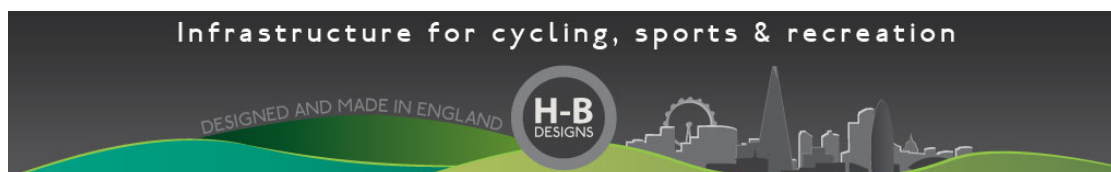


SHEQ

H-B Designs Ltd.

**The Old Barn
Unit 6 Manor Farm
Lydney
Devizes
Wiltshire
SN10 3PU**



Revision Date: March 2017

Revision Status

Revision	Date Issued	Approved by	Signature
1.0	March 2012	T Hill-Baldwin Director Responsible for HSE	
1.1	March 2015	T Hill-Baldwin Director Responsible for HSE	
1.2	March 2016	T Hill-Baldwin Director Responsible for HSE	
1.3	March 2017	T Hill-Baldwin Director Responsible for HSE	

On receipt of this document / revision, please destroy all previous and now obsolete copies.
The next review is due: March 2018.

Contents

1.0 Statements of Intent

Health & Safety Policy Statement of Intent
Environmental Policy & Statement of Intent
Quality Policy Statement of Intent

2.0 Roles & Responsibilities

2.1 Introduction
2.2 Company Organisation Chart
2.3 Director Responsible for Health, Safety & Environment
 2.3.1 Duties Under the Construction (Design & Management)
 Regulations 2015
2.4 Directors
2.5 Foremen
2.6 Employees
2.7 Contractors
2.8 Health, Safety & Environment Advisor - External

3.0 General Arrangements for Safety, Health, Environment & Quality

3.1 Advice and Guidance
3.2 Review and Update
3.3 Communication and Consultation
3.4 Training and Competence
3.5 Risk Assessments, Method Statements and Safe Systems of
 Work
3.6 Personal Protective Equipment
3.7 Employment of Young Persons
3.8 Employment of New and Expectant Mothers
3.9 Employment of Persons with Disabilities
3.10 Health Monitoring and Surveillance
3.11 First Aid Provision
3.12 Injuries, Diseases and Dangerous Occurrences
3.13 Fire Precautions and Prevention
3.14 Smoking Policy
3.15 Alcohol and Controlled Substances
3.16 Violence towards Employees
3.17 Lone Workers
3.18 Mobile Phones
3.19 Waste Policy
3.20 Welfare
3.21 Environmental Management
3.22 Quality Management System

4.0 Workplace Arrangements for Safety, Health, Environment & Quality

- 4.1 Abrasive Wheels
- 4.2 Asbestos and Asbestos Containing Materials (ACMs)
- 4.3 Cartridge Operated Tools
- 4.4 Chemicals / Hazardous Substances
- 4.5 Compressors and Compressed Air Tools
- 4.6 Confined Spaces
- 4.7 Contaminated Ground
- 4.8 Demolition
- 4.9 Display Screen Equipment
- 4.10 Driving on Company Business
- 4.11 Dust and Fumes
- 4.12 Electricity and Portable Electrical Appliances
 - a. Generators
- 4.13 Excavations
- 4.14 Fuels
- 4.15 Gases, LPG
- 4.16 Hot Works
 - a. Welding, Cutting and Burning
- 4.17 Housekeeping
- 4.18 Laser Light
- 4.19 Lead
- 4.20 Lifting Operations and Lifting Equipment
 - a. Cranes
 - b. Fork Lift Trucks
- 4.21 Manual Handling Operations
- 4.22 Noise
- 4.23 Plant, Work Equipment and Machinery
 - a. Hired Plant / Equipment
- 4.24 Pressure Cleaners
- 4.25 Roadworks
- 4.26 Slips, Trips and Falls
- 4.27 Storage Racking, Materials Storage and Handling
- 4.28 Underground / Overhead Utilities
- 4.29 Vibration
- 4.30 Waste Management
- 4.31 Weather Conditions
- 4.32 Welfare Facilities
- 4.33 Working at Height / Working on Fragile Surfaces
 - a. General
 - b. Risk Assessment
 - c. Scaffolding and Towers
 - d. PPE and Safety Harnesses
 - e. Ladders and Stepladders
 - f. MEWPs
 - g. Fragile Surfaces
- 4.34 Working Near or Over Water

Section 1.0
Statements of Intent

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

HEALTH & SAFETY POLICY STATEMENT OF INTENT

The objective of this policy is to attain and maintain high standards of health and safety performance throughout H-B Designs Ltd.

All persons conducting activities under the name of H-B Designs Ltd. will adhere to this Health & Safety Policy.

H-B Designs Ltd. will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Company;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Company activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed



**Director Responsible for
SHEQ**

**Date
02/03/17**

**Review Date
01/03/18**

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

ENVIRONMENTAL POLICY & STATEMENT OF INTENT

H-B Designs Ltd. considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such H-B Designs Ltd. will work with clients, contractors, suppliers and the workforce towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout H-B Designs Ltd.

All persons conducting activities under the name of H-B Designs Ltd. will adhere to this Environmental Policy.

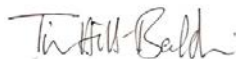
It is the Policy of the Company to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to personnel at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all its operations;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed



**Director Responsible for
SHEQ**

Date

03/03/17

Review Date

01/03/18

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

QUALITY POLICY & STATEMENT OF INTENT

With each project undertaken H-B Designs Ltd aims to meet customer expectations on the quality of both products and services supplied, including any cost and time constraints applied.

To ensure the continuity of high standards of service the company aims to form working partnerships with its customers, sub-contractors, suppliers, designers and other parties where necessary to ensure that the high levels of quality expected by the customer are not compromised.

The company is committed to continuous improvement and recognises that the development of its people at all levels within the organisation is key to this achievement. An environment therefore exists in which personal advancement is encouraged through education and training leading to improved services and greater customer satisfaction.

Objectives

- Ensure the timely completion of projects within the customer's specification
- Monitor levels of customer satisfaction, and deal in a timely fashion with areas of weakness
- Ensure all employees are competent and have the necessary skills for the job and to operate an effective Academy within the business to manage the training and development programme
- Monitor levels of employee satisfaction, and ensure clear channels of communication
- Ensure the effective maintenance of the Quality Management System as part of a wider integrated management system
- Undertake continuous monitoring and improvement of the company's management processes
- Undertake regular reviews of this policy

Signed



**Director Responsible for
SHEQ**

Date

03/03/17

Review Date

01/03/18

Section 2.0
Roles & Responsibilities

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

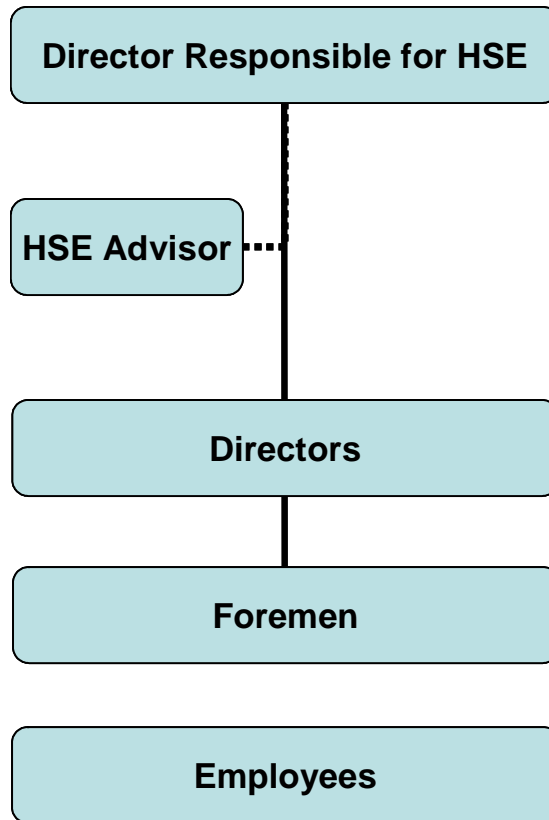
ROLES & RESPONSIBILITIES

2.1 Introduction

Health, safety and environmental management is the responsibility of all personnel of H-B Designs Ltd. and is a joint responsibility with contractors. It is the responsibility of the Director Responsible for SHEQ, Directors and Foremen to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high health, safety and environment standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by H-B Designs Ltd. and those self-employed persons who undertake work on behalf of H-B Designs Ltd.
- Contractors are deemed to be those persons who work for H-B Designs Ltd. but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

2.2 Company SHEQ Organisation Chart



SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

2.3 Director Responsible for Safety Health, Environment & Quality

The Director Responsible for HSE has overall responsibility for the health, safety and welfare of all Company employees, for the environmental impact of Company activities and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him, the Director Responsible will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health, safety and environment and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Company Health & Safety Policy, ensuring that it meets current legislative requirements and accurately reflects Company activities.
- Ensure adequate resources are available to implement the Company Health & Safety Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on health, safety and environmental issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Company and on starting at a new site.
- Ensure all employees and contractors receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the company.
- Monitor the performance of contractors who undertake work on behalf of the Company including delivery team.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of Company activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity.
- Provide, maintain and instruct employees in the use of personal protective equipment as identified by risk assessment.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving Company employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- Maintain effective communication routes throughout the Company and ensure employees are aware of the Company Health & Safety Policy and other health, safety and environmental matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by HSE Inspectors;
 - Concerns by employees or others, of health, safety and environmental standards; and
 - Accidents, incidents and near misses involving Company employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that the management of health, safety and environment within the Company is periodically audited to ensure that high standards of health, safety and environmental performance are being maintained and to identify areas where improvements are to be made.
- Ensure that health, safety and environmental performance is regularly reviewed.

2.3.1 Duties Under the Construction (Design & Management) Regulations 2015

In recognition of the legal duties imposed under the Construction (Design and Management) Regulations 2015, for projects where the Company is the Designer, the Director Responsible for HSE will:

- Ensure that the Company is competent and adequately resourced to address the health, safety and environmental issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Avoid foreseeable risks relating to the construction and future use of the structure when carrying out design work.
- Provide adequate information about any significant risks associated with the design.
- Co-ordinate work with other designers.

In addition, where the project is notifiable, the Company will:

- Ensure that the Client has appointed a CDM Principal and notified the HSE.
- Ensure that no design work is done unless a CDM Principal has been appointed.
- Co-operate with the CDM Co-ordinator, Principal Contractor and with any other designers or contractors to enable them to comply with their duties.

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Company is the Principal Contractor, the Director Responsible for HSE will:

- Ensure that the Client is aware of their duties, that a CDM Principal has been appointed and that the HSE has been notified.
- Ensure that the Company is competent to address the health, safety and environmental issues likely to be involved in the management of the construction phase.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the level of risk and activity.
- Ensure that all contractors are informed of the minimum amount of time that they will be allowed for planning and preparation before they begin work on site.
- Ensure that all contractors are provided with all relevant information pertaining to the project to enable them to carry out their work safely and without risk to health or damage to the environment.
- Ensure that information requests from contractors are met promptly.
- Ensure effective co-ordination and co-operation between contractors and safe working.
- Ensure that a suitable Construction Phase Health & Safety Plan is prepared before construction work begins and is implemented and kept up to date as the project progresses. The Construction Phase Health & Safety Plan is developed in conjunction with, and is communicated to, involved contractors.
- Ensure that any designer or contractor engaged on the project is competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to secure the site.
- Prepare and enforce any necessary site rules.
- Provide relevant parts of the Construction Phase Health & Safety Plan and other information to contractors in time for them to plan their work.
- Liaise with the CDM Principal on design carried out during the construction phase.
- Promptly provide the CDM Principal with any information relevant to the Health and Safety File.
- Ensure that all workers have been provided with suitable health and safety induction, information and training.
- Ensure that the workforce is consulted about health, safety and environmental matters.
- Display the project notification.

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Company is a Contractor (other than the Principal Contractor), the Director Responsible for HSE will:

- Check that clients are aware of their duties.
- Ensure that the Company and anyone that it employs is competent and adequately resourced.
- Plan, manage and monitor the work to ensure that workers under Company control are safe.
- Ensure that any contractor the Company appoints is informed of the minimum amount of time that will be allowed for them to plan and prepare the work before starting on site.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- Provide workers under Company control with any necessary information that they need to work safely, to report problems and to respond appropriately in an emergency.
- Ensure that any design work performed by the Company complies with the CDM regulations.
- Comply with any requirements listed in the Schedule 2 or Part 4 of the CDM Regulations.
- Co-operate with others working on the project.
- Ensure the Company workforce is properly consulted on matters affecting health, safety and environment.
- Obtain specialist advice where necessary when planning high-risk work.

In addition on notifiable projects we will:

- Check that a CDM Principal has been appointed and that the HSE has been notified before starting work.
- Co-operate with the Principal Contractor, CDM Principal and others working on the project or on adjacent sites.
- Inform the Principal Contractor of any risks to others created by work performed by Company personnel.
- Provide details to the Principal Contractor of any contractors we engage in connection with carrying out the work.
- Comply with any reasonable directions from the Principal Contractor and with any relevant rules in the Health & Safety Plan.
- Inform the Principal Contractor of any problems with the Health & Safety Plan or risks identified during work that have significant implications for the management of the project.
- Inform the Principal Contractor of any accidents or dangerous occurrences.
- Provide relevant information for the Health & Safety File.
- Co-operate with the Principal Contractor and assist in the development of the Construction Phase Health & Safety Plan and its implementation.
- Inform the Principal Contractor of any identified shortcomings in the Construction Phase Health & Safety Plan.
- Promptly inform the Principal Contractor of any risks to others on site or members of the public.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

2.4 Directors

Directors are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Company policies are observed within their area of responsibility. Authority is delegated to Directors to oversee and enforce the implementation of the Company Health & Safety Policy throughout Company operations and on site. Directors report to the Director Responsible for HSE.

Directors will:

- Understand the H-B Designs Ltd. Health & Safety Policy.
- Ensure that the H-B Designs Ltd. Health & Safety Policy is effectively communicated to the personnel under their control.
- Ensure that employees and contractors comply with the Company Health & Safety Policy.
- Establish and maintain high standards of health, safety and environmental performance on site.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed.
- Develop, implement, record, communicate and monitor the effectiveness of site-specific arrangements for health, safety and environment.
- Allocate necessary resources for health, safety and environmental management on site.
- Ensure that suitable and sufficient risk assessments have been undertaken for site-specific work activities.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Maintain all registers and records on site, as required by current legislation.
- Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain health, safety and environmental standards.
- Immediately bring to the attention of the Director Responsible for HSE matters relating to health, safety and environmental standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the Company Health & Safety Policy and all prevailing legislation.
- Ensure personnel at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate health, safety and environmental matters to employees and contractors via induction training or toolbox talks.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

With specific respect to contractor management, Directors will:

- Assess contractors to determine whether their systems for managing health, safety and environment meet company standards and requirements, including where appropriate, sub-contractor management.
- Ensure that only contractors on the Approved Contractor List and who are competent to perform the work are sub-contracted to undertake work on behalf of the Company.
- Prohibit the use of contractors who are not on the approved list.
- Ensure that the risk assessments of the Company activities include measures to protect contractors.
- Ensure that contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Company employees and other persons on Company premises.
- Ensure that electrical appliances to be used by contractors have been tested and are safe to use.
- Ensure that all contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Ensure all contractors receive suitable information, instruction, training and where appropriate, supervision to ensure their competence for the work they are to undertake.
- Ensure that all contractors on premises under the control of the Company are accounted for.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

2.5 Foremen

Foremen are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Company policies are observed within their area of responsibility. Authority is delegated to Foremen to oversee and enforce the implementation of the Company Health & Safety Policy on site in the workplace. Foremen report to Directors.

Foremen will:

- Understand the H-B Designs Ltd. Health & Safety Policy.
- Ensure that employees and contractors comply with the Company Health & Safety Policy.
- Ensure high standards of health, safety and environmental performance are maintained on site.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Assist Directors in the risk assessment process.
- Maintain all registers and records on site, as required by current legislation.
- Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain health, safety and environmental standards.
- Immediately bring to the attention of Directors and the Director Responsible for HSE matters relating to health, safety and environmental standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the Company Health & Safety Policy and all prevailing legislation.
- Ensure personnel at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported to Directors as soon as practicable.
- Communicate health, safety and environmental matters to employees and contractors via induction training or toolbox talks.

With specific respect to contractor management, Foremen will:

- Ensure only contractors who are on the Approved Contractor List are used on site.
- Ensure that all contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Ensure all contractors receive suitable information, instruction and training to ensure their competence for the work they are to undertake.
- Provide an appropriate level of supervision to contractors engaged in Company business.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- Monitor the quality of contractor's work and ensure that it is being conducted safely.
- Ensure that all electrical appliances used by contractors have been tested and are safe to use.
- Ensure that all contractors on premises under the control of the Company are accounted for.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

2.6 Employees

All employees of H-B Designs Ltd. have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Director Responsible for HSE, Directors and Foremen to enable legal duties to be met.
- Comply with ALL requirements of the H-B Designs Ltd. Health & Safety Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Company in the interests of health, safety and the environment.
- Actively promote a positive health, safety and environmental culture throughout the Company.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the Company.
- Make themselves aware of all site and workplace first aid, fire and emergency procedures.
- Raise all matters of concern relating to health, safety and environment as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Company Accident Book and also in the Principal Contractors Accident Book whilst on site.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the Company as their employer is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

2.7 Contractors

All contractors who undertake work on behalf of H-B Designs Ltd. have legal duties under health, safety and welfare legislation while at work to ensure the safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of H-B Designs Ltd. will:

- Co-operate with the Director Responsible for HSE, Directors, Foremen and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the H-B Designs Ltd. Health & Safety Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Company in the interests of health, safety and the environment.
- Actively promote a positive health, safety and environmental culture on site.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Director Responsible for HSE and Directors prior to commencement of work, if they are not following the Safe System of Work provided by H-B Designs Ltd.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by H-B Designs Ltd. and their own Employer.
- Make themselves aware of all site first aid, fire and emergency procedures.
- Raise all matters of concern relating to health, safety and the environment as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Company Accident Book held on site and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

2.8 Health, Safety & Environment Advisor - External

H-B Designs Ltd. utilises the services of an external Company to fulfil the role of Health, Safety & Environment Advisor (HSE Advisor).

The External Advisor has been appointed as Competent Persons under the Management of Health & Safety at Work Regulations to advise the Director Responsible for HSE, Directors, Foremen and other Company personnel and contractors on matters of health, safety and environmental policy, management, good practice and legislation.

The External Advisor is able to provide the following services according to requirements:

- Monitor the H-B Designs Ltd. Health & Safety Policy and associated procedures pertaining to health, safety and environment and advise on updates as required by legislation and good practice.
- Provide appropriate support for health, safety and environmental matters to the Director Responsible for HSE, Directors, Foremen and other Company personnel and contractors.
- Advise on health, safety and environmental training needs.
- Audit and review the management of health, safety and environment at H-B Designs Ltd.
- Provide an annual report to the Director Responsible for HSE on the management of health, safety and environment at H-B Designs Ltd.

Section 3.0

General Arrangements for Safety, Health, Environment & Quality

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

GENERAL ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The attainment and maintenance of high standards of health, safety and environment within H-B Designs Ltd. will be achieved by the identification of hazards associated with the activities undertaken by the Company. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Advice and Guidance

The HSE Advisor to H-B Designs Ltd. is **tbc**

3.2 Review and Update

- The Company's Health & Safety Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Company's Health & Safety Policy, including the organisational structure and associated arrangements, without the prior consent of the Director Responsible for HSE.

3.3 Communication and Consultation

- Health, safety and environmental information, where it relates to Company activities will be communicated throughout the Company as it becomes available by the quickest possible means.
- Concerns over the standards of health, safety and environment within the Company or issues relating to health, safety and environment are to be brought immediately to the attention of the Director Responsible for HSE, Directors or Foremen.
- The Company consults with its employees on health, safety and environmental matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- The Company will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

3.4 Training and Competence

- All new Company employees will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Site-specific induction training will be given to employees and contractors whenever work commences on a new site. A copy of the site-specific induction training record will be maintained on-site and in the main office. Where H-B Designs Ltd. is the contractor, site induction training shall be conducted by the Principal Contractor / Client.
- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the main office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.5 Risk Assessments, Method Statements and Safe Systems of Work

- Risk Assessments will follow a standard format.
- The Company will generate Safe Working Method Statements as and when required

The Director Responsible for HSE, Directors and Foremen will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;
- Safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments;
- That all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity;
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued;
- That master copies of all assessments, safe systems of work and method statements are held in the main office with copies of relevant assessments available on site.
- Systems of work are presented to Principal Contractors prior to work commencing.

Directors and Foremen will also ensure that safe systems of work and risk assessments of Company contractors are approved prior to work commencing on sites under the control of Company.

3.6 Personal Protective Equipment

The Director Responsible for HSE, Directors and Foremen will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE is provided to employees as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used, including on site.
- Contractors provide and wear PPE to required standards.
- Information, instruction and training will be given to all employees and contractors on the safe use and maintenance of PPE.
- Employees and contractors will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.
- On site, PPE is provided and worn as required by the Principal Contractor.
- Whilst on site, safety footwear and hi-visibility jackets to the appropriate standard shall be worn at all times whilst work is being conducted on behalf of the Company, without exception.
- Gloves and protective goggles are worn when using cutting, drilling or grinding equipment.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

3.7 Employment of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Company.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young persons must be supervised at all times when performing any task which may put them at risk.

3.8 Employment of New and Expectant Mothers

- The Director Responsible for HSE will ensure that risk assessments of the activities undertaken by H-B Designs Ltd. take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

3.9 Employment of Persons with Disabilities

- The Director Responsible for HSE will ensure that risk assessments for Company activities take into account the needs of employees with disabilities, in accordance with the Disability Discrimination Act 1995.
- Employees are to ensure that the Company, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

3.10 Health Monitoring and Surveillance

- Company employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- The Company is committed to preventing employees from being subject to undue stress whilst at work.

3.11 First Aid Provision

- The Company will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.
- The Director Responsible for HSE will nominate suitably trained persons as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid both on site and at Company premises. These details will be prominently displayed in offices and, where practicable, on site, and will be communicated through induction training.
- A qualified First Aider or Emergency First Aider shall be available both on site and at Company premises at all times whilst routine work is being undertaken.
- In the absence of the nominated First Aider, an Emergency First Aider or other qualified first aid personnel will be available at all times whilst routine work is being conducted. The name of this person shall be communicated to all persons affected.
- In the absence of all nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.
- Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.
- Company employees will familiarise themselves with workplace first aid arrangements and facilities.
- All injuries occurring on work premises, no matter how trivial, are to be recorded in the Company Accident Book held in the main office.
- All injuries occurring on site, no matter how trivial, are to be recorded in the Company Accident Book and also in the Accident Book of the Principal Contractor, when working as a contractor.
- First Aid kits shall be held in all Company vehicles with the contents checked on a regular basis, and restocked if necessary, by the person in charge of the vehicle.
- A qualified First Aider or Emergency First Aider shall be on site at all times whilst routine work is being undertaken.
- Whilst Company employees are employed as contractors to a Principal Contractor, employees are to familiarise themselves with the first aid facilities and procedures on that site.
- Whilst employed on site, Company contractors are to familiarise themselves with the first aid facilities and procedures on site.

3.12 Injuries, Diseases and Dangerous Occurrences

- The Director Responsible for HSE will ensure that all accidents, near misses and dangerous occurrences involving Company employees are thoroughly investigated.
- In the event of major injury or fatality occurring to a Company employee, the Director Responsible for HSE will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.
- All accidents, dangerous occurrences and near misses occurring on Company premises are to be reported to the Director Responsible for HSE so that an investigation can be conducted.
- All accidents, dangerous occurrences and near misses occurring on site are to be reported to Foremen, Directors and the Director Responsible for HSE, so that an investigation can be conducted.
- While working as a contractor on the site of a Principal Contractor, reports of incidents involving Company employees are to be forwarded to the Principal Contractor.
- Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to be met.

3.13 Fire Precautions and Prevention

- A Fire Risk Assessment to identify fire and explosion risks for work premises, including sites under the control of the Company, will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of H-B Designs Ltd.
- All Company employees will be instructed in the use of portable fire fighting appliances as found on premises and in Company vehicles. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- The Director Responsible for HSE will ensure that an adequate Fire Plan is in place and prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors through induction training.
- In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
- Whilst working on sites or carrying out works within client's premises as a contractor, the fire arrangements of the Client / Principal Contractor are to be adhered to and communicated to Company employees by site-specific induction training prior to commencement of any work.

3.14 Smoking Policy

- In compliance with the Smoke-free Regulations 2006/7, Company premises are smoke-free. Disciplinary action will be exercised if employees or contractors smoke whilst on Company premises or in Company vehicles.
- Smoking is only permitted in those external areas designated by management.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Whilst working on premises owned by the Client, or on the site of a Principal Contractor, the smoking policy of that Client or Principal Contractor will be adopted and, as such, all employees and contractors who undertake work on behalf of the Company are to adhere to that policy.

3.15 Alcohol and Controlled Substances

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter Company premises, a site under the control of the Company or drive Company vehicles.
- Company employees and contractors shall not have alcohol or controlled substances in their possession whilst working on Company premises, on sites under the control of the Company or driving Company vehicles.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

3.16 Violence towards Employees

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that Company employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.17 Lone Workers

- Wherever practicable, Company employees are not to work alone in high-risk activities or areas.
- Where it is unavoidable, the lone worker will ensure that the Director Responsible for HSE, a Director or Foreman is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with the Director Responsible for HSE, the Director or the Foreman at pre-arranged times throughout, and on completion of, the activity.
- Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

3.18 Mobile Phones

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
- No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.
- Mobile phones must not be used whilst employees carry out hazardous work activities.
- Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.

3.19 Waste Policy

- The Company has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.
- Waste will be managed in accordance with the Hazardous Waste Regulations 2005.
- The Company is registered as a licensed waste producer / carrier with the Environmental Agency.
- The Director Responsible for HSE shall ensure that routes exist for the legal disposal of waste arising from all materials in use by the Company, in accordance with current legislation and best practice.
- Where practicable, work will be planned and managed so as to minimise waste production.
- All waste shall be disposed of via an authorised disposal route.
- Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the Company.
- Recycling of waste will be encouraged wherever possible.

3.20 Welfare

- The Company is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and Schedule 2 of the Construction (Design and Management) Regulations 2007.

3.21 Environmental Management

- The Company will ensure that all staff are trained in the Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all company operations.
- The Director Responsible for Health, Safety and Environment is responsible for the implementation and monitoring of the Environmental Policy and for dealing with any complaints in connection with environmental issues which may arise in the course of the company work activities.
- Current environmental legislation will be regarded as setting the minimum standards of environmental performance for the company.
- The Company will implement measures to ensure that the business makes the most economic use of transport. Sharing of company vehicles will be optimised and travel to the company premises will be minimised to reduce the company use of fuel.
- Waste will be minimised through careful planning of design and use of materials. The company will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.
- The company will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
- The Company wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.
- The company will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The company will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- The Company will ensure that its operations do not cause a nuisance to the community through the generation of dust, noise or odour.
- In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.
- The company will check areas in which work takes place for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology before work takes place. Control measures will be introduced to reduce the environmental impact of company work activities to a minimum and to comply with all environmental safeguards required.

Sub contractors will be selected on the basis that they aspire to comply with these environmental commitments and agree to be bound by the company Environmental Policy.

3.22 Quality Management System

Quality can be defined as fulfilling specification or customer requirement, without any defect. A product is said to be high in quality if it is functioning as expected and is reliable. This Quality Management System refers to activities we have in place to ensure that produced items are fulfilling the highest possible quality.

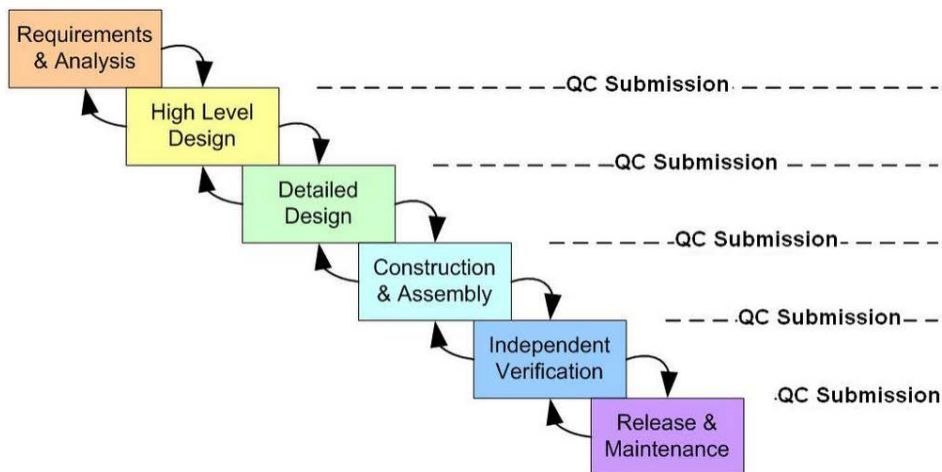
H-B Designs Ltd is committed to ensuring our services are delivered to the highest standards consistently so that our clients feel secure in the knowledge that any product or service we deliver for them will meet their needs and be managed within a framework of disciplined and consistent practices.

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

It is the Policy and Objective of the company to:

- Satisfy our customer's needs and expectations, taking into account legal and regulatory requirements, by delivering first-class service to an agreed specification.
- Operate, maintain and improve our documented Quality Management System.
- Set and review our quality objectives to ensure continual improvement and where necessary improve procedures and processes in to ensure the best practices prevail.
- Continuously review our operating practices with the aim of further improving our services to our customers.
- Achieving and sustaining these objectives requires a systematic and disciplined approach by all employees, the management of H-B Designs will ensure that adequate resources are made available and all staff are suitably trained in order that they may carry out their tasks in a confident and efficient manner.
- Compliance with the Quality Management System is mandatory for all personnel. Its success will be achieved by the commitment, dedication and participation of everyone in the company. Each and every employee has a commitment and responsibility to ensure their assigned tasks are performed to satisfy the requirements of the customer.

H-B Designs Product Development Quality Control Steps



HBD Product Development Quality Control Matrix

Recognition of need Phase	Investigation of need Phase	Product Principal Phase	Product Design Phase	Product Preparation Phase	Execution Phase	
The Need	Determine the basic need	User Investigations	Market Investigation	Preparation for sale	Sales	Market Aspects
	Determine the type of product	Product Principle Design	Preliminary product design	Modification for manufacture	Product adaptation	Product Aspects
	Consideration of process type	Determine type of production	Determine Production principle	Preparation for production	Production	Production Aspects
	Determine pre conditions	Determine feasibility	Study of production start	Study of introduction	Study of profitability	Economy Aspects

SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY

Design Process Checklist

DD - Design Director
PDE - Product Design Engineer
PE - Project Engineer
SE - Structural Engineer

Element	QC CHK 1	QC CHK 2	Quality Sign Off
Concept Design	R-PDE A-DD C-PE		
Detailed Design	R-PDE A-DD	R-PDE A-DD	R-DD
Manufacturing Resource & Certificates	R-PDE	R-PDE A-PE	R-DD
Structural Engineering	R-PDE A-DD	R-SE A-DD C-PDE	R-DD
Demand Management	R-SM	R-PE I-DD	

R – Responsible. The person that is directly responsible for the completion of a task.

A – Accountable. Anyone responsible for overseeing a task's completion and making any major decisions associated with it. It is their job to make sure a task is completed, and completed correctly.

C – Consulted. Those who must be consulted with, prior to a task's completion.

I – Informed. Those who must be kept informed of a tasks progress, both while it is being carried out and following its completion.

We follow the matrix above to ensure products that are developed - that do not fit into a generic British Standard - meet our high and exacting standards of design and manufacture. When designing cycle infrastructure we utilize best practice guidelines including; LCDS guidelines (draft – June 2014) and previously the now defunct Cycle England C.04 guidelines and TFL Streetscape Guidance 2009.

Our outsourced manufacture partners are selected following scrutiny into historical works and their future proof resources. Small building manufacturing partners meet the new mandatory CE marking of fabricated steelwork. This EU legislation came into force at the end of July 2014 and we insist on all our buildings meeting this standard as a minimum.

We conduct arranged and ad hoc fabrication inspections to assess and control quality and our service level agreements maintain a good standard of customer service to all parties. Prior to any manufacture we conduct many fabrication meetings to ensure that the product quality and timeline for production is effectively managed.

We hold up to date copies of our manufacturing partners standard certificates for the various elements we use.

Including but not limited to

BS EN 1090-1 :2009 + A1:2011 EC Certificates of Factory Production Control (FPC) 2273 – CPR – 0052

BS EN 1090-1 :2009 + A1:2011 EC Certificates of Welding 2273 – CPR – 0052 – WC

BS EN ISO 9001 : 2008 Fabrication of products to customer specification in ferrous and non-ferrous metals

Section 4.0

**Workplace Arrangements for
Safety, Health, Environment & Quality**

HEALTH, SAFETY & ENVIRONMENTAL POLICY

WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The following topics have been identified as significant in terms of workplace hazards and detail the Company's policy on how the risk to personnel exposed to them will be reduced or controlled.

4.1 Abrasive Wheels

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by the Director Responsible for HSE, Directors or Foremen are permitted to change any class of abrasive wheel.
- The Company will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.

4.2 Asbestos and Asbestos Containing Materials (ACMs)

Company employees shall not generally conduct work involving exposure to asbestos / ACMs. Confirmation will be obtained from the Client, if practicable, that the nature of the work does not involve exposure to asbestos / ACMs prior to work commencing. If asbestos / ACMs are discovered, or suspected, the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
- The Director Responsible for HSE and the Client / Principal Contractor are to be informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2006, where there is a risk of either employees or contractors disturbing asbestos / ACMs during the course of work, the risk assessment process will be used to determine the requirement for training in asbestos awareness. All personnel likely to come into contact with asbestos / ACMs will undertake, as a minimum, a half day UKATA approved asbestos awareness course. Refresher training will also be provided to these employees on an annual basis.

Minor works associated with low risk asbestos cement sheeting may be carried out by competent Company employees when subject to:

- Survey;
- Method statement / safe system of work; and
- Risk assessment

carried out and prepared by an approved authority on asbestos. The Director Responsible for HSE must approve all works.

A record of all work involving asbestos is maintained in the Construction Phase Health and Safety Plan.

4.3 Cartridge Operated Tools

- Only low velocity, indirect-type, cartridge-operated tools will be used.
- Only trained personnel who have been authorised by a Director or Foreman may operate cartridge-operated tools.
- Suitable ear protection and eye protection to BSEN 166B must be worn when operating these tools.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

- Explosive charges shall be stored in a secure stowage separate to the tool.
- Only the required amount of charges to complete the task shall be issued to authorised persons.
- Operators must ensure that the work area is clear of other persons and flammable vapours prior to using these tools.

4.4 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the Company will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended). Master copies of all assessments are held in the main office with copies held on site.

The Director Responsible for HSE will ensure that:

- All hazardous substances / chemicals used by the Company are identified and inventoried including those used in relatively small quantities such as printing inks, photocopier toners, cleaning chemicals and correction fluids.
- Material Safety Data Sheets for all hazardous substances used by the Company will be obtained from suppliers. Copies are to be available in the main office and at the relevant workplace.
- Where necessary, information relating to new or existing substances is obtained from the supplier.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient personal protection equipment is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of specialist personal protection equipment.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

4.5 Compressors and Compressed Air Tools

- Compressors under contract of hire will have a current Certificate of Thorough Examination.
- Compressors owned by the Company will be subject to regular maintenance in accordance with manufacturers' recommendations.
- All safety valves and gauges will be functioning correctly with the safe working pressure clearly marked on the air receiver.
- Compressors and compressed air tools are only to be operated by trained and competent persons.
- Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been effected by a competent person.
- Only trained personnel who have been authorised by the Director Responsible for HSE may operate gas cartridge-operated and portable compressed air tools, i.e. nail guns.
- Operators must ensure that the work area is clear of other persons, all guards are fitted and interlocks checked and in a serviceable condition prior to using these tools.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

4.6 Confined Spaces

- A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of injury from hazardous substances or conditions within the space or from nearby.
- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.
- Contractors who undertake work on behalf of ED & W Bodman Ltd. are to comply with this policy and follow safe working procedures when working in confined spaces.
- Persons working in dark spaces will be provided with portable lighting. Support personnel will be on hand at all times with hand torches.

4.7 Contaminated Ground

- Prior to any works being carried out on contaminated land, a full assessment will be undertaken by a competent person to determine the type and levels of contaminant present.
- An assessment of the risks from identified contaminants will be undertaken and employees issued with appropriate Personal Protective Equipment (PPE). All operatives will receive suitable training and information in the use of the PPE provided.
- All operatives undertaking works will be trained, competent and authorised.
- Where appropriate, health surveillance measures will be introduced and records kept. Decontamination and hygiene facilities will be appropriate for the identified contaminants.
- Only waste hauliers and receivers on the Company Approved Contractors List will be used. All hauliers and receivers will be licensed.
- Contractors will be required to provide safe systems of work in accordance with current legislation, ACoP's and HSE Guidance.

4.8 Demolition

- All demolition work will be planned prior to commencement on site and the plan will include a thorough survey and inspection of the structure to determine the nature of the original construction, the potential effects on adjoining properties and scaffolding requirements.
- The survey will identify structural problems and the risks associated with any flammable or hazardous substances. The survey will also take into account confined spaces, overhead or underground services, health hazards, access, environmental impact and waste removal.
- All demolition work will only be undertaken by a competent person in accordance with a written Safety Method Statement.

4.9 Display Screen Equipment

- All Company workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

4.10 Driving on Company Business

- Where considered necessary employees will be provided with Company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
- The Company will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Company vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Company office and remedial action taken at the earliest opportunity.
- Employees provided with a Company vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- All driving activities will be managed in accordance with the Company Driving Policy, Codes of Practice and Safe Systems of Work.
- Drivers must sign that they will comply with these procedures and records will be maintained.
- Where fitted, lifting equipment will be subject to inspections and regular maintenance. Records of thorough examinations and tests will be kept at the Company offices and made available.

4.11 Dust and Fumes

- All processes conducted by Company employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.
- Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

4.12 Electricity and Portable Electrical Appliances

The Company recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;

HEALTH, SAFETY & ENVIRONMENTAL POLICY

- Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Workplace tools used on site will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

a. Generators

- Portable petrol / diesel fuelled generators are not to be used in enclosed or partially enclosed spaces due to the risk of carbon monoxide poisoning.

4.13 Excavations

- Activities to be conducted within or adjacent to excavations are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity.
- The control measures introduced will take into account the depth of the excavation, the nature of the strata and any other factors relevant to the stability of the excavation.
- Excavations shall be inspected by a competent person:
 - Before any person carries out any work;
 - At the start of every shift;
 - After any event likely to have affected the strength and stability of the excavation, or any part of it; and/or
 - After accidental fall of rock, earth or other material.
- Records and reports shall be kept of inspections in accordance with legislative requirements.
- When employed on a site under the control of the Company or the site of a Principal Contractor, employees and contractors are to follow site procedures when working in or adjacent to excavations.

4.14 Fuels

- All fuels shall be kept in approved containments and stored in accordance with current legislation. Each storage area shall be designated as a 'No Smoking Area'.
- Only the required quantity of petrol shall be stored on Company premises for immediate use in approved containers, in an approved stowage.
- The carriage of fuels will satisfy The Carriage of Dangerous Goods by Road Regulations 1996.

4.15 Gases, LPG

- Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.
- If LPG is present on Company premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.
- Refrigerant cylinders shall be stored and transported in a secure, designated storage. The storage shall satisfy the requirements of current legislation and best practice.
- All work with refrigerants shall be subject to risk assessment and carried out in accordance with a safe system of work.

4.16 Hot Works

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Soldering and brazing
- Welding and cutting
- Use of blow lamps

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate fire fighting provisions shall be available;
- All sources of fuel shall be removed prior to work commencing;
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
- No hot work shall be conducted within 30 minutes of the end of the working day.

All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.

a. Welding, Cutting and Burning

- The hazards associated with welding operations are burns, damage to the eyes from ultra-violet radiation, electric shock, possible explosion, noise, fumes and gases. Welding operations are therefore only to be undertaken by trained and competent personnel.
- Adequate ventilation is to be provided to remove the various gases and fumes emitted during welding processes. Where adequate ventilation cannot be achieved suitable respiratory protection will be provided to protect personnel from the harmful effects of exposure to gas and fumes.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens will be utilised at all times.
- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

4.17 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Company premises.
- All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

4.18 Laser Light

- All employees who work with lasers are aware of the hazard / risk of exposure to laser light and associated safe working practices.
- Appropriately rated laser safety glasses / goggles, will be provided to all employees working with lasers, in accordance with BS EN 207:1999.
- All lasers must be clearly labelled as to the optical hazard, according to EN 60825-1 and IEC 60825-1.

4.19 Lead

The Company recognises the need to minimise exposure to lead, lead compounds, dust, fumes and vapours. This will be achieved by:

- Assessing health risks caused by exposure to lead and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers health in accordance with the Control of Lead at Work Regulations 2002;
- Putting in place appropriate systems of work and controls, e.g. extraction ventilation equipment, to prevent or control exposure to lead and keeping equipment in efficient working order;
- Providing washing and changing facilities and places free from lead contamination where workers can eat, drink and smoke;
- Informing the workforce of the potential health risks caused by working with lead and the precautions to be taken;
- Training workers in the use of any control measures and protective equipment.

4.20 Lifting Operations and Lifting Equipment

The Company recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary;
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring that all wire ropes and chains are fitted to crane hooks correctly; that they are inspected and tested, and that the results are recorded as necessary;
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
 - The maintenance, testing and examination of all equipment;
 - Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary;

HEALTH, SAFETY & ENVIRONMENTAL POLICY

- The prevention of unauthorised use or movement of equipment by any unauthorised person; and
- The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.

a. Cranage

- All work involving the use of cranes (mobile or otherwise) is to be carried out in accordance with BS 7121 Safe Use of Cranes.
- All crane operations are to be planned and controlled by a suitable competent and responsible Appointed Person.
- A Safe System of Work must be in place and communicated to all personnel prior to work commencing.

b. Fork Lift Trucks

The Company recognises the need to ensure that all operations involving the use of fork lift trucks shall be as safe as reasonably practicable at all times. This will be achieved by adhering to the following:

- Fork lift trucks are only to be operated by suitably competence and authorised personnel.
- A risk assessment and safe working procedure will be established for all fork lift truck operations to protect those at risk.
- The results of the risk assessment and safe working procedure will be communicated to all relevant employees;
- Appropriate PPE as identified by risk assessment will be worn at all times when operating a fork lift truck or when working in areas where fork lift trucks operate.
- In addition to PPE requirements, fork lift truck operators must wear a seat belt at all times when in the truck cab.
- A documented check of each fork lift truck must be conducted prior to use / on a daily basis.
- Operational areas for fork lift trucks are designated and communicated to appropriate staff. Appropriate signage is erected warning of the hazard.
- The maximum capacity for a fork lift truck is clearly signed. Operators do not lift loads that exceed the specified maximum capacity.
- The carriage of passengers on a fork lift truck is strictly prohibited.
- Keys are removed when not in use.

4.21 Manual Handling Operations

The Company recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a fork lift truck or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

4.22 Noise

- The Company aims to protect employees hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- In no situation will the exposure limit value (ELV) be exceeded.
- All employees will use hearing protection provided for their protection.

4.23 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- Company employees will only use plant and work equipment that is correct and suitable for the job and will ensure that the plant / equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate plant / work equipment safely.
- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the main office.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.
- Plant and work equipment must not be used when unprotected members of the public are present.

a. Hired Plant / Equipment

- Where required, plant / equipment will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired plant / equipment is safe to use.
- When plant / equipment is hired in for use by the Company, suitable instruction, training and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.
- If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

4.24 Pressure Cleaners

- Pressure cleaners will be installed, maintained, tested and repaired by a competent person, and records of maintenance and tests kept.
- Equipment is to be operated by trained, authorised and competent personnel and eye protection is to be worn at all times by operators to protect from flying debris.

4.25 Roadworks

- Where roadworks are being undertaken, or there is a risk that affects other road users a risk assessment will be conducted.
- All roadworks and warnings shall be in accordance with the provisions laid out in the New Roads and Street Works Act 1991, The Highways Act and the accompanying Approved Codes of Practice.
- Where works affect other road users appropriate traffic signs and barriers shall be erected to guide and warn traffic and pedestrians.
- Roadworks shall be suitably lighted and guarded in hours of darkness.
- All traffic signs and barriers shall be removed immediately on completion of their requirement.

4.26 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

4.27 Storage Racking, Materials Storage and Handling

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Safe working loads will be marked on all racks.
- Company personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- Materials will be stored and stacked to reduce the risk of manual handling injuries.
- All storage racking will be regularly inspected by a competent person to ensure stability and integrity. Inspections will be recorded.

4.28 Underground / Overhead Utilities

All work involving potential contact with overhead or underground electrical cables or other utilities / services will be properly planned and will be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.

4.29 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools
- Hand guided power equipment
- Powered machines which process hand held materials
- Plant and vehicles

HEALTH, SAFETY & ENVIRONMENTAL POLICY

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to 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; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if 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.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the Company

4.30 Waste Management

- Waste will be managed in accordance with the Hazardous Waste Regulations 2005.
- For projects in excess of £300,000 a Site Waste Management Plan will be produced and implemented in accordance with the Site Waste Management Plan Regulations.
- Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
- An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
- Waste management procedures will be communicated to all employees during induction training.
- Tanks and drums provided to hold waste oils and other fluids are to be bunded and all spillage immediately cleared away.
- Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.

4.31 Weather Conditions

- Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.
- Industry guidance will be consulted when deciding the maximum wind speeds for working at height.
- The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.

4.32 Welfare Facilities

Where reasonably practicable, the following facilities will be provided for employees and contractors of the Company:

- Washing facilities
- Rest facilities
- Sanitary facilities
- Methods for heating food and boiling water
- Storage and drying facilities for clothing

Where the company is working as a contractor, negotiations will be conducted to enable employees and contractors of H-B Designs Ltd. to share the facilities provided by the Principal Contractor. The Director Responsible for HSE will ensure that site welfare

HEALTH, SAFETY & ENVIRONMENTAL POLICY

arrangements are in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2007.

4.33 Working at Height / Working on Fragile Surfaces

a. General

- All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).
- The Company's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
- The Company shall:
 - Avoid work at height where they can;
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height;
 - Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.
- The Company will ensure:
 - All work is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled;
 - The risks from falling objects are properly controlled.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
- It is prohibited to drop or throw anything from a height of more than one storey. Employees and Contractors are to lower items down using ropes or via chutes into skips. If necessary. Lowering materials must be conducted in a controlled manner.

b. Risk Assessment

- Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.
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c. Scaffolding and Towers

- All scaffolds and towers shall be erected by fully trained, competent contractors (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice, company procedure and Industry standards.
- 'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.
- Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards and design specifications.
- All scaffolds will be inspected by a trained and competent person, and records of such inspections kept:
 - Prior to use;
 - After any substantial addition or dismantling;
 - After alteration;
 - After any event likely to affect its strength or stability; and
 - Weekly.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

- Where practicable, hand-over certificates will be issued to the Company and a joint inspection carried out.
- Employees of H-B Designs Ltd. shall not use any scaffold unless it has been erected and inspected as above.
- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.
- Where H-B Designs Ltd. use portable tower scaffolding the person responsible for erecting, dismantling and using the equipment will be trained and competent.

d. PPE and Safety Harnesses

- All employees will wear PPE identified through assessment. Appropriate training will be given in its use and maintenance.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working at height or on fragile surfaces, attached to suitable anchor points.
- All safety harnesses/man anchor systems and anchor points shall be tested, certified and checked 'in date' for test prior to use.

e. Ladders and Stepladders

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks
- Ladders, including stepladders, used by the Company will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

f. MEWPS

- All work with MEWPS will be carried out by fully trained operators e.g. IPAF.
- Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent operators.
- Safety Harnesses will be worn at all times whilst work is being conducted from MEWPs.

g. Fragile Surfaces

- Fragile surfaces are provided with adequate means of support / protection (platforms, coverings, guard rails) for anticipated loads. Suitable and sufficient warning notices are prominently displayed on approaches to fragile surfaces.
- When working at height or on fragile surfaces, all employees will wear PPE identified through risk assessment. Appropriate training will be given in its use and maintenance.

4.34 Working Near or Over Water

Hazardous areas include: docks, locks, canals, wharves, lakes, ponds (natural and artificial), reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers, streams, swimming pools, water-holding tanks and the sea.

- All operatives will have suitable training and instruction before working near or over water.
- Before carrying out any work near or over water a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel and identify the measures required to protect persons working at height, including a safe system of work.
- Appropriate rescue equipment must be provided for the location, taking into account any reasonably foreseeable changes that may occur (e.g. tides or spate rivers).
- Whenever possible, entry into the water shall be prevented by physical barriers.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

- Where practicable, safety harnesses/man anchor systems shall be worn whilst working near or over water and attached to suitable anchor points. All safety harnesses/man anchor systems shall be tested, certified and checked 'in date' for test prior to use.
- All employees will wear PPE identified through assessment, including high-visibility clothing. Appropriate training will be given in its use and maintenance.
- All life jackets and buoyancy aids provided conform to the appropriate BS EN standard (393, 395, 396 or 399).
- Lifebuoys and or throw lines will be available where there is a possibility of operatives being carried away by the water.
- A rescue boat manned by competent operatives will be available whenever work is undertaken over or adjacent to deep, tidal or fast flowing water and when identified in the risk assessment.
- A means of raising the alarm will be provided.
- Where necessary, the surface of water will be illuminated at night.
- All personnel will be accounted for at all times.