

Health and Safety Policy



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Statement of Intent

In order for the company to achieve the objectives set out within this policy, it will ensure that adequate resources are made available, in the form of both time and money.

The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Managing Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy, prevent injury or ill health and comply with all statutory requirements and codes of practice. It provides a framework for setting and reviewing health & safety objectives within the Company.

The Company, so far as is reasonably practicable, proposes to pay particular attention to:

The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment.

The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.

Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment. Making regular assessments of risks to employees.

Taking appropriate preventative/protective measures and In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons.

Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.

All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislations, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

This policy will be communicated to all personnel working under the control of the Company.

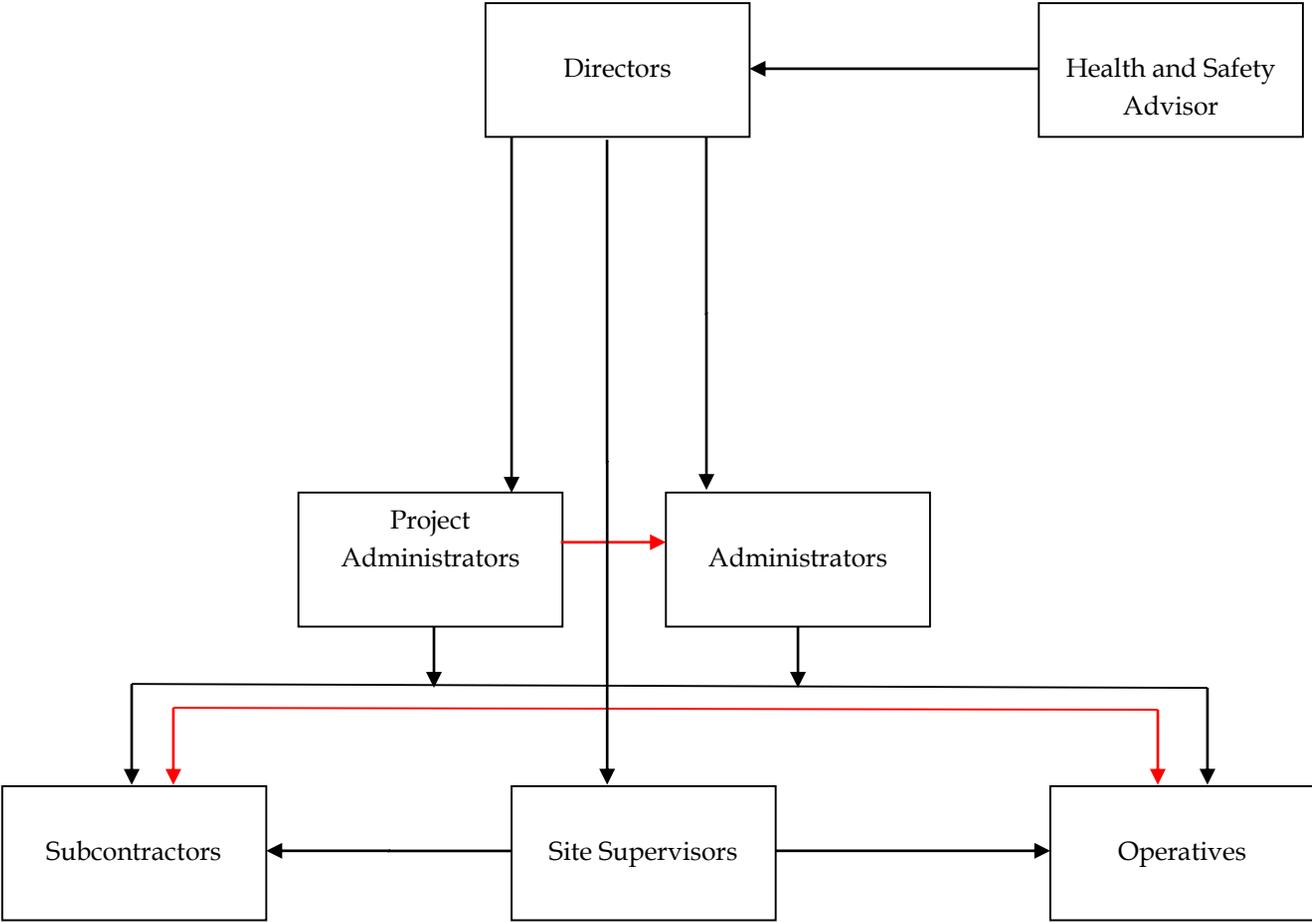
We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

The Company is committed to the continued improvement in health & safety management and performance and as such this policy will be reviewed periodically to ensure that it remains relevant and appropriate to the activities of the Company.

Paul Pearson
Director
September 2014

Guy Neilson
Director
September 2014





Part 2

Organisation and Responsibilities

2.1 Directors

The Directors have the responsibility for overall effective implementation of the Health and Safety Policy together with all operations of the company.

2.2 Directors' Responsibilities

Almerico Ltd requires that all Directors take action as far as is reasonably practicable to eliminate hazards and to control or reduce risks. All have a day-to-day responsibility to ensure that the health, safety and environment arrangements are being applied effectively, within their operational area:

To appoint and liaise with safety representatives within their respective departments to ensure that all necessary safety precautions have been taken.

To give personal leadership and carefully integrate safety in all activities of Almerico Ltd.

To ensure that local emergency procedures are instituted and fully explained to staff and that records of all safety checks and procedures are maintained.

Each Director has the responsibility to ensure that visitors to (The Company) premises within their control comply with established arrangements.

In accordance with the authority delegated by a Company Director, a Director or an appointed deputy will be responsible for chairing the Health, Safety and Environment Committee.

The Company Directors shall oversee the day-to-day health, safety and welfare of employees and those who may be affected by the company's activities.

- Systems are in place to review and up-date this Policy annually, when major personnel changes occur, when new plant/equipment is introduced and when relevant legislation is enabled
- Health and safety objectives for the Company are set and monitored
- Health and safety objectives for the Company are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Safe systems of work are in operation, and staff receive adequate and appropriate training
- Suitable managers are appointed to implement this Policy on a day to day basis
- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence

- Ensure that no process, chemical, plant or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the manager and employees in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to abide by safe working systems and make use of facilities and equipment provided for their protection

2.3 Health and Safety Advisor

The Hull Building Safety Group are our appointed Health and Safety Advisors.

The Health and Safety Advisor will support and advise the company on matters relating to health and safety.

They will act as deputy for all relevant duties as detailed for the Directors

2.4 Employees

All employees of the Company will co-operate with the Company Directors to carry out the Company's policy on Health and Safety.

Any employee who identifies a Health and Safety issue, for which he/she has not the appropriate depth of knowledge or experience to deal with, shall immediately inform the appropriate nominated person.

All employees have a personal responsibility for ensuring that the procedures set out in this policy are adhered to and that they and their colleagues can function in a healthy and safe working environment.

- Refrain from any act which could endanger themselves or others
- Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare
- Report any known defect, which could endanger the health or safety of themselves or others
- Co-operate as far as is necessary to ensure that the Company meets its legal requirements.

3 ARRANGEMENTS

3.1 Accidents, near misses and reportable disease

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

All accidents and near misses will be reported to and investigated by the nominated person who will in turn ensure it is recorded in the Accident Book (BI510), which will be kept at the Company's main office, and a report on any lost time due to injuries is carried out. If the Company is carrying out works in an environment where it is appropriate a representative of the Main Contractor or the Client will also be advised, immediately or in due course.

The Company Directors are responsible for ensuring the correct investigation of accidents and near misses. This shall be carried out with consultation of our external advisors when appropriate.

Reportable Events (under RIDDOR): -

Death of an employee at work, or major injury resulting in an employee taking over seven days sick leave or having to spend over 24 hours in hospital. HSE will be notified on Form 2508.

Reports shall be submitted and investigated with the assistance of the Company Directors by our external Health & Safety advisors.

Reportable Dangerous Occurrences: -

An explosion or fire occurring which results in the stoppage or suspension of normal work for more than 24 hours, where such an explosion or fire was due to the ignition of process materials, their by products (including waste) or finished products.

A collapse or partial collapse of any scaffold which is more than five meters high which results in a substantial part of the scaffold falling or over-turning; and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements (including any outrigger) which cause a working platform or cradle to fall more than 5 metres.

Reportable Diseases:-

If a doctor confirms an employee is suffering from a work related disease, as defined in the Regulations, it will be reported to the HSE on F2508.

For guidance on RIDDOR requirements see RIDDOR Reporting Guide

For additional information on the procedures to follow see Health & Safety Systems Folder 4. Accidents, Near Misses & Reporting

3.2 Asbestos

The Control of Asbestos 2012 requires an assessment of the likely exposure of employees and thereafter appropriate measures to be taken.

All staff that may be exposed will be given training in the risks, hazards together with the control measures associated with asbestos.

In the event of asbestos being found or is suspected, work will immediately stop in that area and the matter will be reported immediately. Under normal circumstances the suspected asbestos should not be touched, except to wet it, contain any airborne fibres, wherever possible and keep persons away from it. A specialist company will be approached who will determine the next course of action which will be, in the first place, to take a sample for analysis. The next course of action will be dependent on the result of the analysis.

In compliance with the Control of Asbestos at Work Regulations 2006, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

Should the risk assessment identify a high risk or asbestos then the work will be contracted to a Sub-Contractor who is competent and holds the appropriate license to carry out this work.

For further guidance see [Asbestos Work Instruction WI108](#)

3.3 Construction (Design and Management) Regulations 2007

On projects where the company is appointed as the Principal contractor, it will undertake its duties as set out in the construction (Design & management) Regs 2007. The company will develop. A site specific construction phase Health and Safety plan, which will be reviewed throughout the duration of the project.

When acting as a Sub-Contractor the Company will provide Health and Safety Method Statements, Risk Assessments and COSHH Assessments in accordance with and following consultation with the Construction Phase Health and Safety Plan as devised by the Main Contractor.

For further advice see [Health & Safety Systems Folder 21. Site Construction \(Design & Management\)](#)

3.4 Consultation with Employees

As part of the Health and Safety (Consultation with Employees) Regulations 1996 the Company will consult with all employees on health, safety, welfare and environment matters.

The company employees have no recognised union representation, therefore the management will so far as reasonably practicable consult through the following means:

Representatives

The company will appoint various employee representatives to allow communication between all relevant individuals and groups of people.

Direct

This will be facilitated by line managers and health and safety notice boards, memos and staff/team meetings. Temporary workers, and employees of others, who are working on a site controlled by the Company, shall enjoy consultation rights only.

For additional information on the procedures to follow see Health & Safety Systems Folder 19. Consultation with Employees

3.5 Design and Assessment

The Company will take into account the principles of accident prevention, which could affect Health and Safety during building, maintenance or repair by formally identifying the hazards present, the extent of risk and the measures necessary to comply with the Law.

The Company will undertake written assessments of the risks to employees and others to which they will be exposed during the course of their works for the purpose of identifying the measures necessary to comply with the Law relating to Health and Safety.

Factors will vary from job to job, however the Company will take into account the following: -

- Avoidance of risk completely by substituting an alternative material or materials.
- Combating risks at source.
- Adapting work to the individual in the choice of work equipment and methods.
- Taking into account technological advances.
- Giving priority to measures, which protect the whole workforce and endeavoring to enforce such measures.
- Identifying employee needs such as information, instruction, training and supervision.

For further advice see Health & Safety Systems Folder 21. Site Construction (Design & Management)

3.6 First Aid

The Health and Safety (First-Aid) Regulations 1981 stipulates that all workplaces must have: -

- A competent First Aider who will be appointed and trained.
- A First Aid box which will be kept in the Company Office and in all vehicles, the Driver of which will be responsible for its maintenance and replacement of used items from stocks kept at the Company office.

When work is carried out under the Control of a Main Contractor or on fixed premises the procedure for the provision of First Aid will be ascertained and the Nominated Person will ensure all operatives are made aware of the arrangements. Also when working under the direction of a Main Contractor the Contractors Manager will report any accidents to that Contractor.

For additional information on the procedures to follow see [Health & Safety Systems Folder 5. First Aid](#)

3.7 Emergency Procedures

The assessment of the procedure to deal with Emergencies e.g. fire, explosion, unsafe scaffolding, wall collapse will be made prior to the commencement of works and will be communicated by the Nominated Person to all operatives. These will include: -

- Knowledge of the location of a telephone so that emergency services can be called when necessary.
- No attempt should be made by operatives under any circumstances to tackle an emergency situation.
- All emergencies will be reported and recorded in the back of the Accident Book (BI510), which is kept at the Company office.

3.8 Fire Precautions

In accordance with the Regulatory Reform (fire safety) Order 2005.

- All combustible substances and waste materials shall be placed in suitable receptacles provided, and shall be removed from working area on a regular basis.
- Flammable materials and substances shall be contained and used in a correct manner and employees misusing any such materials and substances will be reported to a person of authority, immediately.
- In an emergency, the prime consideration is the conservations of escape, and in case of fire, or explosion, that no passageway or door impedes exit.
- All operatives will be made aware of the fire procedures in force at individual sites, and their responsibility to abide by these procedures in the event of any emergency.
- Muster points must be recognised / and agreed if applicable prior to the commencement of any works appropriate to that particular site.
- Fire Extinguishers should be clearly displayed and marked with precise operating instructions available. Portable appliances will be available for use on identified sites.
- All equipment shall be regularly tested and dated.
- Operatives will be made aware of the varying types of equipment available, and their specific range of use.

The Company Directors are responsible for ensuring the premises evacuation arrangements are in place and tested on a regular basis.

For additional information on the procedures to follow see [Health & Safety Systems Folder 17. Fire Safety](#)

3.9 Fire Risk Assessment

The Regulatory Reform (fire safety) Order 2005 places a duty on all companies to undertake a Fire Risk Assessment to support the arrangements in place.

Procedure

The relevant Manager / Supervisor will conduct an inspection of their respective working environments with particular regard to fire safety and prevention.

A detailed plan will be produced of each work location detailing the existing preventative /control measure in place.

Following this assessment the relevant Manager / Supervisor will assess whether these measures are adequate or identify what additional controls may need to be introduced to ensure the health, safety and welfare of their staff.

The fire risk assessment and associated plans will be reviewed on an on-going basis at least twice per year with a 6 months interval.

Arrangements

All Health and Safety Policies and Risk Assessments are reviewed a minimum of once each year, further reviews are implemented where major changes or developments occur.

Training

Staff within the organisation will be identified within the Health and Safety Policy with responsibilities for Fire and Emergency evacuations. All persons identified have received training regarding their responsibilities, which is reviewed on an annual basis. Details are recorded in the Safety Manual.

Contractor arrangements

In addition, Contractors who undertake work on premises are required to submit a copy of their Health and Safety Policy and/or statement of arrangements for any maintenance or repairs to be undertaken. This would include substances that would be classified as inflammable.

Signs and Notices

The Nominated Person will ensure the Safety signs appropriate to the risks are posted in the workplace / or on site as required.

Safety signs appropriate to the risks will be posted in the workplace as required.

For additional information on the procedures to follow see Health & Safety Systems Folder 17. Fire Safety

3.10 Control of substances Hazardous to health

The impact on Health and Safety of all substances in use will be assessed by the Nominated Person and a record of assessment kept.

Employees are informed, instructed and trained on the risks and precautions.

Exposure of employees will be controlled so far as practicable (ventilation etc.), with PPE provided if preventive measures alone would not suffice.

Where necessary, the exposure of employees will be monitored and the Health surveillance of employees set up.

No hazardous substance is to be used by any member of staff until a suitable assessment of risk has been completed.

Fuels, Gases and Flammable Substances

Gas cylinders will be carried and stored upright.

The following rules are to be observed on handling and storage: -

- Oxygen is to be stored away from oils, greases and fuel gases.
- Cylinders to be inspected and tested for leaks upon receipt.
- Flammable materials to be stored away from fuels and fuel gases.
- Paints and chemicals including glues or any other flammable substance (up to 50 litres) to be kept in a secure fire resisting enclosure, kept closed.
- All storage to be in approved containers only, no glassware allowed.
- No storage of fuels and gases in basements or confined spaces.
- No storage of fuels and gases near exactions.
- Fire-fighting facilities to be located near storage work areas.
- Storage areas must be marked with relevant safety signs (no smoking etc.).

The following precautions are to be observed in use –

- No smoking nor naked flames near cylinders.
- Cylinders to be kept away from burners.
- Hoses to be kept away from traffic.
- Burners, bitumen boilers etc. not to be left unattended whilst alight.
- Appliances not to be moved whilst alight.

All flammables to be returned to secure storage at night, and any valves on static equipment secured against interference.

Precautions to be taken against possible build-up of fumes where cylinders are, through necessity, in use in closed spaces (e.g. excavations).

For additional information on the procedures to follow see [Health & Safety Systems Folder 14. COSHH](#)

3.11 Health Surveillance

Should there be a significant risk to the health of any employees through exposure to hazardous environments or substances then a procedure for health surveillance will be implemented. This may include constant monitoring and surveillance with records kept and checks by a medical practitioner at annual intervals.

All employees shall complete an annual medical questionnaire to enable monitoring of any medical issues or conditions

3.12 Information, Training and Supervision

The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training.

No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken. The Company Directors will ensure safety training is provided for jobs under their control and it will be incumbent upon them to ensure that 'on-the-job' training is given to new employees or those new to a job.

The Company Directors recognise, as fundamental to the success of the Company Safety Policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

A record of all training provided will be kept for each employee.

The employees will inspect the worksite daily, the staff will inspect the worksite daily and the Nominated Person will monitor the worksite monthly.

Users should inspect work equipment daily before first use, and the competent persons will inspect work equipment periodically or as required by Law.

Staff will be made aware that members of the public, including young persons, all of whom may have a right to be near to, or even limited access to some sites, or work areas, are to be protected by whatever means are at the disposal of the Company, so far as reasonably practicable.

Staff will be instructed to avoid any situations, which may lead to confrontation, and therefore endanger anyone who may be affected by their work activities.

For further advice see Health & Safety Systems Folder 18. Training, Qualifications, Toolbox Talks inc Induction

3.13 Insurance

- The Company holds Employee's Liability Insurance and the certificate is displayed at the offices.
- Vehicle third party insurance is up to date.
- The Company has insurance to cover for public liability and material damage.
- Insurers will be notified of any new or abnormal risks.

For further information and records see [Health & Safety Systems Folder 2. Certification & Insurances](#)

3.14 Manual Handling

The Company will endeavour where practical to use safe working practices to avoid the necessity of manual handling of materials in accordance with current Manual Handling Regulations.

In order to secure the health and safety of its employees the Company proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to:-

- Carry out an initial assessment of manual handling operations throughout the Company to identify risky activities (see section on Risk Assessment) and endeavour to eliminate these risky manual handling activities wherever practicable:-
 1. By removing the need for the operation
 2. By automating or mechanising the operation
- Where manual-handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.
- Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.
- Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.
- Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.
- Provide specific training on manual handling where the assessment indicates it is necessary.
- Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.
- Review the assessments should conditions change.

For additional information on the procedures to follow see [Health & Safety Systems Folder 9. Manual Handling](#)

3.15 Noise

The Company will, in accordance with the Noise at Work Regulations 2005, ensure that as and when relevant the following procedure, which includes the assessment of Noise exposure, control through elimination, substitution, isolation, work practices and personal protective equipment will be adhered to.

- Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV)
- Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
- Make hearing protection available for employees
- Draw up an action plan specifying what needs to be done to protect employees.
- Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.
- If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), the company will:
 1. Provide hearing protection to any employee exposed
 2. Designate and identify the area as a “Hearing Protection Zone”
 3. Restrict access to this area.
- If required, the company will inform employees of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.
- If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

For additional information on the procedures to follow see [Health & Safety Systems Folder 8.2 Noise](#)

3.16 Personal Protection Equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 1992 the Company will ensure that:

- Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the Managers.
- All personal PPE will be issued and signed for on request as determined by wear and tear or lost items.
- Eye protection must always be readily available on all sites and operatives must wear this protection in all operations specified in accordance with the Personal Protective Equipment Regulations 1992.
- Where there is any dust present in any quantity which could be injurious to any person, approved dusk masks or respirators shall be worn, and where any dust is in large quantities or greatly injurious, or where harmful vapour or fumes exist, respirators shall be worn.
- Gloves/gauntlets must be available to be issued to persons involved in any work which can result in their hands being injured or infected in any way. Where necessary, barrier creams, etc. should be available for use by persons when required.
- Where there is excessive noise on site, which cannot be effectively silenced, a sufficient quantity of suitable ear defenders must be issued, with facilities for storage and cleansing.
- All items of protective equipment must comply with British Standards and the CE mark for European Standards.

Management must at all times set an example in the wearing of protective equipment.

For additional information on the procedures to follow see Health & Safety Systems Folder 10. PPE

3.17 Planning

The Company is committed to anticipating foreseeable hazards, to assessing the risks and to planning preventative and protective measures. Conditions will vary according to the job, however the Company will take into account the following: -

- The needs of the client in terms of occupancy, production etc.
- Worksites or routes with headroom restrictions.
- Access restrictions such as unstable ground, underground tanks and basements or underground services.
- Any need for excavation and precautionary checks for buries services.
- Work at height, near power lines or near or over water.
- The possible presence of contaminated land.
- Tasks requiring facilities or competence beyond present resources, such as hire of a crane or the erection of a scaffold.
- Any requirement for demolition, including the need to identify and hazardous substance present.
- Any extraordinary fire, flood or security risk.
- Any call to use hazardous substances.
- Any work underground or in confined spaces, liable to require air monitoring, forced ventilation and controlled access.
- Any requirement for cutting, welding or hot work, with attendant fire precautions.
- Any weather related risk such as exposure, flooding or the need for lighting protection.

For further guidance see [Health & Safety Systems Folder 21. Site Construction](#)

3.18 Risk Assessments

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above Regulation is as follows:

A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organization.

Risk is the likelihood that the harm from a particular hazard is realised.

The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfil their statutory obligations.

The Company will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

Method

Risk assessments will be undertaken by a competent person. Additional assistance is provided by the Health & Safety Advisor if required, using the current Risk Assessment form. Once completed, this information will be disseminated to relevant employees and the master filed for future reference.

Reviews to risk assessments as stated at the time of the initial assessment will be undertaken using the same form.

For addition information on the procedures to follow see Health & Safety Systems Folder 6. Risk Assessments

3.19 Safe Working Practices

In order to ensure a safe working environment, safe methods and systems of work the following practices will be implemented in accordance with the Management of Health and Safety at Work Regulations 1999 and the CDM 2007.

Young Persons

The Company recognises that young persons must be supervised at all times in accordance with the Management of Health and Safety at Work Regulations 1999: In particular they must not be allowed to use tools and equipment in a dangerous way.

Particular care will be taken when assessing the work activity to be undertaken by Young Persons. The responsible Manager / Supervisor will carry out the appropriate risk assessment.

Single Person Working

At no time should employees / trainees be allowed to work on their own unless specifically authorised by the appropriate Manager / Supervisor.

In any event, all employees and trainees are required to ensure they comply with all Company Safety Instructions and any site-specific safety rules, and should report their attendance in the workplace at the start of the day, and at the end of the day to their Manager / Instructor / Supervisor with in person or by the telephone, if out on site.

Subcontractors

All subcontractors shall be advised of the Company's Safety Policy and procedures before orders are placed. The Manager / supervisor shall ensure that Subcontractors are competent and able to carry out their work safely using approved methods, equipment and materials and that Subcontractors ensure their employees or agents are competent and fully trained to the required standard, holding the appropriate certifications as required by current legislation.

For further advice see [Health & Safety Systems Folder 8. Safe Systems of Work & Permits](#)

3.20 Safe Place of Work

In accordance with the Management of Health and Safety Regulations 1999 and the Construction (Design and Management) Regulations 2007

Safe Access be it by road, gangway, passage, hoist, staircase, ladder or scaffold is provided at each workplace or site.

For additional information see [Health & Safety Systems Folder 11. Workplace \(Health, Safety & Welfare\)](#)

3.21 Safe Plant and Equipment

The Company acknowledges the need for equipment to be safe and adequately maintained and used only by persons who are suitably informed and trained in accordance with the 'Provision and Use of Work Regulation 1998'.

Work Equipment

All new and existing machinery, plant, equipment, facilities and buildings will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety of employees.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided. All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

Work Equipment:

- Must be suitable for the task, location and adequately maintained.
- Must be used only by authorised persons.
- Must be used only if there is adequate information, instruction and training.
- Must have all dangerous parts guarded.
- Must have safeguards for the user against any discharges, fires, explosions etc.
- Must have protection from the user against burns, scalds or sear.
- Must meet minimum UK and EC requirements on controls and control systems.
- Must bear any appropriate Health and Safety warnings and notices.
- Must not have makeshift repairs carried out to enable use.
- Must be reported to the Safety Supervisor immediately if any defect is identified.

The Company presently operates its own in house method for assessing the condition of its own equipment.

The Nominated Person carries this out at regular intervals. However, where necessary under legal requirements an appropriate certificate of assessment or testing will be obtained for any hire / loan equipment.

The Company Directors are responsible for ensuring the proper maintenance of all work equipment.

For additional information see [Health & Safety Systems Folder 16. Work Equipment](#)

3.22 Security, Welfare and Pollution

Security, Welfare and Pollution will be dealt with as follows in accordance with the CDM regulations (2007) and when the Company is acting as the Main Contractor. The company will however investigate and advise employees of the arrangements in cases where it acts as a Subcontractor.

Security

Worksites must be securely fenced or otherwise secured, so far as practicable warning notices will be posted. Attention must be paid to risks posed to children entering construction sites.

Welfare

Access the arrangements for the provision of toilets / facilities for washing and taking meals. Where an accommodation unit is provided, it must be kept clean and in good repair.

Pollution/Environmental

Works will be so conducted as not to constitute a public nuisance. Waste will be segregated by type and disposals notified as relevant. Relevant consents must be obtained for noise on construction sites.

3.23 Statutory Inspections

A current certificate of thorough examination and test will be held for each item of equipment and lifting appliance owned.

Each item subject to statutory inspection will be uniquely marked.

Equipment that is hired must be accompanied by a current test certificate and marked if subject to statutory inspection.

Electricity

Electrical installations will be where applicable

- 110V supplies for portable tool supplies and lighting.
- 240V supply to accommodation units, protected by ELCB.
- Suitable for a diversion 2 area where fuels and gases are stored.
- Examined periodically for signs of damage, interference etc.

Portable Tools

Portable electric tools: -

- Will be 110V double insulated or all insulated, earthed from all metal parts.
- Will have connections intact, no missing covers, bare conductors or damaged cables.
- Electric cutting equipment will have good earth connections and leads.

For additional information and procedures to follow see [Health & Safety Systems Folders 16. Work Equipment and 2. Certification](#)

3.24 Inspections & Audit

Inspections and audits are required by a number of Health and Safety Regulations, principally the Health and Safety at Work Act 1974 etc. and the Management of Health and Safety at Work Regulations 1999.

The purpose of Inspections is to ensure that the working environment, facilities, equipment and working practices are maintained to acceptable safety standards.

The results of the inspections of all locations will be interpreted into actions / developments required. These remedial actions will be addressed by the relevant Manager / Supervisor

For additional information see Health & Safety Systems Folders 11. Workplace and 22. Site Audits and Safety Inspections

3.25 Transport

All vehicles will have road fund licenses, current MOT certificates and will be in a roadworthy condition.

The Company will ensure that all waste is disposed of in accordance with the Carriage of Waste Regulations.

Drivers of vehicles will have current driving licenses and be authorised.

For additional information see Health & Safety Systems Folder 20. Vehicles

3.26 Working at Heights

In accordance with the Working at Height Regulations 2005 the following principles will be applied.

The Company will do all that is practicable to prevent anyone from falling. Where working at height cannot be reasonably prevented then the following requirements will be met: -

- All works will be planned and organised
- Ensure that if the task can be undertaken any other safe way without working at height is should be considered. This must take into account the requirements of a suitable risk assessment.
- All work will consider weather conditions
- All those who are required to work at height will be trained and competent, will be given appropriate information and training relevant to the type of equipment used and the extent of the task being undertaken.
- The area which work is to be undertaken is in a safe condition
- The company through the risk assessment procedures and planning will ensure that all work areas are safe, and in good condition.
- All equipment used for works is suitable and inspected
- All working at height equipment used by the company is hired from reputable organisations and are only accepted with the relevant maintenance certificates.
- The construction of temporary structures is only performed by sub-contractors, which have met our preferred supplier requirements.
- During the planning stage the sub-contractor will be required to conduct inspections and provide records of such.
- Risk from fragile surfaces are controlled
- Risk from falling objects are controlled.

The above will be considered through the risk assessment procedure and when planning the tasks to be undertaken.

Tower Scaffolds

In some cases Tower Scaffolds will be erected by trained operatives employed by or under the supervision of a competent person appointed by the Company.

The following key points will be checked when Tower Scaffolding is erected by the Company: -

- The Nominated Person is responsible for nominating either himself or another competent person to carry out such inspections.
- Having done the inspection to record the result of the inspection and to sign that it has been done under a form as specified under the Construction (Design and Management) Regulations.

Ladders

- Must be in good condition and free from defects.
- Must be secured near the top or bottom or weighted and footed.
- Must rise at least 1.05m above the platform for easy access.
- Must be pitched at the correct angle (4:1) and positioned as close to the work as practicable.

For additional information see [Health & Safety Systems Folder 8.3 Working at height](#)

3.27 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 / amended 2005 set down minimum health and safety requirements for work with display screen equipment.

The company will through the following guidance and procedure so far as reasonably practicable ensure compliance with the Regulation.

Procedures

On joining the company all staff will be provided with a copy of the DSE Guidelines and Policy to read. This contains information, instruction and training regarding the risks and hazards associated with using display screen equipment.

Within 3 months of employment all staff will be asked to complete a DSE "Self Assessment form", this is used to identify area where concerns are being experienced.

The results of these assessments will be analysed by the relevant Manager / Supervisor and actions taken to address any points.

A further assessment may be required if it is agreed that significant change has occurred in either the user personal circumstances or through changes in the working environment.

Following the results of the assessment and if requested the Company will make a financial contribution towards the provision of suitable eye care.

All details will be retained on file.

For additional information see [Health & Safety Systems Folder 12. Display Screen Equipment](#)

3.28 Monitoring and Review

The Company Health and Safety Policy will be constantly monitored and reviewed by the Company Directors who will take into account of: -

- Personal observations when visiting sites etc.
- Comments from clients and fellow contractors.
- Incidents attracting publicity.
- Employee's liability claims.
- On-costs resulting from failures and oversights.
- Visits from, and correspondence with, enforcing authorities and insurers.
- New Legislation.

The Safety Policy reflects the Company's approach to safety and should be current and known to all employees. It should be practical and feasible in its content and application.

Its basic objective is to promote co-ordination between employers, employees and the general public, the participation of the prevention of accidents and the provision of good health and welfare facilities.

Safety Appraisals

The Company Directors recognise that each place of work is unique in terms of the nature of the work, the plant, the materials and the people involved whether they are Company employees or others. The detailed action required must therefore be site specific and the Directors will ensure that prior to commencement on site, a safety plan specific to that site and/or a risk assessment will be prepared in consultation with the Supervisors and other specialists where appropriate. This appraisal will identify those activities with significant risks which need to be eliminated, reduced or controlled as far as is reasonably practicable. Courses of action must be devised and implemented to avoid these hazards. A record shall be kept of such proposals which will be reviewed regularly to ensure that they are being implemented and updated as the site progresses.

3.29 Hand-Arm Vibration

The Company recognises that certain operations may give rise to Hand –Arm Vibration and as such will fulfil the requirements of the Regulations that require an employer to:

- Assess the vibration risk to employees
- Take action to reduce vibration exposure
- Decide if exposure is likely to be above the:
 1. Daily Exposure Action Value (EAV) and if they are, introduce a programme of controls to eliminate the risk or reduce exposure to a level as low as reasonably practicable
 2. Daily Exposure Limit Value (ELV) and if they are take immediate action to reduce exposure to below the Limit value
- Ensure the legal limits are not exceeded
- Provide information and training to employees on health risks and actions taken to control the risks
- Carry out health surveillance where there is a risk to health
- Keep a record of the risk assessment and control actions
- Review and update risk assessments

EAV The daily amount of vibration above which employers are required to take action to control exposure, currently 2.5 m/s² A (8)

ELV The maximum amount of vibration an employee may be exposed to in a day, currently 5 m/s² A (8)

3.30 Contractors

It is the responsibility of the contractor/subcontractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regards to health and safety whilst working for Almerico Ltd.

It is also the responsibility of the Contractors/Sub-contractors to ensure that the health, safety and welfare of Almerico staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of Risk Assessments, COSHH assessments, Method Statements, or similar documentation, must be submitted and approved by the Almerico persons responsible, as confirmation that risks to health and safety are being properly managed.

The Company subcontractor vetting procedure shall be used to assess competence and is the responsibility of the Company Directors to ensure this procedure is enforced.

All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Almerico employees or clients at risk.

For additional information see [Health & Safety Systems Folder 24. Subcontractor Vetting](#)