



ClearView Communications Ltd

Health & Safety Policy

DOCUMENT NUMBER P200308-HS-MTR Rev K			
DATE	REVISION DESCRIPTION	NAME	POSITION
30/04/18	Review due to change of Health and Safety Responsibility	Michael Vincent Michael Tapley (Advisor)	Service Delivery Director
01/06/2018	Amendments to Policy	Michael Vincent	Service Delivery Director
15/08/2019	Annual Review Personnel amendments Appointment of HSQE Manager	Michael Vincent	Managing Director
03/09/2020	Annual Review	Abi Wilson	HSQE Manager
17/09/2021	Annual Review – Addition of Building Regulations 2010	Michael Vincent	Managing Director

CONTENTS

	Page
PREFACE	3
HEALTH AND SAFETY POLICY STATEMENT	4
POLICY REVIEW	5
ORGANISATION – DUTIES AND RESPONSIBILITIES	6
ORGANISATION CHART	6
RESPONSIBILITY	6
DIRECTORS	6
MANAGEMENT TEAM.....	6
HEALTH AND SAFETY MANAGER	7
EMPLOYEES	7
COMPANY APPOINTED CONTRACTORS AND CONSULTANTS	8
DESIGNATED RESPONSIBILITY SUMMARY	9
MANAGEMENT ARRANGEMENTS	10
VISITORS AND THIRD PARTIES	10
SAFETY TRAINING	10
LONE WORKING	10
CONCERNS ABOUT WORK ON THE GROUNDS OF HEALTH AND SAFETY	11
ACCIDENT INCIDENT AND NEAR MISS REPORTING	11
CONSTRUCTION (DESIGN MANAGEMENT) REGULATIONS 2015	12
THE WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992	15
THE MANUAL HANDLING OPERATIONS REGULATIONS 1992.....	15
THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT REGULATIONS 1992	15
THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996	16
THE ELECTRICITY AT WORK REGULATIONS 1989	16
THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992.....	17
THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002.....	17
THE WORK AT HEIGHT REGULATIONS 2005 (AMENDED 2007)	18
THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005.....	18
THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998.....	19
THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATION 1999	19
THE HEALTH SAFETY (FIRST AID) REGULATIONS 1981	20
PROTECTION OF YOUNG PERSONS.....	20
NEW AND EXPECTANT MOTHERS	20
VIOLENCE AND AGGRESSION.....	21
THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (L.O.L.E.R.) 1998	21
THE CONTROL OF NOISE AT WORK REGULATIONS 2005	22
OCCUPATIONAL HEALTH	22
THE CONTROL OF ASBESTOS REGULATIONS 2012.....	22
THE BUILDING REGULATIONS 2010 (APPROVED DOCUMENT B)	22

PREFACE

This is the Health and Safety Policy for Clearview Communications Ltd, who will be referred to as 'the Company'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the Company's employees and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- a. The Health and Safety Policy Statement.
- b. The Organisational Duties.
- c. The Arrangements for Managing Health and Safety.

HEALTH AND SAFETY POLICY STATEMENT

This is a general statement of the intentions of the Company with regard to Health and Safety. The policy statement is signed and dated by the most senior member of the Management Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the Company.

THE ORGANISATIONAL DUTIES

This section commences with a chart showing the safety structure of the company. It is followed by a list of individual responsibilities of personnel and contractors.

ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

This section will contain information that will need to be followed by all levels of management, to ensure that the Company complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the Company's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the company's undertakings.

1. The Company - Clearview Communications Ltd.
2. HSE - Health and Safety Executive
3. ACoP - Approved Code of Practice

HEALTH AND SAFETY POLICY STATEMENT

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the Company has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The Company recognises its Health and Safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

PARTICULAR ATTENTION WILL BE PAID TO DUTIES REQUIRED, NAMELY:

- a. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- b. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- d. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- e. The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

WE UNDERTAKE TO DISCHARGE OUR STATUTORY DUTIES BY:

- a. Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- b. Providing and maintaining safe plant and work equipment.
- c. Establishing and enforcing safe methods of work.
- d. Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- e. Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- f. Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- g. Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- h. Furnishing sufficient resources needed to meet these objectives.

A SUCCESSFUL HEALTH AND SAFETY PROGRAMME IS DEPENDENT ON THE PARTICIPATION AND CO-OPERATION OF ALL EMPLOYEES. ALL EMPLOYEES ARE AWARE THAT THEY HAVE A LEGAL AND MORAL DUTY TO:

- a. Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- b. Co-operate with and assist the employer in meeting statutory obligations.
- c. Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the Company, and advancement in technologies which affect the Company's activities.

Copies of this Health and Safety Policy will be displayed in the workplace on the company notice board.

All Employees, external Consultants and Contractors employed by the Company will be expected to comply with this Health and Safety Policy.

POLICY REVIEW

The Company shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- a. The responsibilities reflect the current staffing of the Company.
- b. The arrangements remain unchanged.
- c. The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant Company appointments and/or relevant technological advancements.

ORGANISATION – DUTIES AND RESPONSIBILITIES

ORGANISATION CHART

The Company have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.

[P00867-HSQE-MTR Rev G - HSQE Org Chart](#)

RESPONSIBILITY

DIRECTORS

The Directors have ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. Directors will also ensure that Company policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

MANAGEMENT TEAM

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the Company in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- a. Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
- b. Safe methods of working.
- c. Induction training including Health and Safety matters.
- d. Welfare facilities.
- e. Fire precautions.
- f. Hazards arising from work activity.
- g. Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
- h. Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
- i. Advising and assisting with safety training of personnel.
- j. They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- k. All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- l. Documented safe systems of work are implemented and are adhered to.
- m. They are aware of, and implement, all safe working practices and procedures.
- n. Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- o. Ensuring that all relevant statutory records are regularly maintained and inspected.
- p. Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (either employees or non-employees).
- q. Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- r. Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- s. Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- t. Ensuring that all Company procedures are adhered to at all times.

HEALTH AND SAFETY MANAGER

- a. The HSQE Manager ensures the effectiveness of the Health and Safety Management System
- b. The HSQE Manager along with the Company management team implement the Health and Safety Policy, establish schedules and safe working practices, and provide employees with information about precautions in general.
- c. The HSQE Manager has the responsibility for the following:
- d. Ensuring the Company is aware of statutory obligations and recommended Codes of Practice.
- e. Implementing ISO45001 and the ongoing continued improvement.
- f. Advising the Company management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- g. Interpreting and keeping the Company management team and Employees informed of new and developing legislation and other standards.
- h. Advising where improvements in Health and Safety standards or practices are appropriate.
- i. Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- j. Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the Company.
- k. Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- l. Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- m. Identifying Health and Safety training needs and advising on suitable training programmes.
- n. The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

EMPLOYEES

All Employees of the Company will ensure that:

- a. They are fully conversant with this Health and Safety Policy.
- b. They co-operate with the Company in meeting its statutory duties.
- c. They take reasonable care of themselves and others who may be affected by their acts or omissions.
- d. They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- e. All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- f. They are fully conversant with all emergency procedures applicable to the area in which they are working.
- g. All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- h. Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.
- i. During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following category
- j. Arranged, provided and/or otherwise approved by the Company.

COMPANY APPOINTED CONTRACTORS AND CONSULTANTS

The Company may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which Company employees are unable to undertake. All Contractors/Consultants appointed by the Company must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- a. Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- b. Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- c. Where a Contractor/Consultant is bringing two persons or more onto the Company premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Company management team to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the Company Health and Safety Policy.
- d. Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- e. They must ensure that the Company is provided with any information available that may affect Health and Safety on site.
- f. Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments, method statements and discuss and agree the operation with the Company prior to commencing work.
- g. All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the Company. Where weekly inspections are required, copies of documentation must be provided to the Company.
- h. Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the Company with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- i. Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the Company in order to ensure that adequate steps are taken to reduce exposure to Company employees.
- j. Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the Company and that they co-operate fully with the Company management team.
- k. Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- l. Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the Company that this has taken place.

DESIGNATED RESPONSIBILITY SUMMARY

Topic	Responsible Persons
Health and Safety Policy review	Michael Vincent, Abi Wilson
Health and Safety administration	Michael Vincent, Abi Wilson
Health and Safety training	Angela Pearson, Abi Wilson
Premises risk assessments	Abi Wilson, Jack Parsons
Work activity risk assessments	Michael Vincent, Matthew Harrison, Darren Thomas, Jerome Kempster, Abi Wilson, Russell Askew, Alan Ward, Matt Hills
Display screen equipment assessments	Angela Pearson
Manual handling assessments	Abi Wilson
COSHH assessments	Abi Wilson, Matthew Harrison
Fire risk assessments	Chris Wilson (Office), Matt Hills
Expectant/New mother risk assessments	Abi Wilson
Young Person risk assessments	Abi Wilson
First Aid	Michael Vincent, Abi Wilson, Matthew Harrison, Angela Pearson
Emergency Planning	Michael Vincent, Darren Thomas
Vehicle Fleet	Russell Askew, Abi Wilson, Georgia Brown
Vetting Contractor/Consultants	Angela Pearson, Pauline Button, Abi Wilson
Monitoring of Health and Safety in the workplace	Michael Vincent, Angela Pearson, Abi Wilson
Site inspections	Michael Vincent, Matthew Harrison, Darren Thomas, Abi Wilson, Alan Ward, Matt Hills, Russell Askew
Audits	Abi Wilson, Russell Askew
Accident, Incident and Near Miss investigations	Abi Wilson, Russell Askew, Angela Pearson, Darren Thomas, Jerome Kempster

MANAGEMENT ARRANGEMENTS

VISITORS AND THIRD PARTIES

Company premises

Visitors to the company premises may not be aware of the risks associated with the site, therefore all visitors must:

- a. Proceed, on arrival, to the reception/office area.
- b. Undergo a site induction
- c. Be made aware of the Company requirements and rules for visitors.
- d. Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any staff/contractors/visitors attending work locations that are under the control of the Company may not be aware of the risks associated with the site, therefore they must:

- a. Have authorisation from a Company representative to be in the work area.
- b. Comply with the site rules that are communicated on arrival.
- c. Adhere to any designated traffic/pedestrian routes.
- d. Stay within the site area they have been nominated or instructed to visit.

SAFETY TRAINING

Preventing accidents and ill health caused by work is a key priority for everyone at the Company. The Directors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- a. Ensure their employees are not injured or made ill by the work they carry out.
- b. Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- c. Find out how Health and Safety could be managed better.
- d. Meet legislative requirements.

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the Company and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the Company. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan (Training Needs Assessment). The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

LONE WORKING

The Company endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees will be required to work alone at either the Company premises or when visiting/working at clients' premises. The Company recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf.

All employees must:

- a. Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- b. Ensure they adhere to any systems developed for their protection while working alone.
- c. Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- d. Report any incidents concerning lone working to enable systems to be reviewed and revised.
- e. If not returning to the Company base at the end of the last visit, notify their appointed member of the Company Management Team to inform them that they have left their client/location and they are okay (or otherwise).
- f. See [Lone Working Risk Assessment P00350-HS Rev B](#) for further detailed information.

CONCERNS ABOUT WORK ON THE GROUNDS OF HEALTH AND SAFETY

The Company will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The Company will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the Company will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following: If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- a. The employee must clearly describe what the concerns or issues actually are.
- b. If a member of the Company Management Team cannot be immediately contacted the relevant work should stop.
- c. The most senior member of staff will check as to whether there are procedures, instructions or information available to resolve the issue.
- d. If the member of the Company Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- e. Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the company.

ACCIDENT INCIDENT AND NEAR MISS REPORTING

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the Company premises.

An appropriate investigation of any accident, incident or near miss will be reported to the Health and Safety Manager. The investigation will establish the actual or underlying cause of the incident and will enable the Company to instigate additional control measures to prevent re-occurrence.

The Company recognises and accepts the legal duties placed upon it by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (updated in April 2012), which require the Company to report and record some work-related accidents by the quickest means possible.

The Company has a responsibility to maintain records of over-seven-day work related illnesses and injuries. The accident book entry will be used as the mechanism for capturing this data.

The deadline by which the over-seven-day injury must be reported has increased to fifteen days from the day of the accident.

The responsible person for accident and incident reporting is Abi Wilson (HSQE Manager) and Health and Safety lead for the Company.

THE COMPANY MUST REPORT:

- a. deaths
- b. major injuries
- c. over-seven-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days
- d. injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- e. some work-related diseases
- f. dangerous occurrences – where something happens that does not result in an injury, but could have done

Relevant accidents/incidents will be reported online via the Health and Safety Executive website: <http://www.hse.gov.uk/>

CONSTRUCTION (DESIGN MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations 2015 (CDM 2015) applies to the entire construction process on all construction projects, from inception to completion. The HSE guidance publication L153 provides guidance on the legal requirements of CDM 2015.

This policy sets out under CDM regulations 2015 the roles which ClearView may hold during projects regarding how the organisational capacity will comply with the duty holder responsibilities laid down within.

APPOINTMENT

The appointment(s) that ClearView will undertake during a project will be determined and agreed in writing prior to any involvement. The position undertaken will be (but not limited to) one or a combination of the following:

- a. Principal Designer (PD)
- b. Designer
- c. Principal Contractor (PC)
- d. Contractor
- e. Design and Build Projects (Incorporating both PD & PC Roles)

To meet the competency, currency knowledge and experience requirement under CDM 2015 ClearView will utilise its organisational capability drawing on a combination of skills, knowledge, training and experience as required to comply with the regulations and duty holder responsibilities. Moreover external support from our CDM advisor is in place to provide guidance when required and a CDM audit function.

PRINCIPAL DESIGNER (PD)

A Principal Designer is the designer with control over the pre-construction phase of the project. This is the very earliest stage of a project from concept design through to planning the delivery of the construction work under the Construction (Design and Management) Regulations 2015 where there is more than one contractor involved in the project.

When appointed in writing by the client for the role of Principal Designer ClearView will comply with the following legal duties under CDM 2015 ensuring that we:

- a. advise the client on health and safety issues during the design and planning phases of construction work
- b. give suitable and sufficient advice to clients in order to help them to comply with their duties
- c. ensure the competence of all contractors used is verified
- d. approve the principal contractors' construction phase plan
- e. advise the client about selecting competent designers and contractors
- f. help identify what information will be needed by designers and contractors
- g. co-ordinate the arrangements for health and safety of planning and design work
- h. ensure that the client (or the principal contractor in the case of a domestic client) has notified the HSE of the project in writing
- i. advise on the suitability of the initial construction phase plan
- j. prepare and make available a health and safety file (information for the client to enable future cleaning, maintenance and alterations to be carried out safely) if the project involves more than one contractor, and review and revise the file at regular intervals throughout the project.

- k. ensure that designers, contractors and the client use effective communication methods to keep all parties involved suitably informed on health and safety matters
- l. actively lead the implementation of our Health and Safety Policy during the design phase of any project
- m. develop and implement safe systems of work for the installation and maintenance of designed equipment or structures
- n. complete, record and review risk assessments for all designs including risks during the installation and maintenance
- o. communicate and consult with staff on health and safety issues related to their designs
- p. investigate thoroughly issues concerning safety of designs raised by anyone and, when necessary, implement further effective control measures
- q. design according to current relevant legislation
- r. communicate effectively with the client, principal contractor and any other persons affected by the health and safety implications of their designs

DESIGNER

If appointed as a designer on a project our design team will ensure that they:

- a. do not commence work on a project unless they are satisfied that the client is aware of their legal duties
- b. take into account the pre-construction information and general principles of prevention to eliminate, so far as is reasonably practicable, all foreseeable risks to:
 - i. Any person carrying out or liable to be affected by construction work;
 - ii. Any person cleaning or maintaining a structure; or
 - iii. Using a structure designed as a workplace.
- c. take steps to reduce or control risks which cannot be eliminated through the subsequent design process
- d. provide information about any residual risks to the principal designer
- e. ensure appropriate information about residual risks is included in the health and safety file
- f. provide to the client sufficient information about the design, construction or maintenance of the structure to adequately assist the client, other designers and contractors with complying with their legal duties.

PRINCIPAL CONTRACTOR (PC)

A Principal Contractor is the organisation or person that coordinates the work of the construction phase of a project involving more than one contractor, so it is carried out in a way that secures health and safety under the Construction (Design and Management) Regulations 2015. When appointed in writing by the client for the role of Principal Contractor, CleaView shall be responsible for the co-ordination of health and safety provision for the duration of the project, in doing so we shall ensure that:

- a. we work with the appointed Principal Designer to fulfil all legal duties
- b. we understand the client company's health and safety policy and their responsibilities
- c. the requirements of the construction phase plan are adhered to and the documentation is properly administered
- d. the following are determined at the planning stage:
 - i. the most appropriate order and method of work
 - ii. the provision of adequate lighting
 - iii. the allocation of responsibilities to other contractors on site
 - iv. any hazards which may occur due to overhead or underground services and/or other situations which might lead to improvisation on site
 - v. the provision of appropriate facilities for welfare, sanitation and first aid
 - vi. the provision of adequate emergency procedures and fire protection provision
 - vii. written method statements and risk assessments to establish safe working methods to explain the sequence of operations, to outline the potential hazards at each stage and indicate precautions to be used
 - viii. sufficient funds to allow a safe system of work and welfare facilities to be provided.

- e. tasks are only carried out by contractors who have been able to demonstrate their health and safety competence
- f. all materials purchased are accompanied with a material safety data sheet, when appropriate
- g. the precautions and working methods are discussed with any contractors and any other person affected by the work, prior to commencing of any work
- h. work is carried out as planned, adhering to current legislation and the agreed safe system of work
- i. the site is organised so that the work is carried out to the required standard to minimise the risk to personnel, equipment and materials
- j. all plant and equipment provided is maintained in accordance with current legislation
- k. plant and equipment is only operated by trained and competent personnel
- l. any records and documentation required by law are maintained
- m. all repairs to plant carried out on site are carried out in a safe and proper manner
- n. all information relating to health and safety of the site personnel is communicated to them
- o. arrangements are implemented with other contractors to avoid any confusion in responsibilities
- p. responsibilities are assigned and accepted to appropriate persons
- q. the electrical supply is installed and maintained, so not to present a risk
- r. provisions are made for the delivery and stacking of materials to prevent unnecessary manual handling

- s. we provide suitable personal protective equipment and ensure it is used appropriately
- t. we set a good example by wearing appropriate PPE while on site
- u. our site is maintained to a good standard of housekeeping
- v. disciplinary action is taken against individuals who continue to disregard or disobey health and safety rules

CONTRACTOR SUB-CONTRACTOR APPOINTMENT

When we are appointed on a project as a contractor not holding the Principal title or we appoint subcontractors onto our projects for the purpose of completing the works detailed within the clients brief we will ensure that we/they:

- a. take reasonable care of their own safety
- b. take reasonable care of the safety of others affected by their actions
- c. observe the safety rules
- d. submit their health and safety policy and relevant risk assessments to us for approval
- e. comply with and accept our health and safety policy, if they do not have one
- f. conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- g. dress sensibly and safely for their particular working environment or occupation
- h. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- i. use all safety equipment and/or protective clothing as directed
- j. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- k. maintain all equipment in good condition and report defects to their supervisor
- l. report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- m. report all incidents to their supervisor and to us whether an injury is sustained or not
- n. attend as requested any health and safety training course
- o. observe all laid down procedures for processes, materials and substances used
- p. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

DESIGN AND BUILD PROJECTS

ClearView will provide a full service to its clients through from design to completion, therefore recognise that during these appointments will be required under the Construction (Design and Management) Regulations 2015 to comply with various duty holder responsibilities including Principal Designer and Principal Contractor.

When appointed on these projects ClearView will ensure that we undertake the roles of Principal Designer and Principal Contractor in their entirety to ensure compliance to the Construction (Design and Management) Regulations 2015 and associated duty holder responsibilities.

ADDITIONAL APPOINTMENTS

ClearView appreciate that no two construction projects are the same and therefore may be requested by the client to undertake additional duties under the Construction (Design and Management) Regulations. When undertaking additional roles and responsibilities ClearView shall ensure that prior to accepting appointment to work on a project we shall ensure that we have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.

When making appointments to external designers or contractors we will establish that those being appointed have the necessary skills, knowledge and experience before appointing them through a contractor questionnaire.

This CDM Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders

For further information refer to: <http://www.hse.gov.uk/pubns/priced/l153.pdf>

THE WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992

The Management Team ensures that the company premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the client when employees are required to work away from the Company premises. When these facilities are not available, the Management Team ensure that suitable provision is made by utilising facilities that are readily available to the public.

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Company is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the Company will:

- a. So far as is reasonably practicable avoid the need for hazardous manual handling.
- b. Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- c. So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Health and Safety Manager.

- a. The task being completed and how the risk(s) can be reduced.
- b. The individual(s) conducting the task and any training requirement.
- c. The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- d. The work environment where the activity will take place.

Employees of the Company are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- a. Follow any implemented safe systems of work.
- b. Use any supplied equipment in the manner they have been trained to do.
- c. Co-operate with the Company on Health and Safety matters.
- d. Tell their line manager/supervisor if they identify hazardous handling activities.
- e. Make sure that their work activities do not put others at risk.

THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The Company will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the Company will have regular health & safety meetings, toolbox talks, display information on the company notice board and will operate an open door approach with employees or their representatives on the following:

- a. The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- b. The contact details of the person nominated as the company competent person with regards to Health and Safety.
- c. Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- d. The planning/organisation for Health and Safety training.

SCHEDULE OF HEALTH AND SAFETY MEETINGS AND STAFF COMMUNICATION

MEETING TYPE	FREQUENCY	ATTENDEES
Health and Safety Committee meeting	Quarterly	Health and Safety committee members
Engineering Meeting	Monthly	Engineering Department
ClearView News Letter	Quarterly	Distributed to all employees

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The Company encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

THE ELECTRICITY AT WORK REGULATIONS 1989

The Company will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- a. Switching off and unplugging the equipment before any checks.
- b. Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- c. Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- d. Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- e. Checking for burn marks or staining that suggests the equipment is overheating.
- f. Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check

THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

The Company recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The company will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

The Company ensures that Respiratory Protective Equipment (RPE) is selected whilst taking into consideration the characteristics of the RPE wearer's needs. Any nominated wearer of RPE will be subject to face piece fit testing to ensure that the RPE fits the wearer correctly. All users of RPE are provided with suitable training specific to the equipment and a maintenance programme will be implemented where appropriate. It is the responsibility of the authorised wearer of RPE to ensure it is checked before each and every use.

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the Company premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the Company will provide adequate control of exposure to substances by:

Applying the eight principles of good practice:

- a. Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
- b. Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.
- c. Control exposure by utilising measures proportionate to the health risk.
- d. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- e. Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.
- f. Check and review regularly all elements of control measures for their continuing effectiveness.
- g. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- h. Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.
- i. Ensuring that the Workplace Exposure Limit is not exceeded.

- j. Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

THE WORK AT HEIGHT REGULATIONS 2005 (AMENDED 2007)

It is the policy of the Company to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the Company will:

- a. Avoid work at height wherever possible.
- b. Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- c. Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- a. If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- b. All work at height must be properly planned and organised.
- c. All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

For all work at height, the Company will:

- a. Use the most suitable equipment.
- b. Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness).
- c. Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- d. Plan for emergencies and rescue.
- e. Take into account weather conditions that could endanger Health and Safety.
- f. Ensure that those working at height are trained and competent.
- g. Ensure that the place where work at height is done is safe.
- h. Ensure that the equipment is appropriately inspected.
- i. Ensure that the risks from fragile surfaces and falling objects are properly controlled.
- j. Take account of the relevant risk assessments that have been carried out.
- k. Ladders and harnesses will be checked periodically and signed off on a form by Lance Malkin.
- l. A before use inspection checklist will be issued to the engineering team
- m. Further working at height training will be delivered on a monthly basis and added to the training matrix
- n. All engineers and project managers will sign an updated working at height Risk Assessment Method Statement (RAMS), also our Safe Systems of work will be updated on the Health and Safety policy.
- o. Management spot checks for serviceability of ladders and step ladders will be carried out when engineers are here picking up equipment
- p. All ladders will be tagged and inspected weekly.
- q. See [Working at Height Risk Assessment](#)

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Company will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The Company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire fighting equipment, emergency lighting and alarm systems, is completed. The Management

Team, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team.

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

The Company will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of Company tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the Company. Employees are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The Company is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the Company may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATION 1999

The Company will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Health and Safety Manager will ensure that:

1. All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
2. Such assessments are repeated whenever any of the following factors occur:
 - a. Change in legislation.
 - b. Change in control measures.
 - c. Significant change in work carried out.
 - d. Transfer to new technology.
 - e. Original assessment is no longer valid.
 - f. Assessments are recorded and copies held at the company premises.
 - g. The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
 - h. All assessments identify necessary protective and preventative measures.
 - i. Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The Company will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The Health and Safety manager will conduct safety inspections. The safety inspections will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Manager will log his findings accordingly.

The Health and Safety Manager will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the Company.

THE HEALTH SAFETY (FIRST AID) REGULATIONS 1981

The Company ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and in company vehicles. It is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

The Company will utilise the First Aid facilities and personnel at each site. Where a site has no existing facility, the Management Team will make suitable arrangements to ensure a minimum of an 'emergency aid' qualified person is included in the site team.

Each Company vehicle is equipped with a First Aid kit which is easily accessible to all employees at any one time during working hours. The kits are checked and restocked by the Company every month, unless the employee notifies the Management Team that supplies have been used up, in which case items will be restocked as and when required.

PROTECTION OF YOUNG PERSONS

The Company will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

- a. Accessing scaffolding at all levels.
- b. Woodworking machinery.
- c. Mobile plant.
- d. Lifting appliances.
- e. Acting as slinger/banksman in lifting operations.

NEW AND EXPECTANT MOTHERS

The Company is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the Company stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the Company will take action to remove, reduce or control the risk. If the risk cannot be removed, the Company will take the following actions:

- a. **ACTION 1** - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:
- b. **ACTION 2** - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

- c. **ACTION 3** - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

VIOLENCE AND AGGRESSION

The Company, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the Company and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- a. Physical violence.
- b. Verbal violence and aggression (abusive language, swearing).
- c. Sexual innuendo.
- d. Intimidation.
- e. Invasion of personal privacy.
- f. Exclusion of individuals.
- g. Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the Company and may result in the accuser facing disciplinary action.

The Company will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The Company will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The Company will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

This process includes:

- a. Planning - thinking ahead and considering situations where violence and aggression could arise.
- b. Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- c. Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- d. Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the Company will develop a procedure which will clearly define the Company's views and their stance on zero tolerance towards violence and aggression in the workplace.

THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (L.O.L.E.R.) 1998

The Company will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- a. Strong and stable enough for its particular use and marked to indicate safe working loads.
- b. Positioned and installed to minimise any risks.
- c. Used safely, i.e. the work is planned, organised, and performed by competent people.
- d. Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

THE CONTROL OF NOISE AT WORK REGULATIONS 2005

The Company fully accepts the requirements placed upon it by these regulations. To enable the Company to fulfil the obligations placed upon it, the Management Team will:

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

It is the Company policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

Any noise-control equipment that is put in place by the Company must be properly used and maintained by employees. An equipment maintenance programme is in place and includes:

- a. Inspecting all noise-control equipment (such as silencers or enclosures) to make sure they are kept in good condition.
- b. Monitoring the equipment's effectiveness by using a sound level meter (SLM) to ascertain a basic understanding of noise levels.
- c. A process for the removal of defective equipment that requires attention or repair and subsequent notification to the nominated member of the Management Team.

OCCUPATIONAL HEALTH

The Company will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Health risks are included within the company risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team.

THE CONTROL OF ASBESTOS REGULATIONS 2012

The Company does not undertake repair work on potentially contaminated equipment.

Any required Asbestos Awareness Training will be provided by an individual or organisation that has suitable experience, qualification and competency in asbestos training and awareness. The training will include the properties of asbestos and its effects on health, the types, uses and likely occurrence of asbestos and ACMs in buildings and plant, the procedures to be followed when dealing with uncontrolled release of asbestos dust and how to avoid the risks from asbestos, e.g. not disturbing the fabric of the building unless it can be confirmed that ACMs are not present. Annual review/refresher training will be undertaken by those employees who may come into contact with ACMs.

Employees will STOP work immediately if they suspect Asbestos is present in their working environment, they will not resume work until a suitable survey has been completed, and either the offending materials have been made safe or removed.

THE BUILDING REGULATIONS 2010 (APPROVED DOCUMENT B)

Approved document B, which has two volumes, volume one provides technical guidance for dwellings such as flats as of 2019, and volume two is for all other building types.

'People who are responsible for building work (e.g. agent, designer, builder or installer) must ensure that the work complies with all applicable requirements of the Building Regulations. The building owner may also be responsible for ensuring that work complies with the Building Regulations. If building work does not comply with the Building Regulations, the building owner may be served with an enforcement notice.'

Approved document B states that all fire-rated elements must be reinstated once penetrated by cables or pipe breaches and installation of ventilation or heating. Gaps must be sealed to ensure that the penetrations do not cause a decrease in the integrity of the resisting material. The standard also states that these penetrations should be kept to a minimum, as small as possible and fire stopped. Furthermore, all joints that are between fire separating elements must be fire stopped.

Fire doors must be fitted in blocks of flats, most commercial properties and sheltered housing in the UK. For the purpose of the document a fire doorset is defined as 'a door or shutter which, together with its frame and furniture as installed in a building, is intended (when closed) to resist the spread of fire and/or gaseous products of combustion and meets specified performance criteria to those ends.'

WORKPLACE TRANSPORT SAFETY

All work vehicles provided and used by the Company will be suitable for the purpose for which they are provided.

The Company will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All company vehicles will provide protection for drivers against any event that can harm them (e.g. bad weather, falling objects, inhospitable environment, vehicle overturns, etc.).

Drivers of company vehicles are required to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle.

All work vehicles provided by the Company will be suitable for their intended purpose and capable of carrying any specified load intended. The Safe Working Load (SWL) MUST NEVER exceeded by company drivers.

Workplace vehicles will be subject to a routine maintenance program by a competent and qualified person. This includes any legislative requirements placed upon types of equipment, e.g. hi-abs.

All those employees required to use work vehicles will either have an existing qualification that they have achieved through training, or the Company will provide adequate resources to train the employee (using a suitably qualified, competent trained person) in the safe use and operation of the vehicle. Training will be reviewed, monitored and provided on an on-going basis to ensure suitable CPD (Continuous Professional Development) is maintained.

The Company will authorise nominated employees to drive company work vehicles. This authorisation will only be given on the proviso that the employee is suitably trained, qualified (where appropriate) and competent to drive the vehicle.

This Health and Safety Policy and Statement has been approved & authorised by:

Name & Position: Michael Vincent, Managing Director

Signed:



Dated: 17/09/2021