



Health & Safety Policy

including Environmental Statement

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Complete Health & Safety Ltd
Revised June 2020
To be reviewed before end June 2021

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1 General Statement of Policy

Streif (UK) Ltd are committed to ensuring the health and safety of everyone who works for the Company and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Company will ensure, so far as is reasonably practicable, that:



- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees/operatives and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

The Company will provide the necessary resources in terms of finance, labour resources and time to meet the requirements of this policy.

It is Company policy to consult with employees/operatives on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees/operatives who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

Signed:   – Bill Treves & Tony Cameron – Directors

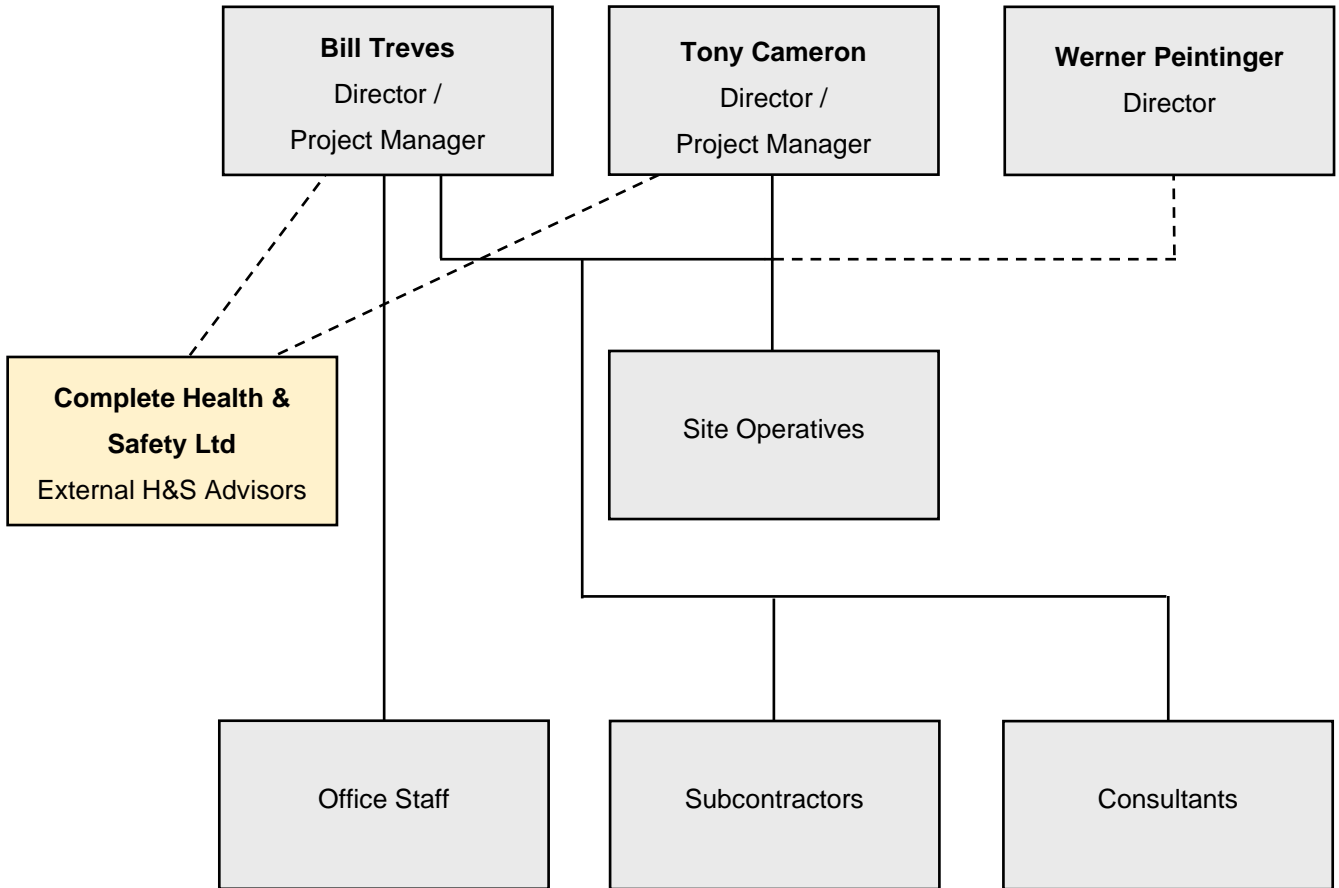
Date: 26th June 2020

Objectives for managing Health, Safety and the Environment

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all employees/operatives and, in addition, the environmental impact of our operations to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Company employees/operatives are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees/operatives
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance

2 Organisation & Responsibilities

2.1 Organisation for Managing Health & Safety



2.2 Responsibilities of Directors

As Directors of the Company, Bill Treves and Tony Cameron, are ultimately responsible for everyone's health, safety and welfare at work (including the public) and responsible for ensuring that:

- Adequate and effective arrangements for planning, organisation, control and monitoring for safety are implemented in accordance with relevant legislation
- Sufficient financial, labour resources and time are available to meet statutory requirements
- All employees receive adequate instruction, information, training and supervision to achieve the requirements of this policy
- Suitable equipment, procedures and other control measures are to be provided to prevent or reduce risks to health and safety
- Employees are fully aware of this policy and their duties in relation to health and safety
- Employees are consulted and their views considered prior to implementing changes that may affect their health and safety
- All reported health and safety issues are reviewed and remedial action applied when necessary
- Competent health and safety advice and support is available
- Health and safety training records are retained
- New employees and self-employed subcontractors receive suitable and adequate induction training
- Adequate first aid provisions are provided in the premises and on site
- Accidents are recorded in the central accident book in the office
- Ensuring that relevant health and safety matters are taken into account when submitting tenders, including establishing emergency procedures, protection of the public etc.
- Ensuring that subcontractors are competent through a H&S evaluation process

As Directors, Bill Treves and Tony Cameron, also have responsibilities as employees (see section 2.5).

2.3 Responsibilities of Non Operational Director

As Non Operational Director, Werner Peintinger, shares responsibility with the other Directors for ensuring there are effective arrangements, planning, organisation, control and monitoring for safety within the company and that preventative measures are maintained and legal requirements met. His duties as Director include:

- Supporting the other Directors in his general duty to ensure the health and safety and welfare of employees and others
- Acting on reports from employees and others on matters of health and safety and reporting back to the Directors

- Ensuring that health and safety is taken fully into account in all dealings with the company and using the competent advice available

Werner Peintinger also has responsibilities as an employee (see section 2.5).

2.4 Responsibilities of Project Managers

Both Bill Treves and Tony Cameron undertake the role of Project Manager and are specifically responsible for:

- Planning, organising and co-ordinating site work to ensure minimum risk to the health and safety of employees or anyone who may be affected by the Company's activities
- Ensuring that all types of risk assessments are prepared for site activities
- Ensuring risk assessments, method statements and safe systems of work are issued
- Ensuring compliance with the Principal Contractor's Construction Phase Plan
- Undertaking safety monitoring on site
- Ensuring materials and substances are stored safely and comply with statutory requirements
- Maintaining a tidy site with safe access and egress to places of work and the site accommodation
- Ensuring that equipment procured or hired by the Company is suitable for the intended task, complies with statutory safety standards and is CE marked
- Ensuring plant and equipment is regularly inspected and maintained
- Co-operating with statutory authorities (i.e. HSE Inspector)
- Carrying out investigations on dangerous occurrences and serious accidents
- Reporting accidents and dangerous occurrences at work to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and agency staff concerns in relation to health & safety and acting accordingly

2.5 Responsibilities of Employees and Self-employed Subcontractors

All employees have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Self-employed subcontractors will comply with all aspects of this policy as though they were employees/operatives. Conversely the Company will treat self-employed subcontractors as though they were employees/operatives.

All employees and self-employed subcontractors will therefore:

- Comply with the Company Health and Safety Policy, risk assessments and other documented procedures
- Comply with the Construction Phase Plan on all projects
- Co-operate with management and follow reasonable instructions in the interests of health & safety
- Use, operate or maintain any plant or equipment as instructed and not misuse it in any way
- Ensure that guards or covers are in position whilst plant / equipment is in use
- Keep plant, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to the Project Manager
- Take all reasonable steps to ensure the safety of themselves and of others
- Avoid improvised arrangements and suggest safe ways of reducing risks, where appropriate
- Observe all warning notices and follow instructions
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE conducive to the work
- Raise any health & safety concerns to a manager
- Report immediately any defective plant and equipment and not use it until repaired
- Inform the Project Manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work or ability to do manual handling tasks

Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action may be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

2.6 Responsibilities of External Safety Advisor

The Company's nominated **External Safety Advisor** will:

- Meet with the Directors as required to review/audit the Company's health & safety management system
- Ensure the Company H&S Policy reflects the Company's operations and organisation and is compliant with current legislation
- Assist the company in preparing general risk assessments and method statements, as required
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health & safety advice and support as required
- Assist in accident investigations and preparing accident reports, as required

3 Health & Safety Arrangements

3.1 Communication and Consultation

The Directors of the Company will communicate to employees/operatives their commitment to safety and ensure that employees/operatives are familiar with the contents of the Company Health and Safety Policy.

Communication will take place by providing written or verbal information from this policy, method statements, site induction, toolbox talks and through the general supervision process.

Similarly, employees/operatives will be consulted on health and safety matters through site inductions, toolbox talks and the general supervision process.

Relevant Legislation and Information:

Consultation with Employees/operatives Regulations 1996

Involving your workforce in health and safety: Good practice for all workplaces – HSG263

CITB GE700: Health and Safety Law

CITB GE700: Communications with Non English Speaking Workers

3.2 Information - Employees/operatives

All new employees/operatives will receive an induction when they join the Company. As part of the induction process, employees/operatives will receive the CITB “Safe Start” Handbook and be informed about the contents of this policy and other Company health & safety documentation (e.g. risk assessments, COSHH assessments).

Employees/operatives will also receive information when:

- There are changes to work procedures or working patterns
- New machinery, tools and equipment are being procured
- There are changes as a result of new or revised legislation

A copy of the CITB GE700 manual/CD-rom containing comprehensive information about managing H&S on site will be available for reference in the office.

H&S information will be available in the site phase plan on site.

Employees/operatives will be encouraged to read the health & safety law poster displayed in the premises and on site - the poster provides key information about employer’s responsibilities and employee’s rights.

Relevant Legislation and Information:

Health & Safety at Work Act 1974

Health & Safety Information for Employees/operatives Regulations 1989

CITB GE700: Health and Safety Law

CITB GE700: Induction and Training

3.3 Induction & Safety Training - Employees/operatives

All new employees/operatives will be given induction training in the following:

- Fire and emergency evacuation procedures on the site
- Arrangements for First Aid
- Environmental awareness
- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements
- Use and care of protective clothing and/or equipment

The person responsible for giving inductions will be one of the Directors.

The Directors will be responsible for retaining the induction records.

All employees/operatives will be trained in safe working practises and procedures prior to being allocated any new role.

Employees/operatives will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

The External Safety Advisor will carry out a formal review of training needs annually in consultation with the management team.

Refresher training will be provided when a) required legally (i.e. EFAW training) or b) when recommended by the respective training provider (i.e. as recommended on the certificate) or c) following a health & safety training review. Refresher training will also be provided through ongoing toolbox talks.

All employees/operatives will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles / tasks e.g. first aid, lifting operations.

Records of training will be filed in Personnel Files in the Office by the Directors.

A training matrix will be maintained by the Directors.

All employees/operatives will have relevant CSCS cards where possible.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(2c)

The requirement for training appears in all health & safety regulations

CITB GE700: Health and Safety Law

CITB GE700: Induction and Training

3.4 Site Induction – Site Operatives

All new operatives on site will receive an induction when they start work on site. This will be undertaken informally on smaller projects and formally by the Principal Contractor or Project Manager.

The induction will cover:

- Site Rules
- Information about first aid and emergencies
- Requirement to confirm that risk assessments / method statements/site induction have been read and understood, where available
- Information about specific hazards and procedures at the site
- The importance of co-operation and co-ordination on site
- The importance of reporting unsafe acts and conditions

Operatives will also receive information on site when:

- There are changes to work procedures or working patterns on site
- New machinery, tools and equipment are being procured or hired

Relevant Legislation and Information:

Health & Safety at Work Act 1974

Health & Safety Information for Employees/operatives Regulations 1989

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

CITB GE700: Health and Safety Law

CITB GE700: Induction and Training

CITB GE700: Communications with Non English Speaking Workers

3.5 Co-operation and Care

If the Company is to build and maintain a health and safe working environment, co-operation between workers at all levels is essential.

All employees/operatives are expected to co-operate with management on safety matters and to accept their duties under this Policy. Disciplinary action may be taken against any employee/operative who violates safety rules or who fails to perform their duties under this Policy.

Employees/operatives have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by operations of the Company.

Relevant Legislation and Information:

Managing for Health & Safety – HSG65

CITB GE700: Health and Safety Law

3.6 Monitoring and Review of Health & Safety Policy

The Directors will review the Policy annually to ensure that all parts of the Policy are still valid. Advice will be obtained from the External Safety Advisor to ensure that the Policy remains compliant with legislation. Any updates or amendments will be brought to the attention of the employees/operatives, and information, instruction and training provided where necessary.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(3)

Management of Health & Safety at Work Regulations 1999

Managing for Health & Safety – HSG65

CITB GE700: Health and Safety Policies

3.7 Inspection and Monitoring – Site Work

The Project Manager will undertake daily informal inspections throughout the working day order to identify and resolve any unsafe conditions or working practices.

The Project Manager will undertake formal inspections using a checklist on larger sites.

The External Safety Advisors will undertake formal inspections on larger sites, as requested.

The inspection reports will be filed in the Health & Safety File on site, with records returned to the office at the end of the project.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

CITB GE700: Inspections and Audits

3.8 Annual Review / Audit

The External Safety Advisor will review / audit the safety management system annually to:-

- a) Ensure that the Health & Safety Policy remains up to date and effective
- b) Ensure that the safety management system is being implemented correctly together with any recommendations for improvement

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

CITB GE700: Inspections and Audits

3.9 Safety Advice

Advice on health and safety and occupational health matters will be available from the Company's nominated safety advisors:-

Complete Health & Safety Ltd
Unit 4 Elm Business Units
Chartwell Road, Lancing
West Sussex, BN15 8FD
Telephone: 01273 833919
Email: info@complete-hs.co.uk

Advice may be obtained from the HSE website www.hse.gov.uk

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.10 Hazard Reporting

It is the policy of the Company to eliminate hazards from the work place, wherever possible.

All employees/operatives have a duty to report any unsafe or unhealthy working conditions, practices or arrangements to their manager/supervisor. The Project Manager will take immediate remedial action to eliminate or minimise the risk and will take the necessary long-term action to prevent future occurrences.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

CITB GE700: Accident Prevention and Control

3.11 Risk Assessments

It is the policy of the Company to comply with the statutory requirement for risk assessments as required by the Management of Health & Safety at Work Regulations.

The Company will carry out suitable risk assessments for the premises and activities carried out by the Company and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

It is important for employees to understand the difference between hazard and risk. A hazard is "something which could cause harm" and a risk is "the potential severity of the hazard combined with likelihood, high or low, that someone will be injured by the hazard".

The risk assessment documentation will include a detailed explanation of the risk evaluation criteria used for establishing high, medium or low risk.

Risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes as a result of new or revised legislation
- Following any accident or incident

The Project Manager will undertake site surveys and ensure site specific risk assessments are prepared / available for site work.

The Project Manager will ensure that employees/operatives working on site are made aware of the significant findings of the risk assessment process and the necessary control measures before commencing work.

Copies of the site risk assessments will be filed in the site phase plan, with a copy on the server.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999 Regulation 3

A number of other Regulations also have a specific requirement for risk assessment

CITB GE700: Risk Assessments and Method Statements

3.12 Safe Systems of Work / Method Statements

All site work will be carried out in accordance with the safe systems of work as documented in the CITB manual 'Construction Site Safety' GE700. A copy of GE700 will be available for reference in the Office.

All employees/operatives will be trained / supervised / informed / briefed about the safe systems of work required on projects.

Site specific method statements will be prepared by the Project Manager for all significantly hazardous activities such as work at height, lifting operations etc. The Company will generally not prepare method statements for routine work.

Method statements will include, as a minimum, the following information:
description of work; sequence of operations; supervisors; plant and equipment used; PPE required; First Aid requirements; emergency procedures; safety of third parties and waste disposal.

The Company will request and review method statements from Subcontractors before they commence work on site.

Copies of the method statements will be included in the Site pack.

The Project Manager will be responsible for ensuring that operatives read and comply with the method statements.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 Section 2.2a

CITB GE700: Risk Assessments and Method Statements

3.13 First Aid

It is the policy of the Company to comply with the Health & Safety (First Aid) Regulations.

First aid cover is normally provided by the Principal Contractor running the site.

In addition, the Project Manager and some operatives will be trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

All first aiders will receive refresher training at least once every 3 years.

Suitable first aid kit(s) will be located in the van at each site.

Employees/operatives will be informed about first aid arrangements during induction.

The Project Manager will be responsible for regularly checking and restocking the first aid kits on site.

Relevant Legislation and Information:

Health & Safety (First Aid) Regulations 1981

First Aid at Work ACOP (L74)

CITB GE700: First Aid

3.14 Accident / Incident Procedures

All operatives will be informed about the requirement to report accidents and incidents (near misses) on site during their site induction.

Accidents / incidents (near misses) will be reported to the office and recorded in the accident book retained in the office.

The Directors will ensure that all accidents / reports are filed securely in the accident record file in the office in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Accident Reporting and Investigation

3.15 Accident / Incident Investigation

The Company views accident investigation as a valuable tool in the prevention of future accidents / incidents. In the event of an accident resulting in any injury other than a minor injury, or a significant incident which may otherwise could have resulted in a serious injury, the accident will be investigated by the Project Manager with the following information recorded on a company accident report form:

- The circumstances of the accident / incident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained, where applicable
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident / incident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed by the Directors to discover the underlying or root causes and what action should be taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

CITB GE700: Accident Reporting and Investigation

3.16 Reporting Accidents and Incidents to the HSE

In the case of an over 7 day injury, the Project Manager will ensure that the HSE Incident Contact Centre is notified within 15 days of the incident using the online form at website:

www.hse.gov.uk/riddor/report.htm

In the case of an occupational health condition which is reportable under RIDDOR, the Project Manager will ensure that the HSE Incident Contact Centre is notified as soon as possible after diagnosis of the occupational health condition using the online form at website:

www.hse.gov.uk/riddor/report.htm

In the case of a fatality or specified injury to a worker, the Project Manager will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0345 300 9923 or using the online reporting facility www.hse.gov.uk/riddor/report.htm. In the case of notification by telephone, a report must be submitted within 10 days.

In the case of a dangerous occurrence or injury to the public requiring immediate treatment at a hospital, the Project Manager will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm.

The Directors will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. All reports will be filed securely in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

The Company accepts that failure to report these types of accidents or incidents could result in a criminal prosecution.

For more information about RIDDOR and specific criteria for reporting refer to website:

www.hse.gov.uk/riddor/ .

Relevant Legislation and Information:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

HSE leaflet 'RIDDOR' HSE31

ACOP L73 Guide to RIDDOR

Data Protection Act 2018

General Data Protection Regulations (GDPR) 2018

CITB GE700: Accident Reporting and Investigation

3.17 Construction (Design and Management) Regulations

The CDM Regulations are intended to ensure the complete safety of any building from design through construction and working life to, ultimately, demolition.

The CDM 2015 Regulations apply to both domestic and commercial projects. A “notifiable” project is one which lasts more than 30 working days and has more than 20 workers working on the project at any one time, **or** exceeds 500 person days.

When there is more than one Contractor involved in a project, regardless of duration, then the project will require a Principal Contractor and Principal Designer to be appointed by the Client. Specific duties as applicable to the Company are detailed below.

3.17.1 Worker Duties

For all Workers working on all types of domestic or commercial projects, Workers must:

- Be consulted about matters which affect their health, safety and welfare
- Take care of their own health and safety and others who may be affected by their actions
- Report anything they see which is likely to endanger either their own or others' health and safety
- Cooperate with their employer, fellow workers, contractors and other duty holders
- Comply with legal health and safety requirements for construction sites

3.17.2 Contractor Duties

On all types of construction projects, the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision

- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided
- Ensure the site is secure
- Provide information to the Principal Contractor (where applicable), Workers and Subcontractors
- Comply with the specific requirements in Part 4 of the CDM Regulations

3.17.3 *CDM Responsibilities in the Company*

The Directors will be overall responsible for the design, planning, management and control of projects.

The Project Manager will be responsible for the management and control of health and safety on site.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

CITB Industry Guidance for Contractors

CITB Industry Guidance for Workers

CITB GE700: Construction (Design and Management) Regulations

3.18 Co-operation and Co-ordination on Site

The Company recognises that good co-operation and co-ordination on a shared site is essential to ensure that risks affecting everyone on site are identified in good time and suitable control measures implemented and followed.

When the Company is a Contractor on a construction site, the Company recognises that the Principal Contractor will take the lead during the construction phase of a project in encouraging all parties to interact at an early stage and throughout the project.

As a Contractor, we will ensure that information about risks and precautions are shared effectively and appropriately with those who need to know and we will make sure that design changes are communicated as soon as possible to the relevant managers and employees.

Communications will take place at morning briefings or as required, between our Project Manager and other trade Managers/Supervisors as required.

Operatives will be briefed about activities undertaken by others in the morning before work commences or as required throughout the working day.

The Company's method statement will identify any activity that may affect others on site and will identify the means of co-ordinating that activity.

The Project Manager will ensure that effective inductions are given to all our employees before they start work relating both to the health and safety provisions on the site and to the work which is to be carried out.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

3.19 Managing Subcontract Companies

The Company uses the services of Subcontract Companies. Under the CDM Regulations, the Company is responsible for ensuring that the work undertaken by the Subcontractor is carried out safely and without risk to employees or others affected by the Subcontractor's activities.

The Company will ensure that Subcontract Companies are competent before any work is started. To achieve this, some or all of the following information will be requested from the Subcontractor depending on the size of the Subcontractor and the size / nature of the work:

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (i.e. qualifications, experience, training)
- Details of membership of professional or trade bodies

The information will be obtained and reviewed by the Directors.

Prior to commencing any work on site, a Subcontractor will be required to submit a suitable risk assessment and method statement for review by the Directors. The Subcontractor must ensure that these documents are brought to the attention of contractor employees to ensure that the work can be carried out safely.

All Subcontractors are required to co-operate with, and to follow, any reasonable instructions given by the Company in the interests of health and safety.

The Project Manager will bring to the attention of the Subcontractor any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance, training or information.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Managing Health & Safety in Construction L153 (CDM Regulations Guidance)

CITB GE700: Leadership and Worker Engagement

3.20 Managing Self Employed Subcontractors

The Company uses the services of Self Employed Subcontractors. Under the CDM Regulations the Company is responsible for ensuring that the work undertaken by the Self-Employed Subcontractors is carried out safely and without risk to employees/operatives or others affected by the Self-Employed Subcontractor's activities.

The Company will ensure that Subcontractors are competent before any work is started. To achieve this, some or all of the following information will be requested from the Subcontractor depending on the size / nature of the work:

- Details of competence (i.e. qualifications, experience, training)
- Details of membership of professional or trade bodies

The information will be obtained, reviewed and held on file by the Directors.

Self-Employed Subcontractors are required to co-operate with, and to follow, any reasonable instructions given by the Company in the interests of health and safety.

The Project Manager will bring to the attention of the Self-Employed Subcontractors any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance, training or information.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Managing Health & Safety in Construction L153 (CDM Regulations Guidance)

CITB GE700: Leadership and Worker Engagement

3.21 General Fire Precautions in the Premises

The landlord is responsible for ensuring that suitable fire arrangements are in place at the office.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

CITB GE700: Fire Prevention and Control

3.22 Emergency Evacuation Procedure at the Premises

In the event of the fire, the person discovering the fire will operate the nearest fire alarm.

On hearing the alarm, all employees will leave the building by the nearest available exit and assemble at the designated assembly point.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

CITB GE700: Fire Prevention and Control

3.23 General Fire Precautions on Site

Employees/operatives working on site will familiarise themselves with the fire precautions and procedures at the site before commencing work, especially if they have not received induction training.

The fire precautions will be outlined in the Construction Phase Plan prepared by the Principal Contractor.

Suitable fire extinguishers and signage will be located at strategic points throughout the site.

Employees/operatives on site are only expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous, or potentially dangerous, the employee/operative should leave the building immediately.

Employees/operatives must abide by the smoking policy on the site. Smoking may be permitted in external designated areas.

Employees/operatives will be instructed to not store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

The Project Manager will be designated the Fire Marshall on site and will be responsible for ensuring safe evacuation - they will be the point of contact with the emergency services.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design & Management) Regulations 2015

Managing Health & Safety in Construction L153 (CDM Regulations Guidance)

Fire Safety in Construction – HSG168

CITB GE700: Fire Prevention and Control

3.24 Hot Works

It is the Company's policy to operate a formal hot work permit system when necessary to reduce the risks of fire on site.

External contractors who intend to undertake work which involves generating heat or sparks (i.e. flame cutting or welding) will not be permitted to commence work until the risks have been assessed, suitable precautions identified and a permit to work issued.

The Project Manager will issue the hot work permit and sign off the permit after the job has been completed and the fire watch time expired.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Fire Safety in Construction – HSG168

CITB GE700: Fire Prevention and Control

3.25 Plant & Work Equipment

It is the policy of the Company to comply with the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all plant and work equipment used in the work place is safe and suitable for the purpose for which it is used.

The Project Manager will be responsible for the selection and purchasing or hiring of plant/work equipment for use by the Company.

Plant/work equipment will be hired from reputable hire companies with the suitable documentation provided confirming adequate maintenance and inspection has been carried out prior to hiring.

Plant/work equipment will be procured from reputable companies who will only supply CE approved equipment.

All employees/operatives will be provided with adequate information and training to enable them to use plant/work equipment safely.

The use of any plant/work equipment will be restricted to authorised/competent persons only.

Where plant/equipment has been provided with guards and interlocks, the guards and interlocks will be kept in good working order and used at all times.

Plant / work equipment will be inspected and maintained in accordance with the manufacturer's instructions or statutory requirements.

Plant used on site will be visually inspected by the operator before use each day, with a formal weekly inspection undertaken and records retained in the H&S file.

All employees/operatives will be provided with personal protective equipment (PPE) as is necessary to protect them from the dangers of using work equipment. PPE will be issued as a last resort, the management having first considered whether risks can be eliminated or reduced by other more permanent/appropriate means.

All plant / work equipment will be CE marked and clearly marked with health and safety warnings where appropriate.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

ACOP L22 Safe Use of Work Equipment 1998 (PUWER)

CITB GE700: Plant and Work Equipment

3.26 Abrasive Wheels / Angle Grinders

It is Company policy to ensure that anyone who is expected to use either portable or fixed abrasive wheels is made aware of the hazards and trained to operate the equipment safely.

The Project Manager will ensure that the right type of abrasive wheel is chosen for each particular job.

No employee/operative will be permitted to mount or set an abrasive wheel unless they have received training and have a certificate of competence. Any training will be provided by an approved training provider.

Guards are fitted for the protection of operators and they must not be removed or interfered with in any way. Any employee/operative found interfering with, or misusing, an abrasive wheel may be disciplined.

The equipment will be maintained by competent persons in accordance with the manufacturer's recommendations.

Should an employee/operative believe any abrasive wheel to be dangerous or unsafe to use, they should remove it and report it so that arrangements can be made for it to be inspected by a competent person.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

ACOP L22 Safe Use of Work Equipment 1998 (PUWER)

HSE leaflet HS (G) 17 'Safety in the Use of Abrasive Wheels'

CITB GE700: Plant and Work Equipment

3.27 Cartridge Operated Tools

It is Company policy to ensure that anyone who is expected to use cartridge operated tools are made aware of the hazards and trained to operate the equipment safely.

Cartridge operated tools are potentially lethal if used recklessly or incompetently. Risk assessments are therefore required indicating the necessary precautions, controls and PPE e.g. goggles.

All cartridge operated tools will be suitable for the type of work being undertaken and include suitable safety devices to prevent unintentional firing.

The cartridge strength will be at a level that it is just suitable for the job.

All persons using these tools will be competent and will have had suitable training in the use and maintenance of the equipment.

All persons using the equipment will ensure that the base material into which the nails etc. are being fired into is suitable.

A simple test should be made beforehand by use of a hammer and nail.

The cartridge operated tool and cartridges will be stored in a secure, dry and cool location.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

ACOP L22 Safe Use of Work Equipment 1998 (PUWER)

CITB GE700: Plant and Work Equipment

3.28 Hand / Arm Vibration

It is company policy to comply with the Control of Vibration at Work Regulations. The Company will take all reasonably practicable steps to reduce the likelihood of any employee/operative contracting the condition known as Hand/Arm Vibration Syndrome (HAVS).

The Project Manager will procure or hire work equipment with preference given to equipment with the lowest published vibration emission levels. The vibration levels for each type of equipment will be obtained from the equipment manufacturer or hire company. The instruction leaflet normally contains this information.

Where vibration levels are not known for particular equipment, a look up HAVS chart will be referenced to establish the approximate vibration levels for that equipment. The chart will be positioned in a prominent position in the office for reference.

The Project Manager will ensure that the risks of HAVS to operatives is minimised by planning, managing and supervising work activities such that exposure levels are below the 2.5m/s² (A8) Exposure Action Value (EAV). In situations where the EAV could be exceeded, then technical and organisational measures will be implemented to that exposure levels do not exceed the 5.0m/s² (A8) Exposure Limit Value (ELV).

As part of the risk assessment process, the management will prepare and/or provide a list of equipment generally used by the Company which states the exposure times to reach EAV and ELV. The HSE website <http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> will be used to determine the EAV and ELV values.

Employees/operatives will be provided with information on recognising symptoms of HAVS and about the measures required to reduce the risks. This will be undertaken through provision of HSE leaflet INDG296, toolbox talks and by giving them a copy of the equipment list showing vibration exposure limits.

The Project Manager will ensure that employees/operatives using vibrating equipment are provided with suitable equipment, suitable gloves, have adequate rest breaks and a place for warming hands in cold weather.

Vibrating equipment will be well maintained to ensure that the levels of vibration do not increase over time and use.

Employees/operatives will be instructed to report any signs of HAVS or any concerns with the equipment being used.

The Project Manager will record typical usage of work equipment and undertake a risk assessment to establish whether individual employees are being exposed to vibration levels in excess of the EAV (but below the ELV). If this is the case, then the individuals will be subject to annual health surveillance to check whether there is onset of HAVS symptoms. This will be undertaken using a checklist. Those individuals who report HAVS symptoms will be consulted in confidence to establish

possible causes and be referred to an occupational health specialist for diagnosis, prognosis and treatment.

The Project Manager will ensure that any instances of HAVS when confirmed by a doctor, is reported to the HSE under RIDDOR (see policy on RIDDOR).

Employees with a record of previous HAVS conditions will also be subject to annual health surveillance.

Health surveillance records will be retained by the Company for 40 years.

Relevant Information:

Control of Vibration at Work Regulations 2005

HSE leaflet INDG175 Controlling the risks from hand arm vibration

CITB GE700: Vibration

3.29 Lifting Equipment & Lifting Operations

It is the policy of the company to comply with the Lifting Operations and Lifting Equipment Regulations.

The Project Managers will be responsible for procuring or hiring lifting equipment or lifting services from reputable companies. They will ensure that any lifting equipment selected for use on site is suitable for the task while having adequate strength and stability. The management will also ensure that adequate information on the safe and proper use of the equipment is obtained from the supplier.

Risk assessments will be carried out on the use of the lifting equipment and all lifting operations will be planned, undertaken and supervised by competent persons. Method statements will be prepared by competent people for all lifting operations.

Lifting equipment will be subject to annual statutory examinations. Lifting accessories will be subject to 6 monthly statutory examinations. Records of examinations will be available for scrutiny by the authorities or other interested parties.

Employees/operatives who are expected to use the lifting equipment will be provided with suitable information, instruction and training in the safe operation of the equipment.

All operators must ensure that the specified safe working loads (SWL or WWL) of the lifting equipment or accessories are not exceeded. Operators of the lifting equipment must be aware that it must not be used in a way, or for a purpose, for which it is not intended.

Any defective lifting equipment will be reported to the Project Manager immediately and taken out of service.

A label will be fixed to the equipment to clearly identify it as being out of service.

The Project Manager will ensure that any failure of the lifting equipment, even if no one is injured, is reported to the HSE under RIDDOR (see policy on RIDDOR).

Relevant Legislation and Information:

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

ACOP L113 Safe Use of Lifting Equipment.

CITB GE700: Lifting Operations

CITB GE700: Lifting Equipment

3.30 Electricity at Work

It is the policy of the Company to comply with the Electricity at Work Regulations. The regulations stipulate that anyone working with electricity must be competent to do so. Therefore, only qualified electricians are authorised to undertake any electrical work in the premises and on site.

Employees/operatives will be instructed to switch off electrical equipment immediately if they notice a problem with electrical equipment and report the situation to a Director/Project Manager who will arrange for a suitably qualified electrician to check the equipment.

It is the company policy to use 110 volt equipment or battery powered equipment on site.

Employees/operatives will be encouraged to inspect portable electrical equipment before use.

Portable electrical equipment will also be subject to Portable Appliance Testing (PAT Testing) at the following minimum intervals:

12 months	Equipment used on site
4 to 5 years	Static office equipment (e.g. computers, monitors)

All portable electrical equipment will be tagged with a date for re-inspection and test. Any such equipment found without a date or an expired date must be removed from service and reported to a Director/Project Manager.

Relevant Legislation and Information:

The Electricity at Work Regulations 1989

Electricity at work: Safe working practices – HSG85

CITB GE700: Electrical Safety

3.31 Personal Protective Equipment

It is the policy of the Company to comply with the Personal Protective Equipment at Work Regulations.

All employees/operatives, who may be exposed to a risk to their health and safety while at work, will provide their own safety footwear and be provided with other suitable properly fitting and effective personal protective equipment (PPE) – such as hi-viz vests and safety helmets. PPE will always be considered as a last resort or as a back up to other control measures.

Employees/operatives will be required to use PPE as identified by the risk assessments.

The Project Manager will identify which PPE is required and select suitable equipment from reputable suppliers.

The Company will not charge employees/operatives for the issue of PPE.

All employees/operatives who are required to use PPE will receive information and instruction on the use, maintenance and purpose of the equipment. The Company will provide facilities for the correct storage of the PPE whenever necessary.

Employees/operatives will be instructed to report any defects with PPE and not use it until replacement PPE has been issued.

The Company will endeavour to ensure that all PPE provided is used and used properly by its employees/operatives.

Relevant Legislation and Information:

Personal Protective Equipment at Work Regulations 1992

PPE at Work Guidance L25

CITB GE700: Personal Protective Equipment

3.32 Manual Handling Operations

It is the policy of the Company to comply with the Manual Handling Operations Regulations.

Manual handling operations will be avoided as far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

The Project Manager will be responsible for assessing significant manual handling risks during the project planning stage.

The Project Manager will be responsible for assessing significant manual handling risks on a day to day basis on site along with the site operatives.

The assessment will identify measures that will reduce the risk of injury to the lowest possible level possible. Priority will be given to providing mechanisation where practicable.

All employees/operatives who undertake manual handling tasks will be trained in safe manual handling techniques.

Relevant Legislation and Information:

The Manual Handling Operations Regulations 1992

Manual Handling Guidance L23

CITB GE700: Manual Handling

3.33 Display Screen Equipment

It is the policy of the Company to comply with the Health and Safety (Display Screen Equipment) Regulations.

The Directors will ensure that each person who is a designated “user” of computer workstations undertakes a Workstation Assessment to ensure that the risks to their health and safety is minimised by meeting the workstation requirements as set out in the Schedule of the Regulations.

Workstation assessments will be undertaken soon after an employee joins the Company, following any changes to the workstation or work environment and at 3 yearly intervals.

The Directors will ensure that any identified actions are implemented and filing workstation assessments in Health and Safety Files.

The Company will take all reasonably practicable steps to ensure the risks to the users of computers are eliminated or reduced to the lowest possible levels.

Computer users will be advised to undertake other tasks, take rest breaks etc. to enable them to have 5 to 10 minutes break away from the screen or keyboard every hour.

Eyesight tests will be provided for computer users on request.

Where computer users require corrective equipment specifically for using computers at work, the Company will provide funding towards a pair of glasses or contact lenses, the amount being equivalent to the cost of procuring a basic pair of glasses.

All computer users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Relevant Legislation and Information:

The Health and safety (Display Screen Equipment) Regulations 1992

Guidance L26 Work with Display Screen Equipment

HSE Leaflet: Working with VDUs INDG36

3.34 Control of Hazardous Substances

It is the policy of the Company to comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

A COSHH assessment will be undertaken for all work involving the use of hazardous substances. It will be the responsibility of the Project Manager to ensure COSHH assessments are undertaken. Hazardous substances are those substances with a hazard label identified on the packaging, supported by information contained in the manufacturer's safety data sheets, or as identified in HSE document EH40.

The COSHH assessment will be based on manufacturers' and suppliers' health and safety guidance and the Company's knowledge of the work process. The assessment will quantify the risk levels associated with inhalation, ingestion, skin contact and eye contact, establish the type of harm that can result from the use of the substance and identify the necessary control measures to eliminate or reduce the risks to the lowest levels so far as is reasonably practicable.

The Company will follow the HSE's COSHH Approved Code of Practice (ACOP) to ensure adequate precautions are implemented. By applying the precautions outlined in the ACOP, the Company will ensure that the Workplace Exposure Levels are not exceeded.

The findings of the COSHH assessment will be filed in the Project File held in the office and Site Phase Plan on site.

Employees/operatives who come into contact with hazardous substances will receive information and training on the safe handling and use of the hazardous substance.

Employees/operatives will be instructed to only work with hazardous substances if the company has undertaken a COSHH assessment beforehand.

The COSHH assessment process will also help to identify arrangements for first aid, storage, spills and disposal.

COSHH assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

CITB GE700: Control of Substances Hazardous to Health

3.35 Coronavirus Management - Subcontractor

The Company will prepare a risk assessment / procedure for controlling the risks of exposure to and the spread of the Coronavirus. The crucial requirement is to always maintain social distancing (compliant with the latest HSE guidance) at all times and maintain a high level of cleanliness through handwashing, use of sanitisers etc.

Operatives will be required to travel to the site alone.

The risk assessment / procedure will be based on current government / HSE guidance and will be reviewed periodically.

All operatives will be briefed in accordance with the procedures as the outset and when they change.

Operatives will be advised of the procedures should they show signs of having contracted Covid-19.

The Company will ensure that vulnerable operatives stay at home and only return to work under guidance from their medical practitioner.

The Company will provide the relevant PPE in support of the procedures.

Operatives working on site will follow the specific procedures and rules laid down by the Client / Principal contractor.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Substances Hazardous to Health (COSHH) ACOP L5

CITB GE700: Control of Substances Hazardous to Health

Government Coronavirus Guidance documents

3.36 Working at Height

Under the Work at Height Regulations, the Company has a legal requirement to ensure that employees/operatives remain safe when working at height.

It is the policy of the Company to avoid working at height if possible. If work at height cannot be avoided then priority will be given to the provision of equipment that prevents falls (i.e. guard rails, scaffolding, scaffold towers, mobile elevated working platforms). Ladders and stepladders may be used, but only after having first considered the possibility of using safe working platforms and after having fully assessed the risks associated with undertaking the work from ladders and stepladders.

Where working at height is necessary, the Project Manager will ensure that:

- All work at height is properly planned and organised
- Those involved in working at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- The risks of falling objects are minimised
- Equipment for working at height is properly inspected and maintained
- People are prevented from entering danger areas below any working at height activity

All equipment for working at height is covered by the Provision and Use of Work Equipment Regulations 1998, therefore equipment used for working at height must be suitable for the type of work being done.

Any equipment used for working at height will be regularly inspected and maintained and users of the equipment will receive information, training and instruction in the safe use of the equipment.

Ladders & Step Ladders

It is Company policy to use ladders and step ladders only when other safer means of access are not practicable and where the work is light and short term (i.e. less than 30 minutes at a time).

The Company will ensure that only Class 1 or EN131 ladders or step ladders are used (for ladders procured prior to January 2018). Ladders and stepladders procured after 1st January 2018 will comply with the EN131 (Professional) standard.

Ladders and step ladders will be stored in a safe place when not in use and the Company will only permit authorised employees/operatives to use the equipment.

Any defective equipment will be reported immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as out of service.

Fragile Roofs

Where work on roofs is necessary, the company will assume that all roofs are fragile unless there is compelling evidence that the roof is structurally sound.

In order to ensure the safety of those working on roofs the Company will, in order of priority:

- Provide and ensure that there are suitable platforms, coverings, guardrails or other similar means of support or protection, which must be capable of supporting any foreseeable load
- Minimise the distance and consequences of a fall should it occur, by providing fall arrest equipment, netting etc.
- Ensure prominent warning notices are placed at approaches to any fragile surface, or where it is not reasonably practicable, ensure employees/operatives are made aware of the fragile surface by other means (i.e. formal instruction, method statement etc.)

Mobile Scaffold towers / Mobile Elevated Working Platforms / Hop Ups

Employees/operatives will occasionally be required to use Mobile Scaffold Towers, Mobile Elevated Working Platforms (MEWP's) or Hop Ups. The Company will procure or hire suitable equipment from reputable suppliers when required.

All persons, who are expected to use this type of equipment, will be suitably and sufficiently trained.

Employees/operatives will inspect the equipment following delivery and prior to use and will be instructed to report any defects immediately and to not use that equipment until replacement or repair.

Scaffolding (commissioned by the Company)

The Company will be required to arrange for the erection of scaffolding. The Company will select a competent scaffolding contractor to undertake this task.

Scaffolding will be designed and erected in accordance with the 'Guide to Good Practice for Scaffolding with Tubes and Fittings' as issued by the NASC. After erection, the scaffolding contractor will be required to inspect the scaffolding and issue a handover certificate.

All such scaffolding will be subject to statutory inspections by the scaffolding contractor or other nominated trained person:

- After erection or subsequent adaption/alteration
- After any event likely to affect the stability or strength of the scaffolding
- At least once in every seven days

The inspection register on site will be duly completed after each inspection.

The Company will provide information and training on basic scaffold safety. Employees/operatives will be instructed not to undertake modifications or repairs to the scaffolding under any circumstances.

Scaffolding (commissioned by others)

Employees/operatives will occasionally be required to work from scaffolding that has been commissioned by another company.

To ensure the safety of the employees/operatives using the scaffolding, the Project Manager must make enquiries to ensure that:

- The equipment was erected by a competent scaffolding contractor
- A handover certificate was issued by the scaffolding contractor
- The equipment is being inspected at least once every seven days by a competent person
- A register is kept to record the inspections

The Company will provide information and training on basic scaffold safety to employees who are expected to work from scaffolding unsupervised. Employees working at the site will be instructed to visibly inspect the structure for any obvious defects and inform the Project Manager immediately about any concerns with the scaffolding.

Relevant Legislation and Information:

Work at Height Regulations 2005.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE Document: Work at Height Regulations – A brief guide INDG401

HSE Document: Health & Safety in Roof Work HSG33

HSE Leaflet: Safe Use of Ladders & Stepladders INDG455

HSE Leaflet: Preventing falls from boom-type mobile elevating work platforms MISC614

HSE Leaflet: Tower Scaffolds CIS10

NASC Document “Guide to Good Practice for Scaffolding with Tubes and Fittings” TG20:13

CITB GE700: Work at Height Regulations

3.37 Temporary Works

It is Company policy to comply with the requirements and regulations for temporary works.

Temporary works (TWs) are the parts of a construction project that are needed to enable the permanent works to be built. Usually the TWs are removed after use.

Typical TWs include:

- Structures (i.e. formwork, falsework, propping, façade retention, needling, shoring, edge protection, temporary bridges, site hoarding and signage, site fencing)
- Equipment/plant foundations (i.e. tower crane bases, supports, anchors and ties for hoists)

As part of the planning process, the Project Manager will ensure that TWs are identified and ensure that a suitably qualified person is appointed to act as Temporary Works Co-ordinator (TWC) who will be responsible for coordination of design; selection of equipment; appointment of contractors; supervision of work; checking completion; authorisation to load and remove. This could be the Project Manager, Structural Engineer, Temporary Works Co-ordinator or other competent person.

The risks will be assessed and appropriate safe systems of work identified before work commences on site.

Where the situation is small scale and straightforward there may be a “standard solution” provided for the temporary works (TWs). For temporary propping arrangements, even with proprietary equipment, the support system will be worked out by a competent person who knows the correct methods of assessing the loads and designing the support arrangement.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

CDM 2015 Regulations Guidance L153

BS5975: 2008 + A1 2011 Code of practice for temporary works procedures and the permissible stress design of falsework

3.38 Noise at Work

The Company will comply with the requirements of the Noise at Work Regulations.

The noise at work regulations specify three levels of exposure to noise, each exposure requires certain actions to be taken.

- Lower exposure action value:
The lower exposure is reached when a daily or weekly personal exposure reaches 80dB (A) or a peak sound pressure of 135dB(C) occurs
- Upper exposure action value:
The upper exposure is reached when a daily or weekly personal exposure reaches 85dB (A) or a peak sound pressure of 137dB(C) occurs
- Exposure limit value:

This is the maximum level of noise that anyone may be exposed to. It is set to 87dB (A) at the ear, measured on a daily or weekly basis as appropriate, or when a peak sound pressure of 140 dB (C) occurs

It is possible that work undertaken by the Company will produce noise above the lower exposure action value (80 dB(A) Lepd / Lepw). The Company will not undertake formal noise assessments as a general rule. However, if there is any workplace where people have to shout or have difficulty in being heard clearly by somebody more than 1m away for long periods, then the Project Manager will arrange for a noise assessment to be undertaken by a competent person.

Should the noise levels exceed 80 dB (A) Lepd / Lepw, then the Company will take all possible steps to lower the sound levels and exposure, and issue employees/operatives with hearing protection and advise the employees/operatives about the risks to their hearing.

In the unlikely event, that the sound levels exceed 85 dB (A) Lepd / Lepw over a working day, then the Company will instruct them to wear their ear defenders.

Even though the sound exposure levels are likely to be below the lower exposure action level, all employees/operatives will be required to wear ear defenders when using exceptionally noisy equipment, such as abrasive wheels.

Any employee/operative, who works in a workplace where noise levels have been assessed as exceeding 85 dB(A) Lepd / Lepw, will be subject to health surveillance in the form of annual personal audiometry tests. For more details about Health Surveillance refer to the earlier paragraph.

Relevant Legislation and Information:

Control of Noise at Work Regulations 2005

Controlling Noise at Work - Control of Noise at Work Regulations Guidance L108

CITB GE700: Noise

3.39 Workplace & Welfare

It is Company policy to comply with the appropriate regulations concerning the workplace environment.

The Company will take all reasonable steps to ensure that employees/operatives are provided with a comfortable and safe working environment with adequate space, lighting, ventilation, welfare facilities and good standards of housekeeping.

The Project Manager will always enquire to ensure that there are suitable toilets and suitable washing facilities at each site as part of the planning process. If necessary, the Company will arrange to hire welfare facilities and temporary toilets with hot and cold running water.

Floors, access routes and storage systems will be regularly inspected and maintained in good condition.

Areas and equipment used for the consumption, preparation or storage of food and drink, will be cleaned thoroughly every day and inspected by the Project Manager on a regular basis to ensure a high standard of hygiene.

Cleaning products will be kept in the cleaning cupboards and must not be used by anybody other than those undertaking cleaning. Employees/operatives will be instructed to report any problems with toilets or other welfare facilities to the Project Manager who will decide what further action to take.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design and Management) Regulations 2015

CDM Regulations Guidance L153

Workplace (Health, Safety and Welfare) Regulations ACOP L24

CITB GE700: Welfare Facilities

3.40 Cleanliness and Waste Disposal

All employees/operatives will observe a high level of personal hygiene and cleanliness at all times and assist in maintaining a clean and acceptable working environment.

Waste and rubbish will not be allowed to accumulate and will be disposed of in the receptacles provided.

The Company encourages employees/operatives to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design and Management) Regulations 2015

CDM Regulations Guidance L153

Workplace (Health, Safety and Welfare) Regulations ACOP L24

3.41 Site Welfare Facilities

As a Subcontractor, the Directors will always ensure that there are suitable rest areas, toilets and

washing facilities at each site as part of the planning process. Washing facilities will comprise hot and cold water, soap and towels.

Drinking water and facilities for making drinks and meals will be provided, together with a place for eating and drinking.

The welfare facilities will include changing areas, and if necessary, a drying room.

The above facilities may be available when work is undertaken on an existing site or suitable facilities may need to be hired in.

The facilities will be checked by the Project Manager on a daily basis to ensure they the facilities are clean and well stocked.

Operatives will be instructed to keep the facilities clean during induction and report any problems immediately to the Project Manager.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

The Workplace (Health, Safety and Welfare) Regulations 1992

Workplace (Health, Safety and Welfare) Regulations ACOP L24

CITB GE700: Welfare Facilities

3.42 General Storage and Stacking

No equipment, plant, furniture, tools or materials will be stored on site in a way likely to cause danger or hazard to themselves or others.

The Company will ensure suitable storage arrangements are provided and maintained on site.

The Project Manager will be responsible for the day to day management of storage arrangements on site.

Relevant Legislation and Information:

Construction (Design and Management) Regulations 2015

The Workplace (Health, Safety and Welfare) Regulations 1992

ACOP L153 CDM 2015 Regulations

Construction (Design and Management) Regulations 2015

CITB GE700: Site Organisation

3.43 Company Vehicles

The Directors are responsible for ensuring that vehicles owned by the Company are kept roadworthy, in good condition and repaired and maintained by a competent firm.

All break downs will be reported to the Directors as soon as possible. No-one will be expected to work on a vehicle in the event of a breakdown – a local vehicle servicing company will provide a breakdown and rescue service.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2

CITB GE700: Mobile Workforce and Driver Safety

3.44 Use of Mobile Phones and Electronic Devices in Vehicles

No drivers will be allowed to use mobile phones, text messaging systems or any other electronic devices whilst driving a vehicle unless the vehicle has been fitted with hands free/Bluetooth equipment.

Similarly employees/operatives will not be permitted to manually operate SAT NAV equipment while a vehicle is in motion.

Relevant Legislation and Information:

Using a hand held mobile phone whilst driving Regulation 2003

CITB GE700: Mobile Workforce and Driver Safety

3.45 Drugs and Alcohol Abuse

The Company operates a zero-tolerance policy for drugs including psychoactive substances so called “legal highs”) and alcohol

- Employees must not under any circumstances consume drugs, psychoactive substances or alcohol while at work.
- Employees that need to drive and operate equipment must not consume drugs, psychoactive substances or alcohol less than eight hours before coming to work and must not attend work under the influence of drugs or alcohol.
- Abuse of drugs, psychoactive substances or alcohol that affects an employee’s performance at work or their safety or the safety of others will not be tolerated.

If a supervisor or colleague notices behaviour that indicates an employee may be affected by the use of alcohol, psychoactive substances or drugs while on the job, he/she must report it to management immediately.

Any employee/operative taking medication or prescribed drugs that could affect their work or present a potential hazard must report their situation to a Manager before commencing work. All information provided will be handled in the strictest confidence and in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Any breach of this policy will be treated as gross misconduct, and the Company will be entitled to initiate disciplinary procedures.

Relevant Legislation and Information

Misuse of Drugs Act 2001

Psychoactive Substances Act 2016

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Drugs and Alcohol

HSE INDG 240 Employers Guide Alcohol in the Workplace

HSE INDG91 Drug Misuse at Work

3.46 Medical Conditions

Any employee/operative having a medical condition that could affect their work or present a potential hazard must report their situation to a Director before commencing work.

Any employee having a medical or contagious condition that could affect their own or anyone else's health & safety, must report the condition to a Director as soon as possible.

All information provided will be handled in the strictest confidence and in accordance with the requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Relevant Legislation and Information

Data Protection Act 2018

General Data Protection Regulations (GDPR)

CITB GE700: Management of Health

3.47 Smoking

Smoking in the premises is restricted to designated external areas. Smoking on site will only be permitted in authorised external areas.

Relevant Legislation and Information:

The Health Act 2006

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Signs) Regulations 2007

The Smoke-free (Exemptions and Vehicles) Regulations 2007

HSE Guide "Passive Smoking at Work" INDG63

CITB GE700: Management of Health

3.48 Young Persons

The Management of Health and Safety at Work Regulations 1999 stipulate that a special risk assessment must be undertaken for individuals aged 18 or under. The Company recognises that young persons are more vulnerable to risks at work due to their immaturity and lack of experience in the work environment.

The Project Manager will therefore prepare a risk assessment for young persons and ensure they receive additional training, instruction and supervision, over and above that ordinarily required to comply with legislation, to ensure the health and safety of themselves and others affected by their actions. The young person and his/her manager / supervisor will be briefed about the findings of the risk assessment. Records of the risk assessment will be retained in personnel files.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE INDG 364 (Rev1) Young Persons and Work Experience

3.49 New or Expectant Mothers

Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake a specific risk assessment for new or expectant mothers. This is to ensure that the mother and/or baby do not suffer health problems as a result of work activities.

The Company will therefore take all necessary steps to protect new or expectant mothers and their babies against health problems. Typical areas which will be addressed by the risk assessment are:

- Seating and workstation arrangements
- Elimination of manual handling tasks
- Change of working hours
- Alternative work

If any employee is pregnant or thinks they are pregnant they are required by law to advise a Director in writing about their condition. This is required before the Company can commence the risk assessment process. The risk assessment will be undertaken by the Director with the expectant mother present. The expectant mother and her manager / supervisor will be briefed about the findings of the risk assessment. Records will be retained in personnel files.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Equality Act 2010

HSE INDG 373 New and Expectant Mothers Who Work

3.50 Work Related Stress

The Company recognises that excessive workplace pressure and resulting stress can be harmful and damaging to employees/operatives' health and the Company's business performance. Occasionally, often because of an external factor such as family illness, divorce etc. or sometimes because of job-related factors such as fluctuating workload or poorly defined role, the degree of stress becomes too great and individuals can suffer from inability to concentrate, disturbed sleep, feelings of not being able to cope or other stress related symptoms.

Any employee/operative who feels that he/she is suffering from stress can consult, in complete confidence, a Director to resolve any work related difficulties. In addition, the Company will assist, where necessary, in obtaining professional advice and guidance where external factors are precipitating the stress.

The Company recognises that workplace stress can be effectively managed by listening and responding to employees/operatives' concerns, by providing a suitable working environment and by ensuring that employees/operatives do not have unreasonable work pressures.

A number of factors affecting levels of stress and possible solutions are documented in the HSE guide below.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE guide "Work Related Stress" INDG281.

CITB GE700: Work Related Stress

3.51 Workplace Violence and Aggression

The Company recognises that employees/operatives may occasionally face aggressive or violent behaviour. Verbal abuse, threats and bullying are the most common types of violence while physical attacks are comparatively rare. The Company realises that verbal abuse can be just as upsetting as a physical injury and that violent and aggressive behaviour can lead to low morale, absenteeism and stress as well as physical injuries.

Any employee/operative finding themselves in a confrontational situation must report their concerns immediately to their manager. A Director will record all incidents of violence or aggressive behaviour and will monitor the situation to establish whether any additional improvements can be made to reduce

further risks of violence or aggression. Any violence instigated by an employee/operative will result in disciplinary action.

Any employee/operative who has been the subject of violent or aggressive behaviour will be given time off as required, and support and assistance to help them come to terms with the situation and avoid long term distress. Further advice can be found in the Home Office leaflet listed below which can be obtained from the local library, police station or Citizens Advice Bureau.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Health and Safety at Work Act 1974

Home Office leaflet 'Victims of Crime'

4 Environmental Policy

Streif (UK) Ltd recognises the need to operate the business in a manner which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company has a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, the Company will:

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner
- Regularly measure and evaluate our environmental performance, and improve where necessary
- Promote a culture of continual environmental improvement within the Company
- Delegate the responsibility for environmental matters to the appropriate levels in the Company
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur, the consequences would be minimised
- Use products that have a negligible environmental impact, where appropriate options exist
- Reduce the consumption of resources (energy, materials, packaging), where feasible
- Minimise waste through a commitment to reuse, recover or recycle, where feasible

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all employees, and it will be freely available to customers and the general public. The Directors are personally responsible for the environmental performance of the Company and sign this policy statement in acknowledgement of this overall responsibility.

Signed: 

– Bill Treves & Tony Cameron – Directors

Date: 26th June 2020