

WALLIS CUTTS LTD

**MECHANICAL SERVICES &
RENEWABLE ENERGY SYSTEMS**

Health and Safety Policy

Health and Safety Policy

Wallis Cutts Limited

Document Control

Document title: Health and Safety Policy

Client: Wallis Cutts Limited

Reference number: 2010-0001

	Name	Date
Prepared by:	Mr Adrian Marsden	15/02/10
Reviewed by:	Mr Richard Cutts	15/02/10
Authorised by:		

Issue: Draft

Date of first issue: 9th December 2009

Date of current issue: 15th February 2010

Date of next review: 14th February 2011

Issue	Date	Comments
Draft	December 2009	Initial Review
Final	February 2010	Final Approved

Issued 15/02/10

Master copy

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Introduction

This policy document has been prepared to define the way that Wallis Cutts Limited intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and to detail the organisation and arrangements set up to carry out that policy.

Wallis Cutts Limited's Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

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Health and Safety Policy Statement of Intent

This Health and Safety Policy Statement recognises Wallis Cutts Limited obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of Wallis Cutts Limited and its operating businesses.

Wallis Cutts Limited has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of Wallis Cutts Limited activities. Wallis Cutts Limited fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Provide adequate resources to comply with statutory requirements with regards to the health, safety and welfare of all those affected by its activities.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.

All Directors, Managers, Supervisors and Foremen will enforce this Policy. The Managing Director, Mr Richard Cutts is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

Signed 

Richard Cutts – Managing Director ... Date 15/02/10

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Environmental Policy Statement

Wallis Cutts Limited recognises the need to operate the business in a manner which reflects good environmental management. The Companies are aware of the environmental impacts of its operations and will balance its business with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company have demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, we will:

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Minimise the storage and use of all articles and substances, where appropriate.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all employees, and it will be freely available to customers, shareholders and the general public.

The Managing Director, Mr Richard Cutts is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Signed: 
Date 15/02/10 Richard Cutts – Managing Director

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Section 1: Organisation for Health and Safety

General Organisation

Arrangements for health, safety and welfare will be organised by Wallis Cutts Limited.

Mr Richard Cutts, Managing Director has overall responsibility for health and safety.

The Managing Director has appointed a Health and Safety Advisor (Mr Adrian Marsden) who is responsible for monitoring the Company's Health and Safety Policy and for dealing with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare throughout the Company are welcomed from any employee and should be forwarded to Mr Adrian Marsden.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by the appointed Health and Safety Manager will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be made aware of and have up to date knowledge of the legislation, best practice and equipment relevant to their work activities.

Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees

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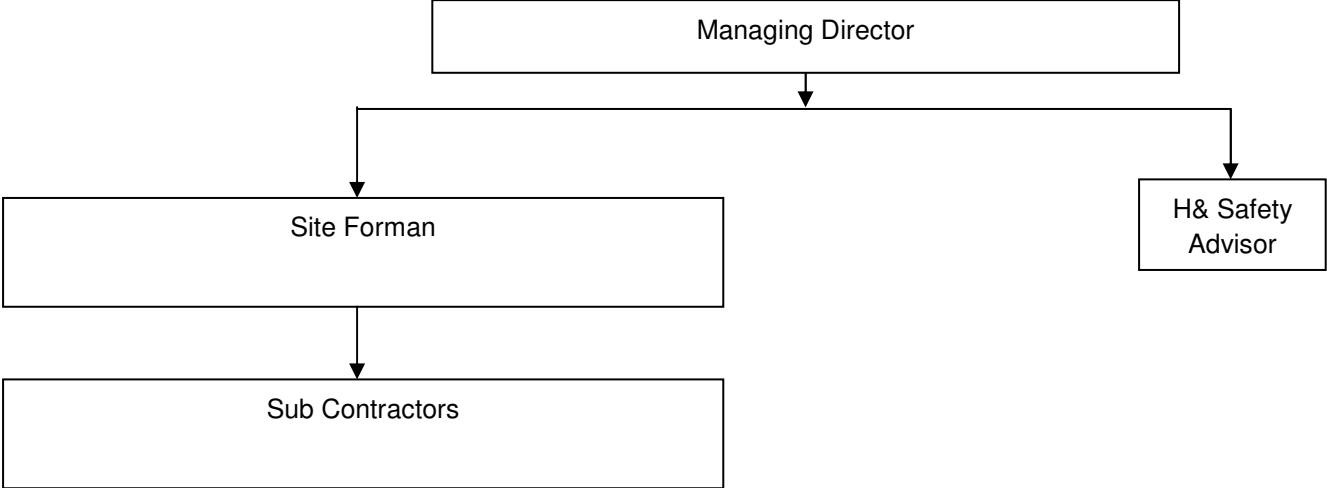
elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Objection on Safety Grounds

The company will not allow employees to undertake activities for which they are not adequately trained and experienced.

If the situation arises, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his employer and this could give rise to an objection on safety grounds to undertaking the work.

Wallis Cutts Limited Health and Safety Organisational Chart



Section 2: Responsibilities for Health and Safety

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

Responsibilities of the Managing Director

- To have overall responsibility for health and safety within the Company.
- To ensure that sufficient resources are made available to meet health and safety needs within the Company.
- To appoint competent persons to manage health and safety within the Company.

Responsibilities of the Health and Safety Advisor

- To act as a focal point within the Company regarding health and safety matters.
- To ensure the company carry out their undertaking in accordance with this policy
- To ensure that the health and safety policy is up to date with current legislation.
- Ensure all employees have access to the Health & Safety Policy;
- To ensure the company performance on Health and Safety matters are reviewed and monitored and changes implemented to the Policy in accordance with The Management of Health and Safety at Work Regulations 1999
- To arrange risk assessments including:
 - a. Health, Safety and Welfare
 - b. Fire
 - c. Water Hygiene
 - d. Asbestos
 - e. Disabled Access
 - f. Noise
 - g. Vibration
 - h. Display Screen Equipment
 - i. Statutory inspection and testing
- To arrange specialist health and safety training courses.
- To ensure contractors employed by the Company are vetted for Health and Safety prior to establishing a contract in accordance with the Construction (Design and Management) Regulations (CDM) 2007.

- To ensure that serious accidents occurring on Company property are reported, investigated and that suitable controls are implemented to prevent re-occurrence.
- Ensure that a copy of the company health and safety policy is issued to all departments.
- Maintain a list of policy holders and ensure that they receive copies of any amendments or revisions to the policy.
- Ensure all hazards reported on site inspection reports are notified to appropriate departments.
- Confirm that follow-up action is taken and recorded with respect to those reports.
- Arrange regular meetings with the director responsible for safety and others as necessary in accordance with this policy, to discuss accident prevention, training requirements, future work etc.
- Keep records of all meetings and ensure that any follow-up action has been carried out as agreed.
- Ensure that statutory documents and first aid equipment is ordered for each new site.

Responsibilities of Management

To ensure the health safety and welfare at work of employees and anybody affected by our activities, by providing and maintaining:

- a. Relevant risk assessments.
 - b. Safe Systems of Work.
 - c. Safe plant or equipment.
 - d. Safe methods of handling, transporting articles and substances.
 - e. Supervision, training, instruction, information.
 - f. Health and Safety records.
 - g. Safe places of work and safe access/ egress.
 - h. Safe and healthy working environment.
 - i. Adequate personal protective clothing and safety equipment.
 - j. Welfare facilities.
 - k. Medical surveillance (where required on the basis of the nature of substances encountered we retain the services of Caritas Ltd).
- All employees are aware of and have knowledge of their health and safety responsibilities while undergoing their tasks and do not take unnecessary risk.

- To ensure that other people, including sub-contractors, visitors and members of the public, do not have their health and safety placed at risk as a result of the Company's activities.
- If the Company has control of premises, to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/ egress to their work.

Responsibilities of Designers, Architects, Engineers and Quantity Surveyors

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, i.e., the Construction (Design and Management) Regulations (CDM) 2007, are complied with as they apply to the Company activities.
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them.
- To promote safe working methods by providing detailed information and instruction to all employees and sub-contractors.
- Provide adequate information to enable safety management systems to be implemented to control working at height including the design of scaffold and other working platforms to reduce the risk as far as it is reasonably practicable the risk of any persons being injured from falling from height or being struck by falling materials.
- Provide adequate information, as required, to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.
- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Health and Safety Plan.
- Set a personal example, and carry out your own work in a safe manner, i.e., take precautions when working on or near public roads, and use personal protective equipment issued by the Company to protect health and safety.

Responsibilities of Procurement Staff

- Purchase equipment or materials that are to the standards required by Company policy and meet the Health and Safety Plan requirements.
- Purchase or hire equipment or materials that have certificates of conformity with industry standards (CE Marked, proof loaded etc.) and which have no residual risks associated with them.
- To ensure that all suppliers provide full information on any hazards associated with the equipment or materials supplied and any precautions required.

- To ensure that sub-contractors have received lists of responsibilities and Company policy statement in accordance with this policy.

Responsibilities of All Employees

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair nor modification permitted unless express authority is given. Damage to equipment should be notified to the Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents or near misses to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).

Responsibilities of Duty Holders (Construction (Design & Management) Regulations (CDM) 2007)

- All persons appointed to positions to meet the requirements of CDM Regulations, which place duties on the client, designer, CDM Coordinator, principal contractor and contractors, will comply with those duties imposed upon them.
- Depending on the nature of the appointment, those duties will include:
 - a. Provision of relevant information for initial assessments following feasibility study and the intention to build.
 - b. Selection of competent duty holders in accordance with appendix 4 of the regulations
 - c. Carrying out risk assessments of all relevant activities.
 - d. Competent selection of relevant external/ internal personnel.
 - e. Formulation of the pre-tender information pack
 - f. Formulation of construction phase Health and Safety Plan.
 - g. Continual monitoring of construction phase Health and Safety Plan.
 - h. Ensure implementation of the construction phase Health and Safety Plan by the project management team.
 - i. Making available information for the Health and Safety File.
 - j. Identifying the needs of continued and adequate training.

- k. Ensuring that all health and safety requirements are met.
 - l. Notification of projects to Health and Safety Executive.
 - m. Advising on compliance, so that no breach of the Regulation occurs.
- The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations (CDM) 2007.

Section 3: Arrangements for Health and Safety

1 Introduction

The general details of Wallis Cutts Limited arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual.

2 Management Systems

- The policy will be used as a foundation to influence activities and decisions.
- The policy will be put into effective practice and the "Company" promotes involvement and participation at all levels.
- Effective communication is maintained throughout the workforce.
- Hazards are identified and risk assessments undertaken to eliminate or reduce hazards.
- Measuring will take place against pre-determined standards and identifying objectives for improvements.
- The company will monitor control of risks.
- Reactive monitoring will be undertaken such as accident/incident investigation.
- Information produced can then be used to revise the safety policy, implementation methods and techniques of risk control.

3 Internal Communications (Health and Safety Notice board)

- All relevant safety information will be provided at all workplaces where employees are located. This will include:
 - a. H&S Policy.
 - b. HSE Law poster.
 - c. Employer's Liability insurance certificate.
 - d. Fire safety instructions.

- e. Names of Fire Wardens and First Aiders.
- f. Other safety instructions relevant to that workplace.

Provision of information for non-English speaking workers.

As an employer we have a general duty under HSWA section 2(2)(c) to provide employees with such information as is necessary to ensure so far as is reasonably practicable their health and safety at work. This must be comprehensible and relevant and be understood by the person for whom it is intended including temporary workers.

4 Health and Safety Policy

- The health and safety policy will be reviewed annually to ensure that it is effective and up to date with current legislation.
- The policy will be amended where required and all employees informed of any amendment.
- A copy of the health and safety policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.
- The Health and Safety Policy statement will be displayed on a health and safety notice board.

5 Training

- Incompetent and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.
- Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.
- Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.
- Health and Safety records of training provided will be maintained.

6 Risk Assessment

- Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety, in order to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

- Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.
- The findings of risk assessments will be recorded and, where necessary, will be used to develop method statements to ensure safe systems of work.
- A copy of the risk assessment report will be available at the workplace, and the findings will be brought to the attention of all employees.
- All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

7 Environmental Control

- Wallis Cutts Limited is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.
- Appropriate arrangements to protect the environment will be put in place at all workplaces, including:
 - a. Approved storage and use of raw materials and substances.
 - b. Waste minimisation (promoting reuse, recovery and recycling).
 - c. Identified waste disposal routes under Duty of Care.
 - d. Monitoring and review of environmental performance.

8 Safe Place of Work

- Wallis Cutts Limited will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.
- A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.
- All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
- A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.
- Where a task(s) requires access to hazardous areas (e.g., roof areas with unprotected edges), a Permit to Work system will be established and implemented.
- Where a hazard cannot be eliminated, a hazard warning sign will be displayed.

9 Plant/ Machinery/ Equipment

- All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.
- Wallis Cutts Limited acknowledges that work can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.
- All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance, as recommended by the manufacturer or competent engineer.
- Records of the inspections, service and maintenance, including statutory inspections will be maintained.

10 Noise

- Where practicable, noise levels will be maintained below the first action level of 80 decibels.
- All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.
- Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
- Ensure suitable ear protection is supplied for the conditions of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

11 Hazardous Substances

- Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.
- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/ job specific risk assessment.
- Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use.
- If possible, provide arrangements for an alternative, less hazardous material to be specified.
- Ensure compliance in accordance with the Control of Substances Hazardous to Health (Amended) Regulations 2004 (COSHH), Control of Asbestos Regulations 2006, Control of Lead at Work Regulations 2002 and Ionising Radiations Regulations 1999 as appropriate.

12 Electricity

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Only 110V equipment (or less) will be used on site.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

13 Fire Prevention and Evacuation Procedures

- A Wallis Cutts Limited fire risk assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005 will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate:
 - a. Means of fire detection.
 - b. Raising the alarm in the event of a fire.
 - c. Fire fighting equipment.
 - d. Installation of emergency lighting.
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.
- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

14 Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be prepared at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

15 Emergency Equipment (Including Fire Fighting)

Wallis Cutts Limited will ensure that:

- The requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.
- The equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.
- Discharged fire-fighting extinguishers and other emergency equipment are returned to its operational condition as soon as practical after use.
- Emergency procedures are understood by all personnel and they are evaluated as appropriate to the circumstances prevailing at each work site.

16 First Aid and Accident Reporting

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), damage to any property or dangerous occurrences / near misses.
- Nominated 'suitable person(s)' i.e., trained First Aiders will be provided at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:
 - a. First aid kits.
 - b. Eyewash stations near chemicals or batteries.
 - c. A suitable place or room for the administration of simple first aid procedures.

- All employees, contractors and visitors will be informed of the name of the First Aider and their location.
- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book. Information will be stored in accordance with the Data Protection Act.
- Management or supervisory staff must report any serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Health and Safety Manager.
- The Enforcing Authority must be informed when:
 - a. Any person dies as a result of or in connection with work.
 - b. Any person suffers a major injury or disease as a result of or in connection with work.
 - c. A person is unable to work for more than 3 consecutive days due to an accident at work.
 - d. Any person not at work (Visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.
 - e. There is a dangerous occurrence at work. (Even when no one is injured).

17 Welfare Facilities

- Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:
 - a. Toilet facilities, including special facilities for the disabled.
 - b. Washing facilities.
 - c. Accommodation for clothing.
 - d. Facilities for rest and to eat meals.
 - e. Fresh Drinking water.
- All facilities will be maintained to a satisfactory standard, with regard to:
 - a. Accessibility.
 - b. Ventilation.
 - c. Lighting.
 - d. Cleanliness/ hygiene.
- The Welfare Facilities for a site will be detailed in the Health and Safety Plan.
- Before work commences on site, arrangements must be made for the use by operatives of facilities throughout the duration of the works.

- Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties and recorded in the site Health and Safety Plan.

18. Manual Handling

- Wallis Cutts Limited will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.
- Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:
 - a. Provision of mechanical aids, (trolleys, etc.).
 - b. Provision of sufficient persons to undertake lift.
 - c. Provision of proper handles, handholds.
 - d. Provision of a carrying device.
 - e. Secure items, to prevent load shifting.
 - f. Reduce the size of load to be lifted.
 - g. Provision of Personal Protective Equipment (PPE).
 - h. Provision of manual handling training.
 - i. Provision of manual handling information. (Posters, etc.)
 - j. Posters giving guidance in lifting technique should be displayed.

19 Personal Protective Equipment (PPE)

- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
- PPE will be maintained and stored correctly, records of issue will be kept by the appointed person after an adequate risk assessment has been carried out to ensure the issued items are adequate for the task and that no other preventative measure can be taken to further reduce the risk.
- Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
- All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets/ waistcoats, safety footwear and other PPE as directed.

20 Lone Working

- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.
- In certain cases, lone working is not permissible and the worker will be physically supervised, i.e., young person, person undergoing training.
- Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.

21 Protection of the Public

- Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of Wallis Cutts Limited activities.

22 Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, Wallis Cutts Limited shall ensure that where young persons (under 18 years of age) are employed, they are protected from any risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.
- Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.
- Copies of the risk assessments and control measures implemented to protect young persons under 16 years of age will be sent to their parents or guardians.

23 Alcohol and Drug Abuse

- Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of Wallis Cutts Limited that alcohol or drugs are prohibited in the workplace.
- Any persons known to be, or strongly suspected of being affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace.

24 Stress

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- Wallis Cutts Limited has a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioural conditions of a working environment are stressful (e.g., lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.
- It shall be Wallis Cutts Limited policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

25 Records and Archiving

- Records will be maintained of all necessary health and safety documentation. This will include:
 - a. Health and Safety Policy
 - b. Procedures documents
 - c. Risk assessments
 - d. COSHH assessments
 - e. Statutory documentation (inspections, reports etc.)
 - f. Inspection records
 - g. Accident Book
 - h. Health and Safety Plans
 - i. Other relevant health and safety documents.

26 Monitoring at the Workplace

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- The Appointed safety advisor will visit and carry out regular inspections of all workplaces, and provide guidance and advice on all aspects of health, safety and welfare to all employees. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the Health and Safety Director.
- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.

- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends, and overall safety performance will be the responsibility of Health and Safety Manager.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the appointed safety manager.

27 Safety Policy: Monitoring, Evaluation and Review

- The policy will be monitored, evaluated and reviewed as appropriate.
- The policy will be constantly developed to improve the company's health and safety performance...
- An effective organisation will be maintained and developed to ensure that the policy is implemented.
- Performance standards will be regularly developed and reviewed to improve performance standards.
- Appropriate remedial action will be implemented/actions taken by a responsible person(s) when failures or gaps in policy are identified.

28 Work at Heights

- Wallis Cutts will carry out a risk assessment to identify the risks involved in work at height and processes to eliminate or control the risks. All work must be carried out as planned and in accordance with the relevant standards and risk assessments.
- The company will provide any information, instruction and training that an employee may require to carry out his or her skill in a safe manner when working at height. The company will ensure that the manager responsible for ancillary plant and equipment used for the work is suitably and adequately trained and capable of providing the correct information on its use.
- Appoint a competent person trained to NASC TG20:08 to be responsible for the supervision of the erection, alerting and dismantling of scaffolding and for the inspection of equipment used in work at height.
- Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so. All safety equipment, stagings, safety belts, harnesses, anchorage's, etc. must be inspected not less frequently than weekly and any defects noted during inspections or reported by operatives shall be attended to immediately. Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.
- Ensure the provision of all the necessary equipment to allow safe access to and egress from the place of work.

- Ensure that the designed surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- Ensure the provision of suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace.
- All working areas at heights will be guarded to prevent falls of persons and materials at all times, or other suitable protective procedures will be used. Erect barriers or use covers to prevent falls through openings in the floor.
- Ensure that adequate edge protection is provided.
- Make use of safety harnesses and belts, or safety nets, where these are required.
- Ensure all personnel on sites where work at heights is being carried out wear safety helmets.
- Ensure all necessary precautions are taken to prevent persons walking or working beneath employees carrying out work at high level.
- The safety adviser, on request, will arrange any necessary notices warning of personnel working above.
- When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- If standard Work at Height procedures (method statement, risk assessment etc.) cannot be followed, no work at height will be undertaken until a line manager has been informed and the issues resolved. The safety manager will be consulted for advice on safe working methods, precautions and safety equipment required for any work at height and alternative procedures will be outlined. All work at height must conform to the Working at Height regulations 2005 and NASC TG20:08.

29 Noise

- Information on the noise and frequency levels of any plant are obtained before hire or purchase.
- The noise levels of any static plant in any workplace are taken into consideration before installation.

- When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
- Action is taken where noise cannot be reduced below the following action levels:-
- First Action level 80 dB (A) daily personal exposure.
 - A noise assessment by a competent person in writing.
 - Ensure that suitable measures to reduce the risk are available to employees, on request.
- Second Action level 85 dB (A) or Peak Action level 140 Pascal peak sound pressure.
 - A noise assessment as above.
 - Measures to reduce the risk.
 - Suitable ear defenders must be provided and worn.
 - Ear protection zones must be demarcated with signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The company will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment.
- All the control measures identified in the noise assessment are implemented.
- Alternative methods of work have been considered to eliminate or reduce possible noise levels.
- The company will designate and mark out ear protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors inside these zones.
- The company will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. Ensure all noise reducing features are fitted, in a serviceable condition and used.
- The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments.
- Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source, are available on site.
- Where the second or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensures that it is worn.
- Any defects noted in noise reducing equipment are reported to the relevant manager immediately for remedial action to be taken.

- The company will provide maintenance and repair or renewal of the protective equipment.
- All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection. Personnel subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and company policy.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment. The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 85dB (A) for 8 hours is not exceeded.
- The safety adviser will arrange the following services on request: noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel, supply of warning signs and ear protectors.

30 Vibration

- Wallis Cutts Limited will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Tasks which involve the use of vibrating equipment will be reduced to a minimum or alternative working methods will be adopted.
- Where the use of vibrating equipment is necessary, conduct a risk assessment and implement any required control measures. These may include:
 - Ensure the correct selection of equipment.
 - Ensure where practicable that the lowest vibration rated machine is used.
 - Ensure that all tools are adequately maintained.
 - Use tools that are designed to avoid the need for gripping the high vibrating parts.
 - Avoid uninterrupted vibration exposure over long periods.
 - Use anti vibration PPE where practicable.
 - Ensure that gloves are worn in cold conditions to ensure good circulation.
 - Ensure that the rating of the machine is considered and that the recommended usage time over an 8 hour weighting period is strictly adhered to.
 - Ensure frequent changes in personnel to reduce exposure times.
 - Manage and exercise fingers and hands during breaks.
 - Ensure that adequate reporting procedures are in place and training to ensure that early signs of Vibration White Finger are recognised and reported.

31 Asbestos

Hazards arise where asbestos containing materials (ACM's) are disturbed or damaged to such an extent that respirable fibres are released. The characteristic that distinguishes asbestos from other fibre types is its ability to split along its length and hence multiply. Exposure can lead to diseases such as asbestosis, mesothelioma and lung cancer.

Surveys

Types 1 & 2 are now known as 'management' surveys and Type 3's known as 'pre-demolition and refurbishment surveys', all materials, which are likely to contain asbestos, will be sampled and analysed by a specialist from an independent UKAS accredited laboratory before works begin. Where the company is not in overall control of a site, information on likely asbestos containing materials (for example the asbestos register), will be requested before works start. The information will be used to plan the works so as to avoid any areas where asbestos-containing materials may be present. Should works be required in these areas, the site

manager will be in receipt of an adequate hand-over certificate deeming the area safe before works commence.

Asbestos awareness

Employees will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with inhalation of airborne fibre, this will be followed by annual refresher training. They will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered.

PROCEDURES TO BE TAKEN FOLLOWING DISCOVERY OF SUSPECT MATERIALS

Should suspect asbestos containing materials be discovered during works, the following policy is to be applied:

- Works in the area to cease with immediate effect and all personnel to vacate
- Site manager to be informed
- Area to be barriered off and signed to prevent access
- Site manager to inform safety Dept
- Bulk sampling to be organised immediately to determine the content of any suspect materials. A UKAS accredited laboratory will be employed
- Testing of airborne fibre levels will be organised immediately following the discovery in order to get the most representative picture of any likely exposure. A UKAS accredited laboratory will be employed
- If, following analysis of bulk samples, a positive result is gained, a specialist contractor will be employed in all instances
- A permanent record will be kept (with employment records) of all those likely to have been exposed
- A detailed report will be produced as soon as possible after the incident and copies kept with employment records above

Advice will be taken as to whether the incident constitutes a Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The HSE will be notified as necessary.

Works will only resume following return of a negative result or on issue of a suitable hand-over certificate (for example clearance or background air testing) following specialist removal.

32 Health Surveillance

GENERAL STATEMENT

The primary purpose of health surveillance is to protect the health of individual employees, by detecting any work related adverse health effects at the earliest possible stage. In addition, health surveillance may assist Managers to evaluate

both the effectiveness of existing control measures and ultimately, the validity of their COSHH assessment. However, it must be recognised that health surveillance is not a substitute for the provision of adequate control measures.

Health surveillance is a collective term used for a wide range of procedures, it includes:-

- Collecting, maintaining and reviewing personnel records.
- Checks for signs of disease by a responsible person e.g. supervisor checks for dermatitis.
- Inspections and examinations by a qualified person where clinical judgements are necessary.
- Medical surveillance under the supervision of an appointed medical practitioner.
- Health surveillance is required under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 in the following conditions:-

Where personnel are exposed to any substances in the processes specified in Schedule 6 of COSHH.

When personnel are exposed to a substance linked with a known disease or adverse health effect, and where there is a reasonable likelihood given the present working conditions and control measures, that adverse health effects might occur.

If it is possible to detect the disease or adverse health effect.

IDENTIFYING THE NEED FOR HEALTH SURVEILLANCE

The need for health surveillance should be identified during the COSHH assessment procedure and noted on the COSHH Assessment Form.

Advice should then be sought from the company Occupational Health/Safety Advisor, where required and on the basis of the nature of substances encountered we retain the services of Caritas Ltd.

RECORDS

5. All health surveillance records are to be maintained for 40 years.