

# HEALTH AND SAFETY POLICY

EXCELLENCE IN CONSTRUCTION,  
TAILORED TO YOUR NEEDS

## REVISION SCHEDULE

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# 1 GENERAL STATEMENT OF POLICY

The Thornton Partnership endeavours to achieve and maintain a safe and healthy work environment for our employees, contractors and all others who may be affected by our operations.

We will maintain and improve a good record of safe and responsible activity by careful planning, organisation, monitoring, control, training and the application of the best trade practices and codes of conduct.

The risks to employees, contractors and all others who may be affected by our activities will be assessed and reviewed. Arrangements will be made to eliminate or control such risks. This will be achieved by:

- Consultation.
- Providing health surveillance as may be required.
- Arranging for competent health and safety advice.
- Instituting procedures to be followed in the event of imminent and serious danger and identifying danger areas.
- providing information to employees of risks to their health and safety and the preventative and protective measures taken.
- Co-ordinating and co-operating with clients and other employees where necessary to promote health and safety.
- Having regard to the capabilities and training of employees in relation to their work.

All employees, sub-contractors and anyone visiting our sites or offices are expected to comply with this policy and actively assist in its implementation.

Our specific aims as a business are to:

- Continue to achieve 0 RIDDOR (Reporting of Incidents Diseases and Dangerous Occurrences Regulations 2013) reportable incidents,
- Compile and implement a wellbeing strategy for the business,
- Achieve ISO 45001 accreditation.

We will ensure that our Health and Safety Policy is regularly reviewed and kept up to date with current legislation and best practices.

Our full health and safety policy is available to review at any of our offices or site offices, by scanning or clicking the below QR code.

This policy is presented in 3 parts:

1. General Statement of Policy (please note that this is available as a stand-alone document, TTP-HSS)
2. The organisation to implement the policy
3. The Arrangements and instructions to Implement the Policy



**VINCE THORNTON**

Managing Director, The Thornton Partnership Ltd.

## 2 ORGANISATION

### 2.1 DIRECTORS RESPONSIBLE FOR SAFETY

The Managing Director, Vince Thornton, has overall responsibility to ensure the Company Health and Safety Policy is implemented. In his absence Tom O'Toole & Alfredas Macenka will perform this duty.

Tom O'Toole & Alfredas Macenka will supervise the drafting, publication, revision, and distribution of the Company Health and Safety Policy. They will ensure adequate financial provision and human resources are available to implement the Company Health and Safety Policy and all statutory requirements.

### 2.2 DIRECTORS AND OFFICERS

Tom O'Toole and Alfredas Macenka are charged with the day-to-day safety management of the departments over which they exercise control. They will:

- Report the Company/Department safety performance and report dangerous occurrences, notifiable incidents, and any notices, to the Board of Directors immediately they are known and ensure that records are kept correctly, and the insurance company informed.
- Ensure a suitable and sufficient assessment of the risks to the health, safety, and welfare of all employees, to which they may be exposed whilst they are at work.
- Make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures initiated to achieve the objectives stated in the general statement of policy set out in part 1 of this document.
- Be aware of the contents of chapter 19 (section 1.1 to 1.7) of The Corporate Manslaughter and Corporate Homicide Act 2007.
- Comply with The Health and Safety at Work etc. Act 1974, The Construction (Design and Management) Regulations 2015, Regulation 5 of The Management of Health and Safety at Work Regulations 1999 and where appropriate The Regulatory Reform (Fire Safety) Order 2005. Refer to Fire Safety in Construction HS (G) 168 and Fire Prevention on Construction Sites 10th Edition August 2022.
- Make arrangements to ensure the Company complies with welfare needs in line the Workplace (Health Safety Welfare) Regulations 1992 and Schedule 2 of The Construction (Design and Management) Regulations 2015 which gives specific instruction on welfare requirements.
- Appoint at least one competent person to assist them in their undertaking, as required by Regulation 7 of The Management of Health and Safety at Work Regulations 1999.
- For each contract, after making reasonable enquiries appoint, or make provision for competent individuals to discharge the duties as required by The Construction (Design & Management Regulations) 2015 (ACOP HSG L153) (Minor Amendments) Specific arrangements are as set out in part 3 of this policy.
- After consultation and agreement appoint individuals and deputies to carry out specific tasks in connection with implementing the Company Safety Policy as required by The Health and Safety (Consultation with Employees) Regulations 1996 (Amended).

- Assess all training needs and make necessary arrangements for these to be satisfied this will include where applicable refresher training and ensure all new employees, both site and office based, receive induction training and any further training which will help them maintain a safe work environment.
- Appoint, or make provision prior to issuing contractor orders for individuals to conduct pre and post vetting of contractors and their appointed contractors as required by The Construction (Design and Management) Regulations 2015.
- Monitor the Company Safety Policies, Work Method Statements, Risk Assessments, Control of Substances Hazardous to Health assessments and standards of contractors (nominated or otherwise) engaged by the Company or coming under the Company's control to ensure the Company Safety Policy is implemented.
- Receive, evaluate, disseminate, and where appropriate, initiate action on all information coming into the Company, which may affect the Company's safety performance.
- Devise consultation procedures at all levels throughout the Company on Health, Safety & Welfare matters as required by The Health and Safety (Consultation with Employees) Regulations 1996 (Amended).
- Arrange for a designated individual (likely Health Safety and Environment Manager) to chair Company Safety Committee meetings, which are held four times a year.
- Ensure the collection, maintenance, and update of authoritative reference material on safe work methods, work equipment and personal protective equipment.
- Ensure the use of the HSE website bulletins are available for reference by all individuals charged with duties under this policy.
- Arrange and supervise investigations into all accidents and dangerous occurrences. Receive and review reports, initiate remedial measures and oversee the submission of statutory reports. Put in place controls, devise procedures, and arrange necessary training to prevent where practicable repeat accidents or dangerous occurrences.
- Make provision for such health surveillance (Company Medicals) as is appropriate to our operations as required by Regulation 6 of The Management of Health and Safety at Work Regulations 1999. Employees who know or believe they may have been exposed to Hazardous Chemicals, Lead, Asbestos, Silicates, Weill's disease, EAA alveoli or symptoms etc. must in the first instance notify their immediate supervisor who will through the Director Responsible for Safety make the necessary arrangements for the employee to see an EMAS appointed Doctor or Consultant. The employee will always be kept fully advised of the findings or recommendations.

## 2.3 PROJECT MANAGERS

The Project Managers are responsible to the Directors. each of these individuals has the day-to-day responsibility for Health and Safety on the sites over which they exercise control.

In their absence the person appointed to fulfil their duties will also perform the duties assigned under the Company Safety Policy

- For contracts under their control, they are appointed:
- To chair site safety meetings, liaise with the client on all matters of safety and comply with the requirements of The Construction (Design and Management) Regulations 2015 and to monitor the standards and methods of work of all individuals falling under his control or of others not under his control but whose methods of work or procedures could have a significant effect on the safety and welfare of his employees or contractors.
- Health and Safety co-ordinator to perform the duties as required by Regulation 11 of The Management of Health and Safety at Work Regulations 1999, regarding co-operation and co-ordination.
- To ensure where given specific duties under The Construction (Design and Management) Regulations 2015 they will ensure compliance with HSE recommendations
- To ensure that emergency and evacuation procedures are tested at regular intervals, ensure records of such drills and tests are kept.
- To make reasonable enquiries as required by the Control of Asbestos Regulations 2012 (in writing) relating to the existence of asbestos containing materials and to obtain copies of reports from the Principal Designer or other individuals charged with the duty to make such information available. If it is believed that asbestos has been found or there are other reasons to suspect that it may be present all work in that, or those areas must cease. If no specific procedure is available, the Health and Safety Executive (HSE) em1 (Asbestos essentials) guidance document should be adhered to. The areas must be secured against accidental entry, signs must be posted. No further works may continue until the material has been analysed by an independent analyst and either provision made to remove the suspect material, or a certificate is issued stating the areas are free from asbestos.
- To ensure where works of a hazardous nature are undertaken that strict monitoring and control of the conditions of the company Permit to Work system are complied with, a breach of such conditions will lead to the immediate suspension of the permit until the agreed conditions of the permit are re-established and the permit is signed, only then will work be permitted.
- To ensure the Managing Director and Health Safety & Environment Manager is notified immediately of any dangerous occurrences or notifiable incidents and ensures records are kept.

Their statutory duties are:

- To conduct, in conjunction with the Site Manager, hazard and risk assessments, control of hazardous substances and manual handling assessments for the identification, elimination or control of hazards at the earliest stage in every operation and monitoring the effectiveness of controls provided and to ensure that good housekeeping standards on sites are adopted and maintained.



- A hazard is anything with the potential to cause harm or injury and is to be assessed on a scale of 1 to 5, with 1 being the lowest hazard rating. The scoring is based on the severity of the harm should it occur.
- Likelihood of a hazard causing harm or injury and is to be assessed on a scale of 1 to 5 with 1 being the lowest risk rating. The scoring is based on the likelihood of the occurrence based on the task.
- Note: The result of the hazard/risk assessment is to be calculated by the multiplication of severity and likelihood to give an overall risk rating.

- Risk Rating Scale:

		SEVERITY				
		NO INJURY	MINOR INJURY	MODERATE INJURY	SIGNIFICANT INJURY	FATALITY
LIKELIHOOD	VERY UNLIKELY	1	2	3	4	5
	UNLIKELY	2	4	6	8	10
	LIKELY	3	6	9	12	15
	VERY LIKELY	4	8	12	16	20
	ALMOST CERTAIN	5	10	15	20	25

- To assess, in conjunction with the Site Manager, the training needs of all employees who use work equipment which fall within the scope of The Provision and Use of Work Equipment Regulations 1998.
- In conjunction with the Site Manager, to only allow authorised individuals on to site, control and monitor all site activities, develop, and implement the Construction Phase Health and Safety Plan and to ensure the maintenance of Site Health and Safety documentation.
- To ensure first aid boxes, first aid equipment, personal protective equipment, work rooms and equipment and welfare facilities are provided and maintained in serviceable condition.
- To ensure approved risk/control of substances hazardous to health assessments, method statements, and all necessary documentation (to include where necessary the Construction phase Health and Safety Plan) are available at all workplaces from commencement and throughout the programme of works.
- To ensure that throughout the works the Company Safety Policy is implemented.
- To consult, to receive and take appropriate action on all information and suggestions that may further the objectives of the Company Safety Policy.
- To ensure on completion of the contract that information necessary for the Health and Safety File is delivered to the Principal Designer/Client.
- To make arrangements for the correct disposal of all wastes and effluents in compliance with The Environmental Protection Act 1990. Personnel on smaller contracts are to have a good understanding of waste management, recycling and reuse of site waste, The Environmental Protection Act, and relevant codes of practice (Waste Management, The Duty of Care).
- To act as co-ordinator at the site establishment phase of contracts, to implement the requirements of The Regulatory Reform (Fire Safety) Order 2005 and the advice given in the Joint Code of Practice on The Protection from Fire on Construction Sites and Buildings Undergoing Renovation 10th Edition Aug

2022 Reference should be made to Fire Safety in Construction Work HSG 168 and HSG144 The Safe use of Vehicles on Construction Sites.

## 2.4 SITE MANAGERS & SUPERVISORS

Are responsible to the Project Managers. They will at commencement or as soon as is reasonably practicable:

- Appoint a competent person to act in their absence
- Be aware of, develop and implement the Construction Phase Health and Safety Plan and provide necessary information to the Principal Designer for inclusion in the Health and Safety File.
- Be in possession of all information necessary to ensure operations and procedures are carried out in accordance with relevant HSE Guidance Notes, Manufacturer's recommendations and method statements approved by the Project Manager.
- Have in their possession all relevant Regulations, prescribed forms and registers appropriate to the current operations, exhibit on site relevant notices and make available the Company Safety Policy.
- Make, maintain, and preserve all statutory records and documents, which must be passed to the Process Manager at the completion of the contract for storage.
- Supervise trades foremen, contractors, and all individuals on site, ensure when employing foreign workers that at least one in four has fluent English and ensure the Company Health & Safety Policy is implemented.
- Ensure all work equipment, personal protective equipment and emergency equipment required is available and maintained in serviceable condition to the manufacturers and regulatory recommended standard, and ensures it is used where appropriate.
- Devise and implement, and where required, test site Emergency and Evacuation plans as stated in the Construction (Design and Management) Regulations 2015, display Emergency and evacuation notices where all affected can see them.
- Carry out a workplace/task assessment in order to maintain first aid provision to a level appropriate to the operation (The Health and Safety (First Aid) Regulations 1981 (Revised October 2013 Code of Practice L74 revised 2009). Appoint sufficient First aiders/ Appointed Individuals (such individuals must be clearly identified during the induction process; sites must display names and contact details in site office and adjacent to all first aid boxes). to take charge in the event of illness or injury and instruct / appoint someone to act as their deputy.
- Making reasonable enquiries (in writing) relating to the existence of asbestos containing materials and to obtain copies of reports from Clients and Principal Designers or other persons charged with the duty to make such information available. If it is believed that asbestos has been found or there are other reasons to suspect that it may be present all work in that, or those areas must cease. Follow the guidance as in the Health and Safety Executive (HSE) em1 (Asbestos essentials) document. The areas must be secured against accidental entry, signs must be posted. No further works may continue until the material has been analysed by an independent analyst and either provision made to remove the suspect material, or a certificate is issued stating the areas are free from asbestos. Site

personnel should be suitably trained to identify possible asbestos containing materials and be vigilant during works.

- Site manager/responsible individuals have control of all substances that may be hazardous to health on or coming onto site and must apply the Company Control of Substances Hazardous to Health system.
- Operate and monitor the Company Electricity at Work Regulations scheme.
- Make and display site rules, ensure personal protective equipment is correctly kept and properly maintained and replaced as required.
- Reduce noise on site to the lowest practicable level and comply with The Control of Noise at Work Regulations 2005. Also refer to guidance note L108 Reducing Noise at Work 2021
- Make adequate provision for HAV (Hand arm vibration) assessments and if necessary WBV (whole body vibration) assessments in line with The Control of Vibration at Work Regulations 2005 and INDG242 prior to equipment being used, also ensure work times are adhered to.
- Carry out risk assessments and implement measures to eliminate or control hazards when previously unidentified items are detected.
- Give instructions to all individuals working on site, (or those who may be affected by operations of any serious or imminent hazard to which they may be exposed), in the measures needed to protect them when they should stop work and proceed to a place of safety together with the means of so doing. Nominate and instruct sufficient individuals to assist in discharging this duty.
- Consult, receive, transmit and where appropriate act upon information and suggestions concerning the safety performance of the Company. Encourage the active participation of individuals under their control to further the objectives of the Company Health & Safety Policy.
- Report all accidents, illnesses and dangerous occurrences to their Director/Contract Manager and the Health and Safety Manager. In case of death, serious injury and dangerous occurrences, notify the enforcing authority (see clause 3.24) by the quickest available means as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2012
- Identify and clearly mark hazardous areas and take the necessary steps to prevent unauthorised access. Ensure site-specific risk assessments are produced and made available to operatives and ensure that the control measures identified on the risk assessment are adhered to.
- Ensure all waste is correctly stored and disposed of in accordance with the site waste management plan, The Environmental Protection Act 1990 so far as is reasonably practicable pollution of the atmosphere by the discharge of dusts, smoke or fumes and prevent the unauthorised discharge of effluent into coastal waters, rivers, streams, or public sewage systems.
- Act as Site Fire Safety Co-ordinator and carry out the duties specified in The Joint Code of Practice on the Protection from Fire on Construction sites and Buildings Undergoing Renovation 10th Edition Aug 2022 and The Regulatory Reform (Fire Safety) Order 2005.

- Ensure that notices served by the HSE/Environmental Health Officer/HM Inspector of Health and Safety, or other regulatory body are immediately passed on to the Project Manager/Health & Safety Manager.

## 2.5 OPERATIVES

Are responsible to the Site Manager. Operatives will:

- Be in possession of the information and skills required to safely carry out the work for which they are employed.
- Report to the Site Manager:
  - defective plant, machinery, tools, and other equipment,
  - systems of work or conduct that constitute a hazard,
  - any unsafe working conditions,
  - Information and suggestions which may assist the safety performance of the company,
  - All accidents or dangerous occurrences,
- Correctly use all tools, plant, machinery and items of safety equipment and personal protective equipment when appropriate or when so directed by a person in authority. Failure to use or to misuse Personal Protective Equipment may lead to disciplinary action.
- Work in a manner, which ensures their own safety and that of others who may be affected by their activities.
- Be aware of, comply with and assist the Site Manager's in discharging their duties relating to, the Site Emergency Plan and Evacuation procedures, and the control of pollution and environmental protection measures.
- Fully co-operate in the implementation of the Company Safety Policy and Site Health and Safety Plan.

## 2.6 HEALTH SAFETY AND ENVIRONMENT MANAGER

The Directors share the duties of the Health and Safety Manager and may delegate responsibility of various health, safety and environment tasks to the manager. The manager will:

- Assist in the organisation and identification of suitable training for individuals from recognised training providers.
- Liaise between Contract Managers/Site Managers and the Directors.
- Act as Chairperson at Company Safety Committee meetings and will ensure the minutes of the meeting are circulated to all staff.
- Distribute relevant health and safety information from the Health and Safety Executive (HSE) and from other relevant associations to directors, staff and sites.
- Carry out health and safety inspections on all live construction sites on a regular basis, providing reports for circulation to senior management.

- Compile and complete monthly health and safety reports
- Assist the commercial and site teams with any health, safety and environment queries
- Compile pre-construction documents prior to the commencement of a project
- Take on the role of sustainability co-ordinator, including compilation of data, recording and reporting.
- Attend client safe start meetings as well as in-house review meetings to ensure that health and safety elements of works have been considered.
- Report on and carry out investigations against accidents, incidents and reports of ill health arising from the work environment.

## 2.7 COMPANY OFFICE MANAGER

Alfredas Macenka is appointed to administer and monitor safety arrangements in the company office and will report to the Director responsible for safety. The Office Manager will act as his/her deputy.

They will carry out a risk assessment as required by Regulations 3 and 4 of the Management of Health and Safety at Work Regulations 1999 and The Display Screen Equipment Regulations 2002 they will also arrange for all new individuals employed to work in the offices are fully inducted and are made aware of the emergency procedures and emergency escape routes. they will ensure:

- The terms and the requirements of The Regulatory Reform (Fire Safety) Order 2005 are observed e.g., Evacuation routes and Emergency Exits are marked and kept clear.
- Arrange for a fire risk assessment to be carried out and maintain a record of all individuals entering and leaving the premises.
- Hazardous areas are identified and clearly marked, and the necessary steps are taken to prevent unauthorised access.
- An emergency and evacuation procedure is devised including the nomination of individuals to raise the alarm, summon assistance and call the roll at designated assembly points. All arrangements and equipment are checked at regular intervals and a rehearsal is held at least every six months and ensures a record of such checks and rehearsals is kept.
- First aid provision is made and maintained to an appropriate standard as required by the First Aid Regulations 1981 (amended October 2013) and as recommended in the Code of Practice (L74 revised 2009). Ensure a person is appointed with a deputy to take charge in the event of illness or injury and travelling first aid kits are issued to individuals as required.
- The reporting of accidents and dangerous occurrences as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 amended 2012 is carried out and the records maintained.
- The Company Control of Substances Hazardous to health fulfils the requirements of The Control of Substances Hazardous to Health Regulations 2002 amended 2004. Sixth Edition 2014

- Waste produced on the premises is stored and disposed of in accordance with The Control of Pollution Act 1990 and The Waste Management, Duty of Care Regulations 1991.
- The training requirements for individuals under her control are assessed and report such needs to the director responsible for Safety.
- The Company Electricity at Work Scheme is applied to the premises and work equipment under her control.
- Provide inductions for all staff, arrange for regular fire drills, and ensure all employees either have or have available to them a copy of the Company Health & Safety Policy.

## 3 APPROVED WORKING PRACTICES AND USE OF EQUIPMENT

### 3.1 GENERAL

Copies of the Staff Handbook and relevant documents and policies are held at the Company Offices. These are the standard works of reference for all individuals charged with specific responsibilities under the Company Safety Policy.

Individuals named or charged with duties under this policy must ensure operations are carried out in accordance with established safe working practices and they should consult reference material held at the Company office/s or seek advice. Sources of information including external consultants, manufacturers, suppliers, trade organisations and the Health and Safety Executive.

### 3.2 EMPLOYMENT

#### *The Working Time Regulations 1998*

The Company representative engaging a person for employment or having an existing employee under his/her immediate supervision must ensure after making reasonable enquires that:

- They do not suffer any illness or disability, and are not undergoing treatment or medication, which would constitute a hazard to them or others when carrying out their work. Note: Registered Drug Addicts or Registered Alcoholics are required to make the facts and circumstances known to their immediate supervisor who will inform the Director responsible for Safety.
- Any employee or contractor found in possession of any substance or found using any substance or imbibing of alcohol that would or will render him unfit for work, will be dismissed immediately from the site in the first instance and may subsequently be dismissed from the Company after a formal disciplinary hearing.
- They are competent to carry out the work for which they were engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.
- Every employee is issued with a copy of, and is fully conversant with, the Company Safety Policy and agrees (in writing) to co-operate in the implementation of the Policy. Further they will ensure the employees understand the importance, which the Company places on achieving the objectives of the Policy. Employees are advised that breaches of this Policy or Health and Safety Legislation may (subject to normal disciplinary procedures which are set out in the employee's terms and conditions of employment) give rise to termination of employment. A copy of the company formal disciplinary procedures is available at the Company Offices and will be issued to all employees on appointment.
- They are made aware of the hazards to which they may be exposed during their employment and the preventive and protective measures taken to control such risks. They must be informed of the Emergency Procedures and Evacuation Plan and the findings of the Fire Risk assessment, the First Aid and welfare arrangement at their place or work.
- Employees understand that it is a condition of employment by The Thornton Partnership Ltd that they inform their immediate supervisor (or in case of matters which they wish to treat as confidential to the Managing Director of any illness, disability, medication, or other condition to which they are subject which may constitute a hazard to themselves or others in the course of their work.

### 3.3 THE HEALTH & SAFETY OF YOUNG INDIVIDUALS

#### *The Management of Health & Safety at Work Regulations 1999*

Young individuals under the age of 18 years of age will only be employed where circumstances allow for adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant machinery or work equipment is to be used the young person will be trained by a competent person and under constant supervision.

### 3.4 EQUALITY

#### *The Equality Act 2010*

A suitable and sufficient assessment will be made (prior to the employment or placement of individuals falling into the scope of the Act) of the facilities and access arrangements, where necessary access arrangements will be adapted. Very careful consideration will be given to ensure the Health Safety & Welfare of such individuals, especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises. The Company is an Equal Opportunities Employer; individuals are employed based on merit and skill.

### 3.5 INFORMATION

The efficient gathering, evaluation, and publication of information on safe working practices (Approved Codes of Practice) occupational health, control of pollution and environmental protection is a basic requirement for the safe operation of the Company.

Information and suggestions concerning any aspect of the Company's safety performance gathered by personal observation, reports from outside bodies, manufacturers, publication etc. coming to the possession of any employee should be communicated to the Company Safety Committee via The Health and Safety Manager for evaluation, publication on the Company's notice boards and where appropriate, inclusion in the Company reference collection or Safety Policy.

Reports of such information should be passed through normal Company health and safety channels (i.e., via H&S Manager). Urgent, personal, or confidential matters should be communicated to the Managing Director direct.

The Company Safety Committee, which will meet four times a year, will be used as a forum at which all information, developments, requirements, and suggestions will be reported, discussed, and actioned. Safety performance will be monitored, objectives set, and progress assessed.



## 3.6 SAFETY COMMITTEE

Representation:

- Project Manager
- Site Agent
- Trades Foreman
- Operative
- Office Manager

Agenda:

- Apologies for absence
- Minutes of previous meeting
- Matters arising
- Report on Company performance (Chairman)
- Representative reports
- New legislation
- Health Safety and Welfare
- Training requirements
- Any other Business

Note: Reports where possible should be in writing

The Director responsible for Safety will publish the minutes of the Safety Committee Meeting by way of memoranda or amendments or additions to the Company Safety Policy.

## 3.7 ENVIRONMENT

*The Environmental Protection Act 1990*

*The Environment Act 2021*

*The Pollution Prevention and Control (England and Wales) Regulations 2002*

*The Control of Pollution (Oil Storage) (England) Regulations 2001*

*The Control of Substances Hazardous to Health Regulations 2002*

*The Hazardous Waste Regulations 2005*

As a main contractor we use a registered carrier of Controlled Waste. The Company will conform to the requirements of the above legislation.

Individuals charged with duties under Part 2 of this Policy will familiarise themselves with, and conform to, the above.

The Company will conduct its operations to ensure:

- Noise is reduced to a minimum.
- The production of dust, smoke and fumes are kept to a minimum and controlled.
- No unauthorised discharges are made into any coastal waters, rivers, streams, or public sewers.
- The Company Environmental Policy is implemented wherever practicable.

### 3.8 HEALTH SAFETY. AND WELFARE ADVISERS

The Company employs internally a health, safety and environment manager with access to additional external advise and services where required. These persons provide the business with:

- Advice on existing, new, and proposed legislation.
- Reports.
- Planned and random site safety visits.
- Training.
- Hazard identification and risk assessment training.
- General safety advice and research.
- Accident investigation.
- Noise surveys.
- Dust surveys.
- Environmental monitoring.
- Asbestos analysis & identification.

All persons providing advice on Health, Safety and Environment matters must be qualified by examination and a member of an institution and /or recognised safety organisation.

The HSE Manager is to be made aware of all projects so that a suitable schedule of documents and inspection can be collated.

Copies of reports from the HSE Manager will be received by the Directors who will monitor Company performance. In addition monthly health and safety reports are compiled and circulated to all directors as an overview of company practices.

Contract Managers and Site Managers should make use of the HSE Manager to assist in the discharge of their responsibilities under the Company Safety Policy.

### 3.9 REPORTING INCIDENTS

#### *Reporting Injuries Diseases and Dangerous Occurrences Regulations 2013*

Individuals responsible for the reporting of accidents and dangerous occurrences should immediately notify the HSE Manager and refer to Health and Safety Series booklet HSG 23 on the subject, records of such reports must be kept.

Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence on or attributable to any site, premises, or operation for which The Thornton Partnership Ltd are responsible must report the facts to the person immediately in charge without delay.

The person in charge of the site will in cases of death, serious injury and dangerous occurrences as specified in the Regulations, make a report by the quickest available means to the enforcing authority (usually the local office of the Health and Safety Executive) and the HSE Manager.

Illness, serious injuries, damage, or dangerous occurrences will be reported to the Site Manager and the HSE Manager who will cause the necessary records to be made.

An Accident Book (Form B1 510 ISBN No 07176 26032) required to be kept by employers by Regulation 23, Social Services (Claims and Payments) Regulations will be kept at all sites and at the company office for the use of individuals wishing to notify Head office of injuries that have occurred on any of its sites or premises in accordance with Section 88 Social Services Act 1975. Such details must be sent to secure storage as required by the Data Protection Act.

All entries in the register (Form B1 510) will be brought to the attention of The Project Manager and/or The HSE Manager who will institute any investigation or other action required.

### 3.10 HEALTH AND WELFARE

#### *The Construction (Design and Management) Regulations 2015*

The Company will where appropriate and before work commences make such arrangements as are necessary to fully comply with Schedule 2 of the Construction (Design and Management) Regulations 2015; the Company will notify other contractors that such facilities are to be provided for them within any shared workplace as appropriate.

### 3.11 FIRST AID

#### *The Health and Safety (First Aid) Regulations 1981 Revised 2012*

Individuals in charge of sites and premises must ensure the requisite number of First Aiders or appointed individuals are available at places of work, first aid equipment (and the contents of first aid boxes are checked weekly) is of a standard recommended by the HSE, equipment kept in their personal charge or that of an appointed person. They will take charge in the event of illness or injury and appoint a person to act in the event of their absence.

Where conditions, materials, processes, or equipment cause special hazards appropriate additional arrangements must be made.

Individuals working away from sites or premises (i.e., maintenance staff) will be issued with travelling first aid and small fire extinguishers kits by the Company Office Manager or appointed person.

### 3.12 PREVENTION OF TRESPASS

#### *Protecting the Public. Your Next Move Refer to HSG151*

Steps must be taken to prevent unauthorised access to sites. As a general policy (subject to assessment) all sites will be enclosed by a 2-metre fence constructed from difficult to climb material and closed by gates of similar height which can be secured when the site is unattended, consideration must also be given to gaps under gates and fences.

If such a perimeter fence cannot be provided excavations must be fenced, vehicles and plant immobilised, stores of material stabilised, electricity and gas isolated and secured, access to elevated areas prevented and whatever other precautions necessary to minimise danger taken. Excavations must be fenced or covered if there is foreseeable risk of individuals falling into them.

### 3.13 WORKING PLACES

*The Construction (Design and Management) Regulations 2015*

*The Work at Height Regulations 2005*

The above Regulations set the standards for places of work and must be complied with; several Regulations are subject to, 'so far as is reasonably practicable'. Careful consideration must be given to Regulations where this caveat exists.

The Regulations are set out in the following order:

- PART 1 Reg. 1. 2. & 3. - Deal with Citation, Commencement, Interpretation and Application.
- PART 2
- CDM REG 2 & 3 - Duty Holders.
- CDM REG 4 - Clients Duties in relation to Managing Projects
- Falls of individuals. (See also Work at Height Regs 2005)
- WAH Reg. 7 - Fragile materials.
- WAH Reg. 8 - Falling objects materials.
- CDM Part 4 Reg 19 - Stability of structures.
- CDM Part 4 Reg 20 - Demolition and Dismantling.
- CDM Part 4 Reg 21 - Explosives.
- CDM Part 4 Reg 22 - Excavations.
- CDM Part 4 Reg 23 - Cofferdams and Caissons.
- CDM Part 4 Reg 26 - Prevention of drowning.
- CDM Part 4 Reg 27 - Traffic routes.
- CDM Part 4 Reg 28 - Vehicles.
- CDM Part 4 Reg 29 - Prevention of risk from fire etc.
- CDM Part 4 Reg 31 - Emergency routes and exits.
- CDM Part 4 Reg 30 - Emergency procedures.
- CDM Part 4 Reg 32 - Fire detection and firefighting.
- CDM Schedule 2 - Minimum Welfare facilities.
- CDM Part 4 Reg 33 - Fresh air.
- CDM Part 4 Reg 34 -Temperature and weather protection.
- CDM Part 4 Reg 35 - Lighting.
- CDM Reg 27 - Good order.

Copies of these Regulations are available within the company SharePoint or free to download on the HSE website. The Company will comply with the above Regulations.

### 3.14 FRAGILE ROOFS AND OTHER AREAS OF DANGER

*The Work at Height Regulations 2005*

Work must not be undertaken until the necessary risk assessment has been completed and authority (Permit to Work) given in writing by The Site Manager, or The Contract Manager reference should be made to HSG 33.

### 3.15 MEANS OF ACCESS

All access equipment will conform to the Work at Height Regulations 2005, The Construction (Design and Management) Regulations 2015 and current British Standard Codes of Practice. Improvised means of access will not be used.

### 3.16 SCAFFOLDS

Orders placed for scaffolds must require compliance with The Work at Height Regulations 2005, The Construction (Design and Management) Regulations 2015 and BS EN12811-1(2005) and must specify the intended use and anticipated loads. Designs for scaffolding must be on site prior to scaffold erection commencement.

Scaffolding designs as far as possible should be to best practice TG20:13 and/or TG20:21.

Before adopting and using scaffolds, a handing over certificate must be obtained from the erector, be on the site and the scaffold must be visually inspected by the person in charge of the site. The designer or a qualified engineer must approve scaffolds have been constructed to the design provided.

Scaffolds will be inspected before being taken into use by the person in charge and at the intervals required by statute. All inspections must be recorded in an approved format and immediate action taken to remedy faults.

Warning notices will be posted on all incomplete or otherwise unserviceable scaffolds.

Only competent individuals specifically authorised by the person in charge of the site will make additions and alterations.

The designer or engineer must approve additions and alterations to design structures in writing.

Individuals working on cradles or suspended access platforms must be fully trained in their safe use, they will be provided with and use fall arrest equipment (e.g. full sit in harness conforming to BS. EN/CE) as required by The Lifting Operations and Lifting Equipment Regulations 1998.

### 3.17 TOWERS

Towers will be erected by competent trained individuals and used in accordance with the manufacturer instructions. If fabricated from tube and fittings they must comply with the relevant British Standard Code of Practice and the recommendations in the Construction Safety Manual.

Mobile towers must never be moved when any person is aboard and must be inspected at the intervals required by the Work at Height Regulations 2005.

### 3.18 LADDERS STEPS, TRESTLES, ETC.

Will not be used unless:

- a full risk assessment has been produced explaining why a ladder/steps/trestles is/are to be used and the provisions made to prevent falls of individuals or materials from such equipment.
- the person in charge of the site or other competent person has inspected them and is satisfied that they are serviceable. (a record of inspections should be kept on site) Ladders will be secured, footed, or braced to prevent movement; fall arrest equipment may be required. Note: - Footing a ladder will not prevent sideways movement and should only be considered as a last resort and the reason fully explained in the risk assessment.

### 3.19 GENERAL ACCESS EQUIPMENT

No defective item of access equipment will be kept on any operational site. Defective items should be labelled and returned to the supplier without delay.

### 3.20 ABRASIVE WHEELS

Individuals in charge of sites will ensure operatives who are required to use abrasive wheels are competent to operate and instructed in the safe use of abrasive wheels, and that they are issued with and wear, eye protection and gloves to the appropriate current BS. The equipment must carry the relevant EN/CE marking. Abrasive wheels equipment will be suitably stored and used in areas where machines are kept clear and free from obstruction.

### 3.21 LIFTING EQUIPMENT, LIFTING OPERATIONS AND LOADS

*The Lifting Operations and Lifting Equipment Regulations 1998*

Before taking lifting appliances etc. into use on sites the person in charge of the site must be satisfied that the appropriate test, thorough examination, or stability certificate has been issued and is available on site from the commencement of lifting operations. For Tower Cranes they will also be responsible for ensuring the correct fee and notice is sent to the HSE and/or local authority. The person carrying out the required tests and examinations must be able to provide proof of their qualifications. {Refer to Regulation 8 Appointed Individuals and BS 7121 Part 1}

As a minimum for all lifts using a mobile, mounted or tower crane a lifting plan must be in place and available for inspection and completion by the competent person on site. It is preferred that the lifting plan is carried out by the employed competent AP.

Periodic examinations etc. must be carried out as required by the regulations, an examination scheme will be developed for the company which will include provisions for the statutory reporting of defective equipment, and specified records will be kept.

Safe working loads must be prominently marked on the machines and must never be exceeded during use.

Only trained competent individuals over the age of 18 may be appointed to operate equipment. Preference will be given to holders of the Construction Industry Training Boards or similar Plant Operators Certificates.

### 3.22 EXCAVATIONS

*The Management of Health and Safety at Work Regulations 1999*

*The Confined Spaces Regulation 1997*

*The Construction (Design and Management) Regulations 2015*

*The Work at Height Regulations 2005*

A risk assessment will be produced and be available on site before any excavation works are commenced. The site must be surveyed using electronic detection apparatus to locate buried services. Reliance must not be placed on Public Utility maps and plans. Steps must be taken to ensure all underground services are located and made safe.

Sufficient materials for the adequate support and guarding of excavations must be on site before work is commenced.

Safe means of access and egress must be provided for all individuals working in excavations at all times, tools, equipment, materials, and spoil must be at least 1.5 metres from the edge of the excavation to prevent risk of injury to individuals working in the excavation. Edge protection as required by the Work at Height Regulations 2005 must be installed to prevent falls. Battering/Stepping should be considered and designed by a competent person. The angle of battering and repose should be calculated and evidenced in site documentation.

The danger of the accumulation of toxic fumes and suffocating gases in excavations or other confined areas even when open to the atmosphere should be appreciated. Steps must be taken to establish there is no danger before workers are allowed to enter or remain in an excavation.

The operation of vehicles or heavy work equipment near excavations can cause collapse and must be prevented.

All excavations must be inspected before each shift (inspected before each renewal of work/or every time the excavation is left) (by the person in charge of the site, or competent person appointed by him/her) or more frequently if conditions demand. Records will be kept of all such inspections.

### 3.23 WORK EQUIPMENT AND VEHICLES

*The Provision and Use of Work Equipment Regulations 1998*  
*The Control of Vibration at Work Regulations 2005*

All work equipment used in connection with the operations of the Company whether owned, leased, hired, supplied by contractors, employees or otherwise provided for work must comply with the Regulations. (All handheld tools and plant must have HAV ratings attached to them)

Individuals charged with duties in part 2 of this policy in respect of provision, use and maintenance of work equipment and provision of training will follow the guidance to the Regulations published by the Health and Safety Executive. For woodworking machines refer to L114 Code of Practice

All hired, leased, new and newly acquired second-hand equipment provided for use must comply with all the Regulations.

Operators of machinery will be appointed by the person in charge of the site; they will ensure they are fully instructed and competent in the safe operation of the equipment. Preference will be given to individuals who have attended an approved course or hold an appropriate Construction Industry Training Board Operators certificate. Copies of their training certificates must be on site prior to commencement of use of machinery or plant. Refer to HSG 144.

Vehicles or machines, which are in any way faulty, must not be used until the faults are rectified.

Individuals in charge of sites must ensure safe access for vehicles and take steps to prevent vehicles entering unsafe areas. They will, so far as possible, prevent company vehicles leaving site in an over loaded or dangerous condition. They must be vigilant and prevent vehicles or machinery, which do not conform to the standards of safety demanded by The Thornton Partnership Ltd being used in areas for which they are responsible.

### 3.24 MANUAL HANDLING

*The Manual Handling Operations Regulations 1992 amended 2002*

The application of the Regulations and adherence to the guidance published by the Health and Safety Executive will form an important element in the drive to reduce injury in the Company operations. Mechanical lifting equipment will be used wherever practicable; this will avoid manual handling injuries.

The identification of hazards and the elimination or control of risks must take place at the earliest opportunity in each operation. Where possible assessments will be made, and remedial measures taken at the planning stage. When tasks which pose risk of injury through manual handling are undertaken, the person immediately in charge of the operation will be responsible for carrying out an assessment and taking action if such action has not already been taken or if the circumstances have changed.

The Director responsible for safety will ensure training is provided to enable those charged with responsibilities under these Regulations to properly discharge them. He will also ensure resources are provided to reduce the need for manual handling to the minimum.

### 3.25 EMERGENCY PROCEDURES

*The Management of Health and Safety at Work Regulations 1999*

*The Construction (Design and Management) Regulations 2015*

*The Work at Height Regulations 2005*

The person in charge of a site or premises in consultation with other designated or appointed individuals will make arrangements appropriate to the local circumstances to deal with emergency situations (fire, explosion, spillage and contamination, rescue etc). they will:

- Induct and maintain a record of individuals on the site or premises.
- Carry out a survey, assess risks, devise, and publish a plan for the rescue of individuals using fall arrest/fall restraint and rope access equipment.
- Obtain the equipment deemed necessary to deal with foreseeable emergencies (firefighting equipment, emergency lighting, means of escape, containment etc.)
- Ensure sufficient emergency exits and escape routes are provided, kept clear, adequately lit, and properly marked.
- Designate an assembly area in the event of evacuation, appoint a person and nominate a deputy to account for individuals known to be on site.
- Appoint a person and nominate a deputy to summon assistance and where appropriate sound the alarm.
- Appoint a person to take charge in his/her absence.
- Ensure all individuals affected are aware of the arrangements made, instructed in the use of equipment provided and procedures established and carry out drills and rehearsals.
- Complete the emergency information card, which will be posted adjacent to the site telephone or near the first aid equipment.



## 3.26 CONFINED SPACES

*The Confined Spaces Regulations 1997*

Prior to entering any confined space, a suitable and sufficient assessment shall be produced in writing. The assessment must include information about the quality of the air inside and immediately outside the confined space. The type of work to be undertaken, the duration of the work, how many individuals are to enter, what equipment is to be used inside and immediately outside the confined space and must give precise information about emergency and evacuation procedures, what rescue and resuscitation equipment will be available and must give the names of the individuals who are trained to carry out such rescues and use the resuscitation equipment.

## 3.27 HAZARDOUS SUBSTANCES AND CONTINGENCIES

*The Control of Substances Hazardous to Health Regulations 2002*

*The Control of Asbestos Regulation 2012*

*The Control of Lead at Work Regulations 2002*

*The Chemicals (Hazard Information & Packaging) (Amendment) Regulations 2009*

*The Pollution Prevention and Control (England & Wales) Regulations 2002*

*The Hazardous Waste Regulations 2005*

*The Waste Electrical and Electronic Equipment Regulations 2013*

It is the responsibility of the Project Manager and Site Manager to make full rigorous enquiries at the earliest stages, when introducing new products onto the site and throughout every operation to identify substances falling within the scope of The Control of Substances Hazardous to Health Regulations and The Control of Asbestos Regulations. They are to initiate and check site specific and generic assessments, maintain, and update the Company Control of Substances Hazardous to Health system and comply with the legislation controlling work with asbestos, lead, and radioactive substances etc. If asbestos is identified during the work process all work in the immediate area must cease, follow the Health and Safety Executive (HSE) Guidance document em1 (asbestos essentials). The area must be secured to prevent accidental access. Work must not re-commence until the necessary tests have been carried out and controls have been put in place to prevent employees and others being exposed to hazards.

Site Managers and other individuals charged with duties in respect of other Company areas and operations must also operate the Company Control of Substances Hazardous to Health system which includes adequate provision for the safe storage (Haz Chem Lockers or Haz Vaults) transport and disposal.

All employees must be alert to the potential dangers of unidentified materials, ACM's, pipelines, and cables which may be unexpectedly encountered in the course of operations.

In such events the individuals in charge of the site must be immediately informed and he/she will be responsible for taking action to protect all that may be affected and to contact the Project Manager to determine further action.

Examples of hazards that may be encountered are asbestos, chemical waste, lead, contaminated land, explosives, and fuels, munitions, and unmapped mains services.

## 3.28 PERSONAL PROTECTIVE EQUIPMENT

*The Personal Protective Equipment at Work Regulation 2022*

*The Control of Lead at Work Regulations 2002*

*The Ionising Radiation's Regulations 2017*

*The Control of Asbestos Regulations 2012*

*The Control of Substances Hazardous to Health 2002 (amendment) Regulations Sixth Edition 2013*

*UK REACH (Registration, Evaluation, Authorisation, and Restriction of Chemicals) As amended 2022*

*The Control of Noise at Work Regulations 2005 (Ref. L108 Reducing Noise at Work Guidance).*

*The Work at Height Regulations 2005*

*The Confined Spaces Regulations 1997*

*The Control of Vibration at Work Regulations 2005*

Suitable personal protective equipment will be provided, maintained, and inspected for all individuals who may be exposed to risk to their health or safety except where, and to the extent that the risk has adequately been controlled by other means. It is the responsibility of the person in charge of the workplace or site to ensure that adequate safe clean storage is provided for all P.P.E

The Regulations and guidance published by the HSE, manufacturers and the industry associations will be followed by individuals charged with duties by Part 2 of this Policy in the selection, purchasing, issue, use, storage, maintenance, provision of information or training, or who are in any way conducting Company operations where PPE is involved. Where necessary Company guidance will be provided by the Director Responsible for Safety to ensure safe use.

Exposure to adverse weather, ionising radiation's, noise, vibration, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to Personal Protective Equipment.

### **3.29 HEAD PROTECTION**

It is the policy of this Company that head protection must be worn by all individuals at all times whilst at work on any site (unless otherwise exempt by statute). Construction Manager/Project Managers approval in writing will be required if other areas are to be exempt. A Written Risk Assessment must be submitted to either the Construction Manager or the Project Manager for approval before any area is exempted. The exemption will only be valid subject to the risk factor remaining unchanged.

This requirement is a condition for employment by the Company.

Individuals in charge of work sites will ensure compliance with this rule and will suspend from site anyone who does not comply. They will ensure warning signs and notices are displayed where necessary to inform all individuals who may be at risk.

Individuals in charge of work sites will ensure an adequate supply of clean serviceable safety helmets is available for all individuals visiting the site.

### **3.30 NOISE**

Individuals in charge of sites or workplaces are responsible for ensuring compliance with The Control of Noise at Work Regulations 2005 Refer to L108 Reducing Noise at Work Guidance.

They will apply the standards and methods set out in the current Health and Safety Executive guidance to the Regulations as from time to time published e.g. (Control of Noise at Work 2005 and the Construction Safety Manual).

Noise will be kept below the first action level or will be reduced to the lowest level reasonably practicable. If there is reason to believe the first action level is being reached or the task has the potential to do so a noise assessment will be carried out, the results will be analysed and where practicable action taken to reduce impact on the environment or others that may be affected.

The Hierarchy of control will be implemented to control the risks associated with exposure to noise.

Example:

Elimination – Physically remove

Substitution – Replace the hazard

Engineering controls – Isolate persons from the hazard

Administrative controls – Change the method of work

PPE – SNR rated hearing protection

### 3.31 TRAINING

The Directors are ultimately responsible for Safety with duties discharged to various roles within the business. The relevant persons will assess individual training requirements and make arrangements for these to be met; training achievement records will be kept along with a combined training matrix for all employed staff.

Courses in general safety education, hazard identification and risk assessments will be held within the Company as deemed necessary by the Director responsible for safety.

In addition, training in mounting abrasive wheels, first aid, site safety supervision, mobile towers, scaffold inspection, access equipment, ladders, excavations, working at height, The Control of Substances Hazardous to Health, The Management of Health and Safety at Work Regulations, and The Health and Safety at Work etc Act will be arranged as required.

Training requirements and suggestions should be brought to the attention of the director responsible for safety through normal company channels (Project Manager or HSE Manager) and will be discussed at the next meeting of the Company Safety Committee.

### 3.32 INDUCTIONS

Induction Safety Training will be carried out by the Site Manager in the first instance which will include as necessary the health and safety elements identified in the construction phase plan or site risk assessment. Further training and information will be given by the Site Manager/supervisor when new, transferred employees or Contractors first commence on site.

Hazard identification, danger areas, preventative and protective measures, evacuation procedures, emergency plan, site safety rules, first aid provision and names of first aid individuals etc. are subjects to be covered.

### 3.33 INFECTIOUS VIRUSES

Where required the company will follow government guidance and restrictions imposed to protect against the spread and development of any infectious viruses or diseases (like Covid-19).

### 3.34 ELECTRICAL

#### *The Electricity at Work Regulations 1989*

The Directors and those with whom are discharged duties are appointed to administer and monitor the Company Electricity at Work Scheme within the Company's Head Office and will make necessary modifications as may be indicated by on-going experience.

Only competent individuals will work on electrical installations and equipment.

Installations, electrical plant, portable tools, and other electrical equipment must be constructed or manufactured to British or other appropriate standards. A completion certificate must be obtained from the installer in respect of every system before it is taken into use.

Installer's specifications, drawings, manufacturers or other authoritative instructions for the safe use, maintenance and testing of electrical installations, plant, portable tools, and other equipment must be obtained before it is taken into service and kept for reference as long as the item remains in service.

Installations, plant, and equipment will be inspected, maintained, and tested as recommended by the installer, manufacturer or other authority. Tools falling into the scope of portable for onsite use will be inspected for integrity upon arrival on site and daily by the user before being used.

A competent person will inspect existing installations, plant, tools, and equipment. Thereafter maintained as recommended on the certificate of inspection or specified maintenance schedule.

### 3.35 WORK ON OR NEAR EQUIPMENT MADE DEAD

When work is to be carried out on or near electrical equipment (such as redundant installations in premises) which have been made dead to prevent danger, a certificate will be obtained from the person carrying out the work detailing what work has been done and any precautions necessary which may include lock out procedures.

The manager in charge of the contract will issue a Permit to Work to the competent person carrying out the task; draft permits to work are included in the company Forms document.

Precautions should be clearly addressed within site specific RAMS provided by the competent and approved contractor and permits to work must be strictly adhered to.

### 3.36 WORK ON OR NEAR LIVE CONDUCTORS

When work is necessary on or near live conductors the Site Manager will inform the Project Manager, detailing the reasons making such work necessary and the precautions to be taken to ensure safety. The Project Manager will give authority in writing.

Precautions should be clearly addressed within site specific RAMS provided by the competent and approved contractor and permits to work must be strictly adhered to.

### 3.37 MAINTENANCE

Completion Certificates, Inspection Certificates, records of maintenance and testing will be kept in the relevant files SharePoint files.

A Company Equipment register will be kept up to date to ensure future service requirements are satisfied.

Hired or otherwise obtained equipment must be included in this system.

Individuals in charge of premises or sites over which the Company exercises control will ensure that electrical equipment brought on to such places by contractors or other person's is safe and maintained to the required company standard.

Each installation and individual item of plant or equipment will be identified and marked.

The identification number of each item of equipment will be kept in the Equipment Register along with the date of the next test or calibration. On that date the item will be inspected tested and re certified, where necessary remedial works will be carried out or the equipment will be taken out of use.

It is the responsibility of the appointed person to ensure that scheduled maintenance is performed, recorded on the log and the next maintenance date entered.

The register will detail:

- Identity number
- Description
- Make/model
- Maintenance type
- Recall intervals
- Tests required
- Record of maintenance, tests, and examinations
- Location of the item

### 3.38 DISPLAY SCREEN EQUIPMENT

#### *Health and Safety (Display Screen Equipment) Regulations 2002*

Individuals charged with duties under Part 2 of this Policy having equipment as specified in the above Regulations under their control will ensure equipment and workstations comply.

When carrying out a workplace / DSE assessment consideration must be given to the overall working environment in respect of glare, adequate lighting, heating, and cooling, provision of fresh air, seating, space around and types of workstations provided. Employees who use VDU's (Display Screens) for significant periods are advised to take regular short breaks and are entitled to (upon request) a free eye test and, if prescribed by a qualified optician, basic level prescription spectacles at no personal expense, employees may wish to contribute towards fashion frames.

## 4 CDM REGULATIONS

*The Construction (Design and Management) Regulations 2015 (Approved Code of Practice HSG L153 2015 Minor Revisions 2018)*

Reference must be made to:

*Managing Construction for Health and Safety (the approved code of practice ISBN 0-7176-2139-1)*

*Designing for Health and Safety in Construction (ISBN 0-7176-0807-7)*

*CDM Code of Practice (ISBN 978.0.7176.6626.3)*

*A Guide to Managing Health and Safety in Construction (ISBN 0-7176-0755-0)*

### 4.1 KEY TASKS - GENERAL

The following sets out the Key Tasks during the various phases of a project which depending upon whether we are acting as Client, Principal Designer, Designer, Principal Contractor, Contractor (or a combination of) we will adopt.

Acting as The Client we will:

- Determine if the project falls within the scope of the CDM Regulations.
- Appoint a Principal Designer.
- Be reasonably satisfied that the Principal Designer and any designer(s) whom we may appoint to prepare a design are competent and have made adequate provision for health and safety.
- Provide the Principal Designer and designers with information relevant to the health and safety of the project.

*Refer to The Role of the Client. CDM Regulations 2015*

- Acting as The Principal Designer we will:
- Notify the project to the Health and Safety Executive.
- If requested, give advice to the client on the competence and adequacy of provisions for health and safety by designers.
- Ensure co-operation between designers.
- Ensure so far as is reasonably practicable designers comply with their duties.

*Refer to The Role of the Principal Designer CDM Regulations 2015*

Acting as The Designer we will:

- Make the client aware of its/their duties.
- Identify the significant health and safety hazards and risks of any design work.
- Give adequate regard for the hierarchy of risk control.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the Principal Designer and, where appropriate other designers involved in the project.

*Refer to The Role of The Principal Designer CDM Regulations 2015*

## 4.2 KEY TASKS - DURING DESIGN AND PLANNING STAGE

Acting as The Client we will:

- Provide the Principal Designer and designers with information relevant to the health and safety of the project, as this becomes available.
- Be reasonably satisfied that any designer(s) who the client arranges to prepare a design are competent and have made adequate provision for health and safety.
- Acting as The Principal Designer we will:
- If requested, give advice to the client on the designer's competence and adequacy of provision for health and safety.
- Ensure designers continue to co-operate.
- Ensure designers comply with their duties.

Acting as The Designer we will:

- Make the client aware of its duties.
- Identify the significant health and safety hazards and risks of any design work.
- Give adequate regard to the hierarchy of any risk control measures.
- Provide adequate information on health and safety to those who need it.
- Co-operate with the Principal Designer and where appropriate, other designers involved in the project.

## 4.3 KEY TASKS - TENDER/SELECTION STAGE

Tender Documentation:

- Enables prospective principal contractors to be fully aware of the project's health, safety, and welfare requirements, particularly:
  - The significant health and safety risks (especially those requiring specific resources).
  - The standards to be applied to control the significant health and safety risks.
  - Other specific details which might be laid down by the client (e.g., Requirements for monitoring health and safety performance and project rules).
- In response to the tender documentation prospective principal contractors should provide the following:
  - Their health and safety policy and details of their organisation for its implementation
  - An outline submission giving evidence that health and safety has been adequately provided for in tender submissions in accordance with the pre-tender health and safety plan (information).
  - HSG L153 What principal contractors must do.
  - Clear specification of the resources to control and manage the major health and safety risks.
  - Evidence of competence to carry out the construction work to the requirements of health and safety legislation.
  - Send out health and safety questionnaire with enquiry.

## 4.4 KEY TASKS DURING THE CONSTRUCTION PHASE

Acting as The Client we will:

- Ensure construction work does not begin until a suitable health and safety plan has been prepared and comply with health and safety legislation where the client's work activities or undertaking may be affected by the construction work.

- Be reasonably satisfied that all contractors who the client arranges to carry out construction work are competent and have made adequate provision for health and safety (e.g., 'nominated contractors').
- Acting as The Principal Designer we will:
- If requested provide advise the client on the principal contractor's health and safety plan.
- Ensure designers comply with their duties and co-operate.
- Continue to prepare the health and safety file.
- Refer to The Health & Safety File.

Acting as The Designer we will:

- Identify the significant health and safety hazards and risks of on-going design work e.g., temporary works, variations, and further elements of detailed design.
- Give adequate regard to the hierarchy of risk control
- Provide adequate information on health and safety to those who need it.
- Co-operate with the Principal Designer and, where appropriate, other designers involved in the project.

Acting as The Principal Contractor we will:

- Develop and implement the health and safety plan.
- Be reasonably satisfied that when arranging for a contractor to carry out construction work, that they are competent and have made adequate provision for health and safety.
- Obtain and check risk assessments, and method statements from contractors.
- Ensure the co-ordination and co-operation of contractors (particularly under the CDM Regulations 2015).
- Ensure site awareness training for health and safety is carried out.
- Have appropriate communication arrangement between contractors on site for health and safety.
- Have arrangements for discussing health and safety matters with people on site.
- Only allow authorised people onto site.
- Display notification details.
- Monitor health and safety performances.
- Pass information to the Principal Designer for the health and safety file.



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