

THE MOORHEAD GROUP

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Health & Safety Policy

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1.0 Health and Safety Policy Statement - Summary

1.1 **Moorhead Group** recognises its health and safety duties under the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999** and other associated protective legislation, including the **Construction (Design and Management) Regulations 2015** and the **Environmental Protection Act 1990**. We have appointed employees within the Company to be responsible for health and safety matters and to review workplace / site procedures relating to health and safety/employee welfare.

1.2 We will liaise also with the relevant enforcement authority, which can be the Health and Safety Executive (HSE), or the Environmental Health Department of the relevant local authority, for the types of operations with which we are involved.

1.3 We will also liaise with and take guidance from our external competent persons, **Acton Jennings LLP** whenever necessary.

1.4 In recognition of our duties under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, we have instituted a system for reporting accidents, cases of incapacity, diseases and dangerous occurrences. This will cover our office premises and the various site activities which we undertake.

1.5 So far as is reasonably practicable, we further undertake to:

- Provide and maintain a safe place of work, a safe system of work, safe equipment for work and a safe and healthy working environment.
- Provide such information as may be needed to ensure the health and safety at work of our employees and visitors to our premises. We shall also aim to comply with a broad range of health and safety laws which are applicable to our work activities and undertakings.

We shall use our best endeavours to promote awareness and understanding of health and safety throughout the workforce. The Company will also:

- Ensure safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances.
- Make regular risk assessments of employees arising from work activities and the workplace itself, including all site operations.
- Provide employees with health surveillance, where appropriate.
- Take the appropriate preventive / protective measures, as have been identified.
- Appoint **competent persons** to assist in compliance with all relevant legislation.

1.6 In further recognition of its statutory and common law duties, **Moorhead Group** has taken out insurance with an approved insurer against liability for death, injury and / or disease suffered by any of our employees arising out of and in the course of their employment with us. The certificate of insurance is prominently displayed and available for inspection at all times by our employees or Health and Safety Inspector.

1.7 It is a term within our contracts of employment that all our employees comply with their individual duties under **s7** and **s8** of the **Health and Safety at Work etc. Act 1974** and **regulation 14** of the **Management of Health and Safety at Work Regulations 1999**. They must co-operate in achieving compliance with our statutory obligations towards them.

1.8 Failure by any employee to observe a health and safety regulation, Company rule or procedure, can lead to his/her dismissal from our employ. In the case of serious health & safety breaches, including gross negligence, which endangers the lives of employees or any other person, an employee will be liable to summary dismissal.

1.9 It is clear to us that health and safety matters are a management responsibility which rank equally with responsibilities in other areas of the business. Prime responsibility, therefore, will lie with:

Mr. Colin Fitton, Managing Director: Moorhead Group

2.0 Construction (Design and Management) Regulations 2015

2.1 We are aware that these Regulations originally came into force on 31 March 1995 and were replaced in 06 April 2015. We are also aware of the obligations placed on this Company as either a Principal Contractor or Contractor. Company Policy will be periodically revised in line with current conditions and developments, and will be signed and dated by the **Managing Director**.

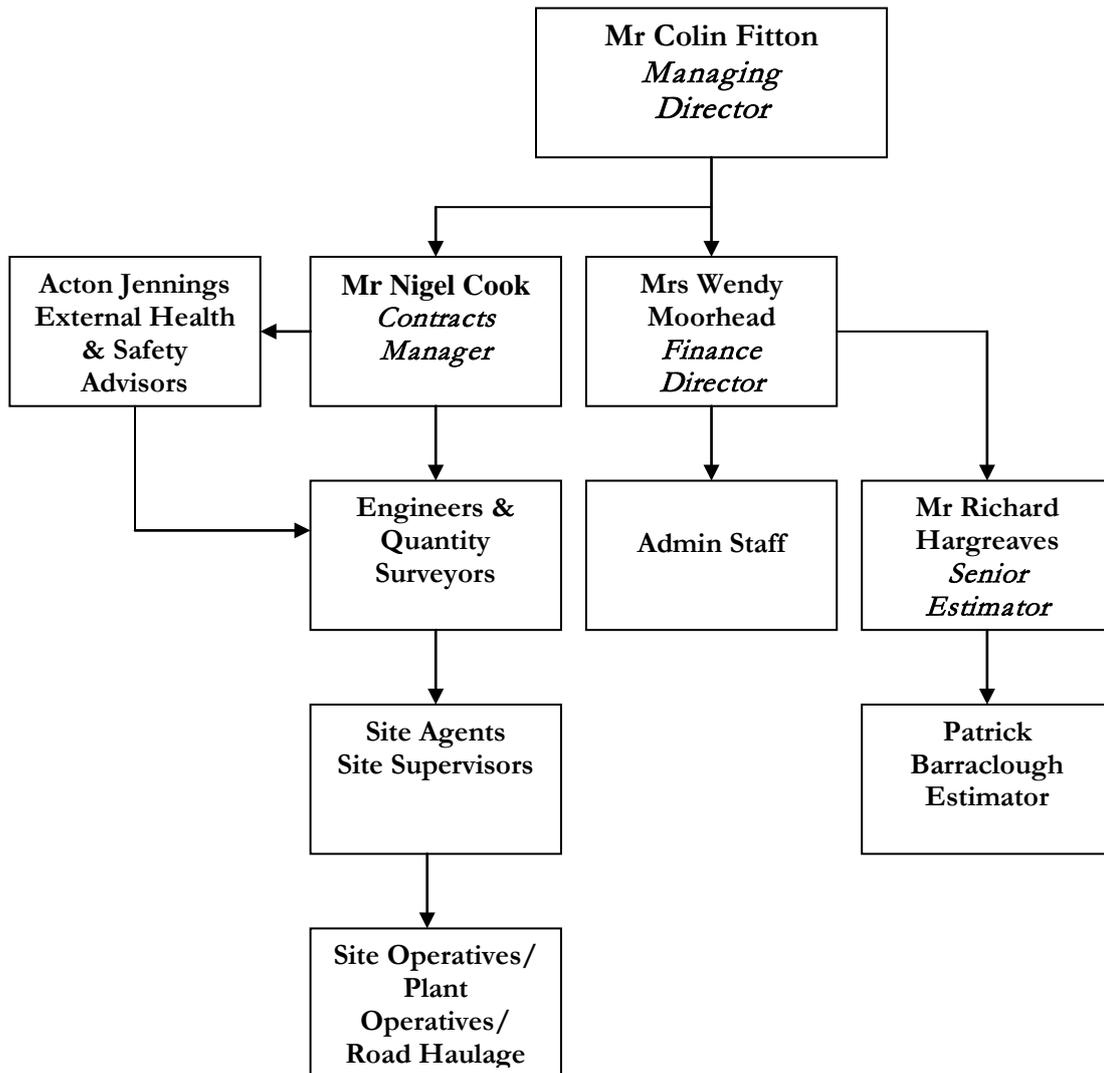
Signed by: _____
Mr. Colin Fitton, Managing Director: Moorhead Group

Date _____ **June 2015**

For and on behalf of:

Moorhead Excavations Limited
Moorhead Demolition Limited

Chain Of Command for Health and Safety Management



3.0 Responsibilities of Managers, Supervisors and Employees

3.1 Overall and final responsibility for health and safety in this Company is that of Mr. Colin Fitton, Managing Director. Therefore, day-to-day responsibilities for ensuring that this Health & Safety Policy, safe working practices & safe systems of work will be implemented by the Managing Director.

3.2 The Company is responsible for consideration of health, safety and welfare issues in relation to

- Reclamation / Remediation of 'Brown Field Sites'
- Ground working
- Excavations
- Dismantling & Demolition
- Civil Engineering
- Road Haulage
- Crushing / Screening of Solid
- Disposal of Waste Materials

Related activities within the office/yard premises at:

Westfield Court, Lower Wortley Road, Leeds LS12 4PX

All employees of the Moorhead Group have a legal responsibility to co-operate with the Company's management to achieve a safe workplace without risks to health.

4.0 Responsibilities of Site Agents, Supervisors and Employees

4.1 While everybody working within the Company should ensure that every possible consideration is paid to the health and safety of all who work at **Moorhead Excavations Limited**, the law requires that the ultimate responsibility for health and safety in each workplace rests with the highest level of management. Therefore, overall and ultimate responsibility for health and safety within the Company will rest with:

Mr. Colin Fitton – Managing Director.

4.2 However, in practice duties have to be delegated. This will include Mr. Nigel Cook – Contracts Manager, through to all those employees having a supervisory role, extending of course to site activities.

A summary of the particular responsibilities of the Directors, Contracts Director and Supervisors are given on the following pages.

5.0 Health And Safety Management Responsibilities

5.1 Managing Director:

The Managing Director will:

- Administer and monitor the effectiveness of the general statement of intent of Health and Safety Policy, with particular reference to the office, administrative, construction, and refurbishment work undertaken on sites.
- Have a reasonable understanding of the application of the Health and Safety etc. Act 1974, and of other relevant protective legislation, having implications for the Company's activities and operations. This will include the **Construction Regulations and the Construction (Design and Management) Regulations 2015**.
- Make available sufficient funds, insurances and appropriate facilities, to meet the demands of health and safety legislation and the objectives set down in the Policy. This will extend to site activities and facilities for these areas.
- Evaluate Company health and safety standards and future requirements, to cover induction, skills and refresher training.
- Monitor the workplace standards and working conditions under control and take action to remedy any shortcomings. This will extend to all types of work operations undertaken on site by the Company.
- Accept fully and discharge properly, their health and safety responsibilities.
- Communicate information concerning safety and health to all employees within the respective Company.
- Require employees under their control to set a good personal example regarding proper workplace conduct, safe working practices and procedures, Company rules.
- Discipline any employee who blatantly disregards health and safety laws and Company rules.
- Take a central role at the planning and design stage; when installing new plant and equipment; or when assessing the safe system/ method of work required in relation to the client specification.
- Ensure that hazards arising from the use of work equipment, substances hazardous to health, highly flammable liquids, electricity, noise, vehicles, materials storage, handling and stacking etc. are properly identified and that controls are in place.
- Ensure that all necessary signs and notices remain in their conspicuous locations;
- Ensure that all scaffolding, plant, machinery, associated equipment, electrical systems and Company vehicles are maintained on a reactive but also programmed basis.

- Ensure the provision of suitable and sufficient fire safety, first aid and welfare facilities.
- Assist with all risk assessments, such as those required by the Management Regulations; and those relating to work equipment, personal protective equipment, manual handling operations, display screens, noise and hazardous substances.
- Require all accidents to be reported and recorded and for all statutory reporting and notification requirements to be correctly discharged.
- Issue Safe Working Guidance / Method Statements and monitor that these have been implemented.
- Liaise with the designated person on the site or other experts such as a structural engineer, designer, client, site agent etc.
- Ensure that all safety information is provided when hiring equipment e.g. tower systems or specialist equipment.
- Ensure that hand-over certificates are available for scaffolds and that these are subjected to the statutory inspections by a competent person.
- Assist with the production of Method Statements and Safe Working Procedures i.e. for roof spaces; work near machinery, fragile roofs, working at heights, any hot work etc.
- Require permits to work for other contractors undertaking hazardous tasks on behalf of the Company e.g. excavations, hot work, confined spaces, roof access, electrical apparatus etc.
- Ensure that all necessary protective clothing and equipment is provided for employees.
- Liaise with **Acton Jennings LLP** as necessary, on any matter concerning health and safety at work.

5.1.1 Contracts Director:

The Contracts Director will:

- Liaise with the Directors, regarding the availability of sufficient funds, insurances and appropriate facilities, to meet the demands of health and safety legislation and the objectives set down in the Policy.
- Evaluate Company health and safety standards and future requirements.
- Monitor workplace standards and working conditions under control, and take the appropriate action to remedy any shortcomings.
- Accept fully and discharge properly, their health and safety responsibilities.
- Assist to communicate information concerning safety and health to all employees.
- Require employees to set a good personal example regarding proper workplace conduct, safe working practices and procedures, Company rules.
- Assist the Managing Director with any aspect of health, safety and welfare, either at the Companies Premises or on the particular site/s.
- Ensure that the risks from hazardous work equipment, substances hazardous to health, electricity, noise, highly flammable liquids, working at heights, materials storage and handling etc. are properly identified and that controls are in place.
- Ensure that all necessary signs, notices and certificates remain in their conspicuous locations.
- Assist with the provision of suitable and sufficient fire safety, first aid and welfare facilities on site.
- Require all accidents to be reported and recorded and for all statutory reporting and notification requirements to be correctly discharged.
- Ensure that all site areas under their control are acceptable and satisfactory, with regard to working space and lay-out; temperatures; ventilation; lighting levels, storage and welfare facilities.

5.1.1 Contracts Manager:

The Contracts Manager will:

- On a day-to-day basis oversee the general Health and Safety arrangements on the relevant site
- On a day-to-day basis manage employees working on site and ensure satisfactory health and safety performance
- Assist the Contractor Director to evaluate Company health and safety standards and future requirements
- On a day-to-day basis monitor workplace standards and working conditions under control, and take the appropriate action to remedy any shortcomings.
- Accept fully and discharge properly, their health and safety responsibilities.
- Assist to communicate information concerning safety and health to all employees.
- Require employees to set a good personal example regarding proper workplace conduct, safe working practices and procedures, Company rules.
- On a day-to-day basis assist the Contract Director and Ultimately the Managing Director with any aspect of health, safety and welfare, either at the Companies Premises or on the particular site/s.
- On a day-to-day basis ensure that the risks from hazardous work equipment, substances hazardous to health, electricity, noise, highly flammable liquids, working at heights, materials storage and handling etc. are properly identified and that controls are in place.
- On a day-to-day basis ensure that all necessary signs, notices and certificates remain in their conspicuous locations.
- On a day-to-day basis assist with the provision of suitable and sufficient fire safety, first aid and welfare facilities on site.
- Require all accidents to be reported and recorded and for all statutory reporting and notification requirements to be correctly discharged.
- On a day-to-day basis ensure that all site areas under their control are acceptable and satisfactory, with regard to working space and lay-out; temperatures; ventilation; lighting levels, storage and welfare facility

5.1.3 Supervisors

The Supervisors will:

- Assist management to monitor the effectiveness of the general statement of intent of Health and Safety Policy, with particular reference to the various work activities undertaken.
- Have a reasonable understanding of the application of the safe systems of work covering the range of work activities undertaken by the Company.
- Assist Company management to evaluate Company health and safety standards, to cover induction, skills and refresher training.
- Assist with the monitoring of the site as a workplace, to cover working conditions, systems of work, application of any Method Statements and shall take action to remedy any shortcomings. This will extend to all types of access platforms, such as independent tied, putlog, birdcage, stairway access, tower scaffolds and ladder systems.
- Accept fully and discharge properly, their health and safety responsibilities.
- Communicate information concerning safety and health to all other employees.
- Require workers under their control to set a good personal example regarding proper workplace conduct, safe working practices and procedures, Company rules.
- Report any employee who blatantly disregards health and safety laws and Company rules to the appropriate Manager.
- Assist to ensure that the risks from hazardous work equipment, substances hazardous to health, electricity, noise, highly flammable liquids, working at heights, materials storage and handling etc. are properly identified and that controls are in place.
- Ensure that all necessary signs and notices remain in their conspicuous locations; these will cover aspects such as incomplete scaffolding and the dangers of men working overhead etc.
- Ensure that all scaffolding plant, ladder systems and other access platforms, machinery, equipment, electrical systems are suitable and properly maintained.
- Assist with all risk assessments.
- Assist to ensure that all accidents are reported and recorded.
- Issue Safe Working Guidance and monitor that this has been implemented.
- Liaise with the designated person on the site or other as well as the Director or Manager.
- Ensure that all safety information is provided by equipment hirers e.g. tower systems are passed onto employees.

- Ensure that hand-over certificates are available for scaffolds and that these are subjected to the statutory inspections by a competent person and are recorded in the Register F91 part 1A.
- Assist with the production of Method Statements and Safe Working Procedures, i.e. for more hazardous work tasks.
- Ensure that all necessary protective clothing and equipment provided for employees is worn.
- Assist management to ensure that the key duties placed upon the principal contractor are carried out.

5.1.4 Operatives

Operatives will:

- Make themselves familiar with the Company Health and Safety Policy and all site rules, notices and procedures made known to them and ask if in doubt about any matter concerning Health and Safety.
- Not take any unnecessary risks and report all unsafe acts, dangerous incidents and all accidents to their Supervisor.
- Operate and maintain their machinery and carry out their general duties in accordance with instructions issued by the Site Agent or Foreman.
- Ensure that tools and equipment are used in the correct manner and maintained in good condition.
- Use the correct tools and equipment for the job. Use the correct safety equipment and personal protective equipment as issued. Report defects in machinery, tools and equipment to the Foreman without delay. Keep the working area as tidy as possible and clear of all rubbish.
- Consult the Foreman if there are any doubts regarding Health and Safety.
- Develop a personal concern for safety, for themselves and others – particularly new operatives and young persons.
- Suggest ways of eliminating or reducing hazards. Participate in safety discussions.

5.2 To ensure that health, safety and welfare standards are maintained and indeed improved, the following persons have responsibilities in the following work areas:

Work At Heights

Ensuring Suitable equipment is provided – Contracts Manager/Supervisors

Ensuring Training in Access equipment – Contracts Manager/Supervisors

Electrical Safety

Ensuring electrical equipment is maintained – Contracts Manager/Managing Director/Competent contractor as appointed.

Health and Safety Training

Induction Training – Contracts Manager/Supervisor

Job specific Training – Supervisor

Work Equipment

Those involved with the on-going maintenance of plant and work equipment is Mr K H Moorhead, Chairman, by the implementation of a planned maintenance programme, with other employees involved with the use of plant / equipment

Those involved with the carrying out health & safety examinations and inspections are:

- Chairman
- Managing Director
- Contracts Manager
- Supervisors
- H. M. Inspector of Factories from the Health & Safety Executive (HSE)
- the Local Fire Officer
- the Employers' Liability Insurance Engineer Surveyor
- Advisors from the Employment Medical Advisory Service (part of the HSE)
- Acton Jennings as the external 'Competent Person', acting in an advisory capacity.

The employees involved with investigating any accidents to employees is

Mr. Colin Fitton / Mr. Colin Fitton with assistance from Acton Jennings LLP

The person/s responsible for the safe keeping of health, safety and fire safety documentation is

Mr. Colin Fitton

6.0 Duties of Employees

All employees have responsibilities under health and safety law.

- **Section 7** of the Health and Safety at Work etc. Act 1974 states:
 - *It shall be the duty of every employee while at work- 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*
 - *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** states:
 - *No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions.*

Duties of Employees, continued

- Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:
- *'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him'*

- Regulation 14 (2) states:
- *'Every employee shall inform his employer or 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 ... 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 ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety'*

7.0 Unsatisfactory Health and Safety Conduct And Gross Misconduct

7.1 Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee, and an attitude of non co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major injury will be classified as gross misconduct making the employee liable to dismissal.

7.2 Gross Misconduct

Note. An employee will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse or interference with any guard or protective device;
- unauthorised operation of any item of plant or equipment;
- unauthorised entry into any confined space;
- wilful damage to, misuse of or interference with any item of equipment or personal protective equipment or clothing provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any sign, label or warning device provided by the employer in the interest of health and safety;
- misuse of chemicals, inflammables or toxic substances;

- misuse of any item of equipment, fitting, fixture, component or plant provided in the interests of health and safety;
- the use of a fork lift truck or mobile elevated working platform without having training and authorisation.

This list is not exhaustive

8.0 Health and Safety Rules: All Employees

8.1 Accidents and Occupational Health.

All employees must:

- Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- Report to their supervisor any medical condition which could affect their well being as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

8.2 Controls for Hazardous Substances.

- Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees.

8.3 Electrical Safety.

All employees must:

- Keep electrical equipment, plugs and leads in a good state of repair.
- Report all faults without delay to their immediate supervisor.
- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

8.4 Fire Precautions and Emergency Situations.

All employees must:

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- Obey Company and site rules on smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

8.5 Personal Protective Equipment and Clothing.

Employees must:

- Use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment.
- Store and maintain the PPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE provided.
- Always wear safety footwear at work and eye protection when required, this includes when arriving at the company premises;
- Always wear hard hats at work if assessed as appropriate.

8.6 Signs and Notices.

Employees must

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Hard Hats'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The placard *'Health and Safety Law-What you should Know'*.

8.7 Systems of Safe Working.

Employees must:

- Report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided, and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.
- Keep long hair tied back when using machinery.
- Ensure that loose clothing is kept fastened and away from machinery.

Employees must not:

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law) shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.
- Note. Technical information concerning the machinery you might have to use is kept with Mr Colin Fitton. Managing Director.

8.8 Transport.

Employees must not:

- Drive or operate vehicles whilst unfit or unwell.
- Convey waste materials without proper 'Duty of Care' notification.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.
- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.
- Operate a fork lift truck, or similar moving mechanical plant, unless properly trained and authorised to do so.

Employees must:

- Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.
- Use reversing hazard warning horns where fitted.
- Be aware of, understand and always follow the current requirements of the Highway Code.

8.9 Stock.

Employees must:

- Stack goods evenly with heavier items at the bottom and lighter goods on top.
- Use proper ladder access to reach higher storage levels in safety.

8.10 Working Practices.

➤ **Access.**

- Clear access ways must be maintained at all times.
- No designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

➤ **Storage.**

- Stock should not be stacked in such a manner that it will necessitate persons to over- stretch.

➤ **Waste Disposal.**

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.
- Bins should not be over- filled.
- Bins should be emptied into the skip provided.
- Any waste which is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.

8.11 Work Environment.

Employees must:

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and water courses.
- Maintain high standards of housekeeping throughout the premises and sites;
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passage ways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- Notify their immediate supervisor of any hazardous situation, without delay.

9.0 Site Working and Visits to Customer Premises

9.1 As part of their normal work activities on behalf of the **Moorhead Group** our employees have to either visit or carry out work activities at customer premises/ sites. Clearly, there are health and safety implications relating to our employees on the premises controlled by other employers.

9.2 Employees on Sites: The Management of Health and Safety at Work Regulations 1999

9.3 We are aware of regulation 14 of the above Regulations which concerns persons who have to work in a host employers' or self-employed persons' undertakings. Therefore, our employees who visit another employer's premises to carry out work must be provided with appropriate instructions and information regarding relevant risks to their health and safety.

9.4 We are also aware that our employees could introduce risks into the working environment they are visiting, e.g. from work equipment / hazardous substances they might need to use. We shall therefore inform the host employer of any such risks that we are aware of, from our risk assessments, carried out under regulation 3 of the same Regulations.

9.5 The Conduct of Employees of Moorhead Excavations Limited on Workplace Premises Controlled By Other Employers

Note. All employees of the Moorhead Group are expected to comply with the following, i.e. to:

- follow all health & safety / site rules (inc. fire safety arrangements) laid down by the occupier of the premises;
- follow all laid down safe systems and methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and recognised control measures;
- use suitable work equipment for the tasks in hand that has no obvious fault or defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is in the vicinity of moving machinery;
- be careful and vigilant when within a factory environment and in relatively close proximity to potentially hazardous machinery and work equipment;
- act upon all reasonable instructions and information issued / provided by the host employer;
- provide the host employer with information / assessments concerning the health and safety implications of work tasks being undertaken on site;
- co-operate with the host employer and his employees at all times on the premises;
- behave in a responsible manner at all times when on the premises;
- to report all accidents sustained on site or a case of ill health.

General Arrangements

Section

3

10.0 Accidents, First-Aid Arrangements and Work-Related Ill Health

10.1 This Company recognises the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First aid boxes.

These boxes are kept:

- **In the main office;**
- **In site vehicles (as appropriate);**
- **Within site welfare facilities (where appropriate).**

10.2 Accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510 / accident records are kept:

In the main office and on all construction sites

10.3 There are trained first aiders available for the company. The names of these persons are displayed on the office wall.

10.4 The 'appointed persons' for maintaining the first aid box are:

- Mrs Fletcher.

10.4.1 The company also provides traveling first aid kits within all company vans and the driver is responsible for reporting any contents used to the persons named above.

10.5 Reporting Procedures: Notification

'Major injuries' or conditions, specific 'dangerous occurrences' and cases of specific industrial disease as diagnosed, shall be reported as follows by a competent person for :-

10.5.1 Office Premises

10.5.2 Site Working

New Steps for Incident Reporting

Essentially, the internet plays a more significant role in the way we should report incidents, i.e. from the autumn of 2011.

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ('RIDDOR'), transferred to a predominantly online system, via:

www.hse.gov.uk/riddor

Revised online forms should make the reporting process quick and easy (see also below). Employers no longer report incidents by email, post or fax. The only exception is for fatal and 'specified injuries', which can still be reported to the incident Contact Centre, if preferred, on:

0845 300 99 23

'Specified injuries' and fatal events can then still be reported by telephone. The HSE recognise that these incidents are traumatic and feel it is important to retain a telephone service for persons having to make these reports.

Incident Reporting

The Incident Contact Centre will still take reports of all fatal and major incidents by telephone (see above), but people reporting all other incidents must submit an online form, available on HSE's website (see above).

Online Forms

The online forms are:

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

10.6 The 'Responsible Person' (under the 'RIDDOR' Regulations) for reporting accidents, diseases and dangerous occurrences is Mr. Colin Fitton.

10.7 We are also aware of the facility to report all cases of work related accidents and ill health to a single point, i.e. the Incident Contact Centre (ICC), based at Caerphilly.

10.8 Contacts with External Services

A list of contact numbers for the local emergency services will be detailed within the employee handbooks

10.9 Health Surveillance

As an employer, employees will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety at work. **For further information on Occupational Health please refer to sections 32, 33 and 34 of this Policy Document.**

10.10 Arrangements

Health surveillance will be arranged by the Managing Director or Contracts Manager where appropriate.

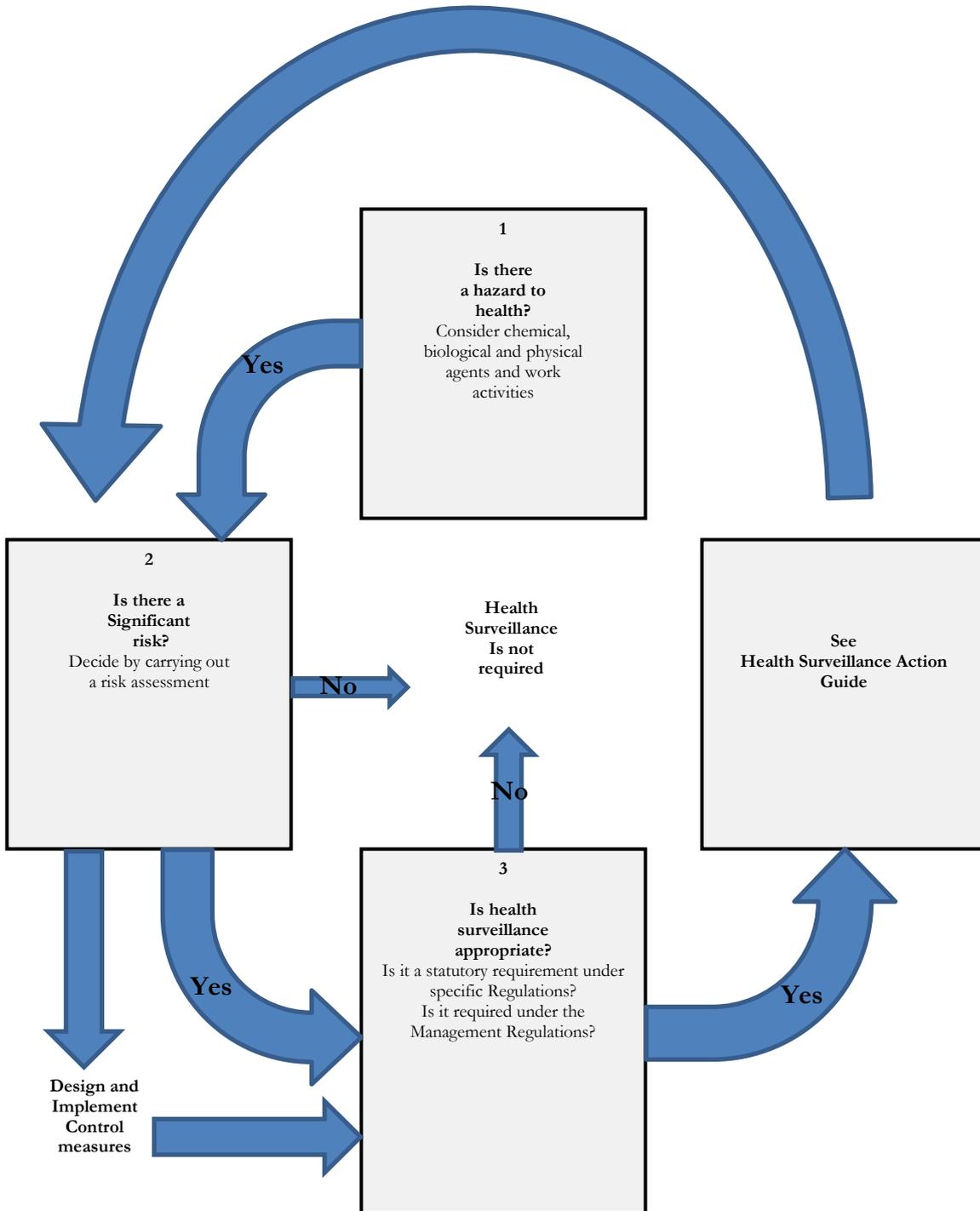
Health surveillance will likely be required if the following aspects apply:

1. Is the work our employees carry out known to damage health in some particular way?
2. Do we know / are we aware of valid ways to detect the disease or condition?
3. Is it reasonably likely that the damage to health could occur under the particular conditions at work?
4. Is health surveillance likely to benefit the employee / other employees?

An example of the above criteria being met

1. High noise levels are known to cause hearing loss.
2. A valid technique (hearing tests) can detect the effect of noise on the hearing of individuals who work in noisy conditions.
3. The risk of hearing damage relates to the carrying out of an adequate noise assessment.
4. Hearing tests will benefit employees by identifying those at risk, so that measures can be taken to protect them and improve working conditions.

Health Surveillance: Risk Assessment and Action Guide



Health Surveillance Action Guide

1 **Involve employees and their representatives**

2 **Obtain specialist advice if appropriate**

3 **Identify the most suitable health surveillance procedure**

Consider the type of hazard, degree of risk, likely health effects, affected employees, relevant procedure(s), whether in-house expertise exists

4 **Design system, put someone in charge**

5 **Set up the programme**

6 **Carry out procedures / feedback information**

7 **Keep records**

8 **Monitoring, action and evaluation**

Protect individuals at risk

Review your risk assessment

Improve risk control

Discuss grouped results with Employee representatives

11.0 Asbestos Containing Materials / Contact with Asbestos

11.1 The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

11.2 As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

11.3 There is an established duty of which we are aware, i.e. the duty to manage asbestos in the workplace.

11.4 Asbestos containing materials (ACMs) are not present in the office premises.

11.5 Employees Who Might Come Into Contact With ACMs

11.6 Our employees are not involved with the controlled removal of licensed ACMs or notifiable non licenced works. However, it is possible that as part of our demolition activities, employees may be required to carry non- notifiable asbestos removal of lower risk asbestos containing materials. In these circumstances the work will be carried out under a suitable and sufficient risk assessment and method statement. All removed asbestos-containing materials will be double wrapped in polythene and disposed of at a suitable refuse site with the capability of handling material of this nature.

Note. Employees potentially at risk have been instructed that if previously unidentified asbestos is seen or suspected then they must not proceed any further with the job task. Employees are required to immediately report the situation to a senior manager, either directly or via any supervisory employees on site.

11.7 Instructions and Training to Workers

11.8 In circumstances where workers/contractors have to work on materials containing asbestos, then we shall ensure that they know they are working with asbestos and the precautions they must take.

We shall ensure that they **do**:

- keep everyone out of the work area who does not need to be there;
- take care not to create dusts;
- keep the material wet, whenever possible;
- wear a suitable respirator and protective clothing;
- clean up with a vacuum cleaner that complies to BS5415 (Type 'H').

We shall ensure that they **do not**:

- break up large pieces of asbestos materials;
- use high speed power tools that create high levels of dust;
- expose other workers who are not protected;
- take all protective clothing home to wash.

12.0 Consultation with Employees

12.1 Consultation

12.2 The Moorhead Group is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The Company shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

12.3 The Duty of an Employer to Consult

12.4 In accordance with the demands of this legislation, employees who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for nominating / appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided, and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

12.5 Persons to Be Consulted

12.6 This Company shall consult with its employees by direct means of consultation and by issuing written information in the form of memos and instructions etc.

It is, however, for the Company to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters.

12.7 The Provision of Information

12.8 The Company is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

12.9 Health and Safety Concerns

12.10 Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with their immediate supervisor.

13.0 Contractors and Visitors

13.1 Company House Rules

13.2 The Moorhead Group shall ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, the Company will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks

13.3 Subcontractors: Assessing Competence

13.4 We may occasionally engage subcontractors to carry out a range of tasks on our sites. We are aware of the legal requirement to satisfy ourselves that other contractors are competent and adequately resourced.

13.5 Use of Contractors

13.6 When appointing contractors The Moorhead Group will identify all aspects of the work that the Company wants the contractor to do and consider all health and safety implications of the job they want done. This will involve;

- Assessing the risks;
- Deciding what information, instruction and training is required;
- How co-operation and co-ordination will be achieved;
- How all parties will be consulted;
- The level of supervision and monitoring required.

13.7 Selection of contractors is fundamental and the company will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. The following factors will be included within the company's selection policy;

- What experience do they have;
- Evidence of health and safety policies and procedures;
- Information about their health and safety performance;
- The qualifications and skills that they have;
- Evidence of their safety method statement;
- What health and safety training they provide;
- Their arrangements for consulting;
- Any membership of relevant trade or professional body;
- Evidence of any references.

13.8 The person who makes the necessary enquiries to assess competence and resources is the managing director and Contracts Manager.

13.9 Rules for Visitors

- All visitors are required to report to the main reception upon their arrival to the company premises or to the site supervisor upon their arrival to a site on which we are currently working.
- An 'intercom' system is in operation on the Company premises.
- There are specific rules for visitors entering the Company premises:
- Visitors should normally remain with their nominated escort during their visit.
- Visitors must follow any health and safety rules that they have been made aware of.
- Should a visitor require access into a place where the use of personal protective equipment is needed, then they will need to comply with Company policy on this.
- Visitors must take notice of the various signs and notices that are displayed about the premises.

- All visitors must follow the fire safety instructions and take part in a fire drill should this occur.
- No prohibited areas shall be entered into without authorisation.
- Visitors are required to keep away from work areas where there is hazardous machinery / dangerous chemicals.
- Visitors are required to report any accident they may have sustained on the premises.
- No visitor shall be permitted to examine, test, repair, operate and plant and machinery unless they are competent / authorised to do so.
- Visitors are also required to observe all other stipulations and prohibitions, including the Company's requirements on smoking in the workplace.
-

14.0 Control of Substances Hazardous To Health

14.1 The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

'...arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances...'

The Control of Substances Hazardous to Health Regulations 2002 (as amended 2004) amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard;
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually;
- control the person by job design, management or (as a last resort) personal protective equipment.

14.2 COSHH Materials Safety Data sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities on a site by site basis. These are made available to employees for their information and protection. All employees have been instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

14.2.1 Note. Employees must not use hazardous substances until a suitable and sufficient assessment of risk has been carried out.

14.3 The following employees / persons are responsible for identifying all substances that require a COSHH assessment:

Contracts Manager/Supervisor

14.4 The following persons are responsible for undertaking the COSHH assessments:

Managing Director/Contracts Manager/Supervisor

14.5 Assessments will be reviewed as and when required and in any case annually.

14.6 Our rules / controls for the use of hazardous substances used at work

14.6.1 All hazardous substances must be used in strict accordance with the manufacturer's health and safety sheets and in accordance with our own safe procedures for the use of the product. Where it has been assessed that personal protective equipment must be worn when using the substance, then all employees are obliged to follow this working rule. Should any employee have any doubt concerning the controls required for the safe use of any substance used in work activities, then they must consult their immediate supervisor in the first instance.

15.0 Display Screen Equipment Workstations

15.1 **The Moorhead Group** has 'users' of Display Screen Equipment (DSE) workstations, as defined in the Health & Safety (Display Screen Equipment) Regulations 1992.

15.2 Arrangements are in place for workers to have breaks/changes of activity and for eye tests/the provision of special spectacles.

15.3 Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

15.4 DSE: Review of Assessment

15.5 The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

- a major change to the software used;
- a major change to the hardware (screen, keyboard, input devices etc);
- a major change in workstation furniture;
- a substantial increase in the amount of time required to be spent using DSE;
- a substantial change in other task requirements (e.g. more speed or accuracy);
- the workstation is relocated;
- the lighting is significantly modified.

15.6 Assessments would also need to be reviewed if research findings indicated a significant new risk, or showed that a recognised hazard should be re-evaluated.

16.0 Electrical Equipment

16.1 Inspections, Maintenance and Testing

16.2 Portable electrical equipment are items of equipment with a lead (cable) and a plug, which is normally moved around or can easily be moved from place to place, e.g. drills, grinders, heaters, fans, desk lamps, kettles, vacuum cleaners, and also office type equipment that could be moved, e.g. computers, fax machines and photocopiers.

16.3 Electrical equipment used on site, particular power tools and other portable equipment and their leads can face harsh conditions and rough use. Where possible we will use battery powered or 110 volt supply equipment which is centre tapped to earth so that the maximum voltage to earth will not exceed 55 volts which will effectively eliminate the risk of death and greatly reduce injury in the event of an electrical accident.

16.4 For other purposes such as lighting and wet conditions lower voltages are available to offer greater protection.

16.5 If mains voltage has to be used residual circuit devices will be needed to ensure the current is promptly cut off if contact is made with any live part.

16.6 Arrangements are in place for the on-going user checks / formal visual inspections / combined inspection and testing of portable electrical equipment by a contractor who is competent to do so. In this way, we believe we will be fulfilling our obligation to maintain electrical equipment.

16.7 Also, the electrical installation serving our premises will be examined and tested by a competent person, i.e. a qualified electrician, at the prescribed intervals - **every 5 years** for an commercial undertaking.

16.8 All record of portable appliance testing are kept in the main office.

16.9 Routine Inspections of Plugs and Cables

16.10 This matter is the responsibility of **the supervisors and employees**. The objective of this exercise is for them to look for any loose connections and faults. Any defects noticed must be rectified without delay.

Note. Any defects / faults or electrical uncertainties, must be brought to the immediate attention of the Supervisor without delay. All repairs shall be attended to by a competent person as identified in point 16.6.

Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

17.0 Fire Policy and Safety

17.1 **The Moorhead Group** will strive to achieve a fire safe working environment for the protection of employees, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the **Regulatory Reform (Fire Safety) Order 2005**, which came into force on 01 October 2006.

17.1.1 The company shall aim to:

- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform employees and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

17.2 Responsibilities

17.3 Mr. Colin Fitton - Managing Director assisted by Mr James Hardwick, Accountant has overall responsibility for fire safety standards and arrangements within the Company but this function may and will be delegated

17.4 Mr. James Hardwick has particular fire safety responsibilities for the entire premises.

Supervisors have a level of sectional fire safety responsibilities for their specific areas of control.

17.5 **The fire assembly point has been established as being in the car park at the front of the building a safe distance from the premises and;**

On site assembly areas which will be detailed on site.

17.6 Fire Wardens

17.7 Mr. James Hardwick & Mrs Nicola Fletcher will assume control and act as fire coordinator for the office premises in the event of a fire.

17.8 Working areas must be kept tidy and all escape routes/fire exits un-obstructed.

17.9 This above matter will be the responsibility of the Company Management

17.10 Fire fighting equipment is examined on an annual basis by H R Fire Safety Limited

17.11 The fire extinguishers are located in the following locations:

- Within the first floor office;
- Within the ground floor office.

17.12 The Company premises do have an installed fire alarm on the premises and the fire alarm control panel is located near reception within the small corridor.

17.13 Other fire related equipment in the premises includes:

Suitable and sufficient types of fire extinguishing equipment in readily accessible locations within all parts of the premises.

17.14 Fire risk assessments shall be carried out and implemented by Mr. James Hardwick with assistance from Acton Jennings LLP.

17.15 All fire related documentation is kept in the main office.

17.16 No specific person has received dedicated fire safety training however should the need arise this will be arranged by Mr Colin Fitton

17.17 Fire hazards must be reported without any delay. In the first instance, employees should report to their **immediate supervisor** but also to the **Contracts Director** if a supervisor is not available at the time.

17.18 Highly flammable/flammable liquids. These substances are kept in the stores away from ignition sources and in well ventilated areas.

17.19 Fire Precautions on Site

17.20 If a fire does break out on site people must be able to escape from it. To achieve this we will ensure that there are;

- A suitable means of warning,
- Adequate means of escape and;
- Adequate means to fight the fire.

17.21 If the building being worked in is occupied the Company shall make sure the work does not interfere with the escape route from the building or any alarms, dry risers or sprinkler systems. The Company will liaise with the occupier of the building.

18.0 Health and Safety Law: What Employees Should Know

18.1 This section of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

18.2 Health, safety and welfare at work are protected by law. As an employer, this Company has a duty to protect employees and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of employees.

18.3 We are also clear about our obligations to provide employees with all relevant information concerning these important matters.

18.4 Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate supervisor in the first instance.

18.5 In General, These Duties Include-

- Making the workplace safe and without risks to health.
- Ensuring that plant and machinery are safe and those safe systems of work are set and followed.
- Ensuring that articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Providing sufficient information, instruction, training and supervision necessary for health and safety.

18.6 In Particular, As an Employer, the Company Must Also-

- Assess the risks to their employees health and safety;
- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- If there are 5 or more employees, record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- If there are 5 or more employees, draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- Appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first- aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substance hazardous to health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- Avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;

- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that the appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority (see box in column 3 of the 'Health and Safety Law' poster).
- Consult employees about matters affecting their health and safety.

18.7 As an Employer the Company Has Duties To-

- Take precautions against fire.
- Provide adequate means of escape and
- Suitable means for fighting fire.

18.8 All Employees Have Legal Duties. These Include-

- Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- Co-operating with their employer on health and safety;
- Correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- Not interfering with or misusing anything provided for their health, safety or welfare.
- If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with their immediate supervisor or Manager.
- If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact the Site Supervisors without delay.

The 'Health and Safety Law What You Should Know' poster is displayed in the main stores.

18.9 Health and safety advice is available from:

- Mr. Colin Fitton, Managing Director;
- Mr Nigel Cook, Contracts Manager
- the Health and Safety Executive; and
- Acton Jennings, external health & safety advisors.

18.10 The effective supervision of young workers/trainees will be arranged/undertaken/monitored by senior and experienced employees, however there are no such persons at this time.

18.11 The persons responsible for ensuring that employees working at locations under the control of other employers are given sufficient and relevant health & safety information, is that of the Site Supervisors.

19.0 Health & Safety: Professional Services

19.1 Why Health and Safety at Work is Important to the Moorhead Group

19.2 No one wants to suffer injury or ill-health, or be responsible for causing it. As an employer and controller of workplace premises, the Company has to comply with the law and there are sound reasons for paying thorough attention to workplace health / safety, and for making sure that there is the appropriate expertise.

19.3 Workplace injury and ill-health are expensive, for these reasons:

- employees- a most valuable resource- are incapacitated or work below par;
- accidents can cause damage and disrupt plant and equipment;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted and valuable time is lost;
- conviction for a criminal offence results in fines and bad publicity;
- civil liabilities can be substantial and the trend is towards larger settlements-even if awards are covered by insurance, premiums go up and up.

19.4 Health & Safety: Professional Services

19.5 Good consultants can be effective in helping to achieve compliance with health and safety legislation. In this respect, the Moorhead Group have appointed Acton Jennings LLP as external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws.

20.0 Health and Safety Risks Arising From Work Activities

20.1 Risk Assessments

20.2 The Company is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections/assessments will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

20.3 We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

20.4 A hazard is something physical, which has the potential to cause harm or damage, whereas the risk is the likelihood that harm from the particular hazard will occur. We will also consider the groups of people likely to become harmed as well as our employees such as existing occupants and members of the public.

20.5 The risk assessments carried out cover workplace activities, such as the excavation works and demolition.

20.6 However, we are mindful of other risks such as fire, work at heights, manual handling & the use of hazardous substances, fire and other emergency events.

20.7 A fire procedure and emergency evacuation arrangements has been prepared for the workplace premises.

We use a simple but effective model for risk rating and recording, using the basic categories of 'Low', 'Medium' and 'High'.

For **low risk** ratings – no further control measures will be introduced if the risk is as low as reasonably practicable.

For **medium risk** ratings – workplace precautions / upgrades would be required to reduce the risk to as low as reasonably practicable.

For **high risk** ratings – urgent control measures will be required; the work activity would likely cease.

20.8 We recognise the relationship between the carrying out of suitable and sufficient risk assessments and the progression/implementation of safe systems of work. There will be, therefore, a logical progression from risk assessments to valid safe working procedures.

20.9 Any employee who discovers a hazardous/defective condition relating to their workplace or work activity should report to management immediately, so that the appropriate action can be taken.

20.10 Information and Training

20.11 Where necessary, employees at any level will be provided with:

- specific and / or general health and safety training
- training in the risk assessment procedure; and
- training in any new work activity controls.

20.12 Risk assessments will be undertaken by:

- the Managing Director;
- the Contracts Manager
- supervisors
- other nominated employees,
- Acton Jennings, acting in an advisory capacity only.

20.13 The findings of the risk assessments will be reported to the Managing Director and any other interested parties, including our employees.

20.14 Action required to remove/control risks will be approved by the Managing Director.

20.15 The persons responsible for ensuring that the required action is implemented will be the Managing Director/Contracts Manager and supervisory employees

20.16 The persons responsible for checking that the implemented actions have been removed/reduced the risks will be the Managing Director/Contracts Manager and supervisory employees

20.17 Assessments will be reviewed on a regular basis and as the site specific requirement dictates.

20.18 **The risk assessments referred to above detail the workplace precautions / control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.**

20.19 Persons responsible for our workplace inspections and assistance with risk assessments are:

- **Managing Director**
- **Contracts Manager**
- **All site supervisors**
- **Acton Jennings LLP acting in an advisory capacity, and the**
- **Employers' Liability Insurance Engineer Surveyor.**

21.0 Workplace Risks: The General Principles

21.1 The Moorhead Group intend to make reference to the general principles.

21.2 Principles of Prevention To Be Applied

A) *Avoiding Risks:*

- If possible avoid a risk altogether, e.g. do the works in a different manner, taking care not to introduce new hazards.

B) *Evaluating The Risks Which Cannot Be Avoided:*

- By carrying out a suitable and sufficient risk assessment.

C) *Combating the Risk at Source:*

- Rather than taking palliative measures.

E.g. the steps are slippery - treat or replace - rather than displaying a warning sign.

D) *Adapting the Work to the Individual:*

- Adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production).
- Aim to alleviate monotonous work and paced working at a predetermined rate, and increase the controls individuals have over the work they are responsible for.

E) *Adapting To Technical Progress:*

- Take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.

F) *Replacing the Dangerous By the Non - Dangerous, Or The Less Dangerous.*

G) *Develop A Coherent Overall Prevention Policy:*

- Implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the:
 - Way work is organised
 - Working conditions
 - Environment
 - Any relevant social factors.

H) Giving Collective Protective Measures Priority Over Individual Protective Measures:

- Give priority to those measures which protect the whole workplace and everyone who works there, and so give the greatest benefit.

I) Giving Appropriate Instructions to Employees:

- Ensure that workers, whether employees or self - employed, understand what they must do.

***THE APPROACH AND ATTITUDE OF THIS ORGANISATION
TO ALL ITS ACTIVITIES WILL BE THE:***

AVOIDANCE OF RISKS

PREVENTION OF RISKS

REDUCTION OF RISKS AT WORK

22.0 Health and Safety Training Policy

22.1 Statement of Intent

22.2 It is Company policy to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees and any others who may be affected by work activities. The Company will continuously assess the health and safety training needs of employees and record the training provided.

22.3 Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

22.4 Induction Training

22.5 Induction training will be provided for all employees by the site supervisors and the Contracts Manager.

22.6 Job Specific Training

22.7 Job specific training will be provided by the Site Supervisors and other experienced employees.

22.8 Special Training

22.9 Specific jobs that require special training are:

- Use of excavation plant
- The use of various types of mobile mechanical plant and equipment;
- Exposure to a range of hazards associated with a construction type environment;
- Welding operations;
- Working at heights from ladders, scaffolds;
- The mounting and use of abrasive wheels.
- Use of various items of plant and equipment

22.10 Employees will be trained in the correct operation of any specialist items of equipment prior to use. This will be arranged by Mrs Nicola Fletcher

22.11 Training Required

22.12 The safe systems of work in the operation of all types of machinery to be used, including the hazards, risk and control measures in operation.

22.13 Training records are kept by – **Mrs Nicola Fletcher**

22.14 Training will be identified and arranged by - **the Company Directors and Contracts Manager.**

23.0 Manual Handling

23.1 Duties of an Employer

23.2 We are of the duties an employer has by virtue of the Manual Handling Operations Regulations 1992.

The key duties placed upon an employer are to:

- Avoid the need for hazardous manual handling, as far as reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

23.3 Duties of Our Employees

23.4 We are aware that our employees have duties too. Essentially these are to:

- Follow the appropriate systems of work laid down for their safety;
- Make proper use of the equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform their employer if they identify hazardous manual handling activities;
- Take care to ensure that their activities do not put others at risk of injury.

23.5 Avoiding Manual Handling

23.6 Checks will be made to determine if manual handling needs to be carried out at all.

23.7 We shall also think about mechanisation, like the use of a fork lift truck or sack carts.

23.8 Making the Assessment

23.9 The assessment is the employer's responsibility.

23.10 The employees in this Company responsible for making manual handling assessments are the Managing Director/Contracts Manager/Site Supervisors with assistance from Acton Jennings.

23.1 Reducing the Risk of Injury

23.12 It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

23.13 Training Requirements

23.14 We recognise the importance of training in relation to manual handling operations at work.

23.15 Persons in this Company responsible for training are the Company Directors and Contracts Manager.

Training will need to cover:

- How to recognise harmful manual handling;
- Appropriate systems of work;
- The use of mechanical aids;
- Good handling technique (see below).

23.16 Good Handling Technique

23.17 Listed below are some important points that persons involved with manual handling should be aware of:

- To stop and think to plan the lift;
- The correct position of the feet;
- To adopt a good posture;
- Getting a firm grip;
- Keeping close to the load;
- To lift the load smoothly;
- Moving the feet so as not to twist the trunk;
- Putting down the load and then adjusting its position.

23.18 Lifting Operations

Equipment and materials of varying weights will require handling at various levels and heights.

The necessary precautions for lifting operations will be adhered to and planned by trained appointed persons.

All lifting plant, equipment and tackle to be used on site must be covered by the appropriate test certificates and the safe working loads of the plant and equipment must not be exceeded.

24.0 Monitoring Health and Safety

24.1 To be confident that our safe working practices are being followed and to check the working conditions within the Company premises or on site, we will undertake an analysis of the matters listed below.

24.2 Matters For Consideration Are:

- Health & Safety Policy And Responsibilities
- Health & Safety Communications – Office And Site Locations
- Health & Safety Laws / CDM Regulations
- Monitoring Arrangements
- Insurance's
- Meetings And Tool Box Talks
- Specific Risk Assessments / Method Statements
- Safe Working Practices
- Supervision On Sites
- Safety Rules
- Welfare
- Temperature
- Lighting
- Ventilation
- Overcrowding
- Cleanliness
- Work Related Illness
- Lone Working
- Access And Egress
- Accident Prevention And Reporting Policy
- First Aid Arrangements
- Fire Safety – Office And Sites
- Purchasing Policy
- Plant, Tools And General Equipment Maintenance
- Statutory Inspections
- Documentation And Records
- Employee Training And Competence
- Storage On Site
- Controls For Hazardous Substances (COSHH)
- Personal Protective Equipment
- Health Surveillance
- External Assistance
- Co-Operation With Other Employers
- Competence Of Other Contractors
- Noise
- Electrical / Portable Electrical Equipment
- Manual Handling
- Display Screen Equipment (DSE)

25.0 Inspections of Workplaces, the Identification of Hazards and Control of Workplace Risks

25.1 The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

25.2 The persons responsible for carrying out health and safety monitoring are;

- Mr. Colin Fitton, Managing Director
- Mr. Nigel Cook, Contracts Manager;
- Supervisors
- Acton Jennings LLP acting in an advisory capacity.

25.3 Monitoring reports will be submitted to Mr. Colin Fitton, Managing Director.

26.0 Personal Protective Equipment (PPE)

26.1 What Is PPE?

26.2 PPE is defined in the Regulations as:

'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'.

Examples are:

Safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Waterproof, weatherproof, or insulated clothing, is subject to Regulations only if it is necessary to protect employees against adverse climatic conditions that could otherwise adversely affect their health or safety.

26.3 Provision and Use Of PPE

26.4 The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work, wherever there are risks to health and safety that cannot be adequately controlled in other ways.

26.5 Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the 'last resort' and used only where precautions cannot adequately reduce the risk of injury. However, where PPE is the only effective means of controlling the risks of injury, or ill health, then as an employer we will ensure that it is available for use at work- free of charge.

26.6 The following factors will be considered when we assess the suitability of PPE.

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur? For example, light eye protection designed for general site use will not offer adequate face protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of employees who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

26.7 The persons responsible for issue and monitoring of PPE are the Contracts Manager and the Site Supervisors.

26.8 The following types of PPE are provided by this Company: However the provision of PPE is determined after an assessment has been made and therefore only certain items or indeed additional items of equipment may and will be provided.

- Safety footwear if assessed as being required.
- Safety glasses/goggles;
- Hard hats;
- Hearing protection;
- Respiratory protection (where appropriate).
- Overalls

26.9 The Moorhead Group do not make any charges in relation to the above PPE provision.

26.10 Any misuse of items of personal protective equipment and clothing will be regarded as possible grounds for disciplinary action.

27.0 Safe Plant and Work Equipment

27.1 When intending to purchase new, hired or second- hand plant and work equipment, we will ensure that it meets health and safety standards prior to buying it and that all necessary documents are available.

27.2 The person/s within the Company responsible for identifying all work equipment/plant that requires maintenance is the site supervisors and plant operatives

27.3 The persons within this Company responsible for checking that new plant and work equipment meets current health & safety standards prior to purchase are the Chairman /Managing Director.

27.4 Any problems / defects found in relation to plant and work equipment should be reported to the Managing Director via site supervision.

27.5 There is a formal Daily Plant Inspection format used to record plant condition and maintenance checks.

28.0 Vehicle and Vehicle Movement

28.1 The manoeuvring of vehicles on the Company premises and to and from site locations should be carried out with extra care.

28.1.1 Employees must not drive any vehicle unless he/she has the relevant licence for that vehicle. As a minimum all drivers will hold the appropriate driving license for the vehicle he/she is driving.

28.1.2 Driving offences must be immediately reported to the Company management.

28.1.3 This is the responsibility of all employees.

28.2 Vehicles Policy - Driving Company Vehicles

28.2.1 Employees must not drive any vehicle unless he/she have the relevant license for that vehicle.

28.2.2 Driving offences must be immediately reported to the Managing Director or Supervisors.

28.2.3 A visual check must be made daily prior to use.

28.2.4 Under no circumstances should the vehicle be left unlocked when unattended.

28.2.5 Speed limitations must be adhered to.

28.2.6 Due care and attention must be taken at all times to prevent damage to the vehicle, employees and the public.

28.2.7 Seatbelts must be worn when the vehicle is in motion.

28.2.8 Oil and water levels are to be checked regularly

28.2.9 A copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform the company of any changes to their license details.

28.2.10 Drivers must not use their mobile phone whilst in transit unless the vehicle is equipped with hands free technology.

28.2.11 When the vehicle is left unattended care must be taken to ensure no valuables are left on view.

28.2.12 The Company will ensure that all vehicles have current tax and MOT certificates and are regularly serviced.

28.2.13 Any defects must be reported immediately.

29.0 Welfare and Amenity

29.1 The Company Management shall ensure that the following facilities are provided:

- Washing facilities to include cold, warm and hot running water, soap, towels, barrier creams, skin moisturisers and other hand cleaning agents
- Drinking water for all employees
- Toilets maintained in a hygienic condition
- Clean storage area for clothing not worn during work activities
- Clean eating facilities with suitable space, furniture, clean running water and facilities for the safe storage of food and drink
- Suitable waste receptacles convenient for all workstations and arrangements made with Registered Waste Disposal Contractors.

30.0 Work at Height

30.1 The Moorhead Group recognizes that falls from height account for a significant number of workplace fatalities and major injuries.

30.2 The Work at Height Regulations 2005 adopts a goal based approach to assessing all work at height of which the company intends to implement.

30.2 The Company is aware of the hierarchy of control for managing and selecting equipment for work at height. These are:

- Avoid work at height – i.e. do the work from the ground if possible
- Use work equipment or other measures to prevent falls where work at height cannot be avoided – i.e. use of MEWP or scaffolding etc.
- Where the company cannot eliminate the risk of a fall, use of work equipment or other measures to minimize the distances and consequences of a fall should be implemented. I.e. nets / harnesses.

30.3 The risk assessment required under these regulations will require the company to ensure:-

- All work at height is properly planned and organised;
- Weather conditions are taken into account;
- All personnel are trained and competent;
- The place of work is safe;
- All equipment for work at height is appropriately inspected;
- The risk from fragile surfaces is controlled;
- The risk from falling objects is controlled.

30.4 The person/s within the company responsible for assessing work at height, including the correct selection of work equipment is the Contracts Manager and site supervisors.

30.5 Training will be provided if assessed as being required i.e. for the erection of tower scaffolding.

30.5.1 Internal training is provided to cover general work at height and use of ladders.

30.6 The company will ensure that all work equipment used for work at height including ladders/stepladders are maintained and inspected at appropriate intervals.

30.6.1 This is the defined responsibility of our supervisors.

31.0 Trestles, Ladders and Step Ladders

31.1 All trestles, ladders and stepladders must be checked before use to ensure their acceptable physical condition.

31.2 Wherever possible, step ladders (fully opened) should be used as opposed to free standing ladders.

31.3 Free standing ladders must be erected to an angle of 4: 1 (a ratio of 1 horizontal unit to 4 vertical units) and preferably be secured at /near the top. If not securely fastened, a colleague must always foot the ladder at its base to prevent it from slipping.

31.4 Some other safety measures include:

- Ensuring the equipment's adequate type, strength and size,
- Using it only for its designed purpose,
- Not overstretching /reaching from ladders,
- Not standing upon the uppermost rungs,
- Not carrying tools or equipment by hand when "climbing" a ladder,
- Ensuring suitable handholds or physical restraint protection if working at extensive height or from an elevated platform.

32.0 Occupational Health

32.1 COSHH Assessments

A COSHH Assessment is required for all materials used on site, Safety data sheets (Chemical Hazard Information and Packaging for Supply Regulations (CHIP)) must accompany all materials that are used / brought to site. Moorhead COSHH Assessments will be produced in accordance with Company policy and will be retained by the Site Foreman / Manager.

All other Contractors employed by Moorhead's are required to produce project specific COSHH assessments for all work involving hazardous substances as defined in the COSHH Regulations. These assessments must be submitted for approval and communicated to the workforce prior to the commencement of such work. Contractors must provide written evidence of this communication and consultation has been undertaken. The onus is on all contractors for total compliance with these requirements and any delays caused by non-compliance with these requirements will be the responsibility of the contractor concerned.

32.2 Health Surveillance

As part of Moorhead Groups' on-going commitment to improve Health and Safety, each Contractor is required to demonstrate that the following minimum Occupational Health arrangements are in place:-

- Each Contractor shall demonstrate the Occupational Health risks that they are likely to encounter and how they will deal with these. Likely requirements for Health Surveillance will include personnel exposure to Hand Arm Vibration, Noise Induced Hearing Loss, Respirable Dusts and other defined statutory requirements e.g. lead or asbestos workers.
- Each Sub-Contractor must demonstrate that they have systems and procedures in place to deal with Health Surveillance when identified in risk assessment.
- Toolbox Talks and other promotional materials on Occupational Health issues are available to raise the awareness of health risks to the workforce.

The Company shall work to meet these commitments with immediate effect with guidance and information being provided by our external health and safety advisors.

32.3 Lead

The Control of Lead at Work 2002 imposes duties on employers to protect their employees and others from the dangers of lead at work and to assess the nature and degree of exposure.

As an employer, we have a clear duty to prevent the exposure of our employees to lead, or if this is not possible to reduce it to the lowest possible level.

Both the Control of Lead at Work Regulations 2002 and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- The design and use of appropriate work processes, systems and engineering controls and the provision and use of suitable work equipment and materials;

- The control of exposure at source, including adequate ventilation systems and appropriate organisational measures; and
- Where adequate control of exposure cannot be achieved by other means, the provision of suitable personal protective equipment.

We are aware that lead dusts and lead fumes when inhaled or ingested can quickly give rise to symptoms of ill health. However it is extremely unlikely that employees will be exposed to levels above the specified action levels

Therefore the regulations apply to our workplace but are of limited significance.

33.0 Noise

33.1 The Control of Noise at Work Regulations 2005 applies where noise exposure is likely to be at or above two defined 'Action Levels' and one defined 'Action Limits'. The action levels are values of 'daily personal exposure to noise', shortened to LEP_d . These depend on the noise level in the working areas and how long people spend in them during the course of the working day. The lower exposure value is a LEP_d of 80 dB (A) and the upper exposure value is a LEP_d of 85 dB (A). There are also levels of noise exposure which must not be exceeded as follows (exposure limit value) – daily or weekly exposure of 87 dB (A). These exposure limit values take into account of any reduction in exposure provided by hearing protection.

33.2 There are also a 'peak exposure levels', which depends on the maximum pressure reached by the sound wave. The values are;

- Lower Action Value – 135 db
- Upper Action Value – 137 db and
- Exposure Limit Value – 140 db

33.3 The Regulations place responsibilities on employers, employees and people who make and supply noisy machinery. At the workplace, primary responsibility lies with the employer. Nevertheless, both management and workers need to be involved if action is to be effective.

33.4 At these noise levels, it is imperative that ear protectors are:

- provided to all exposed
- maintained and repaired
- always used by all exposed

33.5 A noise assessment will be carried out at each location where exposure to high noise levels is likely to exceed the action or limit values and the results will be recorded.

33.6 Training is given to all employees regarding noise induced hearing loss and effective methods of reducing the risk. The details of the assessments are made available and mandatory instructions to use hearing protection are issued.

33.7 In view of the variable nature of the work, the Company's policy is that protection be worn whenever the potential to exceed the 85DB (A) action limit exists.

33.8 A central record of noise assessments and training is to be maintained at the companies head office, who should be contacted when new employees require training or new equipment is brought into use.

33.9 Persons carrying out the assessments will be suitably qualified and competent to do so.

34.0 Vibration at Work: Controlling the Risks

34.1 Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawn mowers, or by holding materials being processed by machines, such as pedestal grinders. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. Occasional exposure, however, is unlikely to cause ill health.

34.2 Tools and Work Equipment That Can Cause Ill Health from Vibration

34.3 Although there are hundreds of different types of hand-held power tools and equipment that can cause ill health from vibration, some of the more common ones are listed below.

- Chainsaws
- Concrete breakers / road breakers
- Cut-off saws for stone etc.
- Hammer drills
- Hand-held grinders
- Impact wrenches
- Jigsaws
- Power hammers and chisels
- Powered sanders
- Scabblers

34.4 Legal Duties

34.5 We are aware of the legal duties placed upon this Company under the Health and Safety at Work etc Act 1974 and more specifically, the Control of Vibration at Work Regulations 2005. The above specific Regulations require us to:

- Assess the vibration risk to our employees;
- Decide if employees are likely to be exposed above the DAILY EXPOSURE ACTION VALUE (EAV) and if they are:
- Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- Provide health surveillance to those employees who continue to be regularly exposed above the action value, or otherwise continue to be at risk;

- Decide if our employees are likely to be exposed above the DAILY EXPOSURE LIMIT VALUE (ELV) and if they are:
- Take immediate action to reduce their exposure below the limit value;
- Provide information and training to employees on health risks and the actions we are taking to control those risks;
- Consult trade union representatives/employee representatives on our proposals to control risk and to provide health surveillance;
- Keep a record of the risk assessments and control actions;
- Keep health records for employees under health surveillance;
- Review and update our risk assessments on a regular basis.

34.6 Where the risk of exposure to vibration exists we will ensure the following controls are in place.

- Employees will use such equipment in short bursts in accordance with the specified usage for each type of equipment.
- Employees will be provided with information, instruction and training regarding the risks from using such equipment and of the need to keep the hands warm;
- All equipment will be maintained in good order and defects will be reported immediately;

The risk assessment will also identify any other measures required to reduce and control the risks and we will also take advice from competent organisations such as:

- Equipment suppliers and manufactures;
- Acton Jennings LLP in an advisory capacity.

34.7 Construction (Design & Management) Regulations 2015

34.8 The Company will ensure, when commissioning construction/building works for which it will take the role of Principal Contractor, that we will be aware of duties under these Regulations. This will include the provision of information to all parties, specification of a mobilisation period for sub-contractors and ensuring welfare facilities are provided before the works commence.

34.9 The Company will ensure that its designers will discharge their duties in a manner that reflects the general standard of skill and care exhibited by designers as a whole, and that its designers give adequate regard to the need to avoid foreseeable risks to the health and safety of any person acting out the construction work.

34.9.1 The Company will co-operate with Principal Designers and sub-contractors to provide such information, assessments etc. that they may reasonably request in accordance with these Regulations.

34.10 These new Regulations came into effect from 06 April 2015.

'CDM 2015' does not make wholesale changes to its predecessor, the Construction (Design and Management) Regulations 2007 ('CDM 2007'), but the Health and Safety Executive (HSE) wanted to create a simpler, more integrated approach to risk management.

The key changes made by CDM 2015

- A new role of principal designer is created. The principal designer will be an existing member of the design team and will have responsibility for the pre-construction phase.
- The CDM Co-ordinators role is removed. Under CDM 2015, the role of the CDM Co-ordinator will be split between the principal designer, the client, and the principal contractor.
- The client is given more responsibility. Its extra duties are intended to reflect its ability to set standards for a project and to influence health and safety throughout the life of a project.
- All of CDM 2015 will apply to projects, whether they are notifiable or not.
- Notification requirements have been revised. Under CDM 2015, a project needs to be notified to the HSE where it is scheduled to last more than 30 working days and have more than 20 workers on site at the same time (at any point in the project), or where it exceeds 500 person days. This will mean fewer projects will require notification. Also, it has now become the client's duty to notify, if appropriate. Notification will no longer give rise to additional duties.
- Whereas, under CDM 2007, only notifiable projects require a CDM coordinator, under CDM 2015 a principal designer must be appointed whenever there is more than one contractor working on a project.
- The duty in CDM 2007 for those appointing duty holders is to ensure their competence is evaluated. The requirement in CDM 2015 is to ensure that they have the necessary skills, knowledge, experience and (where appropriate) organisational capability to fulfil the role that they are being appointed to.
- CDM 2015 will apply to all clients i.e. anyone for whom a construction project is carried out, and so domestic clients will now also have duties under the Regulations (although they differ from the duties on commercial clients). Domestic clients will be able to delegate their duties to a contractor or the principal designer

35.0 Non-English Speaking Personnel

35.1 The Company is “English Speaking” in respect to project communications. All “non- English speaking” personnel must be able to receive English spoken site communications and instructions. This will require the company to provide adequate levels of competent supervision that will ensure communications and instructions are presented into a format that can be fully understood. This could include for example pictograms / photographs or utilising translators where required.

35.2 It is important that an assessment is made of the interpreter’s skills. Where people speak or read limited English, extra care should be taken to ensure that they fully understand the message being delivered.

35.3 The standards of safety competence and training requirements within a contractor's workforce are constant for all personnel regardless of native origin and/or language spoken. Subcontractors must ensure a suitable and competent translator is available for site inductions where limited grasp of English language has been identified.

36.0 Waste Management

The Company has prepared some general guidance for the effective management of site waste as follows:

Buying and Storing Materials

- Order the amount of materials you need as accurately as possible;
- Arrange for 'just in time' deliveries to reduce storage and material losses;
- Consider the source of materials (Is the company certified with environmental standards? Quality materials and recycled materials may prove cheaper).
- Consider the packaging used for materials delivered to the site -can this be reduced or recycled.
- Ensure that deliveries are rejected if damaged or incomplete
- Make sure storage areas are safe, secure and weatherproof (where required)
- Store liquids away from drains, burns and in bunded areas to prevent pollution.

Site Activities

- Recycle suitable spoil, demolition materials, green waste, and surplus construction material arising from the works on site to avoid the need to transport materials.
- Keep the site tidy to reduce material losses and waste.

Training and awareness

- Promote good practice awareness as part of health and safety induction / training for workers onsite.

Waste Segregation

- Segregate different types of waste as they are generated using different skips where possible (given the space available). At a minimum there should be skips for wood, inert materials, mixed materials and scrap metals. If there is a shortage of space and not enough room for multiple skips a licensed waste management company will deal with waste at the disposal point - they will be able to recover recyclate materials from mixed skips.
- Use the Waste Aware Construction website where you can create posters in line with the National Colour Coding Scheme to identify skips easily.

Staying on the right side of the law

- Complete waste transfer notes before any waste leaves the site
- Ensure all waste carriers have a valid waste carriers registration certificate
- Ensure all wastes are disposed of at a correctly licensed site
- Complete notification for hazardous waste removal and transfer.
-

37.0 Traffic Management on Site

Our general arrangements for managing the risk arising from traffic movements on site include;

- Fire and emergency access routes must be kept free from obstruction at all times;
- Agreed access and egress routes of the site will be observed at all times;
- Public footpaths / roads must be kept clear of obstructions, including parked cars;
- Public footpaths / roads must be protected and maintained in a condition suitable for vehicular and pedestrian traffic;
- Materials are not to be stored on roadways or paths where they constitute a hazard;
- All site traffic will give due consideration for other road users and pedestrians;
- In the event of an emergency a banksman will meet the emergency services at the entrance to the site and guide them safely to the location on site;
- When plant is transported to site a banksman will be present to ensure a safe route;
- Reversing vehicles on site will be kept to an absolute minimum, where required such vehicles will be fitted with reversing alarms, mirrors or CCTV to ensure safe operation. Trained banksman will also be used to safely guide vehicles that have to reverse;
- Safe routes separating pedestrians from vehicles will be established and maintained throughout the project;
- Safe parking areas will be established and all personnel will be made aware of them;
- The company will control delivery vehicles on site.

Site Rules & Guidelines

Asbestos

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a new duty of which we are aware, i.e. the duty to manage asbestos in the workplace.

A **refurbishment/demolition survey of the premises** will be performed by an independent competent organisation when required.

A copy of the report will be included within the site Health and Safety file.

Appropriate arrangements will exist to prevent exposure to any asbestos or asbestos containing materials.

Employees Who Might Come Into Contact With ACMs

Our employees are not involved with the controlled removal of licensed or notifiable ACMs. However, it is possible that asbestos, or suspected asbestos might pose a threat to some employees in their work activities.

Note. Employees potentially at risk have been instructed that if asbestos is seen or suspected then they must not proceed any further with the job task. Employees are required to immediately report the situation to their immediate supervisor on site.

Appropriate arrangements will exist to prevent exposure to any asbestos or asbestos containing materials. Any removal of licensed or notifiable asbestos containing materials will be performed by an approved specialist contractor.

'COSHH' and Materials

Suitable and sufficient precautions will be taken for the control of hazardous substances and materials, based on information obtained from data sheets and other sources.

Where hazardous substances are to be used by **Moorhead Group**, the **Site Supervisor** must assist with a COSHH assessment and for suitable precautions to be taken.

'COSHH' assessments will be relative to the work in question and to the conditions prevailing on site and shall state how details of the precautions necessary will be brought to the attention of those affected. Subcontractors are asked to submit a list of all hazardous substances which they will be bringing on to site. Substances/all proprietary products shall be selected on the basis of which is the least harmful. The substances used during construction activities that could be potentially hazardous to health, should be controlled by good management and site practice.

Records of all COSHH statements are to be maintained by the Contracts Manager.

Safe transportation of materials to site, handling on site and storage on site should be allowed for by the Contractor in accordance with the Manual Handling Operations Regulations 1992.

Any waste materials generated which are defined as 'controlled waste', will be removed from site by a waste contractor and be disposed of in accordance with the manufacturers' guidelines.

Electricity Supplies / Works

Where contractors have to work in the vicinity of electrical equipment they must take all necessary precautions to avoid accidental contact with live conductors, etc. All equipment must be treated as live unless isolated and clearly marked "safe to work".

Electrical voltages will be transformed to **110 volts** by the provision and use of transforming equipment and the correctly rated equipment.

It is a site rule that any employee/contractor engaged in electrical work must not leave exposed electrical supply cables in areas where members of the public or other employees might have access. So far as is reasonably practicable, cables should be prevented from having mechanical damage or causing a tripping hazard.

The company shall provide electrical work equipment which is in a proper state of repair and free of obvious defect. It is their responsibility to maintain and repair such equipment. Any equipment that appears to be in any way defective/dangerous shall be withdrawn from use by the Site Supervisor.

All electrical work shall be carried out by a competent person/s so that the electrical work will not give rise to danger.

Existing Services

Location of Existing Services – these will be identified either by site drawings / or by use of CAT scanning equipment / other specialist equipment / hand digging procedures in liaison with the Principal Contractor.

Noise at Work and Pollution

Noise hazards will be kept down to the minimum consistent with efficient working at all times. Work involving excessive and repetitive noise is to be avoided, so far as reasonably practicable, in relation to the necessary work activities to be carried out.

Operatives should not use radios while on site.

Moorhead Group is aware of the requirements of the:

- * Control of Noise at Work Regulations 2005
- * Environmental Protection Act 1990
- * Control of Pollution Act 1974

Pollution

Moorhead Group shall take all reasonable precautions to prevent pollution of the site and the general environment/vicinity of the buildings. Further, all reasonable precautions shall be taken to avoid and prevent nuisance from smoke, dusts, rubbish, vermin and other potential causes of nuisance.

Nuisance Dusts

Employees / Subcontractors will be required to take all necessary steps, i.e. control measures, to keep nuisance dusts to an absolute minimum. Significant levels of generated dusts will not be allowed. Dusts must be damped down on a regular basis.

We are aware that demolition works and breaking out new openings will give rise to the generation of dusts and this could be significant. Masonry, plaster and wood dusts present potential health & safety risks. Therefore, the appropriate safeguards and precautions shall be taken, i.e. to protect workers and the public alike.

Personal Protective Equipment

Moorhead Group will supply suitable protective clothing and equipment to its employees. Subcontractors will be responsible for provision to their own employees, following their own identification of hazard and assessments of risk.

The minimum PPE requirement for this site is Hard Hats, Hi vis, Gloves and Protective Footwear.

In the event of failure by a subcontractor to provide or use necessary protective clothing or equipment, the **Site Supervisor** will be required to either call a halt to the work until corrective action is taken or make the necessary provision to ensure the correct PPE is being worn. In either case the cost will be borne by the subcontractor.

Masks for nuisance dust protection shall be provided by **Moorhead Group** and made available for all workers to use whenever required.

Vehicles and Plant on Site

All mobile plant and vehicles used on site must have the appropriate test and inspection certificates. Drivers / operators must hold the appropriate training certificates / license for the type and operation of the plant or vehicle. Copies of licenses are to be retained on site.

Work At Heights

Mobile working platforms will be utilised for safe work at height where possible.

Where this is not possible specialised access equipment will be used (dependant on ground conditions). PPE will only be used as a last resort.

The use of ladders will be strictly controlled i.e. for short duration light working. All such access equipment will be examined appropriately.

Any unprotected edges will be cordoned off and made safe until full protection can be installed.

Housekeeping

The company will take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and water courses.

We will maintain high standards of housekeeping throughout the premises and sites; Leave waste materials and substances at the stipulated disposal point, in accordance with the site waste management policy.

The company will clean up any spillages without delay, following the correct procedure. Keep their working environment, associated stairways, landings and passage ways, clear of obstructions and in a clean and tidy condition.

Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace. Notify their immediate supervisor of any hazardous situation, without delay.

Policy Introduction and Review

This Health and Safety Policy has undergone introduction and review, as follows:

Function	Date	Authority	Comments – if required
Policy Introduction	Jan 2003	Mr. Ken Moorhead	
First Review	Sept 2004	Mr. Ken Moorhead	
Second Review	Jan 2006	Mr. Ken Moorhead	
Third Review	Jan 2007	Mr. Ken Moorhead	
Fourth Review	Jan 2008	Mr. Ken Moorhead	
Fifth Review	Oct 2008	Mr. Ken Moorhead	
Sixth Review	July 2009	Mr. Ken Moorhead	
Seventh Review	Jan 2010	Mr. Ken Moorhead	
8 th Review	Jan 2011	Mr. Ken Moorhead	
9 ^h Review	Feb 2012	Mr. Ken Moorhead	
10 th Review	March 2013	Mr. Colin Fitton.	
11 th Review	March 2014	Mr. Colin Fitton.	
12 th Review	April 2015	Mr. Colin Fitton.	
13 th Review	June 2015	Mr. Colin Fitton.	