



HEALTH AND SAFETY GENERAL POLICY

Revised November 2023 by: J Strange

Introduction

Foreword

The main purpose of health and safety legislation is to prevent unsafe acts or situations arising in any workplace, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for all occupations and workplaces, it has been formulated to assist and protect the employer, the employee, and others.

Risk occurs, it is an inevitable factor but it must be managed in order to create a safe working environment for employees and our clients.

Introduction

Health and safety is taken seriously at CGL and we understand our duties as an employer. It is our intention to fully embrace all aspects of health and safety legislation applicable to our business.

We intend to manage and conduct our activities safely so as to avoid any harm to employees or others that are affected either directly or indirectly by our activities.

Our safety management system and documentation has been prepared following Health and Safety Executive (HSE) defined guidelines as set out in HSG65 and utilises agreed principles to achieve our intentions, a safe place of work. It follows the Plan, Do, Check, Act concept of risk management and sits alongside our ISO 45001 system.



Safety Management System

The CGL safety management system consists of the following elements:

Policy

Our policy is provided to state our intentions and set a clear direction for employees to follow. We expect all our employees to understand and comply with our arrangements.

Responsibilities

We have ongoing commitments to achieve our intentions and maintain standards. To help us meet these commitments employees will be empowered to assist with tasks. Information is provided to employees describing responsibilities and duties of key people within our business. We will provide training where needed.

Arrangements and Procedures

To ensure the workplace is safe and risk is managed effectively, we have devised safety arrangements and procedures. These are referred to within the health and safety policy and include emergency procedures.

Internal Audits

It is important that we fulfil our duties with respect to legislation that applies to our Business. Continuous improvement is vital to help us maintain our standards and achieve compliance; we have devised a set of internal audit forms to help with this task.

Control of Documents

An amendment status record is included at the end of this section. This information helps us to manage and control our documentation ensuring it remains current.

The policy will be reviewed at least annually. The date of review will be indicated on the health and safety policy statement.

Legislation Overview

There is both a legal and moral obligation on employers to take care of everyone at work and those who might be affected by the work undertaken. This is reflected in Common Law and in Statute Law and enforced by the regulatory authorities. Health and safety legislation goes further than just 'common sense' or 'reasonable care' and places duties of absolute, practicable or reasonably practicable care.

As an employer, CGL must have a clear understanding of the duties placed upon it and ensure that there are 'suitable and sufficient' assessments, systems and control measures in place.

The annual review will highlight the key areas of concern for CGL and the Policy Manual provides guidance on the key aspects of the safety management system. This must be supported with training for staff at the appropriate level and detail.

Identifying the relevant legislation and implementing safety systems is the first step to compliance – maintaining standards with regular checks and audits is also required. The enforcement agencies will expect compliance at all times and this is the best way to avoid accidents and incidents occurring.

Failure to comply with the law – regardless of whether there has been an accident or incident - can result in enforcement action and fines, especially following the implementation of Fee for Intervention (FFI) in 2012 which allowed the HSE to charge for their visits when a breach is noted.

Copies of the key pieces of legislation (Acts and Regulations) are freely available online and this is supported with more user friendly publications in the form of 'approved codes of practice' and 'guidance notes' from the Health and Safety Executive – (www.hse.gov.uk). These documents provide information on the fundamentals for establishing a sound health and safety management system and are also reflected in the 'Procedures Section' in the safety manual.

A summary of the key legislation that have been identified as being applicable to CGL is provided below. It has been compiled to help draw attention to this information and to CGL's duties as an employer or as a nominated health and safety co-ordinator for CGL.

- The Health and Safety at Work Act 1974
- Corporate Manslaughter and Corporate Homicide Act 2007
- Employers' Liability (Compulsory Insurance) Act 1969
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (Amendment) Regulations 2003
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Manual Handling Operations Regulations 1992
- Health and Safety (First Aid) Regulations 1981

- The Personal Protective Equipment at Work (Amendment) Regulations 2022
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Health and Safety Information for Employees (Amendment) Regulations 2009
- Health and Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety Committees Regulations 1977
- The Working at Height (Amendment) Regulations 2007
- The Lifting Operations and Lifting Equipment Regulations 1998
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulation 2005
- Construction (Design & Management) Regulations 2015

A full list of relevant legislation is included in the CGL 'Legislation and Other Requirements Register'. This is reviewed at least annually.

Management of Documentation

CGL Technical Director, Jo Strange, is the person nominated to maintain and control this document and will ensure that all amendments are incorporated and that each revision or re-issue is recorded.

Issue Details

Issue Number	Reason For Issue / Re-Issue	Name	Date
1	Initial	Wirehouse ES Ltd	Oct 2013
2	Revised draft	Wirehouse ES Ltd	Jan 2014
3	Review	Wirehouse ES Ltd	June 2016
4	Re-issue	Wirehouse ES Ltd	Nov 2016
5	Final Review with edits	Wirehouse ES Ltd	June 2017
6	Final for Circulation	CGL	Dec 2019
7	Re-issue	Wirehouse ES Ltd	Oct 2021
8	Review	Wirehouse ES Ltd	May 2022
9	Review	CGL	Feb 2023
10	Review	CGL	April 2023
11	Review	CGL	Nov 2023

Amendment Details

Amendment	Reason For Amendment	Name	Date
1	Statement re-wording – procedure amendments – additional appendices	B Underdown	Jan 2014
2	Periodic review + Changes to CDM, COSHH, RIDDOR, introduction sections	B Underdown	June 2016
3	Changes after review meeting – forms section	B Underdown, S Adams, J Strange	Nov 2016
4	Final version release	B Underdown	Jan 2017

5	Ian Marychurch comments	B Underdown	Mar 2017
6	Amendments after discussions	BU/SA/JS	June 2017
7	Periodic review	B Underdown	Oct 2020
8	Update of organogram/ Director responsibilities	JoS	Feb 2021
9	Update of organogram, updating Health & Safety Champion duties and undertaking annual review	DMH	Nov 2021
10	Update of OH&S policy, update to H&S organogram, Sentinel coordinator responsibilities added, COVID guidance amended, updated policy list and status.	JoS	July 2022
11	Update of OH&S policy, removal of Wirehouse , inclusion of CTS HSE team, update to event reporting system , updated policy list	JoS	Feb 2023
12	Update to legislation register, management structure, CEO signature. Covid -19, training requirements, and policy register.	JoS	April 2023
13	Removal of reference to CTS Group, add investigation form, update policy register, asbestos awareness training via IHASCO on line module	JoS	Nov 2023

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Section 1 - Policy

Occupational Health and Safety Policy Statement

Occupational Health and Safety Policy

Introduction

The CGL Occupational Health and Safety Policy applies to all work-related activities undertaken at regional offices and on transient work sites.

Policy Implementation

CGL's commitment to this Policy is considered as fundamental to its business success and this Policy must be implemented by all CGL operations and businesses nationwide. The Company has systems of training, monitoring, and accountability in place in order to reinforce the implementation of this Policy.

This Policy applies to:

- All CGL directors, officers, and employees.
- All CGL operations, including all legal entities and business area units, and to CGL joint ventures over which CGL is able to exercise control over policies and procedures; and
- Any other person or entity to the extent that they act on behalf of the CGL in any way, including consultants, contractors, suppliers, agents, or intermediaries.

CGL recognises the social and economic importance of protecting the health and safety of those affected by its operations and is committed to leading by example in promoting suitable and sufficient working conditions for the prevention of work-related injury and ill health in all its operations.

The Managing Director recognises and accepts responsibility to provide a safe and healthy working environment and to prevent injury and ill health for all employees and any other persons who may be affected by the conduct of our operations.

By signing this Occupational Health and Safety Policy, the Managing Director gives approval to the occupational health and safety management systems, supporting assessments and procedures.

Health and Safety Objectives and Principles

The objectives and principles of the Occupational Health and Safety Policy are:

- To establish and maintain occupational health and safety management systems which satisfies the requirements of ISO 45001:2018, all applicable statutory and regulatory requirements, industry best practice and any other client specific requirements.
- To identify hazards and eliminate or reduce risk as far as is reasonably practicable, to maintain workplaces that are safe and without health risks, including means of access and egress, with adequate facilities and arrangements for employees' welfare.
- To provide information about health and safety hazards and risks and maintain safe systems of work for employees.
- To provide and maintain plant and equipment and operational controls that prevent injury and ill health.
- To ensure safety and absence of health risks in connection with the use, handling and storage of materials and substances.
- To consult with employees on issues relating to occupational health and safety.
- To promote and encourage a positive health and safety culture throughout the organisation through the provision of information, training, instruction, and supervision to enable employees

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to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work.

- To establish effective arrangements to communicate the occupational health and safety management systems to the attention of employees so that they are aware of and understand their obligations under the Health and Safety at Work Act.
- To seek the support and co-operation of employees with respect to occupational health and safety.
- To operate an open culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure the root causes of accidents are identified thus enabling measures to be put in place to eliminate recurrence.
- To ensure sufficient financial and physical resources are available to meet the objectives of the occupational health and safety management system, as all applicable statutory and regulatory requirements.
- To ensure occupational health and safety objectives are set, monitored, and reviewed at regular intervals.
- To maintain continual improvement of occupational health and safety management and performance by regularly monitoring and reviewing the occupational health and safety management system to ensure its effectiveness.
- To maintain records as objective evidence to show compliance with occupational health and safety management system.

Responsibility

The Managing Director has the overall responsibility for the occupational Health and Safety Policy and occupational health and safety management system and encouraging commitment by personnel at all levels of the company.

Management Representatives identified within the health and safety procedures are responsible for the formulation, development, co-ordination, implementation, and monitoring of the policy throughout the organisation.

Senior management are expected to demonstrate leadership and commitment with respect to the health and safety management system by:

- Taking accountability for the effectiveness of the health and safety management system
- Ensuring that the Health and Safety Policy and health and safety objectives are established and are compatible with the strategic direction and the context of the organisation
- Ensuring the integration of health and safety management system requirements into the organisations business processes
- Ensuring that the resources needed for effective health and safety management are available
- Communicating the importance of effective health and safety management and of conforming to the health and safety management system requirements
- Ensuring that the health and safety management system achieves its intended outcomes.
- Directing and supporting persons to contribute to the effectiveness of the health and safety management system
- Promotion of continual improvement
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility

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All employees, contractors, and visitors are responsible for the success of the policy implementation by being aware of their responsibilities under the Health and Safety at Work Act and other relevant health and safety regulations

Communication and Review

The Occupational Health and Safety Policy is communicated to all employees, contractors and visitors.

A copy is displayed on employee notice boards at each regional office, published on the internal company SharePoint and made available in the company's HR management systems.

All employees are required to be aware of the content and communicate any queries to their line manager.

Copies shall be made available to interested parties on request and a copy is published on the company website.

This Occupational Health and Safety Policy is evaluated as part of the overall annual review of the occupational health and safety management system to ensure its stated objectives are met.

Authorised By;



Paul Sheehan
Managing Director
19th January 2023

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Section 2 - Responsibilities

Duties and Responsibilities

The main purpose of this section is to ensure that employees are aware of their legal responsibilities whilst at work, to confirm the health and safety management structure of our business and the appointments forming this structure and the duties and responsibilities allocated to respective employees.

General Responsibilities of All Employees

CGL takes seriously the health, safety and welfare of its employees and anyone else that may be affected by our work activities. We expect full cooperation from our employees to help us maintain safe working environments. It is our aim to create a positive safety culture within our business and sustain high standards.

Employees empowered to organise, manage and supervise work activities must ensure that safety policies and procedures are followed at all times. Activities must be completed without significant risk of harm or loss, risks will be assessed and measures introduced to enable this.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is deemed sufficient. Training needs will be assessed for all employees and the necessary training to enable them to work safely will be arranged.

Employees must refrain from using equipment likely to cause harm, for which they have had no training. If any employee notices any unsafe equipment, acts or situations they must take action and report this.

We have in place a system for periodic monitoring. The purpose of this task is to continually assess our performance with respect to health and safety. Employees have been nominated with specific monitoring responsibilities, from time to time they may be requested to provide assistance.

The Health and Safety at Work Act 1974 places duties on workers, Sections 7 and 8 refer specifically to the duties of employees, these are to:

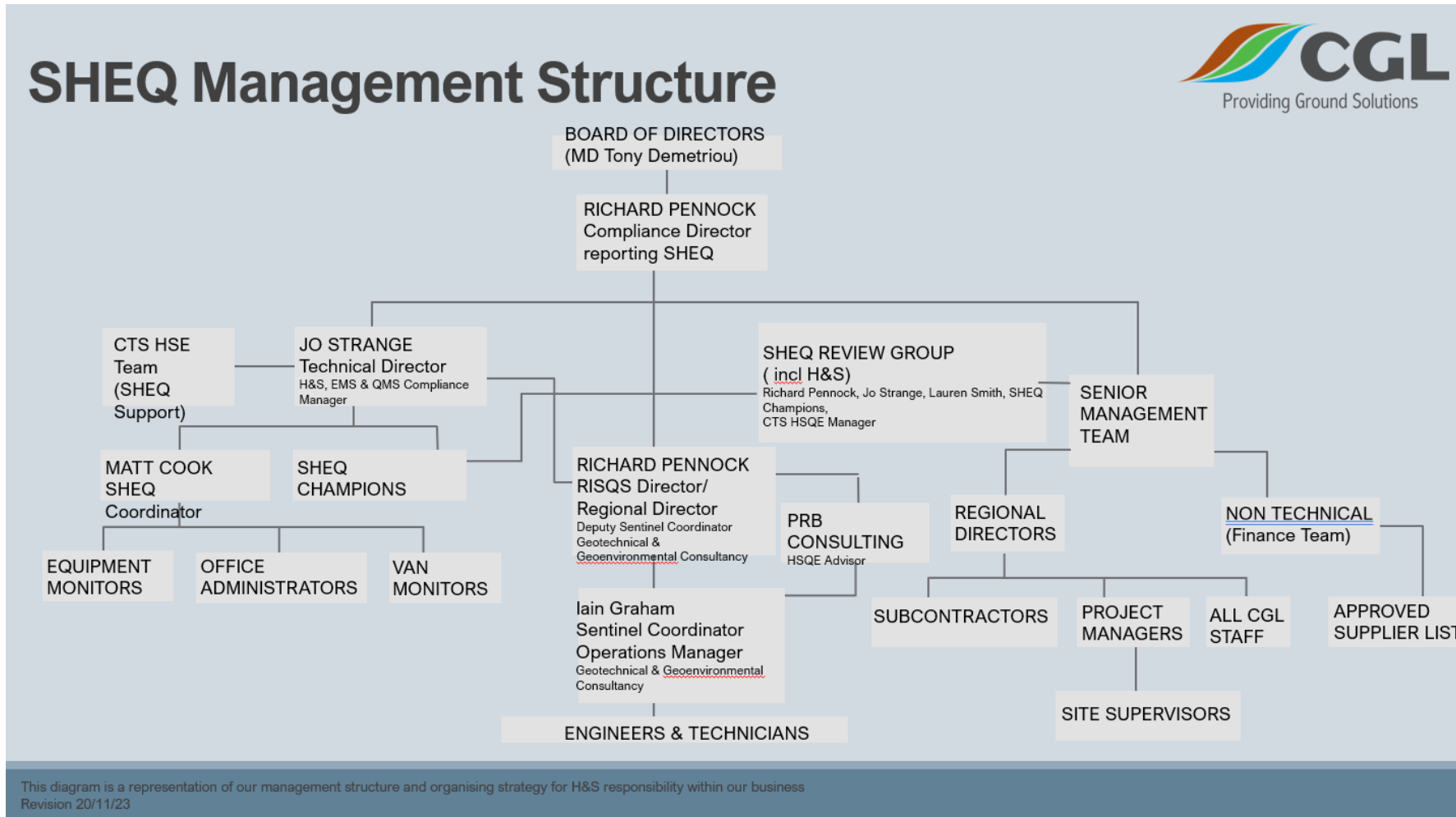
- take reasonable care of your own health and safety and that of anyone else effected by what you do;
- cooperate with us, your employer, enabling us to comply with our statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare:

You must understand that failure to act and comply with legal duties may result with disciplinary action being taken against you, possibly by an enforcing authority.

At any time when an employee who is assigned with responsibilities is absent from work, please consult their next line manager to raise any concerns regarding health and safety. Any long term absence of a manager will require a change in the responsibilities structure.

Health and Safety Management Structure

This diagram is a representation of our management structure and organising strategy for health and safety (and QE) responsibilities within our business.



Compliance Director

The Compliance Director has the overall and final responsibility for fire safety, health and safety and welfare arrangements at CGL and is responsible to the Board of Directors for such matters. However, contribution is needed by all employees to achieve a safe working environment.

Responsibilities include the following:-

- understanding the Health and Safety at Work Act and any other acts, legislation or approved codes of practice that apply to our business and ensuring these are observed,
- introducing policies and procedures to achieve our intentions for the prevention of harm or loss to employees and others,
- ensuring our safety policies and procedures are effectively communicated to employees and others who may be affected by our activities,
- ensuring that the health and safety policy and any other procedures are reviewed and amended as necessary, any changes are communicated to those affected,
- ensuring responsibilities within our business are clearly understood, acknowledged and followed by all employees,
- providing sufficient funds and resources for health, safety, fire, training and welfare arrangements,
- ensuring that suitable insurance cover is provided for all statutory and general requirements within the business,
- ensuring that assessments of risk are completed by competent persons and that information is documented and communicated,
- ensuring that assessments of risk are reviewed regularly,
- ensuring that serious disciplinary action is taken against an employee who willingly neglects any policy or procedure introduced in the interest of safety,
- ensuring that details of accidents are recorded, controlled and is disseminated to authorised and interested parties,
- ensuring all accidents and incidents are investigated with a view to prevent re-occurrence,
- instigating weekly contact with the Health and Safety Manager to be informed of group wide Health and Safety and Compliance issues.
- signing off on behalf of the Board/DWM as MD, the H&S incident forms, non-conformances etc, so that appropriate awareness of issues arising can be relayed to the other Board Directors.
- monitoring and direct improvement of the Company's compliance requirements, such that procedures that are vital for the conformity and consistency of approach are adopted across the business. This will also include the maintenance of CGL's policies and procedures, and the annual Board review that is required.
- setting a personal example for employees to follow.

Technical Director (Compliance Manager)

The nominated Technical Director will act as the Compliance Manager as referred to in this document. Their responsibilities include the following:-

- having a good working knowledge of any legislation or approved codes of practice that apply to our business, and ensuring these are observed,
- overseeing the preparation of suitable documented policies and procedures to prevent harm and loss,
- ensuring all rules, policies and procedures are observed by employees or others affected by our activities,
- supervising the efforts of all parties to achieve the intentions of the Managing Director,
- observing the workplace for hazards ensuring these are managed and controlled,
- assisting with the preparation of risk assessments, and the devising and introduction of control measures,
- ensuring any new process or activity likely to cause harm is identified and the risk assessed,
- informing workers of hazards and any control measures introduced to eliminate or reduce levels of risk,
- supervising employees to prevent harm or loss, paying particular attention to more vulnerable workers, i.e. new, inexperienced or young employees,
- identifying training needs and reporting this,
- assisting with workplace assessment and monitoring tasks, ensuring all findings are recorded and appropriate follow-up action is initiated,
- checking safety devices to ensure they are effective,
- arranging the health and safety schedule and audits,
- ensuring that suitable PPE is provided and used as and when necessary, and it is maintained in a reasonable condition,
- managing the investigation and reporting of accidents and incidents, ensuring they are properly documented and the findings brought to the attention of the Board and other employees as appropriate,
- ensuring all employees are familiar with fire, first aid and accident reporting procedures,
- encouraging employees to contribute to safety by presenting ideas for improvement,
- achieving and maintaining good housekeeping standards,
- setting a personal example for others to follow.

Regional Directors

Responsibilities include the following:-

- having a good working knowledge of any legislation or approved codes of practice that apply to our business, and ensuring these are observed,
- assisting with the preparation of suitable documented policies and procedures to prevent harm and loss,
- ensuring all rules, policies and procedures are observed by employees or others affected by our activities,
- supervising the efforts of all parties to achieve the intentions of the Managing Director and Compliance Manager,
- observing the workplace for hazards ensuring these are managed and controlled,
- assisting with the preparation of risk assessments, and the devising and introduction of control measures,
- ensuring any new process or activity likely to cause harm is identified and the risk assessed,
- informing workers of hazards and any control measures introduced to eliminate or reduce levels of risk,
- supervising employees to prevent harm or loss, paying particular attention to more vulnerable workers, i.e. new, inexperienced or young employees,
- identifying training needs and reporting this,
- assist with workplace assessment and monitoring tasks, ensuring all findings are recorded and appropriate follow-up action is initiated,
- checking safety devices to ensure they are effective,
- ensuring that suitable PPE is provided and used as and when necessary, and it is maintained in a reasonable condition,
- identifying any faults, problems or situations likely to contribute to an accident and reporting this,
- ensuring all employees are familiar with fire, first aid and accident reporting procedures,
- encouraging employees to contribute to safety by presenting ideas for improvement,
- achieving and maintaining good housekeeping standards,
- setting a personal example for others to follow.

Health & Safety Coordinator

Responsibilities include the following:-

- having a good working knowledge of Company Policies and Procedures and ensure these are observed,
- observing the workplace for hazards ensuring these are managed and controlled,
- ensuring all rules, policies and procedures are communicated to employees,
- observing the workplace for hazards ensuring these are managed and controlled,
- assisting with the preparation of risk assessments and introduction of control measures,
- ensuring any new process or activity likely to cause harm is identified and the risk assessed and the information communicated to employees,
- informing workers of hazards and any control measures introduced to eliminate or reduce levels of risk,
- supervising employees to prevent harm or loss, paying particular attention to more vulnerable workers, i.e. new, inexperienced or young employees,
- facilitating training and managing the training matrix,
- assisting with workplace assessment and monitoring tasks, ensuring all findings are recorded and appropriate follow-up action is initiated,
- retaining and consulting on summary of H&S certification held within office
- identifying needs for and checking on certification and renewals for all office staff
- managing/ arranging H&S audits (office and site) and liaison with external H&S advisor in a support role,
- checking safety devices to ensure they are effective,
- ensuring that suitable PPE is provided to employees, with records kept,
- ensuring all employees are familiar with fire, first aid and accident reporting procedures,
- achieving and maintaining good housekeeping standards,
- setting a personal example for others to follow.

Sentinel Coordinator

Sentinel Co-ordinator responsibilities include:

- Verifying the current PTS accreditation held by CGL for each member of their staff and for approved subcontractor's personnel notified as being required to work on each rail project.
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- Verify the current medical certification is held by CGL for each member of their staff and approved subcontractors personnel notified as being required to work on each rail project.
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- Verify that current Sponsorship (Sentinel) is held by CGL for each member of staff and approved subcontractors personnel notified and being required to work on each rail project.
-
- Verify that CGL hold a signed Declaration of compliance with the company's drugs and alcohol procedures is held for each member of staff and approved subcontractors personnel engaged on each rail project.
-
- Ensure that each member of the staff and approved subcontractors personnel to be engaged on a rail project has acknowledged receipt of a current version of the PTS handbook.

The Operations Director shall assume the duties of the Sentinel Coordinator in their absence.

SHEQ Champions

Responsibilities include the following:-

- promoting and engaging in safety and compliance issues for the benefit of all employees,
- being the first point of contact with minor queries/clarifications,
- confirming availability, appropriate use (maintenance and condition) and necessary training in use of PPE and relevant safety equipment,
- collating incident data and reviewing for trends, disseminating this information verbally and by bulletins
- disseminating of in house learning and bulletins,
- engendering culture of H&S/ compliance and no blame reporting of incidents,
- collating ideas for improvement and implemented improvements,
- attending quarterly meetings to feedback and report on the above, to provide the Compliance Director with the required information for the monthly board meetings,
- liaising with Regional Director, Technical Director/Compliance Manager and provision of H&S/compliance data for Management Meetings.

Site Supervisors

Responsibilities include the following:-

- having overall responsibility on site for the safety of activities managed by CGL,
- ensuring that all staff on site are aware of CGL H&S culture, procedures and site rules,
- ensuring all site staff have read, understood and signed onto the Site Safety Risk Assessment (SSRA),
- ensuring that all plant and site operatives are suitably qualified and competent, this includes undertaking spot checks of competency and maintenance certificates,
- ensuring plant has valid maintenance certificates and or have been calibrated,
- undertake regular hazard spot reporting and corrective actions,
- maintaining near miss records and corrective actions,
- maintaining the site accident book (as necessary),
- recognising and correcting inappropriate behaviour/practices,
- managing and maintaining tidiness of the site working areas,
- ensuring adequate first aid coverage,
- ensuring adequate PPE is available and staff are trained to use it,
- delivering relevant tool box talks,
- ensuring and checking that adequate welfare / hygiene arrangements are provided,
- ensuring site activities are undertaken in a safe manner through supervision and leadership.

All Employees

Responsibilities include the following:-

- having a basic understanding of health and safety law,
- understanding and complying with any rules, policies and procedures introduced for your health and safety, and to comply with legislative requirements,
- cooperating with managers and other employees to create and maintain a safe working environment,
- assisting us with the preparation of risk assessments,
- cooperating with any risk assessments and control measures introduced,
- operating equipment or participating in activities where harm is likely only after information and training have been provided, and authorisation is granted,
- not intentionally interfering with or misusing any safety devices or arrangements introduced in the interest of health and safety,
- refraining from actions which are likely to cause harm to yourself or others,
- keeping any work equipment in good condition,
- assisting with workplace assessment activities,
- reporting any accident, unsafe act or condition,
- ensuring you understand our first aid arrangements and know where to seek assistance,
- complying with our fire safety arrangements and participating with any evacuation drills,
- informing CGL of any complaint, injury, illness or disease that you believe has been caused at work,
- informing CGL of any personal circumstances, illnesses etc. that may affect your safety or the safety and health of others whilst at work,
- cooperating with CGL where an accident or incident is being investigated,
- helping us achieve and maintain good housekeeping standards,
- informing your line manager of items need to be replaced in your first aid kit,
- setting a good example for others to follow.

Phenna Group Health & Safety Advisor

Responsibilities include the following:-

- supporting the business and senior managers in matters of health and safety,
- assisting in the formulation of health and safety policy documents,
- providing updates to the safety management system following new legislation or operational changes,
- providing a telephone and on-line advice service for health and safety queries,
- providing assistance with the completion of risk assessments,
- providing on site emergency support following a health and safety incident,
- liaising with enforcement authorities,
- undertaking site support visits.

PRB Consulting-HSQE Advisors (Rail)

Responsibilities include the following:

- supporting the business and senior managers in matters of health and safety with respect to rail projects,
- assisting in the preparation of for RISQS audit.
- providing updates to the safety management system following new legislation or rail operator operational changes,
- providing assistance and telephone and on-line advice for rail health and safety queries,
- providing on site emergency support following a rail related health and safety incident,

SHEQ Review Group

This Group comprises the SHEQ Compliance Director, SHEQ Champions & Technical Director for SHEQ Compliance.

Responsibilities include the following:-

- conducting periodic (typically quarterly) reviews of policies and procedures,
- assisting/implementing H&S strategy,
- coordinating feedback and actions across CGL Global,
- providing a forum for exchanges of good practice,
- identifying areas where improvements can be made,
- reviewing the H&S needs of the business,
- formulating and implementing the annual SHEQ roadshow.

Communication and Consultation

Health and safety arrangements, rules and guidance have been introduced to prevent accidents occurring thus protecting employees and others against harm, however effective communication is vital to ensure these measures achieve their desired intentions.

We aim to consult with you and involve employees in the decision making process and development of our safety arrangements.

Health and Safety Policy

The Health and Safety Policy is accessible to all employees, it details and is an inherent part of the framework for our safety management systems. All employees must be familiar with the contents.

Employee Safety Handbook

The Employee Safety Handbook provides general safety information and makes reference to where further information can be obtained. It also provides details of our rules, procedures and arrangements. You must be familiar with the handbook content.

Policies and Procedures – Including the Policy Catalogue

We have devised our policies and procedures to ensure safe working practices are documented. Information relevant to each job or employee role will be communicated and explained at your induction. The Policy Catalogue is summarised at the end of this document and indicates other Safety and HR related documents that may be relevant to your work tasks.

Management

We have appointed various levels of management to implement, manage and assist with safety arrangements and procedures on a daily basis. Their duties include the communication of safety information to employees and others to ensure our policies, procedures and rules are being followed and standards are being maintained.

Posters and Notices

A health and safety law poster is displayed in the reception area of each office providing basic information regarding duties at work.

Training

The business will arrange the necessary training to ensure work is carried out without risk of harm. The senior management team are responsible for identifying any shortfalls with competence and consequent training needs. We will use credible and competent training providers for delivery of any external training.

Communication with Others

It is inevitable that visitors or contractors will spend time at our sites. It is our intention to communicate any rules or procedures relevant to their safety to these persons. This we will do either whilst making arrangements for their visit or on arrival.

More information on visitors and contractors can be found in section 3.



Section 3 - Arrangements

Arrangements

Arrangements are the systems we have introduced to deal with the fundamental health, safety, fire and welfare needs of CGL. We have reviewed our work and considered what arrangements are necessary. Our arrangements have been introduced for the good and benefit of employees and others, and to comply with legislative requirements.

Details of our arrangements can be found in this section. We ask that you speak to your Line Manager or H&S Champions if there is anything you do not understand or believe could be improved.

Summary of Responsibilities for Key Arrangements

Subject Area	Persons Responsible	Date Accepted
Risk Assessment – Offices Site Working Rail works	Technical Director -H&S coordinator supported by H&S Champions Project Directors Sentinel Coordinator	
Accident Investigation and Reporting Offices Sites	Regional Directors Project Directors	
Method Statements for Site Working	Project Directors	
Contractor Management	Project Managers/Site Supervisors	
Fire Safety - Offices Site Working	H&S coordinator supported by H&S Champions Project Managers/Site Supervisors	
First Aid – Offices Site Working	First Aiders (All site staff) Site Supervisors/ All site staff	
Site Safety	Project Managers/Site Supervisors	
Training – Offices Site Inductions Site Working	Technical Director Project Managers/Site Supervisors Project Managers/Site Supervisors	
Workplace Welfare	Senior Management Team HR Director	

Accident Reporting

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Line Managers are to ensure all employees understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

Accident Recording

Any employee injured whilst at work should report and record the event. An accident book (BI510) is kept and managed by the first aiders. Information referring to what needs reporting can be found at the start of the accident book. If you are in any doubt you must seek advice (from your Health & Safety Champion or Project Director/Manager).

Each page is perforated enabling the record to be removed once completed. Enter all relevant details in the required boxes then remove the page and return it to the H&S Coordinator.

Incident Recording

The recording of incidents, near misses, hazard spots or good practice observations (H&S or Environmental) is done through the CTS Sharepoint system. Submissions are reviewed by the Project Manager/Director as appropriate, signed off by the SHEQ Compliance Director/ Manager. CTS HSE Sharepoint provides a central database and are used as learning points to try and reduce future incident cases.

Submission of RIDDOR Reports

Management is responsible for complying with RIDDOR and Phenna/ CTS HSE Team will report any relevant incidents, within 10 days of a specified or major incident occurring, 15 for over 7 days incidents. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures you must contact our health and safety advisor for advice. RIDDOR reports should be completed by the SHEQ advisor

All reports will be treated with strict confidence and their security managed accordingly. If disclosure is necessary to authorised parties, we will monitor and control this.

All RIDDOR incidents are reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE at www.hse.gov.uk/riddor/report.htm. A less serious incident occurring out of normal working hours, must not be reported before speaking to the Phenna HSE advisor or Director.

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism.

Accident Investigation

It is our intention to prevent all accidents occurring however we must have systems in place to manage any such events. The Compliance Director is nominated as the person responsible for ensuring accident investigation is completed.

It is imperative the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that should be considered. Please note this list is by no means exhaustive.

- witness statements,
- photographs,
- sketches,
- CCTV data.
- damaged equipment,
- maintenance records,
- previous accident reports,

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence must be used and information evaluated in order to prevent reoccurrence.

The depth and extent of the investigation will depend on the nature and severity of the accident. Where necessary other agencies will become involved with the investigation.

An investigation form template is accessible in PIMS Pol 16.05 Incident Investigation.

Assessing Risk

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or whether further actions are required to reduce the likelihood of injury, damage or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and site activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks. Site specific risk assessments will be undertaken where we are required to work on a construction or client's site.

We will ensure that:

- assessments are carried out by competent persons and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Technical and Regional Directors, with support from the site and administration team, to ensure assessments are in place, suitable to control the risks identified and regularly reviewed.

Contractors

The business has a duty to control contractors and provide information to them on matters of health and safety. We are legally responsible for their acts or omissions whilst they are working on our behalf.

In summary the action required by the H&S Coordinator and Project Managers is to,

- screen contractors for basic health and safety standards *before* they start work on site.
- check their competence to perform the task by checking that they are suitably experienced, trained and insured,
- take up references if necessary, or talk to trade associations for advice,
- request and assess risk and method statements, ensuring that higher risk tasks have *specific* assessments relating to our site and our working environment and any emergency procedures required,
- ask about their accident history or any enforcement action against them.
- monitor them whilst working on site,
- control high risk activities under a permit to work system – theirs or ours – for example for working at height or with electricity, gas or hot works (blow torches),
- ask our H&S Consultant for help to plan larger, higher risk or difficult tasks – use them to assess risk and method statements.

Use the simple Contractor/ Supplier Questionnaire document to help decide if they are suitably organised to complete the work.

Keep the documents supplied to you for future reference – at least three years.

A permit to work should be considered for higher risk activities and offers the opportunity to impose strict rules on the activity. Any work warranting a permit to work must be accompanied with a risk assessment and method statement from the contractor and should form the basis of the controls for the work. You may wish to add others.

Engaging contractors to work in our offices - undertaking refurbishment work, painting and decorating, installing significant equipment (like boilers or machinery) will fall under the Construction (Design & Maintenance) Regulations 2015. This sets out additional duties for the company instructing the work (the Client), the company planning the work (Principal Designer) and the person or company organising the site work (Principal Contractor).

Consider the CITB or HSE website for more information on CDM roles or speak to the SHEQ TEAM before planning the work.

COVID-19

The Government's guidance no longer requires specific measures to protect against COVID-19.

However, we are responsible for the health and safety of our employees and others who may be affected in the company such as contract workers, agency workers, customers, and suppliers.

Therefore we must make the workplace as safe as possible and encourage employees to follow good practice for hygiene and infection control.

Fire Safety

Fire causes a significant risk to our business, the safety of employees and others. We acknowledge our duties as described by the Regulatory Reform Fire Safety Order and intend to fully comply with our duties.

Our fire risk in offices is continually assessed and a formal review arranged and documented at least annually. A Fire Risk Assessment will be completed for each office and fire briefings will be undertaken by all employees.

The Administration Team will ensure that fire procedures are documented for each activity location and explained to employees.

Action will be taken to address the outcome and recommendations made as a result of any formal assessment. We must reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone as a result of a fire starting.

All employees have a duty to prevent fire, information and training will be provided to help employees understand fire safety precautions and our procedures.

Designated employees have been assigned duties to help manage our fire safety arrangements in each area. Our aim is to:-

- maintain good standards of housekeeping to minimise fire risk,
- provide fire safety training for employees,
- provide adequate and suitable fire information for visitors,
- provide and maintain a suitable means of detection,
- provide and maintain a suitable means of alarm system,
- establish fire and emergency fire evacuation instructions, communicate these to employees and others, and display instructions in suitable locations,
- appoint and train fire marshals to facilitate prompt evacuation,
- designate fire escape routes and exits,
- identify a suitable location for assembly following evacuation,
- provide and maintain suitable portable fire fighting equipment,
- keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to our business,
- ensure visitors are informed of our fire safety arrangements,
- take into consideration the risk from and to other businesses adjacent to our building or place of work, and consult with such persons to reduce risk,

Our procedures for the inspection, testing and maintenance of any installed fire safety equipment can be found in section 4. Please note our procedures and take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our building.

The H&S Coordinator will ensure fire risk assessments are up to date, marshals are appointed and trained, the fire log book is maintained and drills are conducted.

Fire safety arrangements on our sites are the responsibility of the site supervisor in liaison with other contractors or the Principal Contractor if there is one.

First Aid

The First Aid Regulations stipulate we must carry out an assessment of our first aid needs. This we have done to establish adequate and appropriate levels of cover for our offices and site activities.

Information will be provided at the time of induction regarding our first aid arrangements. The Administration Team and Project Managers must ensure all employees understand our procedures.

In order to provide a suitable level of first aid we will:-

- nominate an employee to manage our first aid arrangements,
- nominate and train appointed persons,
- nominate and train sufficient persons to ensure employees, including site staff, can receive immediate first aid attention,
- provide adequate and appropriate first aid equipment,
- display notices providing information regarding first aid including where and how to obtain help.

Where training has been organised for employees we understand the need for maintaining competencies and therefore refresher training will be arranged at appropriate and recommended intervals.

The H&S Coordinator nominated for management of our first aid arrangement's, must ensure that:

- all facilities are clean,
- items are well stocked,
- no equipment has passed its "use by" date,
- the accident book is kept up to date and is available.

We will make an assessment of first aid needs appropriate to the circumstances of each workplace. The assessments should consider the following factors:-

- the hazards and risks associated with the work. This should be available from the general and specific assessments required under other health and safety regulations. Different work areas within an undertaking may require separate assessments, if the work activities vary significantly between the areas,
- the size and nature of the workforce. i.e. the number of employees, employment of young persons, disabled employees, etc.
- accident statistics and trends for the organisation. This information can be obtained from records such as the Accident Book, Accident/Incident Report Forms and records of accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR),
- the distribution of the workforce. i.e. the size of the work premises; remote and/or lone workers; accessibility to external emergency facilities and services; the arrangements between us, where work premises are shared between different undertakings,
- contingency arrangements for covering planned and unplanned absences of trained and/or designated first-aid personnel;
- any trainees, counted as employees under the Health and Safety (Training for Employment) Regulations;

Absences and Annual Leave

We will ensure that adequate provision is made to cover both planned and unplanned absences of first aiders. We will ensure that any trainees are considered as part of their assessment.

First Aid Containers

All First Aid Containers will be clearly marked with a White Cross on a Green background.

They will contain suitable first aid materials, in sufficient quantities, **and nothing else**. For most applications, sufficient quantities may be considered as:-

- a general guidance card on first-aid,
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment. This may include detectable dressings for the food industry,
- 2 sterile eye pads, with attachments,
- 4 individually wrapped triangular bandages (preferably sterile),
- 6 safety pins,
- 6 medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm),
- 2 large sterile individually wrapped un-medicated wound dressings (approx.18cm x 18cm),
- one pair of disposable gloves.

Traveling First Aid Containers

These should typically contain:-

- a general guidance card on first aid,
- 6 individually wrapped sterile adhesive dressings,
- 1 large sterile un-medicated dressing (approx. 18cm x 18cm),
- 2 triangular bandages,
- 2 safety pins,
- individually wrapped moist cleansing wipes,
- 1 pair of disposable gloves.

Site Safety

Site work must be properly planned and organised. We undertake many different site procedures, inspections and ground investigation work on a wide range of occupied and unoccupied sites, on our own and employing sub-contractors and as part of construction projects.

The Project Managers must ensure that;

- site teams are properly inducted and trained for the work being completed
- the equipment used or hired is fit for purpose, serviced and maintained
- suitable risk and method statements are prepared before the work is completed
- staff receive the information in good time and in a way they can clearly understand
- site staff are supported, encouraged and competent to work independently and dynamically to manage risk
- site activities are periodically monitored and staff receive regular refresher training on site hazards

Training

Training is essential to help achieve competence. We intend to identify all training needs within our business and manage this accordingly. It is vital that employees receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter managers must consider the training needs of employees and organise appropriate training. We will provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters will be subject to the CTS (CGL) on line induction process prior to starting work. The induction process is designed to help new employees understand the fundamental safety arrangements within our business. This will involve site familiarity, welfare, fire and general safety awareness training. Additional training sessions on the key mandatory disciplines will be completed and recorded. Tool box talks and specific job training for equipment and tasks will be assessed and completed. Shadowing and monitoring techniques will be used.

To help us manage training, the H&S Coordinator and Technical Director will maintain records of training competencies. The records will be periodically reviewed to ensure competencies are achieved and maintained; this may involve refresher training for certain disciplines.

Line Managers must complete the training needs analysis and review this periodically. *Some* fundamental types of training are noted below to ensure a basic level of compliance and competence is considered in key areas of our work.

Those undertaking training must themselves be ‘competent’ – this means they have the skills, knowledge and training - are aware of the legal requirements and best practice standards associated with the equipment or tasks being undertaken.

Where training has been given by an employee with no qualifications but some experience, you are far less likely to be able to demonstrate competence to insurers, clients or enforcement authorities.

Training guidance;

Area of Training	Typical Accreditation Body
Asbestos awareness	UK Asbestos Awareness Training www.ukata.org.uk Training provided via IHASCO on line module. Preferred F2F trainer - for Non-licensed work Chris Bishop (AT&C)
Cable avoidance – ‘CAT & Genny’ training for excavations	None – but lots of open courses where delegates can attend across the country – <i>example</i> of course content here – http://www.sygma-solutions.com/cat-genny-training-courses HSG47 and PAS128 2 day courses are preferred

General H&S	H&S National Safety Passport & CSCS Eg https://www.ecitb.org.uk/ https://www.cscs.uk.com/
Site safety Management	Includes – IOSH Safe Supervision of Geotechnical Sites <u>(Equivalent to the SSSTS (Site Supervisors Safety Training Scheme) construction qualification)</u> Site Management Safety Training Scheme (SMSTS)
First aid	HSE no longer approves first aid training and qualifications – and no longer approves first aid training organisations – the Compliance Manager will select a provider and level by risk assessment and consultation.
Basic Electrical Safety Competence - BESC	E.g. https://www.eusr.co.uk/
Use of ladders	Minimum required - online training
Manual Handling	Minimum required – on line training
Rail Works	PTS

Visitors

The control of visitors and contractors at our premises is essential. Site working is particularly hazardous and we must prevent any visitors wandering freely around the premises, if designated as restricted to inducted persons only. We have in place a reliable system to prevent unauthorised persons entering our offices and sites.

It is vital that we know who is on our premises at any time and so visitors will be asked to sign a register to account for everyone at our premises, enabling us to confirm to the fire and rescue service that all persons have evacuated in an emergency situation such as a fire.

Accidents

All accidents must be reported and details recorded. Investigations must be arranged where necessary to help prevent a repeat similar occurrence.

Parking

It is important that visitors and contractors park their vehicles responsibly. Vehicles should not be parked making access difficult for emergency vehicles or others. No vehicle should be left obstructing pedestrian routes, emergency exits or other facilities designed to facilitate health, safety or fire arrangements.

Personal Protective Equipment

Visitors to our sites must wear suitable personal protective equipment – as identified in local site rules and risk assessments.

Welfare and Working Environment

We aim to provide a safe working environment and to meet the welfare needs of all employees. To help us maintain the standards we strive to achieve, we expect employees to cooperate with us and follow our rules policies and procedures.

Lighting

Lighting will be periodically assessed in our work areas to ensure the correct amount of natural light or illumination is available for working activities or moving around our premises. Insufficient or too much lighting can have a detrimental effect on work, safety and health.

Emergency lighting or torches will be provided to facilitate the safe evacuation from the building in the event of an incident occurring.

Temperature and Ventilation

We understand it is important to maintain a reasonable working temperature and circulation of air in our offices. Site welfare requirements are planned and detailed in site establishment arrangements.

Sanitary Conveniences and Washing Facilities

We have considered the needs of employees and others and have provided a suitable quantity of toilets and washing facilities. Hot and cold running water is provided in sanitary conveniences along with suitable hand drying means.

Rest Periods

It is important that employees are able to take breaks – particularly if you are undertaking detailed and high concentration work periods. There is a kitchenette area and facilities to make hot and cold drinks. We request that in the interests of hygiene this area is kept clean and tidy.

Drinking Water

Sources for obtaining safe drinking water will be provided. These will be identified at the time of induction for new employees.

Safety Signs

Where deemed necessary and as a result of risk assessment we will display safety signs. These will conform to standards referred to by the current edition of The Health and Safety (Safety Signs and Signals) Regulations. You must speak to your H&S Champion if you are in any doubt regarding the meaning of any signage.

The following is an example of different types of signs:

Safe Condition

Used to identify first aid facilities, fire exits, escape routes etc.



Hazard Warning

Used to warn of significant potential hazard, electrical hazards etc.



Mandatory

Signage dictates what action must be followed, eg wearing of hearing protection, eye protection etc.



Prohibition

States what is not permitted, No Smoking, No Unauthorised Access etc.



Chemical Hazards

Hazardous chemicals are identified with red and white or orange symbols – for example 'harmful'.



Workplace Housekeeping

The Administration Team and H&S Champions must consider housekeeping issues on a day to day basis and all employees have a general responsibility to keep the work areas tidy and report hazards. Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining corridors and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an on-going operation: it is not a hit-and-miss clean up done occasionally. Periodic "panic" clean ups are costly and ineffective in reducing accidents.

Adopt a "CLEAN AS YOU GO" policy

What is the purpose of workplace housekeeping?

Poor housekeeping can be a cause of accidents, such as:

- tripping over loose objects on floors, stairs and platforms
- being hit by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting, poorly stacked items or misplaced material
- cutting, puncturing, or slashing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dusts, vapours)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- less caretaker cleaning work
- improved morale
- improved productivity (tools and materials will be easy to find)



Section 4 – Procedures

Procedures

We have considered the activities we expect employees to participate in whilst at work and environments where work takes place. To safeguard the health, safety and welfare of employees and others we have established our procedures.

Our procedures define safe working practices to avoid unnecessary risk and they must be followed at all times; some procedures apply to contractors. We are committed to continuous improvement and therefore if you have an idea that will improve safety then speak to your H&S Coordinator.

Alcohol and Drug Abuse

Alcohol and drug abuse have serious implications for users and for their work, particularly with machinery, service users or in hazardous situations.

Employees are encouraged to seek assistance in complete confidence from your Line Manager if they believe that they have a problem with alcohol, drugs or other substances.

Managers are required to intervene if employees show symptoms of alcohol or other intoxication when at work. These symptoms include:

- smell of alcohol
- slurred speech
- unusual lack of co-ordination
- changes in behaviour, particularly aggression

No alcohol/or drugs may be consumed on the premises unless they are prescription drugs from the employee's doctor. Alcohol may only be consumed on any our premises when authorised by the Regional Director.

Anyone found taking non-prescribed drugs on our premises is guilty of gross misconduct, and will be disciplined accordingly.

Anyone found taking alcohol on our premises without prior authorisation is guilty of gross misconduct and will be disciplined accordingly.

Anyone found to be intoxicated by alcohol or drugs, appear to have been drinking or smell of alcohol on our premises, will be removed, deemed guilty of gross misconduct and disciplined accordingly. Staff may be required to take a drug and alcohol testing on specific projects or for specific clients, or on request.

Full details are included in the specific Drug, Alcohol and Substance Abuse policy.

Asbestos in our Premises

There are no health risks to people working in the premises, so long as any presumed asbestos containing materials (ACMs) remain in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from work on presumed ACM are reduced to the lowest reasonably practicable level we will operate the following procedures in our buildings built pre 2000:-

- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained,
- the Asbestos Register will be brought to the attention of any person who needs to disturb or work on or near to a known or presumed ACM,
- before any work on or near to a known or presumed ACM is allowed to commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the ACM to be taken and analysed,
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented,
- the persons who will be doing the work will receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety,
- an emergency procedure for dealing with accidental damage to ACMs will be brought to the attention of the persons that will be handling the damaged materials,
- the H&S Coordinators will arrange for the checking of the condition of all ACMs at least annually. Where necessary, the Asbestos Register will be amended.

Any employee observing damage to any suspected Asbestos Containing Materials should report this to the H&S Coordinator immediately.

Asbestos on Site

We are not a licensed asbestos removal company and you are not required to work with high asbestos-content materials. However, as we are sometimes engaged to work in old buildings, you may be required to work in the vicinity of asbestos-containing materials (ACMs) or to work with low asbestos-content materials (e.g. corrugated asbestos cement sheets) or where ACMs are in the ground.

When working in buildings constructed before 1999, we will make reasonable enquiries to establish if the areas where you will be working contain ACMs. If the presence of a high asbestos-content material is indicated, we will seek written confirmation that it has been removed or treated and the area made safe before we will allow you to commence work.

When you will be working in the vicinity of an ACM or working with a low asbestos-content material, a site specific risk assessment will be recorded and a method statement written. If you will be required to work with low asbestos-content materials you will be provided with suitable training and personal protective equipment (PPE).

If you are likely to encounter ACMs during the course of your work you will be provided with instruction to enable you to recognise materials that may contain asbestos and the steps to take if you discover such a material.

If during the course of your work you encounter a material that may contain asbestos and you were not informed about it before you started work, you should immediately stop work and take advice from your Manager. Work will not be allowed to recommence until the material has been identified and a safe system of work agreed. Refer to the 'asbestos discoveries strategy' procedure.

If we are engaged on a contract that requires work with, and/or the removal of, high asbestos-content materials we will subcontract the work to a licensed asbestos removal company.

Those preparing site specific assessments and managing projects may wish to refer to the Joint Industry Working Group Asbestos in Soil and Construction & Demolition (C&D) Materials guidance titled "Control of Asbestos Regulations 2012: Interpretation for Managing and Working with Asbestos in Soil and Construction & Demolition materials: Industry Guidance (shortened name CAR-SOIL TM)".

Confined Spaces

Confined spaces are dangerous, within the UK on average 15 people are killed each year. The reason for these deaths and accidents when working in confined spaces is usually ignorance of the dangers associated with confined spaces.

The regulations determine a confined space as the following – ‘any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature, there arises a risk of’;

- Serious injury, to any person at work, arising from fire or explosion
- Loss of consciousness or asphyxiation of any person from:
 - Increase of body temperature
 - Lack of oxygen
 - Gas
 - Fume
 - Vapour
- Drowning of any person at work arising from an increase in the level of liquid or a free flowing solid.

Always consider an alternative way of working before considering entering a confined space.

Always ensure that there is a suitable and sufficient assessment and method statement in place and follow it.

Never enter a confined space unless your supervisor has told you to do so and it is safe.

Never enter if you have not been trained for the work or the emergency evacuation. CGL will always employ specialist contractors to maintain appropriate safety procedures when confined space entry is required.

Before entering a confined space -

- Check for flammable or toxic gases and the oxygen content of the atmosphere,
- Consider your own health and fitness,
- Check your emergency equipment and breathing apparatus,
- Have a valid Confined spaces permit and adhere to the permit,
- Wear the appropriate PPE as required,
- Only use intrinsically safe electrical equipment and torches,
- Ensure plant that generate exhaust fumes are located away from the confined space,
- ENSURE THERE IS A TOP MAN AT ALL TIMES,
- Carry Gas Detector at all times,
- Don't switch off gas detectors during breaks - they work on cumulative exposure, switching off would reset the detector,
- Carry an Escape Set at all times
- Entry team – Top man to communicate regularly if no clear line of sight exists.
- Remember to wash your hands at the end of each shift and before eating drinking and or smoking,
- Repeat atmosphere check before re-entry after breaks.

Construction Site Rules

All personnel working on a construction site are required to comply with site rules. Failure to comply will result in employees being removed from site. All employees visiting or resident on site must ensure they are aware of, and comply with, the local Site Safety Regulations including the emergency evacuation procedures. The Principal Contractor's rules and procedures take precedence over that of any other companies on site.

AUTHORITY

The Site Manager has total authority for Health and Safety matters. Safety instructions from the Site Manager, Supervisor or Foreman must be complied with immediately.

Personal Protective Equipment

- Personal Protective Equipment (PPE) must be used where risks cannot be eliminated or reduced to an acceptable level by other means,
- All PPE must be to the required BSEN standards and CE marked.

Contractors

- Contractors must assess the need for PPE, provide it and supervise its use by their employees.
- Self-employed persons must provide their own PPE.
- All PPE must be inspected regularly, maintained and replaced where necessary.

Hard Hats must be worn at all times. Except you may remove your Hard Hat:

- if you are inside an office mess room or store unit
- when in the cab of a machine which affords adequate protection
- when in a house after the ceiling, stairs and floors have been fixed
- where no foreseeable risk of head injury exists, non-hard hat areas will be assigned

NOTE – you must keep your hard hat with you at all times

Safety Footwear of a suitable nature must be worn on site at all times.

High visibility jackets or vests must be worn at all times.

Hearing protection must be worn when instructed or when the blue and white mandatory signage is displayed. Noise affected areas will be clearly signed.

Eye protection must be worn when a foreseeable risk of eye injury exists.

Respiratory protection must be worn when working in dusty/hazardous atmospheres, when using certain chemicals or on contaminated sites where there is a identified risk.

Maintenance of equipment - your protective equipment is there to protect your health. Look after it and get it replaced if worn or damaged.

Scaffold Unauthorised interference with scaffolding is strictly prohibited. Only persons authorised by the Site Manager or an authorised scaffolder are allowed to modify scaffolds.

Equipment

Electrical Tools (Mains and Generator Powered)

- Only 110v tools may be used on site.
- All electrical equipment must be well maintained and correctly earthed.
- Electrical equipment must be regularly inspected and have a current valid portable appliance test sticker attached.

Ladders

- Never use a damaged ladder.
- Always secure a ladder before use.
- Never ignore an untied ladder, either report it or secure it – **Do not use it.**
- When using a ladder, ensure it is up the right way (wire **under** timber rung).
- Visually inspect the ladder for defects before use.
- Maintain 3 points of contact at all times.

Subcontractors

- All plant operators must be properly trained and where appropriate, possess a CITB or equivalent Certificate of Training Achievement (CTA) or Construction Skills Certification Scheme (CSCS).
- Unauthorised persons are not permitted to drive or operate plant.
- All plant operators must be over 18 years old.
- The carrying of passengers on site plant is strictly forbidden.
- A copy of your training certificate must be provided to the site manager before you may use any plant on site.

Services

When services are underground, overhead or within dwellings:

- always refer to site drawings and surveys before drilling/digging,
- always assume services are LIVE until confirmed otherwise,
- always check the location of services before starting work,
- remember ELECTRICITY CAN KILL.

Hazardous Substances

- always protect yourself when using a product that may be hazardous to your health,
- ask the Site Manager to check when precautions are needed,
- follow your COSHH Assessment details and ensure you have the necessary PPE before starting work where it is required,
- ensure you are aware of any on site contamination – its condition and location.

Excavations

- enquire whether you require a permit to work from the site manager before any excavation work is started,
- never enter a deep excavation unless it is safely shored up,
- make sure the site manager or your supervisor has checked the excavation and its support before you enter,
- make sure you have a means of escape,
- always ensure all excavations are guarded against falls and stop blocks are used to prevent vehicles falling into them,
- all manholes and openings must be covered and precautions taken to prevent trips and falls.

Behaviour

All employees and contractors are expected to behave in a professional manner. Pranks, horseplay and “messaging about” in a manner which puts other peoples’ safety at risk will not be tolerated.

Project Managers must ensure that contractors clear up their own rubbish and dispose of their waste material. On completion of each job/process the work area must be left in a clean and safe manner.

Welfare

Toilets, washing facilities, canteen and drying room are provided for your use. It is important for your health that these facilities are used.

There is a no smoking policy in force across our sites, smoking is only allowed in designated smoking areas.

The use of toilets etc. inside buildings under construction is prohibited. Use the welfare facilities provided.

Where provided, any canteen, food eating area, drying room, washing facilities etc., are to be kept as you would expect to find them. Ensure they are cleaned on a regular basis.

First Aid

When we work on a construction site with a Principal Contractor – they will provide and inform you of the first aid arrangements including location of containers and how to obtain assistance.

- All incidents, unsafe conditions, near misses and injuries, however minor, must be reported to the Site Manager and entered into the Accident Book, if appropriate.

Protecting the public

- always go out of your way to protect the public, remember unlike you they are not “sitewise”,
- leave all public areas safe and tidy particularly when construction is in progress next to occupied buildings,
- do not ignore a potential hazard to the general public REPORT IT.

Children on site

Children are not permitted in construction areas.

- at the end of the day, make the site “CHILD SAFE”,
- ensure all plant/machinery is immobilised,
- secure perimeter fencing,
- take down ladders,
- board over or back fill excavations,
- put up warning sign,
- secure and lock any buildings,
- put dangerous substances (especially glues and solvents) in secure containers.

SITE SPECIFIC HAZARDS

Some sites have specific dangers which do not occur on other sites. You must report to the Site Manager when arriving on site for an update.

Emergency procedures

- the site telephone numbers in case of emergency are displayed in the Site Office,
- there are fire extinguishers located on the Site Office and in the canteen,
- hot work (any work involving heat e.g. grinding, welding, brazing, soldering and any open flame) requires written authorisation from the site manager in the form of a hot work permit.

GENERAL SITE RULES

- you must make the Site Manager aware of any illness or medication you have if it is likely to affect yours or others health, safety and welfare,
- no person will be allowed on site that is under the influence of alcohol or drugs,
- hours are between 7.00am – 7.00pm Monday to Friday. Permission is needed from the Site Manager for work outside these hours – unless otherwise notified,
- bank holiday work will be by prior arrangement only,
- all persons must keep their working areas tidy,
- all rubbish/waste must be placed in the appropriate skips provided,
- all excess material should be returned to the storage areas,
- if a forklift truck is provided to transport materials round the site, only authorised persons may drive the truck,
- to have materials moved you must contact the forklift driver.
- cars must only be parked in the area designated by the Site Manager.
- when moving around site, use only constructed footpaths or designated walkways.
- refer to site specific Traffic Management Plan.

Construction, Design & Management

General site investigation work where we are the only contractor on site is **not** classified as CDM work – as specified in L153 reg2 Interpretation.

Other site work where we are part of a larger project or have been appointed as a Principal Contractor or are working with a PC will be subject to the current edition of the Construction (Design & Management) Regulations. The purpose of the information below is to outline our arrangements for complying with our responsibilities as duty holders under CDM.

A summary of roles and duties under CDM 2015

Source – HSE Draft Guidance on The Construction (Design and Management) Regulations 2015

CDM Duty holders* –Who are they?	Summary of role/main duties
Clients - are organisations or individuals for whom a construction project is carried out.	<p>∅ Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • other dutyholders are appointed; • sufficient time and resources are allocated; <p>∅ Making sure:</p> <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.
Domestic clients - are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.	<p>∅ Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • the contractor, on a single contractor project; or; • the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.
Designers – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	<p>∅ When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction; and • the maintenance and use of a building once it is built. <p>∅ 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,	<p>∅ Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks; • ensuring designers carry out their duties;

<p>experience and ability to carry out the role.</p>	<ul style="list-style-type: none"> ∅ Prepare and provide relevant information to other duty holders; ∅ 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 contractor.</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 their own or others' health and safety; • cooperate with their employer, fellow workers, contractors and other duty holders;

* Organisations or individuals can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007

Key elements to securing construction health and safety

There are a number of key elements, including:

- a) managing the risks to health and safety by applying the **general principles of prevention**;
- b) **appointing** the right people and organisations at the right time;
- c) making sure everyone has the **information, instruction, training and supervision** they need to carry out their jobs in a way that secures health and safety;
- d) duty holders **co-operating and communicating** with each other and **co-ordinating** their work; and
- e) **consulting workers and engaging** with them to promote and develop effective measures to secure health, safety and welfare.

Display Screen Equipment

We will take all reasonable steps to secure the health and safety of those who work with display screen equipment (DSE).

We acknowledge that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. We will seek to give information and training to enable a fuller understanding of these issues.

We will,

- provide information for bi-annual self-assessments, of each workstation (including home working workstations', taking into account the DSE, the furniture, the working environment and the worker;
- take all necessary measures to remedy any risks found as a result of the assessment;
- take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity;
- review software to ensure suitability for the task;
- arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced;
- contribute to any corrective appliances (glasses or contact lenses) where required specifically for working with DSE;
- advise you, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where a matter related to health and safety in the use of DSE is raised, we will:-

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate;
- advise you of actions taken.

Where a problem arises in the use of DSE, you must adopt the following procedures:-

- inform your H&S coordinator immediately;
- in the case of an adverse health condition advise your own general practitioner.

We will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

The Office Administrators are responsible for users of display screen equipment and will also provide appropriate training.

Regular Eye and Eyesight Tests

You are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test (typically two years, unless advised otherwise). All tests are specifically for users of DSE and must be arranged through us.

Visual Discomfort - Where you experience visual difficulties and have reason to believe that these may be caused by work with DSE, we will offer an eye and eyesight test.

Costs of Testing - The costs of eye and eyesight tests will be met by us, provided that testing has been arranged through us. Where you obtain a test independently and without our knowledge, even if the test is specifically related to display screen use, we shall not be responsible for the costs incurred.

Supply of Glasses - where glasses are found to be necessary following a test, specifically for the use of DSE, we will pay towards the cost of the corrective lens. If you prefer enhanced frames you will pay any balance of cost yourself. Evidence of purchase must be produced.

Rest Breaks

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, we will seek to incorporate changes of activity into the working day.

You are advised to take ten minute breaks from DSE work every two hours. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. If you know that your DSE workload does not permit adequate breaks you should bring this to the attention of the office administrator or H&S Coordinator.

Review

All risk assessments will be subject to periodic review, a formal review taking place at least annually. Any changes must be communicated to those affected. Managers and competent persons will be tasked with conducting the review.

Driver Safety

The nature of our work requires selected employees to use our vehicles. We acknowledge duties placed on us by safety legislation for driver safety and intend to fully comply with these duties. We also recognise the Highway Code and Road Traffic Act, and intend to monitor our drivers to ensure no rules are breached.

Authorisation

Only employees who have been granted our permission to drive company vehicles may do so. Before we authorise use you must provide us with your driving licence to help confirm driver competence. You must only drive the category of vehicle for which you hold a current valid licence. We will regularly request you to provide a copy of your driving licence.

In the interest of safety you are requested to keep us informed of any road traffic offences for which you have been convicted. Driving licences will be reviewed at least annually.

Vehicles and Maintenance

We will select the most suitable vehicles for tasks to be performed. Vehicles are classed as work equipment (for further information see work equipment procedures) and will therefore be inspected and maintained at periodic intervals to ensure their roadworthiness and safety. We intend to follow manufacturer's recommendations for inspection, servicing and maintenance tasks. Other mandatory tests such as the Department of Transport MOT will be arranged at the frequencies stipulated.

Drivers are responsible for conducting a pre-use check of the vehicle and for identification and reporting of faults. We can only rectify problems if we are made aware of them. Faults must be reported. Where necessary training will be provided for conducting vehicle pre-use checks.

Responsibilities

As a driver you have important responsibilities, vehicle accidents are common place and can cause fatalities. All journeys must be planned, taking into consideration the weather, time, road congestion etc.

You must;

- only use the vehicle if you have our authorisation to do so,
- read our risk assessment for driving activities and comply with any control measures we have introduced in the interest of safety,
- check the vehicle before use,
- act responsibly and abide by the highway code at all times,
- only use our vehicles for authorised journeys,
- use the vehicle for its intended purpose only,
- ensure all loads are safely secured,
- take additional care in inclement weather conditions,
- inform us if you are ill or taking prescription drugs that may have a detrimental effect on your driving ability, ie causing drowsiness,
- focus your attention whilst driving,

You must NOT;

- use a vehicle if faults deem it unsafe for use,
- under any circumstances drive our vehicles if you are suffering the effects of alcohol or drugs,
- overload any vehicle,
- smoke in our vehicles,
- carry unauthorised passengers,
- adjust a satellite navigation aid whilst driving, or
- make a mobile phone call, or
- partake in an activity distracting your attention from driving.

In the event of a road traffic accident or an individual identifying a lack of confidence in driving for work purposes, CGL will provide appropriate additional training.

Satellite Navigation Devices

Satellite navigation aids may be used in vehicles but MUST NOT be adjusted whilst you are moving or in traffic. The device must be programmed before starting your journey, alternatively pull over to a safe place to make adjustments.

Mobile Phones

Drivers should concentrate on driving and avoid distractions. Answering and sending telephone calls (even using wireless Bluetooth earpieces), sending text messages, using the camera, playing music, utilising apps including social media, accessing the internet, etc. are all distractions and in certain circumstances could amount to an offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile telephone or similar device while driving. The relevant regulations permit use of hand-held mobile telephones while driving only in an emergency.

Any mobile telephone that is or must be held at any time while in use is a hand-held telephone. The use of an earpiece does not make a telephone hands free. To be hands free the telephone must be fixed or in a cradle. (Two-way radios are not hand-held instruments and are exempt from the Regulations.)

If the telephone or equipment is hands free you may press buttons to send and receive messages. However, even the use of hands-free telephones can be dangerous. Whenever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

Fatigue

Driver fatigue is a major cause of accidents and can cause fatalities. If you are tired you must park up, rest and recuperate. On long journeys you must take at least a 15 minute break for every 2 hours of driving.

Offences

As the driver of the vehicle you are responsible for payment of any parking or road traffic offence.

Breakdowns and Accidents

In the event of a breakdown or an accident you must act promptly to avoid further harm especially if you are on a fast moving road, ie a dual carriageway or motorway.

Procedure

- Assess the situation and decide what action is required,
- If the vehicle is at the road side do not stay in the vehicle,
- Wear your high visibility vest and move away from the vehicle and other traffic,
- Call insurance/breakdown service helpline for assistance, be prepared to give them details such as:
 - Vehicle registration,
 - Your location,
 - Nature of the incident
- If anyone is injured call the emergency services,
- Wait in a safe place until help arrives, only help others if it is safe to do so,

In the event of an accident you must take details of other vehicles/drivers involved and record what happened. This should be done as soon as possible. Copies of an accident/incident form are provided in the CGL Drivers Safety Packs and in the forms section of this policy. Please ensure copies are given to your Admin Team.

Any breaches of our driver safety rules will be considered as gross misconduct which may lead to summary dismissal

Electrical Safety

Electricity can kill and the risk is often underestimated as it cannot be seen. It can cause burns, shock, fire and fatalities. We acknowledge our duties as described in the Electricity at Work Regulations and will take the necessary precautions to prevent any accidents or incidents occurring.

Fixed Installations

Fixed installations include wiring, electrical sockets, switches, isolation boxes, fuses etc. that are installed at our workplace. Damage to any fixed installation must be reported and a repair will be arranged with minimum delay. The completion of any electrical work must only be conducted by competent electrical engineers.

We will ensure fixed electrical installations are safe and will accomplish this by ensuring installations, modifications, maintenance, inspection and testing are completed following relevant procedures established under BS 7671 and related regulations.

We understand preventative maintenance is the key to help minimise accidents. We have in place an internal periodic monitoring system to identify electrical faults; all faults must be reported and the necessary action arranged for repair.

We will arrange for a competent electrical engineer to inspect and test our electrical installations at a period of every 5 years or less for commercial properties. Domestic properties require testing at least ten yearly intervals. Documentation must be kept to reflect the findings of this visit.

Portable Appliances

A portable appliance is generally any electrical equipment that has a plug. These must be treated with the same respect as fixed installations. Plugs can get damaged, wires and pins can become loose and leads can get split or flattened increasing the risk of a shock, burn or fire. Plugs that get hot, smell or spark should be put out of use and a repair arranged.

To ensure appliances are safe to use we will ensure;

- a register of all equipment is maintained – this must include any home working equipment, mobile phone chargers, extension leads and any personal items that are permitted to be used at work – e.g. radios,
- periodic internal monitoring checks will be conducted that will include a review of electrical appliances,
- all employees should visually check equipment periodically before use and report any defects,
- portable appliance testing (PAT) will be organised at appropriate intervals, the frequency of inspection and testing will depend on the equipment and the environment in which it is used,
- all inspections, testing, maintenance and repairs will be conducted by a suitably competent person,
- the use of extension leads will be monitored and ‘daisy chaining’ must be avoided.

Any electrical or general contractor engaged to undertake work will be requested to prove competence and testing arrangements for their own equipment.

Under no circumstances must any employee undertake any electrical work, unless they are authorised and qualified to do so.

The Health and Safety Executive *suggest* a testing frequency for portable appliance in the guidance document HSG107 as follows;

Table 1 Suggested initial maintenance intervals

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated <input checked="" type="checkbox"/> (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Emergency Procedures on Site

Occasionally emergencies are going to take place when on site, whether this be in a commercial client or on a construction site. It is our responsibility to ensure that you know how to respond to emergencies such as a fire, gas leak, contamination or serious accident/event.

The site specific risk assessment prepared for site working offers further detail on site arrangements and there are a number of Standard Operating Procedures documented

In the interest of your own safety, you must:

- if working as a Contractor on a CDM project, ensure that you report to the Principal Contractor on site upon arrival, ensuring that your arrival has been documented,
- understand that you may need to undergo a site induction at new sites,
- report any unsafe condition to the person in charge,
- ensure you know the evacuation procedures and muster points,
- follow the site rules with regards to vehicle and pedestrian routes,
- establish the information on how to receive first aid.

If you see a fire on site:

- raise the alarm by the means as identified upon arrival to site and/or as indicated during induction,
- leave the site calmly and quickly, ensuring the Site Manager and your Regional Director is aware that you have left site,
- report to the agreed assembly point – if working on a commercial or building site,
- do not return to site until the fire authority or the senior fire warden has given authorisation.

Falls

Falls are often discussed along with slips and trips but they are very often much more serious - and potentially fatal. Falling from height, falling into an excavation or falling from a vehicle are some common workplace accidents that can all be avoided by proper planning, assessments, training and supervision. You must remember that what you might fall onto is also an important consideration when considering the potential risk of completing a task at height. Even falls from vehicles and cabs should be considered as these are also a common cause of workplace injuries.

Generally our site work does not require any access equipment but there may be occasions where it is required to gain access to an area or for maintenance work within the offices. Before any work at height is undertaken it must be suitably assessed to either avoid doing it at all or to work out the best and safest way to complete it. This includes the use of ladders through to scaffolds and access equipment. You are encouraged to speak to our safety advisors – Phenna HSE advisor, when planning any height work or before engaging contractors to complete this work for us.

Fire Safety

Fire causes a significant risk to our company, the safety of employees and others. We acknowledge our duties as described by the Regulatory Reform Fire Safety Order and intend to fully comply with our duties.

Our fire risk is continually assessed, and a formal review arranged and documented at least annually. A Fire Risk Assessment will be completed for each work area and fire training will be undertaken by all employees.

The H&S Champions and Regional Directors will ensure that fire procedures are documented for each activity location and explained to employees.

Action will be taken to address the outcome and recommendations made because of any formal assessment. We must reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone because of a fire starting.

All employees have a duty to prevent fire, information and training will be provided to help employees understand fire safety precautions and our procedures.

Designated employees have been assigned duties to help manage our fire safety arrangements in each area. Our aim is to:

- Maintain good standards of housekeeping to minimise fire risk.
- Provide fire safety training for employees.
- Provide adequate and suitable fire information for visitors.
 - Provide and maintain a suitable means of detection.
- Provide and maintain a suitable means of alarm system.
- Establish fire and emergency fire evacuation instructions, communicate these to employees and others, and display instructions in suitable locations.
- Designate fire escape routes and exits.
- Identify a suitable location for assembly following evacuation.
- Provide and maintain suitable portable firefighting equipment.
- Keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to us.
- Ensure visitors are informed of our fire safety arrangements.
- Take into consideration the risk from and to other businesses adjacent to our building or place of work and consult with such persons to reduce risk.

Please note our procedures and take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our building.

Accountability

The Managing Director has ultimate responsibility for fire safety at our own site and is responsible for ensuring any points identified because of completing the fire risk assessment are addressed. Our fire safety policy is prepared to ensure the safety of anyone at our premises.

Statutory Fire Safety Obligations

The Regulatory Reform Fire Safety Order places specific duties on us. In the interest of fire safety, we must comply with our duties.

Responsibility

The H&S Champions and Regional Directors must ensure our fire safety information is brought to the attention and observed by employees, contractors and visitors. Every employee must participate in fire safety training.

As an employee, we rely on you to help maintain our fire safety standards. You must report any unsafe condition or damaged/missing equipment to your Manager.

Our fire safety arrangements must be continuously assessed to ensure these are satisfactory. Anything likely to have an adverse effect on our fire safety arrangements must be reported and/or rectified immediately.

If you are in any doubt regarding your duties and responsibilities, please ask.

Automatic Fire Detection – (AFD)

The purpose of an audible alarm system is to warn all the occupants of a potential fire emergency. The simplest type of alarm is a shout, whistle or bell which is easy to arrange and low cost. The serious limitations of this are that it only works when someone is there to operate it, the alarm is only heard locally, and the bell or whistle can be lost or removed.

The best alarm system that can be designed and installed will have:

- An electrical supply, independent of the building.
- A battery back up on a trickle charge from the mains.
- Hard wired cables protected from heat and potential damage.
- Call points to operate the alarm (red break glass boxes).
- An audible and visual signal, distinctive from any other sound in the building.
- A central panel or indicator board.

To classify the system as an automatic fire detection system (ADF) it will require smoke or heat detectors that activate the system independently of people using the manual call points, there providing the most reliable and earliest warning of a fire emergency to enable safe evacuation and to limit property damage.

The type of detector used in a building is extremely significant and you should take advice from a competent person – usually the alarm installer who will follow and interpret the main guidance as set out in BS5839. This will usually be a combination of different types of smoke and heat detectors.

The number, type and positioning of detectors as well as the number and location of sounders, how loud they must be and how far apart they are all prescribed in the guidance.

You may need to consider additional sounders, strobe lights or vibrating alarms if you are responsible for permanent employees or vulnerable people who may not be notified by the existing alarms. If you receive visitors who have a disability you must make provision for their safe evacuation in an emergency. This could involve for example a pendant alarm or a buddy system.

False Alarms

False alarms influence how people behave and react to alarms and can pose a significant problem for wardens and those managing fire safety arrangements. All false alarms should be investigated and recorded. Common causes can be insects, steam, cooking, dust, hot work and smoking.

If alarms are continually activated, then you should consult with your alarm company to decide what action to take – including changing the type of detectors. The Fire and Rescue service can act against you if multiple alarm calls are answered and of course you may cause the delay of the service to a real emergency elsewhere.

Testing

The testing of all parts of the AFD system is a legal requirement and will require a planned and preventative maintenance schedule. If the system is directly connected to an alarm service or centre, then the testing sequence should be documented, and employees will require training to undertake a test. This will include isolating the system or taking it 'off-line' for the duration of the test and reactivating it after the test is completed.

A suitable schedule of testing and maintenance would include;

Daily Inspection
Check the fire panel is in normal operation
If there is a monitored direct line – this should be checked
Weekly Inspection
Activate system from a call point in rotation (test each unit over 13 weeks)
Record the activation in the fire log
Visual inspection of batteries
Quarterly Inspection – Usually by Service Engineer
Sign off any defects, check batteries and connections
If applicable test secondary batteries
Check alarm functions and control panel
Check all call points and detector positions are unobstructed and unaffected by structural changes
Annual Inspection – By Qualified Person
Repeat all quarterly tests
Operate each detector
Visual check of cables and fittings
Three Yearly
Service test under Regulations for Electrical Installations
Following A Fire
Test each detector that may have been affected by the fire

All these events should be recorded in the fire log.

Hazardous Substances

A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or as a bacteria, virus or bodily fluid. Injury or ill health can be caused through substances absorption through skin or eyes, ingestion, inhalation or skin puncture.

The Control of Substances Hazardous to Health (COSHH) Regulations, require that we assess and control exposure to hazardous substances defined in these regulations. (Some substances are covered by other regulations – such as medicines, asbestos and lead).

We acknowledge our duty and will assess the risk from exposure to employees or other persons to substances we use, store or create.

We will do this by adopting the following course of action;

- maintain a register of substances we use or create,
- evaluate the risk to health of each substance,
- decide what precautions are required to be implemented,
- record assessments,
- provide information and training to those who are or may be at risk,
- decide when the assessment needs to be reviewed.

When completing the risk assessment of the substance we will consider;

- the number of people affected,
- the risk to health – especially consider pregnant and young persons,
- how to prevent exposure,
- how to reduce the frequency or duration of exposure,
- what other steps might be required to achieve a suitable control of exposure – e.g. information, instruction, training, personal protective equipment.

For man-made substances, the material safety data sheets (MSDS) will be filed with the substance register and used to complete the risk assessments. For other substances, such as bodily fluids, viruses, bacteria and dusts more detailed assessments or monitoring techniques may be required to establish the level of risk.

Some substances present a low risk if used in isolation, however if combined with other substances can create a significant hazard. Employees must read and understand safety information provided on the product packaging and on the safety data sheet.

We will ensure that anyone required to undertake assessments receives suitable training and instruction and is therefore competent.

In certain circumstances the risk assessment may determine that employees require expert advice and monitoring. This may include:

- sampling or personal monitoring to determine air quality
- health surveillance to establish any effects on personal health
- engineering controls such as ventilation systems

Wherever this is the case, a policy and procedure will be prepared and communicated to those involved.

The assessments must be reviewed regularly, the intervals between review must be commensurate with the potential for harm, e.g. less harmful products should be subject to a formal assessment every 2 years, others more often. Records connected with ill-health must be kept for 40 years.

Following a standard hierarchy approach to control measures, personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls. Where it is used as a control measure – the type, design and BS EN standards should be recorded in the assessment.

Where we engage contractors, similar approaches to assessment and control of exposure should be expected, for example cleaners using their own chemicals would be responsible for completing their own risk assessments and arranging for safe storage if left on site.

Storage locations for hazardous substances should be 'suitable' and information on safe storage is obtained from the data sheet. Typically, chemicals should be kept with consideration to ventilation, temperature, spillage, security arrangements, away from food production and product and unauthorised persons – e.g. vulnerable adults and children.

Those using hazardous substances should be familiar with the symbols used to identify the types of hazard associated with the products. These are detailed below. Some substances can cause serious skin problems – such as dermatitis. These should always be reported and investigated and may be reportable as occupational diseases under the RIDDOR regulations.

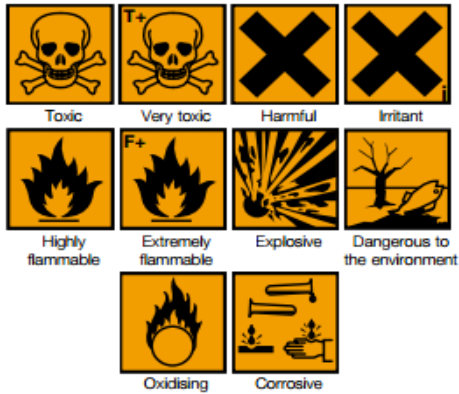
Substances should never be decanted into unmarked containers and they should be stored with suitable caps and lids.

Emergency arrangements for contamination of hazardous substances will also be detailed on the site specific risk assessment.

Further information can be found on the HSE website or in 'COSHH Essentials' – INDG136

Safety data sheets

European symbols



New International symbols



Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. S

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet. Note: medicines, pesticides and cosmetic products have different legislation and don't have a safety data sheet. Ask the supplier how the product can be used safely.

Safety data sheets can be hard to understand, with little information on measures for control. However, to find out about health risks and emergency situations, concentrate on:

- Part 15 of the sheet, which tells you what the dangers are;
- Parts 4 to 8, which tell you about emergencies, storage and handling.

International symbols will replace the European symbols in 2009. Some of them are similar to the European symbols but there is no single word describing the hazard. Read the hazard statement on the packaging and the safety data sheet from the supplier.

Lone Working

Consider protection as consisting of two components; prevention and response. Prevention is achieved by embedding ways in which employees avoid difficult situations in the first place. Response is there when protection fails. While prevention may reduce the number of occasions where a lone worker will get into a situation which will result in their harm, 'reduce' is not the same as 'eliminate', so there will always be a need for response services.

Response with prevention in isolation is still insufficient; adding training and management will result in a culture of safe working, in other words – protection.

Lone workers are defined as employees who undertake work by themselves, without close or direct supervision, on behalf of the company.

To ensure that all lone working activities are undertaken safely and that safe systems of work are included and clearly understood throughout the company, the Regional Directors, Office Champions and Site Supervisors will:

- identify all lone working activities where there is a risk of injury, e.g. site visits, driving, key holder duties, client visits,
- avoid lone working activities, wherever practicable,
- assess and reduce unavoidable risks,
- provide all employees, including lone workers, with adequate information, instruction and training to enable them to perform their work safely,
- provide a mobile app utilising the unique three word location system – employees instructed in the system must use it as directed during their shift. (what3words.com)

To fulfil our responsibilities as outlined above, we will:

- identify all lone working activities undertaken by our employees in our office and site risk assessments,
- provide a lone working questionnaire to be completed by the relevant manager,
- avoid, wherever possible, lone working activities where employees risk injury,
- develop safe systems of work for any unavoidable lone working where there is a significant risk of harm,
- inform all employees involved in lone working activities of any possible risks and how these can be avoided – by explaining the risk assessment controls,
- provide employees with sufficient information, instruction and training to ensure their health and safety whilst undertaking lone working activities,

When assessing and documenting lone working on the site specific risk assessment pay particular consideration to:-

- the remoteness or isolation of workplaces,
- any problems of communication,
- the possibility of interference, such as violence or criminal activity from other persons,
- the nature of injury or damage to health and anticipated "worst case" scenario,
- vehicle and load hazards,
- personal protective equipment required,

- supervision and welfare,
- portable first aid kits,
- availability of first-aider,
- means of summoning help,
- means of raising alarm,
- fire fighting equipment,
- training and supervision.

Major Incidents

The Company has written and maintains a major incident plan. Our site activities have been assessed and the most likely incidents have been identified as being;

- toppling or collapse of equipment
- cable strike
- release of substances, gas or oil
- road obstruction/incident
- disturbance of ACMs

In the event of a major incident, the senior CGL employee must initiate the major incident plan in consultation with the Project Director and Managing Director. (Refer to the policy catalogue in the forms section for documentation).

Method Statements

It is our intention to prevent injuries and ill health to employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work (SSOW) – or method statement. Once documented the method statement should be consulted to help detail a suitable and sufficient risk assessment. The method statements to be used on a particular site will be communicated to employees and Clients and/or Principal Contractors by the use of toolbox talks.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a Method Statement from the subcontractor.

Each Method Statement may include, but will not be limited to, the following information:-

- Name of site;
- Name of Client, Principal Contractor and any subcontractors;
- Location of work;
- Details of work, including work sequence;
- Any special controls to be used;
- Supervisory arrangements;
- Competence of those carrying out the work;
- Emergency Procedures;
- First aid arrangements;
- Special personal protective equipment to be used;
- List of plant, equipment and authorised users;
- Method of agreeing variations from an original Method Statement, if necessary;
- Signature of the person preparing the Method Statement and date.

Method statements should wherever possible be adapted to be site specific, as part of the Site Specific Risk Assessment.

RESPONSIBILITIES

Responsibilities for writing Method Statements for work carried out by us are identified in the arrangements section of this Policy.

Site Supervisors are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed.

All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

Manual Handling

Activities involving manual handling can attribute to personal injury if the task is not carried out following simple basic principles. The term manual handling refers to an activity where human effort is needed to perform some of the following (this list is not exhaustive):

- Lifting
- Pushing
- Pulling
- Reaching
- Carrying

We recognise the potential for injury associated with manual handling tasks and where possible will introduce mechanical means for lifting or aids to help avoid excessive effort.

Where it is not possible to avoid manual handling we will assess the risk and provide you with manual handling training appropriate to the tasks you are required to perform whilst at work.

We understand that we all have different capabilities due to differences of strength, previous injuries, nature of the load etc. It is therefore important that if you believe a task is beyond your capability you must ask for help.

All staff will receive moving and handling training to enable them to work safely and we have and maintain a range of mechanical aids to help you lift and move objects safely.

Noise at Work

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, for example, from guns or cartridge-operated machines but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combines with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition which can lead to disturbed sleep.

The Control of Noise at Work Regulations lay down key limits to noise exposure. These are:

- lower exposure action values
 - daily or weekly exposure of 80 dB
 - peak sound pressure of 135 dB

- upper exposure action values
 - daily or weekly exposure of 85 dB
 - peak sound pressure of 137 dB

The steps we are required to take depend largely on the level and type of noise exposure. For example, a noise exposure of just over 80 dB-A may only require basic controls and recommended hearing protection for certain tasks. Over 85 dB-A would require more rigorous controls and the establishment of a mandatory hearing protection zone with appropriate health surveillance.

Noise sources in excess of peak sound pressure values will need specific assessment by a competent person and specific controls.

Employer Responsibilities

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our policy will be clearly understood throughout the company, we will:

- assess the risks to employees from noise at work
- take action to reduce noise exposure and, consequently, from risks arising from noise at work
- provide employees with hearing protection, where required, if noise exposure cannot be reduced by other methods
- make sure that the legal limits on noise exposure are not exceeded
- provide employees with information, instruction and training
- carry out health surveillance (*audiometry*) where levels indicate it is required
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all operations within the business where there is a noise risk and who is likely to be affected

- carry out an initial noise assessment where issues are suspected – (e.g. 2m shout test or use phone app)
- ensure that the risks to employees from noise at work are assessed by a competent person, where we have identified a potential problem
- take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded
- provide employees with suitable hearing protection where noise exposure cannot be reduced enough by using noise control techniques
- provide our employees with adequate information, instruction and training in order to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided
- carry out health surveillance where the noise risk assessment has identified there is a risk to health
- review, and amend as necessary, any noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Occupational Health

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

A questionnaire will be completed upon induction and repeated as deemed necessary if issues are raised. External occupational health services will be engaged to support employees who are assessed as requiring specific help after initial screening. Particular attention will be paid to noise, vibration and respiratory issues.

Office Safety

The office areas do not contain the same hazards as the sites we visit but there are issues to address to ensure everyone's safety working in the office. An office risk assessment has been completed and it will be communicated to staff.

The assessment addresses issues such as;

- Safe access including vehicle and pedestrian segregation
- Manual handling
- Display screen equipment
- Fire, electrical and gas safety
- Hazardous substances
- Trips and falls
- Stores
- Occupational stress

Personal Protective Equipment

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You may be charged for equipment damaged through negligence or loss.

Areas where PPE must be used will be identified through the completion of risk assessments and the appropriate warning signage will be displayed. You are responsible for using PPE as directed.

PPE is issued by the Supervisors and you will be required to sign to acknowledge receipt. All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to the attention of your Supervisor immediately.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

Subcontractors engaged to work on our behalf and contractors engaged to work on our premises are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

Refusal to Work

The Company recognises that from time to time an employee may not feel 'safe' or 'competent' to undertake certain work. Every effort will be made to ensure that suitable training, instruction and supervision is given to employees to meet the Company and legal standards to avoid such situations occurring and additionally, a 'refusal to work' procedure has been written to clearly set out what action is required to be followed by the employee and management team. This can be found in the policy catalogue, referenced at the end of this document.

Risk Assessment

The risk assessment process involves identifying hazards present in the workplace or arising as a result of any work activity. Completion of risk assessments is a legal requirement and information must be effectively communicated to anyone potentially at risk of harm.

The terms “risk” and “hazard” are commonly used when talking about risk assessment so it is important people involved understand the meaning.

A hazard is something with the potential to cause harm – e.g. a damaged electrical socket with potential to cause a fire or an electric shock, burns etc. Similarly dust, fumes or noise arising from a work activity have potential to cause harm.

Risk is the likelihood of harm from a hazard. Using the example of a damaged electrical socket, risk can be reduced by ensuring all sockets are kept in good condition and that work to any electrical installations is only carried out by a qualified and competent electrician. If damage is noticed measures must be taken to prevent harm, this can be as simple as isolating power to the socket, informing people of the hazard, displaying a notice and organising a repair as quickly as possible.

Assessments can involve a “quantitative evaluation” of risk using numbers and simple calculations. The other method used is referred to as a “qualitative evaluation” and risk is categorised usually as High, Medium or Low.

The Management of Health and Safety at Work Regulations requires that risk assessments are ‘*suitable and sufficient*’. In simple terms this implies the following:

- People involved with assessing risk must be competent (have the appropriate training, skills and experience for whatever is being assessed. And know their limitations)
- The effort in terms of time, money and resources used to assess risk must be proportionate to the hazard and potential for injury, loss or ill health.
- The assessment must be suitable; just because an assessment has been carried out for one machine is doesn't necessarily mean the same hazards exist for a similar machine. The assessment must be specific to the hazard.
- The depth of the assessment must be sufficient to ensure peoples safety for where longer durations of exposure to risk exist.

Some tips for completing your own site specific risk assessments:

- ensure people involved are properly trained and experienced to recognise and evaluate the hazards and activity being assessed
- involve workers, machine operators and those familiar with the process. For machines considers operators, cleaners, maintenance, contractors etc
- where significant risk is present ensure adequate time and resources are made available and that information is properly assessed and recorded
- understand legal requirement/regulations that apply and ensure compliance is achieved

- use previous fault reports, inspections, certificates, accident records, existing measures for control and any relevant information when evaluating
- consider shift work and fatigue, environmental conditions, light, dust, noise etc if working outdoors take into consideration the weather.

Ensure you consider all potential hazards and ways people could be harmed

Important

Risk and risk control measures can only be effective if “people at risk” are informed of the information, understand measures to be adopted and adhere to the controls. It is important that information is effectively communicated to the necessary people and that information is updated as and when necessary. If you are unsure – ask for help.

Completing the Assessment

This guidance follows the Health and Safety Executive’s own information outlined in INDG163 ‘A brief guide to controlling risk in the workplace’ and offers a step by step systematic approach.

STEP 1 – Identify the Hazards

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious to you. Consider *all* the various tasks undertaken by the business and consider the different locations where they occur. The most significant hazardous activities may not be immediately identified – ask questions!

STEP 2 – Identify who may be harmed and how

List groups of people and individuals who may be affected by the hazards e.g.:

- | | |
|-------------------------------|------------------------|
| • employees | • visitors |
| • members of the public | • volunteers |
| • contractors on the premises | • unauthorised persons |

Pay particular attention to vulnerable persons, e.g. those with disabilities, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees, young persons under 18 years and children.

Think about how they might be harmed, it is your duty to explain this to those exposed ‘in a way they can understand’. Consider different types of hazards;

- | | |
|-----------------|------------------------------|
| • mechanical | • hazardous substances |
| • physical | • fire, smoke and explosions |
| • ergonomic | • particles, fumes and dust |
| • physiological | • biological |
| • transport | • lifting and handling |
| • access | • electrical |

- environmental factors – noise, lighting, temperature, dust, vibration etc.

- the individual
- organisational factors

This list is not exhaustive but indicates the detail required. The last two factors are often both the most significant and most overlooked. The individual has a huge impact on the overall risk. You must consider their level of training, attitude, work rate and tendency to work in an unsafe manner. The organisation – i.e. the Company arranges maintenance, levels of supervision, training, provides safety information and provides equipment. If this is poorly managed or not provided, risk will increase.

STEP 3 – Evaluate risk and decide on precautions

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more needs to be done. When evaluating the risk, consider the chance of harm occurring (i.e. the likelihood), the severity (or consequence), the number of people who could be affected and if relevant, the frequency of the activity.

Even after all precautions have been taken a *residual risk* is likely to remain. Ensure the precautions in place meet regulatory requirements, Company standards and best practice and that you have reduced the risk ‘as far as is reasonably practicable’.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting a hierarchical approach along the following principles:

- Eliminate the hazard
- Reduce the hazard
- Prevent contact with the hazard
- Introduce a safe system of work
- Increased supervision
- Provide personal protective equipment

STEP 4 – Record your findings and implement them

Once the level of risk has been determined and the controls have been agreed, an action plan should be drawn up with timescales for implementation of the control measures.

The assessment must be documented since these provide evidence that something has been done. Keep old assessments for future reference – (ideally 3 years). Line managers must communicate the findings to employees involved in activity and record this on a training matrix. Observe activities periodically to ensure that the control measures have been implemented and are being followed.

Remember that information on assessments may also be required to be given to contractors, new starters, to employees changing roles or as part of on-going or developmental training. Records must be kept.

STEP 5 – Review the assessment and update it if necessary

A review will be required following;

- the results of monitoring (e.g ill-health, accidents, audits) where results are adversely not as expected
- a change of process, work methods, shifts or materials
- a change of personnel
- changes in legislation or best practice

- introduction of new plant or machinery
- passage of time – as set out in the review schedule

As in step 4 – changes must be communicated and recorded.

A number of our work tasks, including those completed by our mobile engineers will be required to be documented in a safe system or work or method statement. The risk assessments will be used to identify hazards and a step by step guide will be documented to enable the task to be undertaken safely with minimal risk.

Work Equipment

The term work equipment is used to describe machines, tools, installations or equipment used for completing work whether owned or on loan/hire. The term is broad and applies to any work equipment we or our subcontractors use and our equipment in the offices – desk chairs, photocopiers, boilers, fire alarms etc.

We acknowledge our duties as stipulated in the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and intend to satisfy these duties by adopting the following procedures:

Selection

A needs analysis will be conducted before acquiring any work equipment taking into consideration many aspects including the task the equipment is required to perform, where it is to be used, anticipated volume of work, operators training needs, safety etc.

Equipment will only be sourced from reputable dealers. Safety devices fitted such as emergency stop buttons, guards etc. must comply with current European standards for like machinery.

Assessment

A risk assessment will be conducted before use of any new work equipment commences. The outcome of the assessment will help determine if the equipment is safe for use or if additional control measures are required for user safety and for the safety of others.

Training

Training will be provided for employees and anyone else authorised to use our work equipment. Training and supervision will continue until such a time when a user is deemed competent and supervision is no longer needed.

Maintenance and Inspection

All work equipment is subject to wear and the possible occurrence of faults, it is therefore necessary we monitor and maintain equipment regularly. Manufacturer's recommendations will be followed for maintenance and inspection frequencies unless the scope of our work dictates these need to be changed, we will if necessary introduce our own maintenance and inspection program and regime.

We will ensure any statutory inspections or examinations are completed on time.

We appreciate that preventative maintenance is better than equipment failure; consequently we rely on managers and users of our work equipment to follow the adopted maintenance and inspection regime we decide upon.

Some maintenance tasks will be beyond the capability of employees, this we understand and it is the responsibility of managers to identify such tasks and to appoint suitable contractors to conduct or assist with tasks.

Contractors engaged by us to undertake site work must also be vetted for training, competency and maintenance of their own work equipment.

We expect all work equipment users to conduct a before use check to confirm equipment is safe for use. If problems are identified these must be reported to ensure a repair is arranged. All faulty or damaged equipment must not be used until a suitable repair has been completed.

Records

To help manage maintenance, inspection and repair of our equipment we will record all events and maintain documentation to support this. Any work conducted by contractors must be included.

Safety

You must not use work equipment if:

- you have not received appropriate training,
- you are unfamiliar with the operation,
- the equipment is faulty or you identify a fault,
- there is insufficient room around the equipment to work safely,
- safety devices such as guards are not in place or are damaged,
- you need PPE and none is available,

Working at Height

We recognise the dangers of working at height and acknowledge our duties as stipulated by the Working at Height Regulations. As an employee you must understand that working at height is one of the biggest causes of major injuries and fatalities every year. Therefore wherever possible we will avoid the need to work at height and where we have to – ensure it is properly risk assessed and follows a logical and prescribed hierarchical approach.

There are many hazards involved with working at height, most of which are simple to avoid, they involve amongst other things in our offices:

- correct use of steps, ladders and 'step up' stools,
- not climbing on chairs, tables or racking,
- not over reaching when using equipment.

Remember that around excavations and climbing on and off machinery is also considered as 'working at height'. Site work is potentially much more hazardous and must be suitably assessed by a competent person. The 'hierarchical approach' is the step by step process of managing risk as set out in the HSE guidance. In summary, this involves;

- preventing falls by using safe and correct equipment
- reducing the distance and consequence of any potential fall
- providing good safe access to get to where you need to go
- checking the equipment – not ignoring defective or damaged kit
- not overloading or over reaching
- protecting the area below
- planning for emergencies or evacuations

Training

All employees required to work at height will undergo training applicable to the method selected for working at height and for the environment in which the work occurs. Training will be periodically repeated to help maintain skills and competence. Information relating to each task undertaken by us and along with a comprehensive list of associated hazards, general and common to the work location will be conveyed prior to the commencement of each activity.

We understand that we must do all that is necessary to prevent anyone falling. Employees and others required to work at height must follow safe working practices. When working at height we will appoint a competent person to take charge, they will prepare a method statement and risk assessment for the work. Safety procedures must be understood by all workers involved and be in place prior to starting any work.

Work Related Stress

CGL has a responsibility for the health, safety and welfare of its staff and recognises that their well-being is important to its success. The prevention and effective management of stress is the responsibility of the Managing Director who will require assistance from the Regional Directors and Line Managers.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms.

This policy and procedure is an indication that we are committed to:

- Preventing in so far as is reasonably practicable employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace.
- Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals.
- Providing training and support to help the Managing Director and employees understand and recognise the nature, causes and management of work-related stress, and to prevent or minimise work-related stress.

The Regional Directors and Line Managers will continuously assess and monitor the work-related stress levels of their staff through:

- Formal and informal supervision of staff members,
- Formal performance appraisal of staff members,
- Formal and informal meetings / discussions with staff members,
- Formal and informal performance / conduct / absence management,
- Meetings / discussions with employees,
- Investigation of comments / complaints from staff members,
- Investigation of accidents, injuries, diseases, dangerous occurrences and other incidents.

If the work-related stress levels of one or more staff members appear to be rising, the Managing Director will take appropriate action.

The Regional Directors and Line Managers will ensure reasonable support to all staff members who are absent from work due to work-related stress, in order to assist their return to work.

Staff members have responsibility for their own work-related stress levels, and should try to help themselves and their colleagues wherever possible. Staff are encouraged to make suggestions for reducing work-related stress.

Staff should discuss any problems with their Manager. If the manager is a cause for stress, staff members may contact a head office or an alternative senior person. Normally, staff members should try to resolve problems informally. If the result of an informal approach is unsatisfactory, staff members may raise the issue formally.

Staff should accept opportunities for counselling etc, when this is recommended.

Recognising the symptoms of stress in others:

- Increases in overall sickness absence, particularly frequent short term sickness absence
- Poor work performance: less output, lower quality, poor decision-making
- Changes in relationships at work: conflict between colleagues
- Changes in staff attitude and behaviour: loss of motivation or commitment, poor time-keeping, working longer hours but with diminishing effectiveness
- Lack of enthusiasm
- High accident rates

In yourself

- Tiredness, aching muscles, disturbed sleep
- Loss of appetite, indigestion, stomach problems
- Loss of sexual drive
- Dependence on alcohol or drugs, excessive smoking
- Headaches
- Inability to relax
- A sense of being out of control
- Difficulty retaining information
- Poor concentration and indecisiveness
- Worrying
- Increased irritability
- Increased incidence of frequent short term sickness absence
- Change in attitudes to work / colleagues
- Feeling anxious or depressed

Some of these symptoms may not be stress related but could indicate a more serious underlying condition. If the symptoms persist please consult your GP.

Work Related Violence

We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

“any incident in which a person is abused, threatened or assaulted in circumstances relating to work.”

We consider that work-related violence is unacceptable and our aim is to reduce to the lowest reasonably practicable level, the likelihood of you being exposed to violence and aggression while at work.

We will identify all activities where there is the potential for work-related violence and will ensure that the risk assessments for these activities consider the hazards of violence and aggression. This will include activities involving direct contact with members of the public or involving the handling of money and/or desirable goods.

Where you may be exposed to risks of work-related violence, we will inform you of the findings of the relevant risk assessments and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, you will be provided with such training. This will include, but will not be limited to:-

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If you feel that you are losing control of a situation or that the other person is becoming aggressive, you should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If the Managing Director considers that it is the best way to calm a situation, an aggressive person will be asked to leave the premises.

If it is believed that an aggressor is in possession of an offensive weapon then the police will be called immediately (preferably unknown to the aggressor). You should not attempt to disarm an assailant unless personal injury is imminent. You should not pick up an object to use as a weapon except in self-defence.

Your safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. You are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded. This applies to incidents where there are no injuries as well as to those where injuries occur.

Younger Workers

We recognise our requirements under The Management of Health and Safety at Work and we will carry out a specific risk assessment for young persons (those under 18), taking into account:

- inexperience, lack of awareness of risks and immaturity of young people;
- the workplace and equipment;
- the nature and degree of exposure to harm;
- organisation of processes and activities;
- training and competence.

When employing a young person or accepting a work placement in the office;

- upon deciding to make an offer of employment to a person under the age of 18, you should contact your insurance company to ensure that your Employers' Liability Insurance policy covers you for this type of employment,
- complete a risk assessment taking into account specific factors such as immaturity, inexperience and lack of awareness, and medical conditions and physical and learning disabilities of the young person or child,
- look back at your accident and ill health records as these often help to identify the less obvious hazards,
- think about long-term health hazards, such as high noise levels or exposure to harmful substances, as well as more common site hazards.

Consider whether:

- a young person or child should be undertaking the task,
- the work is beyond their physical or psychological capacity,
- the work involves exposure to harmful substances which may be toxic, carcinogenic, potentially causing heritable genetic damage or harm to an unborn child, or which in any other way might chronically affect human health
- there is a risk from extreme cold or heat, noise or vibration.

When controlling risks, apply the principles below, if possible in the following order:

- prevent access to the hazard, for example, by prohibiting access by the young person or child,
- organise work to reduce exposure to the hazard, consider task rotation,
- provide increased or full time supervision for the young person or child,
- issue personal protective equipment (PPE), for example, clothing, footwear, goggles etc, that is intended specifically for young people or children as adult PPE may not be a true fit and consequently be ineffective at controlling the risk,
- explain welfare facilities, for example, first aid and washing facilities for the removal of contamination.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

Share the findings of risk assessments with guardians where appropriate.

- Where a person is under the minimum school leaving age, the findings of risk assessments must be brought to the attention of the child's parents or guardians and explained in full.

Training will include the basic induction training offered to all employees. In addition you must identify and make the young person or child aware of the specific issues that might affect them. Emphasis will also be required on issues such as horseplay and practical jokes.

- An introduction will also be required to the employee who will be supervising the young person or child.
- Ensure that good communication is maintained with any young person or child and that, where necessary, any conversation about health matters can be held in private and with a parent, guardian or other responsible adult.



Section 5 – Employee Rules

Employee Rules

Your duties and responsibilities are explained in other parts of our health and safety policy, the intention of the following section is to communicate employee general rules. These apply to all employees that work with us.

In the interests of health and safety it is important that you cooperate with us and follow these rules.

As an employee you are responsible for the safety of yourself and that of others. The Managing Director and Supervisors must ensure that rules have been communicated and are enforced.

Ignorance or breach of any safety arrangements we have introduced may lead to disciplinary action up to and including summary dismissal for gross misconduct.

General Work Procedures and Rules

You must:

- understand your responsibilities as an employee and comply with any rules and procedures that apply to you,
- not use equipment until we have provided you with the necessary training and authority for use,
- make full use of any guards and safety devices,
- not operate any equipment if under the influence of drugs or alcohol,
- not willingly cause damage to any work equipment,
- use any personal protective equipment we provide and deem necessary for specific tasks,
- use suitable footwear for your employment,
- not endanger your safety or the safety of others,
- help achieve and maintain high standards of housekeeping,
- not interfere with any safety arrangements or equipment we provide,
- observe the total no smoking policy,
- only use your mobile phone when it is safe to do so, you must not use mobile phones when operating machinery,
- not bring any personal electrical devices into work without the permission of your manager,
- wear safety shoes in the workshop.
- report any faults or unsafe conditions,

Personal Health

You must:

- inform us of an injury, condition or illness that may affect your ability to conduct work safely or affect the safety of others,
- inform us if you are taking prescribed drugs or medicines that may affect your performance at work,
- report any incident, injury or ill health you believe has been caused at work,
- inform us of any illness or condition that you believe could be affected further as a result of our work,
- ensure any injuries or wounds receive appropriate attention,

Fire Safety - Employees must:

- be familiar with and follow our fire safety procedures,
- cooperate with us and participate with fire safety drills,
- not misuse or interfere with any portable fire fighting equipment or any other fire safety devices,
- not obstruct any escape routes or exits,

Drugs and Alcohol - Employees must:

- inform us if you have personal issues with drugs or alcohol,
- not under any circumstances attend work if you are experiencing the effects of alcohol or illegal drugs,
- not under any circumstances consume alcohol or use illegal drugs whilst at work,

Gross Misconduct

We expect employees to act responsibly at work and comply with our safety policies, rules and procedures. Failure to act responsibly may result with disciplinary action procedures being enforced ultimately leading to dismissal for acts of gross misconduct.

Examples of reasons for dismissal are as follows:

- failure to comply with risk assessments,
- wilfully causing damage to work equipment,
- wilfully interfering with safety devices or equipment including:
 - fire safety equipment,
 - removal of safety guards,
 - using company equipment without due care and attention, including driving at excessive speeds,
 - safety signs and instructions,
- smoking in no smoking areas,
- misuse of hazardous substances.
- act of abuse or violence.

Key Holders

When routinely unlocking and securing the building, or accessing the building out of hours, keyholders must consider their safety from the risk of violence – either from persons on site or following a break in, or where there could be a risk from live services, fire or damaged property.

Keyholders should not attempt to enter the building alone if;

- There are signs of a break in – i.e. forced entry, broken locks or glass
- The alarm is sounding – fire or intruder
- They otherwise suspect there may be someone else on site

The keyholder should delay entry until escorted by the police, service contractor or other member of staff. In all cases – proceed with caution.



Section 6 - Monitoring

Monitoring

We have in place active monitoring systems to ensure any statutory duties applicable to our organisation are complied with and to ensure our standards are being achieved. Monitoring activities will help us identify any issues that need attention.

We have allocated tasks to managers to help us with monitoring however other employees may be requested to assist with this task. It is important that any monitoring activity reports accurately reflect the conditions apparent at the time of the review.

Completed monitoring documentation assists us with our intentions for continuous improvement. Documented findings and consequent follow-up action help us prove to any visiting authority that we take safety seriously.

The following monitoring events have been established to help ensure we are achieving compliance with any legislation applicable to our business. We must also utilise the monitoring checks sheets to confirm we are achieving our intended standards and that employees are adhering to our rules policies and procedures.

Any action raised as a result of completing monitoring must be addressed within a reasonable period. The Managing Director should add to and amend this list as required.

Appointment	Activity	Frequency
Compliance Director	Business Review and Health Check	At least annually
Technical Director	Review Fire and Office Assessments Key Risk and Method Statements for Site Working Task and Equipment Assessments Training Matrix	At least annually
Admin Team	DSE and COSHH Assessments	At least two-yearly
Project Directors	Site Work Observations	At least six-monthly
Admin Team/H&S Champions	General Inspection – Offices	At least quarterly
Admin Team and Van Rep	Recorded Vehicle Checks	At least monthly
Administrator	Driving Licences	Annually
Fire Marshal/Admin Team	Upkeep of Fire Log	Weekly



Section 7 – Advice & Information

Health and Safety Advice

It is important that we can obtain advice, guidance and information regarding safety; a firm understanding of our duties and responsibilities will help us act accordingly and fulfil any statutory requirements we need to comply with.

Phenna Group

The Phenna Group HSE Director provides us with competent health and safety advice and support. They are our nominated health and safety service provider. They are not responsible for the day to day management of health and safety within our business, employees have been nominated and duties assigned to ensure we meet any statutory requirements imposed on us.

The Phenna Group Infrastructure Division HSE Director is Sophie Potts who is contactable in an emergency. Mobile 07826 875 412

This service is restricted to authorised employees only.

PRB Consulting

PRB Consulting provides specialist advice rail working and the RISQS scheme, working with the Sentinel Coordinator to ensure compliance with specific rail safety requirements.

Health and Safety Executive

Health and safety advice, information and guidance are available from the Health and Safety Executive (HSE). A variety of safety regulations are available and can be downloaded from the HSE web site.

Internet Access:

<http://www.hse.gov.uk/>

<http://www.hse.gov.uk/pubns/indg368.pdf> - contractor safety

<http://www.hse.gov.uk/construction/safetytopics/excavations.htm>

<http://www.hse.gov.uk/construction/cdm/2015/summary.htm>

The CITB CDM Wizard 'app' recommended for completing a simple CPP is available on the CITB website at ;

<http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-wizard-app/>



Section 8 – Forms, Policies & Procedures

Minimum legally required forms, mentioned in regulation - include;

New and expectant mother

Young persons

Back to work

Display screen working

COSHH

Excavations

Accident investigation

Construction Phase Plan

Personal Emergency Evacuation Plan (PEEP) as and when someone disabled – permanently or temporarily

A range of other forms and checklists are available from CGL for recording important safety checks or actions.

