



# HEALTH & SAFETY POLICY

JANUARY 2025

## CONTENTS:

- 1.0 Health & Safety Policy Statement
- 2.1 Organisation for Health & Safety
  - 2.2 Organisation Chart
  - 2.3 General Organisation
  - 2.4 General Responsibilities
  - 2.5 Individual Responsibilities
  - 2.6 Chairman
  - 2.7 Managing Director
  - 2.8 Health, Safety, Quality and Environmental Director
  - 2.9 Health, Safety and Environmental Advisor
  - 2.10 Directors
  - 2.11 Senior Managers (Construction Managers, Managing Surveyor and Estimator)
  - 2.12 Managers (Contracts Managers, Managing Surveyors, Senior Contract Surveyors, Surveyors, and Area Co-ordinators)
  - 2.13 Site Manager/Agent and Working Foremen
  - 2.14 Operatives/Trades-Persons
  - 2.15 Office Staff
  - 2.16 Contractors
- 3.1 Arrangements
  - 3.2 General
  - 3.3 Employment
  - 3.4 The Health and Safety of Young Persons & Children
  - 3.5 The Equality Act 2010
  - 3.6 Smoke Free (Health Act 2006)
  - 3.7 Information
  - 3.8 Risk Assessments
  - 3.9 Safety Committee
  - 3.10 Environment
  - 3.11 Occupational Stress
  - 3.12 Health Safety and Welfare Advisors
  - 3.13 Mobile Phones
  - 3.14 Company Drivers Handbook
  - 3.15 Accident Reporting
  - 3.16 Health and Welfare (Shared Facilities)
  - 3.17 First Aid
  - 3.18 Prevention of Trespass
  - 3.19 Working Places
  - 3.20 Fragile Roofs and Other Areas of Danger
  - 3.21 Means of Access/Working at Height
  - 3.22 Scaffolds
  - 3.23 Scaffold Towers
  - 3.24 Ladders, Steps, Trestles etc.
  - 3.25 Defective Items
  - 3.26 Abrasive Wheels
  - 3.27 Lifting Equipment, Lifting Operations and Loads
  - 3.28 Excavations
  - 3.29 Work Equipment and Vehicles
  - 3.30 Manual Handling
  - 3.31 Emergency Procedures
  - 3.32 The Confined Spaces Regulations 1997

- 3.33 Hazardous Substances and Contingencies
- 3.34 Personal Protective Equipment
- 3.35 Head Protection
- 3.36 Noise
- 3.37 Training
- 3.38 Induction Training
- 3.39 The Electricity at Work Regulation 1989
- 3.40 Maintenance
- 3.41 Work on or Near Equipment made Dead
- 3.42 Work on or Near Live Conductors
- 3.43 Maintenance
- 3.44 Display Screen Equipment
- 3.45 Vibration
- 3.46 Hot Work
- 3.47 Demolition
- 3.48 The Construction (Design and Management) Regulations 2015
- 3.49 Audit and Review

## 1.0 Health & Safety Policy Statement

T&B (Contractors) Limited and its staff are committed to being a leader in health, safety and environmental (HS&E) management. We shall integrate excellent HS&E performance as a core element in every planning, design and construction operation to achieve our aim of providing a safe and healthy working environment.

The protection of the health and safety of everyone involved in or affected by our work, and the protection of the local and global environment is paramount to us. HS&E performance will be given the highest priority at all times by systematically identifying, assessing and managing HS&E risks, monitoring our performance against targets for continuous improvement and publishing the results.

Our commitment is to go beyond compliance with applicable legislation by eliminating preventable illnesses, injuries, business losses and environmental harm due to unplanned events in our premises and on our sites.

This includes improving the wellbeing of all involved by addressing our impact on climate change and waste, preventing pollution, enhancing biodiversity and encouraging inclusion and healthy living during the design and construction phases and beyond.

We shall continually engage with all our staff, partners and suppliers so that everyone is enthusiastically involved in managing risk, securing success and acting as an ambassador for our vision. Our approach to HS&E performance and its management is defined by a respect for the people who work for and with us, for the local communities within which we work and the wider environment.

The implementation of our health and safety management system is a line management responsibility, supported by functional specialists and relies upon the training, skills, experience, cooperation and commitment of all employees. We will therefore:

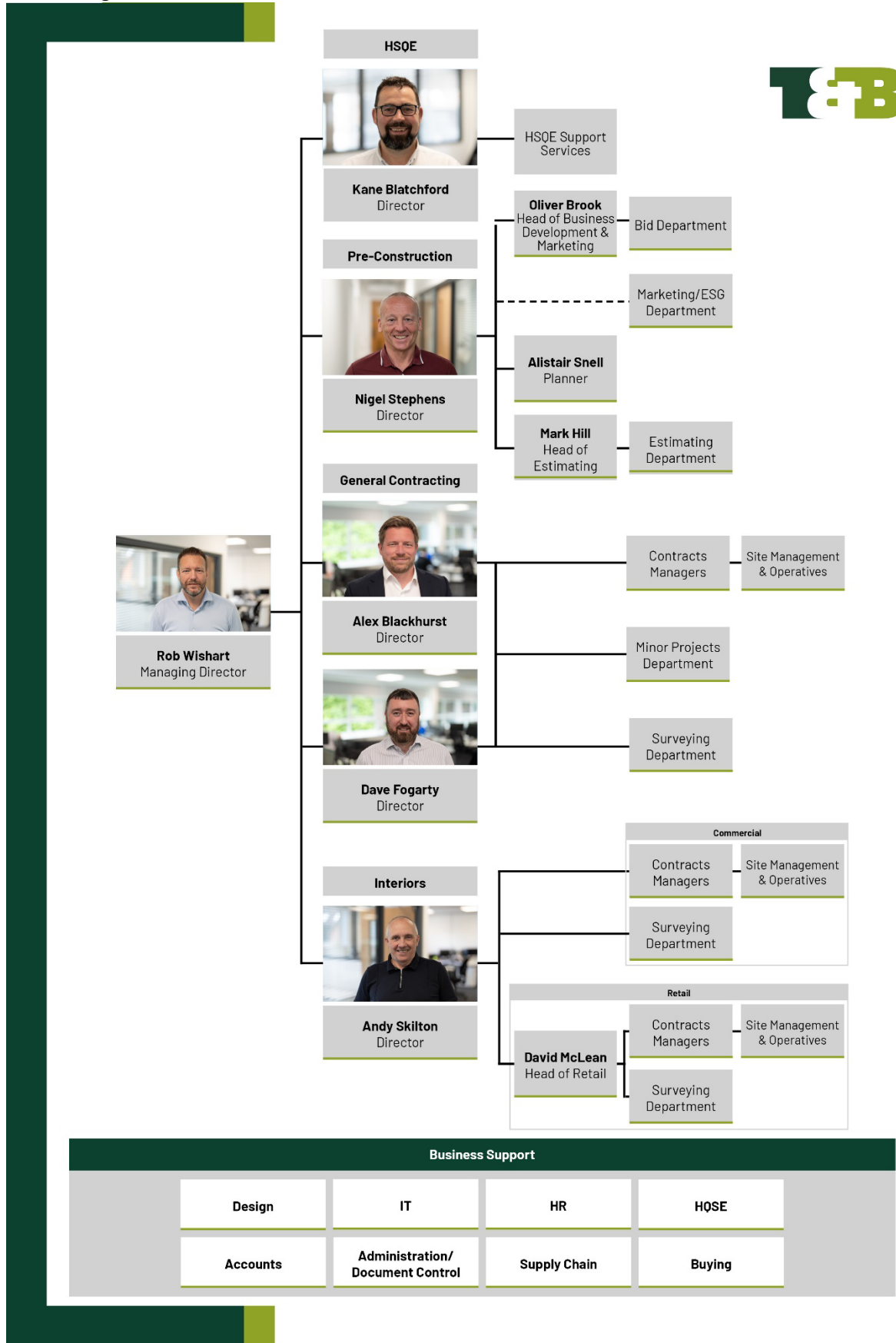
- Actively involve our employees, partners and supply chain in developing and sustaining a positive health and safety culture which demonstrates exemplary and inspirational leadership and commitment.
- Establish effective organisational communication, co-operation and control arrangements supported by documented procedures and guidance where appropriate.
- Develop the necessary skills and capability, through the provision of information, training, instruction and supervision, to enable our workforce to comply with all health and safety requirements and to perform their duties safely and;
- Seek employee participation and views on health and safety matters through the health and safety committee members.
- Review this policy at least annually and make a copy available, together with detailed arrangements, at all company premises.



**Rob Wishart**  
Managing Director  
January 2025

## 2.1 Organisation for Health & Safety

## 2.2 Organisation Chart



Business Support			
Design	IT	HR	HSQE
Accounts	Administration/ Document Control	Supply Chain	Buying

## 2.3 General Organisation

- The Company will be responsible for all arrangements regarding health, safety and welfare at the place of work. Health and safety issues must be given equal standing with all other Company responsibilities.
- The Managing Director is responsible for the implementation of the Health and Safety Policy.
- The Managing Director will be responsible for the monitoring of the Company's Health and Safety Policy and other related matters.
- The Health, Safety, Environmental and Quality (HSQE) Director will be responsible for developing health, safety and welfare policies and procedures and reporting company health, safety and environmental performance.
- The Company belongs to The Building Safety Group who will via their Safety Advisors, assist in the monitoring of safety performance.

A Safety Committee consisting of:

- The Managing Director, HSQE Director and staff representatives will meet half-yearly to consider all aspects of the Company performance and up-date procedures as necessary.
- Employees will be advised to report to the Managing Director any health and safety matter upon which they have input/opinion at any time.
- Prior to the Safety Committee meeting the Managing Director will invite views from all employees on related issues. Every employee will have access to the meeting so as to ensure representation on safety issues from every staff level.
- Contractors and sub-contractors will be required to have a good health and safety record, a relevant health and safety policy and to have accepted our safety requirements prior to placing of order.

## 2.4 General Responsibilities

- All Directors, Managers, Site Managers, and Heads of Departments are responsible for the implementation of the Company's Health and Safety Policy.
- The Company requires all employees to set a personal example and to take care of the health and safety of themselves, and to assist in the formulation of policy and a positive health and safety culture.
- Supervisors will promote and encourage a positive health and safety culture and safety awareness in employees and sub-contractors under their control.
- All employees should have knowledge of the legislation of their work they are employed to carry out.
- The Building Safety Group Limited, Health and Safety Advisors have detailed knowledge of current health and safety legislation and will give guidance to the Company and its employees upon changes and developments as and when they occur.

## 2.5 Individual Responsibilities

The following responsibilities are the specific duties of management and are in addition to the responsibilities outlined under General Responsibilities.

## 2.6 Chairman

The Chairman has overall responsibility for ensuring that the Managing Director has the necessary training, skills, experience, resources and support of the board of directors to allow him to effectively carry out his functions.

He will:

- Provide positive leadership on health and safety issues.
- Support the Board of Directors to ensure suitable and sufficient resources are allocated to enable the following to be achieved: -
  - Ensure adequate financial provision resources are available to implement the Company Safety Policy and all statutory requirements.

- Ensure the board of directors has the necessary training, skills and experience to allow them to effectively carry out their duties.

### 2.7 Managing Director

The Managing Director is accountable to the Board for the implementation of the Health and Safety Policy within the Company and on sites. He will:

- Make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures initiated to achieve the objectives stated in the general statement of policy set out in Part 1 of this document.
- Devise consultation procedures at all levels throughout the Company on health, safety & welfare matters.
- Provide positive leadership on health and safety issues.
- Set clear objectives to ensure a positive health and safety culture throughout the organisation.
- Initiate the company's policy for the prevention of injury, ill health, damage and wastage and set targets for reduction of accident rates.
- Administer the policy or appoint a senior member of staff to do so.
- Know the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation appertaining to the activities of the Company and ensure that they are observed on site.
- Ensure that all levels of staff receive adequate and appropriate training.
- Insist sound working practice is regularly observed and that the ability of employees and sub-contractors is taken into account as tasks are allocated.
- Make certain that in tendering, at planning stages and in production processes allowance is made for adequate welfare facilities and equipment to avoid injury, ill health, damage and wastage in accordance with pre-tender health and safety information and project management plans.
- Reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to them.
- Institute proper reporting, investigation and costing of injury, ill health, damage and loss, promote action to preclude recurrence and initiate analysis to discover accident trends.
- Encourage the distribution of pertinent health and safety directives and information bulletins.
- Arrange for funds and facilities to meet requirements of the policy.
- Set a personal example on site by wearing appropriate protective clothing.

### 2.8 Health, Safety, Quality & Environmental Director

The HSQE Director reports directly to the Managing Director. His responsibilities are to:

- Provide positive leadership on health and safety issues throughout the organisation.
- Actively encourage and develop a positive health and safety culture.
- Monitor and report on the organisation's health and safety performance.
- Keep abreast of developments and best practice in health and safety regulatory arena and disseminate this information throughout the business.
- Provide assistance and advice on health and safety matters.
- In conjunction with the directors, develop and implement health and safety policies and procedures.
- Investigate reports of accidents, incidents and near misses to ensure appropriate responses and corrective actions are undertaken.
- Ensure the requirements of ISO45001, ISO14001 & ISO9001 are implemented and maintained.
- Represent T&B (Contractors) Limited through involvement with external health and safety forums, industry groups and regulatory bodies.

### 2.9 Health, Safety & Environmental Advisors

The HS&E Advisors report directly to the HSQE Director.

The HS&E Advisors responsibilities are to:

- Provide positive leadership on health and safety issues throughout the organisation.
- Actively encourage and develop a positive health and safety culture.
- Carry out Health, Safety and Environmental Inspections across all construction sites and report on the findings.
- Keep abreast of developments and best practice in health and safety regulatory arena and disseminate this information throughout the business.
- Provide assistance and advice on health and safety matters.
- Represent T&B (Contractors) Limited through involvement with external health and safety forums, industry groups and regulatory bodies.

### **2.10 Directors**

The Company Directors are accountable to the Managing Director for fulfilling the following responsibilities in the relation to health, safety and the environment in their area of operations. Directors shall:

- Provide positive leadership on health and safety issues.
- Set clear objectives within their area of operation to ensure a positive health and safety culture throughout the organisation.
- Ensure that T&B (Contractors) health and safety management systems are effectively implemented within their sphere of responsibility.
- Actively participate in the review of the health and safety management systems, suggesting corrective and improvement actions where required.
- Know the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation appertaining to the activities of the company and ensure that they are observed within their sphere of responsibility.
- Ensure that all levels of staff receive adequate and appropriate training.
- Insist sound working practice is regularly observed and that the ability of employees and sub-contractors is taken into account as tasks are allocated.
- Reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to them.
- Encourage the distribution of pertinent health and safety directives and information bulletins.
- Set a personal example on site by wearing appropriate protective clothing.

### **2.11 Senior Managers (Head of Retail, Chief Buyer and Managing Estimator)**

The senior managers are responsible for the effective implementation of the health and safety procedures within their areas of operation.

- Understand the Company's policy and to appreciate the responsibilities allocated to each grade of staff and employees.
- Actively promote a positive health and safety culture within their areas of operation.
- Ensure that T&B (Contractors) health and safety management systems are effectively implemented within their sphere of responsibility.
- Identifying health and safety training needs and have necessary training arranged.
- Ensuring new starters are suitably inducted into the company policy and procedures.
- Implementing operational control procedures including risk assessment for the effective planning and control of activities and associated risks.
- Ensuring that method statements for works in their area of operation are provided as necessary.
- Give persons under their control including contractors, clear instructions as to their responsibilities.
- Set a personal example on site visits by wearing appropriate protective clothing.
- Reprimand any member of the Company failing to discharge satisfactorily the responsibilities allocated to them.
- Be involved in accident and incident investigations where necessary.



### **2.12 Managers (Contracts Managers, Managing Surveyors, Senior Contract Surveyors, Surveyors, and Area Co-ordinators)**

Managers are responsible for the effective implementation of the health and safety procedures within their areas of operation.

- Actively promote a positive health and safety culture within their areas of operation.
- Ensure that T&B (Contractors) health and safety management systems are effectively implemented within their sphere of responsibility.
- Identifying health and safety training needs and have necessary training arranged.
- Ensuring new starters are suitably inducted into the company policy and procedures.
- Implementing operational control procedures including risk assessment for the effective planning and control of activities and associated risks.
- Ensuring that method statements for works in their area of operation are provided as necessary.
- Understand the Company's policy and to appreciate the responsibilities allocated to each grade of staff and employees.
- Give persons under their control including contractors, clear instructions as to their responsibilities.
- Set a personal example on site visits by wearing appropriate protective clothing.
- Reprimand any member of the Company failing to discharge satisfactorily the responsibilities allocated to them.

### **2.13 Project Managers, Site Managers and Working Foremen**

Site Managers/Agents and Working Foremen are accountable to the Contracts Managers or Managing Surveyors/Area Co-ordinator for fulfilling the following responsibilities in relation to health and safety:

- Actively promote a positive health and safety culture within their areas of operation.
- Co-operate with the company in all matters relating to health and safety.
- Carry out risk assessments and organise sites so that work is carried out to the required standard with minimum risk to workers, equipment and materials in accordance with the project management plan and method statements in place for works.
- Know the broad requirements of the Health and Safety at Work etc. Act 1974, the CDM Regulations 2015 and all other relevant legislation.
- Check that such persons whether directly employed or employed by subcontractors are certified or sufficiently trained to carry out the task.
- Give all trade foreman and gangers precise instructions on their responsibilities for correct working methods. Explain the project management plan. See that they do not require or permit operatives (particularly apprentices and trainees) to take unnecessary risks.
- Discipline those who fail to consider their own wellbeing and that of their operatives.
- Arrange delivery and safe storage of materials to avoid risks by double handling, position plant effectively, carry out manual handling assessment to avoid any potential for injury.
- Plan and maintain a tidy site and keep good safety records. Maintain the site 'Health and Safety' file, clearly marked, in a prominent place in the site office.
- Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- Check all machinery and plant, including power and hand tools are maintained in good condition. Whether owned, directly hired or the property of subcontractors.
- Check the certification, training, skills, experience and where they are an organisation the organisational capability to carry out the works of any person using machinery whether owned, directly hired or the property / employee of a subcontractor to ensure that the operative is adequately trained in the operation of the machine in the context required.
- Ensure that all hazardous materials are properly marked to enable adequate precautions to be taken, carry out COSHH assessment. Refer all matters concerning the presence of asbestos to the Contract Manager and act further only when satisfied that suitable arrangements have been made.
- Make sure that suitable protective clothing is available where appropriate and that it is used.

- Act as first aiders or appointed persons and ensure that all items of First Aid equipment as required by the Health and Safety (First Aid) Regulations 1981 are available and their location known to employees.
- Produce an emergency procedure for the site and ensure that all site personnel are aware of the procedure.
- See that proper care is taken of casualties and gain knowledge of where to obtain medical help and ambulance service in the event of a serious injury (nominate others to act in an emergency).
- Accompany any regulatory inspector, HS&E Advisor and Building Safety Group Limited Safety Advisor on site visits and act on any recommendations given.
- Report all accidents including “near misses” as per reporting procedure.
- Release supervisors and operatives where necessary for on-or-off site health and safety training.
- Liaise with the Fire Authority on fire prevention; produce a ‘Fire Action Plan’ specific to the site.
- Hold site meetings at regular intervals to discuss and implement safety procedures and further consider improvements in safe working arrangements.
- Set a personal example on site by wearing appropriate protective clothing.
- Ensure that all new starters or visitors to site receive a site safety induction.

### 2.14 Operatives/Trades-Persons

All operatives are accountable to their supervisor for fulfilling the following responsibilities in relation to health and safety.

- Actively participate in the development of a positive health and safety culture within their areas of operation.
- Co-operate with the company in all matters relating to health and safety
- Carry out your work as instructed and do not take chances that could prove dangerous. Make yourself aware of the construction phase plan, risk assessments and method statements for the project and make any observations you have known to the Site Manager.
- Report any known hazard, defect or unsafe conditions to your supervisor so that immediate corrective action can be taken.
- Only use machinery, tools and equipment that you are trained and authorised to use. Always ensure the necessary guards are fitted, controls are functioning properly and that they are correct for the job.
- Co-operate to keep the work place clean and tidy, do not leave tools or rubbish on the floor or where they can fall on people below.
- Have all injuries, however slight, properly attended to and recorded in the accident book and report all accidents, dangerous occurrences and near misses to your supervisor immediately; it could prevent further accidents occurring.
- Wear or use any necessary protective clothing or safety equipment such as helmets, eye protection, hearing defenders, masks, harnesses etc. Do not abuse the equipment provided and report defective equipment immediately to your supervisor, so that it can be replaced.
- Refrain from horseplay and do not distract others while they are working, it may cause an accident.
- Take care of your personal hygiene making sure you wash thoroughly after any work period, especially before meal breaks.
- Wear sensible clothing for work and ensure your footwear provides adequate protection for working on a construction site.
- Develop a personal concern for the safety and health for yourself and others particularly newcomers and young people and warn all newcomers to site about, known hazards.
- Suggest ways of eliminating hazards to your supervisor.

### 2.15 Office Staff

- Actively participate in the development of a positive health and safety culture within their areas of operation.
- Co-operate with the company in all matters relating to health and safety.

- Report any known hazard, defect or unsafe conditions to your supervisor so that immediate corrective action can be taken.
- Only use machinery, tools and equipment that you are trained and authorised to use. Always ensure the necessary guards are fitted, controls are functioning properly and that they are correct for the job.
- Co-operate to keep the work place clean and tidy, do not leave items or rubbish on the floor or obstructing any walkway.
- Have all injuries, however slight, properly attended to and recorded in the accident book.
- Report all accidents, dangerous occurrences and near misses to your supervisor immediately; it could prevent further accidents occurring.
- Wear or use any necessary protective clothing or safety equipment such as sack trucks, eye protection etc. Do not abuse the equipment provided and report defective equipment immediately to your supervisor, so that it can be replaced.
- Refrain from horseplay and do not distract others while they are working, it may cause an accident.
- Take care of your personal hygiene making sure you wash thoroughly after any work period, especially before meal breaks.
- Take pride in your appearance, wear sensible clothing for work and ensure your footwear provides adequate protection if working on a construction site.
- Develop a personal concern for the safety and health for yourself and others particularly newcomers and young people.
- Warn all newcomers to the office about, known hazards.
- Suggest ways of eliminating hazards to your supervisor.

### 2.16 Contractors

- All contractors will be selected from T&B (Contractors) Limited's 'Approved List of Contractors'. A place on the approved list will only be granted to contractors who demonstrate an ability to carry out works in accordance with good health and safety practice and current legislation. Regular site audits will be carried out which will affect the contractors right to a place on the list, equal to other issues.
- All contractors will be selected in accordance with the Policy for Health and Safety and will be expected to comply with the Policy as it affects their work. Contractors must ensure their own company policy is made available on request.
- All work must be carried out in accordance with the relevant statutory provisions, taking into special account the safety of others and the general public. Contractor's staff must comply with the directions of the Site Manager in regard to safety issues.
- Contractors will provide timely, project specific method statements, risk assessments, COSHH Assessments, evidence of training and/or other essential information at the request of T&B (Contractors) Limited site personnel pre, inter and post contract as may be reasonably expected to allow proper planning and safe execution of the works.
- Scaffolding used must be inspected by a person with the training, skills, experience and where they are an organisation, the organisational capability to carry out the works to ensure it is erected, inspected and maintained in accordance with Regulations and codes of practice.
- All plant and equipment brought on to site by contractors must be supplied with any necessary certificates available for checking. It will be in good condition and properly maintained.
- Any operative using plant and equipment will be required to satisfy the Site Manager via certificate or training record of his / her training, skills and experience on the particular item prior to work commencing.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to current British or EC standards for industrial use and in good condition.
- Any injury sustained or damage caused by contractor's employees must be reported immediately to the Site Manager or contracts manager.
- Contractors must comply with any safety instructions issued by representatives of the Principal Contractor.
- T&B (Contractors) Limited's external Health and Safety Advisor, Building Safety Group may, if requested inspect sites and report on health and safety matters noted during these inspections. Contractors

informed of any hazards will be expected to take immediate action to rectify them. Contractors will provide the name of the person they have appointed as their safety supervisor.

- Suitable welfare facilities and first aid equipment in accordance with the regulations must be provided by the contractors for their employees unless arrangements have been made for the contractor's employees to have access to facilities provided by the Principal Contractor, in which case written confirmation will be issued by a representative of the Principal Contractor detailing facilities provided.
- Any material or substance brought on site which has health fire or explosion risks must be used and stored in strict accordance with current regulations and codes of practice and that information, verbal or written, must be provided to any person who may be affected on site.
- Contractors are particularly requested to note that work places must be kept tidy and all debris, waste materials etc. must be cleared regularly as work proceeds.
- It is the policy of T&B (Contractors) Limited that all its staff and contractors and visitors on construction sites will wear safety helmets, safety shoes, high visibility jackets and personal protection at all times other than in areas specifically designated as "no risk" areas by site management.
- A detailed, project specific risk assessment and method statement will be required from all contractors when carrying high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, high voltage work, etc. The method statement must be agreed with the Health and Safety Advisor before work begins and copies made available on site so that compliance with the agreed method statement can be maintained. Permits to work will be issued for works with a significantly high degree of risk before work commences.
- Contractors will be expected to provide information regarding products and processes as will be necessary for proper completion of the Health and Safety File and to co- operate with Site Management regarding the speedy completion of the file at practical completion.
- Management and supervisory staff of contractors must at all times set a personal example in health and safety awareness whilst carrying out their duties and responsibilities.

### COMPANY SAFETY POLICY

#### 3.1 Arrangements

#### 3.2 General

- Health and safety legislation and relevant approved codes of practice are held by the Health, Safety, Quality and Environmental Director.
- This policy should be read in conjunction with T&B's Health, Safety and Environmental (SHE) Standards.
- Persons named or charged with duties under this policy must ensure operations are carried out in accordance with established safe working practices; they should consult reference material including the SHE Standards or seek advice.
- Sources of additional information include The Managing Director, The Health, Safety, Quality and Environmental Director, The Health, Safety and Environmental Advisor, The Building Safety Group Limited, manufacturers, suppliers, trade organisations and the Health and Safety Executive.

### 3.3 Employment

- The Company fully complies with The Working Time Regulations.
- The Company representative engaging a person for employment or having an existing employee under his/her immediate supervision must ensure after making reasonable enquires that: -
  - They do not suffer any illness or disability, and are not undergoing treatment or medication, which would constitute a hazard to them or others when carrying out their work. Note: registered drug addicts or registered alcoholics are required to make the facts and circumstances known to their immediate supervisor who will inform the relevant Director. Any employee or contractor found in possession of any substance or found using any substance or imbibing of alcohol that would or will render him unfit for work, will be dismissed immediately from the site in the first instance and subsequent may be dismissed from the Company after a formal disciplinary hearing.
  - They have the necessary training, skills and experience to carry out the work for which they were engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.
  - Every employee is issued with a copy of, and is fully conversant with the Company Health & Safety Policy and agrees to co-operate in implementing the Policy, and they understand the importance which the Company places on achieving the objectives of the Policy. Employees are advised that breaches of this Policy or health and safety legislation may (subject to normal disciplinary procedures which are set out in the employee's terms and conditions of employment) give rise to termination of employment, a copy of the company formal disciplinary procedures is available at the head office and will be issued to all employees on appointment.
  - They are made aware of the hazards to which they may be exposed during the course of their employment and the preventive and protective measures taken to control such risks. They must be informed of the emergency procedures and evacuation plan, the first aid and welfare arrangement at their place or work.
  - Employees understand it is a condition of employment by T&B (Contractors) Limited that they inform their immediate supervisor (or in case of matters which they wish to treat as confidential, Mr R. Borrás) of any illness, disability, medication or other condition to which they are subject which may constitute a hazard to themselves or others in the course of their work.

### 3.4 The Health and Safety of Young Persons & Children

- Young persons under the age of 18 years of age will only be employed where circumstances allow for adequate supervision, and only after an assessment has been made, in accordance with The Management of Health & Safety at Work Regulations 1999, of the risks involved in the type of work for which they are employed. Where plant machinery or work equipment is to be used the young person will be trained by a person with the necessary training, skills and experience and under constant supervision. All employment of young persons will be at the discretion of the Managing Director.
- In addition, T&B will not employ any children under the minimum school leaving age on a construction site except when on a local authority or independent school approved work experience scheme (the oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months in year 11 before they leave school on the last Friday in June). Children under 13 years of age are generally prohibited from any form of employment.

### 3.5 The Equality Act 2010

- A suitable and sufficient assessment will be made prior to the employment or placement of persons falling into the scope of the Act of the facilities and access arrangements. Very careful consideration will be given to ensure the health safety & welfare of such persons especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises.
- In line with T&B (Contractors) Equality and Diversity Policy the company is an equal opportunities employer; persons are employed on the basis of merit and skill.

### 3.6 Smoke Free (Health Act 2006)

- In line with the Company's no smoking policy the business premises and vehicles are no smoking areas. Smoking is therefore prohibited in areas except those specifically designated as smoking shelters. All Company Premises will display clear no-smoking signs at entrances and other appropriate locations.

### 3.7 Information

- The efficient gathering, evaluation and publication of information on safe working practices (approved codes of practice) occupational health, control of pollution and environmental protection is a basic requirement for the safe operation of the Company.
- Information and suggestions concerning any aspect of the Company's safety performance gathered by personal observation, reports from outside bodies, manufacturers, publication etc. coming to the possession of any employee should be communicated to the Company Safety Committee via the Managing Director for evaluation, publication and where appropriate, inclusion in the Company reference collection or Safety Policy.
- Reports of such information should be passed through normal Company routes of communication. Urgent, personal or confidential matters should be communicated to the Chairman direct.
- Meetings of the Company Safety Committee, which meets twice a year, will be used as a forum at which all information, developments, requirements and suggestions should be reported, discussed and actioned. Safety performance must be monitored, objectives set and progress assessed.

### 3.8 Risk Assessments

- The Company will undertake written assessments in accordance with Management of Health and Safety at Work Regulations 1999 and HSE Guidance "Five Steps to Risk Assessment" to reduce the risk to employees and others who may be affected by their work activities.
- Factors to be taken into account will vary from job to job, however the Company will take into account the following:
  - Avoidance of risk completely by substituting an alternative material of materials.
  - Combating risks at source.
  - Adapting work to the individual in the choice of work equipment and methods.
  - Taking into account technology advances.
  - Giving priority to measures which protect the whole workforce and endeavouring to enforce such measures.
  - Identifying employee needs such as information, instructions, training and supervision.
- Prior to commencing on site, in addition to the Construction Phase Plan, risk assessments are to be formulated for the project by the Contracts Manager.
- These will be assessed from the original design drawings, specification and pre-tender health and safety information.
- It is important that risks are thoroughly assessed and any hazards identified are addressed within the Project Construction Phase Plan. Guidance on risk assessment is given in the HSE booklets and approved codes of practice. The hazards identified may result from the following: -
  - Designers risk assessments and information which will be detailed in pre-tender Health & Safety information.

- Standard or repetitive operations addressed within the company safety policy.
- Risks identified by the company that relate to the specified contract.
- Risks identified by sub-contractors or suppliers.
- Throughout the contract period, the Site Manager will carry out risk assessments to cover all significant operations. He/she will also assess risk assessments and method statements provided by Sub-contractors.

### 3.9 Safety Committee

- The Company has an active Health & Safety Committee in which all health & safety issues can be discussed.
- The Health & Safety Committee shall include representatives drawn from various levels and occupations within the Company. Members of the Committee shall be regularly rotated.
- All employees shall be given the opportunity to contribute to the Committee via their representative or line management.
- All employees' comments relating to health & safety are welcomed by the Company and can be made directly to the Site Manager, the Health & Safety Advisors, the Managing Director or the Health, Safety, Environment and Quality Director.

### 3.10 Environment

- The Company will conduct its operations in line with its BS EN ISO14001 Environmental Management System to ensure: -
  - The environment is considered as a priority in all areas of the business.
  - Noise is reduced to a minimum.
  - The production of dust, smoke and fumes are kept to a minimum and controlled.
  - No unauthorised discharges are made into any coastal waters, rivers, streams or public sewers.
- Resource efficient construction makes best use of materials, water and energy over the lifecycle of built assets to minimise embodied and operational carbon. We recognise the importance of a resource efficient approach and commit to addressing the following key resource efficiency components on our projects and in the operation of our business:
  - Reducing material consumption and waste
  - Re-use and recycled content
  - Durability & life span
  - Scarcity & security
  - Products with low embodied carbon and embodied water
  - Reducing energy and water use in construction
  - Operational energy and water use

### 3.11 Occupational Stress

- The Company recognises that excessive pressure can have a negative effect on health & safety and performance at work. The Company is committed to promoting good health at work and is therefore concerned to recognise any negative effects that stress may have on employees and to have in place a mechanism of support for employees suffering from the negative effects of stress.
- Where it is suspected that an employee is suffering from excessive stress, the Company will provide the appropriate support to enable the employee to return to full health as soon as possible.

### 3.12 Health Safety and Environmental Advisors

- The Company employs a Health, Safety and Environmental Advisors (BSG) to carry out internal inspections independent of the project team.
- Sites will be notified to the Health, Safety and Environmental Advisors via the Company Contract Detail Sheets (CDS).

- In addition, the Company is a member of The Building Safety Group Limited which provides services including: -
  - Advice on existing, new and proposed legislation.
  - Planned and random site safety visits.
  - Training.
  - Hazard identification and risk assessment training.
  - General safety advice and research.
  - Accident investigation.
  - Noise surveys.
  - Dust surveys.
  - Environmental monitoring.
- Copies of reports will be received from The Building Safety Group Limited by the Managing Director and forwarded to the Contracts Manager who will monitor Company reaction.
- Contract Managers and Site Managers should make use of the services of The Building Safety Group Limited, to assist in the discharge of their responsibilities under the Company Safety Policy.

### **3.13 Mobile Phones**

- No mobile phones should be used whilst driving. If the phone rings whilst you are driving, wait until it is safe to pull over to the roadside and answer.

### **3.14 Company Drivers Handbook**

- The Company has a Drivers Handbook which can be obtained from the Head Office. All Company vehicle users will adhere to the Drivers Handbook at all times.

### **3.15 Accident Reporting**

- Persons responsible for the reporting of accidents and dangerous occurrences should immediately notify the HSQE Director and their line manager.
- Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence on or attributable to any site, premises or operation for which T&B (Contractors) Limited are responsible must report the facts to the person(s) in charge without delay.
- The person(s) in charge of the site will in cases of death, serious injury and dangerous occurrences as specified in the regulations, make a report by the quickest available means to the Managing Director and the HSQE Director.
- Illness, injuries or damage will be reported to The HSQE Director who will cause the necessary record to be made.
- An accident book will be kept at all sites and at the company office for the use of persons wishing to notify T&B (Contractors) Limited of injuries that have occurred on T&B (Contractors) Limited sites or premises.
- All entries in the register will be brought to the attention of the Managing Director and the HSQE Director who will institute any investigation or other action as required.

### **3.16 Health and Welfare**

- The Company will where appropriate, make such arrangements as are necessary to fully comply with The Construction (Design & Management) Regulations 2015; the Company will notify other contractors that such facilities are to be provided.



### 3.17 First Aid

- Persons in charge of sites and premises must ensure the requisite number of first aiders or appointed persons are available at places of work, first aid equipment (and the contents of first aid boxes are checked weekly) is of a standard recommended by the Approved Code of Practice No. L74 and equipment kept in their personal charge or that of an appointed person. They will take charge in the event of illness or injury and appoint a person to act in the event of their absence.
- Where conditions, materials, processes or equipment cause special hazards appropriate additional arrangements must be made.
- Persons working away from sites or premises will be issued with travelling first aid kits by their respective Contracts Manager.
- Site Managers/Working Foremen will be nominated as the First Aid Appointed Person on their respective sites and all details displayed in the Site Office.
- The First Aid Appointed Persons for the Head Office will be prominently displayed at Riverside House.

### 3.18 Prevention of Trespass

- All sites will have adequate security arrangements in place.
- Steps will be taken to prevent unauthorised access to sites. As a general policy (subject to assessment) all sites will be enclosed by a 2-meter fence constructed from difficult to climb material and closed by gates of similar height which can be secured when the site is unattended.
- In addition, vehicles and plant must be immobilised, stores of material stabilised, electricity and gas isolated and secured and access to elevated areas restricted. Excavations must be fenced or covered at all times if there is foreseeable risk of persons falling into them.
- All sites will restrict entry of unauthorised personnel and vehicles onto the project or work site.

### 3.19 Working Places

- All working places shall be safe so far as reasonably practicable.
- All employees are responsible for ensuring that the area they work in is kept tidy and free from unnecessary clutter.
- Floor areas and corridors should be kept free from obstruction at all times.
- Waste must not be left to accumulate and should be disposed of using the facilities provided.
- Should an employee identify a health and safety hazard e.g. damaged equipment, then they should report it immediately to their line manager who will ensure that the issue is resolved through the appropriate channels.

### 3.20 Fragile Roofs and Other Areas of Danger

- All work on or near fragile material must be carried out in accordance with the Work at Height Regulations 2005.
- Work must not be undertaken until the necessary risk assessment has been completed and authority (permit to work) given in writing by the Contracts Manager or Site Manager
- All works to roofs e.g. fitting edge protection will be accompanied by a specific safe working method statement.
- Before carrying out roof work you should ensure that:
- Warning notices are displayed on fragile roofs.
- No access is made to a fragile roof without safeguards for employees and any persons below.

- Fall protection is provided below, e.g. safety netting, scaffolding crash deck. Where this is not possible, fall arrest harnessing must be provided.
- Crawling ladders or boards are provided in the absence of a safe handhold or foothold on a pitched, slippery or fragile roof.
- Fragile roofing or roof lights adjacent to roof valleys, parapets or work areas are covered or fenced off with guardrails to prevent persons or goods falling through.
- Edge protection is provided to prevent falls of persons or goods, of sufficient strength to stop a person rolling down the roof.
- Nothing can be thrown from the roof.
- A detailed method statement is in place and understood by all employees.

### 3.21 Means of Access/Working at Height

- All access equipment will conform to The Work at Height Regulations 2005 and current British and European Standard Codes of Practice including:
- All work at height is properly planned and organised taking account of the avoid/prevent/mitigate hierarchy;
  - All work at height takes account of weather conditions that could endanger health and safety;
  - Those involved in work at height will have the necessary training, skills, experience, where they are an organisation the organisational capability to carry out the works;
  - The place where work at height is done is safe;
  - Equipment for work at height is appropriately inspected;
  - The risks from fragile surfaces are properly controlled; and
  - The risks from falling objects are properly controlled.
  - Improvised means of access will not be used.

### 3.22 Scaffolds

- Orders placed for scaffolds must require compliance with The Work at Height Regulations and must specify the intended use and anticipated loads.
- Before adopting and using scaffolds, a hand over certificate must be obtained from the erector and visually inspected by the person in charge of the site. The designer or a qualified engineer must approve scaffolds constructed to a design in writing.
- Scaffolds will be inspected before being taken into use and every 7 days thereafter, after adaptation or any event that may affect the stability of the scaffold. All inspections must be recorded in an approved format and immediate action taken to remedy faults.
- Warning notices will be posted on all incomplete or otherwise unserviceable scaffolds.
- Only scaffolders with the necessary training, skills, experience and where they are an organisation the organisational capability to carry out the works will be permitted to erect/dismantle or alter scaffolding, and be specifically authorised by the person in charge of the site.
- The designer or engineer must approve additions and alterations to design structures in writing.
- Persons working on cradles or suspended access platforms must be fully trained in their safe use, they will be provided with and use fall arrest equipment (e.g. full sit in harness) as required by The Lifting Operations and Lifting Equipment Regulations 1998.
- Where work is carried out at a height and fall prevention systems are not practical, fall arrest harnessing should be worn in accordance.
- Detailed site-specific method statement and risk assessments should be provided for all scaffolding works before they commence.

### 3.23 Scaffold Towers

- Scaffold towers will be erected by qualified persons and used in accordance with the manufacturer instructions. If fabricated from tube and fittings they must comply with the relevant British/European Standard Code of Practice and the Work at Height Regulations 2005.
- Mobile towers must never be moved when any person is aboard.

- Before using Tower Scaffolding you should ensure that:
  - The maximum height to base ratio is to be in accordance with manufacturer's instructions;
  - Towers are erected by persons with the necessary training, skills, experience and where they are an organisation the organisational capability to carry out the works;
  - Towers are fastened to a structure when necessary;
  - Any ladders are fastened inside the tower on the narrowest side;
  - Edge protection is provided on the platform, e.g., guard rails and toe boards;
  - No ladders are used off tower scaffolding platforms;
  - Towers are used only on good ground.

### **3.24 Ladders, Steps, Trestles etc**

- Before using Ladders, you should ensure that all other methods of accessing the work at height have been considered.
- Except for very short duration work, ladders should be used for access only and not as working platforms. All work at height should be carried out from a suitable working platform where reasonably practicable to do so.
- Ladders will not be taken into use until the person in charge of the site or other qualified person has inspected them and is satisfied, they are serviceable. All ladders will be secured or footed to prevent movement and be used for access only.
- All ladders used on sites will be class 1 Industrial Grade. No class 3 domestic ladders will be permitted on site.
- Bandstand scaffolding will not be permitted on site unless it can meet the edge protection requirements of the Work at Height Regulations 2005 to include the fitting of full edge protection.
- "Milk Crate" Hop-ups will not be permitted on site, and should be removed by T&B (Contractors) Limited personnel.

### **3.25 Defective Items**

- No defective item of access equipment will be kept on any operational site. Defective items should be labelled and returned to the supplier without delay.

### **3.26 Abrasive Wheels**

- Persons in charge of sites will ensure operatives the necessary training, skills, experience and where they are an organisation, the organisational capability to operate abrasive wheels. Operatives will be instructed in the safe use of abrasive wheels and will be issued with and wear eye protection to the appropriate current BS EN /CE or UKCA mark and will ensure areas where machines are to be used are kept clear and free from obstruction.
- All electrical abrasive wheels will be 110v only and will hold a relevant PAT Certificate.

### **3.27 Lifting Equipment, Lifting Operations and Loads**

- Before taking lifting appliances etc. into use on sites the person in charge of the site must be satisfied that the appropriate test, thorough examination or stability certificate has been issued and is available on site from the commencement of lifting operations. The person carrying out the required tests and examinations must be able to provide proof of their qualifications.
- Subsequent periodic examinations etc. must be carried out as required by the regulations, an examination scheme will be developed for the company which will include provisions for the statutory reporting of defective equipment, and specified records will be kept.
- Safe working loads must be prominently marked on the machines and must never be exceeded during use.
- Only trained persons over the age of 18 may be appointed to operate equipment. Preference will be given to holders of the Construction Industry Training Boards or similar plant operators certificates.
- All Crane lifting operations must be under the control of a lifting plan, formulated by a qualified "Appointed Person". All site operations should be controlled by a qualified supervisor.

- All crane lifting operations should be accompanied by a detailed, site-specific method statement, risk assessment and lifting plan.

### 3.28 Excavations

- A risk assessment will be made before any excavation work is started. The site must be surveyed using electronic detection apparatus to locate buried services. Reliance must not be placed on public utility maps and plans. Steps must be taken to ensure all underground services are located and made safe.
- Sufficient materials for the adequate support and guarding of excavations must be on site before work is commenced.
- Safe means of access and egress must be provided for all persons working in excavations at all times.
- The danger of the accumulation of toxic fumes and suffocating gases in excavations even when open to the atmosphere should be appreciated. Steps must be taken to establish there is no danger before workers are allowed to enter or remain in an excavation.
- The operation of vehicles or heavy work equipment near excavations can cause collapse and must be prevented.
- All excavations must be inspected before each day's work (by the person in charge of the site, or qualified person appointed by him/her) or more frequently if conditions demand. Records will be kept of all such inspections.

### 3.29 Work Equipment and Vehicles

- All work equipment used in connection with the operations of the Company whether owned, leased, hired, supplied by contractors, employees or otherwise provided for work must comply with the regulations.
- Persons charged with duties in Part 2 of this policy in respect of provision, use and maintenance of work equipment and provision of training will follow the guidance to the regulations published by the Health and Safety Executive.
- All hired, leased, new and newly acquired second hand equipment provided for use must comply with all the regulations, be inspected at regular intervals and the results recorded.
- Operators of machinery will be appointed by the person in charge of the site who will ensure they are fully instructed in the safest operation of the equipment and qualified in its use. Preference will be given to persons who have attended an approved course or hold an appropriate Construction Industry Training Board Operators certificate.
- Vehicles or machines, which are in any way unsafe, must not be used until the faults are rectified.
- Persons in charge of sites must ensure safe access for vehicles and take steps to prevent vehicles entering unsafe areas. They will so far as possible, prevent company vehicles leaving site in an over loaded or dangerous condition. They must be vigilant and prevent vehicles or machinery, which do not conform to the standards of safety demanded by T&B (Contractors) Limited being used in areas for which they are responsible.

### 3.30 Manual Handling

- Application of the regulations and adherence to the guidance published by the Health and Safety Executive will form an important element in the drive to reduce injury in the company operations including:
  - Providing manual handling training
  - Reducing the need to manually handle loads by using mechanical lifting equipment, avoiding double handling etc.
  - Reducing the size/weight of the load
  - Providing a suitable working environment (walkways, lighting etc.).
- Manual Handling assessments will be made and remedial measures taken at the planning stage. When tasks which pose risk of injury through manual handling are undertaken, the person immediately in

charge of the operation will be responsible for carrying out an assessment and taking action if such action where required.

- The manual handling assessment shall consider LITE:
  - Load to be lifted (e.g., is it heavy, awkward, hot, have sharp edges)
  - Individual (e.g., disability, fitness, sex)
  - Task (e.g., distance of lift, height of lift, how many lifts)
  - Environment (e.g., changes in level, lighting, condition of floor, weather)

### 3.31 Emergency Procedures

- The person in charge of a site or premises in consultation with The Contracts Manager or other appointed person will make arrangements appropriate to the local circumstances to deal with emergency situations (fire, explosion, spillage and contamination).
- They will: -
  - Keep a record of persons on the site or premises.
  - Carry out a survey, assess risks, devise and publish a plan.
  - Obtain the equipment deemed necessary to deal with foreseen emergencies (fire- fighting equipment, emergency lighting, means of escape, containment etc.)
  - Ensure sufficient emergency exits and escape routes are provided, kept clear, lighted and properly marked.
  - Designate an assembly area in the event of evacuation, appoint a person and nominate a deputy to account for persons known to be on site.
  - Appoint a person and nominate a deputy to summon assistance and where appropriate sound the alarm.
  - Appoint a person to take charge in his/her absence.
  - Ensure all persons affected are aware of the arrangements made, instructed in the use of equipment provided and procedures established and carry out drills and rehearsals.
  - Complete the emergency information card, which will be posted adjacent to the site telephone or near the first aid equipment.

### 3.32 The Confined Spaces Regulations 1997

- Prior to entering into any confined space, a suitable and sufficient assessment shall be produced in writing. The assessment must include information about the quality of the air inside and immediately outside the confined space. The type of work to be undertaken, the duration of the work, how many persons are to enter, what equipment is to be used inside and immediately outside the confined space and must give precise information about emergency and evacuation procedures, what rescue and resuscitation equipment will be available and must give the names of the persons who are trained to carry out such rescues and use the resuscitation equipment.
- The term 'confined space' has a wide application throughout industry. Some situations are fairly obviously confined spaces - e.g. reaction vessels, closed tanks, large ducts sewers, and enclosed drains, but others which are less obvious can be equally dangerous - e.g. open topped tanks and vats (particularly where heavier than air gases or vapours may be present), closed and unventilated rooms, and medium-sized and large furnaces and ovens, in which dangerous accumulation of gases can build up because of the restricted air circulation even though the door is left open.

If an area is suspected as having the potential to be a confined space, you should ensure that:

- Work stops immediately.
- The Site Manager is notified immediately.
- A risk assessment is carried out on the confined space.
- All air testing is carried out by a trained, qualified confined space supervisor.
- The confined space is entered by fully trained and qualified persons only.
- A method statement is formulated for all works within the confined space.
- All work is carried out under the direct supervision of a trained confined space supervisor at all times.

### 3.33 Hazardous Substances and Contingencies

- It is the responsibility of the Contracts Manager to make full rigorous enquiries at the earliest stages, when introducing new products and throughout every operation to identify substances falling within the scope of The Control of Substances Hazardous to Health Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Lead at Work Regulations 2002 and the Control of Artificial Optical Radiation at Work Regulations 2010.
- Where substances are identified, the Contracts Manager shall initiate and review site specific and generic risk and COSHH assessments, maintain and update the company control of substances hazardous to health system and comply with the legislation controlling work with asbestos, lead, non-ionising and ionising radiation and radioactive substances etc.
- Asbestos surveys are obtained for all refurbishment and demolition works. If asbestos is identified during the work process all work in the immediate area must cease, the area must be secured to prevent accidental access. Work must not re-commence until the necessary tests have been carried out and controls have been put in place to prevent employees and others being exposed to risks.
- Site Managers and other persons charged with duties in respect of other Company areas and operations must also operate the company control of substances hazardous to health system. They will familiarise themselves with approved codes of practice and guidance and whenever necessary consult the HSQE Director and Health & Safety Advisors, who will determine further action or whether advice or assistance should be sought.
- All employees must be alert to the potential dangers of unidentified materials, pipelines and cables which may be unexpectedly encountered in the course of operations.
- In such events the persons in charge of the site must be immediately informed and he/she will be responsible for taking action to protect all that may be affected and to make contact with the Contracts Manager to determine further action.
- Examples of hazards that may be encountered are asbestos, chemical waste, lead, contaminated land, explosives, and fuels, munitions and unmapped mains services.

### 3.34 Personal Protective Equipment

- Suitable personal protective equipment PPE will be provided, maintained and inspected for all persons who may be exposed to risk to their health or safety except where, and to the extent that the risk has adequately been controlled by other means. It is the responsibility of the person in charge of the workplace or site to ensure that adequate safe clean storage is provided for all PPE.
- The Regulations and guidance published by the HSE, manufacturers and the industry associations will be followed by persons charged with duties by Part 2 of this Policy in the selection, purchasing, issue, use, storage, maintenance, provision of information or training, or who are in any way conducting Company operations where PPE is involved. Where necessary Company guidance will be provided by the Managing Director to ensure safe use.
- Exposure to adverse weather, radiation, noise, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to PPE.

### 3.35 Head Protection

- It is the policy of this Company that head protection must be worn by all persons (unless exempt by statute) wherever there is foreseeable risk of head injury.
- Persons in charge of work sites will make rules for the use of head protection. They will ensure warning signs and notices are displayed where necessary to inform all persons who may be at risk.
- Persons in charge of work sites will ensure an adequate supply of clean serviceable safety helmets is available for all persons who may be working on or visiting the site.

### 3.36 Noise

- Persons in charge of sites or work places are responsible for ensuring compliance with The Control of Noise at Work Regulations 2005.
- They will apply the standards and methods set out in the current Health and Safety Executive guidance to the regulations.
- Noise exposure will be reduced to the lowest level reasonably practicable. If there is reason to believe the 80dB(A) action level has been reached a noise survey will be carried out, the results assessed and where practicable action taken to reduce impact on the environment or others that may be affected.
- A guidance table on the requirements of the Control of Noise at Work Regulations 2005 is outlined below;

Provision	Noise Regulation 2005
<b>Reduce risk</b>	Eliminate at source or reduce to a minimum (apply principles of prevention)
<b>Assess exposure where workers are...</b>	Exposed to risk, or likely to be
<b>Assessment period</b>	8 hours or one week
<b>training to workers and reps</b>	
<b>Workers' right to hearing checks / audiometric testing</b>	1) 85 dB(A) by or under the responsibility of a doctor. 2) 80 dB(A) where risk indicated
<b>Health surveillance</b>	Ensure appropriate health surveillance where risk indicated
<b>Make suitable and efficient hearing protection available</b>	80 dB(A)
<b>Ensure suitable and efficient hearing protection is worn</b>	85 dB(A), protection selected to eliminate risk or reduce to a minimum
<b>Exposure limit</b>	87 dB(A) at the ear
<b>Programme of control measures</b>	85 dB(A)
<b>Provide hearing protection zones</b>	85 dB(A) where technically feasible and the risk of exposure justifies it
<b>Workers and their representatives to receive information</b>	Must comply with earlier Directive as a minimum
<b>Provide information and</b>	80 dB(A)

### 3.37 Training

- The Office Manager will arrange all training for staff and ensure that company inductions are carried out.
- Employees exposed to new or increased risks will be trained / retrained as necessary.
- Contractors/sub-contractors will be required to provide evidence of the necessary training, skills, experience and where they are an organisation their organisational capability.
- Site managers/managers/general foremen should satisfy themselves that employees under their supervision have the necessary training, skills and experience to carry out their duties allocated to them.
- The HSQE Director will annually assess all safety training needs and instigate a programme for action.

- The Office Manager will keep a record of training in respect to those under their control.
- Training requirements and suggestions should be brought to the attention of the HSQE Director through normal company routes of communication and will be discussed at the next meeting of the Company Safety Committee.

### **3.38 Induction Training**

- Site Induction training will be carried out by the Site Manager in the first instance, further training and information will be given when the new, transferred employee or Contractor arrives on site. Hazard identification, danger areas, preventive and protective measures, evacuation procedures emergency plan site safety rules, first aid provision etc. are subjects to be covered.

### **3.39 The Electricity at Work Regulations**

#### **General**

- Only persons with the necessary training, skills, experience and where they are an organisation the organisational capability will work on electrical installations and equipment.
- Installations, electrical plant, portable tools and other electrical equipment must be constructed or manufactured to British or other appropriate standards. A completion certificate must be obtained from the installer in respect of every system before it is taken into use.
- Installers specifications, drawing, manufacturers or other authoritative instructions for the safe use, maintenance and testing of electrical installations, plant, portable tools and other equipment must be obtained before it is taken into service, and kept for reference as long as the item remains in service.
- Installations, plant, and equipment will be inspected, maintained and tested as recommended by the installer, manufacturer or other authority, tools falling into the scope of portable for onsite use will be inspected for integrity upon arrival on site and daily by the user before being used.
- A qualified person will inspect existing installations, plant, tools and equipment. Thereafter maintained as recommended on the certificate of inspection or specified maintenance schedules.

### **3.40 Maintenance**

- Completion certificates, inspection certificates, records of maintenance and testing will be kept in the inspection register at the Head Office.
- A maintenance diary will be kept to ensure future service requirements are satisfied.
- Hired or otherwise obtained equipment must be included in this system.
- Persons in charge of premises or sites over which the Company exercises control will ensure that electrical equipment brought on to such places by contractors or other persons are safe and maintained to the required Company standard.

### **3.41 Work on or Near Equipment made Dead**

- When work is to be carried out on or near electrical equipment (such as redundant installations in premises) which have been made dead in order to prevent danger, a certificate will be obtained from the person carrying out the work detailing what work has been done and any precautions necessary.
- The Site Manager in charge of the contract will issue a Permit to Work to the person carrying out the work.
- Precautions and instructions detailed in the permits to work must be strictly adhered to.

### **3.42 Work on or Near Live Conductors**

- Live working is never totally safe and shall only be sanctioned when it has been confirmed that it is not reasonable to work dead. Where live working has been authorised, this shall be controlled using a live works permit accompanied by a safe system of work/method statement detailing the controls to be adhered to.



- When work is necessary on or near live conductors the Contract Manager will inform the HSQE Director, detailing the reasons making such work necessary and the precautions to be taken to ensure safety.

### 3.43 Maintenance

- Each installation and individual item of plant or equipment will be identified and marked.
- Each item (as above) will be allocated a log sheet which will be filed at the Head Office and kept for the life of the equipment.
- The identification number of each item of equipment will be kept in the maintenance register. The date of the next test will be entered into the register. On that date the item will be inspected tested and re-certificated, where necessary remedial works will be carried out or the equipment will be taken out of use.
- It is the responsibility of the appointed person to ensure the scheduled maintenance is performed at the required time and recorded.

### 3.44 Display Screen Equipment

- Workstation assessments will be carried out for significant display screen equipment users. When carrying out a workplace / DSE assessment consideration is given to the overall working environment in respect of adequate lighting, heating and cooling, provision of fresh air, seating, space around and types of workstations provided. Employees who use VDU's (Display Screens) for significant periods are advised to take regular short breaks and are entitled to (upon request) a free eye test, and if prescribed by a qualified optician, basic level prescription spectacles at no personal expense, employees may wish to contribute towards fashion frames.

### 3.45 Vibration

- Vibration is often associated with noise, but is difficult to measure. Excessive exposure through the use of hand-held tools and machinery can cause hand-arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. It is more commonly known as Vibration White Finger (VWF).
- In its efforts to reduce the risk of exposure to vibration the Company will ensure that:
  - Vibration levels will be obtained for all purchased and hired plant.
  - A risk assessment is carried out on the exposure to vibration.
  - The right tool for the job is issued.
  - All tools have been maintained, sharpened and anti-vibration handles fitted where applicable.
  - Job rotation work breaks to reduce exposure are provided.
  - All employees are instructed in the precautions to take to reduce the effects of vibration such as, keeping hands warm and exercise their fingers.
  - Health surveillance is provided for workers with significant exposure.

### 3.46 Hot Work

- All works involving the use of naked flame, sparks or heat will be carried out under the control of a Hot Work Permit.
- Firefighting equipment will be available at all times.
- Hot work permits must be issued and signed off by the Site Manager for all hot work activities.

### 3.47 Demolition

- All demolition work will be carried out by trained and qualified contractors; the Contracts Manager should satisfy himself that the following procedures are followed:
  - **Planning**
    - Structural surveys are available for all demolition projects.
    - Any storage information on chemicals or plant within the building.

- All notifications are made to the relevant authority.
- **Demolition Survey**
  - The demolition survey should:
    - Plan the intended method of demolition.
    - Identify adjoining properties that may be affected.
    - Identify the need for shoring work to adjoining properties.
    - Identify the structural condition of the building, as this may affect the demolition process.
- **Method Statement**
  - The method statement should be easily understood and agreed at all levels of the construction team, and include at least the following:
    - The sequence of events and method of demolition.
    - Details of personnel access, working platforms, machinery and fall arrest equipment.
    - Details of any pre-weakening of structures to be demolished.
    - Details of personnel and public protection.
    - Details of the removal of live services.
    - Disposal of waste.
    - Environmental conditions, e.g., noise, dust, pollution of water etc.
    - Control of transport.
    - Management and operative training.
    - Welfare arrangements.
    - Management structure for the demolition team.
    - Type of demolition process, e.g. piecemeal, controlled collapse, etc.
- **Training**

The Contracts Manager should satisfy himself that all persons involved in demolition are fully trained and qualified in the work at hand, to include:

  - CITB 'Top Man' qualifications for all demolition supervisors.
  - CITB 'demolition operatives' qualifications for the demolition team.

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

- T&B (Contractors) Limited will carry out all works in accordance with The Construction (Design & Management) Regulations 2015.
- The following sets out the key tasks during the various phases of a project which depending upon whether we are acting as Client, Designer, Principal Contractor, Contractor or in fact any combination of all positions: -
  - **Acting as the Client we will: -**
    - Notify the project to the Health and Safety Executive where required
    - Appoint a Principal Designer.
    - Be reasonably satisfied that the Principal Designer and any designer(s) whom we may appoint to prepare a design have the necessary training, skill, experience and if an organisation, the organisational capability to carry out the work and have made adequate provision for health and safety.
    - Provide the Principal Designer and designers with information relevant to the health and safety of the project.
    - Provide relevant information to the Principal Designer for the Principal Contractor.
    - Agree key duties for the start of the contract and significant phases
  - **Acting as the Principal Designer we will: -**
    - If requested, give advice to the client on the training, skills, experience and where they are an organisation, the organisational capability to carry out the works and adequacy of provisions for health and safety by designers.
    - Ensure co-operation between designers.
    - Ensure so far as is reasonably practicable designers comply with their duties.
  - **Acting as the Designer we will: -**
    - Make the client aware of its duties.

- Identify the significant health and safety hazards and risks of any design work.
- Give adequate regard for the hierarchy of risk control.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the Principal Designer and, where appropriate other designers involved in the project.
- **Acting as the Principal Contractor we will: -**
  - Develop and implement the construction phase plan.
  - Be reasonably satisfied that when arranging for a contractor to carry out construction work, that they have the necessary training, skill, experience and if an organisation, the organisational capability to carry out the work and have made adequate provision for health and safety.
  - Obtain and check safety method statements from contractors.
  - Ensure the co-ordination and co-operation of contractors.
  - Ensure site awareness training for health and safety is carried out.
  - Have appropriate communication arrangement between contractors on site for health and safety.
  - Have arrangements for discussing health and safety matters with people on site.
  - Allow only authorised persons onto site.
  - Display notification details.
  - Monitor health and safety performance.
  - Pass information to the Principal Designer for the health and safety file.

### 3.49 Audit and Review

- Before they are implemented:
  - The Company Health & Safety Policy will be reviewed as necessary by the Managing Director. This will be carried out on an annual basis or where there have been significant changes in legislation or work processes or as a result of significant accidents, incidents or near misses.
  - Policies and procedures will be audited to ensure compliance with this policy and the documented health and safety management system.
  - Where work processes have changed significantly, the risk assessment, method statement and the general policy will be revised to ensure all necessary controls are implemented.
- Employees will be consulted on all new control measures and procedures

### RELEVANT DOCUMENTS

- [Absence Policy](#)
- [Behavior in the Workplace](#)
- [Disciplinary & Grievance Policy](#)
- [Drivers Handbook](#)
- [Environmental Policy](#)
- [Expense Policy](#)
- [IT Policy](#)
- [Lone Worker Policy](#)
- [Mental Health & Wellbeing Policy](#)
- [No Smoking Policy](#)
- [Sustainability & Ethical Procurement Policy](#)
- [Training & Development Policy](#)
- [Waste and Resource Management Policy](#)
- [Whistleblower Policy](#)

