

Health and Safety Policy



AS REQUIRED BY SECTION 2 (3) OF THE
HEALTH AND SAFETY AT WORK ETC. ACT 1974



1.0 – Introduction	3
2.0 - General Statement of Intent	4
3.0 - Organisation & Responsibilities	5
3.1 - Directors	5
3.2 – Construction Site Manager/ Health & Safety Manager	5
3.3 – General Foreman	5
3.4 - Site Supervisors	5
3.5 - All Employees	6
3.6 – Organisational Health & Safety Structure	6
4.0 - Arrangements	
4.1 – Accident Reporting and Investigation	7
4.2 – Alcohol and Drugs	7
4.3 – Prescribed & Over the Counter Medication	7
4.4 - Asbestos	7
4.5 - Communication and Cooperation	8
4.6 - Consultation with Employees	8
4.7 - Contractors and Sub Contractors	8
4.8 - Display Screen Equipment	8
4.9 - Driving Company Vehicles	8
4.10 - Emergency Procedures	9
4.11 - Employee Behaviour and Conduct	9
4.12 - Employee Welfare	9
4.13 - Fire Procedures	9
4.14 - First Aid Facilities	10
4.15 - COSHH	10
4.16 - Health and Safety Assistance	10
4.17 - Housekeeping	10
4.18 - Induction	11
4.19 - Manual Handling Operations	11
4.20 - Noise and Vibration	11
4.21 - Non-Permanent Labour	11
4.22 - Young Persons	11
4.23 - Occupational Health	12
4.24 - Personal Protective Equipment	12
4.25 - Protection of the Public	12
4.26 - Risk Assessment	12
4.27 - Safety Signs and Signals	13
4.28 - Scaffolds	13
4.29 - Smoke Free Policy	13
4.30 - CDM Regulations	13
4.31 - Training, Instruction, and Information	14
4.32 - Use of Mobile Phones	14
4.33 - Work at Height	14
4.34 - Work Equipment and Lifting Equipment	14
4.35 - Work in Excavations	14
4.36 - Work Related Stress	15
4.37 - Work Place Inspections	15
4.38 - Communicable Diseases	15
- Policy Record	16

1.0 - Introduction

Section 2 (3) of the Health and Safety at Work Act 1974 states: -

“It shall be the duty of every employer to prepare and, as often as may be appropriate, revise, a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring that statement and any revision of it to the notice of all his employees”.

This policy is a statement of intent by PK Construction (Lincs) Limited to comply with current statutory requirements and to provide a safe place of work for its employees. It will be subject to annual audit by competent external advisors as part of their review of the company safety management system. The policy will be reviewed and revised based on audit findings, recommendations and should changes in circumstances make it appropriate.

Overall responsibility for implementing this policy lies with Directors and senior management, however all employees must accept a degree of responsibility for ensuring a safe working environment.

2.0 – General Statement of Intent

PK Construction (Lincs) Limited accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety, and welfare at work of all its employees and any others who may be affected by its activities.

It is the policy of PK Construction (Lincs) Limited to give prompt attention to all aspects of health and safety at work. The company firmly believes that these responsibilities are of equal importance to any other of its business functions. The company will strive to achieve continual improvement in its health & safety performance throughout its operations.

It is the Company's objective to minimise losses through avoidable events, by systematically identify and controlling risks arising out of the company's business activities. The company seeks to foster a culture which is supportive of health and safety within the organisation.

The company will give due attention to the provision and maintenance of: -

- Safe plant, equipment, and systems of work
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work including access to, and egress from it.
- Adequate welfare facilities.
- Adequate information, instruction, training, and supervision.
- Suitable means of identifying, assessing, eliminating, or controlling potential hazards.

As Managing Director of PK Construction (Lincs) Limited I have the health, safety, and welfare of its employees in mind. I am convinced that by working together and accepting our own individual levels of responsibility, we shall achieve the aims of this policy; namely the health, safety and welfare of all company employees, the control of risks arising from our activities, and the minimisation of avoidable losses.



Signed _____

Andy Knowles
Director

Date: January 2025

3.0- Organisation & Responsibilities

3.1– Directors

The Directors have overall responsibility for health, safety, and welfare within the company, and particularly for: -

- Initiating and administering the company policy and procedures on health and safety.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Providing facilities, resources and training for the implementation of the company safety policy.
- Supplying plant and machinery for use on site which is tested and safe.
- Engaging the use of specialist health & safety services.
- Communication, through the management chain, of health and safety requirements to all employees and sub-contractors.
- Promotion of a safety conscious attitude within the workforce.

3.2- Construction Site/ Health & Safety Manager

- Construction Site/ Health & Safety Manager has responsibility for: -
- The implementation of the health & safety plan on site
- To attend project meetings, brief information out to directors, employees, and sub-contractors
- To conduct formal site inductions for all site operatives, contractors, and visitors, as required
- Ensure all employees and contractors adhere to site rules
- Ensure that on site traffic/pedestrian segregation routes are in place
- Review contractors RAMS and COSHH assessments
- Provide advice on health and safety issues
- Identify 'Permit to work' requirements, and issue as required
- Carry out formal health & safety inspections and provide advice on remedial actions as required
- Report all health & safety non compliances to directors
- Undertake accident investigations and report on findings.
- Communication of health and safety requirements to workforce, sub-contractors and non-permanent labour.

3.3 – General Foreman / Site Supervisors

Site Supervisors are responsible to the Directors for: -

- Implementing and monitoring all company safety precautions, procedures and operating instructions within their area of control.
- Ensure compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Communication of health and safety requirements to workforce, sub-contractors and non-permanent labour.
- Ensure site rules including traffic/pedestrian routes are adhered to.
- The control and retention of all site generated paperwork, such as drawings, permit to works, purchase orders and delivery notes.
- Ensuring that all tools and equipment in use are inspected, tested, and maintained as required
- Ensuring compliance with safe systems of work and issued RAMS.
- Reporting any dangerous behaviour on site to the Health & Safety Manager.

3.4 - All Employees

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

All employees have a duty under the Health and Safety at Work Act 1974 to: -

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the company's safety responsibilities.

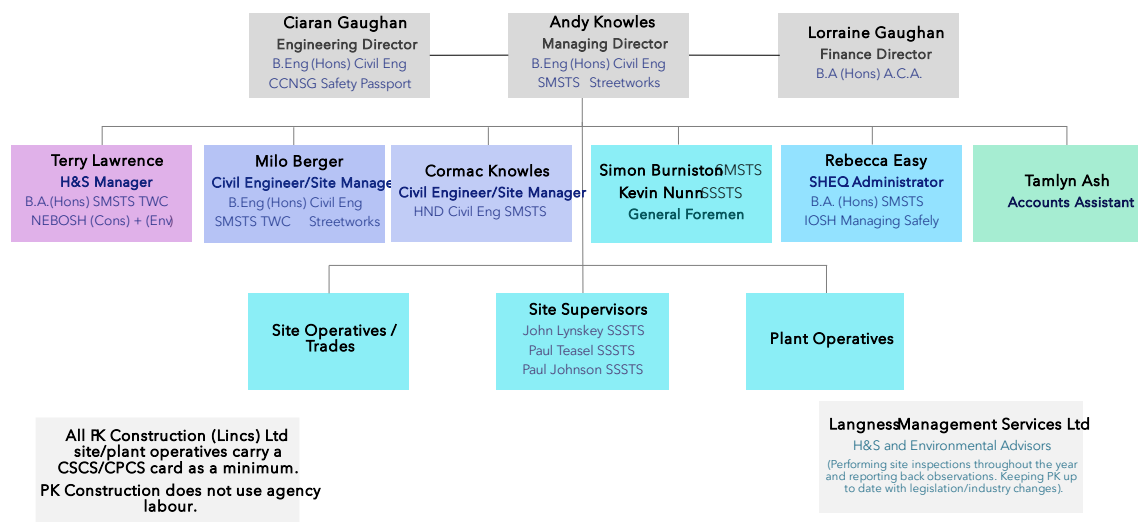
Employees also have a duty under other legislation to: -

- Use plant, machinery, equipment, or substances in accordance with any training received, and any instruction given.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.

The company expects that employees will

- Arrive at work with a positive collaborative attitude and the ability to fulfil the working day.
- Inform the directors of any health issues they are experiencing, or medical diagnosis they receive.
- An employee must inform a director if they are prescribed or take a medication which may affect their ability to carry out their work tasks.

PKQR 02-01 Organisation Chart



4.0 - Arrangements

4.1 – Accident Reporting & Investigation

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring safety performance and in providing information which may assist in preventing recurrence. All accidents and incidents which result in personal injury or other losses, or have the potential to do so, must be reported and recorded.

Accidents must be reported to the Health & Safety Manager who will ensure that the Directors or a nominated deputy is made aware of the circumstances and consequences of any accidents or incidents. A documented investigation will be carried out with corrective actions detailed.

Should an accident be reportable under RIDDOR the Directors or nominated deputy, assisted by the company's retained external safety advisors (if appropriate) will ensure that accidents are reported to third parties as required (HSE, Insurance). An investigation will be carried out to determine the cause of any accident/incident and any measures needed to prevent reoccurrence.

Guidance on what constitutes a reportable incident can be found on the HSE website.

Accidents occurring on client's premises will also be reported to the client's representatives in accordance with their own site or contractual requirements.

For further information and guidance, the company Accident & Incident Reporting & Investigation Procedure should be consulted.

4.2 – Alcohol & Drugs

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the company disciplinary procedure.

Some clients operate random drug and alcohol screening programmes and in these circumstances the company will co-operate fully with the client in any screening process.

4.3 - Prescribed & Over the Counter Medication

GP or consultant prescribed medication, or over the counter medication may occasionally cause an individual to experience side effects which have an adverse effect on their ability to undertake tasks in the workplace. When prescribed medication an employee should make themselves aware of any potential detrimental side effects of their medication. The employee should speak to a director in confidence. Support can then be offered to the employee, and a mutually agreed plan can be made when allocating tasks.

4.4 - Asbestos

PK Construction is aware that asbestos is still present in buildings, especially those constructed prior to the 1980's. Therefore, before any works are carried out on an existing building or structure, the company will seek relevant information from the client. Should the presence of asbestos be suspected PK Construction will arrange for an appropriate survey to be carried out. Any information obtained from a completed survey will be shared with the client and other subcontractors.

When necessary, the company will arrange for a licensed asbestos contractor to attend site and remove any contaminated product.

Where employees are required to carry out works involving asbestos (not subject to licensing requirements), and in conjunction with the company health and safety advisors, safe working methods will be produced and issued to all concerned.

If any employee discovers asbestos in the workplace, all works will cease immediately. The discovery will be reported to the Site Supervisor/ Foreman/ Manager and to the Directors. Arrangements will then be made for the area to be surveyed by a licensed asbestos contractor.

4.5 – Communication & Co-operation

The company acknowledges the importance of developing a culture of co-operation and mutual respect not only among employees but also with clients, suppliers, and subcontractors, in order for the business to succeed and for the aims of this policy to be achieved.

Clear and open communication throughout the business, is vital for the flow of information regarding project requirements and progress. The flow of information must extend beyond employees and directors to include subcontractors, clients, and external bodies. The company will endeavour to communicate appropriate health and safety information in writing, through copies of policies, procedures and working instructions. Copies of documents will be available within the 'Van files' carried on company vehicles. Links to company policies can also be found on the company website.

Information will also be exchanged verbally on a day-to-day, face-to-face basis between employees, site supervisors, directors, subcontractors and clients. It is expected that all employees will fully co-operate in the transfer of information and will strive to maintain a culture supportive of health and safety in the workplace.

4.6 – Consultation with Employees

The company will consult with employees collectively and individually on matters regarding health & safety. A health & safety working group will meet quarterly with representatives from senior management and employees to raise and discuss any concerns.

4.7 – Contractors & Sub-contractors

PK Construction may engage the services of a subcontractor for certain elements of a project, to work under their supervision. Under these circumstances, the subcontractor will be selected through the supplier appraisal system. The appraisal requires a subcontractor/supplier to provide evidence of competence and experience for the work they are going to undertake. Along with evidence of suitable arrangements for managing health & safety during their work. Subcontractors will be expected to comply with the requirements of this policy and any associated company and site rules/ procedures as applicable, in addition to all other prevailing legislation relating to their work.

Throughout the works the subcontractor will be monitored by the site manager, general foreman, site supervisors and directors. Their performance on site will be taken into consideration when awarding future contracts.

4.8 – Display Screen Equipment

In accordance with statutory requirements, the company will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation. To identify and minimise any risks to health which may arise from use. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from unacceptable levels of risk to their health. Such training, information and instruction as is necessary will be given to allow for the proper use of the workstation. It will be the responsibility of employees working from home to access their own workstation set up, with guidance from the health & safety manager and to present to directors any issues requiring resolution.

4.9 – Driving Company Vehicles

Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches, or involvement in any accident involving a company vehicle should be reported to management as soon as

reasonably possible. At the incident gather as much information as possible including photographs. Speeding and parking fines gathered while driving a company vehicle are the drivers responsibility. Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden. All drivers should check their vehicle at the start of each day and report any obvious defects immediately. Lights, tyres, fluids, and wipers should be checked at least weekly, and all vehicles serviced in accordance with manufacturers recommendations. Carried loads should not exceed the vehicle weight limit and should be appropriately secured. Travel time will be considered to be part of the standard working day, when employed on a site away from the company main office/yard. Payment will be in accordance with the written statement of particulars in contract of employment.

4.10 – Emergency Procedures

The company will identify such events as may cause imminent danger for its employees and other persons in the vicinity and will adopt procedures designed to give warning of any imminent danger and allow personnel to move to a place of safety. Information on emergency procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

Whilst on client sites, company personnel will familiarise themselves with emergency procedures in force and will adhere to those rules and procedures.

4.11 – Employee Behaviour & Conduct

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with the Company Code of Conduct, and all duties as listed in Section 3.4 of this policy.

Employees must comply with all company policies, health and safety procedures, RAMS, and safe systems of work, as implemented by the business and/ or clients. Employees must also comply with the duties listed in section 3.4 of this policy and all rules relating to behaviour and misconduct which may be issued as part of the contract of employment. The company is committed to the belief that a safe working environment depends on the attitude of those persons at work and will treat breaches of any company rules, but especially health and safety ones as serious.

Serious or repeated breaches of company policies may result in the company disciplinary procedure being implemented.

4.12 – Employee Welfare

In accordance with statutory requirements, the company will ensure that employees have access to adequate welfare facilities whilst at work. The nature of these facilities will vary according to the location of the site and may be shared use of client's facilities, temporary portable facilities, or use of office-based facilities when in the vicinity. The type and location of these facilities will be identified prior to commencing each project.

4.13 – Fire Procedures

The company will identify events which may give rise to the risk of fire breaking out in the workplace and will take steps to minimise the likelihood and/or consequences of any such event. The company will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety. Information on fire procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

Whilst on client sites, company personnel will familiarise themselves with the fire procedures and alarms in force and will always observe any relevant rules and procedures.

4.14 – First Aid Facilities

The company will maintain suitable numbers of emergency trained first aid personnel to deal with minor accidents and emergencies in the workplace. Additional employees will have enhanced first aid training to provide first-aid until more qualified assistance can be summoned. The identity of these first aiders will be displayed in the workplace and in the site office when applicable.

The company will also maintain adequately stocked first aid kits, which will be kept in each company vehicle and readily accessible in office areas.

4.15 – COSHH

In accordance with statutory requirements, the company will ensure that employee exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of employees. Such assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid. Under no circumstances should work involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

Material Safety Data sheets will be held for all hazardous materials handled or used by employees.

Control measures will include defined working procedures, as well as physical controls such as PPE and other physical enclosures. Physical control measures should be visually checked at appropriate intervals, at least once a week. Working procedures should be observed regularly to check they are still being adhered to. They should also be reviewed periodically to confirm that they are still appropriate and workable and to see whether they can be improved.

4.16 – Health & Safety Assistance

The Directors are responsible for ensuring that statutory duties are met, and that company policy is being adhered to. The company recognises that there may be occasions when additional support and advice is needed. So have appointed a competent Health & Safety advisor to offer guidance, and provide regular updates on health and safety related issues.

The Competent advisor being:-

Langness Management Services Ltd
Lancaster House
Lancaster Approach
North Killingholme
DN40 3JY
Tel: (01469) 541538

In the first instance requests for advice should be made through the Health & Safety Manager or SHEQ Administrator, however all personnel have access to the external advisors should they require it.

4.17 – Housekeeping

The company accepts that good housekeeping practices are necessary to maintain high standards of hygiene and safety in the workplace. Welfare facilities should be kept clean and tidy. All employees will ensure that they maintain their work area in a clean and tidy condition, including company vehicles. Access and egress routes should be kept clear, and access to emergency equipment maintained. Appropriate facilities and receptacles will be provided for

waste materials. Maintaining good housekeeping standards will be an integral part of every job.

4.18 – Induction

All employees will be taken through a company induction, which details Company Structure Code of Conduct, Quality, Health and Safety, Environmental, Equal Opportunity, Anti Bribery and Covid-19 Policies. Employees are told the importance of working to the defined work practices as detailed in Risk Assessments and Method Statements, and the necessity to wear PPE to reduce risk of injury. Mandatory PPE site requirements are safety hat, laced safety boots, eye protection, appropriate gloves and Hi Vis clothing. Due to ongoing Covid-19 public health concern, it may be required that face masks be worn when social distancing is not possible, or in poorly ventilated areas.

4.19 – Manual Handling Operations

In accordance with statutory requirements, the company will ensure that manual handling operations which present a risk of personal injury will be avoided so far as is reasonably practicable. Where it is not possible to avoid manual handling operations a suitable assessment will be made of the risks to health arising from the activity, taking account of the task, the load, the working environment, and the capability of the individual. The results of the assessment will be brought to the attention of the employee concerned. Based on the findings of the assessment, reasonably practicable measures will be implemented to reduce the risk of injury. Employees will receive training on manual handling.

4.20 – Noise & Vibration

The company is aware that operating or working near plant, vehicles and machinery may expose employees to, noise and vibration. The company will arrange for an appropriate assessment to be carried out to establish the noise and vibration levels involved in company activities and establish precautions which need to be taken. The company will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate hearing protection and necessary health surveillance. All employees who are exposed to noise and vibration will receive training on the risks they create and, on the methods, used to control the risks. All employees are expected to fully co-operate with the use of hearing and vibration protection and in any health surveillance provided by the company. Where noise or vibration control equipment is in place the company will ensure it is fully and properly used and maintained. This will involve periodic inspection and monitoring.

4.21 – Non-Permanent Labour

At times of peak activity, the core workforce may need to be temporarily supplemented by additional non-permanent labour to maintain adequate staffing levels. The company accepts that such labour may not have the same level of qualification or experience as the companies own full-time employees. And as such are likely to require a greater level of supervision. In recognition of this, non-permanent labour will always work alongside competent PK Construction employees and will never be allowed to work unsupervised. Additional consideration will be given to workers who do not have English as their first language.

4.22 – Young Persons

The company is aware of the additional risks in the employment of a young person under the age of 21 and will take all reasonable measures necessary to minimise such risks. A young person due to lack of workplace experience may be less aware of potential risks. The young person may be susceptible to peer pressure, and the need to prove themselves. As such they will need to be paired with a responsible and encouraging mentor. A thorough induction must be completed with attention paid to how and with whom the young person should raise any concerns they have. The young persons may not have reached full physical

maturity and as such expectations regarding physical ability and strength may need to be modified.

4.23 – Occupational Health

The nature and frequency of physical and mental health surveillance will, as a minimum meet statutory requirements and will take into consideration relevant guidance and best practice. Employees will be made aware of the purpose, scope, and arrangements for carrying out health surveillance and will be appraised of the results. Confidentiality will be maintained as is appropriate for all personal records. Overall responsibility for occupational health lays with the Managing Director.

4.24 Personal Protective Equipment

In accordance with statutory requirements, the company will ensure where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it. An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected. The company will ensure that PPE is maintained in good working condition. Appropriately trained staff will ensure that PPE is clean and free of any excessive wear and tear or faults before making it available to employees. Employee's ergonomic requirements will be considered.

All employees provided with personal protective equipment will receive appropriate training, instruction, and information necessary to enable them to use the equipment in a proper manner and understand the risks that the equipment will protect against, and its limitations. Manager, supervisors and the members of staff responsible for issuing PPE in good working condition will also receive training. Training should reference the PPE manufacturer recommendations and instructions and will involve theory as well as practice. Records of training and refresher training will be kept.

It is the employee's responsibility to use the supplied equipment in accordance with the training given. To keep the equipment, clean and well maintained, as instructed, and to report any defects in the equipment or in its operation. Regular audits will be undertaken by managers and supervisors to monitor how effectively PPE is being used, with corrective action taken where necessary. Failure to wear issued PPE in the correct manner will be a disciplinary offence.

4.25 – Protection of the Public

The company will ensure that all necessary measures for the protection of the public will be allowed for and planned. considering the location of schools, leisure facilities, public amenities, retail, and residential developments etc. All company employees, contractors and sub-contractors are required to consider their own safety, those of their work colleagues and the wider public. Where there is an apparent risk of injury to the public from the company's activities, then work will cease immediately, and the site supervisor will notify the Directors who will liaise with the company's safety advisors to establish suitable precautionary and protective measures.

4.26 – Risk Assessment

The company will carry out assessments of all significant risks to which its employees (and others) maybe exposed during work activities. In the first instance risk assessments will be completed by the company Health and Safety Manager. In the case where significant or complex risks are involved, professional guidance will be sought from the company safety advisors. Based on these assessments of risk the company will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments, and any

measures to be taken to reduce risk will be brought to the attention of company employees and subcontractors. Under no circumstances should work be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices have been received and understood by those undertaking the work.

4.27 – Safety Signs & Signals

In accordance with statutory requirements, the company will ensure that appropriate signs are displayed to warn and instruct employees, subcontractors, and site visitors in relation to risks that cannot be adequately controlled by other means.

4.28 – Scaffolds

The company will ensure that scaffolding will be erected, maintained, inspected, altered, and dismantled by a competent person. Operatives are required to report any defects or unsafe scaffolding immediately to the site supervisor/manager. Under no circumstances must an unauthorised person alter or remove any section of scaffolding.

4.29 – Smokefree Policy

It is the policy of PK Construction that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed areas in the workplace. This policy applies to all employees, subcontractors, clients, and visitors. Smoking is permitted in designated areas. Those who use e-cigarettes will be allowed 'vaping' breaks, and where practicable should not be put at risk of harm from second-hand cigarette smoke. Employees are expected to comply with any smoking policy that a client enforces on their sites.

4.30 – The Construction (Design and Management) Regulations. ('CDM')

The company is aware of its obligations under the above 2015 regulations, and when operating as a duty holder will fully co-operate with all parties concerned to ensure company obligations are met. Suitably qualified and competent professionals will be consulted and/or engaged to ensure that any work undertaken as a duty holder fully meet the requirements of the regulations.

In accordance with CDM regulations the company will ensure that sufficient safe access to and egress from every place of work is provided and that all such routes of access and egress are properly maintained. Arrangements will be made so that every person has suitable working space. The presence of work equipment, other employees and subcontractors and any client requirements for permit systems will be taken into consideration. Construction sites will be kept tidy to reduce the risk of trip hazards, protect routes of access and egress and improve overall site efficiency. Where necessary, the perimeter of construction sites will be suitably signed and fenced off. The construction site will be organised in such a way that pedestrians and vehicles can move safely around the site. Vehicle and pedestrian routes will be clearly indicated using signage and barriers as necessary, and be of sufficient number and size. The routes will be kept clear of obstructions and regularly checked and maintained.

Site specific emergency arrangements will be drawn up which take account of persons, equipment, type of work and the physical and chemical properties of any substances or materials likely to be present on site. All emergency exits and routes to places of safety will be kept clear from obstruction. The arrangements will include fire-fighting plans and equipment. Clients may have their own company procedures which must be followed by all employees and will be covered in all site inductions.

4.31 – Training, Instruction & Information

The company regards safety training and competence as an indispensable part of an effective health and safety management system. The company will ensure that employees are provided with suitable and relevant training, to enable employees to carry out tasks safely and without risk to themselves or others.

Such training will be provided on induction and periodically throughout employment to take account of role changes, career progression, new procedures or simply as a refresher.

Formal external training will be supported internally by the periodic issue of information as may be required in relation to working practices or systems of work, normally in the form of toolbox talks. The competence of employees in specific duties and activities will be monitored and assessed on an ongoing basis. Internally by the management team or externally for such tasks as plant operations. Training records of qualification, skills and competency levels will be maintained.

4.32 – Use of Mobile Phones

The use of handheld mobile phones whilst driving is illegal. It is illegal to use a handheld mobile phone whilst at traffic lights or in stationary traffic. Vehicles must pull over into a safe parking spot before attempting to make or receive calls using a handheld phone.

The use of hands-free mobile phones with voice command, or blue tooth capability is permitted. However, drivers are reminded that using a mobile phone hand free is still distracting and are advised to park up before making or receiving any telephone calls.

In the event of personnel being involved in an accident where their use of a handheld phone is implicated, recompense for losses may be sought from the employee.

4.33 – Work at Height

The company will seek to avoid work at height, however if it is required this will be planned and organised by a competent person. Only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g., guard rails) priority over the use of personal protective measures (e.g., safety harness). The works will be adequately supervised, and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations

4.34 – Work Equipment & Lifting Equipment

In accordance with statutory requirements, the company will endeavour to ensure that all equipment provided for use in the workplace is safe and suitable for the purpose for which it is to be used. That equipment is maintained in good working order and is tested in accordance with statutory requirements.

The use of any work or lifting equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to trained and authorised persons only. It is the responsibility of those persons to use the equipment provided in accordance with any instructions given and report any defects in the equipment or its operation. Once a defect is reported the equipment will immediately be taken out of service until the defect is rectified.

Reports of thorough examinations and all other reports of examinations will be retained and will be readily available for inspection.

4.35 – Work in Excavations

The company will ensure that before any person is to commence work within an excavation that adequate protection has been made to prevent collapse or the ingress of plant or vehicles. An assessment will also be undertaken to assess if the excavation meets the definition of a confined space. In which case a specific confined space assessment will be undertaken and

a safe system of work including emergency procedures produced. No person is to commence work in an excavation until it has been inspected by a competent person and declared safe.

4.36 – Work Related Stress

Stress in the workplace is a growing problem and it is the policy of this company to prevent work related stress using a combination of management and task related provisions, these include:

Management Related:

- Good relationship between staff and management
- Achievable objectives,
- Effective communications between employees, site supervisors, directors, sub contractors and the client
- Employee involvement
- Good management support and adequate pre-planning.

Task Related:

- Clearly defined tasks and timescales
- Clear responsibilities
- Efficient and proper use of skills
- Good control of hazards and risks and support from senior management.

Any employee displaying signs of stress or anxiety will be sympathetically spoken with to discover the cause of stress and every effort will be made to reduce stress levels in the workplace.

4.37 – Site Inspections

In accordance with statutory requirements, and to constantly monitor the performance and effectiveness of the health & safety management system, the company will ensure that regular documented inspections of the workplace are carried out. Such inspections will be carried out by a member of the management and/or external safety advisors. These formal inspections will be supplemented by ongoing inspections by supervisory staff to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement. Information obtained from these inspections will, in conjunction with monitoring data, be used in regular review of the safety management system.

4.38 – Communicable Diseases

When there is an alert of a high risk communicable disease within the community, as alerted by health authorities, the company communicable diseases policy shall be activated/followed.

The policy aims to reduce the number of cases of transmission; reduce the risk of becoming infected. Protect the health of colleagues, and the wider community and support the individual. Any employee displaying signs of infection should cease direct contact with colleagues and the wider public. Where practicable employees should avoid working in close proximity to colleagues to reduce the airborne potential of spreading the infection to others. A high level of hygiene should be adopted by the infected individual, and those colleagues' sharing workspaces. Enhanced cleaning in office, vehicles and welfare spaces will be adopted.

Policy Record

The Company commits to annually reviewing this policy to continuously improve. Taking into consideration changes in legislation and industry best practice, to ensure the continued adequacy, suitability and effectiveness of this policy.

Review Number	Amendment	Date	Initials
29	Annual Review update to organogram format. Update to accreditations held.	January 25	RE/LG
28	4.38 Change from Covid – 19 to Communicable Diseases Policy. 4.9 Addition to driving section travel time.	February 24	RE/LG
27	Revision to Section 4.20 Noise & Vibration	February 24	LG/RE
26	Annual Review. Additions to sections 4.20 Noise & Vibration, 4.15 COSHH, 4.24 PPE, 4.34 Work Equipment & Lifting Equipment, 4.30 CDM	January 24	AK/LG/RE
25	Annual Review	January 2023	RE
24	Annual Review. Amendments sections 3.3 General Foreman, 3.5 Organisational chart, 4.9 speeding fines, vehicle loads, 4.38 Covid – 19 Gov.uk . To footer format and titles	January 2022	RE
23	Addition of 4.38 Covid-19 section. 4.23 responsibility for Occupational Health. 4.8 Home working. 4.15 title change to COSHH	March 2021	RE
22	Annual Review.	January 2021	RE
21	Annual Review. Amendments to format. Update to organisation chart. 3.4 reporting of prescribed medication. 4.1 Report to H&S Manager. 4.3 Supervisor aware.	January 2020	RE
20	Annual Review	January 2019	RE
19	Change to Director responsibility	January 2018	RE
18/17	Review 4.30 Use of Mobile Phones – Legal Changes – 6points. Annual Review	August 2017	RE
17/16	Annual Review	September 2016	RE
16/15	Addition of Uncontrolled when Printed, Change to Policy Record Table Contents, 4.27 CDM Regs update, Annual Review	August 2015	RE
15/14	4.31 & 4.32 Transposed / revision to 3.2 Site Supervisors – Client Document Control	November 2014	RE
14/14	4.31 & 4.32 Transposed	September 2014	RE
13/14	Annual Review	February 2014	LG
12/13	Annual Review	February 2013	LG
11/13	Revision to Paragraph 4.3	January 2013	LG
10/12	Annual Review	December 2012	LG
09/11	Update and revision	December 2011	LG
08/09	Annual Review	December 2010	LG
07/09	Annual Review	December 2009	LG
06/08	Annual review	December 2008	LG
05/07	Review and re-issue of policy	December 2007	LG
04/06	Review and re-issue of policy	December 2006	LG
03/05	Review and re-issue of policy	December 2005	LG
02/04	Review and re-issue of policy	December 2004	LG
01/03	First issue of policy	August 2003	LG