

HEALTH & SAFETY MANAGEMENT POLICY

COLLINSON CONTRACTS LIMITED

Revisions to the content of this Health and Safety Management Policy, such as a change in management personnel or additions and amendments to the significant health and safety risks register are noted below. Following planned formal reviews, either note the resulting amendments below, or note on the log when the review was held, and where the record of the review is held.

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Collinson Contracts Limited

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SECTION 1
POLICY STATEMENTS

HEALTH & SAFETY MANAGEMENT POLICY

1.1 COMPANY HEALTH AND SAFETY POLICY STATEMENT

This Statement recognises the Company's obligations under the Health and Safety at Work etc. Act 1974. Collinson Contracts Limited in the conduct of its activities will ensure that it:

- a) Protects the Health, Safety and Welfare of its employees and others who may be affected by its activities.
- b) Limits adverse effect on and adjacent to the area in which those activities are carried out.
- c) Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.

The Company will also, so far as is reasonably practicable:

- a) Provide and maintain safe working environments that are without risk to Health, Safety and Welfare by assessing the hazards and, as necessary, recording and carrying out the required actions.
- b) Set standards equal to or above compliance with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- c) Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- d) Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced they are assessed and adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- e) Training all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- f) Ensure that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- g) Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- h) Co-operate with appropriate authorities and technical organisations to ensure policies are updated and Standards reviewed to reflect best practice. Ensure that this policy is operated in line with the company's equal opportunity policy.
- i) Undertake inspection, audit and review activities to ensure the Company's objectives for health, safety and welfare are being met.

Application

This Policy, supported by Roles and Responsibilities, Communication and General Arrangements, will be applied to all activities carried out by the Company.

The Policy will be enforced by all Directors and Managers and be observed by all employees.

HEALTH & SAFETY MANAGEMENT POLICY

Responsibilities

The responsibilities for determining the Company’s policies on health, safety and welfare, including revision of this Policy, lies with the Directors of Collinson Contracts Limited.

The Board of Directors has appointed Steve Grant as having particular responsibility for Health, Safety and Welfare. In the event of difficulties arising from the implementation of this Policy, reference must be made to any of the management team.

Each employee shall recognise personal responsibility for observing the Company’s Health and Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in health, safety and welfare issues.

The implementation of this Policy will be undertaken by the Managers of the Company who will monitor compliance with the requirements and give advice on health, safety and welfare matters generally.

Signed

Date

Designation: Director

(This Statement of General Policy on Health, Safety and Welfare at Work and of the organisation and arrangements for carrying out the Policy, is made under Section 2 (3) of the Health and Safety at Work etc. Act 1974, and will be brought to the notice of all employees of Collinson Contracts Limited by prominent display at all sites and workplaces. The supporting Roles and Responsibilities, communication and general arrangements are available at head office and are held by all Directors and the Health and Safety advisor for reference by all employees.

HEALTH & SAFETY MANAGEMENT POLICY

1.2: ANTI-BRIBERY AND CORRUPTION POLICY STATEMENT

Collinson Contracts Limited is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on Collinson Contracts Limited behalf is responsible for conducting company business honestly and professionally.

Collinson Contracts Limited considers that bribery and corruption has a detrimental impact on business by undermining good governance and distorting free markets.

Collinson Contracts Limited benefits from carrying out business in a transparent and ethical way and by helping to ensure that there is honest, open and fair competition in our sectors. Where there is a level playing field, Collinson Contracts Limited will strive to deliver excellent services and products to its customers.

Collinson Contracts Limited does not tolerate any form of bribery by, or of, its employees or any persons or companies acting for it or on its behalf. The Managing Director and senior management are committed to implementing and enforcing effective systems to prevent, monitor and eliminate bribery, in accordance with the Bribery Act 2010.

Collinson Contracts Limited has issued this policy outlining Collinson Contracts Limited policy on preventing and prohibiting bribery. This policy applies to all employees and they are required to familiarise themselves and comply with this policy.

A bribe is a financial advantage or other reward that is offered to, given to, or received by an individual or company (whether directly or indirectly) to induce or influence that individual or company to perform public or corporate functions or duties improperly.

Employees and others acting for or on behalf of Collinson Contracts Limited are strictly prohibited from making, soliciting or receiving any bribes or unauthorised payments. As part of its anti-bribery measures, Collinson Contracts Limited is committed to engage only in transparent, proportionate, reasonable and bona fide hospitality and promotional expenditure.

A breach of this policy by an employee will be treated as grounds for disciplinary action, which may result in a finding of gross misconduct and immediate dismissal. Employees and other individuals acting for Collinson Contracts Limited should note that bribery is a criminal offence that may result in up to 10 years imprisonment and/or an unlimited fine for the individual and an unlimited fine for Collinson Contracts Limited.

Collinson Contracts Limited will not conduct business with service providers, agents or representatives that do not support Collinson Contracts Limited anti-bribery objectives.

The success of Collinson Contracts Limited anti-bribery measures depends on everyone playing their part in helping to detect and eradicate bribery. Therefore, all employees and others acting for, or on behalf of, the company are encouraged to report any suspicious activity to the Managing Director who will support any individuals who make such a report in good faith.

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.3 ASBESTOS POLICY STATEMENT

Collinson Contracts Limited recognise their responsibility to ensure all personnel working under their control, visitors or persons who may be affected by their undertakings are not subjected to hazardous substances that could affect their health and safety. The company places high priority to ensure the correct procedures and safe systems of work are established prior to works commencing. In order to comply with The Control of Asbestos Regulations 2012. Collinson Contracts Limited will ensure all personnel working for the company are suitably trained in identifying suspected Asbestos containing materials and the procedures required should they come into contact with suspected ACM,s.

In particular:

Asbestos is a term that is used for a number of naturally occurring silicate minerals that form bundles of crystallised fibres. These fibres have the qualities of high tensile strength combined with resistance to chemicals electricity and heat and were used throughout industry for these properties.

The three main types of asbestos that have been used commercially are;

- Crocidolite - blue asbestos
- Amosite - Brown asbestos
- Chrysolite – white asbestos

All types of asbestos are dangerous they are carcinogens, but blue and brown asbestos are statistically more dangerous than white. Asbestos types cannot be identified by their colour or appearance laboratory analysis is required to determine which type of asbestos it is.

The Law:

The regulations prohibit the importation, supply and use of all forms of asbestos. The ban for use of Blue and brown asbestos was introduced in 1985, however the ban for use of white asbestos was not introduced until 1999.

The control of Asbestos Regulations 2012 reinforced this duty which requires them to manage the risk from asbestos by:

- Finding out if there is asbestos in the premises, its amount and what condition it is in.
- Presuming materials contain asbestos, unless you have strong evidence that they do not.
- Making and keeping up to date a record of the location and condition of the asbestos containing materials or presumed asbestos containing materials in the premises.
- Assessing the risk from the material.
- Preparing a plan that sets out in detail how they are going to manage the risk from this material.
- Taking the steps needed to put their plan into action.
- Reviewing and monitoring their plan and the arrangements to put it in place.
- Providing information on the location and condition of the material to anyone who is liable to work on or disturb it.

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The health effects of asbestos:

Asbestos is only a risk if you disturb or damage it, which can cause fibres to be released into the air, asbestos fibres are long and thick but so small that they cannot be seen, if inhaled the fibres become lodged in the tissue of your chest and your body's defences are not able to break them down.

Asbestos related diseases can take between 10 – 40 years to manifest there are several conditions and diseases associated with exposure to asbestos, such as:

- Pleural plaques
- Asbestosis
- Lung cancer
- Mesothelioma

You are mostly at risk when:

- The building you are working on was built before the year 2000
- Asbestos containing materials were not identified before the job was started
- Asbestos containing materials were identified but this information was not passed on by the people in charge to the people doing the work
- You don't know how to recognise and work safely with asbestos
- You know how to work safely with asbestos but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper precautions

If you encounter any dusty or hidden materials that you think may contain asbestos STOP WORK, tell your supervisor and try to avoid exposure to all dust.

Asbestos Containing Materials:

Below is a selection of common uses of asbestos containing materials:

- Insulation of boilers, plant and associated pipe work
- Sprayed insulation to steel and concrete for fire and acoustic insulation
- Asbestos insulating Board (AIB)
- Asbestos Cement products i.e. panels, tanks and roofing products
- Textured coatings
- Reinforced composite materials and bituminous products

If you encounter any dusty or hidden materials that you think may contain asbestos STOP WORK, tell your supervisor and try to avoid exposure to all dust.

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.4 COMPLAINTS PROCEDURE

In the event of a complaint on either:

- Workmanship issues
- Un-professional conduct
- Any matters arising

Contact the Managing Director of the company: Collinson Contracts Limited and they will endeavour to rectify the matter. The Companies policy is to deal with all complaints professionally and with urgency and may rely on the information gained to improve services.

Procedure

- Contact the Managing Director (as above) highlighting the nature of the complaint towards the company. This can be done either by calling the telephone number listed above or by E mail:
- The Managing Director will undertake a thorough investigation into the complaint and review his findings
- Within 48 hours the Managing Director will issue to the complainer what remedial actions are to be taken / have been taken to rectify the situation
- As requested by the complainer the Managing Director will hold a meeting (if deemed necessary) to discuss the complaint in full and discuss a mutually agreeable solution
- If by process of circumstances the company cannot resolve the matter immediately, the Managing Director will stipulate in writing the procedures and actions for rectifying the complaint

In all circumstances the company will address situations of emergency repair within 48 hours, if not sooner (weather permitting) then look to discuss the circumstances and nature of the complaint afterwards.

The company Collinson Contracts Limited prides itself in obtaining good working relationships with their clients and persons engaged and will work tirelessly to ensure work carried out is done so to the highest standards and in a professional manner at all times.

Signed:.....Date:

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1.5 DISABILITY DISCRIMINATION ACT POLICY STATEMENT

The Company is aware of and has taken steps to comply fully with the Disability Discrimination Act.

A holistic approach has been taken in order to embrace all aspects which need to be considered. A few of these items are as follows:-

- Staff attitudes and awareness
- Customer communications
- Design of the built environment
- Management of the buildings
- Policies and procedures
- Alternative ways to provide our service
- Assistive technology and aids
- Alternative information formats
- Website accessibility

The Company will undertake an access statement which covers areas such as action already taken and future plans for improvements. Many alterations or improvements can be gradually addressed as areas are refurbished or decorated, thus planned implementation of change can often be achieved at minimal expense. The access statement is a living document which will change throughout the life of the building or space and will show a clearly defined audit trail and rationale behind decisions taken and demonstrate that the best solutions have been sought.

Signed for and on behalf of

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.6 DRIVING AT WORK SAFETY POLICY STATEMENT

The Directors of Collinson Contracts Limited have produced this Driving at Work Policy which defines the Company’s general objectives, organisation and arrangements.

In accordance with its duty under INDG382 Driving at work. Managing work related road safety, and in fulfilling its obligations to both employees and the general public who may be affected by its activities, the Directors have produced the following statement in respect of Driving at work.

It is the aim of Collinson Contracts Limited, so far as is reasonably practicable, to ensure that:-

1. Our drivers are up to the expected standards, are fit and well and not impaired in any way.
2. All journeys are planned in advance.
3. All of our vehicles are maintained in a good and road worthy condition.
4. Information, instruction, and training is provided, as necessary, to secure the Health and Safety at work of all drivers.
5. Arrangements for the handling, and transportation of articles and substances for use at work are safe and without risk to Health.

The Directors have direct concern for this policy and affords Health and Safety matters equal priority to other management functions within the Company.

Collinson Contracts Limited employees are reminded of the legal requirement to ensure that the Company’s Driving Policy is observed.

The Company considers the implementation of this policy to be a function of prime importance; it looks to its Manager to ensure that the Company’s policy is carried out by all employees.

Signed for and behalf of

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.7 DRUGS AND ALCOHOL POLICY

Collinson Contracts Limited holds Health and Safety as a core business value and is committed to creating a future free of incidents and injuries. The effective management of drug and alcohol abuse is an integral part of this.

It is the policy of Collinson Contracts Limited:

- To comply with all current legislation, in particular the Health and Safety at work act 1974, the Misuse of drugs Act 1971, the Transport and Works Act 1992.
- To not knowingly permit any employee of Collinson Contracts Limited its advisors and trade contractors, or anyone else engaged directly or indirectly to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on the premises.
- To implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises:
 - When affected by drugs or excess alcohol; or
 - Consuming drugs or alcohol at work.These measures will include pre-employment, post incident and unannounced random drugs and alcohol screening as appropriate.
- To provide a positive approach to those workers seeking help or guidance in over coming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- To not knowingly employ or retain any workers, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months. (Even after 12 months, Collinson Contracts Limited would require satisfactory evidence of reform and the worker must face the possibility of being re-tested at any time).
- To take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any worker found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Workers testing positive for drugs or excess alcohol, or refusing to take a test, face sanctions up to and including termination of contract.

The above policy will be reviewed annually or where there are changes to legislation.

Your Responsibilities

As an employee you have legal duties too.

They include:

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- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instruction
- Not interfering with or misusing anything provided for your health, safety and welfare

The following safety rules have been made to ensure the safety of you and your workmates;

DO

- Wear PPE as identified in the site rules or by your supervisor
- Report to your supervisor any accident or injury; any defects in plant or equipment; any hazards in your workplace
- Keep your workplace tidy
- Obey all safety signs and instructions
- Drive carefully by observing speed limits & traffic signs
- Use the eating, drinking & toilet facilities provided

DO NOT

- Report for work under the influence of drink or drugs
- Indulge in horseplay
- Alter or adapt scaffolding unless authorised to do so
- Use plant or equipment for which you have not been trained
- Light fires for burning rubbish without permission
- Leave plant equipment unless it is switched off and secure

These rules are simple to follow; failure to follow them may lead to removal from site.

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.8 ENVIRONMENTAL POLICY STATEMENT

Collinson Contracts Limited as a Company having recognised responsibility for environmental matters, place a particularly high priority on environmental affairs with regard to Company operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements.

All employees of Collinson Contracts Limited are aware of the environmental sensitivity of the business sector in which the Company operates, and seek to continually develop the Company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the Company environmental activities, but the following specific objectives form the basis of the Company Policy.

All Company operations must be carried out with due regard to all appropriate and relevant Legislation and Regulatory considerations.

The Company will continue to make available resources to ensure that customers are made fully aware of their environmental, legislative responsibilities and related activities.

The Company will take whatever measures may be necessary to ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste do not become hazardous to public health or the environment.

Controlled waste (i.e. general and special waste) must not be stockpiled or treated (including bonfires) at company sites or premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33).

The company recognises that Control of Pollution Act; Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material.

Any special (i.e. hazardous) waste such as asbestos cement must be disposed of according to the Special Waste Regulations and the consignment note procedure followed.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriately licensed disposal facilities will satisfy standards required by The Company.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

The Company co-operates with, and assists to the best of its ability, officers of the Waste Regulatory Authorities in the exercise of their duties.

HEALTH & SAFETY MANAGEMENT POLICY

The Company has a policy of compliance with the Codes of Practice and Guidance published by The National Association of Waste Disposal Contractors in the promotion of high environmental standards for the waste industry.

The Company requires it's staff and contractors to advise senior management immediately of any concerns they may have regarding poor practice by a waste disposal contractor, whether a NAWDC member or a non-member, or about any acts by a NAWDC member which might be detrimental to the environment.

The company constantly updates it's knowledge and ability to satisfy the increasing need to obtain positive benefits from material which come under the Company's control, which means that the issue of recycling, waste minimisation, waste to energy and the most environmentally appropriate disposal options are continually assessed and reviewed.

The Environmental Policy of Collinson Contracts Limited is one of continual review, and is subject therefore to frequent review and development. The Company's continued environmental responsibility is judged by its ever widening customer base and the Public in general, while being driven enthusiastically by the Managing Director through the organization.

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.9 EQUAL OPPORTUNITIES POLICY STATEMENT

The following statement forms part of the Company Policy for Health, Safety and Welfare and complies with the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983:

This Company is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, sex, marital status, or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Selection criteria and procedure will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The Company is committed to a programme of action to make this policy fully effective.

The satisfactory operation of our Equal Opportunity Policy is the responsibility of every employee within the Company but principally the Managing Director to whom all queries should be directed.

The following headings are an integral part of our Equal Opportunity Policy and the implementation of each section is the responsibility of the Managing Director with the complete co-operation of the managers who shall be fully aware of all current relevant legislation.

Recruitment and Promotion

Any vacancy will be filled, if possible, by promotion within the Company, taking into account experience, reliability, length of service and general suitability for a position of responsibility and trust. Vacancies not filled by promotion within the Company shall be made known to all employees.

All applications for vacancies shall receive a copy of our Equal Opportunities Policy on request.

Grievance, Racial Discrimination Harassment, Dismissals

Any employee who feels that he/she has any grievance for whatever reason, but especially racial discrimination or harassment of any kind, should make known his/her grievance to his/her Supervisor and if not satisfied with the action taken as a result of his/her complaint, shall inform the Managing Director, of the grievance. The Managing Director shall endeavour to rectify the situation at the earliest opportunity.

Any employee wishing to belong to any recognised Trade Union is free to do so provided that he/she agrees to comply with all the conditions of employment within the Company and that the Trade Union does nothing that would conflict with the wishes of the majority of the employees.

Recruitment Advertising

Job applicants will be informed of Company Policy on race relations. Job applicants will be informed that the Company is an Equal Opportunity Employer and shall receive a copy of this statement on request. All display advertisements shall include the following; "THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER"

Signed:

Date:

HEALTH & SAFETY MANAGEMENT POLICY

1.10 MODERN SLAVERY POLICY

1. Policy Statement

1.1 Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

1.2 We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

1.3 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external advisors, third-party representatives and business partners.

2. Responsibility for the policy

2.1 The Company Directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

2.2 Line managers at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

3. Compliance with the policy

3.1 You must ensure that you read, understand and comply with this policy.

3.2 The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

3.3 You must notify your manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

3.4 You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

3.5 If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager.

HEALTH & SAFETY MANAGEMENT POLICY

3.6 If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager.

3.7 We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should contact a Manager/Director immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.

4. Communication and awareness of this policy

4.1 Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

4.2 Our zero-tolerance approach to modern slavery must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

5. Breaches of this policy

5.1 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

5.2 We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Signed

Date

HEALTH & SAFETY MANAGEMENT POLICY

1.11 Respiratory Protection Policy Statement

It is the policy of Collinson Contracts Limited to support the protection of employees and persons working under our control from respiratory injury as a result of working with harmful dusts, fumes, gases, vapours and other hazardous airborne substances, and to promote respiratory safety and health through the substitution of highlighted hazardous substances, engineered controls, administrative controls and personal protective equipment.

As a minimum Collinson Contracts Limited will undertake a respiratory risk assessment of substances used including the working areas and implement the necessary control measures needed to bring workplace exposure levels to an acceptable level.

Where substances are identified as requiring control measures to be implemented, a full **respiratory protection programme** will be introduced highlighting adequate arrangements to control hazardous airborne substances to an acceptable level.

The Company will also, so far as is reasonably practicable:

- Set standards equal to or above compliance with the relevant statutory requirements relating to health and safety with regard to the effect on employees, contractors, visitors and the public.
- Ensure that when new substances are introduced they are assessed and adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters relating to usage of hazardous substances and ensure they co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work for the company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.

Application

This Policy forms the basis of a respiratory protection programme where assessment has highlighted that a particular hazard has arisen, this is supported by key roles and responsibilities, communication and arrangements.

The Policy will be enforced by all Directors and Managers of the company and be observed by all employees.

Responsibilities

The responsibilities for determining the company's policies on respiratory protection, including revision of this policy lies with the Directors of Collinson Contracts Limited.

The Board of Directors has appointed Steve Grant as having particular responsibility for implementation of this policy. In the event of difficulties arising from its implementation, reference must be made to any of the management team.

Each employee shall recognise personal responsibility for observing the company's policy on respiratory protection, Instructions and procedures, and should develop interest and enthusiasm in matters concerning its improvement and implementation.

Signed:

Date:

HEALTH & SAFETY MANAGEMENT POLICY

1.12 SUSTAINABILITY POLICY STATEMENT

Collinson Contracts Limited is committed to promoting sustainability and minimising the environmental impact of the Company's activities. Our aim is to exercise proper control over our activities in order to promote the use of sustainability resources and discourage wasteful or damaging practices. Where we have influence, we will strive to protect the earth's resources for future generations.

Our Principles & Commitment

- To comply with environmental legislation, regulations and codes of practice.
- To integrate sustainable and environmental considerations into all our business decisions at every level of the company.
- To promote awareness and understanding of environmental issues among all staff, suppliers, contractors, customers, and within the local community.
- To ensure our activities in the office, on site and transportation are sustainable.
- To review and strive to continuously improve our sustainability performance.

The company will maintain an Environmental Management System (EMS) by following these steps:

1. Monitor and assess the impact of current activities on the local environment and examine any significant impacts on the general environment.
2. Undertake measures to prevent or eliminate pollution. Where this is not feasible, undertake measures, taking account of the possible clean technologies, to reduce pollution and waste to the minimum and conserve resources.
3. Establish monitoring procedures, including documented measurement and testing to check compliance with the company's environmental policy.
4. Establish and implement procedures and actions in the case of non-compliance with the company's environmental policy.
5. Provide customers with adequate advice about environmental aspects of handling, using and disposing of the company's products.
6. The company will audit its sub-contractors to ensure that they apply the same environmental standards as the company.

In order to put these principles in practice we will:

Waste

- Promote the principle of "reduce, reuse and recycle".
- Reduce waste of natural resources on premises (e.g. water).
- Separate and recycle waste materials to reduce the amount that goes to landfill sites including recycling plastic packaging, cardboard, broken pallets, used toner and inkjet cartridges.
- Reduce pollution by properly disposing of any waste materials.
- As far as possible arrange for the reuse or recycling of office waste, including paper and redundant equipment.
- Reuse paper and envelopes in the office, for example by printing on the back of used paper for internal or draft documents, reusing envelopes for internal use.

HEALTH & SAFETY MANAGEMENT POLICY

Energy

- Manage and conserve energy and water efficiently (i.e. by encouraging staff to turn off electrical goods, heating and lighting when not in use.
- Investigate energy saving devices and adopt them where they are economically viable.

Transport

- Manage the regular routes taken by our van drivers to ensure efficiency.
- Promote the use of appropriate sized vehicles when arranging transport of goods to optimise the vehicle's capacity.

New Developments

- Consider the environmental impact and sustainability of any new procedures or new developments

Travel and Meetings

- Share transport when two employees are travelling together to site.
- When recruiting new staff, try to attract local people whose journey to work would have less impact on the environment.
- Encourage staff to travel to work in the most environmentally efficient way.

Purchasing

- Aim to purchase environmentally friendly equipment and bio-based products.
- Influence suppliers and sub-contractors to support our sustainability policy when ordering services.

Packaging

- Buy cardboard packaging made from recycled materials or from well-managed, sustainable sources.
- Re-use boxes wherever practical

Communication

- Promote our principles concerning the environment and sustainability to our staff, customers and suppliers.

Pollution

- Limit the possibility of environmental accidents and draw up a contingency plan.
- Evaluate, control and reduce the noise within and outside the site where practicable.

Signed.....Date.....

HEALTH & SAFETY MANAGEMENT POLICY

1.13 MENTAL HEALTH AND WELLBEING POLICY STATEMENT

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff under its control.

The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Objectives

Reduce discrimination and stigma by increasing awareness and understanding.

Complete a risk assessment to identify needs.

Give employees information on and increase their awareness of mental health issues and wellbeing.

Include information about the mental health and wellbeing policy in induction training.

Provide systems that encourage predictable working hours, reasonable workloads, and flexible working practices where appropriate.

Manage conflict effectively and work to ensure the workplace is free from bullying and harassment, discrimination, and racism.

Ensure each individual under the company's control has relevant training, supervision and support where required.

To provide support for employees experiencing mental health difficulties.

Communication

All employees will be made aware of the mental health and wellbeing policy and the facilities and help available.

Review and monitoring

The mental health and wellbeing policy will be under constant review with annual updates.

Signed.....Dated.....

Collinson Contracts Limited

HEALTH & SAFETY MANAGEMENT POLICY

SECTION 2

OUR COMMITMENT TO HEALTH AND SAFETY

HEALTH & SAFETY MANAGEMENT POLICY

2.1 COMPANY OBJECTIVES

Objectives and targets for Health and Safety matters for this period are under review as a driver for continuous improvement.

These objectives and targets must include details of the resources to be allocated to health and safety training and auditing programmes, new initiatives proposed and specific targets against which performance can be measured.

Performance will be reviewed annually, so that results will be available for publication in the Annual Report with new Objectives and Targets set by Business and be based on:

- a) Implement a formal audit system.
- b) Implement risk management system.
- c) Adopt a step change throughout the Company as regards Health and Safety performance and to ensure this is possible through implementation of communication at all levels.

Targets

- a) Continuous Improvement Programme by 01/03/2025.
- b) Carry out full review by 31/08/2025.

Measurement

- a) Regular monitoring, auditing and communicating with the workforce.
- b) Six monthly audit programmes.
- c) Consultation.

MEASUREMENT

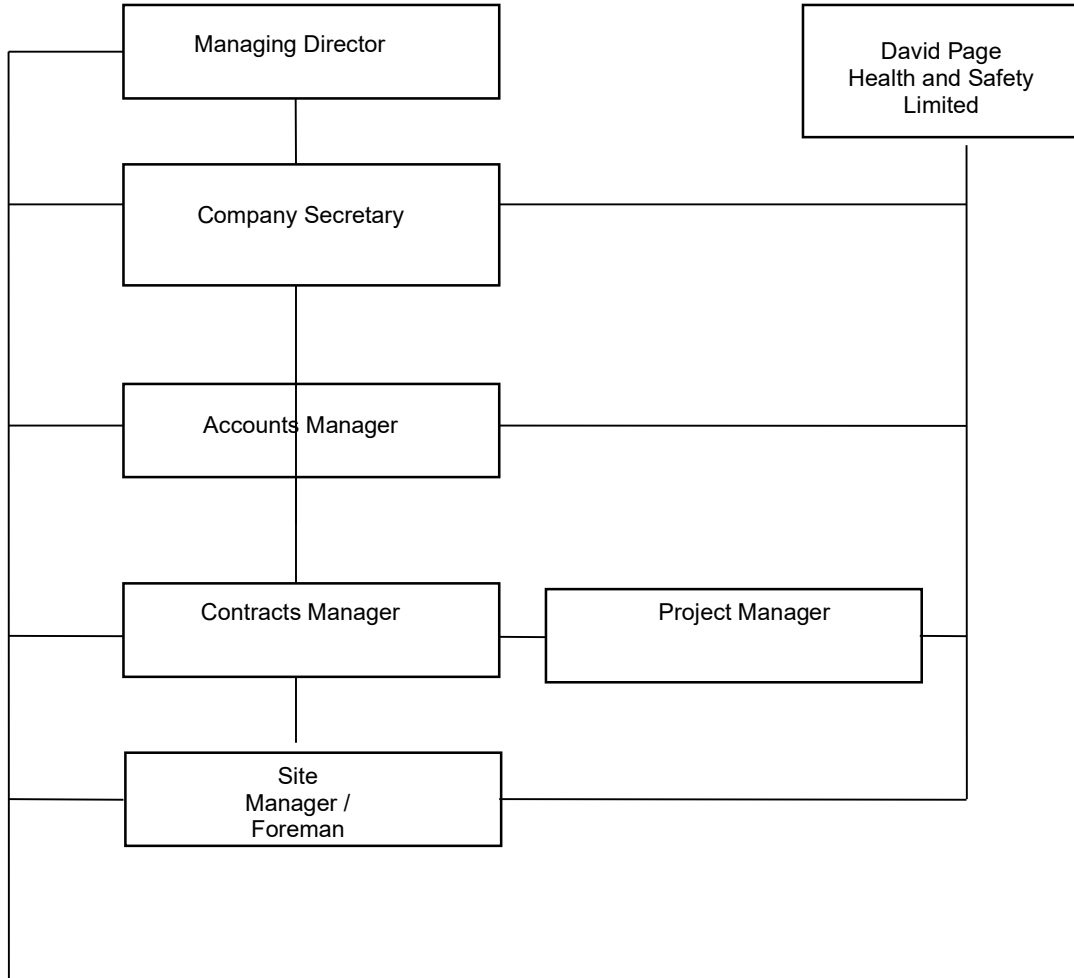
Measurement will be assessed by way of monitoring, and communicating with workforce, on knowledge of subject, knowledge of safe systems of work, risk assessment, statistics, inspections and auditing.

RESPONSIBILITY

It is the responsibility of all Management to ensure that the objectives are full embraced in order to achieve the targets, and make the company health and safety advisor aware should there be a possible shortfall in achievement for whatever reason, so this can be reported to the board and a course of corrective action taken.

HEALTH & SAFETY MANAGEMENT POLICY

2.2 ORGANISATION STRUCTURE



HEALTH & SAFETY MANAGEMENT POLICY

2.3 COMPETENCE

Competence – Health and Safety

Our management teams, both in the office and on site, are made up of experienced and qualified staff. Our on-site workforce is very experienced and skilled in their various disciplines.

All our Managers/Supervisors and Operatives have had various types of Health and Safety instruction and training (please refer to company competency / skills matrix).

Contractors will need to ensure that their employees, where relevant have the necessary skills, knowledge and experience to undertake their duties in a safe manner.

HEALTH & SAFETY MANAGEMENT POLICY

SECTION 3
ROLES & RESPONSIBILITIES

HEALTH & SAFETY MANAGEMENT POLICY

3.1 MANAGING DIRECTOR -

OBJECTIVES

The main objective is to ensure that company objectives are set and achieved by target date.

That the company strives for continued improvement in order to remain proactive.

Will approve and instigate the following:

- a) The preparation of the company's health and safety policy.
- b) Approve adequate funding, time and resources for all health and safety matters.
- c) Advise Senior Management of their responsibilities and to appoint a Manager with special responsibility for health and safety.
- d) To set Occupational Health and Safety objectives for the company and management.
- e) To involve the Health and Safety advisor in safety related matters as and when required.
- f) To receive written report annually from the Health and Safety advisor which provide accident statistics, together with an analysis of accident trends, measures taken to prevent accidents and other safety matters including progress on safety training. Monitor the effectiveness of the company safety organisation, safe systems of work and communications, take action to remedy inadequacies when identified and set safety objectives to be achieved.
- g) To ensure discussion at each board or management meeting of all reports relating to Health and safety matters including employee Consultation.
- h) To monitor that adequate safety training is provided, maintained and recorded.
- i) To endorse the company disciplinary procedure in relation to breaches of procedures, policy or practice on the advice from the Health and Safety advisor.
- j) To be aware of associated legislation, codes of practice, guidance notes and safe working practices relevant to the work undertaken. Advice on these matters will be provided by the Health and Safety advisor as and when requested.

HEALTH & SAFETY MANAGEMENT POLICY

3.2 DUTIES OF THE ADVISOR RESPONSIBLE FOR HEALTH AND SAFETY

OBJECTIVES

- a) To advise on matters for the company to achieve company objectives.
- b) To advise and as necessary review Safety Management Systems.
- c) To advise and assist in the delivery of Health and Safety Training.
- d) To advise and assist where required on matters of Safety and Health.
- e) To give guidance on the reporting of incidents at work, when requested to do so.

David Page Health and Safety Limited have been appointed as the company's advisors on matters of health and safety management. Their main objective is for the overall effectiveness of the Company's policy for safety, health and environmental issues and to review at least annually.

The company Managing Director will liaise with the Health and Safety advisor on a regular basis and implement procedures / safe systems of work internally within the organisation in line with company policy and legislative requirement.

They will ensure that regular reports are submitted regarding the Company's safety performance, accident record and of significant events affecting or arising out of the company's operations. They will measure the effectiveness of objectives by monitoring and communicating to establish successful implementation by management teams.

HEALTH & SAFETY MANAGEMENT POLICY

3.3 RESPONSIBILITIES OF PROJECT MANAGEMENT

Health and Safety objectives for the Managing Director, Directors, Senior Management are to disseminate the company objectives and ensure successful implementation. They have responsibility for ensuring that the supervisory site staff in charge of the work will:

- a) Be familiar with and observe the broad requirements of relevant Regulations and approved Codes of Practice, and ensure that all documents, records and reports are kept in order and up to date.
- b) Ensure that all appropriate assessments and safe systems of work are carried out for the operations under their control i.e. Risk and COSHH Assessments, Manual Handling Assessments and Method Statements, etc as necessary. They must also ensure the results of the above are conveyed to the workforce.
- c) Organise work so that it is carried out to the established safety standards and with the minimum of risk to employees, equipment and materials, and ensure that any available safe-working instructions that are provided by the manufacturer or supplier of work equipment or materials are issued and explained to employees carrying out such work operations.
- d) Ensure that any work operations that involve contact with, or transportation of liquids, materials or substances that are hazardous or dangerous to health, are COSHH Risk Assessed.
- e) Give all operatives under their direct control precise instructions for correct working methods, and seek to prevent them from exposing themselves or other employees to unnecessary risk.
- f) Arrange for safe delivery, stacking and storage of materials, machinery or equipment.
- g) Plan and maintain a tidy site.
- h) Ensure that all machinery and plant, including power and hand tools, are maintained in a safe working condition. Ensure that all required statutory testing, certification and record-keeping related to the use of plant, lifting appliances and lifting gear is regularly carried out.
- i) See that all drivers and operators of mechanical plant and their Signallers receive proper training and instruction in the safe and correct handling of their machines, and that no employees are allowed to use power-operated tool, (e.g. compressed air, electric etc), unless they have received formal instruction in the safe use of the relevant piece of equipment (proof of training will be required).
- j) Make sure of the availability and whereabouts of ambulance and hospital services that would need to be called upon in the event of a serious injury to any person at the place of work.
- k) Accompany HSE Inspectors on site visits and act on his/her recommendations and inform the Health and Safety advisor of any such visits.

HEALTH & SAFETY MANAGEMENT POLICY

- l) Release supervisors and operatives, where necessary, for on or off-site safety training.
- m) Co-operate fully with the Health and Safety advisor and act on his recommendations and advice.
- n) Ensure all personnel have access and the use of Safety Representatives, which have been appointed by them to act on their behalf, whilst consulting with the Directors, Senior Managers or advisors in the interests of safety, health and environmental matters.
- o) Liaise with the Fire Brigade on fire prevention policies as appropriate.
- p) Set a personal example at all times by wearing the appropriate safety equipment, (e.g. safety boots and helmets or any other PPE that may be required), and to ensure that ALL visitors to site are required to do the same.
- q) Keep and maintain Site Safety Information in an easily retrievable manner, its contents should include but not be limited to induction, training, method statements, COSHH and risk assessments, safety reports etc.
- r) They are responsible for ensuring that the Company Health and Safety Policy is brought to the notice of all employees and complied with at all times.
- s) They are responsible for ensuring that all Company personnel receive Safety Induction where appropriate before starting work.
- t) Ensure compliance with the regulations for maintaining in a safe order the Company's office, storage areas, work areas, transport, plant and equipment etc.
- u) To ensure that fire precautions and emergency evacuation procedures for the Company's premises are maintained in order and complied with.
- v) Ensure details of accidents and dangerous occurrences are properly recorded and investigated where necessary.
- w) Ensure that any notifiable accidents and dangerous occurrences are reported on the appropriate forms and sent to the relevant HSE office.
- x) To ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e. relevant Safety Law Poster, Notices and safety signs for work areas, Company Health and Safety Policy, Appropriate Insurance cover Notes etc.
- y) To ensure that suitable and sufficient protective clothing and safety equipment is available and used by employees as and when required.
- z) Reprimand and discipline any employees who deliberately flout or disregard safety rules etc with regard to their own or others safety.

HEALTH & SAFETY MANAGEMENT POLICY

3.4 RESPONSIBILITIES OF YARD MANAGEMENT

The Yard management have a duty to ensure that adequate information is passed to the yard personnel and HGV drivers with regards to health and safety and that suggestions and information regarding the policy for health and safety are implemented and rectified as necessary.

Key responsibilities include:

- a) To ensure that all fire arrangements are established within the yard and company offices with regards to the Regulatory Reform (Fire Safety) Order.
- b) Ensure that all employees working under their control have a good understanding of the risks associated with their activities and safe handling of equipment and tools. Ensure suitable and sufficient risk assessments and safe systems of work are established including COSHH assessments as necessary.
- c) Monitor and consult on matters where the health and safety policy needs updating or where identified training requirements are deemed necessary.
- d) Ensure all operatives working under their control are issued with and wear necessary personal protective equipment in line with company policy.
- e) Wherever possible lead in health and safety within the yard environment to ensure all persons entering or working in these areas are fully briefed on matters relating to theirs and others health and safety.
- f) Stop any unsafe or potentially unsafe act and report to the Health and Safety advisor as soon as possible.
- g) Ensure compliance with the company operator's licence and plant used to minimise risk by monitoring inspection registers and records of examination.

HEALTH & SAFETY MANAGEMENT POLICY

3.5 SUPERVISORS RESPONSIBILITIES

OBJECTIVES

- a) To ensure all operatives put to work are fully conversant with safe system of work.
- b) To ensure that all operatives are briefed on any hazards/risks relevant to their task.

Measurement of the above objectives will be carried out by monitoring, by the project management and any achievements / shortfall will be discussed with the relevant supervisor.

This procedure is to be carried out the Supervisor

- a) You are required to co-operate with your Health and Safety advisor in all matters relating to Health and safety issues.
- b) Ensure that the new employee has received the appropriate induction and explain what he/she will be required to do and to whom he/she will be directly responsible.
- c) Inform them of the site rules.
- d) Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures. Information is to be relayed to Senior Management.
- e) Warn new employees of any potentially hazardous areas of operations on site or in the workplace.
- f) Warn new employees of any prohibited actions on site or in the workplace, e.g. entering specific areas without head protection and other PPE etc. or operating plant unless authorised etc.
- g) If there is any training or instruction required, inform management, e.g. abrasive wheels, cartridge tools, lifting operations etc.
- h) Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmets, goggles, ear defenders, wet weather clothing etc. and obtain their signature for the items issued.
- i) Ensure that adequate first aid facilities and a First Aider are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries and the necessity to record all accidents, however trivial it may appear at the time.
- j) Ensure that a system is organised and in place in the event of an emergency for applying first aid and calling an ambulance.
- k) Accompany Health and Safety Executive (HSE) Inspector on site visit and act on their recommendations. In the case of the HSE Inspector issuing a Notice (Prohibition or Improvement); to contact senior management immediately after complying with any requirements to stop work.

HEALTH & SAFETY MANAGEMENT POLICY

- l) Work closely with the project Manager. Ask for their advice before commencing new methods of work or potentially hazardous operations.
- m) Ensure that adequate fire precautions are provided for the site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- n) Set a personal example by wearing appropriate protective clothing on site.
- o) Ensure there are sufficient competent Operators, Abrasive Wheel Appointed Persons available at all times.
- p) Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported.
- q) You are required by law “to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions whilst at work”.
- r) Understand the Company’s policy for health and safety and ensure that it is brought to the notice of all employees particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Directors or Senior Management any improvements or additions which you feel necessary.
- s) Have a basic knowledge of relevant construction related health and safety legislation and ensure that it is carried out on site.
- t) Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.
- u) Where necessary, issue written instructions setting out the safe method of work.
- v) Ensure that a COSHH Assessment has been carried out of any substance or process hazardous to health and safety and that appropriate control measures, training instructions, protective clothing etc, have been provided.
- w) Keep all necessary registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
- x) Ensure that “Competent Persons” are appointed to make the necessary inspections of equipment. They have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- y) Ensure that all persons under your control are aware of their responsibilities for safe working and they are not required or permitted to take unnecessary risks.
- z) Plan and maintain a safe tidy site.
- aa) Implement arrangements with sub contractors and others in the work area to avoid confusion about areas of responsibility for health and safety issues.

HEALTH & SAFETY MANAGEMENT POLICY

3.6 RESPONSIBILITIES AND PROCEDURES FOR ALL EMPLOYEES

OBJECTIVES

- a) To ensure they comply with safe systems of work.
- b) To ensure the safety of others affected by their works.

Monitoring by relevant supervisors.

- a) Comply with Director/Supervisors and project Managers instructions and all company rules and current regulations.
- b) Read or have explained to you the contents and requirements of the Company Health and Safety Policy.
- c) Use correct tools and equipment and always wear personal protective equipment as necessary.
- d) Maintain plant, tools and protective equipment in good order and report and defects to the Site Supervisor.
- e) Do not take unnecessary risks and avoid unsafe practices. Always work in accordance with Risk Assessments and Method Statements as provided.
- f) Obey all signs and notices erected by our company and others.
- g) Develop a personal concern for your safety and that of others.
- h) Obey site rules and suggest way of reducing or eliminating hazards.
- i) Refrain from irresponsible behaviour on site (horseplay etc).
- j) Attend any induction, tool box talks and training when requested to do so.
- k) Report all accidents and injuries to your Supervisor, including "near misses".
- l) Do not misuse or interfere with anything provided for health and safety.
- m) Co-operate with Management on all matters relating to Safety, Health and the Environment, particularly in relation to working safely, using PPE as and when required, obey all instructions, help maintain and develop a caring attitude towards the welfare facilities provided.
- n) Only use or operate tools and machinery if you have been training in their use.
- o) You are required by law "to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work".

HEALTH & SAFETY MANAGEMENT POLICY

3.7 OFFICE STAFF RESPONSIBILITIES

OBJECTIVES

To maintain a Safe, Clean and Healthy Environment.

- a) Understand and comply with the company Health and Safety policy and current regulations.
- b) Develop a concern for personal safety and that of others.
- c) Maintain equipment used in good order and report defects.
- d) Do not take unnecessary risks and avoid unsafe practices.
- e) Refrain from irresponsible behaviour including horseplay and practical jokes.
- f) Report all accidents and injuries (including physical/mental abuse).
- g) Do not misuse anything provided for Health, Safety and Welfare.
- h) Ensure that all necessary precautions are maintained when using, handling, storing and transporting hazardous articles and substances.
- i) Ensure that you understand the emergency procedures, especially what to do in the case of a fire.
- j) Know where the first aid kit is kept and who is the qualified first aider or appointed person.
- k) Wear and use personal protective equipment where necessary.
- l) Bring to the attention of the Director/ Health and Safety advisor any Health, Safety or Welfare issues which are relevant.
- m) Attend any training or information sessions deemed necessary by the company.

HEALTH & SAFETY MANAGEMENT POLICY

3.8 VISITORS TO COMPANY PREMISES

- a) All visitors to company premises will report to the site office on arrival and “sign in”.
- b) Be made aware of and obey the company health and safety rules.
- c) They must be made aware of the emergency procedures.
- d) Be issued with and use any PPE necessary.
- e) May be required to be accompanied to or at the working areas.
- f) Visitors are to “sign out” before leaving site.
- g) All visitors must comply with any security or access/egress requirements or arrangements.

HEALTH & SAFETY MANAGEMENT POLICY

3.9 DRIVERS

All persons engaged to work for the company as drivers will have special responsibilities to ensure the safety of themselves and others whilst undertaking their duties. As Drivers for the company additional duties may also be required so all drivers are to ensure they understand their overall duties whilst working for the company.

Drivers are to ensure:

- a) The vehicle is roadworthy and relevant checks have been carried out prior to use. Defects are isolated and reported to the project Manager as soon as possible.
- b) The Safe working load of the vehicle is not exceeded and stacking of materials and equipment is correctly established before use.
- c) Risk assessments and safe systems of work are in place and obtain a good understanding of the risks associated with their activities.
- d) They are fully trained to undertake their duties with regards to legislative requirement and company policy for health and safety.
- e) Wear Personal Protective Equipment as necessary in line with company policy for health and safety.
- f) Work in a safe manner at all times.
- g) Deliveries / off-loading procedures are carried out with due consideration for the location of parked vehicles, members of the public and working considerations.
- h) Hi-Hab equipment is used in a safe manner and to manufacturer's instructions.
- i) Any injuries to individuals or members of the public are reported immediately to the Health and Safety advisor who will ascertain the next required action.
- j) Tachographs are correctly completed (as necessary) and returned to the company offices after every journey.
- k) All highways and ministry requirements are adhered to including legislative requirements, speed limits and site rules.

SECTION 4
COMMUNICATION

HEALTH & SAFETY MANAGEMENT POLICY

4.1 INDUCTION

The Company induction will be carried out by a Manager of the company prior to starting. They will:

- a) Outline the nature of the project(s) they will be working on.
- b) Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- c) Explain the need for all personnel to co-operate with others.
- d) Inform the new employee where the company health and safety policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities. Ascertain the operative's skills, knowledge and experience status as necessary.
- e) Ascertain if the new employee has any disability or illness, which could prevent him/her carrying out certain operations safely or required additional protective measures. Assure them that this information will not affect their employment with the company.
- f) Inform the new employees of relevant site rules and their legal responsibilities.
- g) Warn new employees of any potentially hazardous areas of operations on site or in the workplace.
- h) Warn the new employee of any prohibited actions on site or in the workplace e.g. entering specific areas without PPE, operating plant unless authorised etc.
- i) Establish whether there is any training or instruction required, inform management, e.g. Abrasive Wheels, Scaffold Inspection etc.
- j) Issue to the new employee any protective clothing or equipment necessary, explain how to use it correctly, the importance of its maintenance, cleanliness and why it is a requirement as a condition of employment, to wear it at all times when on site.
- k) Show the new employee the location of the First Aid Box and explain the procedure in the event of an accident in particular the necessity to record all accidents, however trivial it may appear at the time. The identity of the First Aider will be revealed by name and where possible by photograph.
- l) Inform them of what to do in an emergency.
- m) Inform them of our disciplinary procedures.
- n) All new personnel are required to complete a Personal Details Form before starting work. They will be required to complete a medical questionnaire.

HEALTH & SAFETY MANAGEMENT POLICY

4.2 COMPANY SITE RULES

Employees are under a legal obligation to comply with Site rules and failure to do so may result in prosecution by the Health and Safety Executive (HSE) in addition to any internal disciplinary action.

All employees will familiarise themselves with Site rules when working on site.

The following actions are examples of those for which employees may be criminally liable in addition to the risk of summary dismissal.

- a) Wilful breach of safety rules.
- b) Wilful removal of or interference with machine guards or other items of protection.
- c) Smoking in unauthorised areas.
- d) Unauthorised use of plant or machinery or overriding a safety device.
- e) Operating machinery or plant under the age of eighteen and without authority.
- f) Misuse or interference of any item provided in the interest of health and safety.
- g) Horseplay (including misuse of compressed air, hydraulic or electrical equipment).
- h) Making a false statement in any investigation.
- i) Verbal or physical abuse.

No personnel will be allowed to be at work while under the influence of drugs or alcohol. All personnel will be expected to present themselves for work in a state fit to do so, so as not to endanger themselves or others. No drugs or alcohol will be brought to the workplace. The only exception to this rule is in the case of prescribed medication for illness or other conditions and this must be brought to the attention of the Managing Director.

All employees under the control of Collinson Contracts Limited will:

- a) Attend site induction and comply with all safety advice given.
- b) Make full use of machinery guards and protective clothing.
- c) Report all defects to the Supervisor.
- d) Use hazardous chemicals in accordance with the manufacturer's instruction.
- e) Act in a safe and responsible manner and comply with all safety signs and notices.
- f) Attend regular tool box talks and any other training session deemed necessary.
- g) Help to maintain the welfare facilities available.
- h) Comply with times of work.

HEALTH & SAFETY MANAGEMENT POLICY

4.3 COMMUNICATION

The Health and Safety Policy will be communicated to employees via:

- a) Induction training.
- b) In service training.
- c) Safety information sheets, i.e. Risk Assessments, COSHH Assessments, Method Statements and Manufacturer's Safety Data Sheets.
- d) Personal contact by Directors and Managers.
- e) Personal contact by the Health and Safety advisor.
- f) Tool box talks.
- g) Emergency procedures.
- h) Direct consultation with employees.

HEALTH & SAFETY MANAGEMENT POLICY

4.4 CONSULTATION WITH EMPLOYEES

In accordance with Section 15 of the Health and Safety at Work Act 1974, the Health and Safety (Consultation with Employees) Regulations and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to officially appointed Safety Representatives and or Committees. Consultation will take place on a regular basis in sensible surroundings and in a blame free atmosphere.

We acknowledge the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees. Also to enable individual employees to speak to us about any health and safety issues. All employees are kept informed of health and safety issues relevant to their work activities, including the results of risk assessments.

We recognise the need for regular consultation on health and safety between management and employees. The objective of these meetings will be to discuss matters relating to our safety performance including accident investigation and prevention; also the measures needed to improve safety standards together with proposals for meeting identified training needs, where relevant.

Regular discussion will take place on health and safety issues as well as our overall performance.

Copies of any correspondence from the enforcing authorities will be brought to the attention of our employees.

HEALTH & SAFETY MANAGEMENT POLICY

4.5 TOOL BOX TALKS

Tool box talks are conducted on a regular basis and are attended by all Site operatives and supervisors. Topics of each talk will vary and may be chosen to suit specific circumstances current at the time of each talk. Talks generally are of 10-20 minutes in duration with no more than 15 operatives at each talk. Tool box talks will be carried out by site supervisors or the project Manager as necessary.

All attendees of tool box talks are required to sign the acknowledgement sheet as a record of attendance.

Additional training may be carried out from time to time as determined by Management. Any such training is recorded on our Tool Box Talk Attendance Register.

Employees will be encouraged to make comments and suggestions with regards to health and safety matters. All comments and suggestions will be recorded and acted upon as necessary.

HEALTH & SAFETY MANAGEMENT POLICY

4.6 TRAINING INFORMATION

It is the policy of Collinson Contracts Limited to ensure that all persons employed by the Company and engaged in its day to day activities will undergo periodic training in all relevant health and safety aspects.

All site and senior management are expected to fulfil their legal and moral obligations to ensure that the Company maintains its high level of safe working.

The process, in which training needs are highlighted, carried out and reviewed, are split in to the following key areas:

- a) Identifying specific training needs for individual operatives, or individual employees.
- b) Companies assessed, who can provide training that is suitable and sufficient and accredited to an affiliated awarding body (i.e. CITB etc).
- c) Evaluation of all training carried out.

Induction, Tool Box Talks and In-service training are important methods of communication with the special objective of improving behaviour patterns in respect of safety. The responsibility for organising training rests with the Directors of Collinson Contracts Limited.

- a) Induction training will concentrate on the major hazard areas and company health and safety policy.
- b) Tool box talks concentrate on likely areas of risk/hazard during the course of the contract.
- c) In service training will take the form of courses both in company and those designed and delivered by outside agencies. Courses have been designed and will be kept up to date and regularly administered to the following categories of employees.

Managers
Supervisors
Operatives

In order to ensure the business is fully functional in regards to trained personnel and to give training guidance and selection of personnel a training skills/matrix has been carried out of our main business, and from the results the following criteria will apply.

The criteria for the training is at the discretion of the Directors as needs require, selecting a suitable candidate and booking an appropriate course through the health and safety advisor (as necessary).

HEALTH AND SAFETY TRAINING

In order to ensure that all personnel are full conversant and up to date with health and safety the Managing Director in liaison with the project Manager will identify any training needs and organise the respective courses accordingly through David Page Health and Safety Limited to ensure a consistent training regime is established and maintained.

These courses will be run as a rolling programme; the Managing Director in liaison with the project Manager will consistently update the programme for the rollout.

HEALTH & SAFETY MANAGEMENT POLICY

4.7 RISK ASSESSMENTS

During the course of the works, risk assessments will be carried out on an ongoing basis as required by the management of Health and Safety at Work Regulations (amended) 2003.

Risk assessments are to be completed using the generic template in order to achieve standardisation.

A copy of the risk assessment will be held at the following locations:

- a) On site within the health and safety documentation.
- b) Company head office.
- c) Health and Safety advisors Office (as necessary).

If the hazard cannot be eliminated the remaining risks will be assessed and safe systems of work and controls will be implemented to reduce the risk to the lowest practicable level, taking into account the following:

- a) Assess the risk to the health and safety of our employees and to anyone else who may be affected by our activity in order to eliminate or reduce the risks to a minimum. This is so that necessary preventative and protective steps can be identified.
- b) Appoint competent people to devise and apply the protective steps shown to be necessary by the risk assessment.
- c) Set up emergency procedures.
- d) Give our employees information about health and safety hazards associated with the risk assessment and make sure that they fully understand the risks involved.
- e) Co-operate with other employers/employees when we share a workplace.
- f) Make sure that our employees have adequate health and safety training.
- g) Provide additional PPE (free of charge) where necessary.
- h) Carry out health surveillance of our employees where it is appropriate, and circumstances dictate.

Managers and Supervisors will carry out Risk Assessments and they will also be responsible for their implementation and monitoring.

The following list is not exhaustive but gives an indication of the activities requiring the production of Risk Assessments:

- a) Work at Height.
- b) Dust or fumes.
- c) Use of COSHH materials.
- d) Grinding (Abrasive Wheels (HAVS)).
- e) Manual Handling.
- f) The use of hand tools.

HEALTH & SAFETY MANAGEMENT POLICY

4.8 METHOD STATEMENTS

The preparation of a written method statement setting out the proposed work elements of the scheme is an important part of planning for a safe system of work.

The extent of details in a method statement will depend upon the size and/or complexity of the work. Before work commences on site, outline proposals produced at early stage will be developed into a method statement which will include details of the works being undertaken i.e. be made job specific.

The whole method statement will be reviewed with all those concerned and updated as necessary so that it remains current. It will be distributed to all those concerned with supervision and carrying out of the work.

A safe system of work is laid out and a considered method of working that take proper account of the potential hazards to employees and others in vulnerable situations. It also provides a framework to ensure that all the steps necessary for safe working have been anticipated and implemented.

Remember: Consultation with the workforce is vital and encourages participation, team spirit, feedback, improved morale and loyalty.

HEALTH & SAFETY MANAGEMENT POLICY

4.9 DISCIPLINARY PROCEDURES

Criminal sanctions apply to occupational health and safety law i.e. the Health and Safety at Work etc Act 1974 and associated legislation.

All employees regardless of position or occupation have a legal duty to co-operate in the compliance with health and safety law. Should an individual choose to ignore our Health and Safety Policy or any associated procedures, or deliberately act in an irresponsible or dangerous manner action will be taken against that person particularly, if as a result of their behaviour, a dangerous incident or accident occurs.

The Managing Director will ensure all persons who work for the company understand the disciplinary procedures to be adopted including:

- a) Where the company is dissatisfied with an employee or contractors performance on health and safety grounds they will arrange for a formal interview, where the employee can be accompanied by a fellow employee or representative.
- b) If deemed relevant that a breach of company policy or legislation has occurred a written warning, suspension or dismissal will be issued highlighting the nature of the breach or unsafe act.
- c) A record of the breach or unsafe act will be recorded by the company and made available for any appeals or legal actions arising from the issues of non-compliance with health and safety legislation.

The following breaches or contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Mr. Steve Grant:

- a) Supervisor failure to inform persons under their control of health and safety procedures.
- b) Working in an unsafe manner that is considered life threatening to the individual, colleague or third party.
- c) Misuse of work equipment or damage to equipment provided to assist in maintaining health, safety or welfare standards including:
 - Personal Protective equipment
 - First aid
 - Welfare facilities
 - Safety signage
 - Being under the influence of drugs and/or alcohol

HEALTH & SAFETY MANAGEMENT POLICY

4.10 DISSEMINATION OF INFORMATION

A copy of our current Health and Safety Policy document shall be:

- a) Displayed at Head Office.
- b) Held in the site office.

Relevant Health and Safety documentation will be made available to all employees and all personnel working under the control of the company. Each individual shall be aware that references contained within these documents comprise an element of their Contract of Service or Contract for Services with the company.

All company personnel are invited to make comments or submissions for the improvement of the Health and Safety Policy document through senior managers.

HEALTH & SAFETY MANAGEMENT POLICY

4.11 NON ENGLISH SPEAKING EMPLOYEES

We as a Company will undertake the responsibility to identify and carry out a risk assessment on all non-English speaking employees.

We will have translated all relevant documents i.e. Method Statements, Risk Assessments and Specific Site Rules, to their native language if requested to do so.

If deemed relevant we will ensure that a translator/supervisor is in attendance with the non English speaking employees and that they have been inducted to their working systems i.e. method statement explanation, risk assessment and site rules in their own language.

Where reasonably practicable the supervisor will be in attendance with the non English speaking employees at all times and will maintain a ratio of 1 supervisor to 4 non English speaking employees.

HEALTH & SAFETY MANAGEMENT POLICY

SECTION 5
GENERAL ARRANGEMENTS

HEALTH & SAFETY MANAGEMENT POLICY

4.1 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Managing Director and supervisors are trained in the current health and safety aspects of the work undertaken by Collinson Contracts Limited and the procedures to be undertaken by the company.

Collinson Contracts Limited will ensure full co-operation with the Principal Contractor, and ensure the responsibilities imposed by the Construction (Design & Management) Regulations 2015, are integrated within their overall project activities where necessary and will ensure that they:

- a) Check the Client is aware of their legal duties.
- b) Ensure they and anyone they appoint have the necessary skills, knowledge and experience to carry out their duties in an efficient and safe manner.
- c) Document a plan, manage and monitor the phase of works to ensure foreseeable H&S risk to persons are controlled.
- d) Inform contractors they appoint of minimum time allowed to plan and prepare works before they commence.
- e) Provide suitable training to employees for the specific project works.
- f) Provide every person working on construction work with:
 - a. Suitable H&S induction training.
 - b. Information on the risks to their H&S.
- g) Ensure any design work complies with CDM 2015.
- h) Create and comply with:
 - a. The Site Rules.
 - b. The procedures to be followed in the event of serious and imminent danger and the persons appointed to manage the actions.
- i) Every contractor to provide employees with all required Health & Safety training.
- j) No Construction Works to commence until Unauthorised Access is prevented onto Site.
- k) Ensure that suitable Welfare Provisions are provided throughout the project.

Where Collinson Contracts Limited undertake work for a 'domestic Client' prior agreement will be arranged in order for the duties of the Client to be transferred to either the appointed Principal Designer or Collinson Contracts Limited for the duration of the project or for as long as Collinson Contracts Limited are in control of their workplace activities. Collinson Contracts Limited will request from the domestic client that this appointment is given in writing where practicable. When working for a domestic client Collinson Contracts Limited will ensure that they undertake their duties of either the 'Principal Contractor' or the 'Contractor' depending on which appointment meets the requirements of CDM 2015 and carry out their duties as highlighted above.

HEALTH & SAFETY MANAGEMENT POLICY

5.2 MOTIVATION SCHEME

Collinson Contracts Limited believe that safety and quality of work are to be encouraged by all their personnel, in this respect they full endorse any motivation schemes set by the client or respective Principal Contractors and will therefore encourage all the personnel involved with any project to participate full in any motivation scheme implemented.

HEALTH & SAFETY MANAGEMENT POLICY

5.3 HOUSEKEEPING

SITE TIDINESS AND METHOD OF DISPOSAL

Managers/Supervisors and all Operatives are to ensure that all areas are kept as tidy as practicable with work material stacked in as neat and safe a manner as possible. Used work material/debris etc. will be cleared up as part of the ongoing work operation and not allowed to accumulate to the detriment of the safe working or site tidiness. Walkways, corridors, access points etc will be kept clear of any materials/rubbish and unrestricted and safe passageway will be maintained at all times for the movement of men and work materials. All company personnel will be instructed that they must help to keep canteen and toilet facilities clean and tidy.

HEALTH & SAFETY MANAGEMENT POLICY

5.4 PROCEDURES FOR NEW PROCESSES AND SUBSTANCES

In the event of a new process being introduced or the introduction of new substances being proposed or used on site these items will be risk assessed prior to implementation. Due consideration will be given to the Regulations. If a new substance is introduced then a COSHH assessment will be carried out by the Site Supervisor/project Manager in consultation with the Health and Safety advisor and a copy kept in the company offices for general dissemination as appropriate.

HEALTH & SAFETY MANAGEMENT POLICY

5.5 PERSONAL PROTECTIVE EQUIPMENT

The issuing and wearing of all PPE is the responsibility of the Managing Director in liaison with the supervisor for each site. The company will issue protective equipment in accordance with the requirements of the Personal Protective Equipment Regulations free of charge as follows:

- a) Safety Helmets to BS EN 397 (with CE marking)
- b) Foot Protection to EN 345 (with mid sole and CE mark)
- c) Ear Protection to EN 352 (part 2) i.e. E.A.R soft plus type (with CE mark)
- d) Eye protection manufactured to at least EN 166 1 – B, 3, 4, 9 (CE marked)
- e) Gloves suitable for the various activities we undertake preferably to EN 388 for general use or EN 420 and EN 30819 for H.A.V.S.
- f) Suitable masks for Fumes, Dust etc (if in doubt seek advice).
- g) Safety Harnesses (as required). Full body type fitted with shock absorbers and carabineers connected to safety wires with inertia blocks will be provided as and when necessary.
- h) High visibility clothing is to be worn by all personnel. Preferably to EN471 Class 2, and is to be maintained and kept as issued and not modified.
- i) Overalls for special conditions.
- j) First Aid Kits will be supplied and maintained as necessary.
- k) Any additional PPE that may be deemed necessary.
- l) All protective equipment must be cared for by the person to whom it is issued.
- m) Anyone in any doubt as to what standard PPE / RPE is required, then please contact the Managing Director/Health and safety advisor for advice.

SAFE SYSTEMS OF WORK

All Management and Supervisory staff will set a good example in the wearing of personal protective equipment and will use all necessary protective clothing and equipment where required. Visitors and employees will wear whatever PPE deemed necessary whilst on site.

All operatives that are required to wear personal protective equipment must do so. However any training required in the use of the equipment will be given as and when necessary i.e. respiratory equipment, safety harnesses etc. Any clothing or equipment that is lost or has a defect must be notified to the Health and Safety advisor immediately.

Normal disciplinary proceedings will be issued against any employees, including sub contractors, not complying with the above requirement.

IF YOU ARE IN ANY DOUBT AS TO WHETHER YOU SHOULD BE WEARING PPE, CHECK WITH THE PROJECT MANAGER.

HEALTH & SAFETY MANAGEMENT POLICY

5.6 FIRST AID

Management will ensure the Company's legal requirements for first aid are fully complied with.

First Aiders or Emergency First Aid personnel (as a minimum) will be properly trained by a recognised training body.

The Supervisor will be responsible for calling the emergency services when required.

An appropriate and complete first aid kit will be kept in the company vehicle at all times. Only specified first aid contents will be allowed in first aid kits/boxes as detailed in the HSE Guidance Notes.

All first aid cases, which are treated on site, will be recorded in the company accident book, and a copy issued to the Health and Safety advisor for review and necessary action.

Should any accident occur, inform the Site First Aid personnel immediately.

Make sure that you know the procedure for dealing with accidents.

Know the location of a telephone so that an ambulance or medical services can be called when necessary.

Do not attempt first aid yourself unless you have been fully trained in its application – get help.

First Aiders will be expected to refresh their training every 3 years or sooner if legislation or methods change.

HEALTH & SAFETY MANAGEMENT POLICY

5.7 WELFARE

Welfare facilities will be established in line with the Construction (Design & Management) Regulations 2015.

All welfare facilities will be kept clean and if food is stored on Site it will be kept in a hygienic manner and at the correct temperature. The changing of clothing or the storage of equipment and tools are not allowed in the canteen. Food scraps and rubbish will be removed from the site as soon as possible. All personnel should change their clothing and wash themselves before taking meals particularly when working in environmental conditions which have exposed them to bacteria and harmful substances.

HEALTH & SAFETY MANAGEMENT POLICY

5.8 EMERGENCY PROCEDURES

This procedure is required to be followed in the event of Site emergencies i.e. Fire, Explosion or Bomb Threat, Road Accident or Spills etc.

All personnel will be informed at induction and through tool box talks in the correct procedures to be followed in the event of an emergency evacuation or other emergency procedures.

We will require them to know for example, the location and correct use of:

- a) Alarm calls points.
- b) Fire Extinguishing equipment (only if you have been trained in their use).
- c) Emergency evacuation procedures.
- d) Escape route and fire exits.
- e) Assembly points.
- f) The company will ensure that our personnel participate in emergency evacuation drills as requested.

HEALTH & SAFETY MANAGEMENT POLICY

5.9 FIRE EXTINGUISHERS

There are four basic types of fire extinguishing agents; water, dry powder, foam and carbon dioxide. These agents act either by cooling the burning material, by excluding the air necessary for combustion, or by a combination of both effects.

When extinguishing a fire, always aim the extinguisher at the base of the flames (in a sweeping motion). Remove the heat source to prevent re-ignition.

It is the responsibility of management to ensure each member of staff knows the location and type of extinguishers on the premises. The suitability of each type of extinguishing agent for dealing effectively with fires in different materials and liquids is shown in the following table.

Action and Suitability	Extinguisher Type
WATER Cylinder Colour SIGNAL RED	Cooling – for fires in ordinary combustible building material. Conducts electricity. NOT to be used on live electrical equipment.
DRY POWDER Cylinder Colour RED WITH BLUE PANEL	Exclusion – extinguishes the flames over inflammable liquids and small fires in solid materials. Re-ignition may occur in overheated liquids, such as bitumen. Non conductor, maybe used on live electrical equipment.
FOAM Cylinder Colour RED WITH CREAM PANEL	Exclusion – Limited Cooling – forms a blanket over inflammable liquids. Gives better control over re-ignition than dry powder and well suited to extinguish fires in overheated liquids such as bitumen. Conductor – NOT to be used on live electrical equipment.
CARBON DIOXIDE Cylinder Colour RED WITH BLACK PANEL	Exclusion – rapidly extinguishes flames over inflammable liquids such as petrol and oil. Especially suited to vehicle fires. Avoid use in confined spaces as it excludes oxygen. Non conductor may be used on live electrical equipment.

HEALTH & SAFETY MANAGEMENT POLICY

5.10 FIRE PRECAUTIONS

The company will ensure that adequate fire prevention and precautions are taken whilst carrying out our activities, especially when involved in hot work.

A fire risk assessment will be carried out for all offices / yards and fixed work places, this will highlight fire precautions to be adopted including:

- a) Identification of flammable and combustible materials and sources of ignition.
- b) Adequate number of fire extinguishers is established in strategic locations, which are regularly inspected and in operational condition.
- b) Adequate means of raising the alarm is established and all persons understand the procedures.
- c) Operatives are trained in evacuation and emergency situations.

The company will ensure, where appropriate, that the provision, inspection and maintenance of an adequate number of suitable fire appliances are located at work places, welfare accommodation etc. If a fire breaks out, get someone to call the Fire Brigade, do not fight the blaze yourself if large quantities of fumes are being emitted in an enclosed space. Get out as fast as possible.

HEALTH & SAFETY MANAGEMENT POLICY

5.11 STORAGE OF MATERIALS

It will be the responsibility of the Managing Director to disseminate the relevant information to all personnel who work in the yard / stores to ensure that suitable and sufficient space is available to store materials in a safe manner that does not obstruct access ways, gangways and emergency routes. No build up of flammable or combustible materials will be allowed inside the stores.

The company will ensure materials stored on sites are in strict liaison with the Principal Contractor or Client (as necessary). The company will ensure that materials are stored in a safe manner.

HEALTH & SAFETY MANAGEMENT POLICY

5.12 PERMIT TO WORK

Permit to work legislative requirements

- a) The Health and Safety at Work Act 1974 Section 2 (2) (a) General Obligations for Safe Places of Work.
- b) The Management of Health and Safety at Work Regulations 1999.
- c) The CDM Regulations 2015.

The permit to work system ensures that the potentially hazardous elements of an operation have been considered and the relevant parties informed plus the action taken to ensure that the hazards and associated risks are reduced as far as practicable.

Some of the operations requiring a permit to work are as follows:

- a) Hot works.
- b) Isolation.
- c) Entry into confined spaces.
- d) Use of hazardous substances.

Permit to work systems and procedures constitute the most formal method of ensuring safe working practices and safe systems of work. The objective is for an experienced and trained Supervisor, who will ultimately be responsible for the permit to work procedure to pre-assess (with necessary technical assistance) the hazardous circumstances, involved and then prescribe in writing:

- a) The work to be carried out and the hazards involved. This will require a Method Statement and a Risk Assessment.
- b) All the precautions required together with emergency procedures.
- c) Who may carry out the work?
- d) The limits of permit to work area or equipment.
- e) Times during which work may be carried out.
- f) Supervised and controlled at all times by a competent person.

Any method statement or other relevant information must accompany the permit. When carrying out works under a Permit to Work system, all personnel will be given a tool box talk or specific instruction on the relevant risks and hazards, precautions and emergency procedures that need to be taken during the course of the works. A competent and suitably experienced Supervisor will oversee all work and associated activities.

Collinson Contracts Limited will ensure all permit to work procedures implemented by the Principal Contractor will be adhered to. The site Supervisor will liaise with the issuing contractor and brief persons working under their control.

HEALTH & SAFETY MANAGEMENT POLICY

5.13 SAFETY POLICY MONITORING AND AUDIT PROCEDURES

In accordance with the individual duties specified within the Policy, all Company Senior Managers and Supervisors are responsible for continual monitoring and surveillance of the operations and activities of the personnel under their control to ensure that, so far as is reasonably practicable, all operations are conducted safely and without risk to health. Adjustments or alternations to safe working procedures may be necessary as a result of monitoring and audits; they may also require and seek assistance from the Health and Safety advisor.

MONITORING AND REVIEW OF COMPANY SAFETY POLICY TO BE UNDERTAKEN BY THE HEALTH AND SAFETY ADVISOR

All employees will be expected to bring to the notice of their Supervisor any areas where the company policy on health and safety issues appears to be inadequate or if it is felt that it is not being complied with. Problems, where possible, should be dealt with locally. Suggestions for any other matters which cannot be resolved locally will be passed to the person(s) responsible for carrying out the audit for further consideration or action.

The project Manager will keep an overview of all matters concerning health and safety issues within the organisation. As requested the Health and Safety advisors will carry out irregular audits of the management systems on Site depending on the duration of the projected works. They will liaise closely with the managing director and all levels of management – providing practical help and guidance.

The Health and Safety Policy will be updated whenever necessary to ensure continuing performance due to a change in legislation or in company policy and in any event the whole document will be reviewed and amended as necessary at least annually.

The company objectives will be continually monitored and reported to the Managing Director at given company safety meetings and the safety action plan reviewed and amended as necessary.

HEALTH & SAFETY MANAGEMENT POLICY

5.14 OUT OF HOURS WORKING

Out of hours working is defined as any work undertaken outside the working day, whether of a temporary or permanent nature.

Out of hours working falls into three (3) categories:

- a) Completion of work in progress which would normally be completed during the working day.
- b) Work specifically requested to be accomplished out of working hours on a working day.
- c) Work specifically requested to be done on a non working day.

The working day is defined as Monday to Friday 0800 to 1700 hours, excluding Bank Holiday and any other day designated and a holiday by the Working Time Regulations 1998 and Trade Union Agreements.

A separate Risk Assessment / Method Statement will be established for all identified works carried out outside of 'normal working hours' providing for the avoidance of nuisance to neighbours will be provided and approved.

An amendment to the existing risk assessment / method statement will be carried out by the supervisor for all works identified in section (a) as above.

HEALTH & SAFETY MANAGEMENT POLICY

5.15 WARNING SIGNS AND NOTICES

Operatives will be instructed at the company induction, and periodically reminded, to comply with all warning signs and notices displayed in and around the site and given working environments.

All personnel working on behalf of the company will understand and adopt issuing of safety and warning notices in line with this company policy including:

- a) Identifying incomplete scaffolds and informing others.
- b) Access / egress routes identification and change.
- c) Displaying company identification.

HEALTH & SAFETY MANAGEMENT POLICY

5.16 DISPLAY SCREEN EQUIPMENT (DSE)

The use of display screen equipment is not generally considered a high risk activity, however consideration should be given to the safe use of display screens as it can lead to muscular problems or eyestrain etc.

The company will undertake assessments of display screen usage and workstations to ensure an acceptable environment is adopted for the user. The procedure is for the DSE users to self-assesses the workstation and liaise with all relevant findings based on the assessment criteria.

Employees who carry out substantial work on a display screen will be entitled to eye tests, before commencing work or as deemed necessary. If visual difficulties are experienced by the DSE user this is to be brought to the attention of senior management straight away where corrective equipment required solely for DSE will be obtained for the user.

HEALTH & SAFETY MANAGEMENT POLICY

5.17 PROTECTION OF THE PUBLIC

All necessary measures required for the protection of the public will be allowed for and planned. In particular, taking into account the recommendations contained in Health and Safety Executive.

Special consideration will be given to members of the public or other persons if working adjacent to public pathways and access routes. This will be highlighted in the risk assessment / method statement for the works and will be pre-planned on how control measures are implemented to minimised risk to an acceptable level.

When deliveries cross public rights of way, due consideration will be given including barriers, signage and duty persons as deemed necessary.

HEALTH & SAFETY MANAGEMENT POLICY

5.18 ERGONOMICS

In order to ensure that good health of our employees at work an ergonomic study has been carried out of our work involvement and has been categorised as follows.

There are two main areas of concern which are site based personnel and office based personnel.

The criteria for assessment are as follows:

Office based personnel will be assessed in conjunction with DSE requirements, office based personnel will be issued with an ergonomically assessed workstation, i.e. if any person is required to rotate often enough to cause injury whilst seated then a swivel chair with adjustable height controls will be issued. Desks will be designed in order for non repetitive actions to be needed; any person who suffers discomfort at their work station need only speak with a senior Manager who will undertake a new assessment.

Site based personnel due to the nature of our business are not heavily subject to repetitive movement for prolonged periods, however this should be considered when undertaking Manual handling assessments, remembering that the first criteria is that of mechanical means. Work platforms should be constructed so that an individual should not be placed in positions of discomfort.

HEALTH & SAFETY MANAGEMENT POLICY

5.19 SICKNESS

Should a person be off sick due to an injury which is likely to affect his future performance or place them at further risk from his work activities or indeed cause further injury, then that individual will get a fit to fight certificate from his doctor prior to returning to his normal duties.

HEALTH & SAFETY MANAGEMENT POLICY

5.20 SCAFFOLDING

Tube and fitting Scaffolds (including Proprietary Towers)

All employees and contractors employed to erect scaffolds on site will be suitably trained and registered on the CISRS Scaffolders record Scheme or similar approved training scheme.

All scaffolds will conform to the requirements of the Work at Height Regulations 2005 and CDM Regulations 2015. The minimum standard shall not be less than required in BS EN1139 for tube and fittings.

All scaffolds are required to be inspected by a competent person before use, after any alteration or adaptation and at least on a weekly basis. The company will ensure all Clients and Principal contractors who's scaffolding is erected for are aware of this requirement.

All tube and fitting scaffolds will be installed, adapted, dismantled and erected to NASC TG20:21 in general, with special design considerations and supporting calculations.

All scaffolds and operations will be planned in accordance to our Client or Principal Contractors requirements.

Only competent personnel will be allowed to alter any scaffolding.

HEALTH & SAFETY MANAGEMENT POLICY

5.21 ALCOHOL AND DRUGS

The company policy clearly lays out that anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subject to appropriate disciplinary measures, which could result in dismissal for serious or repeated offences.

Employees and Contractors are reminded that some prescription drugs may induce tiredness etc, therefore the company by means of the Supervisor or Senior Management shall be informed if an individual working for the company is taking medication, prescribed or not if drugs taken could affect their performance whilst at work.

Employees are also requested to notify their supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to Section 7 of the Health and Safety at Work etc Act 1974.

HEALTH & SAFETY MANAGEMENT POLICY

5.22 LADDERS AND STEPLADDERS

Ladders must only be used in accordance with site rules. When ladders are to be used the following must apply:

- a) Ladders must be designed for the purpose, unpainted and free from defects.
- b) Be correctly installed to the correct angle (75%).
- c) Have clear landing points.
- d) Be sufficient length, minimum of 1.05 metres clear, to include hand holds at landing point where necessary.
- e) Be footed until tied and made secure.
- f) Be only used for tasks of short duration where it is not practicable to use a safer work platform. (Fall protection must be provided when carrying out tasks involving the use of both hands when a ladder is footed).
- g) The use of "Hop Ups" of any description will not be permitted unless agreed with the Principal contractor or the project Manager.

HEALTH & SAFETY MANAGEMENT POLICY

5.23 ASBESTOS

The company will endeavour to ascertain the presence of Asbestos prior to undertaking their works; this could be in the form of an asbestos register on site or by means of an independent asbestos survey. The company is aware that any building erected prior to the year 2000 could contain asbestos containing materials.

The company policy is to use means possible to identify suspected asbestos containing materials and to minimise the risk of exposure to employees and other persons.

If asbestos containing materials are suspected whilst works are being undertaken the operative will inform the supervisor and work will stop until this has been confirmed / eliminated by the means of inspection and testing.

HEALTH & SAFETY MANAGEMENT POLICY

5.24 WORKING AT HEIGHT/FALL ARREST PROCEDURE

The Supervisor will, in all cases, ensure by risk assessment that all job face work platforms comply with the Work at Height Regulations 2005.

In any situation where there is a risk of falling we will provide full body safety harnesses. These may be of the inertia reel type, or Lanyard or arrester incorporated and karabiner depending on assessment by the Site Supervisor in conjunction with the Contracts Manager. Erecting a running wire as an anchor point may be required.

Employees working in the above circumstances must comply with the requirement to be securely anchored to prevent falling. All operatives using harnesses will have adequate training in the use and wearing of the harnesses. Failure to comply with this requirement may result in dismissal from the company.

This procedure will also apply to work carried out from ladders, where the tasks being carried out require the use of both hands. Identification numbers on each safety harness will be required to be kept in a register designed for this purpose with provision for the result of a weekly inspection to be recorded.

Fall arrest equipment will be handed back to the Supervisor on a weekly basis and will not be re-issued until visual inspection of the whole harness including the Lanyard has been carried out. Damaged equipment will not be re-issued. A signed entry into the register will be made recording the results of the above inspection, before re-issue of fall arrest equipment takes place.

All elements mentioned in this section will comply with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.

HEALTH & SAFETY MANAGEMENT POLICY

5.25 DELIVERY OF MATERIALS

Employees involved in delivering materials to and from the Site, must observe the following rules:

- a) All materials must be checked before leaving the company's yard for security and identification purposes.
- b) Vehicles must be checked on a daily basis to ensure they are in a roadworthy condition.
- c) Ensure all traffic regulations are complied with.
- d) On arrival at their destination report to the Site supervisor to ensure a safe area is set aside for the parking of vehicles and off loading.
- e) All loads must be adequately secured before hoisting and installation.
- f) Do not overload lifting machinery or equipment.
- g) In the event of an accident, report it immediately to your Senior Manager and they will complete the appropriate documentation.
- h) Ensure that all site PPE requirements are complied with.

HEALTH & SAFETY MANAGEMENT POLICY

5.26 ABRASIVE WHEELS

The requirements of the Provision and Use of Work Equipment Regulations 1998 will apply at all times.

- a) No person may be permitted to mount abrasive wheels unless he has been trained to do so and the persons name entered in the company Abrasive Wheel Register (AWR).
- b) Under no circumstances are abrasive wheels to be used without guards.
- c) Manufacturer's tools only must be used for changing wheels/discs.
- d) The correct wheel/disc must be fitted for the operation.
- e) All abrasive wheels should be stored in such a way that their integrity is not impaired.
- f) Worn or damaged wheels/discs must be changed immediately.
- g) Persons using this type of equipment must have adequate training in its use.
- h) Minimum PPE requirements are eye protection, gloves and fire extinguisher must be present.

HEALTH & SAFETY MANAGEMENT POLICY

5.27 HAND TOOLS & TAGGING

All electrically operated hand tools must be inspected and a safe tag attached including leads. All tools and equipment will be clearly marked with the date of the next inspection.

All electrically operated tools and equipment will be powered by 110v or battery powered. They will comply with the Electricity at Work Regulations 1989, the IET regulations 17th edition and the Provision and Use of Work Equipment Regulations 1998.

All tools and equipment will be returned to a secure store/tool box at the end of each working day and will be inspected before re-use. Site Supervisors will as part of their normal duties inspect tools and equipment and remove any found faulty by removing the safe tag and keeping them to one side for repair or return to the company offices. Only competent persons will be allowed to repair electrically operated tools and equipment.

A competent person is to carry out a P.A.T of all electrical hand tools every 6 months in order to ensure serviceable. The Supervisors are to ensure tools are made available for testing; any tool found to be defective is to be removed and set back to offices/yard for repair.

An appointed person will keep an up to date register of all tools. All safety equipment and PPE required for use with these tools will be provided and must be used by the operator.

HEALTH & SAFETY MANAGEMENT POLICY

5.28 MANUAL HANDLING AND LIFTING

REMEMBER - Help and team lifting dramatically reduce the chances of injury during manual handling operations

- a) If mechanical handling equipment is available and you are authorised and trained to use it, do so.
- b) Assessment of the risks associated with manual handling must be carried out at all times. Do not proceed with any manual (i.e. by human effort) lifting operations without a suitable and sufficient risk assessment. The outcome of the risk assessment will be fully discussed with the operatives involved with manual handling.
- c) Training is to be given where necessary in order to ensure that persons carrying out manual handling tasks clearly understand how to carry this out in a safe manner.
- d) If it is a long load, for example scaffold tubes, beware of overhead electric lines or moving vehicles.
- e) If the load is beyond your capabilities or awkward to handle get help.

The above steps apply to all personnel.

HEALTH & SAFETY MANAGEMENT POLICY

5.29 CONFINED SPACES

It is the responsibility of the Managing Director in liaison with the project manager to ensure that a safe system of work is adopted and that all necessary action/investigation has been carried out prior to entry into a confined space or sewer.

A permit to work will be required.

Prior to commencement, all employees concerned in the activity will be properly trained and instructed and made fully aware of the hazards and their controls associated with the type of work and their understanding recorded.

The activity will be supervised by a competent person at all times until completion.

The site supervisor will ensure that all individuals under their control comply fully with the requirements of the Permit to Work, and assess the suitability of all persons required to enter a confined space.

HEALTH & SAFETY MANAGEMENT POLICY

5.30 ELECTRICITY AT WORK

The Managing Director and Supervisors are responsible for ensuring that a safe system of work is implemented, conveyed to the workforce, monitored and where necessary records kept.

LEGAL REQUIREMENTS THAT WILL APPLY:

- a) The Health and Safety at Work Act 1974
- b) The Electricity at Work Regulations 1989
- c) The Management of Health and Safety at Work Regulations (amended) 2003
- d) The provision and Use of Work Equipment Regulations 1998
- e) The CDM Regulations 2015

The Electricity at Work (EAW) Regulations 1989 require those in control of part or all of an electrical system to ensure that the system is safe when provided, safe to use and that it is maintained in a safe condition. This applies to overhead or underground supplies. It is therefore recommended that all equipment is inspected and maintained on a regular basis i.e. every three months or each time electrical equipment is returned to the Site or hire company. It must be inspected, any faults recorded and suitable tagging information applied where necessary for re-issue. Records of maintenance and repairs will be kept.

Installation, modification or repairs of any electrical equipment will only be carried out by a qualified competent electrician and such work must comply with the requirements of the Electricity at Work Regulations 1989 and the IET Regulations 17th Edition.

All equipment must be treated as "live" unless isolated and written confirmation is received to the contrary. A permit to work system will be implemented.

Generally only 110v equipment will be used. This combats the risks at source and helps ensure the protection of all workers on site. However, it may become necessary where special items of equipment are installed that 240v tools etc. may need to be used, it is therefore imperative that the Contracts manager is made aware of the situation prior to work commencing and a safe system of work agreed. All 240 volt supply cables will be of the armoured type and fitted with RCD's. A permit to work system may be required.

REMEMBER: ELECTRICITY CANNOT BE SMELT, HEARD OR SEEN. IT IS ONLY EVER FELT, USUALLY WITH FATAL RESULTS. TREAT IT WITH A GREAT DEAL OF RESPECT AT ALL TIMES

HEALTH & SAFETY MANAGEMENT POLICY

5.31 COSHH

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, of which the most important is The Control of Substances Hazardous to Health Regulations (COSHH) supported by guidance documents, The Personal Protective Equipment at work Regulations, The Personal Protective Equipment Regulations and The Provision and Use of Work Equipment Regulations.

The company will ensure necessary COSHH Assessments will be carried out on an ongoing basis.

A copy of the COSHH Assessments and Manufacturers Safety Data Sheets will be held at the following locations:

- a) Company head office.
- b) Site.

Each substance in addition to those already identified will be assessed and the information added to the COSHH register. These assessments are also to be made known to all site first aiders in order to treat the casualty correctly should the need arise.

We will ensure that before work starts on each site, information is obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of operatives and which is not covered by the Generic Assessment or is covered by requires a more detailed assessment.

A written specific assessment is made of any risks involved in handling/using the substance and appropriate control measures are planned and that this information is provided to site supervisory staff with instructions on implementation as necessary.

If possible, arrangements will be made for an alternative, less hazardous material to be specified and used.

Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. will be planned before work commences.

All operatives engaged in any process involving the use or handling of any hazardous substance will be given full instructions and any necessary training in the health hazards and precautions, use of PPE, hygiene measures etc, as required and their understanding and acceptance recorded. Sample generic assessments are contained in the appendices.

HEALTH & SAFETY MANAGEMENT POLICY

5.32 NOISE

The company will, when any of its employees are likely to be exposed to the First Action Level 80db or above or a peak action level 135db (in preparation for the control of Noise At Work Regulations 2005), to the Second Action Level 85db or above, or to the Peak Action Level 137db or above, ensure that a competent person makes a noise assessment which is adequate for the purpose of identifying which of the employees or others will be exposed.

The company will reduce the risk of damage to the hearing of its employees or others from exposure to noise to the lowest level reasonably practicable.

The company will ensure so far as it is reasonably practicable, that "Noise Protection Zones" are established and identified by means of signs and where necessary high visibility tape or similar.

The company will provide all necessary PPE as and when required.

HEALTH & SAFETY MANAGEMENT POLICY

5.33 HAND ARM VIBRATION SYNDROME (HAVS)

It is the policy of the company to carry out assessment on all equipment that emits vibration and ensure that operatives working on behalf of the company risks are minimised wherever possible.

We will endeavour to:

- a) Carry out a risk assessment of all tasks where vibration equipment is used.
- b) Select the lowest vibration tool that is suitable and can do the work efficiently.
- c) Limit the use of high vibration tools wherever possible.

We will in the first instance consider remote mechanical methods which do not require exposure to the operative. Where the task requires employees to hold equipment that vibrates an appropriate number of employees will be allocated to the task to ensure job rotation and a reduction in the exposure time.

HEALTH & SAFETY MANAGEMENT POLICY

5.34 LONE WORKING

The company understand that although no general legal prohibition on working alone is established, there is in place the broad duties for the company to adhere to the Health and Safety at Work etc Act and the Management of Health and Safety at Work to identify the hazards at work, assess the risks involved and put measures in place to avoid or control the risks.

Control measures will include, but not be limited to:

- a) Training operatives
- d) Adequate supervision
- c) Protective equipment

The company through the induction process will check that operatives engaged to work for the company are aware of the hazards and risks associated with their work activities.

If lone working is identified as 'necessary' for the work activity being undertaken the project Manager will initiate a suitable control measure for the given conditions of the environment and/or task to be undertaken. This will be highlighted by means of the risk assessment and/or method statement for this element of works.

HEALTH & SAFETY MANAGEMENT POLICY

5.35 MOBILE TELEPHONE USE

The company shall bring to the attention all employees engaged to work for the company that no mobile phone shall be used when in control of a motor vehicle.

When working on site all operatives working on behalf of the company must ensure the following rules are adhered to:

'MOBILE PHONES WILL NOT BE USED WHERE THERE IS A RISK OF IT FALLING FROM HEIGHT, OR WILL HINDER THE SAFETY OF THE INDIVIDUAL OR OTHER PERSONS'.

If a safe zone for safe use of a mobile phone is established all persons working for the company will adhere to this requirement.

HEALTH & SAFETY MANAGEMENT POLICY

5.36 PLANT AND TRANSPORT

PLANT

The company will ensure all plant and equipment is in good order and is maintained. All guards and items fitted for safety will be regularly checked to ensure the integrity of the safety devices prior to use.

All plant will undergo a pre-use inspection and have recorded inspections in line with statutory requirement. Any defects found must be immediately reported to senior management in order for it to be dealt with in a prompt manner.

Operators of plant must ensure they have the necessary skills, knowledge and experience to operate plant and equipment. The company hold records of all persons deemed competent to use specialist Plant and equipment.

The company will provide adequate supervision, instruction, information and training to ensure that there is compliance with health and safety standards. The company will develop safe systems of work which identify hazards and risk and then implement control measures to eliminate them or reduce them to an acceptable level.

TRANSPORT

The policy of the company is that all transport will be maintained in good order and be fit for purpose. All transport will only be used by authorised persons who are suitably trained.

Regular maintenance regimes and inspections will be carried on all transport equipment to ensure safe operation. Special consideration will be given to inexperienced persons to ensure they understand the procedures and standards to be adopted.

All operatives engaged to use transport on behalf of the company must be deemed competent to undertake these duties in a safe manner. Relevant certification or driving license copy will be requested by the company at induction to identify the competency of the individual engaged to drive company vehicles and transport.

It is the responsibility of the driver to inform senior management if they are convicted of any offence in relation to their driving license or penalties bestowed upon them. Failure to do so may result in dismissal of that employee.

All drivers are responsible for the safety of their company vehicles. They must ensure that they leave their vehicles in a safe condition whereby unauthorised use is prevented. Consideration must be given to the location of parked vehicles in order that it does not present a hazard to others.

All company car and transport drivers must adhere to the Road Traffic Act and Highway Code whilst working on behalf of the company. At no time, during business or private use will the company accept responsibility for any offences committed. If an offence is committed the employee will be responsible for any fines imposed and may be subject to disciplinary action from the company.

HEALTH & SAFETY MANAGEMENT POLICY

Responsibility of company vehicle drivers

- a) Make regular inspections of your vehicle for obvious defects and ensure that any defects identified are rectified immediately.
- b) Drive in accordance with Road traffic legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads that are under construction are being used for access purposes.
- c) Ensure all parking / speed restrictions, either on road or on site are adhered to, including special considerations identified through assessment or Client / Principal Contractor requirements.
- d) Ensure reversing procedures either on road or on site are adhered to.
- e) Report all incidents or damage to senior management at your earliest convenience.
- f) Ensure any traffic violations are reported in a timely manner to senior management.
- g) Ensure the company vehicle under your control has been serviced in accordance with company and/or manufacturers requirement. Any defect to be reported to senior management in a timely manner.
- h) Check vehicle weekly including:
 - Lights
 - Tyres
 - Oil and water
 - Windscreen wipers and washer fluids
- i) Do not drink alcohol or take medication, which could effect your driving ability before or whilst driving a vehicle.
- j) Do not drive more than two hours without taking a break. Do not drive if feeling tired.
- k) Keep the vehicle clean and tidy at all times.
- l) Driver and passenger to use safety equipment provided inside vehicles including seat belts etc.

Accident Procedure (Vehicles only)

It will be brought to the attention of all employees that no admission of liability, either verbally or in writing should be given at the scene of an accident. However all information must be obtained after an accident to ensure persons are protected should the event of a claim become relevant.

All correspondence received concerning a road traffic accident involving a company vehicle or whilst working for the company must be forwarded to senior management as soon as possible.

Senior management are to be informed of all road traffic incidents as soon as possible.

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5.37 SHARPS (NEEDLES & SYRINGES)

The company is aware that employees and contractors engaged may be working in areas where sharps may be present.

Operatives will be made aware that consideration must be given to minimise the risk of sharps through risk assessment, training, safety documentation and consultation should a suspected likely area be identified where sharps could be found.

Employees are to be informed of the requirement to notify senior management if sharps are found on site and to be made aware of the following procedures:

- a) Inform the supervisor and/or senior management.
- b) Inform the Client / Principal Contractor through the correct channels.
- c) Removal of sharps **MUST ONLY** be carried out by competent, supervised persons using the correct PPE.
- d) Any injuries or concerns must be relayed to senior management and be documented in the accident book.
- e) The Contracts manager **MUST** be informed in order that RIDDOR regulations can be followed.

HEALTH & SAFETY MANAGEMENT POLICY

5.38 STRESS

The company takes the welfare of employees and persons working under its control very seriously and as such will sympathetically review any incidents involving stress related accounts.

The company encourages an open door policy for all persons working on behalf of the company that feel they are having stress related problems these can include:

- a) Personal matters
- b) Work loads or work concerns

Employees and persons working for the company are reminded that stress related incidents can be an accumulation and build up over time whereby relief from the symptoms of stress can result in immediate improvement.

Senior management should be notified by any persons experiencing stress related symptoms or concerns.

HEALTH & SAFETY MANAGEMENT POLICY

5.39 CORPORATE MANSLAUGHTER

The Corporate Manslaughter and Corporate Homicide Act came into force in 2007, which highlights that if an offence is committed by an organisation's management which contributes as a breach of duty of care to employees or members of the public, which results in death.

The company policy is for all Directors and senior management to understand their roles and responsibilities relating to health and safety management.

HEALTH & SAFETY MANAGEMENT POLICY

SECTION 6

ACCIDENT / INCIDENT INVESTIGATIONS AND REPORTING

HEALTH & SAFETY MANAGEMENT POLICY

6.1 GENERAL INFORMATION

Introduction

Accidents are the direct result of unsafe activities and conditions. They are also an unplanned event, which may or may not result in injury or damage. It is important to ensure that every accident is investigated to the extent necessary to determine the cause of it. Only by this means will it be possible to ensure appropriate control measures can be put in place to prevent a recurrence.

Responsibilities

The Managing Director as part of their overall site responsibilities must ensure arrangements are in place, and that site staff are familiar with this procedure.

A member of staff from Collinson Contracts Limited must inform David Page (David Page Health and Safety Limited) by telephone (07852 282190) about the incident.

The Managing Directors representative in consultation with the health and safety advisor will then undertake an investigation of the accident / incident using the 'Accident Report Form'. Any witness statements must be recorded using the form 'Witness Statement'.

The Accident Book

All accidents however small must be attended by a qualified First Aider and recorded in the Company accident book.

The accident book must be retained for at least three years from the date of the last entry.

Near Misses

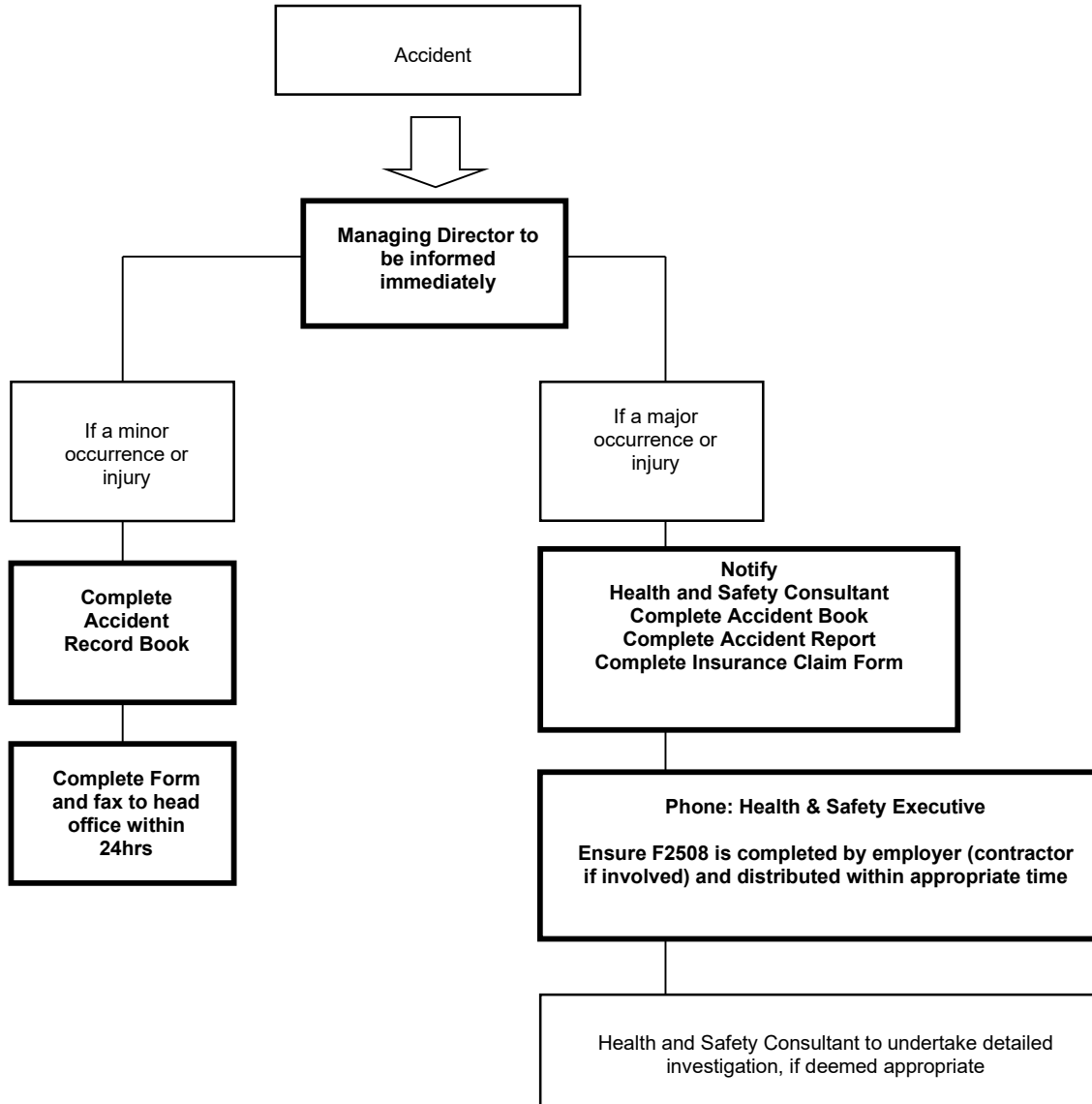
All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence with a record kept. This near miss report must be completed.

However, the record must contain the following information:

- a) The date and time of the accident / incident.
- b) The full names and address of the person(s) affected.
- c) The person completing the entry if different from above.
- d) The occupation of the person(s) affected.
- e) The nature of the injury or condition.
- f) The place where the accident occurred.
- g) A brief but clear description of the circumstances.

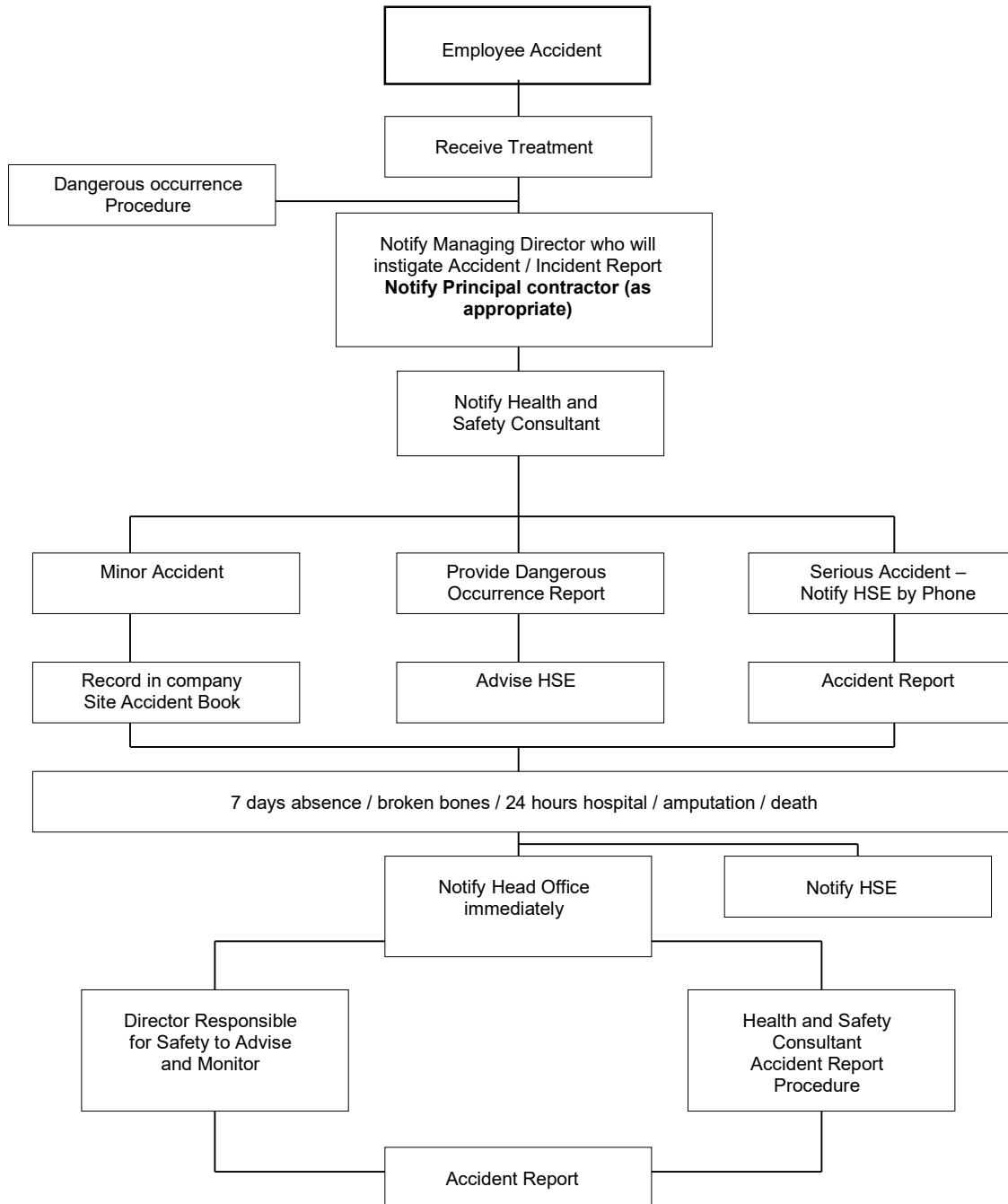
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6.2 ACCIDENT NOTIFICATION SEQUENCE



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6.3 ACCIDENT / INCIDENT PROCEDURE



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6.4 REPORTING PROCEDURES

The following, reporting procedures are to be followed in conjunction with any procedures set by a client / principal contractor (as appropriate)

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to the Managing Director.

Injuries, which occur whilst carrying out work duties off-site, must be reported in the way and the occupier of the site should be advised accordingly.

- a) If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should complete this. The employee's account must be entered as soon as possible after the event and usually within 24 hours. Employees must ensure that they are aware of the location of the accident book. Unless the Company is informed of these incidents, it will be unable to take remedial action.
- b) A first Aider or an appointed person may deal with an injury. However, if an emergency arises an ambulance must be called at the earliest opportunity. Any incident involving and emergency must be reported to senior management immediately.
- c) Where an accident results in absence from work, employees who are absent from work as a result of an accident, must keep the company informed of their progress, up to an including a return to normal duties.

RIDDOR Reportable Accident / Dangerous Occurrences

If an injury is reported to the Managing Director, he or his representative should ensure that appropriate records are maintained.

- a) The Managing Director must keep records of any developments to the injured person's health, up to and including a return to normal duties
- b) The Managing Director must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- c) The Managing Director in liaison with site supervisors is responsible for assisting contractors and visitors in complying with Company policy regarding accident reporting whilst on Company premises.

Fatal Accidents, Major Injuries and Dangerous Occurrences

If the incident is a Major reportable under RIDDOR, the local enforcing authority must be informed as soon as possible usually by telephone within 24 hours and a prescribed form *F2508) completed within 10 days. A photocopy of the completed form should be kept for Company records and to advise the insurers of a potential claims.

In the event of a fatal accident, major injury or dangerous occurrence, the senior person on site shall immediately contact the emergency services.

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They will also inform:

- a) The police if the accident results in death or creates a danger to public safety.
- b) The Managing Directors (to arrange visiting the scene).
- c) The Health and Safety Advisor (to arrange visiting the scene).

The Director and the Health and Safety Advisor shall immediately attend the scene of the incident to:

- a) Co-ordinate services and assists in the control of the situation until the arrival of a relevant authority.
- b) Ensure any relevant in-coming telephone calls are transferred to them immediately.

Accident Investigation

The following is a sequence to follow:

- a) Get hold of the person in charge.
- b) Ensure that the scene of the incident / accident must be left undisturbed or changed where reasonably practicable.
- c) Take photographs to show how things were after the incident / accident.
- d) Find out what everyone was doing **BEFORE** incident / accident.
- e) Question all witnesses as to what happened.
- f) Examine the scene.
- g) Work out the point of deviation.
- h) **Measurements.** Always measure everything that may have a bearing on the case.
- i) **Expert Advice.** If the case involves any chemical process, or mechanical failure or fire, it is always wise to obtain expert advice.

All Supervisors, Managers and members of staff must comply with the following:

- a) In order that the cause of an accident may be properly investigated, plant /equipment etc directly connected with the accident should be left unmoved pending official inspection. Where this is impracticable the item should be placed in safe custody after a sketch of their position or a photograph has been taken to record the same. The scene of the incident, particularly where a fatality, major injury or dangerous occurrence has occurred, **MUST BE LEFT UNDISTURBED** until permission to do otherwise has been granted by the appropriate authority.
- b) It is your duty to answer any questions, relevant to the investigation of any incident, put to you by the investigating authority e.g. HSE, Fire Brigade etc. However, **NO ANSWER OR COMMENT SHOULD BE MADE TO ENQUIRIES FROM THE PRESS, TV, GENERAL PUBLIC ETC.**
- c) It's most important to ensure that any person assisting at the scene of an accident / incident is protected from risk to their health and safety **AND MUST NOT ENTER THE INCIDENT AREA UNLESS ADEQUATELY PROTECTED.**

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Diseases

Upon receiving a report that a person is suffering from a disease linked to their work activity, the information must be immediately reported to the Managing Director where he will in timely fashion inform the Health and Safety Advisor.

The Managing Director in consultation with the Health and Safety Advisor will determine whether or not the disease is 'reportable' within the terms of current legislation. If so, the Managing Director will follow the previously described procedures.

RIDDOR Definitions (Refer to the regulations for a complete list)

Specific Injuries

- a) Fracture other than to fingers, thumbs or toes.
- b) Amputation of an arm, hand, finger, thumb, leg or foot.
- c) Permanent loss of sight or reduction in sight.
- d) Crush injuries leading to internal organ damage.
- e) Serious burns covering more than 10% of the body or damaging the eyes, respiratory system or other vital organs.
- f) Scalpings (separation of skin from the head) which require hospital treatment.
- g) Unconsciousness caused by head injury or asphyxia.
- h) Any other injury; arising from working in an enclosed space, which leads to hypothermia, heat induced illness or required resuscitation or admittance to hospital for more than 24 hours.

Over Seven Day Injury

- a) An over seven day injury is one which is not a major but results in the injured person being away from work or unable to do their normal work for more than seven consecutive days (including non work days).

Occupational Disease

- a) Carpal tunnel syndrome.
- b) Severe cramp of the hand or forearm.
- c) Occupational dermatitis.
- d) Hand-arm vibration syndrome.
- e) Occupational asthma.
- f) Tendonitis or tenosynovitis of the hand or forearm.
- g) Any occupational cancer.
- h) Any disease attributed to an occupational exposure to a biological agent.

Dangerous Occurrences

- a) Collapse, overturning or failure of a load bearing part of lifts or lifting equipment.
- b) Plant or equipment coming in to contact with overhead power lines.
- c) Explosion or fire causing suspension of normal work for over 24 hours.

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6.5 SPECIMEN LIST OF DOCUMENTS THAT MAY BE REQUIRED

Workplace Claims

- a) Accident Book entry.
- b) First Aider report.
- c) Surgery records.
- d) Foreman/Supervisor accident report.
- e) Safety representative's accident report.
- f) RIDDOR Report or HSE.
- g) Other communications between Defendants and HSE
- h) Minutes of Health and Safety Committee meetings(s) where accident/matter considered.
- i) Report to DSS.
- j) Documents listed above relative to any previous accident/matter identified by the Claimant and relied upon as proof of negligence.
- k) Earnings information where Defendant is employer.

Documents produced to comply with requirements of the Management of Health and Safety at Work Regulations.

- a) Pre-accident Risk Assessment.
- b) Post-accident Re-Assessment.
- c) Accident Investigation Report.
- d) Health Surveillance Records in appropriate cases.
- e) Information provided to employees.
- f) Documents relating to the employees health and safety training.

Workplace Claims – (Disclosure where Specific Regulations Apply)

Section A – Workplace (Health, Safety & Welfare) Regulations

- a) Repair and maintenance records.
- b) Housekeeping records.
- c) Hazard warning signs or notices.

Section B – Provision and Use of Work Equipment Regulations

- a) Manufactures specifications and instructions in respect of relevant work equipment establishing its suitability.
- b) Maintenance log/maintenance records.
- c) Documents providing information and instructions to employees.
- d) Documents provided to the employee in respect of training for use.
- e) Any notice, sign or document relied upon as a defence to alleged breaches of Regulations dealing with controls and control systems.
- f) Instructions/training documents issued to deal with maintenance operations where the machinery is not shut down.
- g) Copies of markings required to comply with Regulations.
- h) Copies of warnings required to comply with Regulations.

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Section C – Personal Protective Equipment at Work Regulations

- a) Documents relating to the assessment of the Personal Protective Equipment.
- b) Documents relating to the maintenance and replacement of Personal Protective Equipment.
- c) Record of maintenance procedures for Personal Protective Equipment.
- d) Records of tests and examinations of Personal Protective Equipment.
- e) Documents providing information, instruction and training in relation to the Personal Protective Equipment.
- f) Instructions for use of Personal Protective Equipment to include the manufacturers' instructions.

Section D – Manual Handling Operations Regulations

- a) Manual Handling Risk Assessment.
- b) Re-assessment carried out post-accident.
- c) Documents showing the information provided to the employee to give general indications related to the load and precise indications on the weight of the load and the heaviest side of the load if the centre of gravity was not positioned centrally.
- d) Documents relating to training in respect of manual handling operations and training records.

Section E – Health & Safety (Display Screen Equipment) Regulations

- a) Analysis of work station to assess and reduce risks.
- b) Re-assessment of analysis of work stations to assess and reduce risks following development of symptoms by the Claimant.
- c) Documents detailing the provision of training including training records.
- d) Documents providing information to employees.

Section F – Control of Substances Hazardous to Health Regulations

- a) Risk assessment carried out.
- b) Reviewed risk assessment carried out.
- c) Copy labels from containers used for storage handling and disposal of carcinogenics.
- d) Warning signs identifying designation of areas and installations which may be contaminated by carcinogenics.
- e) Documents relating to the assessment of the Personal Protective Equipment.
- f) Documents relating to the maintenance and replacement of Personal Protective Equipment.
- g) Record of maintenance procedures for Personal Protective Equipment.
- h) Records of tests and examinations of Personal Protective Equipment.
- i) Documents providing information, instruction and training in relation to the Personal Protective Equipment.
- j) Instructions for use of Personal Protective Equipment to include the manufacturers' instructions.
- k) Air monitoring records for substances assigned a maximum exposure limit or occupational exposure standard.
- l) Maintenance examination and test of control measures records.
- m) Monitoring records.
- n) Health surveillance records.

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- o) Documents detailing information, instruction and training including training records for employee.
- p) Labels and Health and Safety data sheets supplied to the employers to comply with the CHIP Regulations

Section G – Construction (Design & Management) Regulations

- a) Notification of a project form (HSEF10).
- b) Health and Safety Plan.
- c) Health and Safety File.
- d) Information and training records.
- e) Records of advice from and views of persons at work.

Section H – Pressure Systems and Transportable Gas Containers Regulations

- a) Information and specimen markings provided.
- b) Written statements specifying the safe operating limits of a system.
- c) Copy of the written scheme of examination required.
- d) Examination records.
- e) Instructions provided for the use of operator.
- f) Records Kept.

Section I – Lifting Plant & Equipment Regulations

- a) Any risk assessment records.
- b) All documents provided to the employee for the provision of information.

Section J – The Noise at Work Regulations

- a) Any risk assessment records.
- b) Manufacturer literature in respect of all ear protection made available to Claimant.
- c) All documents provided to the employee for the provision of information.

Section K – Construction (Head Protection) Regulations

- a) Pre-accident assessment of head protection.
- b) Post-accident re-assessment.

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6.6 REMEDIAL ACTIONS

Following an incident / accident investigation and when all relevant information has been assessed a report will be submitted to the Managing Director. This report will contain the following:

- a) Immediate action to be taken to alleviate the situation.
- b) Re-assessment of Risks associated with the specific task that caused the incident to occur.
- c) Re-assessment of work equipment if failure of equipment occurred.
- d) Removal of dangerous equipment from site.
- e) Re-submittal of method statements and safe systems of work.
- f) Underlying cause for the incident / accident.
- g) Re-training/training required by personnel.

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6.7 COMMUNICATIONS OF INVESTIGATION FINDINGS

It will be the policy of Collinson Contracts Limited that following an investigation to any Major incident/accident the Health and Safety advisor will send a copy of the findings to the Managing Director in the form of a safety bulletin highlighting the actions that need to be addressed to ensure that the incident does not occur on their respective sites.

In the case of Equipment Failure it will be the responsibility of the Site Manager to inform the Managing Director of the failure and what remedial action has been put into action i.e. removal from the Site. It will then be the responsibility of the Managing Director to inform the Health and Safety advisor who will carry out a detailed investigation and issue a report to the Managing Director of their findings.