



Spinnaker Contract Services Limited
Personnel Logistics

HEALTH & SAFETY POLICY

POLICY STATEMENT

ORGANISATION

STANDARDS

ARRANGEMENTS





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PREFACE

The company shall, where practicable, implement and follow the model provided by the Health & Safety Executive (HSE), publication HS(G) 65, 'Successful health and safety management'. This model provides a cycle for continuous improvement.

Managing health and safety is an integral function of the company and it is therefore essential that this is reflected in the individual duties and responsibilities of all its employees. To this end health and safety responsibilities have been clearly defined within Section 2.0 of SCS Health & Safety Policy.

The company maintains a positive safety culture through proactive health and safety management based on the following 'key' principles:

- Policy planning and implementation
- Communication at all levels
- Engagement of all employees
- Empowerment of employees
- Information, instruction and training
- Measurement and performance review

Sections 3.0 and 4.0 of SCS Health & Safety Policy details the company's standards and arrangements for health and safety and its effective management.

1.0 HEALTH & SAFETY POLICY STATEMENT

Spinnaker Contract Services Ltd (hereinafter referred to as 'the company') fully recognises the duties placed on it by the Health and Safety at Work etc. Act 1974 and other relevant legislation and regulations, and that the company has a duty to ensure the health, safety and welfare, so far as is reasonably practicable, of its employees and other persons who may be affected by the company's undertakings.

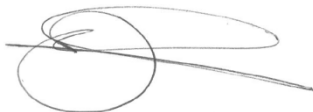
The company considers that effective health and safety management directly contributes to the company's commercial success, and believes that the provision of a safe working environment and safe systems of work enhance the company's health and safety culture. The company is committed to ensuring that its legal obligations are met, and wherever reasonably practicable, exceeded.

The company also recognises that all its employees must comply with duties imposed on them under the Health and Safety at Work etc. Act 1974, that they do not endanger themselves or other persons by their actions or inactions, or intentionally interfere, damage or misuse equipment provided for the health and safety of its employees.

The company is committed to the following principles:

- That health and safety objectives of the company shall be set within a health and safety action plan and regularly reviewed to ensure continuous improvement and performance in health and safety.
- Actively monitoring health and safety performance through regular inspections, audits and reviews, which the company regards as an essential element of their performance improvement.
- Ensuring that the appropriate resources, both financial and physical will be made available to support this policy.
- Ensuring that all reasonably foreseeable hazards are identified and risks assessed in respect of the company's undertakings, and that suitable and sufficient control measures are implemented and regularly reviewed.
- Ensuring all company employees are provided with sufficient information, instruction, training and supervision to enable them to work safely and efficiently.

The company undertakes to revise and review this policy as is deemed necessary by changes in health and safety legislation and regulations, working practices or at least annually.



Paul J Mulholland
Director
Date: 26/09/2018

2.0 ORGANISATION (ROLES & RESPONSIBILITIES)

2.1 Director

The Director accepts overall responsibility for health and safety within the company. In the absence of the Director another member of the Management team will accept responsibility. In the event of the absence of the Management team, the HR Manager will accept responsibility for health and safety within the company.

It is the Director's responsibility to ensure that the policy is implemented and adhered to and that the company and its employees are provided with the necessary finances and resources for the implementation of the policy. In addition to this the Director is to ensure that all staff receive appropriate training in relation to their employment and, that health and safety performance is actively monitored with appropriate action taken when performance is below the highest industry standards.

2.2 Directors & The Management Team

The Management Team have responsibility for the day to day co-ordination of health and safety and for ensuring that the policy is implemented within their respective business areas for which they are responsible. The Management Team shall, at least annually, review the policy in liaison with the company's Health & Safety Advisor, Sean Marshall (IOSH & NEBOSH Diplomas).

The Management Team are to plan health and safety into all work activities and ensure that all teams have adequate time, resources and the competence to carry out the roles that are expected of them. In addition to this they are also required to ensure upon commencement of a commission that health and safety has been considered and that the Commission Execution Plan (CEP) details the precautions that are necessary to control the risks associated with the commission.

Furthermore the Management Team is responsible for the following:

1. Ensuring that employees, sub-consultants and visitors are aware of the policy and procedures.
2. Ensure that all new employees are provided with a company health and safety induction, including commission specific inductions (where relevant).
3. Provide adequate training, information, instruction and supervision to ensure that their work is carried out safely.
4. Record and report any accidents, incidents, injuries, diseases, dangerous occurrences or near misses
5. Maintain a healthy and safe workplace and that all equipment is maintained and kept in good working condition, and is suitable for the task.
6. Actively encourage employees to report any health and safety concerns.

2.3 Health & Safety Assistance

As prescribed by the Management of Health and Safety at Work Regulations 1999 (Regulation 7), the company is required to appoint a competent person(s) to assist them in undertaking the measures required in order to fulfill its legal obligations. Where further 'specialist' advice needs to be sought then on these occasions the services of a competent external consultant will be acquired.

SCS will provide advice and guidance in order to assist the company and its Management Team in meeting its legal obligations.



2.4 Employees

Every employee has a legal responsibility under the Health and Safety at Work etc. Act 1974. As such all employees are to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work. In addition to this all employees are to co-operate with the company in order to enable them or any other person to comply with requirements prescribed by health and safety law.

All employees must:

1. Take reasonable care for their own health and safety.
2. Consider the safety of other persons who may be affected by anything they do or anything they fail to do.
3. Work in accordance with information and training provided.
4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
5. Report any hazardous defects in plant and equipment, or shortcomings in the existing health and safety arrangements.
6. Not undertake any task for which authorization and/or training has not been provided.

2.5 Contractors / Sub-Consultants

Notwithstanding the responsibilities outlined in 2.4 above, all contractors / sub-consultants appointed to undertake work for the company are to work in a safe manner and adhere to company procedures. Furthermore they are to assist the Management Team in achieving health and safety standards by reporting unsafe operations and conditions, ensuring that the provision of their support services in no way compromises the overall health and safety performance of the company.

3.0 STANDARDS FOR HEALTH & SAFETY

3.1 Communication

The company is committed to maintaining effective communications at all levels within the company and with external organisations affected by our work activities. The Management Team are responsible for maintaining appropriate internal communication channels to ensure that suitable and relevant information relating to health, safety and welfare at the workplace is distributed to staff and non-employees (where relevant).

Copies of the Company Health and Safety Policy will be displayed on notice boards within the office. A copy of the Office / Building Health & Safety Manual will also be held in a suitable location. Additional information will be conveyed to employees via emails, notice boards, meetings, training sessions and/or other suitable media. All documentation will be updated with all regulation and legislation changes accordingly.

The company also recognises the importance of good sources of health and safety information from outside of the organisation. We will subscribe to appropriate journals and information provision services to ensure that we are kept aware of developments in legislation, technical standards, technology, and industry best practices.



3.2 Consultation

The company consults directly with all employees and where appropriate, direct consultation is followed up by providing written information in the form of letters and/or internal memos. Employee's involvement in health and safety matters is actively encouraged through individual and representative discussion.

The Health and Safety (Consultation with Employees) Regulations 1996 require the company to consult with all staff on matters affecting their health and safety at work, including

1. Any new or revised measure in the workplace that may affect employee health and safety. This includes the introduction of new procedures or new work activities.
2. The arrangements for appointing "competent persons" to assist the employer in carrying out his duties under the Management of Health and Safety at Work Regulations 1999.
3. Information which employers are required by law to give to employees with respect to their health and safety, such as details of risks and associated control measures. Consultation is required to ensure that the information is given to employees in the most appropriate manner and format; and that a suitable level of information is provided.
4. The planning and organisation of any health and safety training.
5. The consequences, in terms of health and safety, of the introduction of any new technology to the workplace.

All affected employees will be asked for feedback on proposals relating to any of the matters listed above, prior to those proposals being implemented. All employees are also encouraged to discuss any health or safety concerns they may have with the Management Team. Employees are involved with the development, implementation and continuing development of good health and safety practice. Informal and formal team meetings are regularly held and these provide the means by which employees can be consulted on health and safety issues.

3.3 Risk Assessments

The company recognises that risk assessment is not an 'exact science' and that good judgement and common sense must be applied at all times by all of its employees. The company shall carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 and other assessments deemed necessary by specific relevant legislation and/or regulations, to identify all reasonably foreseeable hazards and persons who may be affected, and so far as is reasonably practicable eliminate risks or reduce risks to an acceptable level by implementing suitable and sufficient control measures.

All risk assessments carried out by the company shall be conducted by a competent person in accordance with the HSE's '5 steps to risk assessment' and are considered to be an imperative part of the company's safety procedures. All risk assessments carried out by the company shall be reviewed when changes in legislation and/or regulations require it, or it becomes apparent that they are no longer suitable or sufficient, or shall be reviewed at least annually, whichever is soonest.

Risk assessments have been carried out for all standard work activities undertaken by the company's employees, copies of which are made available to all. Further risk assessments may from time to time be required whenever a new work activity is undertaken or a specific hazard has been identified for which there is no standard assessment. Risk assessments will be carried out by the company's Health



& Safety Advisor in consultation with the employees affected. The method of controlling the risks identified will be set out in the standard form of a risk assessment.

Upon commencement of a commission the company will carry out an assessment of the general risks to which its employees are likely to be exposed to when carrying out surveying or construction site based activities. This will form part of the Commission Execution Plan (CEP) and will be used as a starting point when considering the risks associated with any particular work activity at a specific location.

All company employees shall be provided with suitable and sufficient information; instruction and training in respect of risk assessments, the requirements to implement control measures and the need to ensure adequate levels of supervision are provided and maintained to ensure safe working.

3.4 Monitoring

The company recognises that spot checks, inspections, audits and safety reviews are an essential element of performance improvement. Unannounced and planned inspections and audits are undertaken to ensure that safe working practices and procedures are being followed. In addition the company shall undertake regular internal health and safety audits of the company's health and safety management system and its application. All employees shall be made aware of findings and recommendations in order to prevent further reoccurrence.

3.5 Active Monitoring

The company is committed to continual improvement in health and safety performance and recognise that monitoring performance is an essential part of any effective management system. The company therefore undertakes to monitor achievement against health and safety objectives, and compliance with health and safety standards. The Management Team are tasked with measuring local performance against health and safety objectives. Details of their findings shall be reviewed in order to monitor the company's performance.

3.6 Reactive Monitoring

All accidents and dangerous occurrences will be recorded in the accident book and must also be reported to the Management Team who will ensure that the enforcing authority is informed as appropriate and that all necessary records are maintained. The Managing Director or Director responsible for the work activity involved will, in conjunction with the company Health & Safety Advisor carry out a full investigation of the circumstances surrounding the accident. All necessary actions will be taken to prevent recurrence of the incident so far as reasonably practical. The accident book will also be regularly reviewed by a responsible person to ascertain any trends in the nature of incidents that have occurred in the workplace at both local and national levels.

3.7 Health & Safety Audits

SCS Health & Safety Policy and the Office Health & Safety Manuals will be audited on an annual basis to ensure that the management system continues to meet the needs of the company. The audit will be arranged by the Health & Safety Advisor and shall cover the entire system, identifying any discrepancies between the written documents and the arrangements in place whilst also checking the adequacy and relevance of the arrangements.



3.8 Performance Review

The results of the active and reactive monitoring carried out, and the system audits, shall be used as a basis for a review of company health and safety performance. A review report will be prepared, identifying positive achievements as well as areas where the health and safety system is inadequate. This report will be made available to all employees and will be presented to a Directors' meeting for their consideration and action. The recommendations of the report shall be the subject of consultation prior to their implementation within an agreed timescale.

3.9 Policy Review

It is company practice to regularly review its health and safety policy, procedures and arrangements as deemed necessary by changes in health and safety legislation and regulations, working practices, or annually as a minimum. Following any review the company will set priorities for the continuous improvement of its health and safety policy, procedures, arrangements and its implementation of risk control measures. The company shall, where practicable, implement and follow the model provided by the Health and Safety Executive publication, HS(G) 65, 'Successful health and safety management' which provides a cycle for continuous improvement.

4.0 ARRANGEMENTS FOR HEALTH & SAFETY

4.1 Accident & Incident Reporting incl. Near Misses

All employees are required to report all accidents, incidents and near misses to The Management Team who are responsible for ensuring that all injuries are reported using the company accident reporting procedure.

All accidents shall be recorded by the company in an accident book (HSE B1510 Accident Book) held for this purpose. When entries are made in the accident book, the completed 'detachable' page shall be removed from the accident book and placed into secure company storage in order to comply with the Data Protection Act.

Where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the company shall submit a report in the required format and within the required time-frame to the relevant enforcing authority.

Where necessary, all injury and non-injury accidents, incidents or near misses shall be investigated and the immediate and underlying causes identified to assist in the prevention of reoccurrence. Wherever possible accident investigations shall be undertaken by the company's appointed Health and Safety Advisor. The company will undertake a full investigation and provide a written report with findings, recommendations and where appropriate photographs shall be provided.

If an incident to an employee occurs on a site that is not under the control of the company, all injury, non-injury accidents, incidents or near misses shall be reported to the client, principal contractor or contractor (as appropriate) and, company employees shall co-operate and co-ordinate their efforts with the those concerned during any investigation carried out. In addition the company will use their accident reporting procedure and ensure that the details are entered into the company's accident book as required.

The company shall maintain a register of all work related accidents and ill health and compile, using the company accident analysis record, an annual trend analysis of all accidents, incidents and ill health to ensure that risk control resources are directed appropriately.

4.2 Asbestos

In accordance with the Control of Asbestos Regulations 2012, the company will take all reasonable steps to manage the risk of asbestos within their workplaces. Where the company is the duty holder under the Regulations we will:

1. Find out if there is asbestos in the premises, its location, its type, its amount and what condition it is in
2. Presume materials contain asbestos, unless we have strong evidence that they do not
3. Make and keep up to date a record of the location and condition of asbestos-containing materials (ACMs) and presumed ACMs in our premises
4. Assess the risk from ACMs
5. Prepare a plan that sets out in detail how we will manage the risk from the ACMs
6. Take the steps needed to put the plan into action
7. Review and monitor the plan and the arrangements made to put it into place
8. Provide information on the location and condition of the material to employees and anyone who is liable to work on or disturb it

Where, due to leasing arrangements etc., the company is not the duty holder under the Regulations we will co-operate with the duty holder to ensure that the risk from asbestos is adequately managed.

Our Consultants who may from time to time visit sites and/or vacant premises are provided with asbestos awareness training to ensure that they understand the risks associated with asbestos. Consultants are instructed not to enter any area until they have received confirmation that to do so will not put them at risk from asbestos and that they are not to disturb the fabric of the building.

All employees are instructed to exercise caution in carrying out tasks where unforeseen asbestos may be disturbed and have been advised that if any doubt exists as to the nature of materials, they must stop work immediately, secure the area to prevent access and inform a member of The Management Team who are to seek further specialist assistance. In such cases work will not be resumed until the suspect material has been properly identified by a suitably qualified and competent asbestos consultant/contractor.

4.3 Construction (Design & Management) Regulations

The company is fully committed to effectively managing all aspects of health and safety and taking all reasonable steps to avoid risks to employees and others who may be affected by the sphere of operations throughout the lifetime of a project. The company is fully aware of the 'key' duty holders and their responsibilities under the Construction (Design and Management) Regulations 2015.

When undertaking the role of CDM co-ordinator the company has a process in place for the delivery of this service which meets the requirements of the Regulations.

4.4 Contractors & Sub-Consultants

All contractors / sub-consultants employed by the company are carefully selected to ensure a high level of competence in the duties for which they are employed. Contractors / sub-consultants must satisfy the company as to their competence before commencement of work. All contractors / sub-

consultants must be able to demonstrate their competence as prescribed in Appendix 4 of the Construction (Design & Management) Regulations 2015. This is a two stage process:

1. An assessment of the company's organisation and arrangements for health and safety to determine whether these are sufficient to enable them to carry out the work safely and without risk to health.
2. An assessment of the company's experience and track record to establish that it is capable of doing the work; it recognises its limitations and how these will be overcome and it appreciates the risks from doing the work and how these will be tackled.

Contractors / sub-consultants under the control of the company will receive specific induction training detailing site rules and procedures with failure to work in accordance with approved safe working practices resulting in termination of the contract and immediate dismissal.

4.5 Control of Substances Hazardous to Health

In compliance with the Control of Substances Hazardous to Health (CoSHH) 2002, the company will at all times endeavour to use substances that pose minimal risk to the health of its employees and those affected by its work. Where substances pose a risk to health then assessments will be carried out to determine the risk and the measures required to control those risks. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented, or at least controlled to within statutory limits.

The company undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees. The company will provide employees with sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided.

4.6 Display Screen Equipment

All DSE work stations are assessed and any issues are then actioned by re-arranging the work station as a first preference to alleviate any issues. Where this is not effective then further actions will be taken as required. Users (persons who "habitually" use DSE equipment at work) of DSE equipment will be offered a full eye examination during working hours at an optician nominated by the company.

Employees will be informed if they are entitled to this but it is at their decision whether or not they accept it. The cost of any special requirements on top of the normal eye test will be paid for by employees.

If a visual defect is discovered which requires correction for purposes other than DSE work but which may include DSE work then employees must provide this. If glasses are needed specifically for DSE work then these will be provided by the company to a basic standard. Where employees choose more expensive glasses the company will contribute to the cost of basic glasses towards the employees chosen glasses. The optician will send the report to the company with recommendations of what is required, the cost and when re-examination is required.

4.7 Driving

The company has procedures in place to ensure that all vehicles are adequately insured, maintained and serviced, with a valid MOT and that employees have the appropriate driving licence. Company vehicle drivers will make daily visual inspections of their vehicles as specified. This process will form a



defect reporting procedure to ensure unsafe vehicles are dealt with promptly and in an appropriate manner.

All employees are instructed to always adhere to statutory restrictions and the Highway Code and drive in a respectful manner whilst both on public and private roads. Any traffic violations or incidents which employees are involved in will be fully investigated by the company and any necessary action taken to ensure preventative measures are in place to prevent future reoccurrences. In addition employees are instructed never to attempt to drive whilst potentially under the influence of alcohol or any drug which could impair their performance or, to use mobile phones when in control of a vehicle.

The company actively encourages journey planning to reduce unnecessary car journeys and minimise the risks associated with driving whilst at work. Where possible employees are encouraged to utilise public transport.

4.8 Electricity at Work

All reasonable steps will be taken to ensure the health and safety of employees who use and operate electrical equipment. The company recognises the inherent risks associated with electricity and it is therefore the company's intention to reduce the risks as far as is reasonably practicable.

It is accepted that the landlord of the company offices has responsibility for the maintenance and inspection of the fixed electrical system, as per the tenancy agreement. The company however needs to be mindful that electrical systems present a potential risk from fire and electrical shock. The company is to ensure that their landlord undertakes statutory inspections and maintenance of electrical systems and that these are recorded. The company is to satisfy themselves that the fixed wiring installations are maintained in a safe condition and damaged equipment repaired or replaced and where this is the case works will be carried out by a qualified electrical contractor.

Where the maintenance of the fixed electrical system is the responsibility of the company, we will ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and we will maintain the fixed installation in a safe condition by ensuring that statutory tests and inspections are conducted. All electrical systems (incl. equipment and lighting) will be selected so as to be fit for its intended purpose, properly constructed and maintained.

All portable electrical equipment will be inspected and tested as frequently as required, which will be dependent upon the environment in which the equipment is used and the conditions of usage. When a problem arises relating to electricity at work, employees must inform a member of The Management Team who will then take the necessary measures to investigate and remedy the solution.

4.9 Fire Safety & Emergency Procedures

Fire precautions including as appropriate the provision of fire extinguishers, signs, alarms and emergency escape lighting will be provided and maintained in good working order. Statutory inspections and maintenance will be undertaken and recorded.

All employees will be required to undertake an induction that will include fire and emergency arrangements and safe working procedures. Emergency procedures shall be in place for the company's workplaces so that in the event of a fire the premises can be evacuated safely and quickly. Arrangements will also be made to ensure the prompt summoning of the Fire Service.

Fire risk assessments will be undertaken for all workplaces where the company is the 'responsible person' as prescribed by the Regulatory Reform (Fire Safety) Order 2005 and the company will ensure that the arrangements that are in place are suitable and sufficient.

It is noted that fire precautions in relation to a client or construction site will be led by the client, principal contractor or contractor. When working on a client or construction site emergency arrangements will be provided by the client, principal contractor or contractor. The company will liaise with the client, principal contractor or contractor (as appropriate) and adhere to the established fire risk assessment and site safety fire plan.

4.10 First Aid

A trained first aider or appointed person will be appointed by the company, dependent upon the assessed first aid requirements. To this end the company will provide information and training on first aid to employees to ensure that the statutory obligations as prescribed within The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance are met.

Suitable and sufficient first aid equipment for the use of first aiders or appointed persons shall be provided and located at all company workplaces. Clearly visible first aid signage indicating the location of first aid stations shall be provided, displayed and maintained. Portable first aid kits are available for those employees who are required to work away from their 'normal' workplace where access to facilities may be restricted.

4.11 Lone Working

The company is mindful that due to the nature of some of its undertakings that lone working does occur and, as such has procedures in place to keep lone workers healthy and safe. Working alone is not in itself against the law, and it is often safe to do so. However the company is mindful of its duties under:

- The Health and Safety at Work etc Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

As such the company has procedures in place to assess and control the risks posed to lone workers, and as such the company arrangements are as follows:

- Involve staff when undertaking the required risk assessment.
- Take steps to check control measures are in place e.g. instruction, training etc.
- Review risk assessments.
- When the risk assessment shows it is not possible for the work to be conducted safely by a lone worker, the risks are addressed and arrangements made to provide help or back-up.
- Where a lone worker is working at another employer's workplace, the company request that that employer informs them of any risks and the required control measures.
- Consideration is also given to any medical conditions that an individual may have.

In addition to risk assessments, the company also operates a phone 'buddy' system where all lone workers are contacted at agreed intervals, proportionate to the level of risk.

4.12 Manual Handling

The company recognises the risks that can potentially arise from manual handling. The Manual Handling Operations Regulations 1992 (as amended) apply to a wide range of manual handling



activities involving the transporting or supporting of a load including lifting, lowering, pushing, pulling, carrying and moving.

The company will ensure so far as is reasonably practicable that operations which involve manual handling are eliminated. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of automated or mechanical aids.

An assessment of manual handling activities will be carried out by competent persons, any risks which are identified will be reduced to the lowest level reasonably practicable. Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury and as such individuals undertaking lifting or carrying will be provided with suitable instruction, training and information to undertake the task with minimum risk.

4.13 Noise

The company recognises that it has a legal duty to protect employees from exposure to high levels of noise in the workplace in accordance with the Control of Noise at Work Regulations 2005. The company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication, and stress and will take all reasonable steps to reduce noise levels as far as practicable.

By the nature of the company's undertakings, the company premises do not generally contain any noisy areas, processes or equipment. We will, however, assess the risks to our employees from noise at work where appropriate and take action to reduce the noise exposure that produces those risks.

Where employees are liable to be exposed to high levels of noise whilst carrying out work on construction sites or within clients' premises, the procedures for their hearing protection laid down by the person in charge of the site must be followed. The company will provide any hearing protection as necessary.

4.14 Personal Protective Equipment (PPE)

The company will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE. The company acknowledges that health and safety hazards will have been identified if this equipment is used.

It is the intention of the company to ensure, through the proper use of this equipment, that any risks are reduced to a minimum. In accordance with the Personal Protective Equipment at Work Regulations 1992, the company will ensure that all PPE used is suitable to protect the individual against the identified risk(s) and is compatible with any other PPE being used.

Employees will be informed of the risks that exist and will be trained in the safe use of the PPE. Steps will be taken to ensure the proper maintenance, cleaning and repair of PPE and to ensure that it is replaced at intervals as necessary at no cost to employees.

4.15 Proactive Management Planning (Construction Site Specific)

The company proactively plans health and safety matters to ensure that appropriate procedures are put into place before the event and that safe systems of work are adopted at all times. This approach is continued throughout the lifecycle of a project with the following distinct phases outlined below:



1. Tender – Where known hazards are assessed from the information obtained from the client and/or principal contractor/contractor and resources allocated accordingly.
2. Contract Award – Where key members of the contract team meet to discuss the forthcoming contract and agree actions on all the potential health and safety hazards which are likely to be experienced throughout the contract. This meeting will result in the formulation of the health and safety plan and will be the blueprint for a safe site.
3. Contract Duration – Regular safety meetings are held on each site to review recent site performance and to discuss in detail the future health and safety requirements. This will include relevant method statements, risk assessments and training requirements. Actions will be agreed and communicated to all relevant parties to aid co-ordination on site. The site team will also measure performance.

4.16 Stress

The company recognises that whilst a degree of pressure can be a positive force at work, excessive pressures can have a negative effect on health and performance at work. The company is mindful that stress in the workplace can be caused by any combination of a number of diverse factors, such as job design, lack of control of workload, the working environment and communication arrangements.

The Management Team carry out workload planning and regularly review individuals' workloads with them. Good communication will be fostered at all levels and staff will be encouraged to discuss any potential problems with their respective Manager. Should any member of staff suffer any negative effects of stress, the company provides suitable support mechanisms to mitigate these effects.

4.17 Training and Competency

The company recognises that it has a legal duty under various pieces of legislation and regulations to provide appropriate training to its employees and ensure that they have received the appropriate training and are competent to undertake the role that they are employed for. Examples of such legislation and regulations include but are not limited to:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design & Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- The Health and Safety (First-Aid) Regulations 1981

This list is not exhaustive and does not eliminate the need for the company to provide on-going training and instruction which may be appropriate to changes in legislation, policy or work methods and may be delivered via inductions, safety talks or more formal arrangements.

It is the company's policy to ensure that suitable and sufficient training is provided to all employees to ensure a good understanding of hazards, risks and legislation applicable to health and safety.

All company employees upon commencement with the company shall be provided with a company induction that shall include information on the company's health and safety policy and procedures and the importance of working in a healthy and safe manner. On project commissions all employees shall receive a project specific induction by the Commission Manager and a site specific induction is to be provided by the client and/or Main Contractor (as applicable).



The company shall determine the level of training required to ensure that all employees employed by the company are competent to undertake the given tasks/roles required of them. From time to time tasks may arise that will require specific training requirements to be met. Training requirements for specific tasks shall be determined as and when the need arises and shall be provided to employees as required.

Employee training records shall be maintained by the company and copies of training records, certificates and qualifications shall be available for inspection. The company will be responsible for assessing and identifying employee training needs and shall arrange for training to be provided, as required.

4.18 Working Time

The company is fully aware of the duty it owes to all its employees in relation to the working time directive. However it is noted that all employees have taken the 'opt-out' option available to them. Where the 'opt-out' option has not been taken, the company ensures that all employees:

- Have a break if working longer than 6 hours.
- Have 11 hours rest within every 24 hours.
- Have 24 hours rest once in every 7 days.
- Comply with a limit of 48 hours on the maximum working week.
- Have a minimum of 4 weeks paid annual leave.

Where required the company will keep records of all employees' standard hours and checks are made to monitor the hours of workers. If any employees are highlighted as being close to breaking the 48 hour limit, company Directors will then ensure that they do not go over the 48 hour threshold.

4.19 Workplace

The company carries out work in a variety of places ranging from its offices, construction sites and client sites. The company shall ensure that all workplaces which are under its control are managed safely and in accordance with the relevant regulations, namely:

- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design & Management) Regulations 2015

When working on premises which are not under the company's control, the company will work with those in control to ensure that adequate levels of provision are made for their employees. At the company's permanent premises the company will ensure that they meet the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.

An amount of the company's operations are conducted in temporary workplaces which can include diverse locations. Each temporary workplace is different and the range of facilities which will be available on site will vary. The company will ensure that adequate provision has been made for its employees.

4.20 Work Equipment

The company will, in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, will carry out an assessment of the risks to the health and safety of its employees to which they may be exposed to whilst using any work equipment. These risks will then be controlled so far as is reasonably practicable so that neither the company's employees or others who could also be exposed to them will be put at risk.



The company will ensure that all equipment supplied to them is of good construction, sound material and is suitable for the tasks to be performed. All equipment used will be clearly identified and regularly inspected and maintained by competent persons. A full record of inspections, repairs and maintenance will be kept.

Appropriate level of information and training will be provided to all employees who use work equipment, including additional information and training where the equipment is used in a high-risk environment or in a way that increases the risks involved. All employees are instructed not to misuse equipment in such a way which may cause injury and harm to themselves and others.

4.21 Work at Height

The company recognises that it is a legal duty to ensure the safety of employees working at height, in accordance with the Work at Height Regulations 2005 (as amended). Employees have a duty to comply with the company's safety procedures for work at height in order to protect themselves and other persons who may be affected by their action.

Wherever practicable the company will avoid working at height, however when this cannot be prevented the company will introduce measures which will reduce the risks to a manageable level and follow the hierarchy of control set out in the Regulations.

The company will ensure that the risks from working at height are assessed and that those involved in work at height are trained and competent. Appropriate work equipment will be selected and used in accordance with the hierarchy of control and all such equipment will be adequately inspected and maintained.

4.22 Work at Vacant Properties or on Construction Sites

Where employees are required to work outdoors, in vacant premises, on construction sites or at other locations away from their normal base, the company will ensure that, as far as is reasonably practicable, that all steps are taken to ensure their safety and health.

The company will carry out an assessment of the general risks to which its employees are likely to be exposed to when carrying out surveying or construction site based activities. This will form part of the Commission Execution Plan (CEP) and will be used as a starting point when considering the risks associated with any particular work activity at a specific location.

It is the duty of the employee to carry out the activities in the way which the risk assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures. Where there is any doubt about the employee's ability to work to these agreed methods, owing to the nature of the particular location or the activity, work should not commence until the situation has been reported to, and reviewed by a member of The Management Team, Commission Manager and/or the company Health & Safety Advisor and a specific system of work has been prepared.