

# WORBEY

## Soft Strip Demolition Services UK Limited

175 CLIFTON STREET, SWINDON, SN1 3QB

# Health and Safety Policy

# 2021

November 2021

Next scheduled review: November 2022

Document approved by  
Frank Worbey  
Managing Director

\_\_\_\_\_

Signed

Date

Date

### Revisions

Annual Review	31.05.2016
Annual Review	31.05.2017
Annual Review	31.05.2018
Annual Review	31.05.2019
System Review	11.10.2019
Act and Regulation Review	01.02.2020
Annual Review	11.11.2020
Annual Review	11.11.2021

## CONTENTS

<b>Company Policy Statement</b>	<b>1.0</b>
<b>Organisation – Duties and Responsibilities</b>	<b>2.0</b>
Managing Director	2.1
Operations Director	2.2
Managers	2.3
Supervisors	2.4
All Employees	2.5
Sub-Contractors	2.6
Health and Safety Administrator	2.7
Company Health and Safety Advisor	2.8
<b>Organisation – Communication and Personal Resources</b>	<b>3.0</b>
Organisational Chart	3.1
Competency	3.2
Recruitment	3.3
Information, Instruction and Training	3.4
Consultation and Workforce Involvement	3.5
<b>Policy Arrangements</b>	<b>4.0</b>
Hazard Identification	4.1
Risk Assessments and Method Statements	4.2
Manual Handling / Work Related Upper Limb Disorders	4.3
Construction (Design and Management) Regulations 2015	4.4
Hazardous Substances	4.5
Asbestos	4.6
Emergencies	4.7
Fire	4.8
Accident Reporting	4.9
First Aid	4.10
Confined Spaces	4.11
Welfare	4.12
Environmental – Waste Disposal	4.13
Noise	4.14
Personal Protective Equipment	4.15
Electricity at Work	4.16
Work at Height	4.17
Lifting Operations	4.18
Hand Arm Vibration	4.19
Health Surveillance	4.20
Office Health & Safety	4.21
Monitoring	4.22
Work Equipment	4.23
Plant, Machinery and Vehicles	4.24
Driving Vehicles at Work and Mobile Phone Use	4.25
Alcohol and Drugs	4.26
COVID-19	4.27
Audit and Review	4.28

## 1.0 COMPANY HEALTH AND SAFETY POLICY STATEMENT

It is the policy of **Worbey Soft Strip Demolition Services UK Limited** (hereafter known as the Company) to comply with the Health and Safety at Work Act 1974 and relevant statutory instruments by taking all the necessary measures to ensure the health, safety and welfare of all employees and third parties who may be affected by the company's activities including members of the public

It is the company policy to provide adequate resources and funding, and employ competent persons to meet the company commitments to health and safety

All levels of management will actively promote and support this health and safety policy to ensure effective organisation and arrangements for its implementation and report incidents that may require its review

It is our aim, desire and duty to achieve a safe working environment which is free of work related accidents or ill health. The company recognises its responsibilities as an employer to undertake all that is reasonably practicable to:

- Provide and maintain a safe working environment for employees without risk to health
- Ensure plant and equipment provided is safe, modern and ergonomically suitable to use and ensure safe systems of operations are provided and enforced
- Ensure all articles and substances have been assessed prior to use and are transported, stored and used safely
- Ensure the cooperation and coordination between the company, employees, other contractors and the self employed
- Plan all work to ensure that company work sites and activities are adequately prepared and resourced including the provision of suitable and free personal and respiratory protective equipment
- Provide adequate safety information, supervision and training to ensure tasks are carried out safely
- Provide suitable and sufficient welfare facilities
- Monitor and regularly review the performance of activities against this policy and amend where necessary and including the investigation of incidents to mitigate foreseeable accidents
- Appoint employees, accounting for their capabilities and suitability to carrying out the work
- Ensure that all company employees fully cooperate and support this policy
- Consult with employees on health, safety and welfare matters
- Seek external health and safety or professional advice as necessary, to enable the company to comply with statutory legislation or where company knowledge requires supplementation
- Give due consideration to any adverse impact of the company's activities on the environment
- Review the effectiveness of the policy at least every 12 months or as a result of incidents, new working practices or to take into account new legislations

Signed:

(Frank Worbey – Managing Director)

Dated: 11.11.2021

## 2.0 ORGANISATION – DUTIES AND RESPONSIBILITIES

### 2.1 - Managing Director

#### 2.1.1 Specific responsibilities for the managing director are:

- 2.1.2 That suitable and adequate training is provided to all employees and that safe working environments are maintained for employees, sub-contractors and the general public
- 2.1.3 Adequate supervision is provided when required for work activities whilst on company premises or whilst carrying out work for the company on other premises (Sites) and those other sites are safe and managed
- 2.1.4 Equipment, tools and appliances that may be used are suitable and designed for the purpose for which they are being used and in good working order
- 2.1.5 Personal protective equipment is provided free to all employees and is readily available as and when it is required according to the risk assessments
- 2.1.6 Safe methods and systems of work are prepared, implemented and maintained
- 2.1.7 Modern 'State of the Art' equipment will be used and maintenance schemes designed and implemented to periodically examine and test all equipment, tools and appliances to ensure that they are safe and fit for purpose. Mechanical and Engineering collective methods will be used in preference to manual or individual means
- 2.1.8 All appropriate risk assessments and method statements are prepared, relevant, recorded and issued
- 2.1.9 All control measures listed in the risk assessments are provided
- 2.1.10 All substances that are used, stored and transported have been assessed under COSHH regulations
- 2.1.11 Must consult with managers and employees (at no longer than 6 month intervals) to ascertain the performance of the health and safety documentation and initiate changes where required

### 2.2 - Operations Director

#### 2.2.1 The Operations Director will:

- 2.2.2 Be responsible for advising on the requirements for equipment, materials, tools and appliances
- 2.2.3 Work Planning
- 2.2.4 Ensure that there is no deviation from approved systems of work, isolation procedures or risk assessments that are applicable without further review and documented amendments
- 2.2.5 Carry out company inductions for new recruits
- 2.2.6 Present tools box talks on health and safety and operational topics
- 2.2.7 Ensure that operational work is carried out by operatives with relevant training and competence
- 2.2.8 Carry out safety audits of employees and operations on external sites when required
- 2.2.9 Ensure that all accidents or incidents are reported and investigated where appropriate including duties under RIDDOR 2013
- 2.2.10 Order materials and ensure delivery and conformity to specifications and sustainability
- 2.2.11 Ensure that all plant and equipment is suitable for the task for which it is required, is regularly serviced, inspected and certificated as appropriate
- 2.2.12 Liaise with clients

## 2.3 - Managers

- 2.3.1 The Managers will advise and consult with the Managing Director (MD) and Operations Director (OD) on matters of health and safety. The Managers normal responsibilities will be:**
- 2.3.2 Advise the OD of the need for training or refresher training of staff as appropriate
  - 2.3.3 Maintain and Review all working practices and procedures under their control including safe systems of work and Personal Protective Equipment and amend and update as necessary
  - 2.3.4 Update and review the hazards and precautions documentation as required. Update and review the COSHH assessments as appropriate. Update and review Risk Assessments as appropriate
  - 2.3.5 Update and review site safety audit requirements to ensure that all working practices, isolation procedures, method statements, risk assessments and permits are fully understood and are being implemented or otherwise stop the activity
  - 2.3.6 Investigate any accidents or dangerous occurrences (Near Misses), whether or not reportable to the Health and Safety Executive. Prepare a Level 1 Report to be submitted to the MD with copies to employees where appropriate. Ensure that all accidents are entered into the accident book
  - 2.3.7 Prepare task specific bespoke Method Statements and Risk Assessments after consultation with clients, operatives or other relevant parties
  - 2.3.8 Advice on equipment, materials, tools, appliances and personal safety equipment as and when required
  - 2.3.9 Provide on-site liaison between the company and any site organisation
  - 2.3.10 Advice on the on-site operations and audit of all aspects of operations of the company
  - 2.3.11 Advice on the notification of the Health and Safety Executive of any accidents or dangerous occurrences as defined by RIDDOR 2013

## 2.4 - Supervisors

- 2.4.1 The Supervisor is the direct link for operational work with the Managers. He will support the managers, OD and MD in their duties and will:**
- 2.4.2 Will be responsible for advising on the requirements or suitability of equipment, materials, tools or appliances
  - 2.4.3 Ensure that there is no deviation from the approved systems of work, isolation procedures, method statements or risk assessments that are applicable and that any required changes are suitably risk assessed and agreed before implementation
  - 2.4.4 Ensure that the operational work is carried out by operatives that are competent and trained for the task they are being asked to perform and that they carry out the work competently
  - 2.4.5 Carry out safety audits on employees working on external sites when require
  - 2.4.6 Ensure that all accidents are recorded, investigated and reported where appropriate
  - 2.4.7 Ensure that all plant and equipment is fit for purpose and are tested and certificated as appropriate
  - 2.4.8 Will ensure that he and all the team members under his control abide by the requirements listed within this health and safety policy

## 2.5 - All Employees

- 2.5.1 All employees have a legal duty to co-operate with their employer, employer's representative (managers and supervisors) or client in all matters relating to safety, health and welfare
- 2.5.2 Operatives at all levels are expected to work safely, tidily and to comply with methods of work and risk assessments in force for the particular operation that is being undertaken. All employees at all levels are responsible for their own and other safety and can be held accountable for their 'Acts' and 'Omissions' under the Health & Safety at Work Act 1974 Section 7.
- 2.5.3 There is a no alcohol and drugs policy at WORBEY Soft Strip Demolition Services UK Limited. The company reserves the right to test for drugs in the interest of safety and support clients who may require this as part of their safety procedures. If you are under the influence or are believed to be under the influence of drugs or alcohol you will be asked to leave site. If operatives have been taking alcohol or drugs then this will constitute gross misconduct and will result in immediate dismissal. If you're taking prescription drugs you must tell your supervisor as your work may be restricted away from plant, machinery and dangerous activities for the duration of your prescribed period
- 2.5.4 All operative have a responsibility to use and wear safety equipment, personal protective equipment and clothing (PPE), protective respiratory equipment (RPE) as required by the risk assessments. PPE must be fitted to the individual, training provided on use and be provided free of charge by the company. Under Section 9 of the Health & Safety at Work Act 1974 Section 9, PPE provided by the company cannot be charged for but the company reserve the right to charge for items that are abused
- 2.5.5 Operatives must not misuse or tamper with plant, equipment or hand tools
- 2.5.6 Any defects on safety equipment, PPE, RPE, plant, equipment or tools must be reported to management immediately. Any faulty items must be removed from service until the fault is rectified or destroyed if beyond repair
- 2.5.7 All accidents involving personal injury, no matter how minor, must be reported to management as soon as possible. All accidents must be entered into the accident book
- 2.5.8 Near Misses or Dangerous Occurrences must be reported to management. These must be investigated to prevent a reoccurrence. Never walk by a dangerous situation as this may turn into an accident without intervention and can be prevented from happening by implementing control measures

## 2.6 - Sub-Contractors and the Self-Employed

- 1.1.1 All Sub-Contractors or Self Employed Persons employed or engaged in work for the company are responsible for, but not limited to:**
- 1.1.2 Accurately completing and submitting a pre-start Health and Safety competency assessment
- 1.1.3 Provide when required suitable and sufficient Risk Assessments and Method Statements to demonstrate their Safe Systems of Work (SSoW). All works must have adequate arrangements, experience, supervision, resources and monitoring to carry out their tasks safely without hazard to themselves or others. All operatives must read, understand, highlight any areas of doubt and sign their task specific Risk Assessment and Method Statement before they can start work
- 1.1.4 Must have in place an adequate management structure to maintain suitable communicate between themselves and WORBEY Soft Strip Demolition Services UK Limited

- 1.1.5 Complying with all provisions and requirements as contained within the Health and Safety at Work Act 1974 and its appropriate Regulations and Approved Codes of Practices including the CDM Regulations 2015
- 1.1.6 Must comply with the arrangements, emergency procedures and requirements specified in the site rules
- 1.1.7 That they carry out their activities in co-operation and consideration of other site works and neighbours including the public and without risk to health or safety. That there are activities carried out with strict compliance to current Health & Safety legislation and industry best practices
- 1.1.8 Reporting all accidents, injuries, dangerous occurrences and 'near misses' to the site managements. All accidents must be entered into the site accident book
- 1.1.9 Ensuring that all operatives working under their control are suitable trained, competent and supervised to enable them to carry out their prescribed task(s)
- 1.1.10 Ensuring that only employees and sub-contractors authorised to work by the company, comply to the requirements detailed within this document and who have received a site induction talk and signed and agreed to the contents of that induction are allowed to work on site.
- 1.1.11 Sub-contracts with 5 or more employees must provide a written Health & Safety Policy as required. Sub-contractors with less than 5 employees must demonstrate that they have adequate provisions in place to ensure the safety of persons under their control

## 2.7 - Health & Safety Administrator

- 2.7.1 The Health & Safety Administrator has the day to day responsibility to ensure that the company health and safety policy documents are being prepared and provided on site and is accountable to the Contracts Director
- 2.7.2 The Health and Safety Administrator is responsible for but not limited to:**
- 2.7.3 Ensuring sufficient supplies of site safety folders and their contents are readily available for projects
- 2.7.4 Maintaining H&S records, accident reports, records, documentation and projects specific H&S information
- 2.7.5 Maintaining the company accidents book (s) and reporting to the HSE when required as specified under RIDDOR
- 2.7.6 Ensuring the suppliers of plant and equipment provide the necessary health and safety information for their equipment
- 2.7.7 Preparing and maintaining office health & safety records and frequent user display screen assessments and checklists
- 2.7.8 Ensuring fire prevention and emergency procedures are implemented and fully understood by all within the office environment. Site procedures will have their own bespoke requirements written into the site health and safety plan
- 2.7.9 Maintaining the Company Health & Safety Training Matrix

**2.8 - Company Health & Safety Advisor**

**2.8.1 The Health and Safety Advisor must be suitable trained and competent to carry out their duties, stay up to date with current legislation and despatch advice and recommendation as required. The H&S Advisor for the Company has been appointed to:**

2.8.2 Provide on-going advice and assistance on health and safety matters and to assist the Company to adhere to the required legislation and regulations relevant to their operations

2.8.3 Carry out periodic health and safety inspections of site activities and working procedures

2.8.4 Attend site based health and safety or ad-hoc meeting as and when required

2.8.5 Investigate accidents, incidents, dangerous occurrences or near misses and advise on corrective measures when required

2.8.6 Advise and deliver health and safety training requirements

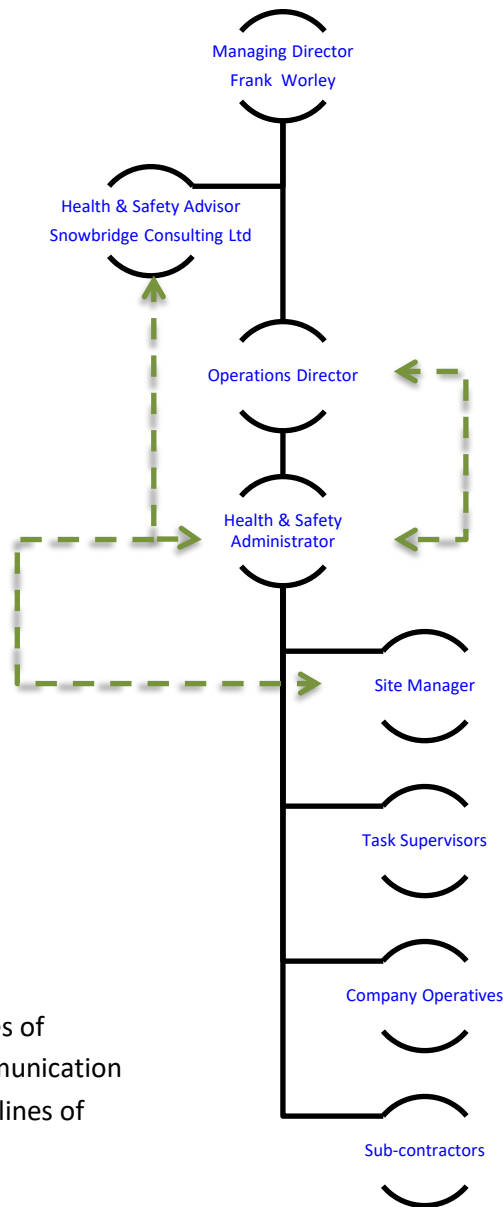
2.8.7 Advise where other contractor's activities may be hazardous to site operatives or operations



3.0 ORGANISATION – COMMUNICATION AND PERSONNEL RESOURCES

3.1 Organisational Chart (Health & Safety)

3.1.1 The following organogram illustrates the hierarchy of the company management structure with regard to health and safety



- Solid black lines are lines of responsibility and communication
- Green dashed lines are lines of communication only

### 3.2 - Competency

3.2.1 The Company will ensure that when selecting personnel and sub-contractors, due regard as to their competency and training is measured and will be sufficient for the task to which they are to be employed. All persons will have attained the minimum health & safety requirements for their tasks and records of this will be recorded within the company records. When considering competence the following personal traits must be assessed:

3.2.2 Skill

3.2.3 Knowledge

3.2.4 Aptitude

3.2.5 Training

3.2.6 Experience

### 3.3 - Recruitment

3.3.1 All employees will be required to attend a Company Induction. The induction will detail the company policies and procedures and detail the company management structure, and the health and safety requirements required by the company and its employees at all levels under the relevant legislation. A copy of this document must be read and understood by all employees during the company induction process and will form part of the employment requirements

### 3.4 - Information, Instruction and Training

- 3.4.1 The principal source of Health & Safety Information, i.e. Acts & Orders, Regulations, Approved Codes or Practice and Guidance Notes shall be obtained from the HSE Website, [www.legislation.gov.uk](http://www.legislation.gov.uk) or other relevant authorities or governing bodies
- 3.4.2 Health and Safety information and general H&S rules will be clearly displayed on the site notice board along with the HSE health and safety poster. Relevant information for office based staff will be displayed on the office noticeboard
- 3.4.3 New employees are to receive a pre-start company induction for which they must sign. All relevant training records will be recorded then and retained within the company records. Training records may be copied and reproduced where required. Failure to provide training records may result in the position being withdrawn from offer to the individual
- 3.4.4 Training and refresher training of all company employees will be on an on-going basis. All training must cover the health and safety aspects that would reflect their position within the company and the responsibility they have under the hierarchical chart
- 3.4.5 A training matrix containing the details of all training records is to be maintained and kept up to date by the Health & Safety Administrator. All training is to be retained in employee's personnel files

### 3.5 - Consultation and Workforce Involvement

#### **3.5.1 Under the Health & Safety (Consultation with Employees) Regulations 1996 and the Construction (Design & Management) Regulation 2015, all employees including the self-employed:**

3.5.2 Have access to the Company Health & Safety Policy and all relevant Health & Safety Information and will be informed of legislation and changes in legislation that effect their works

3.5.3 Can freely discuss concerns over safe working conditions with any member of staff without the fear of penalty

3.5.4 Are encouraged to discuss and offer advice on matters which affect their health and safety

3.5.5 Given the opportunity to discuss health and safety matters with visiting inspectors

3.5.6 Are encouraged to consult directly with the appointed health and safety advisor

3.5.7 Health & Safety meeting/discussing will be organised on a regular basis to ensure consultation and communication is achieved between all levels of the company

3.5.8 Toolbox talks will be organised on site by the Site Managers as a means of communicating with the workforce. Attendees of toolbox talks must sign and attendance sheet and these recorded and retained by the company. If you do not understand the contents of the toolbox talk or any other guidance information such as method statements and risk assessments then you should not sign the document and not carry out the works until you are sure you understand the task procedure and the risks involved.

## 4.0 - POLICY ARRANGEMENTS

### 4.1 - Hazard Identification

- 4.1.1 The company recognises the commitment to anticipate foreseeable significant hazards as far as is reasonably practicable and to assess the risks and plan preventative, proactive measures of control to mitigate or reduce the risk to hazards
- 4.1.2 Each action must be assessed individually to ascertain its particular risks so the list below is not exhaustive. The common tasks associated with the Company's activities where hazard may arise are detailed below:

- Abrasive Wheel Cutters
- Access and Egress
- Access Equipment
- Asbestos
- Burial (Confined Spaces)
- Burns (Hot Works)
- Cartridge Operated Tools
- Client/Public Area Access
- Cold
- Confined Spaces
- Compressed Air
- COVID-19
- Crushing
- Deep Water
- Demolition
- Disease
- Dust/Fume Hazard
- Electric Shock
- Falling Objects
- Falling Persons
- Fire/Explosions
- Flying Particles
- Fuels, Gases and Flammable Substances
- Gassing
- Glare
- Grinding Machines
- Ground Obstructions
- Hand Tools
- Hazardous Substances
- Heat and Humidity
- Hidden Pipes and Cables
- Hoists
- Ice/Snow
- Lack of Air
- Lifting Equipment
- Manual Handling
- Materials Handling
- Mobile Elevated Work Platforms
- Moving Vehicles
- Noise
- Other Contractors Interface
- Overhead Lines
- Pits/Shafts
- Poor Access
- Poor Posture
- Public
- Radiation
- Rotating Machines and Heavy Plant
- Sharp Objects
- Slips and Trips
- Use of Power Tools and Machinery
- Vibration
- Wet
- Working at Height

#### 4.2 - Risk Assessments and Method Statements

- 4.2.1 Formal Risk Assessments and Method Statements will be produced as the companies Safe Systems of Work (SSoW) for all company activities where there a significant risk of harm to persons, property or the environment and for other unplanned occurrences such as emergency planning etc. Sub-contractors will provide and adhere to their own SSoW and/or adhere to the Companies SSoW that covers their tasks. Where applicable individual assessments must be made for young persons under 18, women of child bearing age or vulnerable people and the controls communicated to all persons involved include constant supervision of young persons
- 4.2.2 The Contracts Director is responsible for the planning and preparation risk assessments and safety method statements and the control measures for all works that occur on their respective projects. The Contracts Director is also to assess the suitability of all risk assessments and safety method statements submitted by sub-contractors
- 4.2.3 Risk level will be identified using a graded system that will indicate the control measures required and what the level of residual risk that will remain after the control measures have been implemented
- 4.2.4 Any person carrying out an operations must be trained, understand the process and the risks involved. If you do not understand the work or are unsure of the process, do not carry out the works as this may expose you to unforeseen risk. Supervisors must make sure that operatives follow the agreed works programme and highlight any deficiencies including removing people from the work area if they believe the operative isn't competent to carry out the works safely.

#### 4.3 - Manual Handling / Work Related Upper Limb Disorders

- 4.3.1 The Contracts Director is responsible for preparing assessments on all site tasks. Assessments will identify the level of risk for any specific activity and detail the control measures to mitigate or reduce those hazards. The hierarchy of control dictates that mechanical methods must be used where possible to remove the risk of injury or ill health. Where mechanical aids cannot be used we will endeavour to reduce loads to manageable sizes, reduce distances to be carried, modify the work station to the individual where possible, improve the working environment through lighting and even surfaces without significant slip or trip hazards
- 4.3.2 It is the aim of the company to reduce upper limb disorders by using mechanical demolition where possible or reduced vibration equipment and work monitoring that will require the rotation of operatives to limit the exposure times. Vibration exposure calculations must be made by the site manager for each operation and the task supervisor must enforce the rota schedule. Finding must be documented
- 4.3.3 Employees should be trained on safe lifting techniques and this be reinforced through safe systems of work and toolbox talks as well as notice board information.

#### 4.4 - Construction (Design & Management) Regulations 2015

- 4.4.1 The CDM Regulations will be fully complied with when carrying out construction related activities including Demolition. The Company will co-operate with all duty holders involved within the CDM process, notify the HSE when necessary, carrying out our tasks with competence and diligence and checking the competence of other parties and highlighting deviances from the regulation where necessary

#### 4.5 - Hazardous Substances

- 4.5.1 All hazardous materials or substances used or likely to be encountered on company premises or sites will only be used or work on with a sufficient COSHH Assessment in place along with the appropriate Material Safety Data Sheet where appropriate
- 4.5.2 The Contracts Director is responsible for preparing COSHH assessments for any foreseeable contact or environmental event involving hazardous materials
- 4.5.3 Hazardous materials should be avoided where possible and swapped for less harmful alternatives. The use of Hazardous materials in the work place will be controlled by the following guidance taken from the eight steps under The Control of Substances Hazardous to Health Regulations (COSHH) 2002:
- 4.5.4 Assess The Risk in the workplace and including transportation and storage
  - 4.5.5 Decide what precautions are needed
  - 4.5.6 Prevent or adequately control possible exposure
  - 4.5.7 Ensure control measures are maintained
  - 4.5.8 Monitor any exposure
  - 4.5.9 Carry out appropriate health surveillance where required
  - 4.5.10 Prepare plans and procedures to deal with accidents, incidents and emergencies
  - 4.5.11 Ensure employees are properly informed, trained and supervised
- 4.5.12 Employees and sub-contractors will be advised at induction that they are not to use hazardous substances or materials without a suitable assessment and where required, a safety method statement and risk assessment

#### 4.6 - Asbestos

- 4.6.1 No demolition or intrusive works are to be carried out or proceed without a Demolition and Refurbishment Survey in place to cover the whole works area and to prove that the area is safe to work on without the risk of disturbing asbestos materials. Only new buildings that have a clean bill of health can be excluded from this process. All works will comply with the Asbestos at Work Regulations 2012. Asbestos Management Surveys must not be used for demolition or refurbishment works
- 4.6.2 The Contracts Director must read and understand the survey in detail and set in place a Safe System of Work that will not allow any uncontrolled release of fibres or exposure to unprotected persons.

- 4.6.3 All persons must be made aware of the location and nature of the asbestos containing materials before entering a building
- 4.6.4 Any persons who may potentially disturb asbestos during the scope of their works must have taken and passed Asbestos Awareness Training within the last 12 months
- 4.6.5 All licensed asbestos removal will only be carried out by a licensed contractor. Licensed asbestos must not be disturbed or removed by Worbey Soft Strip Demolition Services UK Limited.**
- 4.6.6 Unlicensed products can only be removed by appropriately trained category B persons working under a strict Supervision and Safe System of Work including full PPE/RPE and adhering to the Approved Codes or Practice for Non-licensed asbestos removal. Any larger task although non-licensed may be notifiable as Notifiable Non-Licensable Works (NNLW)
- 4.6.7 **The operatives Asbestos Awareness Training will have made them aware of the Asbestos hazard but does not qualified them to remove or disturb it.** Asbestos was used for 1000's of applications and can sometimes be missed in the survey. Should operatives discover any suspected asbestos containing materials (not already picked up in the survey) during the course of their work, they should stop work immediately, warn others, cordon off the area and notify the site manager. An emergency plan must be in place for each site in case of accidental fibre release and include an emergency kit containing polythene bags, clean overalls, shoes so that contaminated clothing can be bagged and wet wipes to clean exposed skin and hair. If there is an accidental exposure increased risk of accidental discovery then an Emergency Plan must be developed on site that will decontaminate any exposed individuals as soon as is possible if there is exposure and without bringing increased risk to others
- 4.6.8 In accordance with the Control of Asbestos at Work Regulations 2012 the company will also keep a register of any suspected asbestos containing materials within the company premises and provide information to anyone liable to disturb it during the course of their works
- 4.6.9 Any person who may be potentially exposed to asbestos fibres must follow a health surveillance regime including annual lung function tests and inspections by an occupational health professional

#### 4.7 - Emergencies

- 4.7.1 Where construction projects are taking place on occupied premises, arrangements will be made to ensure strict compliance with the site emergency plan and develop a plan before work starts if necessary. Cooperation must be ensured between building occupiers and all contractors
- 4.7.2 The company will provide adequate information and instruction to employees in respect of site and company premises emergency procedures. These are of prime importance and you must familiarise yourself with site layouts, emergency routes and emergency plans as part of the site induction and before work starts. Sites are dynamic places and change quickly so it is important to keep up to date with emergency procedures and toolbox talks must be given on the subject if there are significant changes. There will be specific arrangements for working in confined spaces, working at height, carrying out hot works operations or other operations where the consequence or severity resulting in a unplanned event necessitate extra measures of control and recovery.
- 4.7.3 Outside assistance will be called if necessary and pre-work contact made to the emergency services to make sure that they have the correct rescue equipment should there be high risk activities that could potentially require their assistance

#### 4.8 - Fire

- 4.8.1 Fire prevention systems including where appropriate, the development of a fire safety plan, will be implemented to meet fire safety requirements on site
- 4.8.2 All company premises or temporary site facilities will be fire risk assessed in accordance with the Regulatory Reform (Fire Safety) Order 2005. Adequate emergency egress routes, fire exits, signage and appropriate extinguishers must be in place before the building is used as a place of work
- 4.8.3 All staff must be made aware of their duties in the event of a fire through the Fire Emergency Evacuation Plan issued during induction or at periodic fire drills. In the office the Health and Safety Administrator is responsible for the roll call register during fire drills. This will be done by the site manager out on site.
- 4.8.4 Equipment tests, inspections and drills must be documented
- 4.8.5 The Contracts Director will assess the fire risk on site prior to the commencement of a contract and a suitable Fire and Emergency Evacuation Plan will be prepared if one is not already in place (by the client or principal contractor)
- 4.8.6 All site compounds will have a fire point clearly marked and complete with the necessary extinguishers suitable for the hazards on site. All site buildings and refuelling areas must contain adequate provision for emergency procedures
- 4.8.7 Hot Works must only take place under a permit system and special precaution put in place. There must be a fire watch for at least 1 hour after the cessation of any hot works
- 4.8.8 Fire rules of client premises will be adhered to
- 4.8.9 Fire extinguishers will be checked on an annual basis and recorded in the Fire Safety Journal along with emergency lighting tests, alarms tests, fire exit checks, etc
- 4.8.10 Fuels and combustible materials must be limited on site and kept away from heat sources and oxygen supplies.
- 4.8.11 Fuels and ignition sources must be segregation and screens or containment used where necessary to ensure the risk of fire is reduced as far as is practical. Storage should be outside where possible with space around the fuel compound. Good housekeeping is essential to reduce the build up of combustible materials. Non-combustible or low risk combustible materials should be used where possible and especially if there is an increased risk from heat sources such as during hot works operations.

#### 4.9 - Accident Reporting

- 4.9.1 The site supervisor is initially responsible for investigating accidents and incidents that occur on their respective sites for the persons under their supervision using the Accident/Incident Level 1 Report Form. The Contracts Director should also be notified immediately to arrange further investigation where appropriate through a Level 2 investigation. Level 2 investigation must be made by senior management or the company Health & Safety Advisor
- 4.9.2 The HSE is to be informed of any injury or dangerous occurrence classified under The Reporting on Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) on Form F2508 by the Health and Safety Administrator
- 4.9.3 The HSE is to be informed of any work related diseases classified under 'RIDDOR' on Form F2508A by the Health and Safety Administrator



- 4.9.4 All accidents to employees or sub-contracts, no matter how minor, must be recorded in the company accident book(s) by The Health and Safety Administrator or Site Manager. Records must be kept by the company for a minimum of 3 years or 40 years in respects of health matters
- 4.9.5 Accidents, dangerous occurrences and 'Near Misses' must be recorded, investigated and methods amended where necessary to reduce the risk of re-occurrence
- 4.9.6 Any damage to company or hired plant or equipment must be reported as a near miss incident to the Contracts Director/Site Manager or Supervisor but this must be recorded and control measures put in place to avoid a repeat incident

#### 4.10 - First Aid

- 4.10.1 The company will supply sufficient facilities, equipment and trained persons to deal with accidents and injuries at work. As a minimum there will be at least one First Aid Trained and appointed person on every site or work location
- 4.10.2 Sufficient first aid boxes will be available on site. It will be the responsibility of the first aider to carry out regular checks and make sure the boxes are kept fully stocked
- 4.10.3 All injuries must be reported and recorded within the company accident book on site. Site based accident books must be copied and the original sent back to Head Office. All personal data must be protected in line with the Data Protection Act
- 4.10.4 The name of the first aider and the location of the first aid box must be clearly advertised on site through the site induction and by prominently located signage such as on the notice board
- 4.10.5 First aiders must call for assistance (By calling 999 if necessary) if they are unsure how to proceed with a particular occurrence or get someone on site to drive them to the nearest Accident and Emergency if it is safe to move them
- 4.10.6 The nearest A&E must be advertised on the site notice board along with other emergency numbers

#### 4.11 - Confined Spaces

- 4.11.1 A confined space may be a storage tank, trench, cellar, silo, enclosed drain or sewer, ductwork, unventilated or poorly ventilated rooms or any other contained space of enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions such as lack of oxygen or enriched or explosive atmospheres. Risks can come from gases (or lack of), vapours, liquids or free flowing solids. Alternative methods should be found where possible but nobody should enter a confined space unless a competent person has produced a Safe System of Work that has been planned, organised and regulated under a permit system to reduce or remove all the significant risk as far as is practical.
- 4.11.2 Anyone entering a confined space must be competent and experienced with the appropriate information, training and instruction appropriate to the proposed work activities. This will include aptitude, physical capability and psychological robustness
- 4.11.3 Suitable emergency and recovery/retrieval methods must be in place and appropriate to the task before permits are signed to
- 4.11.4 The Contracts Director is responsible for ensuring that all confined space working is sufficiently and suitably planned

#### 4.12 - Welfare

4.12.1 Welfare facilities will be provided to accommodate the requirements under the CDM Regulations 2015 and The Workplace (Health, Safety and Welfare) Regulations 1992

**4.12.2 Such arrangements will be provided so far as reasonable practicable, for:**

4.12.3 Suitable and sufficient sanitary conveniences including separate facilities for women or lockable doors

4.12.4 Suitable and sufficient washing facilities

4.12.5 An adequate supply of drinking water

4.12.6 Suitable and sufficient accommodation for the storage and drying of clothing

4.12.7 Suitable and sufficient rest facilities, including heating and seating

4.12.8 Suitable and sufficient facilities for the preparation of hot drinks and food (Microwave and Kettle)

4.12.9 The company will ensure that the workplace has adequate ventilation and suitable and sufficient lighting

#### 4.13 - Environmental – Waste Disposal

4.13.1 The site managers on their respective sites will be responsible for maintaining the Site Waste Management Plan and retaining all waste transfer documentation. Special regard will be made to any implementation of the Environment Protection Act 1990

4.13.2 The Directors and Senior Management of **Worbey Soft Strip Demolition Services UK Limited** recognise that our day-to-day operations impact upon the environment in a number of ways. We are committed to achieving continuous improvement in environmental performance and to prevent pollution.

4.13.3 In this respect, it is our policy to:-

4.13.4 Quantify and monitor all environmental impacts of the business.

4.13.5 Comply with current legislation and, where practical, seek to meet future legislative requirements ahead of relevant deadline

4.13.6 Integrate environmental objectives into relevant business decisions, in a cost effective manner.

4.13.7 Require all staff and contractors to address environmental responsibilities within the framework of normal operating procedures.

4.13.8 Minimise waste, seek to recover as much as is economically practical and ensure that the remainder is disposed of responsibly.

4.13.9 Develop appropriate emergency plans to minimise the environmental impact of foreseeable incidents.

4.13.10 Influence suppliers of services to reduce their impact on the environment, and to assist us by developing environmentally friendly products where practical.

4.13.11 Enhance awareness of relevant issues amongst customers, staff and suppliers alike.

4.13.12 Protect the public, staff and contractors from dangerous substances, by ensuring that the COSHH, CAR & CLAW regulations are followed

4.13.13 Our three key priorities shall be:-

- A. To reduce the environmental impact of our services.
- B. To reduce CO<sup>2</sup> emissions.
- C. To reduce waste

4.13.14 We intent to achieve these priorities through improvements in:-

- A. Energy & water use
- B. Waste reduction
- C. Increasing recycling (including office paper)
- D. Care in purchasing and contract management
- E. Purchasing of more efficient plant and vehicles
- F. Increased use of service exchange products
- G. Encourage the use of recycled products wherever practical
- H. Consider noise and air pollution levels for all vehicle/plant purchases

4.13.15 All purchases of plant and equipment, stores, spares, stationery and any other products we purchase, will be made only after taking into account fully the effect our choices may have on the environment wherever practically possible, recycling processes will be operated at all company premises. All waste products will be recycled wherever they can be, except where cost is not proportional to the environmental benefit gained. Wherever possible, packaging, pallets and containers are to be returned to supplier for re-use. Waste paper is to be separated from rubbish and sent for recycling. Waste oils and filters are returned to depots if changed on site, and recycled through waste oil collection. Laser toners and inkjet printer cartridges are returned to suppliers for recycling. Careful route planning will be used to minimise unnecessary mileage and therefore pollution from delivery vehicles. All company buildings and properties are to be maintained using materials that will cause the minimum damage to the environment.

4.13.16 All staff are to be instructed on their responsibility during the company induction, and are expected to carry out their responsibilities as part of the company, helping to protect the environment by sensible action on their part and following environmental guidelines.

4.13.17 All waste movements will only be carried out by a licensed waste contractor. Waste transfer notes will be made out for each load and retained by the company. All transfer notes must contain the address of origin, the carriers licence details and the destination address along with the European Waste Catalogue (EWC) Codes for the materials being transported

**4.14 - Noise**

- 4.14.1 Noise assessments will be undertaken for all activities that pose a risk to employees, other workers or the general public. Measures will be implemented to eliminate or reduce possible exposure to noise levels that reach the Action Values identified within The Control of Noise at Work Regulations 2005
- 4.14.2 Where the lower exposure action value of 80dB(A) is reached, operatives will be advised and suitable hearing protection will be made available for use
- 4.14.3 Where the upper exposure action value of 85dB(A) is reached, operatives must wear the provided hearing protection to prevent any possible hearing damage. Signs will be displayed barriers erected to identify and segregate hazardous areas within the work place
- 4.14.4 The daily exposure limit value of 87dB(A) must not be exceeded.
- 4.14.5 Remote mechanical, robotic and/or low noise equipment must be used where possible. Persons using equipment under noise control conditions must work under a rota system to limit the exposure time even if working within the safe parameters. The at ear dB level must be below 85 and ideally between 75-80. It is important not to over protect the ear as sensory deprivation may expose that person to other hazards such as moving vehicles. The chart below indicates the dB levels on the left and what SNR rating on ear protection would be required on the right

A-weighted noise level (dB)	Select a protector with an SNR of ...
85-90	20 or less
90-95	20-30
95-100	25-35
100-105	30 or more

- 4.14.6 Acoustic Segregations will be put in place where possible to reduce the migration of sound through absorption and deflection.
- 4.14.7 Employees that are exposed to noise on a regular basis will have health surveillance and audiometry testing where necessary to monitor any potential hearing loss. Persons who experience some loss will be diverted to other duties where there is a reduces risk of exposure where possible.

**4.15 - Personal Protective Equipment (PPE)**

- 4.15.1 PPE is the last line of defence and all other control measured must have first been considered
- 4.15.2 PPE will be issued free of charge to all employees. Minimum standard issue for site based staff will consist of:
  - A. Safety Boots with steel toe caps and puncture proof soles. Rigger boots should not be used for working operatives as they offer little ankle support
  - B. Hard Hat. These should be exchanged 2 years from the manufacture date or when there is damage or has received an impact
  - C. Hi Visibility Coats or Tabards.
  - D. Gloves suitable to the task
  - E. Eye, Ear, Respiratory (RPE) and other protective equipment when required

- 4.15.3 Individual Risk Assessments will identify the type and standard of PPE and RPE to be used. All PPE must be 'CE' Marked to prove it complies with European Standards.
- 4.15.4 PPE that is to be used together (such as face mask and goggles) must be compatible so that one does not impede the functionality of the other
- 4.15.5 A sufficient supply of PPE will be available on each site to suit the conditions and PPE will be stored when not in use within the site changing cabins and/or drying rooms or other such appropriate facility
- 4.15.6 When required (such as non-disposable items), PPE & RPE will be maintained in accordance with the manufacturer's instructions and stored correctly
- 4.15.7 Training in use of PPE and RPE must be supplied where required. RPE must be face fit tested to the individual. Failure to use the PPE/RPE provided in its correct manner may result in disciplinary action. The company reserve the right to charge for the abuse and neglect of issued equipment through deduction from wages

#### 4.16 Electricity at Work

- 4.16.1 The Contracts Director will ensure all electrical installations and equipment (including portable tools and equipment) used by the company are tested and inspected by a competent person in compliance with the statutory requirements and codes of practice. Records of inspections must be recorded and kept by the company
- 4.16.2 The Contract Director and Site Manager/Supervisor are responsible for ensuring all electrical works and repairs are carried out by trained competent electricians only
- 4.16.3 All portable electrical equipment shall receive a visual inspection before each use and formal, recorded visual inspection every month by a competent person.
- 4.16.4 All supplies to site must be transformed down to 110V and run through RCD's and all tools must be double insulated. Double insulated equipment must be used when using generation equipment such as portable generators
- 4.16.5 Where possible, all extension leads and lighting systems should be secured at high level rather than running on the floor
- 4.16.6 All repairs to cables or electrical equipment must be undertaken by an electrician. Repaired equipment must be re-PAT tested before use
- 4.16.7 Ensure that all broken lamps are replaced as soon as possible, ensuring that power has been switched off and there is sufficient backup lighting to complete the task safely
- 4.16.8 All power tools must be examined and tested (PAT tested) at determined intervals depending on use, by a competent person and the result of the examination recorded. Normal test periods for site used equipment is every three months. Records shall be retained
- 4.16.9 Before they are connected to power supplies, all cables, transformers and generators should be examined for frayed cables and poor connections and faulty items removed from use until repaired and re-tested by an electrician or destroyed if beyond practicable repair
- 4.16.10 The checklist for all operators of electrical tools will be as follows:
  - A.** All tool users must be made aware of the potential hazards and be taught how to recognise basic faults such as loose or damaged cables, cracked or damaged casings etc
  - B.** Before the tools are used or plugged in, the tool users must visually inspect portable electrical equipment for damage and report defects immediately. Damaged equipment must not be used

- C. Every month a competent person who does not need to be electrically trained but must understand the principles of electricity and electrical connections must check that the plug is correct for the host supply and that the supply is 110V, that the internal connections within the plug and fuse ratings are correct. This must be documented within the company records
- D. Disconnect from the power supply when not in use
- E. Do not carry tools by their cables
- F. Do not use damaged equipment until it has been repaired, tested and verified by a Portable Appliance Test (PAT) Label

#### 4.17 - Working at Height

- 4.17.1 All working at height carried out on behalf of the company will comply with the Working at Height Regulations 2005. Where necessary the appropriate safety equipment and/or plant will be provided to ensure Safe Systems of Work at height are applied and operatives are competent in their use
- 4.17.2 All equipment used for working at height such as Mobile Elevated Work Platforms (MEWP), Mobile Scaffold Towers, Fixed tube and fitting or system scaffolding, Podium Steps are to be used by authorised competent persons only.
- 4.17.3 The use of ladders or steps must be avoided. If the use of these become necessary then their use must be controlled under a permit system issued by the site manager
- 4.17.4 A rescue plan must be in place for all working at height activities
- 4.17.5 All plant and equipment including MEWP's, harnesses, tower scaffolds, podiums etc must be suitable for the task and be inspected before it is used to adhere to the relevant regulatory requirements
- 4.17.6 Working at height operations must protect all persons and equipment from falling materials. As a precaution and where falling items cannot be prevented or are designed such as in drop zones then controls, warning signage and segregation must be implemented at a sufficient distance from the works so that any falling items cannot bring harm or injury to any person or property
- 4.17.7 Working at height includes working around holes or voids so drains, manholes, excavations etc must be treated as leading edges

#### 4.18 - Lifting Operations

- 4.18.1 All equipment covered by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 is also covered by the Provision and Use of Work Equipment Regulations (PUWER) 1998. This will include Excavators, Genie Hoists, Hook Loaders etc
- 4.18.2 All lifting operations must be planned and recorded. Lifting may be the use of a Genie Material Lift or a Site Tower Crane. A suitable and sufficient lifting plan must be prepared by a trained and competent person. The lift is to be fully supervised at all times by an appointed competent person as required by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- 4.18.3 The Contracts Director is responsible for making sure the lifting plan is prepared and/or obtained from Contract Lift Companies and assessed for suitability and must seek assistance if required
- 4.18.4 Lifting equipment must be visually checked and recorded by a competent persons before each use and must be tested and certificated annually or every 6 months for accessories or if lifting people

#### 4.19 - Hand Arm Vibration

- 4.19.1 Vibration assessments will be undertaken for all activities that pose a potential risk to operatives or anybody else who may be affected by the works. Measures will be taken to reduce or eliminate risks from exposure to a safe level. Records of assessments will be retained along with individual exposure times
- 4.19.2 To minimise the health risk in relation to hand arm vibration, it will be policy to use mechanical or robotic alternatives where possible. Low vibration equipment will be employed for manual tasks and the vibration rating for the tool provided by the manufacturer used to work out the safe exposure level for the operatives. Operative rotation will be used as is reasonably practicable to reduce and minimise risk to the individual and working environmental conditions taken into consideration such as working temperatures
- 4.19.3 Equipment that is worn out or needs maintenance may present an increased risk. This equipment must be repaired but where this is not possible or offers limited protection then it is company policy to provide replacements that are suitable for the work and being more modern, more efficient and with lower vibration ratings
- 4.19.4 All work equipment will be suitable maintained in accordance with the manufacturer's instructions to avoid risk from vibration. Blunt and damaged tools will be replaced where necessary
- 4.19.5 Where applicable, work station designs will be set up to reduce the effects on employees, hands, wrists and arms
- 4.19.6 Any operatives who are exposed to significant amounts of vibration above the control limits will be assessed annually by an occupation health professional to monitor and report on any ill health effects (or not) as a result of exposure to vibrating equipment

#### 4.20 - Health Surveillance

- 4.20.1 All health hazards are to be assessed, removed and/or reduced as much as possible before possible exposure including control measures and appropriate PPE
- 4.20.2 All employees will be issued with a Health Surveillance Questionnaire who work with materials or in an environment or may be exposed to activities that give the potential of concern to their health. This will be issued on the commencement of employment or at a point before individuals may be exposed to such risk if they were employed before the inclusion of this system within the Health & Safety Policy. This will be used as a benchmark level of work related health to ascertain their suitability for certain tasks and then issued periodically during their employment to monitor any changes.
- 4.20.3 Any identified issues, such as working with asbestos, lead, vibration or noise may require a referral to an Occupational Health Provider or General Practitioner for further advice or assessment. The results will be treated as confidential and with full regard to their rights on privacy under the Data Protection Act 2018
- 4.20.4 Employees will be provided with information regarding the early signs and possible symptoms in relation to any work related health issues that may affect them

#### 4.21 - Office Health & Safety

- 4.21.1 All office staff must be inducted and made aware of fire safety procedures and emergency procedures within the building. Safe emergency egress will be provided to a safe and lit muster point for a roll call should there be an emergency.
- 4.21.2 The provision and working environment for staff safety and wellbeing will follow the requirements under the Workplace Health, Safety and Welfare Regulation 1992.
- 4.21.3 All electrical portable appliances are to be visually monitored by their operators and will have a periodic (yearly) combined inspection and report
- 4.21.4 All reasonably practicable steps will be taken by the company in compliance with the Display Screen Equipment (DSE) Regulations 1992, to ensure the health of employees working with DSE, and to ensure that any risk is kept to a minimum. Employees who are frequent users of DSE for the purpose of the company's undertaking as part of their normal work are recognised as DSE users
- 4.21.5 The company will, in consultation with DSE users, implement the following procedures:**
  - 4.21.6 The Health & safety Administrator in consultation with the DSE user will either issue an operator self-assessment or carry out a risk assessment taking into account the DSE, furniture, environment and individual user
  - 4.21.7 Principal risk and control measures for musculoskeletal (MSD), visual issues (eye strain and testing) and breaks/job rotation will be considered
  - 4.21.8 Where, after risk assessment, a vision issue is identified for a frequent user of DSE, the company will arrange for the provision of full eye examination upon request. Where special corrective appliances are prescribed specifically for work at DSE, the company will meet basic cost of suitable lenses and standard frames

#### 4.22 - Monitoring

- 4.22.1 The Contracts Manger will arrange for regular independent work place safety inspections to be carried out by the Company Health & Safety Consultant to ensure performance standards and commitments are being adhered to. These inspections will also take into account sub-contractor work activities, training and safety documentation checks
- 4.22.2 Records are to be retained from all inspections and findings and any remedial actions recommended and undertaken



#### 4.23 - Work Equipment

- 4.23.1 Work equipment includes all portable tools, equipment, plant or machinery used at work
- 4.23.2 The Contracts Director will ensure arrangements are made for all company owned or hired plant to be maintained, inspected and tested in accordance with statutory legislation
- 4.23.3 The Contracts Director shall ensure that all sites have adequate arrangements to inspect plant and machinery in accordance with statutory legislation
- 4.23.4 Work equipment must be safe and suitable for use and have all necessary guards in place during use. Tools and machinery must not be used in any way that can be a source of danger to the health and safety of personnel on site at any time. Any equipment must only be used as per the manufacturer's instructions and be designed for the purpose in which it is being used
- 4.23.5 All plant and equipment will meet relevant standards, CE marking and legal requirements
- 4.23.6 Information, instruction and training will be provided for all employees using tools, plant and machinery owned or hired by the company
- 4.23.7 The Contracts Director / Site Manager, is to ensure that all hired plant and equipment is supplied with the appropriate service/inspection/maintenance records by the hire company and these will be retained
- 4.23.8 Portable Appliance Testing (PAT) will be carried out on all company owned equipment
- 4.23.9 Service/Inspection/Maintenance records of all company owned equipment, plant or machinery will be retained. This will include operator pre-use checks, formal monthly and recorded inspections and certification and resting as required under LOLER 1998 and PUWER 1998
- 4.23.10 Items of plant and equipment covered by specific Statutory Regulations will be examined and records maintained in appropriate registers

#### 4.24 - Mobile Plant

- 4.24.1 Mobile Plant will only be operated by trained, competent and authorised persons
- 4.24.2 Such vehicles that may include but are not limited to: Excavators, Demolition Rigs, Dump Trucks, Skid Steers, MEWPS etc. will not be operated on the public highway unless insured and in compliance to the Road Traffic Act
- 4.24.3 Vehicles should be appropriate to the task, size and suitability for the terrain and surface in which they are being operated. All terrains must be inspected before they are entered checking for ground obstructions, conditions, excavations, voids, buried services or other such hazards that may endanger the safe operation of the equipment. Avoidance or protections must be implemented and agreed where necessary
- 4.24.4 Operator inspections will be undertaken daily or before use and statutory inspections carried out in accordance with the LOLER & PUWER

#### 4.25 - Driving Vehicles at Work and Mobile Phone Use

- 4.25.1 No employee will drive a company vehicle unless they are authorised to do so Managing Director or Office Manager. It is the responsibility of the person in possession of the company vehicle to ensure that it is not used by un-authorized persons
- 4.25.2 Any employee that is required to drive a company vehicle must hold a valid license. A copy of the license must be submitted to the Office Manager/Contracts Director before permission is agreed
- 4.25.3 Employees are strictly prohibited from driving company vehicles while impaired by the influence of alcohol and drugs, both prescription (unless with doctor's note indicating it is safe to do so), non-prescription and/or illegal. Such use will be viewed as gross misconduct
- 4.25.4 All drivers are to carry out pre-start inspections at the beginning of every working day and ensure there is enough oil, fuel, water, hydraulic fluids etc. to run the vehicle safely and without detriment to the vehicle or other road users. Tyres must be checked daily for tread and tyre pressures
- 4.25.5 All drivers must immediately report any accidents, damage, problems or concerns to the Contracts Director
- 4.25.6 Employees must never exceed safe speeds to reach their destination. All agreed arrival times must be met taking into account the circumstances at the time, e.g. weather, road conditions, likely hold ups, distance, time of day etc. Larger distances must be assessed and breaks of 15 minutes for the driver in every two hours is recommended
- 4.25.7 HGV operators must operate the vehicle Tachograph as required under the Department for Transport and VOSA (The Vehicle and Operator Services Agency) Rules on Drivers Hours and Tachographs, Goods Vehicles in the UK and Europe (Revised 2009 GV262-02) and other statutory requirements under operators regulations

**4.25.8 Employees are required to notify the company immediately if:**

- Their licence is endorsed or they are disqualified from driving
- They are no longer able to meet the eyesight requirements set out by the Highway Code
- They are suffering from a medical condition, injury, or taking a course of medicine which affects their ability to drive safely
- They believe the vehicle to be un-roadworthy

**4.25.9 Mobile Phone Use**

- 4.25.10 The use of mobile phones when driving is prohibited. Allow passengers to take the call or ignore the call and call back when it is safe to do so.
- 4.25.11 Employees should only use fully fitted hands free kits when driving, where the phone is held in a cradle and a speak/microphone is permanently fitted to the vehicle or a Bluetooth system is used
- 4.25.12 Mobile phones or hands free kits that require some part of the device to be held while in use are strictly prohibited. In these circumstances, again, you should never make calls or answer the phone. Instead allow the call to go to answer phone or be a missed call. These can be retrieved and replied to when it is safe to do so, i.e. when stationary, safely parked and the engine is switched off

#### 4.26 - Alcohol and Drugs

- 4.26.1 Employees are responsible for their own acts or omissions (Section 7 of The Health & Safety at Work Act 1974); misuse of alcohol or drugs in the work place can constitute a criminal offence and cause serious health and safety risks
- 4.26.2 If you believe that you have a drug or alcohol problem then you should make your manager aware of this and suitable support and counselling can be arranged for you. This will not affect your employment as long as you follow the designated programme and don't bring your problem to work. Any such information will be treated in strict confidence
- 4.26.3 Personnel suspected of being under the influence of drink or drugs at work will be subject to suspension and possible disciplinary including dismissal due to gross misconduct in accordance with company procedure
- 4.26.4 A sub-contractor would be removed from site and referred to their respective employer for appropriate action

#### 4.27 – COVID-19

- 4.27.1 Follow the company COVID-19 Policy
- 4.27.2 Follow government guidance and local restriction as and when applicable

#### 4.28 - Audit and Review

- 4.28.1 An annual audit will be carried out by the Company Health & Safety Advisor who will provide the Managing Director with a report of policy and system compliance across all areas of the business
- 4.28.2 Existing management systems, procedures and safe systems of work will be revised according to the significance of identified failures. The Managing Director shall ensure that all non-conformances, where reasonably practicable, are rectified and brought to the attention of all employees. All employees are to be formally introduced through induction or training to any new systems or equipment introduced
- 4.28.3 All reviews and amendments to the company Health and Safety Policy are to be communicated to all employees