

HEALTH & SAFETY POLICY ARRANGEMENTS

As Managing Director I am committed to the operation of an effective Health and Safety Policy, ISS Labour POL002, and will make the necessary resources readily available to support this commitment as follows:

Head of the Company

The Managing Director Gary Beeston has overall responsibility for health & safety within the company and will ensure the following:

- That suitable financial provision is made for health & safety obligations including the employment of suitably qualified health & safety consultants
- Provide appropriate information & instruction to employees
- That work is planned to take into account all health & safety issues
- That staff at all levels receive appropriate health & safety training
- Monitor and assess risks to health & safety
- Communicate the company health & safety policy and ensure it is readily available for all employees, contractors, stakeholders or third parties
- Promote at all levels the company's commitment to effective health & safety management
- Set a personal example when visiting site by wearing appropriate personal protective equipment

Health & Safety Professional

The Managing Director will ensure that a qualified health & safety professional will be employed and will take responsibility for the management of health & safety practices through-out the company. The Managing Director has vast industry experience, and the Health & Safety Manager will be as a minimum a Grad member of IOSH. The SQE team, led by the Health & Safety Manager will be responsible for:

- Monitoring the implementation of the health & safety policy throughout the company and reviewing its appropriateness by regular safety audits & inspections carried out across various workplaces
- Investigating accidents & incidents and implementing corrective action and identifying any trends to ensure preventative action is taken
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with Managers, Employees, Contractors and specialists regarding health & safety matters as and when appropriate
- Collating and reporting any accidents or incidents reportable under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013

Employees

In order for all employees to comply with their legal duties within section 7 of the Health & safety at Work Act 1974 they will undertake and be responsible for:

- Reading and understanding the company's health & safety policy and carry out their work safely and in accordance with requirements
- Ensure that any equipment is used according to instruction and training given and to health and safety guidelines
- Ensure that all personal protective equipment provided under legal requirement is properly used in relation to any instruction or training given and in accordance with this health & safety policy
- Reporting any incidents which have led or might lead to injury or damage
- Reporting any accidents or near misses
- Ensuring that only the correct tools or equipment are used and in accordance with training and instruction given
- Co-operating with any investigation which may be undertaken with the objective of preventing reoccurrence of accidents or incidents

Communications & Consultation

In order to meet legal requirements of the Safety Representatives & Safety Committees Regulations & the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following:

- The content of this policy
- Any health & safety rules specific to individual sites or jobs
- Any changes in legislation or best working practice
- Planning of health & safety training
- Any changes to specific industry best practice

The introduction or alteration of new work equipment or technology will be communicated and consultation will take place with employees through training, regular safety meetings, tool-box talks, emails, memo's, newsletters or from information posted on the staff notice boards. The Managing Director with support from the Health & Safety Manager will be responsible for all communication & consultation with employees.

Training

All employees will be provided with appropriate training to their responsibilities and job role in accordance with the Management of Health & Safety at Work Regulations.

Training will be provided for the following:

- Health & Safety induction training for all new employees (this includes but is not limited to information on the company Health & Safety Policy, Work Instructions, Procedures, PPE, Substances Hazardous to Health and manual handling)
- The introduction or modification of new or existing machinery, tools, equipment or technology

- Change in employee job role, work activity or responsibility
- Change in law or industry best practice
- Change in safe system of work or procedure

Training is also specifically provided for work with hazardous or dangerous substances (particularly asbestos, chemicals) and for industry related occupational health such as leptospirosis, hand-arm vibration syndrome and hepatitis. Training is also provided in regards to personal protective equipment and manual handling, and all training records are formally recorded and a hard copy kept on file. Any refresher training required will be undertaken to ensure employees are up to date with legislation and industry best practice. The Managing Director with support from the Health & Safety Manager will be responsible for all training requirements.

Emergencies

The company will take into account all emergency situations and associated hazards within the workplace; particularly fire. The Manager Director with support from the Health & Safety Manager will ensure that all emergency situations are taken into account and risk assessed; and that adequate preventative measures and procedures are put in place to reduce risk. All employees within the company will be trained on emergency procedures and have a duty to conduct their operations in such a way as to minimize the risk of fire in the workplace. In order for this to be achieved all employees must comply with the company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Site supervisors and Managers are responsible for keeping their operating areas safe from fire, and ensuring that their staff are trained in fire prevention practices and the emergency procedures.

Action to be taken upon discovering a fire:

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any reason unless the all clear has been given

Action upon hearing the alarm:

- Stop working and leave the building by the nearest fire exit
- Go directly to the muster point and await instruction
- Do not re-enter the building for any reason unless the all clear has been given

Staff Welfare

Arrangements will be made with the client or principal contractor for the use of welfare facilities at sites under their management, and ultimately the client or principal contractor will be responsible. As a minimum the following requirements will be adhered to:

- Toilet and washing facilities available & accessible on site
- Eating and rest facilities available & accessible on site

Where facilities are not provided by the client or principal contractor, the company will ensure that suitable facilities or access to them are provided. The Managing Director with support from the Health & Safety Manager will be responsible for organising staff welfare arrangements in line with Workplace (Health, Safety & Welfare) Regulations.

Work Equipment

All work equipment (including electrical equipment) used at work as part of the company's undertaking will comply with the Provision & Use of Work Equipment Regulations (P.U.W.E.R). Before any new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use. As a minimum the following requirements will be adhered to:

- No employee will use work equipment for which they have not received specified training
- No employee will knowingly misuse work equipment or remove any guards or safety measures that are in place to minimise a specified risk
- All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance & industry best practice
- Maintenance & inspections undertaken on company equipment will be formally recorded with a hard copy kept on file
- If any faults or damage are found on any equipment, the equipment will be reported and quarantined until it can be fixed or removed

Personal Protective Equipment & Respiratory Protective Equipment (PPE & RPE)

To ensure compliance with the Personal Protective Equipment at Work Regulations 1992 the following minimum requirements will be adhered to:

- Personal Protective Equipment will be issued to employees as appropriate for the work activities they will be undertaking
- Training will be provided for all employees on the correct use, storage and maintenance of the relevant equipment prior to issue.
- A written record detailing the issued PPE will be signed by the employees upon receipt and a hard copy kept on file

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments, safe systems of work & method statements and this will be enforced by Senior Management and the Client or Principal Contractor on site. Any defects or malfunctions of RPE & PPE must be immediately reported to Senior Management. In the circumstance of an employee coming into contact with asbestos products, employees will take all the appropriate precautions as detailed to them in training and through control measures within the site risk assessment. Regular monitoring will also take place for all employees that may come into contact with asbestos and records will be kept on file.

Every effort will be made to incorporate new equipment and methods into work practices in which health & safety is improved and reduces the risk of occupational ill health to employees. Special attention will be paid to proper maintenance and care of RPE and all employees will be subject to face fit procedures to ensure comfort in use and adequate effectiveness and suitability of equipment.

First Aid & Accident Reporting

To comply with Health & Safety (First Aid) Regulations the company will ensure that adequate first aid provision will be made at every place of work occupied by the company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Arrangements will be made with the client or principal contractor for first aid provision, and they will be responsible for providing adequate first aid provision & facilities on their work sites. In circumstances where this may not be possible a member of the project team (whom is suitably qualified) will be nominated as the appointed first aider and a first aid box will be supplied. The first aid box must contain adequate supplies for the total number of employees on site. The Managing Director with support from the Health & Safety Manager will be responsible for providing first aid provisions & facilities.

All regional offices will have at least one appointed first aider and these individuals will be sign posted within the reception area. The appointed first aider will be responsible for the contents of the first aid box and that it contains adequate and sufficient supplies.

All accidents must be reported to the site supervisor and the Health & Safety Manager and the details recorded within the accident book (which is held at head office). Serious accidents or incidents in which hospital treatment is required must be reported to the Health & Safety Manager as soon as possible after the accident or incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R)

The Health & Safety Manager must be notified as soon as possible after incidents causing the following injuries occur:

- Fractures other than to fingers, thumbs & toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

Any of the above must be reported to the Health & Safety Executive within seven days of the incident occurring. All accidents & incidents will be investigated by the Health & Safety Manager to determine the cause (with a view to prevent reoccurrence), to gather information for use in any criminal or civil proceedings, to confirm or refute a claim for industrial injury benefit and to prepare notification to be made to the Health & Safety Executive.

The degree of accident investigation will be dependent on the seriousness of the accident or incident but the aim of the investigation will be to seek answers to the following questions:

- What caused the accident?
- Who was involved?
- When did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a reoccurrence be prevented?

Control of Substances Hazardous to Health (COSHH)

To ensure compliance with the Control of Substances Hazardous to Health (COSHH) Regulations a material safety data sheet will be requested from the supplier prior to any hazardous substances being used during a work process. An appropriate assessment will be made by the Health & Safety Manager regarding the risks that the substance possesses before use. When circumstances allow an alternative less harmful substance will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health and emergency actions. Supervisors will brief staff on any hazard or substance precautions prior to use and written records will be kept and available to all employees. An inventory of all substances and materials hazardous to health is located within the integrated management system and is accessible to all employees.

Manual Handling

All manual handling operations will comply with the Manual Handling Operations Regulations (MHO) and will be risk assessed to determine suitable control measures. The company will endeavour to eliminate manual handling operations where practicable, with any remaining risks being controlled by the following:

- Reducing the weight of the load
- Reducing the frequency of manual handling
- The use of additional manpower through the provision of suitable equipment to assist in the operation
- Making use of regular breaks
- Providing appropriate training
- Rotation of tasks
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- Selecting the appropriateness of individuals to carry out the task e.g. considering age or physique as a factor

The Managing Director with the assistance of the Health & Safety Manager will be responsible for ensuring that adequate control measures are in place to reduce the risks associated with manual handling, alongside appropriate training and risk assessing work practices in which manual handling poses a risk to health & safety.

Co-operation & Co-ordination

Employees will be required to familiarise themselves with client procedures when first attending site, this includes attending health & safety inductions which outline the access & egress points, emergency procedures, safe systems of work, and any high risk work activities which include permit to work systems. All employees must ensure that they fully understand the task briefing and if they do not understand any health & safety instructions they must ask for clarification. Client or principal contractor's procedures and site specific instructions must be adhered to at all times.

Before commencing work the controller of site safety will attend any required site meetings and will brief the workgroup of any site specific control measures and procedures. The company will inform other trades working in the direct vicinity of the activities of the company of the specified risks and requirements of the work being undertaken.

The company will consult with employees regarding work related issues on a regular basis directly or through a representative. The Managing Director with the support of the Health & Safety Manager will be responsible for consultation with employees and as and when required meetings will be held for consultation with employees and records kept of any issues raised.

Health Surveillance

The Managing Director with the support of the Health & Safety Manager will be responsible for undertaking regular health surveillance and this will be done in the form of regular medicals, drug & alcohol testing, Hand & Arm Vibration Screening and Fit to Work Nights assessments. Screenings of employees will be completed on an annual basis and will be in the form of a questionnaire. Any employees with health issues will be referred to an occupational health advisor and will be regular monitored to ensure that symptoms do not worsen. Records will be kept on file of all health surveillance completed.

Risk Assessments

The Managing Director with the support of the Health & Safety Manager will be responsible for ensuring that risk assessments are carried out and recorded for all work activities that pose a threat to health & safety. Hazards will be minimised by introducing control measures into work practices to prevent the risk of injury to themselves and others affected by the work. All employees will be provided with appropriate instruction & training on risk assessments applicable to their job role.

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Asbestos

All work undertaken by the company will initially assess if asbestos is present within the working area (other than that which is known about) and this will either be done in conjunction with the client, principal contractor or independently. Should any asbestos containing material be discovered or suspected in any work premises then this will result in a report being submitted to the client or principal contractor. All work will be immediately suspended until more details regarding the asbestos containing material can be established and appropriate control measures can be put in place. The company will not expose employees or others to unacceptable risks of contamination by asbestos and safe systems of work in accordance with the Control of Asbestos Regulations 2012 will be implemented. The Managing Director with the support of the Health & Safety Manager will be responsible for ensuring that all employees are not exposed to asbestos and that the correct procedures are followed at all times.

Policy Review

To ensure that the policy is kept up to date it will be reviewed at least once annually for effectiveness or when changes in legislation occur. In addition, reviews of risk assessments & COSHH assessments will take place on a regular basis to ensure that work practices are up to date and adequately cover the work activity.

Work Patterns

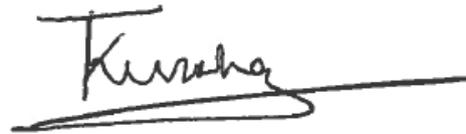
Works will be planned to ensure that employees are not exposed to unnecessary hazards and risks, and that the company fatigue risk management system is utilised when planning work shifts. The bespoke rostering system will be employed prior to rostering employees to shifts to ensure that industry related work practices are adhered to. Any exceedances in work hours must first be risk assessed by the appropriate manager for approval. All records of working hours will be kept and the Health & Safety Manager will be responsible for excess hours monitoring.

Site Security

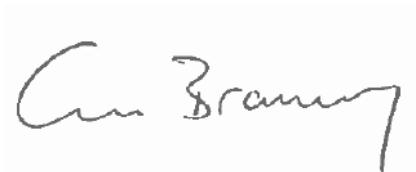
It is the responsibility of all employees to familiarise themselves with the client or principal contractors procedures when first arriving at site. In particular the access & egress points, emergency procedures, safe system of work and also high risk work activities including permit to work systems. Employees will ensure that any site specific work instruction and procedure will be adhered to. It is the client or principal contractor's responsibility to ensure that the site is secure and that any tools or equipment are stored in a safe & secure manner.



Gary Beeston
Managing Director



Tim Kirkham
Track & Trades Director



Chris Bramley
Operations Director
Director



Nicki Sunderland
Marketing & Central Services



Colin Kelly
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