



SE CONTRACTS

SPECIALIST ESTABLISHMENT

HEALTH & SAFETY POLICY

Specialist Establishment Ltd

Trading as SE Contracts

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1.00 SAFETY POLICY STATEMENT

The Managing Director is charged with executive responsibility for overall management of health and safety in all company workplaces.

The board of directors recognises its statutory duties under health and safety legislation and this Statement shows a commitment to comply with these responsibilities. The following duties will be undertaken and maintained :

1. Safe workplaces, systems of work and workplace equipment will be promoted to ensure that the health, safety and welfare of all personnel directly employed by the company are protected in all workplaces, as far as reasonably practicable.
2. Sub-contractors applying for approved status have to undergo an approval procedure and are established as competent to carry out their duties safely with a clear understanding of their responsibilities, before engagement.
3. Such contractors will be made aware of health and safety information and training that needs to be provided to ensure that their employees and others who may undertake work for them are aware of hazards and risks associated with Specialist Establishment contract work.
4. Company management will set an example by ensuring high safety standards. They will review the appointment of approved contractors on a regular basis. Contractors who fail to meet these standards will lose their status if they do not maintain compliance.
5. Responsible persons have been appointed to manage health and safety at company workplaces.

6. A Risk Management system has been set up within the company and all health and safety statutes together with approved codes of practice will be observed. In particular, the directors will comply with The Health and Safety at Work etc. Act 1974 and all other relevant legislation which affects company activities.

7. A systematic approach will be adopted which will identify hazards and risks in company workplaces. Competent persons have been appointed to conduct Risk Assessments. These Assessments will determine priorities for eliminating risks to all those affected by Specialist Establishment activities Where risks can not be eliminated, appropriate controls will detail procedures that have been designed to reduce such risks, satisfactorily.

8. Professional Safety Consultants have been retained to help implement and monitor this progress. Safe working systems will be regularly reviewed and amended appropriately and as necessary.

9. The directors will allocate the necessary resources to install and maintain the health and safety programme.



Duties placed on employers. Health and Safety at Work etc. Act 1974 Section 2. - [1]

'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'

Duties placed on employees. Health and Safety at Work etc. Act 1974 Section 7.

'It shall be the duty of every employee while at work -

[a] to take reasonable care for the health and safety of himself and of 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 cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Health and Safety Policy will be reviewed regularly and kept up to date.

All Specialist Establishment personnel, sub-contractors and others engaged by the company will be made aware of this Policy - which will be available for their inspection. They will be expected to read it and acknowledge that they understand the contents with particular reference to their individual responsibilities.



2.00 COMPANY INFORMATION

2.01 Company profile, working environments and safety management

Specialist Establishment Ltd. is a premier residential house-building company committed to delivering high-quality, luxurious, and sustainable homes. With a reputation for excellence, innovation, and customer satisfaction, we create bespoke residences that cater to modern living while maintaining the highest standards of craftsmanship.

Our Mission

To design and construct world-class homes that blend aesthetic appeal with functionality, offering our clients comfort, security, and a lifetime of value.

Our Vision

To be the leading name in prime residential home construction, setting new benchmarks in quality, sustainability, and customer service.

Our Values

- **Quality:** Delivering superior craftsmanship in every project.
- **Innovation:** Incorporating the latest technology and design trends.
- **Sustainability:** Building eco-friendly homes with energy-efficient solutions.
- **Customer Satisfaction:** Prioritizing the needs and desires of our clients.
- **Integrity:** Conducting business with transparency and professionalism.

The Managing Director of Specialist Establishment is involved with all aspects of running the company on a day to day basis. His co-director is the appointed Company Secretary and has responsible for administrative matters.

Health and safety is high profile within the company.

Work is undertaken within CDM Regulations as necessary. Specialist Establishment will act as Principal Contractor or in co-operation with an approved and competent external party who may be so named.

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2.02 Sub-contractors

The company engages a number of approved subcontractors. The health and safety compliance and awareness of sub-contractors is carefully examined. They are directed to provide Risk Assessments and Method Statements, as necessary. Pre-Qualification questionnaires have to be completed. Previous work is inspected before they are engaged.

2.03 Policies and Procedures

These follow all approved codes of practice and conform with health and safety legislation. Employer/client policies and procedures together with appropriate Health and Safety Policies are respected and observed at all times, when supplied.

2.04 Responsibilities

Responsible and competent persons are nominated in respective work areas to manage health and safety in a compliant manner. These Responsible Persons have a duty to maintain safe workplaces, safe working environments, safe workplace equipment and safe working systems, as far as reasonably practicable in those areas for which they have responsibility.

3.00 ORGANISATION AND RESPONSIBILITIES

Specialist Establishment has responsibilities to customers, visitors and all those affected by operations in its workplaces. It also has responsibilities to sub-contractors who are suitably informed of hazards and risks associated with work which they undertake for the company. Due consultation will take place with all those engaged by the company where they may face exposure to uncontrolled hazards/risks

At customer workplaces, the host employer and company representative or sub-contractor have a reciprocal 'Duty of Care' towards each other.



The organisation and management of health and safety with specific responsibilities is passed from directors and sub-contractors to site managers and other designated responsible persons.

Those persons are required in particular to implement, monitor and review health and safety arrangements in their working environment. They will be responsible for :

1. Ensuring that all statutory requirements for health and safety at work are complied with together with written procedures for safe work practices. As competent persons they must conduct routine Risk Assessments and monitor staff health.
2. Establishing that all staff and others have received suitable directives and instructions in safe methods of work and have been trained to use plant, equipment and materials appropriately. They must be certain that everyone is aware of their responsibilities together with any specific disciplines and understands management and reporting lines.
3. Ensuring that all accidents including 'near misses' are recorded and reported, both in on-site accident books and under statutory requirements to the relevant enforcing authority. Instigating accident investigations, identifying hazards and establishing safe working practices. Using approved procedures for routine maintenance and servicing and reporting faults and damage to management.

4. Ensuring that all persons affected by their works are suitably informed and that those persons are aware of the Specialist Establishment and respective sub-contractor policies for the management of health and safety at work. Appropriate warning signage must be in place where necessary at all times. Promoting a good housekeeping policy.
5. Reporting and recording all visits from enforcing authorities, together with any intent to serve notice or enforcement orders
6. Ensuring that arrangements are in place for a deputy in their absence.
7. Undertaking regular inspections of workplace services and any plant or machinery under their control. Ensuring that faults are reported and rectified before use.

3.01 SPECIFIC RESPONSIBILITIES – SPECIALIST ESTABLISHMENT

3.01a The Managing Director

- a. To be aware of the company Health and Safety Policy, its detail and those charged with specific responsibilities. Ensuring its maintenance and reviewing its contents annually in conjunction with the named safety consultant.

- b. To have a working knowledge of relevant health and safety legislation with particular reference to the construction industry. Ensuring compliance in all Specialist Establishment sub-contractor workplaces, as far as reasonably practicable. Monitoring the company Risk Control programme.
- c. Ensuring that all sub-contractors have received adequate and appropriate safety training. Establishing that responsible persons are properly qualified and that sub-contractors are 'vetted' and approved for competence.
- d. Ensuring that suitable resources and funding are available to meet the requirements of the Health and Safety Policy
- e. Establishing that sub-contractors have developed suitable systems for safe working and carrying out accident investigations and disciplinary reprimands.
- f. Identifying compliant 'on site' welfare facilities where available. Sub-contractors must establish their own facilities where these are not available.
- g. Encouraging regular safety meetings held on-site between sub-contractor management and staff. Promoting Site Inductions.
- h. Supporting safety promotions at all times
- i. Leading by example and setting high personal standards.
- j. Promoting health and safety liaison between all parties on company sites.
- k. Ensuring that sub-contractors establish proper liaison between site operatives and visiting HSE representatives

3.01b Sub-contractors and Site Managers

- a. Make sure that suitable on-site Risk Assessments and Method Statements are developed and supplied as necessary.

- b. Ensure that everyone working on-site is aware of their responsibilities and understands site procedures and rules in every respect.
- c. Incorporate safety instructions in routine orders. Establish 'Tool Box Talks' Ensure that Site Inductions take place for all employees and related sub-contractor s.
- d. Do not allow operatives to take undue risks or engage in horseplay.
- e. Ensure, as far as reasonably practicable, that new employees are shown safe methods of working and that only competent and authorised persons are allowed to use workplace equipment/plant/materials.
- f. Ensure that all on-site are familiar with on-site procedures and rules.
- g. Be certain that welfare facilities are in place and satisfactory, from day one. Establish responsibilities
- h. Make sure that all accidents are recorded in the accident book and notified to the enforcing agency [HSE] if reportable – Sub-contractor managers to action as soon as notified and inform Specialist Establishment and host employers, if required.
- i. Ensure that First Aiders/Appointed Persons and First Aid boxes are on-site at all times. You have a responsibility to inform all operatives working on company sites about First Aid procedures.
- j. Set an example by wearing Personal Protective Equipment at all times during the presence of hazards and make sure that all operatives on-site do the same.
- k. Adopt a 'Good Housekeeping Policy' and make this a site directive. Ensure safe and tidy storage and stacking of materials. Monitor waste disposal.
- l. Maintain on-site fire control policies and ensure the Fire Management Plan is observed. Make certain that all operatives on-site know the location of fire extinguishers/escape routes and are familiar with on-site emergency procedures.

- m. Observe written Assessments of Hazardous Substances and Safety Data Sheets.
- n. Site records must contain details of on-site Risk Assessments, Method
- o. Statements and the CDM Regulation Construction Phase Health and Safety Plan together with F10 HSE notification form.

3.02 First Aid and Accident/Incident Reporting procedure.

Competent First Aiders or Emergency First Aiders will be in attendance at all company workplaces. They are responsible for organising First Aid treatment and summoning emergency services if appropriate.

Additional duties include recording accidents in the on the Accident Book and managing First Aid boxes. Tasks also include adopting the correct reporting procedure if necessary under 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' by notifying the Company Secretary who will complete the necessary documentation and submit this to the HSE.

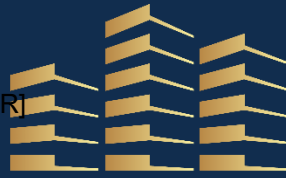
Sub-contractors must ensure that suitable on-site First Aid facilities are present in their workplaces whilst under contract to Specialist Establishment.

Legislation - 'The First Aid Regulations 1981'

Illness Records These are kept by the Company Secretary at Head Office. Specialist Establishment personnel health will be monitored where appropriate and records will reflect both absences and reasons for absences together with any 'Off the job Incidents'

In this manner a proper monitoring system will be kept in place which will help identify particular workplace areas that may be contributing to ill health.

Legislation - CDM [Health, Safety and Welfare section] Regulations 2015, The Reporting of Injuries, Diseases and Dangerous Occurrences



3.03 Fire Precautions.

On workplaces under Specialist Establishment control, all reasonable precautions will be taken to prevent the outbreak of fire. There are landlord procedures in place at the company administrative workplace which will be observed at all times by those present. Fire doors must remain closed and exit routes kept clear. Visitors will be made aware.

Where company personnel are present in an outsourced premises they will respect the existing policies and procedures which are in place to deal with fire prevention, firefighting and emergency evacuation procedures. They should be aware of these systems and familiar with fire alarm soundings, testing arrangements, evacuation routes, call points, assembly points and the presence of different fire extinguishers.

Legislation - 'The Regulatory Reform [Fire Safety] Act 2005'

Sub-contractors must develop Fire Management Plans for their sites in conjunction with Specialist Establishment, as necessary.

3.04 Workplace Equipment

It will be the duty of sub contract site management for all sites and workplaces to ensure as far as reasonably practicable that only competent and trained persons are allowed to use plant, machinery, power tools and other resources.

Responsible Persons must be sure that machinery is safe and correctly guarded, also that reported faults are corrected as quickly as possible. Pending the correction of faults, machinery should be isolated, made safe and not used.

All plant and equipment will be properly stored and secured when not in use.

Proper arrangements must be made for the separation of vehicular and pedestrian traffic on sites under sub-contractor control. Appropriate hazard warning signage should be displayed at all times.

Legislation - 'Provision and Use of Work Equipment Regulations 1998'

3.05 Maintenance

Regular inspections and servicing of plant and equipment must take place by sub-contractors. Planned preventative maintenance systems should be adopted. Records of servicing and repairs should be kept by responsible persons.

3.06 Welfare

Suitable arrangements must be made for site welfare – Drinking water, mess room, drying facilities, toilets with hot and cold water. Employers facilities can only be used with consent and by arrangement.

Legislation – ‘CDM [Health, Safety and Welfare section] Regulations 2015’

3.07 Personal Protective Equipment [PPE]

This must be available and provided by employers to staff. Directives should be issued which specify items to be worn in the presence of a particular hazard. Site Managers and Foremen are responsible for ensuring as far as reasonably practicable that their operatives wear appropriate items as directed. PPE should carry a CE mark

Specialist Establishment personnel will observe on-site procedures and directives. They will carry their company PPE, appropriately.

Self-employed operatives must provide their own PPE.

Legislation - ‘Personal Protective Equipment at Work Regulations 1992’

Organisation and Responsibilities continued

3.08 Electricity at Work

In order to comply with legislation, all company mains portable appliances and fixed installations will be regularly tested and records of these tests kept. Portable equipment which uses mains power will be marked to signify that it complies with regulations and signify the date of testing.

Sub-contractors should manage their own electrical testing programmes. All site mains power should be operated at 110 volts.

Legislation - 'The Electricity at Work Regulations 1989'

3.09 Hazardous Substances

Under legislation it is a responsibility of the company to conduct COSHH Assessments on all Hazardous Substances in its workplaces. Wherever possible such substances will be eliminated and substituted for safer products.

Where this is not possible the required controls such as Personal Protective Equipment will be determined under the Assessment and made available accordingly.

All Hazardous Substances will be kept in a secure location and Material Safety Data Sheets with Assessments will be available for inspection. Substances which are incompatible will be kept in separate storage locations.

Material Safety Data Sheets and Assessments for Triflex products have been developed and are available for inspection.

Legislation - 'Control of Substances Hazardous to Health Regulations 2002' [COSHH]

3.10 Manual Handling

There is an obligation on the company to carry out Manual Handling Assessments on tasks which company personnel are undertaking and risk injury. Training is supplied appropriately in Manual Handling technique

Sub-contractors must carry out their own Assessments and training.

Legislation - 'The Manual Handling Operations Regulations 1992'

3.11 Housekeeping and Cleaning

It is be the responsibility of Site Managers to ensure as far as reasonably practicable that their sites are kept in good order and operatives are working cleanly and efficiently, being aware of their responsibilities.

3.12 Waste Disposal

All sub-contractor sites must have a properly managed waste disposal system in place. Controlled waste should be separated from special waste. Licensed contractors must be employed to remove all Special Waste and Transfer Notes kept for inspection.

Legislation - 'The Environmental Protection Act 1990'

'The Hazardous Waste Regulations 2005'

3.13 Security

Security systems and procedures are in place at the company administrative workplace.

Outsourced workplace security systems and procedures will be respected and observed by Specialist Establishment personnel.

Sub-contractor s should establish and maintain properly managed security systems together with compliance for on-site procedures. Such systems must be monitored and reviewed regularly.

3.14 **Risk Assessments**

The Managing Director will ensure that a suitable and sufficient Risk Assessment programme is developed where this is a Specialist Establishment responsibility.

Competent persons will conduct regular Assessments in all workplaces and keep records of such Assessments, reviewing them from time to time, as required under :

The Management of Health and Safety at Work Regulations 1999'

'The Manual Handling Operations Regulations 1992'

'The Health and Safety [Display Screen Equipment] Regulations 1992'

'The Control of Substances Hazardous to Health Regulations 2002'

'The Regulatory Reform [Fire Safety] Order 2005'

Sub-contractor s must develop and produce Assessments for their sites and submit these to Specialist Establishment as necessary. They should become familiar with existing on-site Risk assessments developed by host employers.

3.15 **Noise**

Requirements for Action Levels should be observed.

First Action level 80 dBA - Hearing protection must be provided if requested

Second Action level 85 dBA - Hearing protection is a mandatory requirement.

Legislation – 'The Noise at Work Regulations 2005'

3.16 Safety Checks and 'Tool Box Talks'

Site Managers and Foremen should undertake regular inspections to monitor safe systems of work and take appropriate action where necessary. Regular safety talks needs to become part of site meetings and discussions. Operatives are to be encouraged to take part in these meetings and voice their opinions over safety observation, recognition and standards.

3.17 Site Specific Safety Checks

Risk Assessments needed from sub-contractor s. Responsible persons must ensure, prior to work starting, that competent persons are engaged to effect these works and the following procedures have been adopted under respective task headings :

Legislation – ‘Construction [Design and Management] Regulations 2015’

3.17a Overhead and Concealed Services

- a. Check with service providers and local authorities about live supplies.
Service providers must be kept informed.
- b. Try to get service supply disconnected by the service provider.

- c. Always assume live supply.
- d. Ensure good signage.

Install sheathing and goalposts if overhead services are in danger of coming into site vehicular activities and cannot be isolated. Underground cables should be identified with scanning equipment.

3.17b Electrical Appliances used on site

- a. All attendant work, repairs and maintenance to be carried out by competent electricians
- b. All mains voltage to be 110v
- c. Correct sockets, plugs and fuses
- d. No trailing cables.
- e. Protected from adverse weather.
- f. To be used only for purpose designed and by competent persons.

3.17c Hoists

- a. Establish existence of current test certificate. Thorough examination needed, annually - 'Lifting Operations and Lifting Equipment Regulations 1998'
- b. Gates at landings must be properly fitted and operated.
- c. The travel path must be properly guarded.
- d. The safe working load must be properly displayed and not exceeded. Loads to be secured.

3.17d Scaffolding

- a. Must be installed only by a licensed contractor. [Inspected before use]
- b. Weekly inspections to be conducted and after bad weather.
- c. Protect access ladders at all times when not in use. [Staircases preferred]
- d. Always obtain 'Hand Over' certification from the scaffolding contractor.

3.17e Edge Protection

- a. Must be suitably provided for all heights considered to be a significant risk.
- b. Scaffolding walkways must be at plate height where roofwork is taking place.
- c. Barriers must be in place for rooflights, teagles and other openings.
- d. Warning signage to be displayed.

3.17f Fragile Roofs

- a. Crawling boards or working platforms to be used.
- b. Do not allow operatives to walk along roof valleys or on purlins.

3.17g Hot Works [Drying and Curing]

- a. Fire Management Policy to be observed
- b. Areas to be isolated with warning signage
- c. Permits to Work may be necessary

3.17h Asbestos

- a. Site surveys to be carried out to identify type and location of asbestos
- b. Licensed contractors to be employed for notifiable removal
- c. Asbestos to be removed before work starts.
- d. Host employer to produce Asbestos Register for inspection
- e. If asbestos is discovered subsequently, work in that area will cease at once

3.18 Construction [Design and Management] Regulations 2015

Specialist Establishment will undertake the role of 'Principal Contractor' during projects which come under these Regulations where this is their responsibility. They will offer advice to Clients as necessary and ensure that all duty holders are aware of their responsibilities. When working for a main contractor, who will be acting as Principal Contractor, Specialist Establishment will adopt the role of 'Contractor' and respond to the Principal Contractor, appropriately

The Construction Phase Health and Safety Plan will be suitably developed in response to the Principal Designer. Safe systems of work will be identified and sub-contractors on-site will have the responsibility of ensuring that these are implemented and maintained as far as reasonably practicable.

Information will be provided for the production of the Health and Safety File at practical completion stage.

3.19 Disability Compliance

The company gives due consideration to compliance with :

'The Equality Act 2010'

'Reasonable Adjustments' will be made to the administrative workplace where this is a Specialist Establishment responsibility. Where such adjustments are not practical, the company will install managed procedures to provide assistance to disabled persons.

Consideration will be given to access, circulation and availability of facilities in the workplace, as far as reasonably practicable.

3.20 Training

Training is of key importance in ensuring that workplaces are operated and maintained as a safe environment for all people and equipment.

It is also a legal requirement under the Health and Safety at Work etc. Act 1974. and associated legislation

This facility will be provided and arranged as required by the Managing Director of Specialist Establishment to ensure that company personnel are competent and properly qualified to perform these tasks.

Sub-contractor s must establish and monitor their own training programmes.

4.00 GENERAL ARRANGEMENTS

This section details procedure for carrying out this policy. It contains information to help Specialist Establishment personnel and others work safely It is designed to reduce or eliminate risks that could result in injury to people and property. Everyone should remember that they must cooperate with the company on matters of health and safety, follow procedures and report accidents, incidents or hazards. If they do not follow safety precautions they may be liable to disciplinary or legal action Sub-contractor s will ensure that individuals have been trained in Manual Handling and the use of Personal Protective Equipment, where appropriate. Such equipment must be provided by employers as required under the regulations.

- a. All operatives will be encouraged to adopt 'Good Housekeeping' techniques in the workplace. Sites should be kept as tidy as possible at all times. Plant, equipment and materials must be returned to their locations after use.
- b. Workplace floors should be kept clean and any spillages must be cleaned up immediately.
- c. Keep floors clear of trailing cables and other tripping hazards. These are one of the highest factors in workplace accidents.

4.01 Specialist Establishment Personnel and Sub-contractor s/Operatives

All company personnel and sub-contractor s will be informed of this Health & Safety Policy which will be available for their inspection. They will be expected to read it.

All those present on sites have a responsibility to cooperate with management to achieve a safe and healthy workplace and to take reasonable care of themselves and others. They must :

- a. Observe a 'Duty of Care' to others who may be affected by their acts or omissions.
- b. Cooperate with site management and appropriate persons in the implementation of this Policy to enable employers to comply with The Health and Safety at Work Act 1974.
- c. Report to management all faults to machinery, work equipment and buildings.
- d. Report all accidents, injuries and near misses.
- e. Never indulge in 'Horseplay'
- f. Strive constantly to eliminate or reduce risks

NOTE reference is made to Item 3.17 – Safety Checks

4.02 Other workplaces

When visiting or working in other employers workplaces, employees and sub-contractor s must respect host employer procedures and health and safety systems. Host employers has a responsibility to inform those present of their arrangements.

4.03 First Aid and Accidents

Accidents which cause injuries, or near misses, diseases and some dangerous occurrences must be reported immediately to the Appointed Person for action, recording and reporting if necessary. This also enables an investigation to be carried out where appropriate.

More serious incidents may be reportable to the enforcing authority under 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' [RIDDOR]

The Appointed Person will determine whether an incident is reportable.

4.04 Reportable Accidents

Examples of reportable workplace injuries :

- a. An accident that involves an employee being off work for more than three days.
[Count week ends and Bank Holidays but not the day of the accident]
- b. An accident that keeps an employee in hospital more than twenty four hours.
- c. An accident that involves a visitor attending hospital. [No time limit]
- d. Broken Limbs.

Some Diseases and Dangerous Occurrences are also reportable. Form F2508[a] which must be submitted to the enforcing authority on line gives full details

Accidents must be reported in order that corrective measures can be taken to prevent re-occurrence.

Near Misses must be reported in order that corrective measures can be taken to prevent these developing into accidents.

No one should administer First Aid without consulting a trained First Aider or

Emergency First Aider. Ensure that you know that person's name and the location of the First Aid box.

In an emergency call an ambulance and notify the First Aider/Emergency First Aider.

Remember - The First Aid procedures of Host Companies must be observed

4.05 Illness.

Employees and sub-contractor operatives should report as quickly as possible, any sickness or disability which is preventing them from attending work.

They should supply full details of their disability to the appropriate person at the employer Head Office

4.06 Emergency Procedures and Evacuations

i. In the event of fire everyone must proceed immediately to the Assembly Point.

You must be aware of on-site procedures and the Fire Management Plan

- a. Do not return to your work area until the 'All clear' is given.
- b. Make sure that you know the identity of the 'On site' Incident Controller, the location and route to Fire Exits and your respective Assembly Point.
- c. If you have any visitors you must escort them to the Assembly Point.
- d. Make sure that you know which fire extinguisher to use for the different classes of fire, the location of the extinguishers and the fire alarm tone or ring.

NEVER block Fire Exits or prop open Fire Doors.

ii. On discovering a fire :

- a. Sound the alarm immediately.
- b. Call the Fire Brigade if the alarm is not monitored.
- c. Try to extinguish the fire yourself if possible but without taking any risks.
- d. Proceed to the assembly point.
- e. Report to the Incident Controller and the Fire Officer.

You must be familiar with emergency procedures in host employers buildings

4.07 Workplace Equipment

You must only use plant, machinery, equipment and tools for which you have been trained, safely and are competent. Do not allow anyone else who is not properly trained or authorised to use any of these items which are under your control.

You have a personal responsibility for any machinery which you are using.

4.08 Maintenance

All faults and mal functions to machinery, equipment, services and buildings must be reported immediately to your Site Manager. This prevents a situation becoming more serious, dangerous and expensive. Do NOT use faulty workplace facilities.

4.09 Working at height

Operatives must always check that ladders are safe to use.

- a. In general ladders should only be used for access, short term work or where there is no reasonable alternative – they must be suitably secured or ‘footed’ at all times.
- b. Edge protection must be provided for heights which present uncontrolled risk.
- c. Sub-contractor s will arrange to supply compliant scaffolding, appropriately.

Where edge protection cannot be made available at heights which present risk, fall arrest equipment must be worn. You must be suitably trained to use this equipment.

4.10 Personal Protective Equipment [PPE]

You must be certain that you are wearing the correct items under written directives.

PPE is supplied by your employer but you have a responsibility to look after any equipment supplied to you. You must store it properly when it is not in use and report any faults or mal functions. It is only designed for workplace purposes.

- a. Hard hats and safety footwear may be mandatory on some sites.
- b. High visibility vests/jackets are required where vehicular movements are evident and operatives must exercise due care in these situations.
- c. Eye protection should be worn when using hazardous substances together with dust masks/respirators where air quality is poor.

4.11 Electricity

Under the Electricity at Work Regulations, portable appliances and fixed installations need regular testing. Ensure that the equipment which you are using is tagged or logged within regulation time to confirm its safety.

Do not bring your own electrical equipment into work without informing your Site Manager or Foreman. Mains voltage should always be used at 110v.

4.12 Control of Substances Hazardous to Health Regulations [COSHH]

Where appropriate COSHH Assessments must be carried out by designated persons. These Assessments should not be carried out by untrained staff. When using chemicals read the label and ensure that you are familiar with the Safety Data Sheet and the Assessment. Chemicals and all hazardous substances and materials must be kept in a secure and suitable area. This includes cleaning materials.

You must wear appropriate PPE.

When you have finished with the substance you have been using, make sure that it is returned safely to its secure storage location. Do NOT leave it lying around.

4.13 Noise

The Noise at Work Regulations specify two action levels. 85 dBA and 90 dBA

If the First Action Level is exceeded you have the right to hearing protection on request. If the second action level is exceeded, hearing protection is mandatory.

As a rough guide if a normal hearing person has difficulty hearing conversation about two metres away, there is probably a noise problem.

4.14 Security

All staff will be expected to report any unauthorised personnel who may arrive on site, to management, and to be vigilant at all times in this regard.

4.15 Manual Handling [MH]

There is an obligation on employers to carry out Manual Handling Assessments on tasks which employees are undertaking and not able to use mechanical aids.

Operatives must be trained in this discipline where appropriate Assessments may need to be carried out for this work on-site and in the administrative head office by Responsible Persons.

Remember the following :-

Employ sound kinetics [Safe body movement]

You must try to preserve Balance, Equilibrium and Centre of Gravity.

Your body must be in a relaxed state, not stiff and static.

Poor technique [e.g. Top Heavy bending] often results in injury.

If you bend and twist from the hips, your body becomes stiff to preserve balance and is under tension.

Good technique [Base movement] employs the lower and stronger part of the body -

thus preserving the back.

Technique

Legs apart, knees bent. Feet close to the load, one foot forward.

Stand slightly over the load, keep your shoulders and hips in same direction.

Start the movement with your knees [trigger point], keep your back straight.

Test the load. Can you manage it ? If not, stop and report to management.

If OK – continue :

Tilt the load to get good palm grip [Not fingers]

Keep your arms within your leg boundary - as close to your body as possible.

Start the upward movement by your raising head [trigger point]

Keep the load close to your body.

Don't twist your trunk.

Try to keep travel distances to a maximum of 10 metres.

Consider - weight, size, shape and position of the load, environment, travel route, destination and your own state of health.

When lifting from above head height use a step ladder or appropriate item.

NEVER store smaller items on top of others at height.

If you think you can't lift the load, report to site management or employ a team lift if suitable personnel are available.

NEVER !!! TWIST the SPINE, KNEEL, Become COMPLACENT, Indulge in HORSEPLAY

Carry objects on ONE SIDE of the BODY

Team Lift

Where an item is too heavy for one person to lift you should ask for help from one or more colleagues. This is known as a team lift. Individuals must be about the same height and stature. Somebody must be in charge. Remember to follow the technique described earlier in this section. [See Risk Assessments]

4.16 The Environment

Specialist Establishment is committed to the protection of the environment. Sub-contractors and operatives are expected to play their part in this objective. Always endeavour to

keep waste to a minimum. This saves employer resources and is an important step towards good environmental management. Controlled and special waste must be kept in separate containers at all times

4.17 Visitors and Contractors

Hosts will have total responsibility for their visitor's safety and will ensure their wellbeing in the event of an emergency situation by escorting them to the Assembly Point. Hosts will ensure that any necessary PPE is issued in accordance with the work situation requirements.

YOU ARE RESPONSIBLE FOR YOUR VISITOR'S SAFETY

4.18 No Smoking Policy.

Specialist Establishment has adopted a no smoking policy in its administrative workplace.

You must observe host employer rules. Sub-contractor management will establish a smoking policy which is compatible with on-site arrangements.

4.19 Good Housekeeping.

Look after all equipment.

Safe Stacking and Storage. It is the responsibility of all on-site to stack and store materials in a safe manner avoiding fire risks and not obstructing access to, or egress from escape routes and fire exits. Remember to stock items neatly firm foundations.

4.20 Site Inductions

All operatives must undertake Site Inductions before they commence work on site. This is a sub-contractor management responsibility.

4.21 Training Programmes

Specialist Establishment will regularly review the need for appropriate company personnel training in line with UK and European Acts, Regulations, Directives and Approved Codes of Practice. Existing training arrangements will be updated as required.

Sub-contractor s are responsible for establishing their own programmes

REMEMBER

Alertness and awareness are cornerstones to successful health and safety practice.

A good accident record depends on good communication from everyone.

The safety process should be managed by discussion and consultation to make everyone feel part of the process.

In this manner health and safety issues should become part of normal working procedure.

Signed



Marcin Wroblewski

Director

Date 10 December 2024