designer and principal contractor carry out their duties; Check a H&amp;S plan &amp; File is prepared</li> <li>• Welfare facilities are provided.</li> <li>• The project is notified where applicable</li> </ul> <b>If clients need help in making these arrangements, they could draw on the competent H&amp;S Advice they are required to have under the Management of Health and Safety at Work Regulations 1999 (the MHSW Regulations).</b>
<b>Domestic clients</b> – are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.	Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: <ul style="list-style-type: none"> <li>• The contractor, on a single contractor project or;</li> <li>• The principal contractor, on a project involving more than one contractor.</li> </ul> However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.
<b>Designers</b> – are those, who as part of a business, prepare or modify designs for a building,	*When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

product or system relating to construction work.	<ul style="list-style-type: none"> <li>• Construction; and *</li> <li>• The maintenance and use of a building once it is built.</li> <li>• Provide information to other members of the project team to help them fulfil their duties.*</li> </ul>
<b>Principal designers**</b> – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role	<p>Plan, manage, monitor and coordinate the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• Identifying, eliminating or controlling foreseeable risks; *</li> <li>• Ensuring designers carry out their duties; *</li> <li>• Prepare and provide relevant information to other dutyholders;</li> <li>• Liaising with the client and Principal Contractor Organising cooperation between contractors and coordinating their work.</li> <li>• Prepare the H&amp;S File (pre-construction), review it and update it as the project progresses *</li> <li>• Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase for as long as their appointment lasts;</li> </ul>
<b>Principal contractors</b> – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• Liaising with the client and principal designer;</li> <li>• Preparing the construction phase plan; *</li> <li>• Organising cooperation between contractors and coordinating their work.</li> </ul> <p>Ensure:</p> <ul style="list-style-type: none"> <li>• Suitable site inductions are provided;*</li> <li>• Reasonable steps are taken to prevent unauthorised access;</li> <li>• Workers are consulted and engaged in securing their health and safety; and</li> <li>• Welfare facilities are provided.</li> </ul>
<b>Contractors</b> – are those who do the actual construction work and can be either an individual or a company	<ul style="list-style-type: none"> <li>• Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;*</li> <li>• For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</li> <li>• For single-contractor projects, prepare a construction phase plan.</li> </ul>
<b>Workers</b> – are the people who work for or under the control of contractors on a construction site	<p>They must:</p> <ul style="list-style-type: none"> <li>• Be consulted about matters which affect their health, safety and welfare;</li> <li>• Take care of their own health and safety and others who may be affected by their actions;</li> <li>• Report anything they see which is likely to endanger either their own or others' health and safety; (<i>This is everyone involved in a project and must be reported to the person in charge of the work</i>)</li> <li>• Cooperate with their employer, fellow workers, contractors and other dutyholders;</li> </ul>

3.55 **Where lone working** is a requirement for any of the company's employees the company will assess any additional risks operatives could be exposed to and provide training and other control measures to minimise these risks. Operatives must not undertake unaccompanied work without their managers knowledge.

3.56 **Health Surveillance** - The Company will consult with employees over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements. The company will inform affected employees of the health risks and of the health surveillance procedure. The person carrying out the health surveillance procedure is competent to undertake the task and will ensure that the results of health surveillance are suitably recorded. Suitable action any recommendations made as result of health surveillance and if necessary review the associated risk assessment. The company will treat an individual's health surveillance records as confidential information and will inform employees of the collective results of health surveillance, but ensuring that no individual is identified ensuring that health surveillance records are retained for statutory retention periods.

3.57 **A Temporary Works Coordinator** for the Project will be appointed by the Designated Individual who will ensure that a TW register is developed and a suitable design has been prepared for the relevant temporary works to be carried out. The Designated Individual and the Temporary Works Coordinator will then also nominate / appoint a Temporary Works Supervisor (s) at site level to monitor the Temporary Works in question. Once the Temporary Works are in place the Temporary Works Supervisor will inspect the temporary works carried out to ensure that it has been constructed to the design and monitored during its use to ensure that its integrity is maintained. The temporary works will include:

- Site Fencing/Hoarding
- Excavations
- Stockpiles
- Propping
- Edge Protection
- Scaffolding
- Site Signage
- Equipment/plant foundations – tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms.

All temporary works will be managed, coordinated, inspected and monitored during the execution of the works by a trained Temporary Works Coordinator and Temporary Works Supervisor.

3.58 **Lighting** will be suitable and adequate to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations and in accordance with HSG38 Lighting at Work.

On construction sites, every part of the site will be, as far as possible, arranged so that natural light is available for people to see to do their work and move about the site safely. Where natural light is inadequate or not available, artificial lighting will be provided. Where work will continue outside daylight hours or the building or structure is enclosed, artificial lighting will be provided. The Principal Contractor will make sure that any artificial lighting does not change the apparent colour or visibility of any safety signs or other safety related items such as fire extinguishers. With both daylight and artificial light, shadows can obscure hazards both at the workplace (eg making it difficult to see the blade of a cutting disc or a drill bit) and on the site generally. If necessary, The Principal Contractor will provide extra lighting to illuminate shadow areas. Cabling and bulbs will be protected against breakage and a system will be in place for regularly checking bulbs to maintain electrical safety and to keep the site well-lit. Sub-contractors may be asked to provide task lighting.

The company will ensure that lighting:

- allows people to notice hazards and assess risks;
- is suitable for the environment and the type of work (for example, it is not located against surfaces or materials that may be flammable);
- provides sufficient light (illuminance on the task);
- allows people to see properly and discriminate between colours, to promote safety;
- does not cause glare, flicker or stroboscopic effects;
- avoids the effects of veiling reflections;
- does not result in excessive differences in illuminance within an area or between adjacent areas;
- is suitable to meet the special needs of individuals;
- does not pose a health and safety risk itself;
- is suitably positioned so that it may be properly maintained or replaced, and disposed of to ensure safety;
- includes, when necessary, suitable and safe emergency lighting

3.59 **Compressed Air** tools can be dangerous in many ways, for example:

- a) it can enter body orifices such as the mouth, ears and other cavities, causing severe and often fatal injuries;
- b) at high pressure it can penetrate the skin;
- c) particles or oil carried in an air jet can damage the eyes;
- d) oil-coke deposits in a system can spontaneously ignite and cause an explosion;
- e) vessels containing compressed air, even at comparatively low pressure, can explode violently once their integrity is lost; and
- f) dirty or 'wet' air can lead to corrosion and blocked valves which may make the system unsafe.

The Company will ensure safe working procedures are employed and only trained, competent employees will be authorised to operate compressed air tools. Hearing and Eye protection will always be worn when using this equipment

The efficient safe running of a compressed air system relies on cleanliness, filtration, cooling and lubrication. The Company will operate the plant in accordance with the operator's manual and to draw up and follow a written schedule of maintenance work. The written schedule will identify areas for attention, how often attention should be given and the responsibilities of those who carry out and supervise the work.

3.60 **Cartridge tools** are potentially lethal in the hands of the untrained. If at all possible an alternative, less hazardous method of fixing will be used. The hazards associated with the cartridge tools are, lack of knowledge and training, deliberate misuse including horseplay, poor maintenance

Only persons over 18 years of age will be allowed to use cartridge-operated tools and they will be carefully selected as mature and responsible persons for this type of work. They will be adequately trained in the use of equipment and made aware of the hazards. They will be tested for colour blindness to ensure that the different coloured cartridges can be identified. Ear and eye protection, together with safety helmets will be used at all times.

Cartridges will be kept in a locked metal box and only the required amount will be issued for the given task and all unused cartridges will be returned back to store at the end of the task, or at the end of every working day.

Suitable ear protection to BSEN 352 and eye protection to BSEN 166B must be worn when operating these tools. Explosive charges shall be stored in a secure stowage separate to the tool. Only the required amount of charges to complete the task shall be issued to authorised persons. Operators must ensure that the work area is clear of other persons and flammable vapours prior to using these tools.

- 3.61 **Abrasive wheels** and disc cutters present a high degree of risk to the users and persons close to the activity from flying particles, bursting wheels, contact with moving parts, dust, noise and vibration. The Company recognises the need to reduce the risks associated with this type of equipment and will ensure
- a) Ensure all employees that operate this type of machinery are trained and competent
  - b) All abrasive wheels are inspected and maintained
  - c) Guards are fitted and used
  - d) Dust suppression is used
  - e) Hearing protection, Eye protection will be used when operating this equipment and also dust masks where appropriate
  - f) Discs will be stored in accordance with manufacturers instructions
  - g) Equipment performing the same task but generating less noise and vibration will be selected over abrasive wheels
- 3.62 **Safety signs and signals** will be used where, despite putting in place relevant control measures, a significant risk to the health and safety of employees and others remains. Signs will be clear and legible, and will be used to identify actions that are prohibited (eg no access), safeguards that must be followed (eg ear protection must be worn), warning of a hazard (eg corrosive material) and to direct towards fire exits/equipment or first-aid equipment.
- 3.63 The organisation is committed to the protection and promotion of the **mental health and wellbeing** of all staff.
- The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing
- 3.64 **Ballard Engineering Limited** are aware of the vulnerability of new and expectant mothers to certain risks that may arise during their work. All reasonably practicable steps will be taken to ensure that health and safety of new and expectant mothers and their children that may be affected by their work activities. Potential hazards will be identified by risk assessment and suitable control measures will be put into place.
- 3.65 **All waste** will be dealt with in line with current legislation and where a Waste Management Plan is in place we will work with the Principal Contractor to achieve its waste minimisation targets.

3.66 **Safety signs and signals** will be used where, despite putting in place relevant control measures, a significant risk to the health and safety of employees and others remains. Signs will be clear and legible, and will be used to identify actions that are prohibited (eg no access), safeguards that must be followed (eg ear protection must be worn), warning of a hazard (eg corrosive material) and to direct towards fire exits/equipment or first-aid equipment.

3.67 **Epidemic or Pandemic**

- AN EPIDEMIC is a disease that affects a large number of people within a community, population, or region.
- A PANDEMIC is an epidemic that's spread over multiple countries or continents.

We will ensure, as a company, that we follow Government and Public Health England guidelines. A business specific risk assessment will be carried out and control measures put in place, ensuring the protection of any vulnerable workers as identified by these authorities; such as pregnant employees. Employees will be advised to stay at home if they are sick. Employees who can safely work from home will be encouraged to do so. Where possible video-conferencing or tele-conferencing will be used instead of holding face to face meetings. We will ensure that the appropriate training is undertaken should it be necessary for an employee to carry out an unfamiliar task.



