

BUILDING COSMETIC SERVICES LTD

4 Portland Arcade, King Street, Southwell, Nottinghamshire, NG25 0EH

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Company is committed to high standards of safety, health and welfare for its employees and others who may be affected by its work activities.

It is our intention that the business operates in such a manner as to achieve the following:

- A healthy and safe environment for employees and others affected by our activities
- The prevention of accidents and ill health at work (including out of office, project and site-based activities)
- Compliance with all relevant health & safety legislation and industry best practice
- Good standards of health & safety instruction and training to ensure competency of our employees
- Correct application of relevant construction legislation to project activities in collaboration with project partners so that all project work is carried out safely, with significant operational and residual risks identified and controlled where they cannot be eliminated
- Consultation with our employees on all matters affecting their health & safety
- The setting of health & safety objectives and targets and performance standards
- Continual improvement of the health & safety performance through the development and implementation of an effective health & safety management system

Arrangements are in place to regularly monitor and audit the Company's compliance with the Policy. Health & safety objectives and targets are reviewed and agreed each year by the Directors.

Signed:



Print Name: Marc Slack

Position: Managing Director

First Edition Date: 29th January 1992

Amended Date: 28th September 2018

Review Date: 28th September 2019

REMEMBER

Anyone found working to their own, or other persons detriment, in disregard to this Policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal.

Responsibilities

We have responsibilities under health and safety legislation towards:

- Employees
- Customers, visitors and the local community
- Members of the public

Our obligations can only be met by ensuring that all employees fully discharge their responsibilities.

Every employee must:

- Take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions at work
- Familiarise themselves with the contents of this policy
- Co-operate with regard to agreed health and safety arrangements and procedures, be proactive in assessing the Company's day to day health and safety performance and put forward suggestions for improvements where appropriate
- Not interfere with, or misuse, anything provided in the interest of health, safety and welfare
- Report all safety hazards, defects, accidents and near misses, however minor, to the Site Supervisor
- Assist the Nominated Person in his day to day management of health and safety
- Keep personal tools and equipment in good condition
- Maintain work equipment (including all equipment provided in the interests of health and safety) in a suitable and safe condition and ensure it is used in accordance with the manufacturer's recommendations
- Ensure all equipment is stored correctly when not in use
- Maintain a tidy work area at all times

- Suggest ways in which safety and health can be maintained or improved
- Inform their Supervisor of any medication that they may be taking which could possibly affect their ability to work in a safe manner or react with any treatment they may receive in the event of an accident.

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Board of Directors

The Directors of Building Cosmetic Services Ltd are responsible for:

- Supporting the MD in the development & implementation of an effective health & safety strategy
- Assisting in regular reviews of the health & safety strategy
- Ensuring that there is an effective health & safety Policy and that it is reviewed regularly to ensure that it remains suitable for the needs of the business
- Determining health & safety objectives and assigning clear responsibilities to ensure that they are met
- Allocating resources to implement the Policy, achieving the objectives, avoiding personal injury and/or property damage as far as is reasonably practicable through a structured risk management program.
- Assisting in the establishment of a system of monitoring & performance measurement that ensures effective implementation and operation of the health & safety policy and strategy.

Director Responsibilities - Managing Director

Mr. M Slack

On behalf of the Board of Directors, the Managing Director is responsible for ensuring that the Policy enables the Company to fulfil its legal duties and to manage its activities so that satisfactory standards of health and safety are achieved and improved wherever possible.

He will periodically inspect conditions and review the health/safety performance to ensure that the policy is adequately resourced, effective in its implementation and is revised as required to meet changing legal responsibilities.

He will audit the Policy and associated procedures annually. This audit will be delegated and is aimed ensuring compliance with minimum legislative standards and industry best practice.

It is his specific task to:

- Set health and safety objectives
- Allocate sufficient resources to manage health & safety on a day to day basis
- Monitor the health & safety performance
- Audit, review and up-date this Policy annually, when major changes occur, or when new plant/equipment/work activities are introduced
- Ensure that the purchase and design of plant, work equipment, storage facilities and materials are to an acceptable standard
- Demonstrate personal commitment to the Policy in daily contacts with employees and customers.

Nominated Person

Mr. M Espin – Operations Manager

Key objective: To ensure that a health and safety management system is in place and operating effectively across the Company's operations in compliance with legislation and industry best practice.

He will ensure that employees are aware of their individual responsibilities and have an understanding of health and safety management, commensurate with their duties and the risks encountered in their day to day work.

It is also his specific task to ensure that:

- ✚ All employees receive sufficient training, instruction and information to carry out their work safely
- ✚ An effective and positive channel of communication exists between employees and the Nominated Person
- ✚ Periodic tests, inspections, and maintenance of work equipment are carried out as required; any defective equipment is promptly isolated
- ✚ "walk round" safety inspections are carried out regularly and recorded
- ✚ Suitable personal protective equipment and clothing is issued where necessary and that employees understand the need for it and use it as instructed
- ✚ All hazards to safety or health are eliminated where possible, risk is minimised as far as is reasonably practicable and safe systems of work in place; that persons at risk are advised of any precautions to be taken and that records of inspections are kept and remedial action to comply with legislation is taken as required

Systems and Procedures

We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and others who may be affected by our work activities.

It is therefore our ultimate aim that in conducting our activities, account must be taken by all parties of the need to:

- ✚ Take a proactive rather than reactive approach to managing health and safety responsibilities
- ✚ Formulate and maintain safe working systems
- ✚ 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 or item of work 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
- ✚ Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance

The guidance contained in the HSE publication “**Consulting employees on Health and Safety**” **INDG232** will be followed. This is achieved through regular meetings, discussion on safety precautions and method statements and one to one meetings as part of our training needs analysis initiative. We also operate an “open door” policy where any employee or contractor can raise an issue of concern directly with the Nominated Person or the MD.

2. Arrangements for Implementing Policy

2.1 Fire

Fire procedures for working on sites will be prepared and precautions installed, as part of the fire risk assessment and in conjunction with the person in day to day control of the site. Details of these will be briefed to employees. All potential hazards will be identified in the site risk assessment and steps taken to adequately manage risk where a hazard may be identified. Where the Company acts as the **Principal Contractor** (under The Construction Design & Management Regulations 2015) for a project and that project has a high fire risk to be controlled, then a fire safety plan will be produced. This will form part of the risk management plan for the site.

As a **Contractor**, the Firm will liaise with the Principal Contractor to ensure compliance with CDM Regulations 38 to 41.

Fire extinguishers will be provided if necessary. Workplaces should be left clean and tidy and free of loose flammable material. Where an extinguisher has been used or tampered with, the Nominated Person should be informed, in order that it can be replaced or recharged without delay.

2.2 Risk Assessment/Method Statements

As required by The Management of Health & Safety Regulations 1999, all significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced, and implemented in respect of all work activities where a significant risk has been identified.

Activities where risk assessment will be carried out and will include:

- ✚ Scaffold erection, dismantling, storage and handling
- ✚ Working at Height
- ✚ Use of work/access equipment and hand/power tools
- ✚ Manual handling
- ✚ Personal protective equipment
- ✚ Specific site hazards e.g. overhead and underground services, difficult access, weather conditions, pedestrian and vehicle traffic
- ✚ Loading/unloading vehicles
- ✚ Storage of tools and materials
- ✚ Site and removal/delivery transport
- ✚ Vehicle/pedestrian segregation

Method Statements will be produced where the residual risk requires work activities to be carried out in a particular sequence to ensure safety. They will be produced selectively where a project may prove significantly hazardous. A safe system of work, issue of suitable personal protective equipment and employee training are included in the risk control measures.

A key requirement will be to satisfy the requirements of the **Provision and Use of Work Equipment Regulations 1998**. This will be achieved through completion of Risk Assessments, employee training/assessment of individual competence and consultation, and the drafting of procedures to cover safe systems of work. Small **power and hand tools** will be subject to regular, visual “safe condition” inspection. Users of such equipment should inspect tools before each use; tools and equipment that are available for general use will be inspected periodically.

It is our Policy that all employees will wear suitable **personal protective equipment (PPE)** at all times whilst on site. The company is responsible for implementing suitable control measures on a day to day basis, and for ensuring that all equipment is suitable for its intended purpose, is in good condition and operated safely, within agreed procedures.

NOTE

The following sub-sections contain details of the Company’s standard or generic **control measures** for dealing with hazards that are most commonly found on a day to day basis. The erection manager will follow and enforce these procedures unless there is a site-specific assessment detailing and enforcing more stringent control measures.

A risk assessment and method statement will be produced for use of **access equipment** and all work at height. An emphasis will be placed on employee training and assessment of individual competence. A safe system of work will be followed for each task.

◆ Access – Ladders

Ladders should only be used as a means of access; the ladder should be placed on firm, level stable ground and secured to prevent slipping or falling. Ladders must not be used as a working platform unless it is reasonable to do so, taking into account the nature of the work being carried out and its duration together with the risks to the safety of any person arising from the use of the ladder.

Ladders should be:

- a) suitable and of sufficient strength for the intended purpose
- b) erected in such a way that they do not become displaced and (where the length is more than 3 metres) they must be secured to prevent falling or slipping

If used as a means of access, there must be suitable handholds to provide a safe stepping off point. If the ladder run is greater than 9 metres, there should be an intermediate landing area or rest platform (where practicable)

◆ Access - General Scaffolds

Scaffolds should be erected, altered and dismantled only by trained and competent persons. Employees must work in accordance with the National Access and Scaffolding Confederation Publication “Preventing Falls in Scaffolding and Falsework” (SG4U) and the Health & Safety Executive publication. Scaffolds must be inspected before use and 7 days thereafter, or if the structure has been exposed to severe weather conditions. A trained and competent person must undertake the inspection.



◆ Access – Mobile Towers

Mobile towers should only be erected or altered by trained and competent persons. The erection of a tower must be in accordance with the manufacturer’s design instructions. The configuration of bracing and ledgers varies according to the supplier or manufacturer. It is therefore essential to have a copy of the erection manual or instructions. Manufacturer’s instructions may be found fixed to the tower.

The following basic guidelines should be followed before and after use of mobile towers:

Before Use

After a tower has been erected, the following checks should be made before it is used:

- it is vertical and square, and that the horizontal braces and platforms are level.
 - outriggers or stabilisers are positioned and secured properly
 - all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers; all castors should be locked
 - the spigot and socket joint locks holding the frames together are secured
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- all the bracing members have been located in accordance with the supplier's manual
 - all guardrails and toe boards are in position
 - all access stairways and ladders are in position and firmly fixed
 - the base to height of platform ratio does not exceed 1:3 when working externally or at a ratio of 1:3:5 internally.

During use

During use, the tower should be kept in good order. A competent person should inspect the tower regularly to ensure that the structure has not been altered in any way. All damaged parts should be replaced before the tower is used again.

2.2.1 Safe Systems of Work

Based on the risk assessment process, a written, generic **safe system of work** will be produced to ensure that hazards are eliminated or remaining risks minimised. Systems will either be conveyed verbally to employees (for simpler tasks) or recorded (for more complex tasks) as e.g. in a permit to work situation. The methodology for determining the safe system of work will be:

- ✚ Setting up the task and obtaining any necessary authorisation (e.g. permit to work)
- ✚ Planning of job sequence
- ✚ Specification of the approved safe working methods including the means of getting to and from the task location
- ✚ The working environment must be verified in advance of work commencing e.g. activities of other contractors
- ✚ Dismantling/disposal of equipment or waste at the end of the task

When working in business premises the company will establish at the project planning stage if any special precautions are required. He will discuss the scope of work with the person in charge of the premises or site and produce a risk assessment to include any special precautions to be taken. The person in charge of the premises will be asked to advise the Nominated Person of any risks which could affect our proposed work activities. These will be included in our safety management arrangements for the project.

Protection of Members of the Public

When planning site work, consideration will be given to the protection of the public. Guidance issued by the Health & Safety Executive “Protecting the Public – Your Next Move” HS (G) 151 will be followed on sites where there is a possibility of children and members of the public entering the area where work is being undertaken or where vehicles, plant etc. are being operated by the Firm. A priority will be to ensure that our vehicles enter, leave and move around sites safely.



2.2.3 Services – Underground and Overhead

The Company should have been informed at the tender stage of any known services on or near to the site. Each site will be checked in advance of work commencing to determine what (if any) services are present. Overhead services are obvious and easily located. If work has to take place close to overhead power lines, enquiries will be made to the power supplier to obtain accurate information on clearance distances and the precautions to be taken. In this event, a detailed method statement will be produced. Guidance issued by the Health & Safety Executive “Avoidance of danger from overhead power lines” Guidance Note GS 6 will be followed.



2.3 The Construction (Design and Management) Regulations 2015

They will apply in the following circumstances:

- ✚ Last longer than 30 working days and have more than 20 workers working simultaneously at any point on the project; or
- ✚ Exceed 500 person days

These regulations may apply to work carried out by Building Cosmetic Services and place duties on all parties involved in construction work.

Who does what?

When applicable in full, the Client (or his agent) must appoint a competent Principal Designer to ensure that health and safety is taken into account at the design and planning stage of a project.

The Client (or his agent) must then appoint a Principal Contractor to manage and co-ordinate health and safety activities on site. The Principal Contractor must develop the Construction Phase Plan, detailing how they intend to manage the project, providing details of site rules and site emergency and welfare arrangements.

As the construction phase progresses, the Principal Designer should discuss and agree with the Principal Contractor the style and content of the health and safety file. This will enable the Principal Contractor to start collating information from suppliers and contractors, making it easier for both the principal contractor and principal designer to produce the health and safety file ready for handover at the end of the project.

The client must ensure that the Principal Designer and Principal Contractor are “competent”. Contractors who sub-contract work must ensure that the sub-contractors are “competent”.

Key roles of the parties involved in the regulations are given below:

CDM Dutyholders* - Who are they?	Summary of role/main duties
<p>Clients – are organisations or individuals for whom a construction project is carried out.</p>	<ul style="list-style-type: none"> ➤ Make suitable arrangements for managing a project. This includes making sure: <ul style="list-style-type: none"> ✚ other dutyholders are appointed; ✚ sufficient time and resources are allocated; Making sure: <ul style="list-style-type: none"> ✚ relevant information is prepared and provided to other dutyholders; ✚ the principal designer and principal contractor carry out their duties; ✚ welfare facilities are provided.
<p>Domestic clients – are people who have construction work carried out on their home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<ul style="list-style-type: none"> ➤ Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: <ul style="list-style-type: none"> ✚ the contractor, on a single contractor project; or; <ul style="list-style-type: none"> ✚ the principal contractor, on a project involving more than one contractor.
<p>Designers – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<ul style="list-style-type: none"> ➤ When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: <ul style="list-style-type: none"> ✚ construction; and ✚ the maintenance and use of a building once it is built. ➤ Provide information to other members of the project team to help them fulfil their duties.

<p>Principal designers** - are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<ul style="list-style-type: none"> ➤ Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: <ul style="list-style-type: none"> ✚ identifying, eliminating or controlling foreseeable risks; ✚ ensuring designers carry out their duties; ➤ Prepare and provide relevant information to other dutyholders; ➤ Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
<p>Principal contractors – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<ul style="list-style-type: none"> ➤ Plan, manage, monitor and coordinate the construction phase of a project. This includes: <ul style="list-style-type: none"> ✚ liaising with the client and principal designer; ✚ preparing the construction phase plan; ✚ organising cooperation between contractors and coordinating their work. ➤ Ensure: <ul style="list-style-type: none"> ✚ suitable site inductions are provided; ✚ reasonable steps are taken to prevent unauthorised access; ✚ workers are consulted and engaged in securing their health and safety; and ✚ welfare facilities are provided.
<p>Contractors – are those who do the actual construction work and can be either an individual or a company.</p>	<ul style="list-style-type: none"> ➤ Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety; ➤ For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor; ➤ For single-contractor projects, prepare a construction phase plan.
<p>Workers – are the people who work for or under the control of contractors on a construction site.</p>	<ul style="list-style-type: none"> ➤ They must: <ul style="list-style-type: none"> ✚ be consulted about matters which affect their health, safety and welfare; ✚ take care of their own health and safety and others who may be affected by their actions; ✚ report anything, they see which is likely to endanger either own or others' health and safety; ✚ cooperate with their employer, fellow workers, contractors and other duty holders;

2.4 First-aid

The terms of the Health and Safety (First-Aid) Regulations 1981 will be complied with as a minimum standard of cover and practice. Details of the trained First Aiders will be notified to directors, employees and visitors, and brought to the attention of all new employees at their induction.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Specific arrangements will be made to provide cover where employees work on site.

The Nominated Person will hold a current list of employees who have received training and their location. A First Aid container is kept in each vehicle; a suitable container will always be kept on site and available for immediate use.

2.5 Accident Procedure

Details of all accidents will be recorded in an Accident Book and investigated by Matt Espin with support from other Directors and Supervisors. The requirements of RIDDOR will be followed in respect of any **reportable** accident or dangerous occurrence. Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

NB Only “fatalities and specified reportable injuries” can be reported by **phone**; these are reportable by calling 08453009923; all other accidents and dangerous occurrences can be reported to the HSE only at www.riddor.gov.uk or www.hse.gov.uk/riddor

HSE can be contacted **out of hours** on 0151 922 9235 only in the following type of circumstances:

- ✚ Following a work-related death, or where there is a strong likelihood of death following an incident at or connected with work
- ✚ Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours

If the accident etc. is reported by phone, the operator will give an incident number. It is important to record the number in the Accident Book and quote in any subsequent correspondence relating to the incident. The RIDDOR reporting centre will take details of the incident and they will produce the Form F2508 and they will send a copy to the employer of the injured person. The following procedure should be followed selectively in the event of an accident or near miss:

- ◆ Without endangering yourself, ensure that the casualty is made as safe as possible from further harm
- ◆ Call the First Aider (if appropriate)
- ◆ Make the area as safe as possible, without endangering yourself
- ◆ If practical, do not move any material or equipment involved; if this is not possible, take a note of quantities and location of tools, equipment etc. involved

- ◆ The person involved in the accident should ensure that details of the event are entered in the Accident Book; if this is not practical, the Nominated Person will record the details.
- ◆ All accidents will be investigated in order to:
 - Establish the cause
 - Determine the extent of injuries and damage
 - Decide on action necessary to prevent a recurrence

If any member of the public, visitor or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book. Details of all accidents will be recorded. The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence.

Where an accident or reportable incident occurs on a site controlled by our customer, a senior representative of our customer will be informed, involved in any investigation and consulted on subsequent action taken to prevent a recurrence.

Where the **Health & Safety Executive** or other enforcement agency provides advice, information or guidance in respect of our work activities and operations, this will be implemented as a matter of priority. The accident performance will be closely monitored and preventive action taken if required; this could include employee training, review of risk assessments, safe systems of work and method statement, use of alternative work equipment, ppe etc.

Accidents and unwanted incidents will be recorded, investigated and reported as necessary by Matthew Espin.

2.6 Electricity

In accordance with The Electricity at Work Regulations 1989, the Company will maintain a register of electrical equipment and ensure that the equipment is tested on a regular, risk assessment basis to ensure that it is safe for normal use. All portable appliances will be examined prior to first use. The findings of inspections and tests will be recorded. HSE Guidance publication HS(G) 141 entitled “Electrical Safety on Construction Sites” will be adhered to in respect of tests and inspections. Any hired electrical equipment will be similarly inspected and tested.

Day to day, all cabling, plugs and connections will be properly organised, visually inspected, recorded and maintained to minimise any risks, in accordance with the Regulations. Specifically, all employees are required to regularly check and inspect plugs and cables for loose connections, faults and wear or damage. Faults and/or defects should be reported to the Nominated Person and equipment isolated until a repair is carried out.

Wherever possible, all portable electrical equipment will be operated at 110 volts and/or battery powered.

2.7 Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended 2004)

The Regulations impose a duty on employers to identify all hazardous substances in use and to assess the risk to their employees and others, considering its use and the quantities involved.

A “Substance Hazardous to Health” includes:

- ✚ those listed in the current “CHIP” list and/or carrying a hazard warning symbol (see below)
- ✚ a substance with a workplace exposure limit (WEL) for reference see HSE document EH 40
- ✚ a biological agent
- ✚ any dust, if present in a significant concentration
- ✚ any other substance with comparable hazards to health

Details of control measures are listed in the COSHH Assessments.

The Firm will comply with the requirements of the regulations and related legislation. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No hazardous substance will be used unless a full assessment has been carried out and all appropriate control measures are in place.

This includes identifying all substances in use and assessing the risk to employees (and others) from the substance, taking into account the manner in which it is used and the quantities involved.

Substances covered by the Regulations will typically be denoted by warning symbols as shown below:



The risk associated with using a substance must be assessed by carrying out a systematic review and considering:

- ✚ specific substance (es) being used
- ✚ quantity being used
- ✚ its form i.e. liquid, dust, solid or vapour
- ✚ how can it harm? I.e. by inhalation, skin contact, absorption through the skin, ingestion
- ✚ who will be exposed to the risk and for how long?
- ✚ Can a less hazardous substitute be used?

Employees will be trained and instructed in the use of all hazardous substances, and full risk control measures implemented.

2.8 Environmental Management

It is our policy to do all that is reasonable practicable to:

- Maintain current and reliable information on the environmental impact of the goods and services that we supply and make this available on demand to enable our customers to make informed choices
- Understand the sensitivities of our customers, including the pressures of growing and changing statutory and public concern about environmental issues, and assist them in complying with environmental best practice
- Identify opportunities to reduce any environmental impact of our activities at an early stage and adopt these changes where appropriate
- Communicate our environmental performance both within the Firm and to the external community
- Raise staff awareness of environmental issues and promote individual good practice
- Require our suppliers to provide goods and services with the minimum adverse environmental impact, and give preference to environmentally aware suppliers whenever possible
- Ensure that we purchase goods and materials which comply fully with UK government and EU legislation and recognised environmental best practice
- Make efficient and environmentally responsible use of energy, water and other natural resources
- Take all reasonable steps to prevent pollution of both the local and wider environments

- Employ sound waste management practices
- Develop and maintain emergency procedures to deal effectively with any significant environmental hazards which may arise as a result of our activities.
- Recycle equipment, waste products, and redundant items and reduce the consumption of consumables.
- Use, store, control and dispose of hazardous materials in line with the best environmental practices.
- Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the Firm's environmental policy and complying with the control measures in place.

2.9 Waste materials

If required by legislation and any works undertaken, all waste materials will be removed from site and transported to a depot where for secure storage. It will be collected from the depot by a licensed waste removal service.

2.9.1 Training

All newly recruited employees will be made aware of our health & safety arrangements as stated in the Health and Safety Policy, and given a briefing on their individual responsibilities. Where it is identified that employees need training and information due to the introduction of health and safety legislation affecting our activities, this will be provided. The Nominated Person will keep his own health and safety skills and knowledge up to a level compatible with the role and responsibilities as described in this Policy.

The Nominated Person will carry out induction training for employees who may not be familiar with a particular site or proposed work activity. Information will be given on all significant risks together with the site emergency plan and first aid procedures. He will also cover:

- ✚ Significant risks and precautions to be taken
- ✚ Personal Protective Equipment (PPE) requirements
- ✚ Where and how to obtain additional PPE as required
- ✚ Site emergency procedures
- ✚ Welfare arrangements
- ✚ Risk assessments, method statements and safe systems of work relevant to the work involved
- ✚ Site rules

A record will be made that induction training has taken place.

2.10 Alcohol and Drugs

The misuse of alcohol and drugs can adversely affect an employee's ability to carry out a task in a safe manner. Alcohol and illegal drugs should therefore not be consumed or brought onto our premises or sites.

Any employee found with alcohol or illegal drugs on their person or is found to be under their influence whilst at work will face disciplinary action and possible dismissal. This also applies to any employee found to be misusing any substance(s) that has a detrimental effect on their standard of work or general conduct. A procedure is in to randomly screen employees for the presence of non prescribed drugs. Any employee with a drug or alcohol dependency problem can speak in complete confidence to a Director. He/she will assess the situation, providing guidance and a referral for professional support (where appropriate).

2.11 Smoking

Arrangements will be made in respect of each site, as identified through site risk assessments and the rules operated by the person in charge of that site.

2.12 External/Internal Audits & Inspections

As part of the Company's continued commitment to measure and improve the effectiveness of our health and safety management system. The Company has arranged for an external health and safety organisation (Safety Measures Ltd.) to undertake an annual audit of our arrangements. The Company will positively respond to any recommendations arising from the Audit process. In addition, site safety inspections will be carried out at regular times by the Site Supervisor & the Nominated Person to ensure that agreed risk control measures are in operation, effective in their implementation and that control measures are reviewed, revised etc. in the light of the safety performance, changing site conditions and work undertaken. Safety Measures Ltd. also act as Competent Person as defined by The Management of Health & Safety at Work Regulations 1999 (Regulation 7). Their role includes working closely with the Nominated Person to devise and apply protective measures, to keep the Company up to date with new or changing legislation, help with the investigation of major accidents, dangerous occurrences etc. and to carry out in depth site safety inspections if requested. Other advice, guidance and information are given on an ad hoc basis as required.

Appendix One

Asbestos Policy and Procedures

1. Introduction

The Company acknowledges and accepts its responsibilities under the **Control of Asbestos Regulations 2012** and will comply with all codes of practice and guidance issued by the Health and Safety Executive in respect of exposure of its employees and others to asbestos arising from its operations.

Although covering only commercial premises, The Control of Asbestos at Work Regulations 2012 and other associated health and safety legislation place a duty on our Company to ensure that the risks to staff and others are minimised when working in commercial or domestic properties.

The main aims in hazard control are;

- ✚ To prevent, so far as practicable, generation or release of fibres and their subsequent spread as respirable airborne asbestos fibre;
- ✚ To fully respond to the need to protect and prevent exposure of both employees and non-employees who may be at risk from the presence or release of any asbestos fibre

This policy sets out the procedures to be followed before work commences and whilst work is taking place.

All employees/subcontractors will be expected to follow the requirements set out in this policy and work in the manner laid down. Any breaches of the requirements of this policy could lead to disciplinary action being taken against the offender.

2. Working Procedures

As mentioned above, it is recognised that Asbestos Containing Materials (ACMs) were widely used in commercial and domestic properties prior to the mid 1970s. We therefore can accept that we may encounter the presence of ACMs during our work activities.

Examples of areas where ACMs might be found are;

- Window sills
- Glass insulation
- Textiles and ropes
- Paper felt and cardboard
- Asbestos cement
- Decorative textural coatings
- Vinyl floor tiles
- Sprayed coatings
- Lagging material
- Insulating board

Given that our work requires some disturbance of materials with the use of hand and battery operated tools, we can accept that the disturbance of ACMs would lead to fibre release.

2.1 Prior to commencement of work

Before work commences on any site, the employee / sub-contractor must ensure that no asbestos containing materials will be disturbed by the work to be undertaken.

The employee must follow the procedure laid below in order to gather as much information as possible;

- Ask the client if an asbestos survey has been carried out and if so have ACMs been identified
- Ask the client whether an asbestos register is in place and if so ask to see it
- Ask to see any building plans that might signify the presence of asbestos
- Ascertain the age of the building (Buildings erected after the mid 1980s are unlikely to contain ACMs)
- Carry out a visual inspection of the working area

If there are substances that are likely to be disturbed which cannot be definitively identified as not being ACMs, **do not carry on with the work**. Substances that we can assume do not contain ACMs are brick, wood, glass and stone. Inform the client of the situation verbally and then contact the office via mobile phone and await instructions.

If it is clear that no ACMs are present or likely to be disturbed, continue with the work implementing the usual control measures, i.e. cordoning off the immediate area and using correct personal protective equipment.

2.2 During Work

Whilst carrying out the work the employee should be continually vigilant and monitor the situation fully. If during the course of the work, material is discovered that could possibly be ACM and could possibly be disturbed by the work activities you should carry out the following;

- Stop work immediately
- Seal the area off as practicably as possible
- Inform the client of the situation
- Inform the Nominated Person
- Do not intentionally disturb the material
- Do not return to the area if the possible ACM has been disturbed
- Do not take any samples of the material

If suspected ACM has been disturbed during the course of your work, complete a Report of Suspected Asbestos Exposure form at the earliest possible opportunity.

If necessary, the incident will be reported to the Health and Safety Executive under regulation 21 of the RIDDOR regulations.