

# **Pilbeam Holdings Limited**

& subsidiary companies

**Symbister Developments Limited**

**A & F Pilbeam Construction Limited**

## **Health & Safety Policy**

prepared by

Compiled by

WrightWay Safety Ltd

Construction Health & Safety Consultants

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## Version Control

### Health & Safety Policy Document

Original Copy

Version 11.0/0

This Document is the Original Copy of the Health & Safety Policy Document prepared for Pilbeam Holdings Limited (hereinafter referred to as the Company).

The holder of the original document must be advised of any amendments, modifications, or alterations to the business activities of the Company, new working practices or other changes that are proposed or require a review of this Policy Document

The original Document is held by:

Name: P Wright  
at :- Unit 19 Space Business Centre  
Strood  
Kent  
ME2 2BF

who must be advised of any modifications, alterations or revisions to this document.

Any person who undertakes a modification, alteration or revision to the Control Document must ensure that :

- all Uncontrolled Copies of this Health & Safety Policy Document are also updated
- the procedure for informing all employees and other persons affected by the revision is followed
- the 'Table of Versions Issued' below is updated.

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## Version Control

### Health & Safety Policy Document

#### REVIEW OF HEALTH AND SAFETY POLICY

The Company Health and Safety Policy should be reviewed annually in January of each year and/or following any major or significant changes in the organisation or operational activities of the Company, or following the introduction of new legislation affecting the operations of the Company

All reviews should be noted in the Table below:

NOTE: This document replaces all previously issued Policy Documents

Doc. Ref: Pilbeam HS 001

#### Record of Review & Revisions to Health and Safety Policy Document

Record of Review & Revisions to Health and Safety Policy Document				
Date	Revision No.	Author	No. Pages	Summary of Changes
1 January 2012	One	P. Wright		Change of H & S Consultants Changes to RIDDOR Reporting Change to HSE Info Line
24 <sup>th</sup> June 2013	Two	P.Wright		Minor Legislative Changes
6 <sup>th</sup> July 2014	Three	P.Wright		Minor Changes
4 <sup>th</sup> August 2015	Four	P Wright		Legislative update
12 <sup>th</sup> September 2016	Five	P Wright		Annual Update
6 <sup>th</sup> October 2017	Six	P Wright		Annual update and inclusion of Drugs and Alcohol statement
25 <sup>th</sup> September 2018	Seven	P Wright		Annual Update and change of HSE Office Address
6 <sup>th</sup> October 2019	Eight	P Wright		Annual Update and change of Safety Consultants address

## Foreword

### Health & Safety Policy Document

#### Foreword

**This Document is the Health and Safety Policy that covers the activities of Pilbeam Holdings Limited as well as the subsidiary companies Symbister Developments Limited and A & F Pilbeam Construction Limited.**

**Hereinafter the terms “Company” and “Pilbeam Group” shall include all three companies and the policies and procedures within this document are applicable to all three companies and the employees of those companies.**

This document covers matters relating to health and safety that may directly affect you as a person engaged in the activities of the Company. This Health and Safety Policy sets out the Organisation and Arrangements to be followed within the Pilbeams Group and it is important that you are aware of the rules, regulations and procedures dealt with in this document.

#### **Application of Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 (as amended 2006)**

The HASWA 1974 and MHSW Regulations 1999 (as amended 2006) place general duties upon Employers to make effective arrangements for managing health and safety and prepare suitable and sufficient risk assessments in respect of those hazards likely to be encountered in the workplace.

In order to achieve compliance with the above, a written statement of general policy has been prepared in accordance with Section 2.(3) of the Health and Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999 (as amended 2006), in respect of the Health and Safety of the Pilbeam Group's employees whilst at work, and, the organisation and arrangements for carrying out the policy.

Risk assessments have been prepared in accordance with Regulation 3.(1) of the MHSW Regulations 1999 (as amended 2006) and where appropriate other relevant Regulations e.g. COSHH Regulations, Manual Handling Regulations.

The Health and Safety Policy and accompanying documentation contains information on health, safety and welfare and all parties are to take the Policy into account in discharging their duties.

For the purposes of this Policy, the self employed operating under the directions of the Pilbeam Group shall be treated as employees.

The Health and Safety Policy is kept under review and may be modified to reflect changing circumstances within the company or upon the introduction of new legislation.

Date Issued: 7<sup>th</sup> October 2019  
Author: P Wright

Checked by: S Giles

## Statement of Policy

### Health & Safety Policy Document

#### 1. Statement of Intent

The Company is committed to ensuring the health, safety and welfare of all its employees and other persons (including Clients, Occupiers and General Public) who may be affected by the activities of the Company.

We also recognise the need and are committed to co-operating with, and complying with, the requirements of Clients and Occupiers when working within their premises.

It is the aim of the company to encourage a positive and pro-active approach to safety throughout the organisation and to set and achieve a continuing programme improvement in safety standards.

The Company also aims through the provision of information, instruction and training, including sub-contractors involved with our undertaking, to establish and develop a safety culture amongst the workforce in order that they can undertake their work safely and without risk to their health.

We also recognise that supervision of employees is required in order to maintain safety standards and the Company shall ensure that adequate arrangements for supervision of employees are in place.

The Company recognises that employees also have a key role to play in ensuring the health, safety and welfare of their fellow workers and shall seek the full co-operation and support of employees, establish and maintain methods of communication and liaison with employees, the self employed, contractors and sub-contractors in order that they can contribute to the maintenance of safe and healthy working conditions. The Company is committed to a formal system for communication with employees and will ensure that adequate arrangements and procedures are in place to allow and encourage adequate representation and consultation by and with employees of the Company in respect of health and safety and to this end will operate an 'Open Door' policy.

The Company is committed to the employment of competent employees and sub-contractors for all activities undertaken by the Company.

We expect all contractors and sub-contractors to accept our aims and abide by the requirements placed upon them by this health and safety policy and relevant government legislation.

Mr. Scott Giles is the Director having responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

Signed....*Scott Giles*..... Dated 26/09/18.....

Scott Giles  
Director responsible for safety

Health & Safety Policy Document

2. Statement of General Policy

The Directors of the Company recognise the benefits of integrating health and safety procedures into the management of the Company business activities and are committed to the successful management of Health and Safety matters.

The Directors of the Company recognise that successful management of Health and Safety issues can provide real benefits in the operation of the Company's business activities.

In furtherance of the aims set out in the Statement of Intent the Company is committed to:

- the provision of a safe workplace and safe systems of work;
- the provision of adequate resources to achieve these aims;
- ensure the health and safety of persons outside the company i.e. visitors and the general public;
- the provision and continued maintenance of safe plant and equipment within the workplace;
- the provision of good welfare facilities both within the Company's office premises and whilst working on construction sites;
- the provision of a safe working environment with adequate lighting, ventilation and heating (when necessary);
- to consult with the workforce on matters of safety, welfare and occupational health;
- to provide adequate information, instruction, training and supervision for all employees;
- to co-operate with Clients in achieving safety goals and targets and in the regulation and compliance with Client Site Safety Rules, Procedures and Restrictions;
- where undertaking works in occupied premises, to co-operate with, liaise with and inform the occupiers;
- to ensure that the Company employs competent persons, including sub-contractors. All persons employed by the Company shall be required to demonstrate competence in the trade or skill for the activities to be undertaken and shall hold an appropriate certificate of training from an approved trade organisation or training body, e.g. CITB, CSCS Card;
- to ensure that the Company has adequate arrangements in place to comply with statutory requirements and industry best practice;
- to seek specialist advice on matters of health, safety, welfare and the environment, including, where appropriate, advice from advisory bodies such as the Health and Safety Executive and the Environment Agency.

Signed.....*Scott Giles*..... Dated.....07/10/19.....

Scott Giles

Director responsible for safety

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WrightWay Safety Ltd

## Section 4

### Health & Safety Policy Document

#### 4. Introduction

##### 4.1 Purpose of this Policy Document

The purpose of this Policy Document is to provide all employees, sub-contractors, visitors and any other person connected with Pilbeam Holdings Limited or one of the subsidiary companies, Symbister Developments Limited or A & F Pilbeam Construction Limited, with a clear understanding of the company's Health & Safety Policy and their personal roles and responsibilities within the framework of the Health & Safety Policy.

The contents of this Policy Document relate to the normal place of business and any other sites used exclusively by and under the sole management of the company, or any other sites or premises where the Company is carrying out contracting works or acting in a consultancy capacity.

Normal place of business, Head Office:

**81 Underdown Road  
Southwick  
West Sussex  
BN42 4HA**

Yard / Depot:

**Gladstone Road,  
Portslade,  
East Sussex**

It is a legal responsibility under the current Health & Safety legislation for all employers to prepare and maintain, by regular reviews and updates, a written Health & Safety Policy document and to ensure that all employees have access to the latest issue of the document.

A copy of this Policy Document will be given to each new employee and reviewed by a Director of the Company with the employee as part of the new employee induction process.

When a new issue of the Health & Safety Policy document is released, a Director of the Company will review the updates with each employee either through a group or individual meetings.

##### 4.2 Company Description and Business Activities

The Company undertakes the following business activities:

- Construction works in the role of Principal Contractor,
- Construction works in the role of Contractor.  
Construction activities include:
  - Works in occupied industrial, residential and commercial premises.
  - Works in occupied schools, hospitals and care facilities.
  - Works of alteration and refurbishment.
  - New building.
  - Extensions to existing premises.

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This Policy Document covers the Health and Safety arrangements for company employees whilst working on the Company premises and also whilst working on construction activities including work on construction sites and whilst working in occupied premises.

The Company's Head Office is responsible for general administration, sales and marketing, estimating and contract administration and the health and safety issues at this location is restricted to general office activities and maintaining a safe workplace.

The majority of the Company's activities take place away from the Head Office on sites where Health and Safety issues are more likely to arise and where not only employees but clients, construction consultants, other contractors and members of the public may be exposed to physical risks as a result of the Company's activities.

Where the Company is employed on a construction site as a Contractor the Company shall comply with the Health and Safety arrangements of the Principal Contractor.

Where the Company undertakes the role of Principal Contractor on a construction site the Company is responsible for all Health and Safety issues arising on site including management of Contractors and Sub-Contractors.

### 4.3 Employer's Liability Insurance

The Company shall maintain adequate employer's liability insurance in accordance with the Employer's Liability (Compulsory Insurance) Act 1969 and the Employer's Liability (Compulsory Insurance) Regulations 1998 (S.I. 1998/2573)

## Health & Safety Policy Document

### 5 Health & Safety Arrangements

The Company has set up the following organisation and arrangements for the implementation of the Company Health and Safety Policy. Refer to Appendix A for a detailed company structure chart that includes details of individual responsibilities and normal reporting lines.

#### 5.1 Health and Safety Strategy

The Company shall ensure that Health and Safety issues, provision of resources, arrangements and policy, reports of accidents and other incidents are discussed and reviewed on a regular basis at Company Management Meetings, including formal board meetings, and shall be included as a formal agenda item at all such meetings, including actions required in order to prevent reoccurrences of any incidents or accidents either within the organisation or reported elsewhere.

##### 5.1.1 Health and Safety Meetings

The Company shall hold regular meetings with the Company Health and Safety Advisor in order to advise management on changes in legislation, practice and any issues arising from the business activities of the Company.

#### 5.2 Organisation and Responsibilities

##### 5.2.1 Head of Company

**Simon Pilbeam**, Managing Director of Pilbeam Holdings Limited and associated subsidiary companies, has overall responsibility for Health, Safety and Welfare including:

- formulation of company policy;
- implementation of changes to policy following changes in the nature of the operations of the company, introduction of new machinery, plant or equipment, changes in legislation;
- ensuring that review of policy is undertaken as appropriate;
- ensuring adequate resources are allocated to implement the company health, safety and welfare policy;
- ensuring that adequate procedures are in place for monitoring and auditing health, safety and welfare throughout the organisation and for disciplining any employees for breaches of safety policy and procedures;
- promote a safety culture within the organisation and set a personal example;
- ensuring that adequate avenues of communication exist throughout the organisation.

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### 5.2.2 Health & Safety Management

The day to day management, implementation and monitoring adherence to the corporate Health and Safety Policy is the responsibility of:

Scott Giles – Contracts Director and Director responsible for safety.

Managers, supervisors and foremen have responsibilities for specific parts of or activities within the Company and are responsible for the maintenance and enforcement of Company Health and Safety Policy within these specific areas.

**Refer to Appendix A for full details of names, job titles, reporting lines and specific Health and Safety responsibilities within the Company framework and organisation.**

Health and Safety arrangements for each specific construction project are detailed in the Construction Phase Plan which is produced for each individual construction project undertaken by the Company.

Managers, supervisors and foremen have for following general Health and Safety duties and may also have additional specific responsibilities:

- a) ensuring that employees, contractors and visitors are aware of the safety procedures;
- b) establishing that all equipment, plant and substances used are suitable for the task and kept in good working condition, this includes the regular servicing and maintenance of equipment;
- c) providing adequate training, information, instruction and supervision to ensure that work is conducted safely;
- d) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity;
- e) bringing to the prompt attention of senior management any health and safety issue that requires attention;
- f) ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors;
- g) maintaining safe access to and egress from the workplace at all times.

### 5.2.3 Employees

All employees working for the Company have responsibilities both under statutory legislation and contractually under the terms of their Employment Contracts. Refer to Section 15 Employee Duties and Appendix A (g) of this Policy Document

## Health & Safety Policy Document

### 5.3 Health & Safety Arrangements for Company Premises

The Company shall ensure that suitable and sufficient risk assessments are undertaken in order to identify hazards and risks arising from the occupation and use of its premises and the activities of employees, contractors, visitors, customers and members of the public who may be affected by those activities.

The Company shall ensure that adequate procedures are in place to comply with all statutory requirements relating to their occupation of Company premises.

The Managing Director is responsible for office safety.

Refer to Part 2 of this Document for information relating to arrangements for occupation and use of Company premises

### 5.4 Health & Safety Arrangements for Construction Projects

#### 5.4.1 Procedures for undertaking the role of Principle Contractor for Notifiable Projects.

Where the Company is appointed as Principal Contractor for a construction project, the Construction (Design & Management) Regulations 2015 lay down the Company's duties in respect of the requirements for managing health and safety for construction projects.

The company shall produce a Construction Phase Plan for each individual construction project detailing the arrangements for the management of health and safety. This Construction Phase Plan shall be approved by the Client before construction works commence on site.

These arrangements shall include:

- Health and Safety Management Organisation and responsibilities
- Competence (Health and Safety) of contractors and sub-contractors – use of Health and Safety Questionnaires
- Construction Arrangements and Activities – sequence and phasing of construction works
- Emergency Arrangements
- Site Security & Prevention of Unauthorised Access
- Site Induction
- Provision of Welfare Facilities
- Liaison with adjoining owners, near-by construction sites and others who may be affected by the works
- Arrangements for consultation with the workforce
- Arrangements for co-operation and co-ordination in respect of works on site by different trades, contractors, sub-contractors and specialist contractors
- Arrangements for vehicle access, unloading, loading, and on-site pedestrian/vehicle segregation
- Safe Systems of Work
- Asbestos identification and control measures

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- Lead identification and control measures
- COSHH and Environmental Controls
- Specialist Processes
- Site Waste Management Arrangements – segregation of special waste
- Commissioning Procedures
- Monitoring and Reporting
- Audit and Review
- Health and Safety File – information required, presentation format and timescale

The Company shall ensure that procedures are in place for adequate information to be obtained from Clients, Designers and the Principal Designer to enable the Company to produce the Construction Phase Plan in compliance with the requirements of the Construction (Design & Management) Regulations 2015.

A Site Manager will be appointed to run the site and take responsibility for the day to day supervision and monitoring of health and safety standards.

Method Statements will be prepared for construction activities and operatives are required to go through the Method Statement and sign an acknowledgement sheet stating that they have read and understood the contents of the Method Statement.

Contractors are required to present Method Statements at least 3 working days prior to works commencing on site and the contractor's operatives are also required to sign an acknowledgement that they have read and understood their company's Method Statement prior to works commencing on site.

### 5.4.2 Procedures for undertaking the role of Main Contractor for Non-notifiable Projects.

Where the Company is appointed as the main Contractor for a construction project that is **non notifiable**, arrangements for the management of health and safety are still required, we shall also produce a Construction Phase Health and Safety Plan as required by the Construction Design and Management Regulations.

The Company shall provide sufficient documentation and procedures to satisfy the requirements of the regulations as is appropriate to the complexity of the construction project in hand.

The Company shall ensure that procedures are in place for adequate information to be obtained from Clients and Designers for each construction project to enable the Company to produce the necessary arrangements for the management of health and safety.

A Site Manager will be appointed to run the site and take responsibility for the day to day supervision and monitoring of health and safety standards.

Method Statements will be prepared for construction activities and signed off by operatives as described above.

Sub-contractors will be required to demonstrate competency in the same way as for notifiable projects and provide Method Statements as described above.

### 5.4.3 Procedures for undertaking the role of Contractor or Sub-Contractor

Where the Company is appointed as a Contractor or Sub-contractor for a construction project, irrespective of whether or not the project is notifiable, the company is required

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## Health & Safety Policy Document

under Regulation the Construction (Design and Management) Regulations 2015 to have in place arrangements for the management of health and safety for company employees and sub-contractors.

The Company shall provide sufficient documentation to satisfy the requirements of the Regulations as is appropriate to the complexity of the construction project in hand.

The Company shall ensure that procedures are in place for adequate information to be obtained from the Principal Contractor or main contractor for non-notifiable projects to enable the Company to produce the necessary arrangements for the management of health and safety.

A site foreman / supervisor will be appointed to take responsibility for the day to day supervision and monitoring of health and safety standards of company operatives and sub-contractors.

Method Statements will be prepared and passed to the Principal Contractor or main contractor prior to works commencing on site and signed off by operatives as described above.

### 5.4.4 Procedures for undertaking the role of Designer.

Where the Company is required to perform some design work as well as construction work, in addition to the CDM Regulations relating to contractors or Principal Contractors, the regulations relating to designers will also apply.

The Company shall appoint a specialist sub-contractor, for example: an architect, a mechanical engineer, a structural engineer, etc. to undertake the design work on the company's behalf.

Competence is vetted according to the company's procedure, which requires the subcontractor to provide a suitable statement of competence that satisfies the requirements laid down in HSE Publication L153:

The design is presented to the Client, the Principal Designer and any other relevant members of the project team for review and comment.

### 5.5 Compliance with Company Quality Plan/Procedures Documentation

All Contracts shall be managed in accordance with the Company General Quality Plan and the Company Procedures Documentation.

The Company General Quality Plan includes procedures for project management and the planning process including:

- pre-site planning,
- construction planning
- supervision of contracts
- commissioning and testing.
- Handover

The Company Procedures Documentation includes procedures for implementation of CDM on projects at Tender Stage, Construction Phase Procedures, selection of subcontractors, procedures for preparation of O & M Manuals, and Procedures for Environmental Compliance on Construction Sites.

## Health & Safety Policy Document

### 5.6 Relevant Health & Safety Legislation

All activities undertaken by the Company that can be classed as “construction work”, according to the interpretation provided within the Construction (Design and Management) Regulations 2015.

The management of construction activities will come within the scope of the Construction (Design & Management) Regulations 2015 [referred to as CDM 2015] and the Management of Health and Safety at Work Regulations 1999 (as amended 2006) [referred to as the Management Regulations 1999].

The following sections set out the main construction legislation that all Pilbeam Group employees and contractors engaged by the Company are required to work under.

#### 5.6.1 Part 4 of the Construction (Design and Management) Regulations 2015

The Company shall ensure that the requirements of Part 4 of the Construction (Design and Management) Regulations 2015 are complied with in respect of the health, safety and welfare of persons at work carrying out “construction work” as defined in regulation 2(1), and of others who may be affected by that work.

Subject to specific exceptions, the Regulations impose requirements on:

- a) Employers, self employed and others who control the way in which construction work is carried out;
- b) Employees in respect of their own actions; and
- c) Every person at work as regards co-operation with others and the reporting of danger.]

Where the Company is undertaking work for a Principal Contractor then the Company shall ensure that the Principal Contractor has met the requirements of the Construction (Design and Management) Regulations 2015 as are appropriate and applicable.

#### 5.6.2 Compliance with Work at Height Regulations

The Company shall ensure that all work at height is properly planned, properly supervised, and carried out in a manner which is safe, and that the selection of work equipment for work at height shall meet the requirements of **The Work at Height Regulations 2005**

Where appropriate the planning of work at height shall include planning for emergencies and rescue, and for the provision of any necessary equipment or personnel as required in order to affect such rescue.

All Contractors and persons involved in the organisation and planning and supervision of any work activity in relation to work at height or work equipment for use in such work shall be competent to undertake the tasks or activities to which they have been assigned.

No work at height shall be undertaken where weather conditions are likely to jeopardise the health or safety of persons involved in work at height.

ALL works at height shall be planned in accordance with the requirements of the Work at Height Regulations 2005, and where necessary a risk assessment shall be undertaken in respect of those works.

Risk assessments shall be undertaken for works at any height, including those where work is to be undertaken at a height of less than 2 metres, where it is considered necessary or appropriate and suitable control measures implemented.

**Section 5**

## Health & Safety Policy Document

### 5.6.3 Installation of Electrical Systems

When the company undertakes the installation of electrical systems and equipment, the company should ensure that all such work is carried out in accordance with all relevant safety legislation and in particular with the Electricity at Work Regulations 1989 and Approved Codes of Practice and Guidance, including the HSE Publication HSR25 *Memorandum of guidance on the Electricity at Work Regulations 1989 and the current edition of the IET Regulations*.

The company shall ensure that any person undertaking such work on behalf of the company has received adequate and appropriate training for the particular type of work to be undertaken and is competent to do so.

### 5.6.4 Installation of Gas Systems & Appliances

When the company undertakes the installation of gas systems and appliances, the company should ensure that all such work is carried out in accordance with all relevant safety legislation and in particular with the Gas Safety (Installation and Use) Regulations 1998 and Approved Code of Practice and Guidance.

The company shall ensure that any person undertaking such work on behalf of the company has received adequate and appropriate training for the particular type of work to be undertaken and is competent to do so.

The company shall ensure that any person working on the installation of gas systems or appliances is enrolled on the Gas Safe Register of Gas Installers and is therefore a member of a Class of Persons approved by the Health and Safety Executive in accordance with the Gas Safety (Installation and Use) Regulations 1998.

### 5.6.5 Compliance with other Health & Safety Legislation

All employers and employees have legal responsibilities for their own and other people's Health and Safety,

Appendix B lists the legislation that is particularly relevant to this company.

It should be noted that this is not an exhaustive list and may need to change as the company's areas of activity and type of business change and evolving.

## **6. Risk Management**

This is an extremely important part of any successful Health and Safety programme. A risk assessment, conducted by an experienced Health and Safety practitioner, with unlimited input from experienced operatives employed by the company, can quickly identify the areas that may present a risk to the Health and Safety of employees or other persons (e.g. other contractors, cleaners, visitors and members of the public) as well as quantify the magnitude of the risks identified.

The Company shall ensure that adequate procedures are in place to identify hazards and risks arising from the activities of the Company and that suitable and sufficient risk assessments are undertaken in order to comply with the requirements of Regulation 3 (1) of the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and the Regulatory Reform (Fire Safety) Order 2005, and, where appropriate Risk Assessments as required under other regulations including COSHH, Manual Handling, PUWER and LOLER.

The Company shall ensure that adequate procedures are in place to introduce safe systems of work in respect of the identified hazards.

The preventative measures introduced shall follow the general principles of prevention and shall be in writing i.e. written Method Statements or Company Procedures. Refer to Appendix E for procedures for undertaking Risk Assessments.

### **6.1 Risk Assessors**

The employees qualified to conduct a risk assessment are site managers and site foremen, for more complex sites the Contracts Manager may be involved in the risk assessment process. However, it is the duty of all employees to report any risks or potential risks that are identified during the course of their normal duties to their supervisor or manager.

### **6.2 Risk Assessment Reporting**

The Risk Assessors are required to document their findings and present them to the Contracts Manager.

### **6.3 Authorisation of Actions Arising from Risk Assessment**

It is possible that several action points will emerge from the detailed analysis of the risk assessment, some of which may incur additional expense, extend the time to complete a process or involve some degree of reorganisation within the company. In order to instigate these changes authorisation must be given by the Contracts Director.

## Health & Safety Policy Document

### 6.4 Implementation of Actions Arising from Risk Assessment

It is the responsibility of the Contracts Manager to implement an authorised change initiated as an action point arising from a risk assessment.

### 6.5 Monitor Implementation of Actions Arising from Risk Assessment

It is the responsibility of by the Contracts Manager to monitor the implementation an authorised change initiated as an action point arising from a risk assessment and document the results of the monitoring process.

### 6.6 Review Risk Assessment

The purpose of this review is to measure the effectiveness of the changes by examining the results of the monitoring process and to reassess the relevance of the risk assessment to current business activities.

The review will be conducted on an annual basis unless there is a significant change in either Health and Safety legislation or the type of business activity undertaken that requires an earlier review of the risks involved in doing business.

### 6.7 Young Workers

The risk assessment specifically excludes the risks to which this category of employee may be exposed and the actions arising ensure that young workers, trainees and students on work experience are limited to safe activities and are made fully aware of the risks involved and the procedures to be observed to safeguard their own and other people's safety.

The training and supervision of :-

- young workers
- trainees
- students on work experience is the responsibility of site managers and site foremen.

Note : Refer to Section 14 – Capabilities and Training for information relating to Recruitment and Selection of Apprentices (14.3) and Induction of Apprentices. Refer to Section 16.3 – Protection of Young Workers.

### 6.8 New & Expectant Mothers

The risk assessment specifically excludes the risks to which this category of employee may be exposed and the actions arising ensure that new & expectant mothers are limited to safe activities and are made fully aware of the risks involved and the procedures to be observed to safeguard their own and other people's safety.

It is the responsibility site managers and foremen to ensure that new & expectant mothers are aware of the risk assessment and follow the guidelines. Note : Refer to Section 16.2 for further information.

#### **6.9 Working Off-Site**

Employees may be expected to work at another employer's site as contractors. The employee(s) MUST be provided with the Health & Safety information for that location or employer or company before work commences.

The information provided MUST include information relating to the location and condition of materials containing asbestos within the premises and precautions to be taken.

Employees shall comply with any local Site Rules.

It is the responsibility of the Contracts Manager to ensure that the Health & Safety information is adequate and provided before work commences.

#### **6.10 Lone Working**

The Company shall ensure that adequate procedures are in place for employees working alone, including reporting arrangements and emergency procedures.

It is the responsibility of the Contracts Manager to ensure that the reporting arrangements and emergency procedures are adequate and suitable arrangements and procedures are in place before work commences.

## Health & Safety Policy Document

### 7. Health Surveillance

The Company shall arrange for any employees, exposed during the course of their work to an identifiable work related disease or health condition, to be provided with such Health Surveillance as is appropriate.

The Company shall ensure that where Health Surveillance is required as a specific requirement of Health and Safety Regulations e.g. COSHH Regulations; Lead at Work Regulations, adequate procedures and arrangements are in place to identify those workers who may be at risk of exposure and to provide such Health Surveillance as is appropriate.

Construction activities where health surveillance may be appropriate are identified in the Construction Phase Plan

### 8. Drugs and Alcohol

The Company is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and any other associated legislation. Such legislations highlights to employers that they have a general duty to ensure the health, safety and welfare of all their employees.

It is strictly forbidden to use, possess or sell illegal drugs, controlled substances or to consume alcohol or take drugs while on duty except at designated marketing, networking or entertaining events.

You are not permitted to be at work while under the influence of Drugs or alcohol.

### 9. Health and Safety Assistance

In accordance with Regulation 7(1) of the Management of Health and Safety at Work Regulations 1999 (as amended 2006) the Company has appointed WrightWay Safety Ltd to assist the Company in undertaking the measures required to comply with requirements and prohibitions imposed upon the Company by the relevant Statutory provisions and by the Regulatory Reform (Fire Safety) Order 2005.

**WrightWay Safety Ltd, 191 Malling Road, Snodland, Kent, ME65EE**

Advice on all health and safety matters may be sought by all employees, through the usual channels.

### 10. Procedures for Serious and Imminent Danger and for Danger Areas

The Company shall ensure that adequate procedures are in place to prevent employees or other persons present within their undertaking from exposure to serious and imminent danger or from entering an area to which it is necessary to restrict access on grounds of health and safety.

In particular the Company (Employer) shall:

- (a) establish and where necessary give effect to appropriate procedures to be followed in the event of serious or imminent danger to persons at work in his undertaking;

- (b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to evacuation from premises of persons at work in his undertaking, and;
- (c) ensure that none of his employees has access to any area occupied by him to which it is necessary to restrict access on grounds of health and safety unless the employee concerned has received adequate health and safety instruction.

## Section 10

### Health & Safety Policy Document

#### 11. **Emergency Procedures - Fire & Evacuation** (contact with external services)

The Company shall ensure that adequate emergency procedures are in place within the organisation for dealing with fire and other emergencies (both within the Company premises and on Construction sites), and in particular that any necessary contacts with external services are arranged, particularly as regards first-aid, emergency medical care and rescue work.

Where appropriate the arrangements for contact with external services shall include emergency contact details for utility companies including gas, electricity and water, and other agencies such as the Environment Agency.

The responsibility for undertaking the fire risk assessment and implementation of actions and procedures lies with the Contracts Manager.

The Company shall ensure that prior to commencing works on a construction project that adequate arrangements and procedures are in place for contact with emergency services including fire and medical first aid and for evacuation of persons from the site.

Where appropriate a Fire Plan shall be prepared and a Fire Co-ordinator/ Fire Wardens appointed and trained. The plans should be tested for effectiveness by carrying out simulated drills.

These arrangements shall be included in the Construction Phase Plan prepared for each construction project.

## Section 11

## Health & Safety Policy Document

### 12. Health & Safety Information for Employees

The Company shall ensure that adequate procedures are in place to provide all employees with comprehensible and relevant information on:

- (a) The risks to their health and safety identified in risk assessments
- (b) The preventive and protective measures deemed appropriate and necessary in order to reduce or control the risks identified by the risk assessment
- (c) The risks and procedures arising from serious and imminent danger and danger areas
- (d) The measures referred to in the Regulatory Reform (Fire Safety) Order 2005.
- (e) The identity of the persons nominated in accordance with the above requirements
- (f) The risks notified to the Company in respect of any shared workplace in accordance with regulation 11(1)(c) of the Management Regulations

The procedures for providing Health and Safety Information are set out below:

#### 12.1 Poster and / or Leaflets

The Health & Safety Law poster shall be displayed on each construction site by the Principal Contractor and / or Health & Safety Leaflets are available from the Company Secretary at the Company Office.

It is a legal requirement under the Health & Safety Information for Employees Regulations 1989 for all employers to display the Health & Safety poster or make Health & Safety leaflets available to all employees.

It is Company Policy to provide each employee with a copy of the HSE Leaflet – ***'Health and Safety law - What you should know'***.

The Enforcing Authority for this workplace is:

The Environmental Health Officer for the Local Authority who can be contacted at Adur District Council.

The HSE Construction Inspectors and The HSE's Employment Medical Advisory Service can be contacted at the following address.

Health and Safety Executive  
The Council Offices  
Station Road  
East Oxted  
Surrey  
RH8 0BT

## Health & Safety Policy Document

### 12.2 Provision of Information

The Company recognises the need to provide information to employees and subcontractors, where appropriate, on matters that affect their Health and Safety.

Information will be provided on construction sites and within Head Office and Site Offices by means of Health and Safety Notice Boards which will contain copies of :-

- H & S A W Act Poster
- Relevant Insurance Certificate(s)
- Office or Site Safety Rules
- Emergency & Site Evacuation Procedures
- Emergency First Aid Posters

Additional information shall also be posted as appropriate.

Information will also be provided to employees when:

- there are proposed changes that affect the Health & Safety of employees and / or sub-contractors
- there are changes to working patterns or procedures
- new equipment or machinery is brought in
- risk assessments are undertaken, resulting in changes or new control procedures
- new legislation is brought in

Such information may be verbal, in written form, as part of a practical demonstration or as part of a training session.

Employees can obtain additional information from the Company Health and Safety Manager or the Office Manager or the Company Library.

The Company has also set up procedures for employees to obtain general or specific advice on health and safety matters. [Refer to sections 11.5 & 11.6 below.]

### 12.3 Company Safety Rules

The Company shall ensure that copies of the "Company Safety Rules" are displayed on the Notice Board or in a suitable prominent position at the Company's Head Office and on each construction site

The Company Safety Rules shall include information relating to local rules.

## Health & Safety Policy Document

### 12.4 Company Library

The Company maintains a Library of Reference Documents which is available to all employees and includes publications that provide information relating to health and safety matters.

The Company also has access to various web sites, including the HSE web site, from which additional health and safety material can be obtained.

The following information shall be made available to all employees:

- This policy
- Copies of relevant guidance or ACOPs to the regulations mentioned in this policy
- Copies of relevant British Standards
- Manufacturers Guidance and Data Sheets as appropriate
- Relevant HSE guidance and leaflets.
- 

The Company shall ensure that, where appropriate, employees are issued with copies of Relevant publications including:

- Safety Manuals
- ACOPs
- HSE guidance and leaflets.

Where these are required to supplement information contained within the Company Pocket Book or part of their formal instruction and training.

### 12.5 Safety Advice – Safety Co-ordinator

Health & Safety advice for all employees is available from the Construction Managers.

### 12.6 Safety Consultant

Health and Safety Advice can also be obtained from the Company's Safety Consultant

**WrightWay Safety Ltd,  
Unit 19  
Space Business Centre  
Knight Rd  
Strood  
Kent  
ME2 2BF**

Our nominated consultant is :-

**Phil Wright FRSA SIIRSM MIFSM MIAAI MAoFA Tech IOSH MCIPD Cert Ed**

**Tel: 0791 452 7422**

## Health & Safety Policy Document

### 12.7 Safety Advice – Health and Safety Executive

Further advice on Health and Safety matters can be obtained from :-  
Health and Safety Executive  
The Council Offices  
Station Road  
East Oxted  
Surrey  
RH8 0BT

#### Loss of Information Line

In a move to “improve efficiency” further and deliver “value for taxpayers”, HSE’s information line telephone service, which provided a basic information service to callers, ended on 30<sup>th</sup> September 2011.

Pilbeam Construction Ltd can obtain guidance on health and safety via the HSE’s website. ([www.hse.gov.uk](http://www.hse.gov.uk))

Alternatively contact WrightWay Safety Ltd and as part of your retainer receive telephone guidance free of charge.

Further Information can be obtained from:

HSE Books  
PO Box 1999  
Sudbury  
Suffolk  
CO10 2WA  
Telephone 01787 88116

## Health & Safety Policy Document

### 12.8 Co-operation and Co-ordination

Where the Company shares a workplace (whether on a temporary or permanent basis) the Company, as employer shall:

- (a) Co-operate with the other employers concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and by the Regulatory Reform (Fire Safety) Order 2005
- (b) Take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and by the Regulatory Reform (Fire Safety) Order 2005 with the other employers concerned
- (b) Take all reasonable steps to inform the other employers concerned of the risks to their employee's health and safety arising out of or in connection with the conduct by him of his undertaking.

## Section 13

### Health & Safety Policy Document

### 13. Persons working in host employers or self employed persons undertakings

#### 13.1 Company Employee's working in host premises

The Company shall ensure that adequate arrangements are in place for ensuring the health and safety of all employees working in premises not under the control of the Company.

These arrangements shall include liaison with the controller of the premises (i.e. the owner / occupier or other body or organisation in control of the premises) and co-operate with any other occupiers or users of the premises prior to commencing or undertaking any works.

The arrangements may include formal meetings, memoranda or agreements as appropriate to the circumstances.

The Company shall ensure compliance with any safety rules or regulations or prohibitions issued by the host organisation.

Where appropriate full Risk Assessments shall be undertaken and Method Statements issued and approved prior to works commencing.

#### 13.2 Other Company's employees working on Company premises

Where the Company engages outside Contractors to work within the Companies premises (or undertaking) the Company shall ensure compliance with the requirements of the Management Regulations amended 2006).

## Section 14

### Health & Safety Policy Document

#### 14. Capabilities and Training

The Company shall ensure that any persons engaged to undertake tasks on behalf of the Company or by way of their normal employment are capable and competent by way of suitable and sufficient training including health and safety training to undertake the tasks entrusted to them.

The Company shall ensure that all employees are provided with adequate health and safety training:

- on being recruited into the employers undertaking; and
- on their being exposed to new or increased risks because of:
  - (i) Their being transferred or given a change of responsibilities within the employers undertaking
  - (ii) The introduction of new work equipment into or a change respecting work equipment already in use within the employers undertaking, or
  - (iii) The introduction of new technology into the employers undertaking, or
  - (iv) The introduction of a new system of work into or a change respecting a system of work already in use within the employers undertaking.

In order to meet the above requirements the Company has introduced the following procedures and arrangements to ensure that adequate training is provided

#### 14.1 Induction

Employees MUST be given Health & Safety induction training when they start work, this is usually combined with other administrative information like normal working hours, pay, leave, etc.

The Health & Safety induction training will include:

- Company Health and Safety Policy;
- sources of advice, i.e. this document, Company library, etc.
- accident reporting;
- evacuation procedures in case of fire;
- location of fire exits;
- fire alarms and testing times;
- fire doors;
- location of fire extinguishers and other fire fighting equipment;
- first aid arrangements;
- building security arrangements;
- other job specific training, including safe systems of work, PPE, manual
- handling, risk assessments, accident prevention, safe use of Display Screen Equipment.

It is the responsibility of the Directors and Managers to ensure that the Health & Safety induction training is provided for all new employees.

## Health & Safety Policy Document

### 14.2 Site Induction

All employees MUST be given Health & Safety site induction training prior to commencing work at each and every new construction site or premises.

The Principal Contractor named in the Construction Phase Plan shall be responsible for providing induction training for every site in his control.

The topics and information listed below shall be included in the Site Induction training :-

- Site details, including address, contact telephone numbers, etc.
- Responsibilities for own and other workers health, safety and welfare.
- Site security arrangements.
- First aid equipment location
- First aider(s) name and contact details
- Canteen and changing facilities
- Toilet and washroom facilities
- Smoking prohibition areas, smoking permitted areas
- Location of fire fighting equipment
- Type of fire fighting equipment at each location and instructions for use
- Site emergency procedures, including evacuation escape routes and exits
- Risk assessments, including hazards and control measures
- Site safety rules
- Other site-specific information, i.e. location of services maps, traffic flow system, location of asbestos, noise restrictions, etc.

### 14.3 Apprentices

#### 14.3.1 Recruitment and Selection

The Company shall ensure that adequate procedures are in place for the recruitment and selection of Apprentices, including arranging for medical examinations, where appropriate.

#### 14.3.2 Induction

The Company shall ensure that before the Apprentice commences work on site an Induction is provided to each Apprentice in accordance with the requirements of the Governments Advanced Modern Apprenticeship Scheme and that the Apprentice is notified of prohibited machinery, hazardous substances and out of bounds or prohibited areas.

## Health & Safety Policy Document

### 14.4 Training

Some jobs require that specific training be given before the employee is permitted to commence work, e.g. manual handling, safe use of Display Screen Equipment, driving, slinging techniques, confined space entry, asbestos awareness/removal.

It is the responsibility Managers to identify the requirements for training; to provide training and ensure that employees have successfully completed the job specific training before work commences.

### 14.5 Job Specific Training

The jobs that require specific training and the person responsible for giving the training required are listed below.

<b>Job</b>	<b>Name of Trainer</b>
Use of plant and equipment	CITB or similar approved trainer

### 14.6 Job Specific Qualifications

Some jobs require a qualification or a certificate of competency, these are listed below.

<b>Job</b>	<b>Qualification</b>
Use of plant and equipment	CITB or similar approved trainer
Abrasive wheels	CITB or similar approved trainer

### 14.7 Training Records

An accurate and up-to-date training record for every employee is essential in order to ensure that only suitable qualified workers are used for specific tasks that require additional training.

Training record maintenance is the responsibility of the Administration Team at head Office.

### 14.8 Monitoring

The task of identifying the jobs that require specific training, arranging suitable training and monitoring the effectiveness of the training given is the responsibility of Managers.

## Health & Safety Policy Document

### 14.9 Sub-Contractors

Managers shall ensure that all sub-contractors, engaged to carry out work on behalf of the Company, supply copies of all relevant certification and training records e.g. CSCS Cards, Plant Operatives Certificates and City and Guilds or NVQ Certificates establishing competence to undertake specific tasks or activities, prior to attendance at site

## Section 15

## Health & Safety Policy Document

### 15. Employees Duties

Employees shall comply with the requirements of sections 7 & 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999 (as amended 2006) as set out below:

Section 7 of the Health and Safety at Work etc Act 1974 requires every employee while at Work:

- a) *to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and*
- b) *as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

Section 8 of the Health and Safety at Work etc Act 1974:

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 (as amended 2006) requires:

- 1) *Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*
- 2) *Every employee shall inform his employer of any other employee of that employer with specific responsibility for the health and safety of his fellow employees:*
  - a) *of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
  - b) *of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a short coming in the employer's protection arrangements for health and safety, in so far as that situation or matter either affects the health and safety of that first*

*mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.*

Employees shall comply with all safety instructions and any site safety rules.

Appendix A sets out the individual duties of employees.

## Section 16

### Health & Safety Policy Document

#### 16. Temporary Workers/New or Expectant Mothers/Protection of Young Persons

##### 16.1 Temporary Workers

In the event that the business activities of the Company require additional Temporary Workers, either directly employed or supplied by an Agency, then the Company shall ensure that those persons engaged either as employees or self-employed sub-contractors to undertake works on behalf of the Company shall:

- Be competent to undertake the works required
- Hold appropriate and current qualifications from a recognised training organisation in order to carry out his work safely
- Receive adequate and appropriate induction training, information and instruction prior to commencing work
- Be provided with comprehensible information on any health surveillance
- required to be provided to that employee by or under any of the relevant statutory provisions.

##### 16.2 New or expectant Mothers

In the event that the Company is notified by an employee that they are new or expectant mother the Company shall ensure that appropriate action is taken to comply with all relevant Statutory requirements including provision of suitable and sufficient risk assessment taking into account of risks from any processes or working conditions, or physical, biological or chemical agents including those specified in European Directives; and the provision of adequate Welfare facilities.

##### 16.3 Protection of Young Persons

It is Company Policy NOT to allow any person under the age of 18 to drive a mechanically propelled vehicle on site, operate a hoist or crane, or give signals to the operators unless under direct and constant supervision or training.

It is Company Policy that:

Adequate rest periods shall be provided for young persons in accordance with the Working Time Regulations 1998 and subsequent amendments.

- un-interrupted period of 12 hours rest in each 24 hour period, during
- which they work.
- two full days off each week

## Health & Safety Policy Document

### 17. Employee Health & Safety Representation

The Company shall ensure that adequate arrangements and procedures are in place to allow and encourage adequate representation and consultation by and with employees of the Company in respect of health and safety.

#### 17.1 Consultation with the Workforce

The Company is required by the Consultation with Employees Regulations, 1996 to consult with the workforce on matters affecting their health, safety and welfare.

The Company has become an "Investor in People" and holds an annual review meeting attended by all employees where Health and Safety is discussed and employees are encouraged to use the review meeting as an "Open Forum" to discuss any issues that they wish to raise.

All employees are encouraged to raise any concerns they may have with the Site Manager who will either provide a solution or pass the issue up the reporting chain – it is Company policy to provide an employee with a response at the earliest opportunity.

The Company also encourages a free flow of information between employees and management on matters which affect Health & Safety.

#### 17.2 Employee Representation

Employees are selected by their peers to represent their department, the office, trades e.g. carpentry, bricklaying, plastering, decorating, etc. are invited to select an employee representative to attend six monthly Health and Safety Committee meetings.

#### 17.3 Health & Safety Committee Members

<b>Member Name</b>	<b>Area of Expertise / Representation</b>
--------------------	-------------------------------------------

Refer to the Company Procedures Document / Notice Board for details

Under normal circumstances the Health & Safety committee will meet bi-annually to review the Risk Assessment, the COSHH Assessment and results of the monitoring referred to in sections 5, 6, 14, 18, 19, 20, 22, 23. However a special meeting may be called at any time if legislation changes affect the current working practises or the nature of the business changes.

Any issue raised by an employee must be discussed and a course of action agreed by the committee, the committee may request an employee to attend the meeting, if it is considered necessary.

**Health & Safety Policy Document**

**18. Plant & Equipment**

The Company shall ensure that adequate arrangements and procedures are in place in respect of the purchase, hire and use of plant and equipment.

Refer to Appendix G of this document for arrangements and procedures in respect of use of plant and equipment on construction sites.

The Company shall ensure that all plant and equipment is used in accordance with the requirements of:

- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

**18.1 List Plant & Equipment**

All plant and equipment needs to be maintained, serviced or overhauled on a regular basis and it is the responsibility of Managers to identify all plant & equipment in use by their department within the Company.

**18.2 Maintenance Schedule**

Each piece of plant & equipment has specific maintenance or servicing needs, as specified by the manufacturer and / or supplier. It is the responsibility of Managers to draw up and document a maintenance schedule for all plant & equipment in use by the Company.

**18.3 Monitor Maintenance Schedule**

It is the responsibility of Managers to monitor that all maintenance on the schedule is carried out at the correct time and to a reasonable standard for all plant & equipment in use by the Company.

**18.4 Portable Appliance Testing**

The Company shall ensure that adequate procedures are in place for the inspection, testing and maintenance of electrical safety within the Company premises and on construction sites.

It is the responsibility of Managers to ensure that electrical safety checks are undertaken.

All Portable Appliances shall be subject to regular visual user checks, inspections and tests and shall include all office equipment including computers, monitors, photocopiers, printers, kettles, etc. and portable appliances used on site including electric drills, lighting festoons and other 110 volt equipment.

## Health & Safety Policy Document

The frequency of user checks, inspections and portable appliance testing shall be in accordance with the circumstances and the Company shall provide appropriate guidance to all employees regarding the status and use of such equipment. All hired in equipment shall be tested prior to delivery to site and thereafter at 3 monthly intervals.

Visual user inspections shall be undertaken on site on a daily basis. Records of portable appliance testing shall be maintained and kept:

- On-site for the duration of the project, by the Site Manager
- At the Company Premises for a minimum of 1 year, by the Company Office Administrator.

### 18.5 Reporting of Problems Relating to Plant & Equipment

It is the responsibility of all employees to regularly check and inspect plant and equipment in regular use, any problems identified should be reported to the site manager or foreman.

### 18.6 New Plant & Equipment

It is the responsibility of the Contracts Surveyor / Buyer and the Special Works Surveyor / Buyer to ensure that all Plant & Equipment, whether purchased as new or used, conforms to the current Health & Safety standards.

#### 18.6.1 Supply of machinery, plant and equipment

The Company shall ensure that any other Company or body responsible for the design, manufacture, import, supply, and installation of any plant or equipment shall comply with all relevant legislation, Codes of Practice and guidance and in particular shall ensure compliance with the following:

Section 6 of the Health and Safety at Work etc. Act 1974

The Provision and Use of Work Equipment Regulations 1998

The Supply of Machinery (Safety) Regulations 2008

Where appropriate the supplier shall provide an EU Declaration of Conformity (in accordance with regulation 22) or a Declaration of Incorporation (in accordance with Regulation 23).

The Company shall ensure that all machinery, plant and equipment is installed in accordance with all relevant Codes of Practice and in accordance with the Manufacturer's instructions and that all gas appliances are commissioned and tested prior to handover, and that all relevant Instructions and Manuals are handed over to the user.

**Health & Safety Policy Document**

**18.6.2 Company Vehicles**

The Company shall ensure that all employees are aware of the Company Rules in relation to loan and driving of Company Vehicles and restrictions relating to the use of mobile telephones whilst driving.

All persons in charge of a Company Vehicle shall be responsible for undertaking weekly safety inspections, including checks of tyres, brakes and lights.

All persons driving a Company Vehicle must hold a valid driving license and be medically fit to drive, any change in circumstances that may affect their ability to drive must be notified to the Company immediately.

Driving a Company Vehicle whilst under the influence of alcohol or drugs (including prescription drugs) that may affect driving ability constitutes "Gross mis-conduct" and will be dealt with accordingly.

Nobody is allowed to drive a Company Vehicle or any other vehicle on Company business without the knowledge and approval of the Company Secretary.

**Health & Safety Policy Document**

**19. Handling & Use of Substances Hazardous to Health**

The Company shall ensure that adequate arrangements and procedures are in place for the control of substances hazardous to health in accordance with the requirements of the Control of Substances Hazardous to Health Regulations (COSHH Regulations)

Note :- There is separate legislation relating to :-

- Asbestos - The Control of Asbestos Regulations 2012
- Lead - The Control of Lead at Work Regulations 2002

The Company procedures for Asbestos and Lead are contained in Appendix D of this Policy.

The arrangements shall also take into account the requirements of the Personal Protective Equipment Regulations 1992, refer to Section 19.8.

The arrangements shall also take account of other contractor's activities.

Refer to Appendix D of this document for information relating to control measures to be taken to ensure compliance with the COSHH Regulations on construction sites.

### **19.1 Identification of Substances Hazardous to Health**

A COSHH assessment is required for all substances covered by the Control of Substances Hazardous to Health Regulations 2004, this includes adhesives, paints, cleaning agents, solvents as well as dust, fumes, vapours generated from work activities.

It is the responsibility of the Contracts Manager to identify all substances that require a COSHH assessment.

### **19.2 COSHH Assessments – Hierarchy of Controls**

The Company shall ensure that procedures are in place for COSHH Assessments to be undertaken in accordance with the hierarchy of Controls contained within the COSHH Regulations, i.e.:-

- change the process or activity;
- replace it;
- use it in a safer form;
- use appropriate work processes;
- control exposure at source;
- provide personal protective equipment.

Where substances or materials are specified by Designers the Site Agent / Contracts Manager shall require the Designer to provide a Risk Assessment in respect of the materials specified.

**Section 19**

## **Health & Safety Policy Document**

### **19.3 COSHH Assessments and COSHH Register**

The Company shall maintain a Register of all substances for which a COSHH assessment is required and are approved for use.

Employees of the Company shall not be permitted to use any substance unless a suitable and sufficient risk assessment has been undertaken and the substance included in the Register.

COSHH assessments on all substances identified as requiring a COSHH assessment will be conducted by the Site Manager.

Note: The assessment should include the interaction of substances and any requirements relating to the storage and separation of substances where chemical reactions are likely to occur.

The assessment should also note any restrictions placed upon the use of substances e.g. use in a confined or unventilated space.

### **19.4 Implementation of Actions Arising from a COSHH Assessment**

It is the responsibility of Managers to ensure that all actions identified from the COSHH assessment are implemented.

### **19.5 Inform Employees of COSHH Assessment Results**

It is the responsibility of the Site Manager or Foreman to ensure that all employees are informed as to the potential risks to health that the COSHH assessment identified and of

the actions required to mitigate the risk both to themselves and other persons who may be affected.

#### **19.6 New Substances**

It is the responsibility of the Contracts Surveyor / Buyer and the Special Works Surveyor / Buyer to check the safety of all new substances before purchase or use by the company or its employees and to ensure that a Safety Data Sheet is provided with all substances new to the Company.

#### **19.7 Monitoring of COSHH Assessments**

The COSHH assessment will be reviewed annually by the Health & Safety Committee, see section 17.3, unless an earlier review is required for legislation changes affecting the current working practises or the nature of the business changes.

**Section 19**

### **Health & Safety Policy Document**

#### **19.8 Personal Protective Equipment (PPE)**

The Company shall ensure that all employees are provided with suitable and appropriate Personal Protective Equipment and clothing in order to comply with any control measures indicated in the COSHH Assessment.

The Company shall ensure that the use of such equipment complies with the requirements of the Personal Protective Equipment Regulations 1992 as amended.

The task of ensuring that the requirements relating to the necessity for, and identification of, appropriate PPE (including reference to Manufacturer's Data and recommendations for type and duty) and for ensuring that such equipment is issued; and users provided with adequate information relating to the fit and use of such equipment, shall be the responsibility of the Site Manager.

##### **19.8.1 Maintenance and Storage of PPE**

The Site Manager shall be responsible for ensuring that all PPE is maintained in good condition and stored in appropriate conditions whilst on site, i.e. in a clean store or store cupboard and that all employees are instructed in maintaining and storing such equipment.

##### **19.8.2 Issue of PPE**

The Site Manager shall maintain a Register of PPE to show the nature of the equipment issued, the employee to whom issued and the date of issue.

**Section 20**

## Health & Safety Policy Document

### 20. Physical Agents

The Company shall ensure that adequate arrangements and procedures are in place for the control of physical agents that may affect employees, including exposure to excessive or extreme levels of noise, vibration, temperature or radiation.

The arrangements shall take account of other contractor's activities and activities being undertaken in premises occupied by Clients, including areas containing noisy plant or equipment (e.g. generator plant); areas containing X-ray facilities or other radiological equipment (e.g. hospital X-ray departments).

The Company shall ensure that adequate arrangements and procedures are in place in respect of entry into prohibited areas where access is required in order to undertake planned maintenance or repair activities.

#### 20.1 Identification of Physical Agents Hazardous to Health

An assessment is required to ascertain the levels of exposure to physical agents e.g. noise, vibration, radiation.

In carrying out the assessment regard shall be had to any action levels contained in the relevant regulations, including :-

Control of Noise at Work Regulations 2005  
Control of Vibration at Work Regulations 2005  
Ionising Radiations Regulations 1999

It is the responsibility of the Contracts Manager to identify all physical agents that require an assessment.

#### 20.2 Compliance with Legislation

The Company shall ensure that adequate arrangements are in place to ensure compliance with relevant legislation and that exposure of employees is reduced as low as reasonably practicable and that statutory limits are not exceeded.

The assessment shall include control measures to minimise exposure and use of PPE as appropriate.

#### 20.3 Compliance with Local Rules

The Company shall ensure that all employees comply with any local rules, restrictions or prohibitions placed upon entry into restricted areas by the controller of the premises or site.

## Health & Safety Policy Document

### 20.4 Noise Assessments and Register

The Company shall maintain a Noise Assessment Register of all plant and equipment approved for use by the Company that has been identified as requiring a Noise Assessment.

Employees of the Company shall not be permitted to use any plant or equipment unless a suitable and sufficient risk assessment has been undertaken and the plant or equipment included in the Register.

Arranging for assessments on all plant and equipment identified as requiring an assessment is the responsibility of the Contracts Manager and the Special Works Manager and where appropriate, specialist advice shall be obtained.

### 20.5 Vibration Assessment

The Company shall ensure that a risk assessment is undertaken in accordance with the requirements of Regulation 5 of the **Control of Vibration at Work Regulations 2005**

### 20.6 Implementation of Actions Arising from Assessments

It is the responsibility of the Contracts Manager to ensure that all actions identified from the assessments are implemented.

### 20.7 Inform Employees of Noise, Vibration and Radiation Assessment Results

It is the responsibility of the Site Manager or Site Foreman to ensure that all employees are informed as to the potential risks to health that the Noise, Vibration and Radiation assessment identified and of the actions required to mitigate the risk both to themselves and other persons who may be affected.

### 20.8 Purchase or Hire of Plant & Equipment

The Company Policy for the purchase or hire of plant and equipment requires that appropriate enquiries shall be made in respect of potential harm from noise, vibration, radiation or other physical hazards arising from the use of or exposure to the plant or equipment.

Suppliers shall be required to provide all relevant information relating to noise and vibration levels and / or radiological exposure levels.

It is the responsibility of the Contracts Buyer and the Special Works Buyer to check the safety of all new plant and equipment before purchase or use by the company or its employees.

[Note :- also refer to section 18.5 of this Policy Document.]

### 20.9 Monitoring of Noise, Vibration and Radiation Assessments

The Noise, Vibration and Radiation assessment will be reviewed annually by the Health & Safety Committee, see section 17.3, unless an earlier review is required for legislation changes affecting the current working practises or the nature of the business changes.

## Section 21

### Health & Safety Policy Document

#### 21. Work Related Health

##### 21.1 Job Specific Health Surveillance

Some jobs require regular health surveillance checks to identify employees showing signs of work related ill-health so that action can be taken and treatment can be administered before the condition worsens.

The COSHH assessment should identify the areas that require health surveillance and the type of surveillance necessary.

The following jobs have been identified as needing regular health surveillance, the type of surveillance is also shown.

<b>Job</b>	<b>Type of Health Surveillance</b>
Working with Lead	Medical Surveillance of lead blood levels
Display Screen Equipment	Eye Tests
Working with noisy plant or equipment	Audiometry Tests
Exposure to noise/vibration	Medical Surveillance

##### 21.2 Health Surveillance Arrangements

The responsibility for arranging regular health surveillance checks for employees engaged upon one or more of the jobs listed in section 21.1 lies with the Contracts Manager.

##### 21.3 Health Surveillance Records

The employee records of health surveillance check :-

- attendance
- type of check
- identity of medical practitioner conducting check
- Conclusion

are kept at Head Office by the Company Secretary and the medical details of the check are held by the medical practitioner, as they are confidential.

## Health & Safety Policy Document

### 21.4 Provision of First Aiders

The Company shall ensure that an assessment is undertaken for each construction project in respect of first aid provision, and that all sites achieve compliance with the requirements of the Health and Safety (First Aid) Regulations 1981.

Information regarding the provision of first aid facilities and trained personnel should be obtained from the Principal Contractor for any construction project where Pilbeam Group are not the Principal Contractor.

The Company shall ensure that at all construction sites where it undertakes the role of Principal Contractor it will :-

- provide adequate and appropriate first-aid equipment and facilities;
- provide an adequate number of trained and qualified first-aiders;
- provide an 'appointed person' if the first-aider is absent;
- provide information to all workers about the provision of first-aid, location of equipment, facilities and personnel.

### 21.5 First Aiders – Information

Information relating to provision of First Aiders within the Head Office shall be provided on the Company Notice Board or alternatively by appropriate signage within the office premises.

Information relating to provision of First Aiders shall be provided on each Construction site by the Principal Contractor.

### 21.6 First Aid Equipment

First aid boxes are kept at the following locations :-

#### Location

Head Office

Site Office – for each project on site

First Aid boxes are also kept in all Company Vehicles.

The First Aid boxes shall be adequately stocked and replacements provided as necessary. The Site Manager / Site Foreman (either at Head Office or on each construction site) shall be responsible for checking the contents of the First Aid Boxes on a weekly basis.

The driver of each Company vehicle shall be responsible for ensuring that the contents of first aid boxes kept on company vehicles are checked and maintained on a regular basis.

## Health & Safety Policy Document

### 22. Accident / Incident & Sickness Reporting and Investigation

#### 22.1 Accident / Incident Procedures

The Company has set up procedures to ensure that all accidents and incidents are reported and brought to the attention of management and where appropriate reported to the Authorities. The Company has also set up procedures to ensure that lessons are learnt from accidents and incidents reported both within the Company reporting procedures and within the industry at large so that working practices can be changed or amended to reflect current best practice.

The procedures and requirements relating to the reporting of accidents in the Accident Book maintained on each site, and for the filing of reports of 'near misses' are set out in the Method Statement and/or Construction Phase Plan produced for each project.

The procedures and requirements for reporting of accidents and 'near misses' by employees and sub-contractors are included in the Induction Course for each individual project.

#### 22.2 Reporting Incidents / Accidents

All employees are required to report every incident, however slight, involving themselves or others, to the Site Manager, in order that future injuries may be prevented.

All accidents should be entered into the Accident Book (copies are kept at Head Office and separate Accident Books are maintained on all sites).

Significant incidents must be reported directly to Head Office to either the Contracts Director.

**Note :- Report ALL major accidents directly to Head Office by telephone, as soon as possible.**

#### 22.3 Investigation of Incidents / Accidents

The Company shall investigate all significant accidents and incidents involving employees, other workers, or members of the public.

The responsible person (senior Company representative) at the scene shall ensure that the area is secured and that persons are prevented from entering the area until the incident has been investigated.

The investigation of accidents is the responsibility of the Company Health and Safety Advisor.

## Health & Safety Policy Document

### 22.4 Sickness and Accident Monitoring

The Health & Safety Committee will review the Accident Book and employee sickness records at their annual meeting with a view to identifying problem areas or processes.

### 22.5 Accident & Sickness Reporting (RIDDOR)

Employers are required to record details of all accidents, however minor, and to notify more serious accidents and sickness to the Incident Contact Centre, via the online reporting system as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Fatalities and Major Injuries must be reported via telephone all other incidents should be reported using the on line forms:

The seven online RIDDOR Reporting Forms are:-

- F2508 Report of Injury
- F2508 Report of Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of Offshore Injury
- OIR9B Report of Offshore Dangerous Occurrence
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

The responsibility for reporting injuries, diseases and dangerous occurrences to the enforcing authority lies with the Contracts Director.

However, it is the responsibility of all employees to record details of all injuries, diseases and dangerous occurrences in the Accident Book kept by the Site or Company Secretary.

Sickness and the reason given will be recorded in employee records by the Company Secretary.

#### 22.5.1 Reporting to the Department of Social Security

Where an employee is involved in an industrial accident or suffers work-related ill-health, the Company shall provide the employee with form B.I.95 to complete and submit to the DSS, as required under the Claims and Payments Regulations 1979 (as amended).

## Health & Safety Policy Document

### 23. Monitoring and Review

The Company recognises the requirement to monitor and review Health and Safety performance and the role it can play in identifying bad practice and improving general levels of Health and Safety performance.

An Annual review of all health and safety documentation (including this Policy document) shall be undertaken by the Company Health and Safety Advisor.

The Company shall ensure that arrangements are in place for both active and reactive monitoring and review and for the reporting by operatives of unsafe practices or near misses.

The Company shall also ensure that the Health and Safety arrangements include provisions for a formal Safety Audit procedure.

Pilbeam Group has a formal QA (Quality Assurance) procedure for monitoring of individual projects of 30 days or more duration i.e. are Notifiable in accordance with the requirements of the Construction (Design and Management) Regulations 2007.

#### 23.1 Active Monitoring – Workplace Inspections

The following checks and inspections form a regular part of the work pattern, the table below shows :-

- the location and type of check or inspection,
- name or position of the person(s) responsible for conducting the check or inspection,
- frequency of the check,
- method of recording that check or inspection was carried out
- name or position of the person(s) to whom report findings are presented for review and / or action.

Type of Check	Responsibility of	Frequency	Recording Method	Reporting
<b>Head Office</b>				
Office premises	Office Safety Officer	6 monthly	Company Form	Director
<b>Construction Sites</b>				
Site Audit Site	Safety Officer	Site set up & 3 mthly	Company Form	Manager
Inspection Tour	Site Manager	3 Weekly	Company Form	Manager

#### 23.2 Statutory Inspections

The Company shall ensure that all relevant Statutory Inspections are undertaken as appropriate and the findings of any inspections contained in written reports are entered into appropriate Registers.

Responsibility for ensuring that Statutory Inspections are carried out and that the Registers are maintained lies with the Contracts Manager.

## Health & Safety Policy Document

### 23.3 Reporting by Employees

The Company Policy is to eliminate hazards from the workplace wherever possible and in order to achieve this, all employees are encouraged (and have a duty) to report any unsafe or unhealthy working conditions, practices or arrangements. Failure to report unsafe / unhealthy working conditions, practices or arrangements may lead to disciplinary action.

Employees should report unsafe / unhealthy working conditions, practices or arrangements to the Site or Office Manager.

If the person reporting the hazard is not satisfied that the Company has taken appropriate action to remedy or minimise the hazard, every employee has the right to approach the HSE as detailed on the Health and Safety Law Poster displayed on the Health and Safety Notice Board.

### 23.4 Reactive Monitoring

The investigation of accidents, work related sickness and absence is the responsibility of the Contracts Director.

The implementation of changes arising from a review of the causes of accidents or work related sickness and absence is the responsibility of the Construction Manager.

### 23.5 Management Meetings

Health and Safety will be an agenda item for ALL management meetings (including board meetings) and all site meetings.

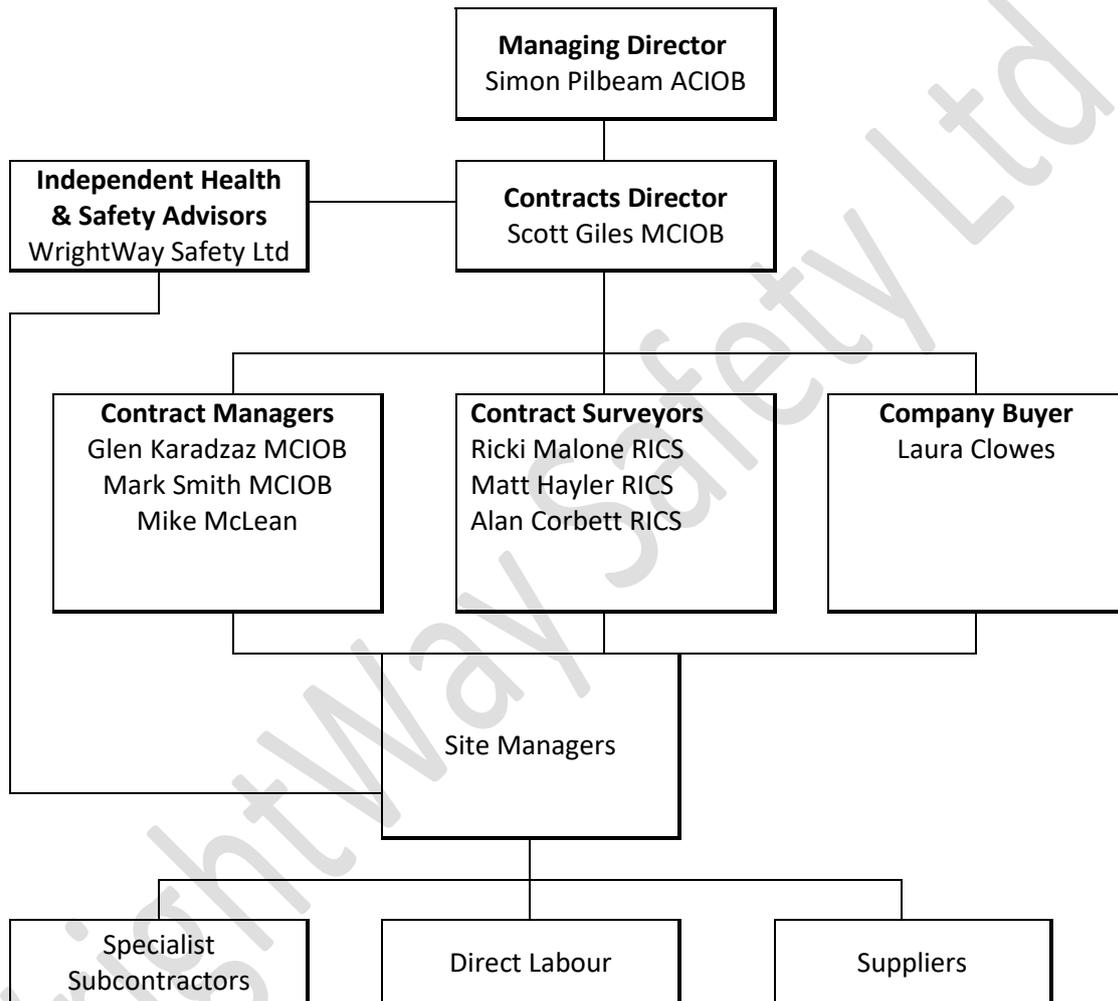
The Company Policy requires that all incidents are reported at the next management meeting and / or site meeting (whether or not investigations have been completed) in order that lessons can be learned, and further incidents prevented.

## Appendix A – Company Structure

The Company comprises a Private Limited Company, Pilbeam Holdings Limited with A & F Pilbeam Limited and A & F Pilbeam Construction Limited subsidiary companies.

**Mr. Simon Pilbeam** is in overall charge of Group activities, including Health and Safety.

The Organisation and Structure of the group in respect of health and safety is shown in the Organisational Chart below.



The responsibilities of Directors and others within the Company organisation are set out below.

This Appendix to the company Safety Policy details the responsibilities for safety at all levels of employee. In all cases where responsibility is felt to be unclear, the advice of a member of senior management must be obtained.

Note : The chart above is for guidance only and in order to simplify the company structure does not show all relationships or reflect reporting structure and levels of responsibility

## Health & Safety Policy Document

- a) **Mr. Simon Pilbeam** is the Managing Director of Pilbeam Holdings Limited, A & F Pilbeam Limited and A & F Pilbeam Construction Limited and has overall responsibility for day to day management and directorship of the group.
- formulation of company policy and to ensure that there is an effective policy for health and safety within the Company and that it remains current by revision from time to time;
  - implementation of changes to policy following changes in the nature of the operations of the company, introduction of new machinery, plant or equipment, changes in legislation
  - review of policy
  - ensuring adequate resources are allocated to implement the company health, safety and welfare policy. To ensure that the policy is effectively administered and that adequate funds and resources are available for implementation.
  - ensuring that adequate procedures are in place for monitoring and auditing health, safety and welfare throughout the organisation and for disciplining any employees for breaches of safety policy and procedures
  - To promote the Health & Safety at Work etc. Act, 1974, the Management of Health & Safety at Work Regulations 1999 (as amended 2006), The Construction (Design and Management) Regulations 2015 and all other relevant legislation and Codes of Practices;
  - To receive and act upon recommendations made by Company Employees, Safety Advisers and the Health & Safety Executive;
  - To promote a safety culture within the organisation and set a personal example.
  - To ensure that all necessary training is organised in order that all employees are able to undertake their tasks safely;
  - To monitor, through Site Inspections and regular review meetings, that the Company Health & Safety Policy is being adhered to and to implement any appropriate changes, as necessary;
  - To ensure distribution of the policy to employees and sub-contractors;
  - To take disciplinary action, as appropriate, to deal with any individual who contravenes this Policy.

Appendix A

b) **Director responsible for Health and Safety**

- To understand the company's safety policy and associated implications;
- To be aware of the various management responsibilities within the company;
- To ensure that the company has procedures in place to comply in all respects with the requirements of the CDM Regulations 2015 and all other relevant Health and Safety Regulations;
- To ensure that Managers and others are adequately trained and/or released for training as necessary;
- To ensure that tender submissions are adequate to cover construction planning, safe methods of working and welfare provisions;
- To ensure that a Construction Phase Plan is produced for notifiable projects and accepted by the Client before works commence on site;
- To ensure that suitable and sufficient risk assessments and method statements are produced before works commence on site.
- To review working methods and precautions with Managers at commencement and other suitable periods throughout the contract;
- To ensure that Managers have systems in place to monitor adherence to Company health and safety policies and procedures on site;
- To set a personal example during site visits by showing an interest in all aspects of site safety;
- To promote consultation with all employees in accordance with the Health & Safety (Consultation with Employees) Regulations 1996;
- To ensure that the company has procedures in place to check the competency of sub-contractors as laid down in HSE Publication L153.

c) **Contracts Mangers:**

- To understand the company's safety policy and associated implications;
- To be aware of the various management responsibilities within the company;
- To ensure that the company has procedures in place to comply in all respects with the requirements of the CDM Regulations 2015 and all other relevant Health and Safety Regulations;
- To ensure that Site Managers and others are adequately trained and/or released for training as necessary;
- To ensure that tender submissions are adequate to cover safe methods of working and welfare provisions;
- To determine at the planning stage:
  - (1) The most appropriate order and method of working to ensure safety at all stages of the contract;
  - (2) Allocation of responsibilities with sub-contractors and others;
  - (3) The location of the existing services and liaison with the statutory authorities in order to determine safe working procedures;
  - (4) Facilities for welfare, sanitation and first aid;
  - (5) Ensure adequate fire precautions;
  - (6) Any significant or special hazards.
- To ensure adequate provision of instructions to establish safe working methods and indicate precautions to be adopted;
- To ensure that all risk assessments as required by the Management of Health & Safety at Work Regulations 1999 (as amended 2006), are carried out prior to works commencing on site. Where there is a significant risk, a written record of the assessment together with a method statement is required;
- To check over working methods and precautions with site management at commencement and other suitable periods throughout the contract;
- To assist with re-assessment when necessary;
- To ensure that once work has started it is carried out as planned and that relevant legislation is observed on site;
- To set a personal example during site visits by showing an interest in all aspects of site safety;
- To ensure that all relevant information on known hazards is passed on to sub-contractors with risk assessments where necessary.
- To ensure an adequate provision of suitable protective clothing and equipment where necessary;
- To ensure that proper assessments are made for the purpose of COSHH, Noise, First Aid requirements, hazard and risk, in so far as practicable, assessments to be completed prior to work commencing;  
To consult with all employees in accordance with the Health & Safety (Consultation with Employees) Regulations 1996;
- To ensure that the company will comply in all respects with the requirements of the CDM Regulations 2015. Where the company is nominated and accepts the duty of Principal Contractor the Construction Phase Plan will be produced, and will be made available on site and amended/expanded as necessary. Material for the Safety File will be collected and handed to the nominated Principal Designer;
- To ensure that all sub-contractors furnish the principal contractor with a main copy of their Health & Safety Policy at tender stage;
- Where necessary, sub-contractors will be required to carry out their own hazard/risk assessments especially when any special hazards exist relating to their own work.

- d) **Buyers :**
- The purchasers within the company shall only purchase Equipment,
  - Machinery and Construction Materials that comply with the relevant British Standard, European Conformity Mark or in accordance with the Supply of Machinery (Safety) Regulations 2008 and the Provision and Use of Work Equipment Regulations 1998.
- e) **Estimators :**
- It is the responsibility of the estimator to have regard for and knowledge of current Building Regulations and Health and Safety Law so as to enable him/her to stipulate the correct building materials in accordance with the relevant statute. He/she is made aware of the procedure regarding advice from our health and safety advisers.
- f) **Site Mangers/Site Foremen :**
- Responsible for the day-to-day organisation and control on site of all employees and sub-contractors and their activities;
  - To consult with and carry out the instructions of the Contracts Managers
  - To produce risk assessments and method statements as necessary to satisfy Health and Safety legislative requirements and review assessments / method statements with the Contracts Managers prior to works commencing on site;
  - To organise and control sites so that the work is carried out in accordance with any hazard/risk assessment and with minimum risk to the person that may be so affected;
  - To ensure that tasks are carried out in accordance with the method statements and if the assessment requires review or if the safe method of working changes, a revised assessment is produced;
  - Issue work method statements as necessary;
  - Carry out additional risk assessments on site as required;
  - To be aware of the broad requirements of current relevant legislation and to request training as necessary;
  - To understand and implement any emergency procedures;
  - To see that regulations and legal requirements are observed on site;
  - To arrange and control delivery and stacking of material so as to avoid risk;
  - To position plant effectively and to plan and maintain a tidy site;
  - To implement arrangements with sub-contractors and others on site so as to avoid any confusion as to areas of responsibility;
  - To check that machinery and plant, including power and hand tools, are maintained in a good serviceable condition;
  - To ensure that relevant COSHH assessments on hazardous materials are available on site and that the necessary precautions are adhered to;
  - To make sure that suitable protective equipment is available and that it is used as and when necessary;
  - To ensure the relevant facts of all accidents are recorded and reported to Head Office;
  - To co-operate with the Safety Advisers and any Health & Safety Executive Inspectors and to act on their recommendations;
  - To satisfy himself that all employees and sub-contractors are working in a safe manner and that any appropriate method statements are being adhered to.

(g) **Employees – Site Operatives**

All employees have the following responsibilities:

- To comply with Section 7 of the Health & Safety at Work etc. Act 1974, i.e. not to endanger the health, safety or welfare of fellow employees, contractors, visitors or members of the public:
  - (a) take reasonable care for their own health & safety.
  - (b) consider the safety of other persons who may be affected by their acts or omissions.
- To comply with Regulation 14 of the Management of Health and Safety at Work Regulations 1999 (as amended 2006), i.e. to use plant, tools, equipment, materials and safety equipment provided by their employer in accordance with the training and instructions provided, and, to inform their employer of any dangerous situations or short-comings in their employer's arrangements.
- To comply with Section 8 of the Health & Safety at Work etc. Act 1974, i.e. to refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health & Safety reasons.
- To comply with any site rules laid down by their employer and any Health & Safety instructions, either verbal or written, given by a manager, supervisor, foreman or Site Manager.
- To comply with the requirements of any Method Statement or procedure provided for the task or activity undertaken.
- To use any machinery, plant or equipment in accordance with the Manufacturers Operating Instructions and any training, information or instructions provided
- To use any material or substance in accordance with the COSHH Assessment and Suppliers Safety Instructions and any training, information or instructions provided.
- To use any PPE provided by the employer, including:
  - protective headwear,
  - safety boots,
  - eye protection,
  - ear defenders,
  - masks or other forms of BA etc.,
  - protective clothing,
  - glovesin accordance with the Manufacturers Instructions and any training
- To comply with Site Health & Safety signage etc.
- To undertake authorised tasks or activities only, adequate instruction or training or which you are not competent to perform.
- To work in accordance with information and training provided.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

g) **Mr. Phil Wright** (Safety Advisor [Consultant]) : FRSA SIIRSM MIFSM MIAAI MAoFA  
Tech IOSH MCIPD Cert Ed

- is professionally qualified and competent in matters relating to health, safety, fire and welfare throughout the activities carried out by the Company;
- to provide advice on Health, Safety & Fire matters as requested by the Company;
- set a personal example.

WrightWay Safety Ltd

Appendix B

Health & Safety Policy Document

Appendix B – Relevant Legislation

### General Health and Safety legislation

- The Health & Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 (as amended 2006)
- Provision & Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 2002
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (Employees Capabilities) (England) Regulations 2010

### Legislation relating to Office based activities

- Display Screen Equipment Regulations 1992 as amended 2002
- Workplace (Health, Safety & Welfare) Regulations 1992

### Legislation relating to Construction Activities

- Construction (Design & Management) Regulations 2015
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Noise at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Vibration at Work Regulations 2005
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Electricity at Work Regulations 1989
- Confined Spaces Regulations 1997

Appendix C

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Appendix C – CDM Regulations

## **Construction (Design & Management) Regulations 2015**

This Section sets out the arrangements and additional duties placed upon the Company when undertaking the role of Contractor or Principal Contractor in accordance with the requirements of the Construction (Design and Management) Regulations 2015.

This Section also includes provisions relating to those projects where Pilbeam Group undertakes additional duties as a 'Designer' as defined by the CDM Regulations.

The general provisions of this Policy document and the standard documentation and procedures set up by Pilbeam Group have been prepared on the basis of normally undertaking the role of Principal Contractor

### **Role of Principle Contractor for Notifiable Projects.**

Where the Company is appointed as Principal Contractor for a construction project, the Construction (Design & Management) Regulations 2015 lay down the Company's duties in respect of the requirements for managing health and safety for construction projects.

The company shall produce a Construction Phase Plan for each individual construction project detailing the arrangements for the management of health and safety. This Construction Phase Plan shall be approved by the Client before construction works commence on site.

These arrangements shall include:

- Health and Safety Management Organisation and responsibilities
- Provision of Information to those that need it and liaison with the Principal Designer
- Competence (Health and Safety) of designers, contractors and sub-contractors use of Health and Safety Questionnaires
- Construction Arrangements and Activities – sequence and phasing of construction works
- Emergency Arrangements
- Site Security & Prevention of Unauthorised Access
- Site Induction
- Provision of Welfare Facilities
- Liaison with adjoining owners, near-by construction sites and others who may be affected by the works
- Arrangements for consultation with the workforce
- Arrangements for co-operation and co-ordination in respect of works on site by different trades, contractors, sub-contractors and specialist contractors
- Arrangements for vehicle access, unloading, loading, and on-site pedestrian / vehicle segregation
- Safe Systems of Work
- Asbestos identification and control measures
- Lead identification and control measures

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- COSHH and Environmental Controls

- Specialist Processes
- Site Waste Management Arrangements – segregation of special waste
- Commissioning Procedures
- Monitoring and Reporting
- Audit and Review
- Health and Safety File – information required, presentation format and timescale

The Company shall ensure that procedures are in place for adequate information to be obtained from Clients, Designers and the Principal Designer to enable the Company to produce the Construction Phase Plan in compliance with the requirements of the Construction (Design & Management) Regulations 2015.

A Site Manager will be appointed to run the site and take responsibility for the day to day supervision and monitoring of health and safety standards.

Method Statements will be prepared for construction activities and operatives are required to go through the Method Statement and sign an acknowledgement sheet stating that they have read and understood the contents of the Method Statement.

Contractors are required to present Method Statements at least 3 working days prior to works commencing on site and the contractor's operatives are also required to sign an acknowledgement that they have read and understood their company's Method Statement prior to works commencing on site.

#### **Role of Main Contractor for Non-notifiable Projects.**

Where the Company is appointed as the main Contractor for a construction project that is **non notifiable**, arrangements for the management of health and safety are required by the Construction (Design and Management) Regulations 2015, We shall for all projects produce a Construction Phase Health and Safety Plan..

The Company shall provide sufficient documentation and procedures to satisfy the requirements of the Regulations as is appropriate to the complexity of the construction project in hand.

The Company shall ensure that procedures are in place for adequate information to be obtained from Clients and Designers for each construction project to enable the Company to produce the necessary arrangements for the management of health and safety.

A Site Manager will be appointed to run the site and take responsibility for the day to day supervision and monitoring of health and safety standards.

Method Statements will be prepared for construction activities and signed off by operatives as described above.

Sub-contractors will be required to demonstrate competency in the same way as for notifiable projects and provide Method Statements as described above.

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#### **Role of Contractor or Sub-Contractor**

Where the Company is appointed as a Contractor or Sub-contractor for a construction project, irrespective of whether or not the project is notifiable, the company is required under the Construction (Design and Management) Regulations 2007 to have in place arrangements for the management of health and safety for company employees and sub-contractors.

The Company shall ensure, where undertaking the role of Contractor, that adequate arrangements are in place for identification of hazards relating to the construction contract and take them fully into account when quoting for the work, including allocation of adequate resources (e.g. plant, equipment and suitably trained personnel).

The Company shall provide sufficient documentation to satisfy the requirements of CDM 2007 as is appropriate to the complexity of the construction project in hand.

The Company shall ensure that procedures are in place for adequate information to be obtained from the Principal Contractor for notifiable projects or main contractor for non notifiable projects to enable the Company to produce the necessary arrangements for the management of health and safety.

A site foreman / supervisor will be appointed to take responsibility for the day to day supervision and monitoring of health and safety standards of company operatives and sub-contractors.

Method Statements will be prepared and passed to the Principal Contractor or main contractor prior to works commencing on site and signed off by operatives as described above.

The company shall ensure that the Principal or Main Contractor for the project has in place all the necessary arrangements to enable the company to work within a safe working environment including :-

- safe access into and within the site
- a safe place of work
- provision of adequate welfare facilities, including
  - toilet facilities
  - washroom facilities
  - changing room
  - clothes drying facilities
  - restaurant / canteen facilities
- provision of adequate first aid facilities, following an assessment of needs.

The arrangements set out by the Principal or Main Contractor for managing health and safety, including any 'Safety Guide for Sub-Contractors' and any specific 'Site Rules', shall be observed by the Company and all employees.

#### **Appointment of Sub-Contractors**

Where the company has been appointed as Principal Contractor the company shall ensure that all contractors and sub-contractors working on the project have suitable competence for the work to be undertaken and have allocated adequate resources to Health & Safety in accordance with the Construction (Design & Management) Regulations 2015 and the Approved Code of Practice L153

The Company Managing Director and / or Contracts Manager shall be responsible for assessing the competence of contractors and ensuring that these procedures are followed.

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The assessment of all contractors and sub-contractors shall be undertaken prior to appointment, and all contractors and sub-contractors shall be required to submit a

Statement of Competence that satisfies the requirements of Appendix 4 of the Approved Code of Practice L153 or to complete and return a signed copy of the Pilbeam Group Contractors Health & Safety Questionnaire.

Where the Sub-Contractor has not previously undertaken work for Pilbeam Group (or Pilbeam Group has reason to believe that the Sub-Contractor requires reassessment) then the Sub-Contractor shall be required to complete a Health and Safety Questionnaire prior to being instructed to undertake any work on behalf of Pilbeam Group.

#### **Procedures for undertaking the role of Designer.**

Where the company undertakes the role of Designer as defined under the CDM 2015 the company shall ensure that all those working on the project have suitable competence [as laid down in Appendix 4 of the CDM 2015 ACOP] for the work to be undertaken and have allocated adequate resources to Health & Safety in accordance with the Construction (Design & Management) Regulations 2015 and the Approved Code of Practice L153.

The Designer's duties relating to a project that is non notifiable are laid down in Regulations 11 and 12 of the Construction (Design and Management) Regulations 2015 and for notifiable projects, Regulations 11, 12 and 18 apply.

The Company shall appoint a competent specialist sub-contractor, for example:- an architect, a mechanical engineer, a structural engineer, etc. to undertake the design work on the company's behalf.

Competence shall be vetted according to the company's procedure, which requires the sub-contractor to provide a suitable statement of competence that satisfies the requirements laid down under Appendix 4 of the Approved Code of Practice for the Construction (Design and Management) Regulations 2015 or complete an Pilbeam Group Health and Safety Questionnaire.

The appointed Designer shall co-operate and co-ordinate activities with the CDM Coordinator, the Client and any other relevant members of the project team.

#### **CDM Requirements relating to Designers**

The Company shall ensure that the requirements of Regulations 9 are considered in respect of the preparation of the design and that adequate information is provided

In particular the Company shall ensure that the design considerations include adequate regard to CDM 2015

- (3) Every designer shall in preparing or modifying a design which may be used in construction work in Great Britain avoid foreseeable risks to the health and safety of any person—
  - (a) carrying out construction work;
  - (b) liable to be affected by such construction work;
  - (c) cleaning any window or any transparent or translucent wall, ceiling or roof in or on a structure;
  - (d) maintaining the permanent fixtures and fittings of a structure; or
  - (e) using a structure designed as a workplace.
- (4) In discharging the duty in paragraph (3), the designer shall—
  - (a) eliminate hazards which may give rise to risks; and
  - (b) reduce risks from any remaining hazards, and in so doing shall give collective measures priority over individual measures.
- (5) In designing any structure for use as a workplace the designer shall take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in, the structure.

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- (6) The designer shall take all reasonable steps to provide with his design sufficient information about aspects of the design of the structure or its construction or maintenance as will adequately assist—

- (a) clients;
  - (b) other designers; and
  - (c) contractors,
- to comply with their duties under these Regulations.

The Company shall ensure that adequate arrangements are in place for identifying significant risks to Health and Safety at design stage and passing such information to the Principal Designer and other members of the project team and any other contractors or sub-contractors whose activities might be affected.

### **CDM 2015 Regulation 15 – Duties of Contractors**

The requirements placed upon Contractors under Regulation 15 of the CDM Regulations 2015 as set out below are applicable to all construction work, whether notifiable or not :-

- (1) *No contractor shall carry out construction work in relation to a project unless any client for the project is aware of his duties under these Regulations.*
- (2) *Every contractor shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.*
- (3) *Every contractor shall ensure that any contractor whom he appoints or engages in his turn in connection with a project is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.*
- (4) *Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including*
  - (a) *suitable site induction, where not provided by any principal contractor;*
  - (b) *information on the risks to their health and safety*
    - (i) *identified by his risk assessment under regulation 3 of the Management of Health and Safety at Work Regulations 1999 (as amended 2006), or*
    - (ii) *arising out of the conduct by another contractor of his undertaking and of which he is or ought reasonably to be aware;*
  - (c) *the measures which have been identified by the contractor in consequence of the risk assessment as the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions;*
  - (d) *any site rules;*
  - (e) *the procedures to be followed in the event of serious and imminent danger to such workers; and*
  - (f) *the identity of the persons nominated to implement those procedures.*
- (5) *Without prejudice to paragraph (4), every contractor shall in the case of any of his employees provide those employees with any health and safety training which he is required to provide to them in respect of the construction work by virtue of regulation 13(2)(b) of the Management of Health and Safety at Work Regulations 1999 (as amended 2006).*
- (6) *No contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.*

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- (7) *Every contractor shall ensure, so far as is reasonably practicable, that the*

*requirements of Schedule 2 are complied with throughout the construction phase in respect of any person at work who is under his control.*

### **CDM 2015 - Additional duties of contractors**

The additional requirements placed upon Contractors for Notifiable Projects under the CDM Regulations 2015 are set out below:-

- (1) *Where a project is notifiable, no contractor shall carry out construction work in relation to the project unless-*
  - (a) *he has been provided with the names of the Principal Designer and principal contractor;*
  - (b) *he has been given access to such part of the construction phase plan as is relevant to the work to be performed by him, containing sufficient detail in relation to such work; and*
  - (c) *notice of the project has been given to the Executive, or as the case may be the Office of Rail Regulation, under regulation 21.*
  
- (2) *Every contractor shall-*
  - (a) *promptly provide the principal contractor with any information (including any relevant part of any risk assessment in his possession or control) which-*
    - (i) *might affect the health or safety of any person carrying out the construction work or of any person who may be affected by it,*
    - (ii) *might justify a review of the construction phase plan, or*
    - (iii) *has been identified for inclusion in the health and safety file*
  - (b) *promptly identify any contractor whom he appoints or engages in his turn in connection with the project to the principal contractor;*
  - (c) *comply with-*
    - (i) *any directions of the principal contractor given to him under regulation and*
    - (ii) *any site rules;*
  - (d) *promptly provide the principal contractor with the information in relation to any death, injury, condition or dangerous occurrence which the contractor is required to notify or report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.*
  
- (3) *Every contractor shall-*
  - (a) *in complying with his duty take all reasonable steps to ensure that the construction work is carried out in accordance with the construction phase plan;*
  - (b) *take appropriate action to ensure health and safety where it is not possible to comply with the construction phase plan in any particular case; and*
  - (c) *notify the principal contractor of any significant finding which requires the construction phase plan to be altered or added to.*

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**CDM 2015 Regulation 13 – Duties of the Principal Contractor**

The duties placed upon the Principle Contractor for Notifiable Projects under Regulation 13 of the CDM Regulations 2015 are set out below:

- (1) *The principal contractor for a project shall-*
- (a) *plan, manage and monitor the construction phase in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health or safety, including facilitating*
    - (i) *co-operation and co-ordination between persons concerned in the project in and*  
*the application of the general principles of prevention*
  - (b) *liaise with the Principal Designer in performing his duties during the construction phase in relation to any design or change to a design;*
  - (c) *ensure that welfare facilities sufficient to comply with the requirements of Schedule 2 are provided throughout the construction phase;*
  - (d) *where necessary for health and safety, draw up rules which are appropriate to the construction site and the activities on it (referred to in these Regulations as “site rules”);*
  - (e) *give reasonable directions to any contractor so far as is necessary to enable the principal contractor to comply with his duties under these Regulations;*
  - (f) *ensure that every contractor is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work;*
  - (g) *where necessary, consult a contractor before finalising such part of the construction phase plan as is relevant to the work to be performed by him;*
  - (h) *ensure that every contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, access to such part of the construction phase plan as is relevant to the work to be performed by him;*
  - (i) *ensure that every contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, such further information as he needs—*
    - (i) *to comply punctually with the duty under regulation 13(7), and*
    - (ii) *to carry out the work to be performed by him without risk, so far as is reasonably practicable, to the health and safety of any person;*
  - (j) *identify to each contractor the information relating to the contractor’s activity which is likely to be required by the Principal Designer for inclusion in the health and safety file and ensure that such information is promptly provided to the Principal Designer;*
  - (k) *ensure that the particulars required to be in the notice are displayed in a readable condition in a position where they can be read by any worker engaged in the construction work; and*
  - (l) *take reasonable steps to prevent access by unauthorised persons to the construction site.*
- (2) *The principal contractor shall take all reasonable steps to ensure that every worker carrying out the construction work is provided with-*
- (a) *a suitable site induction;*
  - (b) *the information and training by a contractor on whom a duty is placed by that regulation; and*
  - (c) *any further information and training which he needs for the particular work to be carried out without undue risk to health or safety.*

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#### **CDM 2015 Regulation 12 – The Principal Contractor’s duty in relation to the Construction Phase Plan**

The duties placed upon the Principle Contractor for Notifiable Projects under Regulation 12 of the CDM Regulations 2007 are set out below:

- (1) *The principal contractor shall-*
- (a) *before the start of the construction phase, prepare a construction phase plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started so far as is reasonably practicable without risk to health or safety, paying adequate regard to the information provided by the designer and the pre-construction information*
  - (b) *from time to time and as often as may be appropriate throughout the project update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be carried out so far as is reasonably practicable without risk to health or safety; and*
  - (c) *arrange for the construction phase plan to be implemented in a way which will ensure so far as is reasonably practicable the health and safety of all persons carrying out the construction work and all persons who may be affected by the work.*
- (2) *The principal contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any site rules.*

#### **CDM 2015 Regulation 8 – The Principal Contractor’s duty in relation to co-operation and consultation with workers**

The duties placed upon the Principle Contractor for Notifiable Projects under Regulation 8 of the CDM Regulations 2015 are set out below:

*The principal contractor shall-*

- (a) *make and maintain arrangements which will enable him and the workers engaged in the construction work to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare of the workers and in checking the effectiveness of such measures;*
- (b) *consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, so far as they or their representatives are not so consulted on those matters by any employer of theirs;*
- (c) *ensure that such workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these Regulations require to be provided to him, which relates to the planning and management of the project, or which otherwise may affect their health, safety or welfare at the site, except any information-*
  - (i) *the disclosure of which would be against the interests of national security,*
  - (ii) *which he could not disclose without contravening a prohibition imposed by or under an enactment,*
  - (iii) *relating specifically to an individual, unless he has consented to its being disclosed,*
  - (iv) *the disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to his undertaking or, where the information was supplied to him by some other person, to the undertaking of that other person, or*
  - (v) *obtained by him for the purpose of bringing, prosecuting or defending any legal proceedings.*

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## Part 4 – Duties Relating to Health and Safety on Construction Sites

The duties placed upon the all contractors carrying out construction work and anyone else responsible for persons carrying out construction work are contained within Part 4 of the CDM Regulations 2015, these regulations are summarised:

### Regulation

16. Application of Part 4;
17. The provision of safe places of work and safe access and egress thereto;
18. The site security, perimeter fencing, good order and cleanliness of a construction site;
19. The stability of structures;
20. The carrying out and supervision of demolition and dismantling;
21. The use of explosives;
22. The safety of excavations;
23. The safety of cofferdams and caissons;
24. The preparation of reports and the inspection of places of work;
25. Energy distribution installations;
26. The prevention of drowning;
27. Traffic routes - the movement on site of pedestrian and vehicular traffic;
28. The use of vehicles;
29. Prevention of risk from fire etc.;
30. Emergency procedures - the preparations and implementation of evacuation procedures;
31. The provision of emergency routes and exits;
32. The provision of fire fighting equipment, fire detectors and alarms;
33. The provision of adequate fresh air;
34. The provision of reasonable temperature and weather protection;
35. The provision of lighting (including emergency lighting);

Appendix D

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Appendix D - Risk Information

The following list gives some of the key areas of risk, the list is not exhaustive but will act as a guide when looking at your company and the types of risks that may affect employees or other persons while carrying out normal business activities.

- Asbestos
- Lead
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDU's)
- Electricity
- Excavation
- Falling objects / Collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, Trips and Falls
- Stress
- Substances Hazardous to Health(including dust, fumes, etc.)
- Temperatures
- Transport (including carrying dangerous substances and pedestrians in the workplace)
- Vibration
- Violence to Staff
- Work Equipment
- Work-Related Upper Limb Disorders
- Working Alone
- Working at Heights
- Working Environment

For information regarding risks in the work place refer to our Company Manual including the CITB GE700 2018 Construction Site Safety Manual.

For further information regarding risks in the work place and risk assessment, the following HSE publications may be useful :-

- Essentials of Health & Safety at work
- Health & Safety in small firms : An introduction to Health and Safety
- Good Health is Good Business : Employers' Guide
- Five Steps to Risk Assessment

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**Appendix E – Procedures for Undertaking Risk Assessments**

Pilbeam Group have developed a number of Standard Forms as part of their Company Procedures including Risk Assessments, and these shall be used for each construction project as part of the Risk Assessment process.

Pilbeam Group use the CIP (Construction Industry Publications) Publication “*Risk Assessment in Construction – Sample Forms*” for standard Risk Assessments, see Index attached.

In completing the Risk Assessment, the Site Manager / Contracts Manager shall take account of the activity, the special circumstances relating to the site (as detailed in the Designers Risk Assessments and the Construction Phase Plan), and those persons other than Employees who may be affected by the works or activities being undertaken. As an example, Risk Assessments for Lifting (LFT001, LFT002 & LFT003) indicate persons who may be harmed – this could include other contractors working on the site or the General Public (where lifting operations entail the lifting of materials off a vehicle parked on the public highway).

### **Risk Matrix**

The Construction (Design and Management) Regulations 2015 require that the Client and the designers appointed by him provide information relating to the hazards and risks that might be encountered on the construction site, these will be the risks that the designers could not eliminate from their design.

The designers should indicate where the residual risks to be controlled by the Contractor on site are high, medium or low and give an indication of the control measures that are open to the Contractor in order to deal with the residual risks.

Pilbeam Group procedures require that the Site Manager undertakes an evaluation of the Pre-construction Information to identify the risks and completes the CIP Standard Risk Assessment.

Where the Risk Matrix indicates that the residual risk is in either the High or the Medium categories, then a full Method Statement for that work or activity will be required.

All Method Statements MUST be prepared and submitted to the Site Manager at least 3 working days prior to the activity commencing on site.

All “High Risk” activities, e.g. Hot Works, Excavations, etc. shall be subject to a “Permit to Work” system as detailed in the Construction Phase Plan for each project.

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### **Other Risk Factors**

Site Managers should also take into account other factors which may be indicated in the Pre-Construction Information provided by Clients, Designers and others (e.g. fire, evacuation or other emergency procedures either arising from site activities or arising from the occupation or partial occupation of the site).

The risk assessment must also identify everyone who may be affected by the activities of the Company including occupants of premises, visitors, delivery drivers, other contractors and members of the public.

### High Risk Activities

Site Managers should be aware and take account of those activities considered to be High Risk by the HSE on Construction sites including activities that may have an effect on occupational health e.g. exposure to noise and vibration.

High Risk activities will include;

- Work at Height – falls from height and falling objects
- Site Transport – being struck by moving vehicles/reversing vehicles
- Plant – being struck by slewing plant
- Excavations
- Work in confined spaces – including unventilated roof voids

### Guidance

All Site Managers shall ensure that copies of the Company Manual including the CITB GE700 2015 Construction Site Safety Manual are kept on site and referred to as appropriate.

The following HSE Leaflets are also useful :-

and	INDG 219A	“A Guide to Risk Assessment”
	INDG 163 (rev2)	“Five Steps to Risk Assessment” (Now available as an MP3 download and web version from the HSE web site)

Site Managers and all those undertaking risk assessments should follow the steps contained in the HSE Guidance Leaflet, i.e.

- Step 1 Look for the Hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Step 4 Record your findings
- Step 5 Review your assessment and revise it if necessary

Where the Site Manager requires additional advice relating to preparation of risk assessments or to High Risk activities that are outside the competence of the Site

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Manager, then the Pilbeam Group Health & Safety Consultant shall be contacted for advice.

## **HAZARD & RISKS**

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;

A **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### **Non-Routine Operations & Emergencies**

Information provided by Clients, in accordance with the requirements of the Construction (Design & Management) Regulations, should be used to identify special risks relating to the site e.g. high-water table levels, risk of flooding, live underground services or environmental and safety issues e.g. ground contamination, risks of polluting water courses etc.

This information will normally be included in the tender documentation or Pre-Construction Information provided for by the Client for each project. Risk Assessments should be undertaken on the basis of the information provided and supplemented by additional investigations or research where considered appropriate.

Activities on site which could be affected by adverse weather conditions (high winds, extremes of temperature including ice or snow) such as crane lifts, erection of structural steel work, movement of sheet materials should be noted and risk assessments undertaken and appropriate control measures introduced: including cessation of works where appropriate.

NOTE: This is a requirement under certain legislation including Work at Height Regulations 2005 and LOLER 1998.

### **High Risk Environments**

Where works are undertaken in high risk or high-profile environments e.g. railway stations or shopping centres the risk assessment should also consider bomb scares, hoax callers and fire alarms and procedures for evacuation of the site or area.

### **Control Measures**

The residual risks identified in the formal risk assessment(s) process shall be noted in the Construction Phase Plan [HAZARD REGISTER] produced for each project prior to works commencing on site.

The Contracts Manager appointed for each project shall ensure that the control measures identified in the formal risk assessment are included in the Method Statement for the project, process or particular work activity.

This information shall be conveyed to the workforce by means of the Method Statements and the workforce required to demonstrate their understanding of the information provided and confirm their understanding by completion of the formal sign-off procedure.

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### **HAZARDOUS SUBSTANCES – COSHH Assessments**

Site Managers shall ensure that Material Safety Data Sheets [MSDS] and COSHH Assessments are provided for all chemicals and substances used on the site.

The site assessment should identify whether use of the substance will take place in the open air, in a well-ventilated space (within a structure or building) or within a poorly ventilated area or a confined space.

Where works are to be undertaken within a building or structure the assessment should identify whether other persons might be affected e.g. other construction workers, or other persons located within the premises where the premises are occupied or partially occupied.

Similar assessments should be taken where works are to be carried out externally in close proximity to the building or structure or at roof level where there is a risk of dust, fumes or vapours being drawn into the premises via air intake systems; via ventilation grilles, or via openings to doors or windows.

Any control measures or additional precautions should be identified by the Client in the Pre-Construction Information.

Where works are required to be undertaken in a poorly ventilated area or within a confined space additional control measures should be considered with 'Permit-to-Work' and 'Permit -to-Enter' implemented where appropriate. The procedures and systems should also include the exclusion of all other persons not directly involved together with appropriate signage.

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### SECTION A – GENERAL CONSTRUCTION ACTIVITIES

RISK ASSESS. NO.	TITLE
------------------------	-------

A01	Asbestos Containing Materials
A02	Brick/Block Laying
A03	Cable Pulling
A04	Carpentry/Joinery
A05	Concreting Operations
A06	Confined Spaces
A07	Contaminated Land
A08	Demolition Works
A09	Dry Lining/Stud Partitions
A10	Electrical Installations (Temporary)
A11	Excavations
A12	Fire Safety
A13	Glazing
A14	Leadwork
A15	Overhead Services
A16	Painting
A17	Pre-Cast Concrete Works
A18	Pre-Demolition Enabling Works
A19	Propping/Falsework
A20	Rendering
A21	Site Access/Egress
A22	Site Setup
A23	Stone Work
A24	Storage and Use of Highly Flammable Liquids
A25	Storage and Use of LPG
A26	Storage of Materials on Site
A27	Street Works
A28	Structural Steelwork Erection
A29	Traffic Management
A30	Trial Trenches
A31	Underground/Buried Services
A32	Underpinning
A33	Work Near Water
A34	Work involving Raw Sewage
A35	Applying Liquid Spray Weed Killer
A36	Excavating Drains/Trenches and Laying Drains
A37	Excavation of Footway, Carriageway or Similar
A38	Electrical Installation (Domestic Properties)
A39	Fitting Copper Pipe Compression Fittings
A40	Fitting New Radiator
A41	Fix wall/floor tiles
A42	Floor Screeding
A43	Flooring (Wood)

## Appendix E

### Health & Safety Policy Document

RISK ASSESS. NO	TITLE
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<b>A44</b>	Flooring (carpet)
<b>A45</b>	Installation of Cable Trunking and Cable Trays
<b>A46</b>	Installing New Door Frame
<b>A47</b>	Installing Floorboards
<b>A48</b>	Installing Joists (Floor and Ceiling)
<b>A49</b>	Laying Paving Slabs
<b>A50</b>	Painting (Brush/roller)
<b>A51</b>	Painting (Airless spray)
<b>A52</b>	Paint Stripping
<b>A53</b>	Plastering
<b>A54</b>	Removal of Asbestos Cement Clad Door
<b>A55</b>	Removal of Asbestos Cement Flue Pipe
<b>A56</b>	Removal of Asbestos Cement Roof Sheets
<b>A57</b>	Remove and Replace Timber Fence Post
<b>A58</b>	Removing Wall Tiles
<b>A59</b>	Replacing Manhole Cover
<b>A60</b>	Replacing Window
<b>A61</b>	Reversing Vehicles/Use of Banksman
<b>A62</b>	Stripping Plaster/Plasterboard from Ceilings and Walls
<b>A63</b>	Tarmacing (Lay bituminous materials or similar)
<b>A64</b>	Unblocking Blocked Manhole – (Shallow depth no man entry)
<b>A65</b>	Work with Mineral Wools

**Appendix E**

**Health & Safety Policy Document**

**SECTION B – USE OF PLANT, TOOLS AND OTHER  
EQUIPMENT**

<b>RISK ASSESS. NO.</b>	<b>TITLE</b>
<b>B01</b>	Abrasive Wheels
<b>B02</b>	Cartridge Operated Tools
<b>B03</b>	Chains Saws
<b>B04</b>	Display Screen Equipment
<b>B05</b>	Dump Trucks
<b>B06</b>	Electrical Hand Tools/Equipment
<b>B07</b>	Excavators
<b>B08</b>	Excavators Used for Lifting
<b>B09</b>	Fork Lift Trucks
<b>B10</b>	High Pressure Water Cleaners
<b>B11</b>	Hydraulic and Pneumatic Tools/Equipment
<b>B12</b>	Lifting Equipment
<b>B13</b>	Other Hand Tools/Equipment
<b>B14</b>	Piling Works
<b>B15</b>	Slinging of Loads
<b>B16</b>	Welding
<b>B17</b>	Mechanical Rollers
<b>B18</b>	Mini Excavators and Dumpers
<b>B19</b>	Pipe Cutting (small diameter)
<b>B20</b>	Soldering
<b>B21</b>	Skill Saw
<b>B22</b>	Use of Concrete Mixers (Electric and Petrol Powered)
<b>B23</b>	Use of Electric Concrete Breakers
<b>B24</b>	Use of Electric Pipe threading equipment
<b>B25</b>	Use of Table Saw

**Appendix E**

**Health & Safety Policy Document**

**SECTION C – WORK AT HEIGHT/ON ROOFS**

<b>RISK ASSESS. NO.</b>	<b>TITLE</b>
C01	Access Scaffolds
C02	Flat Roof Work
C03	Fragile Roofs
C04	Ladders
C05	Material Hoists
C06	Mobile Elevated Working Platforms (MEWPS)
C07	Mobile Tower Scaffolds
C08	Roof Truss Erection
C09	Roof Work (Maintenance)
C10	Sheeted Sloping Roofs
C11	Working at Height
C12	Insulating a Roof Space and Pipework
C13	Removal and Fitting of Fascia and Soffit Boards (non asbestos)
C14	Repair and Renewal of Gutters from Tower Scaffold
C15	Replace and Renew Flashing to Valley Gutter
C16	Replace and Renew Tiles/Slates to Pitched Roof
C17	Replace Ridge Tiles
C18	Trestles
C19	Use of Safety Harnesses and Lanyards
C20	Working Adjacent to Opening and Edges
C21	Working in Roof Spaces
C22	Insulating a Roof Space and Pipework
C23	Removal and Fitting of Fascia and Soffit Boards (non asbestos)
C24	Repair and Renewal of Gutters from Tower Scaffold
C25	Replace and Renew Flashing to Valley Gutter
C26	Replace and Renew Tiles/Slates to Pitched Roof
C27	Replace Ridge Tiles
C28	Trestles
C29	Use of Safety Harnesses and Lanyards
C30	Working Adjacent to Opening and Edges
C31	Working in Roof Spaces

Appendix E

**Health & Safety Policy Document**

**SECTION D – MISCELLANEOUS**

<b>RISK ASSESS.</b>	<b>TITLE</b>
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**NO.**

<b>D01</b>	Exposure to Dust
<b>D02</b>	Exposure to Noise
<b>D03</b>	Exposure to Sun
<b>D04</b>	Exposure to Vibration
<b>D05</b>	Lone Working
<b>D06</b>	Site Security (Preventing public access to building site)
<b>D07</b>	Slips trips and falls
<b>D08</b>	Working with hazardous substances
<b>D09</b>	Working with solvents
<b>D10</b>	Young Persons

**SECTION E – FIRST AID & MANUAL HANDLING**

**RISK  
ASSESS.  
NO.**

**TITLE**

<b>E01</b>	First Aid
<b>E02</b>	Manual Handling

**SECTION F – METHOD STATEMENT**

**SECTION  
NO.**

**TITLE**

<b>F01</b>	Introduction to Method Statements
<b>F02</b>	Method Statement Template
<b>F03</b>	Method Statement Briefing Record
<b>F04</b>	Information to be included in Method Statements

**Appendix F – Asbestos and Lead  
Working with Asbestos**

When undertaking works in existing premises the controller of the premises (Owner or

Occupier) shall be required to provide the Company with a copy of the Asbestos Register for the premises or where this is not available, a copy of the Asbestos Report undertaken by a suitably qualified and competent person.

Where the work involves demolition of existing structures or parts of the fabric of a building or structure a full Refurbishment & Demolition Survey shall be undertaken in order to identify the nature and content of any asbestos containing materials.

Where the Asbestos Register or Asbestos Survey Report indicates that Asbestos is present, the Company shall require a full Method Statement to be prepared identifying those areas where works are to be carried out in the presence of or close proximity to asbestos. Particular attention will be given to the control measures required to prevent exposure of either operatives or occupants to asbestos fibres.

Where no information has been provided to indicate that asbestos has been identified on the site, the following procedures are set out to ensure that no works are carried out whereby operatives or members of the public are exposed to asbestos.

Where Asbestos (Asbestos insulation, coating or asbestos insulation board) has been identified as being present in the building, Pilbeam Group shall ensure that removal (where considered necessary in order to safely carry out the works) is undertaken by a Licensed Contractor and that an appropriate Air Clearance Certificate has been issued prior to main construction works commencing

Works involving asbestos cement products shall only be undertaken by competent and trained personnel and contractors undertaking works involving asbestos shall ensure that all such works are undertaken in compliance with:

- L127 - Management of asbestos in non-domestic premises: Regulation 4 of the Control of Asbestos Regulations 2012
- L143 - Work with Materials Containing Asbestos

The CITB GE700 2017 Construction Site Safety Manual contains practical guidance and procedures that covers working with asbestos.

Also, the HSE web site "Asbestos Essentials" (amended October 2017) contains practical guidance in the form of

task sheets which can be printed off free of charge, the index of sheets available is :

- A0 Introduction to task sheets
- A1 Drilling holes in asbestos insulating board (AIB)
- A2 Removing a single (screwed in) asbestos insulating board (AIB) ceiling tile
- A3 Removing a door with asbestos insulating board (AIB) fireproofing
- A4 Removing a single screwed-in asbestos insulating board (AIB) less than 1 square metre in area.
- A5 Cleaning light fittings attached to asbestos insulating board (AIB)
- A6 Repairing minor damage to asbestos insulating board (AIB)
- A7 Painting undamaged asbestos insulating board (AIB)
- A8 Enclosing undamaged asbestos materials to prevent impact damage
- A9 Drilling holes in asbestos cement (AC) and other highly bonded materials
- A10 Cleaning debris from guttering on an asbestos cement (AC) roof
- A11 Removing asbestos cement (AC) debris
- A12 Cleaning weathered asbestos cement (AC) roofing and cladding
- A13 Repairing damaged asbestos cement (AC)

**Appendix F**

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- A14 Removing asbestos cement (AC) sheets, gutters, etc

- A15 Removing asbestos cement (AC) or reinforced plastic product, eg. tank, duct, water cistern
- A16 Painting asbestos cement (AC) sheets
- A17 Removing asbestos paper linings
- A18 Removing asbestos friction linings
- A19 Removing an asbestos fire blanket
- A20 Laying cables in areas containing undamaged asbestos materials
- A21 Removing asbestos-containing bituminous products
- A22 Removing metal cladding lined with asbestos-containing bitumen
- A23 Removing asbestos-containing floor tiles and mastic
- A24 Removing flexible asbestos textile duct connectors (gaiters)
- A25 Removing compressed asbestos fibre (CAF) gaskets and asbestos rope seals
- A26 Drilling and boring through textured coatings
- A27 Inserting and removing screws through textured coatings
- A28 Removing textured coating from a small area, eg 1 square metre
- A29 Clearing up debris following collapse of a ceiling or wall covered with textured coating
- A30 Dismantling a small asbestos cement (AC) structure
- A31 Removing an asbestos-containing Arcshield from electrical switchgear
- A32 Removing a single asbestos-containing gas or electric heater
- A33 'Remote dismantling' a large asbestos cement building
- A34 Replacing an asbestos-containing part in a 'period' domestic appliance
- A35 Replacing a single asbestos-containing fuse assembly, or a whole fuse box
- A36 Removing an asbestos insulation board (AIB) splash panel fixed with screws or nails, eg in kitchen or bathroom
- A37 Replacing an asbestos cement (AC) flue or duct
- A38 Removing an asbestos cement (AC) panel outside, beside or beneath a window
- A39 Removing asbestos-containing mastic, sealant, beading, filler, putty or fixing
- A40 Making safe and collecting fly-tipped asbestos waste
- A41 Removing pins and nails from an asbestos insulating board (AIB) panel Equipment and Method sheets
- EM1 What to do if you uncover or damage asbestos-containing materials
- EM2 Training
- EM3 Building and dismantling a mini-enclosure
- EM4 Using a Class H vacuum cleaner for asbestos
- EM5 Wetting asbestos materials
- EM6 Personal protective equipment (PPE)
- EM7 Using damp rags to clean surfaces of minor asbestos contamination
- EM8 Personal decontamination
- EM9 Disposal of asbestos waste
- EM10 Two-stage airlock for textured coating removal
- EM11 Model statement of cleanliness after textured coating removal
- EM12 Surveys: Identifying materials that may contain asbestos

All Contractors shall be required to have Procedures for dealing with Asbestos exposed during the course of construction works

## Appendix F

### Health & Safety Policy Document

#### Procedures following discovery of Asbestos

Where previously unidentified asbestos is uncovered or exposed during the course of construction works ALL operatives in the immediate vicinity shall be instructed to stop

work immediately and evacuate the area. The person making the find shall immediately report the discovery to the foreman, supervisor or senior person in charge and/or the Site Manager.

The Site Manager shall close off the affected area and provide barriers to effectively seal off the area until such time as the area is declared safe. Suitable warning signs shall be provided and entry into the area prohibited until such time as the asbestos has been removed or encapsulated and an air clearance certificate provided.

All employees working in existing premises or areas where asbestos may be present shall be required to attend a 'toolbox talk' and provided with appropriate HSE literature / guidance regarding identification of asbestos in buildings and the risks associated with asbestos fibres.

Where appropriate information relating to asbestos will be included in the Construction Phase Plan and/or Site Induction.

### **Working with Lead**

Under CDM 2015, the Client has a duty to provide information in respect of the presence and location of lead or lead containing paint or other coverings or coatings, this information should be recorded in the Pre-construction Information provided to contractors.

Contractors undertaking works involving lead shall ensure that all such works are carried out in accordance with the ACOP published by the HSE :  
'Control of lead at work : Control of Lead at Work Regulations 2002'.

Prior to commencing works on site the Contractor shall attend a Pre Contract Meeting with the Pilbeam Group Health and Safety Advisor in order to discuss the requirement for and the implementation of additional control measures, additional welfare facilities, health surveillance, the production of detailed and site specific Method Statements and the requirement for 'Permit-to-Work' systems; and the provision and use of appropriate PPE.

**Appendix G**

**Health & Safety Policy Document**

**Appendix G– Manual Handling**

ALL Contractors shall ensure that movements of plant equipment and materials into and within the site are planned and controlled and where appropriate shall liaise with the Principal Contractor, Pilbeam Group, for use of mechanical aids and lifting equipment available on the site.

Prior to commencing a project the Contracts Manager / Site Manager shall establish a strategy for handling movement of plant and equipment and materials on site in order to minimise the requirement for manual handling and plan for the maximum use of mechanical aids and equipment.

Where possible materials shall be ordered and delivered to site on pallets; offloaded by mechanical means and shifted within the site by craneage, fork lift or other suitable mechanical means.

Where manual handling cannot be avoided an assessment of all manual handling operations shall be undertaken by the Site Manager and employees and other workers informed of the precautions required.

All operatives shall be provided with instruction and training in kinetic lifting techniques.

Contractors shall supply to Pilbeam Group Risk Assessments and Method Statements for all Manual Handling operations and ensure that all such operations are in compliance with Regulation 4(1)(b) of the Manual Handling Regulations.

Note:- Method Statements required for those items identified by the Designers / Principal Designer in the Pre-Construction Information.

All employees have been issued with a copy of CITB GE700 2018 Construction Site Safety.

For further information the following HSE Publications may be useful:

INDG383 **Manual Handling Assessment Charts**

HSG 149 **'Safe manual handling in construction – Backs for the future'**

Construction Information Sheet 37 **'Handling Heavy Building Blocks'**

**Appendix H**

## **Health & Safety Policy Document**

### **Appendix H – Use of Plant & Equipment on Construction Sites**

#### **PUWER**

ALL Contractors bringing plant and equipment onto the site shall be responsible for

ensuring that the plant and equipment and its use is in compliance with the Provision and Use of Work Equipment Regulations.

All plant and equipment shall be properly tested and records of testing made available to Pilbeam Group. All plant and equipment shall be maintained on a regular basis and in accordance with Manufacturer's instructions and recommendations.

Where plant or equipment is hired in the Contracts Manager / Site Manager shall ensure that all relevant certification (including inspection and maintenance records) are provided by the Hire Company prior to acceptance and use on site.

All operatives of plant and equipment shall where necessary or appropriate hold relevant Certificates of Training e.g. CITB or the Approved Trade Body.

The Site Manager shall keep and maintain a copy of PUWER Registers and Certificates on site.

NOTE: Specific and additional requirements relating to plant and machinery are noted below under various categories of equipment. However it should be noted that ALL work equipment (including plant and machinery, tools etc.) falls within the scope of the PUWER Regulations

### **Woodworking Machines**

ALL activities involving the use of wood working machines are regarded as high-risk activities and Pilbeam Group shall ensure that Contractors provide suitable and sufficient Risk Assessments and Method Statements indicating the precautions that may be taken including provision of adequate guarding, use of adequate PPE, and means of controlling exposure to wood dust. All woodworking machines shall be provided with braking mechanisms in accordance with PUWER requirements.

Regard shall be had to the following HSE publications:

L114 '**Safe use of woodworking machinery**', and  
WIS1 '**Wood dust hazards and precautions**'

### **Chainsaws and petrol powered equipment**

ALL activities involving the use of chainsaws are regarded as high-risk activities and Pilbeam Group shall ensure that Contractors provide suitable and sufficient Risk Assessments and Method Statements indicating the precautions that may be taken including the use of full PPE to European Standard EN 381 '*Protective clothing for users of hand held chain saws*', adequate provision of first aiders, emergency procedures,

Due regard shall be given to HSE Guidance INDG317 '**Chainsaws at Work**'

NOTE: Only operatives who have received training and obtained a relevant certificate of competence shall be allowed to undertake work involving the use of chainsaws.

**Appendix H**

## **Health & Safety Policy Document**

### **Abrasive Wheels**

ALL activities involving the use of abrasive wheels are regarded as high-risk activities and Pilbeam Group shall ensure that Contractors provide suitable and sufficient Risk

Assessments and Method Statements indicating the precautions that may be taken  
Due regard shall be given to HSE Guidance HSG17 '**Safety in the Use of Abrasive  
Wheels**'.

Abrasive wheels i.e. the cutting disc, shall only be changed by a person who has received training in the use of abrasive wheels and is competent to change the 'wheel' or disc and is in possession of a current 'abrasive wheels' certificate.

The use of Abrasive Wheels for grinding and cutting shall be subject to a 'Permit-to-Work' system where sparks are likely to present a fire hazard.

### **Compressors and Air Receivers**

ALL activities involving the use of compressors and air receivers are regarded as high-risk activities and Pilbeam Group shall ensure that Contractors provide suitable and sufficient Risk Assessments and Method Statements indicating the precautions that may be taken.

NOTE: Air Receivers must be marked with their safe working pressure and distinguishing number, fitted with a safety valve, pressure gauge, drain cock and manhole, and be properly maintained and subject to regular inspection.

### **Cartridge Operated Tools**

ALL activities involving the use of cartridge operated tools are regarded as high-risk activities and Pilbeam Group shall ensure that Contractors provide suitable and sufficient Risk Assessments and Method Statements indicating the precautions that may be taken.

Method Statements shall detail precautions and control measures to deal with use and storage of cartridges, protection of other persons from cartridge impact in adjacent areas; the provision and use of PPE.

Pilbeam Group DO NOT permit the use of Direct Fixing (High Velocity) cartridge operated tools on their sites.

Indirect Acting (LOW Velocity) cartridge operated tools shall be subject to 'Permit-to-Work' systems and procedures and the use of these tools shall be restricted to properly trained, certified and fully experienced operatives who are over 18 years of age [who do not suffer from defective vision].

**Appendix H**

## **Health & Safety Policy Document**

### **Portable Electrical Equipment**

Portable electrical equipment used on site will only be operated at a voltage less than 110 volts, unless it is impracticable to do so and in such circumstances the agreement of the Project Manager must be obtained, which will include a proviso that a suitable RCD shall be provided at the source of the increased voltage. RCD's are to be tested daily or before use as the case may be.

Contractors will be made aware that portable electrical equipment used on site should be inspected and tested in accordance with current HSE guidance. Documentary evidence may be requested to confirm these arrangements.

PAT Tests – Where applicable site tools should be subjected to PAT (Portable Appliance tests) every 3 months and tested tools shall be required to have a current PAT tag fixed. Sub-Contractors shall be required to provide documentary evidence of testing.

ALL employees and contractors shall be required to undertake visual inspections of all equipment prior to use and on a daily basis.

Where equipment is hired in the Site Manager shall be responsible for ensuring that all such equipment has been tested and an up to date certificate provided when the equipment is first delivered to site and at suitable intervals thereafter.

The Site Manager shall keep and maintain a copy of PAT Registers and Certificates on site and ensure that testing is carried out prior to expiry of any certificate.

#### **Authorisation and Certification of Plant Operators**

Pilbeam Group will ensure that all construction plant operating on site is only operated by fully trained operators who have proof of training, e.g. Construction Skills, IPAF etc or similar industry specific approved training. Where this cannot be achieved written proof of competence /experience / authorisation must be produced by the employing company.

**Appendix I**

### **Health & Safety Policy Document**

#### **Appendix I – Display Screen Equipment**

The Display Screen Equipment used within the office premises is assessed by external

consultants as part of the annual review and audit procedure

It is the policy of the Company to offer such health surveillance as is deemed appropriate to each Company Employee according to the tasks regularly undertaken by the Employee on behalf of the Company.

Any Employee using Display Screen Equipment as part of their work for the Company, is annually offered an eye and eyesight test, with the supply of any corrective lenses as deemed appropriate, at the Company's expense.

Also, any Employee using Display Screen Equipment as part of their work for the Company, is entitled to order, at the Company's expense, such items of ergonomic support as are necessary for their safe and comfortable use of the equipment at the workstation provided by the Company, e.g. wrist supports, screen height adjusters, adjustable chairs, etc.

New or replacement workstation furniture is assessed by a buyer to ensure that the workstation complies with the ergonomic requirements of the Employees who will be using the workstation.

All Employees required to work at a Work Station shall be provided with information, instruction and training as required and shall also be required to complete a Self-Assessment Questionnaire relating to their use of a work station and Display Screen Equipment in conjunction with an external consultant.

Any person required to work at a work station or with Display Screen Equipment for significant periods shall be required to take regular breaks or engage in other activities in order to avoid prolonged or excessive periods of use of such equipment.

Due regard shall be given to HSE Guidance

**L26 Work with Display Screen Equipment**

Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 – Guidance on Regulations

**INDG36 Working with VDUs**

HSG90 **The law on VDUs** An easy guide

**Appendix J**

**Health & Safety Policy Document**

**Appendix J– Fire Precautions**

This Section sets out the arrangements and precautions for managing fire risks on a construction site.

These will vary according to the stage of development

HSE GUIDANCE "HSG 168 "Construction Information Sheet No. 51 entitled "Fire safety on construction sites" gives a practical guide to the requirements and contents of a construction site fire safety plan.

It is the Site Manager's responsibility to set-up a Fire Safety Plan for the site and to ensure that all workers and visitors on site are aware of the requirements and responsibilities placed upon them by the plan.

When working in Client premises, the Site Manager's Fire Safety Plan will take account of and comply with Client Fire Safety Plans and Site Rules and contain procedures for co-operation and liaison with the Client in the event of a fire or other emergency

The Site Manager will set-up a site Fire Safety Plan that covers:-

- Fire Prevention;
- Raising the Alarm;
- Means of Escape;
- Fire Fighting Equipment;
- Emergency Plans;
- Provision of Information.

### **Fire Prevention**

The following precautions are particularly important in the prevention of fire on a construction site:

- store LPG cylinders and other flammable materials in well ventilated and secure outside buildings. Flammable materials, such as solvents and adhesives, must be stored in separate lockable steel containers;
- turn off LPG supplies at the cylinder when not in use and only use LPG in well ventilated areas;
- maintain LPG equipment and fittings regularly and inspect before use, damaged hoses and fittings or makeshift connections can cause leaks;
- if there is any suspicion that LPG is leaking **stop** using it, check for leaks and ensure that leaks are repaired and leaked vapour has dispersed before ignition;
- follow clear rules for hot works (e.g. welding), a Permit-to-Work system may be appropriate. In particular:
  - ensure suitable fire extinguishers are at hand,
  - flammable materials or substances are removed or protected from heat or sparks,
  - work site is checked for smouldering after works completed;
- tar boilers are not left unattended;
- the site is kept tidy and rubbish is cleared away promptly and regularly;
- hold minimum stocks of combustible materials (e.g. polystyrene) in a store well away from ignition sources and limit on-site quantities to what is needed for a day's work;
- consider the need for special precautions in areas where flammable atmospheres may develop, such as the use of volatile solvents or adhesives in enclosed areas;
- avoid burning waste materials on site and **never** use petrol or accelerants to start or encourage fires;
- enforce site rules on smoking and fire prevention.

Appendix J

## **Health & Safety Policy Document**

### **Raising the Alarm**

The alarm should be raised as soon as fire is detected. The alarm may be of any type from shouting "FIRE" to an automated detection and alarm system, but it must:

- be audible to **everyone** working on site over normal background noise;
- work when needed i.e. has an independent power source that is checked regularly;
- work immediately it is activated.

Provision must be made to alert workers with sensory disabilities, e.g. deafness.

### Means of Escape

Means of escape from construction sites may vary from day to day and it is the Site Manager's responsibility to ensure that all work areas on site have at least one escape route and that the workers in that area are aware of the escape route or routes.

Workers in especially difficult locations, i.e. confined spaces, at height, underground, etc. should be working under a Permit to Work system, part of which should specify means of escape or rescue.

Wherever possible:

- there should be at least 2 escape routes in different directions;
- travel distances should be as short as possible;
- enclosed escape routes should be of fire and smoke resisting construction;
- escape route and emergency exit signage should be provided;
- escape routes and emergency exits should be kept clear and free from obstructions;
- emergency exits should never be locked whilst workers are on-site;
- emergency lighting should be provided wherever practicable;
- assembly points should be clearly identified.

### Fire Fighting Equipment

The equipment provided should be suitable and sufficient for the type of fire that might occur and all workers should be aware of the fire fighting equipment locations, types and use.

The fire fighting equipment should:

- be easily accessible and located where it is likely to be needed;
- signage indicating location of equipment and instructions for use is required;
- be appropriate for the type of fire, i.e. water for paper, CO2 or powder (external use only) for electrical fires;
- be maintained and checked as appropriate.

### Emergency Plans

The purpose of an emergency plan is to ensure that everyone on site reaches safety if there is a fire or other emergency. An emergency plan should:

- be available before work starts;
- be up to date and appropriate for the risks on the site;
- lay down the roles and responsibilities of named individuals in the event of an emergency;
- be incorporated in the Construction Phase Plan, if the site is notifiable.
- be practical and capable of being implemented should the need arise;
- be explained to workers on the site so that they know what is expected of them;
- managers & supervisors must ensure that employees and visitors are aware of the emergency procedures and know what to do;
- regular checks should be made to ensure that fire precautions are in place.

### Provision of Information

Fire action notices should be clearly displayed where everyone on site will see them, for example at fire points, site entrances or canteen areas.

**Health & Safety Policy Document**

**Appendix K – Procedures for appointment of Contractors & Designers**

This section sets out the procedures for appointment of Contractors and designers in order to ensure compliance with Regulation 4 of the CDM Regulations 2015.

All Contractors and Designers shall be required to demonstrate competence in accordance with the Core Criteria as set out in Appendix 4 of the Approved Code of Practice L153 Managing Health and Safety in Construction.

This can be achieved by the provision to Pilbeam Group of a Statement of Competence covering the Core Criteria as set out in Appendix 4 or by completion of the Pilbeam Group Contractors Questionnaire and, if applicable, the Pilbeam Group Designers Questionnaire.

## Occupation and use of Company Premises

The Company Office is located at:-  
81 Underdown Road  
Southwick  
West Sussex  
BN42 4HA

The Company head office premises consists of an office suite and an adjoining store with vehicle access. Welfare facilities, including toilet & washroom and tea / coffee making facilities, and first aid facilities are contained within the office suite.

The Company is responsible for ensuring that the premises occupied by Pilbeam Group are kept and used in accordance with the requirements of relevant Health & Safety legislation.

The person responsible for ensuring safety in the office is the Managing Director and shall ensure that appropriate:

- Fire - Fire Risks and evacuation procedures for fire and other emergencies
- risk assessments are undertaken;
- inspections are undertaken;
- records are maintained;

for the following:

- Manual Handling - within the office premises;
- COSHH – use of materials and substances within the office premises;
- Display Screen Equipment – used within the office premises.
- Portable Appliance Testing

The risk assessment should identify everyone who may be affected by the activities being undertaken including cleaners, contractors, visitors and members of the public