

HEALTH & SAFETY POLICY & CONTROL MEASURES



SEWELLS RESERVOIR CONSTRUCTION LTD

B LODGE, HIGHWOOD QUARRY
STORTFORD ROAD
GREAT DUNMOW
ESSEX, CM6 1SL

TEL: +44 (0) 01371 874212

CONTENTS

1	INTRODUCTION	3
1.1	COMPANY HEALTH AND SAFETY POLICY STATEMENT	4
2	ORGANSIATION CHARTS	5
2.1	DUTIES OF BOARD OF DIRECTORS	6
2.2	DUTIES OF MANAGING DIRECTOR	7
2.3	DUTIES OF COMPANY HEALTH & SAFETY MANAGER	7
2.4	DUTIES OF MANAGERS	8
2.5	DUTIES OF EMPLOYEES	8
3	ARRANGEMENTS	9
3.1	INTRODUCTION	9
3.2	EMPLOYEE HEALTH AND SAFETY CODES OF PRACTICE	9
3.3	ARRANGEMENTS FOR REPORTING ACCIDENTS, INCIDENTS, ILLNESS, HAZARDOUS CONDITIONS	10
3.4	EMERGENCY PROCEDURES	10
3.5	FIRE SAFETY PROCEDURES	11
3.6	FIRST AID	14
3.7	WELFARE ARRANGEMENTS	15
3.8	RISK ASSESSMENT	15
3.9	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH	17
3.10	PLANT AND WORK EQUIPMENT	18
3.11	MAINTENANCE AND SERVICING	19
3.12	LIFTING EQUIPMENT	20
3.13	LIFTING OPERATIONS	21
3.14	ELECTRICITY AT WORK	22
3.15	PERSONAL PROTECTIVE EQUIPMENT	24
3.16	WORK AT HEIGHT	24
3.17	ASBESTOS MANAGEMENT	25
3.18	THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CDM)	27
3.19	DEMOLITION	28
3.20	CONTAMINATED LAND	29
3.21	QUARRYING	30
3.22	EXCAVATIONS	30
3.23	MONITORING PROCEDURES, INCLUDING PERMITS TO WORK, INSPECTIONS AND AUDITS	31
3.24	PROCEDURES FOR ENSURING THE SAFETY OF CONTRACTORS, VISITORS AND MEMBERS OF THE PUBLIC	32
3.25	TRAINING OF EMPLOYEES	33
3.26	ARRANGEMENTS FOR CONSULTING WITH EMPLOYEES	34
3.27	TRANSPORT & MOBILE PLANT OCCUPATIONAL DRIVING	34
3.28	ALCOHOL AND DRUGS	36
3.29	OCCUPATIONAL HEALTH	36
4	APPENDICES	38
4.1	APPENDIX A - PRIMARY CURRENT LEGISLATION	38
4.2	APPENDIX B - EMPLOYEE DECLARATION	38

1 INTRODUCTION

This document is the Health & Safety Policy and Procedures for works carried out by or on behalf of Sewells Reservoir Construction Ltd. It contains the procedures to ensure the continued health, safety and welfare of its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

Formed in 1994, Sewells Reservoir Construction Ltd (SRC Group) has four directors responsible for the company's day-to-day running. The directors attend monthly quarry and site management meetings, transport meetings & board meetings.

From here on in Sewells Reservoir Construction Ltd will be known as 'SRC GROUP'.

This document comprises the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Company's Policies and Procedures.

Health & Safety Policy Statement – A general statement of the directors' intentions regarding health and safety. The policy statement is signed and dated by the Managing Director, who is ultimately responsible for Health and Safety, indicating that the commitment to health and safety is highly regarded and comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the company's structure, followed by a list of individual responsibilities of personnel and contractors.

Arrangements – Now known as 'Control Measures' these are policies to comply with current legislation and reduce the risk to all persons affected by the works carried out on its behalf and appendices that contain the procedures formulated to ensure adherence to the policies.

'The relevant Manager' is the Manager who has daily responsibility for personnel and activities within that area.

Employees and contractors must adhere to all policies to reduce accidents and incidents whilst carrying out the Company's undertakings.

This document will be reviewed and amended as necessary, but no less than annually, by The Health & Safety Manager, in conjunction with the board of directors.

1.1 COMPANY HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors' Policy is to safeguard as far as is reasonably practicable the health, safety and welfare of its employees and others who may be affected by our undertakings.

The Directors of Sewells Reservoir Construction Ltd (SRC Group) considers Health and Safety vital in the business's success and are responsible for ensuring effective management systems through comprehensive planning and delivery, continual monitoring and review processes. Through visible and active commitment, their involvement promotes safe and healthy working, sets an example, and generates an excellent culture in line with company values essential for workforce engagement and improves our performance standards.

The Board recognises that effective leadership is key to business success. It encourages employees and members of our Supply Chain to bring new ideas to the business and apply positive behavioural standards to ensure we all go home safely each day.

The Board firmly believe that: **Strong Leadership** together with **Worker Engagement** results in a **Safe Environment**. With the board's involvement, individual Managers hold responsibility for and demonstrate leadership in their areas of the business. Employees have their duty to act responsibly, actively participate in carrying out our policy, and cooperate with others to minimise the likelihood of accidents, incidents, dangerous occurrences, and environmental impacts.

It is the Policy of SRC Group to:

- Provide and maintain a safe place of work, safe systems of work, plant and equipment that is safe and without risk to the safety and health of all employees and third parties who may be affected by its undertakings, so far as is reasonably practicable.
- Prevent instances of work-related ill health.
- Allocate sufficient resources to enable the Health and Safety Policy to function effectively.
- Monitor and review Health and Safety Management performance to ensure legal compliance and continual improvement.
- Set and review Health and Safety objectives to improve performance.
- Promote joint consultation with employees, third parties, the Health and Safety Executive, and other relevant organisations.
- Comply with statutory regulations, approved codes of practice, recognised guidance notes, and other requirements applicable to the organisation.
- Seek to minimise environmental disturbance and pollution so far as reasonably practicable.
- Endeavour to ensure that all members of our Supply Chain are aware of and apply Health and Safety standards compatible with our Health and Safety Policy.
- Provide information, instruction, training and supervision to allow employees to carry out their duties without risks to themselves, others and the environment.

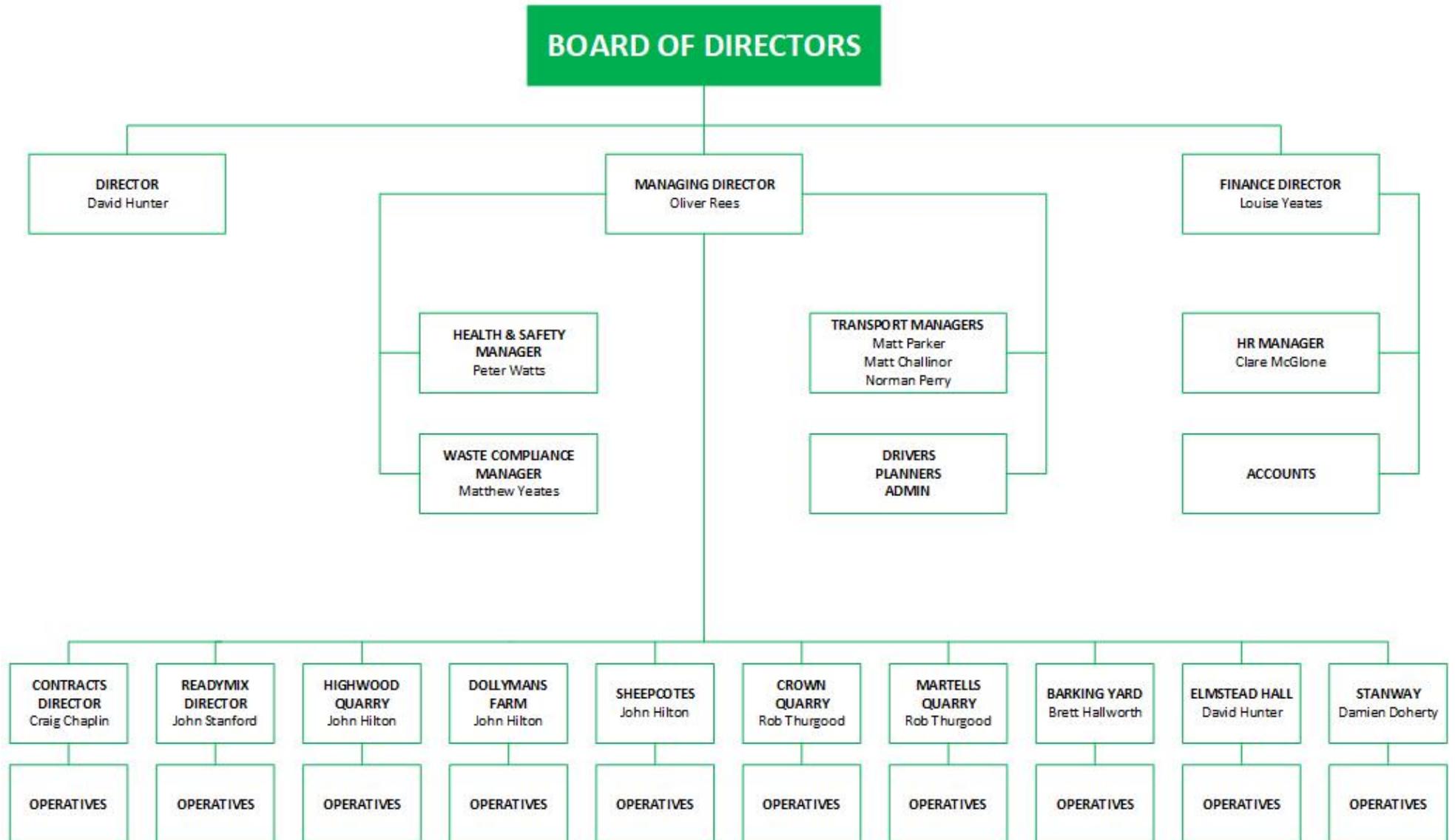
We are committed to improving our performance, investigating accidents and incidents, reviewing the results of audits and continually reviewing and updating our management systems.



..... Oliver Rees, Manager Director

Date: 24/08/2021

2 ORGANISATION CHARTS



2.1 DUTIES OF BOARD OF DIRECTORS

1. Be aware of Employer's legal duties under all relevant legislation, including the Health & Safety at Work Act 1974 and all supporting Regulations.
2. Ensure that adequate resources are available to meet legislative and the Company's requirements on health, safety, and welfare. Sufficient funds are to be made available to ensure all equipment and materials purchased by the Company are suitable for the purpose without compromising the standards required by this Health and Safety Policy.
3. Initiate the Company Health & Safety Policy to prevent injury, ill health, damage, and wastage and set initiatives to eliminate accidents.
4. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety and Welfare ensuring it is brought to the attention of all employees.
5. Promote a positive health and safety culture and encourage the workforce to be actively involved in health and safety.
6. Ensure so far as is reasonably practicable that sites and activities are designed, constructed, equipped, operated, and maintained in such a way that persons can perform the work assigned to them without endangering their health and safety or the health and safety of others.
7. Ensure that there are enough suitably competent employees and contractors and that all have received adequate training, instruction and supervision for their work.
8. Ensure that all sites have suitably competent persons appointed to take charge of the operations, and nominated persons are available as a substitute when required.
9. Monitor the execution of the company's activities, ensuring they are as planned, observing the requirements of the company's procedures as laid down in the Health & Safety Policy and Safe Systems of Work.
10. When visiting sites, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
11. Reprimand any staff member for failing to discharge their responsibilities satisfactorily under current legislation and the requirements of this document.
12. Encourage proper reporting, investigation and costing of injury, ill health, damage, and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
13. Discuss safety audits with the Company's Health and Safety Manager and review Company procedures if necessary.
14. Liaise with insurance companies to ensure that adequate 'Employers Liability' and 'Personal Liability' Insurance is in place to cover the activities carried out by the Group employees and its contractors.
15. To delegate its duties, but not its responsibilities, to other suitably competent employees appointed by SRC Group.

2.2 DUTIES OF MANAGING DIRECTOR

The Managing Director has overall responsibility for the health, safety, and welfare of employees and others affected by the Company's activities.

1. Be aware of Employer's legal duties under all relevant legislation, including the Health & Safety at Work Act 1974 and all supporting Regulations.
2. Ensure that adequate resources are available to meet legislative and the Company's requirements on health, safety and welfare. Sufficient funds are to be made available to ensure all equipment and materials purchased by the Company are suitable for the purpose without compromising the standards required by this Health and Safety Policy.
3. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety and Welfare ensuring it is brought to the attention of all employees.
4. Initiate the Company Health & Safety Policy to prevent injury, ill health, damage, and set initiatives to eliminate accidents.
5. Promote a positive health and safety culture and encourage the workforce to be actively involved in health and safety.
6. Ensure all persons for whom you are responsible are competent to carry out their work, are informed of the health and safety concerns affecting their task and place of work, receive adequate training and instruction to carry out their work safely. Ensure adequate supervision is in place and arrangements to regularly review training to ensure, as far as practicable, that all persons are aware of statutory requirements and maintain competency in their work.
7. Ensure that adequate time is given for inductions, additional training and communication.
8. For the company's activities, ensure that sufficient time is allowed for adequate planning and the assessment of risks from hazards identified with the potential to cause harm is avoided, removed or adequately controlled.
9. Monitor the execution of the company's activities, ensuring they are as planned, observing the requirements of the company's procedures as laid down in the Health & Safety Policy and Safe Systems of Work.
10. When visiting sites, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
11. Reprimand any staff member for failing to discharge their responsibilities satisfactorily under current legislation and the requirements of this document.
12. Encourage proper reporting, investigation and costing of injury, ill health, damage, and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
13. Discuss safety audits with the Company's Health & Safety Manager and review Company procedures if necessary.

2.3 DUTIES OF COMPANY HEALTH & SAFETY MANAGER

1. Understand the application of the Health and Safety at Work, etc. Act 1974 and other legislation relevant to the Companies business.
2. Keep up to date with changes in current legislation and to bring to the attention of all persons any relevant new legislation.
3. Ensure that all assessments required by legislation are conducted and reviewed at relevant intervals.
4. Consult with Managers and give appropriate advice on formulating policies and procedures.
5. Conduct health and safety inspections and audit and prepare reports of the findings.
6. Immediately contact the Managing Director if situations are found, that in the opinion of the Safety Manager, require immediate rectification or the stopping of any operation.

7. To notify the Managing Director if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
8. To ensure all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013. Investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action. To arrange Health surveillance as identified.
9. To identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or HSE guidance.
10. To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.

2.4 DUTIES OF MANAGERS

1. Read and understand the Company's Health, Safety & Welfare Policy and ensure that it is brought to the notice of personnel under your control. Carry out all works in accordance with its requirements and ensure that all other legal requirements are met.
2. Ensure that suitable and sufficient risk assessments and safe systems of work are developed and that everyone under your control are aware of the requirements, relevant to their activities, and that they work in accordance with them.
3. Where necessary, set up lock-off and permit-to-work system for high-risk activities.
4. Ensure that regular checks are carried out of the workplaces and equipment under your control and that any relevant records are completed. Where faults are identified ensure that works are stopped until suitable actions have been taken to make them safe.
5. Ensure that work equipment is only used for the purpose it was designed for and that it is checked by the operators / users daily. Do not allow any faulty work equipment to be used.
6. Do not allow anyone to operate any work equipment unless they have received adequate training and instructions and, where necessary, an in-date certificate of competence has been produced.
7. Ensure that everyone wears the appropriate protective equipment in accordance with the risk assessment and the site rules.
8. Reprimand any member of site staff for failing to discharge safety responsibilities satisfactorily and report any such action to Human Resources.
9. Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
10. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013. Investigate and report all Near misses, accidents including injury and damage incidents.

2.5 DUTIES OF EMPLOYEES

1. To read, understand and act in accordance with the company's Health, Safety and Environmental policies, procedures and practices.
2. To promote good Health and Safety and Environmental practices throughout all activities
3. To perform the duties as laid out in within individual job description and as directed by their Manager
4. Report any health, safety or environmental issues appropriately

3 ARRANGEMENTS

3.1 INTRODUCTION

The Health & Safety at Work Act 1974 (*HASAWA*) requires that arrangements are made to provide for a safe system of work for all aspects of our undertaking. These arrangements have been developed to cover the Companies activities as a whole and must be used when developing systems of work in offices or in the quarries.

GENERIC CONTROL MEASURES

The Control Measures in this section may have to be tailored for a specific site or situation *as required under The Management of Health & Safety at Work Regulations 1999* to consider the environmental or other site requirements. When using this section, first check site conditions and any other restrictions imposed due to the circumstances. It is essential to consider other factors such as, other people working nearby or other persons having access to or from the area that your works are to be undertaken, and this includes members of the public. All these factors can alter what must be considered when carrying out the on-site 'Risk Assessment' and the 'Control Measures' to be used.

3.2 EMPLOYEE HEALTH AND SAFETY CODES OF PRACTICE

Employee Health and Safety codes of practice are within the employee handbook and also replicated in the Group Health and Safety Induction and all Construction Phase Plans

3.2.1 CONTROL AND CO-ORDINATION

The Human Resources Manager and Health and Safety Manager formulated employee health and safety documents. They are reviewed and approved by the Financial Director before being issued to all employees through the Intranet and learning management system (LMS).

3.2.2 MONITORING

Employee health and safety documents are reviewed annually by the Human Resources Manager and Health and Safety Manager and are then approved by the Financial Director before being issued to all employees through the company Intranet and learning management system (LMS).

3.2.3 TRAINING & INSTRUCTION

Employees are taken through the Employee handbook during their induction and given training on the use of the LMS.

3.2.4 SUPERVISION

Line managers supervise employees under their responsibility with additional supervision by the health and safety manager through regular safety inspections and audits.

3.2.5 CONTROL MEASURES

Employees not adhering to the employee code of practice requirements are given additional training by their supervisor or line manager. Further breaches may result in a warning, further training and referral to the Human Resources Manager

3.2.6 RECORDS (of exam and inspection)

Issuing of new or updated policies and internal training is controlled and recorded through the LMS by the Human Resources Manager

3.3 ARRANGEMENTS FOR REPORTING ACCIDENTS, INCIDENTS, ILLNESS, HAZARDOUS CONDITIONS

In compliance with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013, personnel must adopt the following by personnel when an employee, visitor or contractor is involved in an accident, incident or near-miss.

Where it involves a contractor or a contractor's piece of equipment, the Head of Contracting must be informed immediately.

3.3.1 INCIDENTS, ACCIDENTS AND ILLNESS REPORTING

The company, emergency reporting procedures lays out the steps to be taken by stakeholders for all incidents, minor and major injuries.

3.3.2 WELCOME INTERVENTIONS

Welcome Intervention is a strategy adopted by SRC Group to encourage individuals to identify and report unsafe acts, unsafe conditions, or other risks to bring to the management's attention.

Reporting is anonymous therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating welcome interventions is to enable measures to be put in place to prevent a recurrence that may result in injury or damage.

Welcome Interventions can be submitted using the form on the company intranet, sending a report to the Health and Safety Manager for investigation or in-person to their line manager, the Health and Safety Manager directly or the Human Resources Manager in confidence.

3.3.3 MONITORING AND RECORDING

Incidents, Accidents, Fatalities, and Welcome Interventions are logged on the intranet notifying the Health and Safety Manager and all relevant stakeholders. Investigations can then be carried out, and identified controls are put in place to prevent a recurrence and any amendments required to policies or procedures.

Any requirements to notify the HSE under RIDDOR are carried out by the SHEQ Departments and recorded on the Incident / Accident log on the intranet. The board is made aware accordingly.

3.3.4 TRAINING & INSTRUCTION

Any additional training or instruction identified due to a welcome intervention will be actioned and delivered through the LMS or an external training supplier and logged on the companies training matrix.

3.3.5 SUPERVISION

The Managing Director and Board will monitor the frequency and contents of welcome interventions, Incidents and Accidents with reports from the Health and Safety Manager and ensure that appropriate measures are taken to prevent a recurrence.

3.4 EMERGENCY PROCEDURES

3.4.1 CONTROL AND CO-ORDINATION

Emergency procedures have been formulated by the Health and Safety Manager in co-ordination with all Quarry and Site Managers and the Board of Directors. They are available at all welfare facilities, weighbridges, offices, the intranet and the LMS for review by employees.

Procedures are in place for hazardous occurrences, including:

- Fire
- Confined and enclosed spaces
- Explosion
- Discovery of a suspected explosive device or munitions
- Disruption of utility pipeline/services
- Major storm
- Environmental
- Any major theft or any attempted theft
- Terrorist threat or suspect package
- Protest action
- Major incident management process
- Dealing with the media (press/tv/radio)

3.4.2 MONITORING

Emergency procedures are reviewed and updated if required as required and reviewed annually as a minimum by the Health and Safety Manager and are then approved by the Managing Director before being issued to all employees through the weighbridges, welfare facilities, offices, company Intranet and learning management system (LMS).

3.4.3 TRAINING & INSTRUCTION

Any additional training or instruction identified for employees carrying out duties within the emergency procedures will be actioned and delivered through the LMS or an external training supplier and logged on the companies training matrix.

3.4.4 SUPERVISION

The Human Resources Manager will monitor the training matrix and ensure any refreshers to training is organised and roles filled should a person holding a role leave the company, e.g. Fire Wardens

3.4.5 CONTROL MEASURES

Suitable and sufficient Risk Assessments are carried out for emergencies with control measures put in place to reduce the likelihood and risk as far as is practicable guidance followed to ensure compliance with the relevant legislation, e.g., The Fire Regulatory Reform (Fire Safety) Order 2005

3.4.6 RECORDS (of exam and inspection)

Tests and drills are carried out periodically with reports logged onto the intranet and sent to the relevant manager and the Board.

3.5 FIRE SAFETY PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the Health and Safety Manager will take on the duties of the 'Responsible Person'.

3.5.1 DUTIES OF THE 'RESPONSIBLE PERSON'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that a Fire Management Plan is developed for the Companies workplaces. The areas that need to be considered in the Plan are:

- Carrying out of fire risk assessments
- Storage of hazardous substances
- Provision of fire training for employees
- Development of fire procedures
- Provision and maintenance fire detection and alarm systems
- Records of fire tests

3.5.2 GENERAL

In the event of fire, it is the policy of the Company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. If a fire is discovered, no matter how small, the first action must be to immediately raise the alarm by the appropriate method, such as operation of a break glass manual call point or sounding of a bell.

All contractors are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support any person who operates the fire alarm system in good faith, regardless of whether the fire was a threat to life or property.

Persons are only required to attempt to extinguish a fire if it is safe and they have been trained in the use of fire extinguishers.

Immediate evacuation of work areas should take place as soon as the alarm is raised. On evacuation all employees should report to the assembly point as specified in the fire procedures. Re-entry of any work areas is strictly prohibited until given the "all clear" by the senior manager on site or fire brigade officer in charge. The silencing of the fire alarm should never be taken as an indication that it is safe to re-enter the building.

Contractors should report any concerns regarding fire procedures to their manager / supervisor in the first instance and then to the 'Responsible Person'. An investigation will then take place in order that remedial action can be taken.

The 'Responsible Person' will ensure that suitable and sufficient fire precautions have been developed for each workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors.

Arrangements for Securing the Health and Safety of Workers the Company will:

Ensure that any persons with special needs or visitors are made aware of the Company's procedures and are given assistance in the event of a fire.

Appoint persons to be responsible for specific procedures in the event of a fire. They will include:

- The person responsible for summoning the fire brigade
- Fire marshals
- Those responsible for carrying out roll calls or supervising evacuation to assembly points
- Persons responsible for liaising with the fire brigade

Regularly stage and record on the relevant forms the following:

- Fire evacuation drills
- Inspect the fire exits and fire points

- Testing of the alarm system at least monthly
- Test firefighting equipment on an annual basis (outside contractor)

Provide adequate firefighting training to employees and training to those with special responsibilities. Ensure that suitable and sufficient fire Risk Assessments are carried out and recorded by individual line managers.

3.5.3 FIRE RISK ASSESSMENTS

Suitable and sufficient fire risk assessments will be carried out for all workplaces. The Responsible Person is to ensure that fire risk assessments are carried out in the Company's premises. These are to be reviewed on an annual basis or following any changes that may result in them being invalid, as part of the fire audit.

Ensuring that fire risk assessments have been carried out in the quarries or work sites will be the responsibility of the Quarry / Site Managers. Individual Contractors will be required to carry out fire risk assessment for their areas and tasks. This will be determined and enforced by the Responsible Person. Fire risk assessments in the quarries or sites will need to be regularly reviewed, as the contract progresses, to determine their validity.

3.5.4 TRAINING & INSTRUCTION

All personnel are provided with instructions on the emergency procedures relevant to their place of work. Specific personnel may be trained as Fire Marshals so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training will be undertaken to maintain and enhance competence.

It is Company policy that all persons will be trained on the following:

- The actions to be taken in the event of discovering a fire.
- The actions to be taken in the event of hearing the fire alarm.

All training and instructions will be in accordance with the guidance given in current legislation. Records of all training undertaken, and instruction and practice in emergency procedures will be kept complying with statutory requirements.

3.5.5 MONITORING

Company Directors will:

- Ensure that the requirements for firefighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use firefighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

3.5.6 INSPECTIONS

It is the policy of the Company that all fire equipment is maintained and suitably checked to ensure that it is serviceable and that sufficient drills are carried out. We shall ensure that all fire extinguishers are checked on a weekly basis by:

- Our Quarry Manager or Supervisors in the quarries
- Site Manager for other sites
- The Head of Contracting for sites where SRC are the only contractor or Principal Contractor.
- All extinguishers will be serviced on an annual basis by a competent contractor.

3.5.7 USE OF FIRE EXTINGUISHERS

Fire extinguishers should only be used by trained personnel and then only if safe to do so.

If a fire extinguisher is used, or partially used, it must be reported to the relevant Manager immediately. It must then be tested and recharged to ensure serviceability.

Managers are responsible for the firefighting equipment in their areas of responsibility and should ensure that they have been inspected within the last year and that they are changed when used or there is reason to believe that they are unserviceable.

3.6 FIRST AID

3.6.1 PLANNING PROCEDURES

The Directors will establish the necessary first aid arrangements are in place. Where appropriate on contracting sites, first aid cover will be obtained from the main contractor.

To meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available.

The Company will establish the necessary procedures and arrangements to:

- Communicate the first aid facilities to all persons through the site induction procedure.
- Communicate the names of suitable person(s) to all persons on each site.
- Ensure that first aid materials are replenished when used.
- Ensure the first aid facilities are not abused.
- Arrange all necessary first aid equipment.

3.6.2 TRAINING & INSTRUCTION

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement.

Suitable instructions will be given to all staff to inform them of the actions to be taken where first aid is needed, who the first aid trained persons are and the location of the first aid kits.

3.6.3 MONITORING

The Head of Contracting /Quarry Manager/Site Manager/HR Manager will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.

All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.

Where the Company is utilising arrangements made by others, any deficiencies in that provision must be reported to the principal contractor.

3.6.4 FIRST AID ARRANGEMENTS

The first aid arrangements made for each site reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

ARRANGEMENTS INCLUDE:

- The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation. Suitable person(s) must be available whilst work is being undertaken on the site.
- Communicating the arrangements, to all employees, visitors, and sub-contractors with reference to the emergency plan during site inductions.
- The means of recording on a suitable form the first aid treatment given.
- The maintenance of first aid materials at appropriate levels.

3.7 WELFARE ARRANGEMENTS

Welfare at workplaces is governed by the Health and Safety (Workplace) Regulations 1992 and on construction/demolition sites by the Construction Design and Management Regulations 2015 (CDM).

The Directors/Head of Contracting will ensure that suitable welfare facilities are provided in accordance with the above Regulations.

As a minimum, the following is to be provided:

- A suitable number of adequately ventilated and lit sanitary conveniences.
- Washing facilities in the immediate vicinity of every sanitary convenience including hot and cold or warm water, soap or other suitable means of cleaning and towels or other suitable means of drying.
- Drinking water.
- Accommodation for clothing and facilities for changing where special clothing is required as part of their work.
- Adequate temperature and lit facilities for rest, to prepare and eat meals including the means for boiling water.
- Including where necessary facilities for women who are pregnant or nursing mothers.

Head of Contracting/Quarry Managers/Site Manager will ensure that any facilities in their areas of responsibility are adequately maintained.

3.8 RISK ASSESSMENT

The Management of Health and Safety at Work Regulations (MHSWR) 1999 require a suitable and sufficient Risk Assessment is carried out to identify any significant risks arising from work activities and the appropriate control measures to reduce these risks as far as is reasonably practicable. The Regulations require that the assessment is kept up to date, which means that any significant changes that affect the risks should lead to a re-assessment.

It is Company policy that all tasks undertaken are to be suitably risk assessed by the relevant Manager or another suitably qualified person who has undertaken the relevant training and possess a basic knowledge of health and safety.

All supervisors must ensure that a suitable and sufficient risk assessment has been carried out for all tasks and the findings communicated to all persons involved in, or affected by, each task.

3.8.1 CARRYING OUT THE RISK ASSESSMENT

When carrying out a Risk Assessment, the following controls are adhered to and the risk controlled by:

Elimination of the process where possible.

Substitution of the process or substance from which the hazard arises.

Engineering Controls, e.g. guards, to reduce the risk of injury.

Organisational arrangements, e.g. Reduce the numbers of persons exposed to the hazard.

Provide PPE only as a last resort.

3.8.2 CONTROL AND MONITORING

The purpose of the risk assessment is to formulate a system of control for the hazards associated with the undertakings of the Company. Several hazards arising from the Company's activities are of a **Generic** nature, so the assessment can be used again. However, many sites will give rise to 'Site Specific' hazards which need to be assessed as they are identified.

High-risk activities must not be undertaken unless they cannot be avoided, and then only once a safe system of work has been produced, and a permit to work has been issued.

All assessments should be monitored regularly to ensure that they are still relevant and, if required a re-assessment be carried out.

3.8.3 LIAISON WITH NON-EMPLOYEES

The relevant Manager is responsible for ensuring that all non-employees (contractors, visitors, public etc.) are provided with sufficient information on hazards arising from works being undertaken.

3.8.4 SAFETY MONITORING

In order that the Directors of the Company can be sure that the procedures laid down in this document are being adhered to and suitably controlling the identified hazards, monitoring arrangements, involving personnel at all levels are to be implemented. All necessary inspection will be identified in the Construction Phase Plan or Quarry Inspection Scheme.

3.8.5 EMPLOYEES/CONTRACTORS

All employees and contractors must follow the procedures. Any work equipment must be inspected before use, and any subsequent faults reported to their line manager immediately.

Once an inspection is carried out, any relevant documentation e.g. Record of Weekly Inspections, Operator's Daily Checklist etc. must be completed.

3.8.6 MANAGERS

All Managers are to continuously monitor their areas of responsibility to ensure no hazards are present that have not already been identified by the current risk assessment. Managers must ensure that employees have been informed of and are conforming to the requirements of the risk assessments and subsequent Safe Systems of Work and the site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the relevant Manager so that it can be reviewed and changed as necessary.

A record of this 'inspection' is to be made and kept in the Site File, indicating any concerns and actions taken to remedy the situation.

3.8.7 HEALTH & SAFETY MANAGER

The Health & Safety Manager will carry out periodic inspections of all workplaces. Records of the findings of these inspections will be made and provided to the relevant Manager, who will be responsible for rectifying any non-conformities.

3.8.8 SAFETY AUDITS AND INSPECTIONS

The Health & Safety Manager will carry out quarterly audits and inspections on the companies sites to ensure compliance with the procedures laid down in the Health & Safety Policy and any specific rules that may be in place.

Formal reports will be written following the visit and remedial actions added to the companies Health and Safety Audit Tracker. Action taken to resolve a non-conformity must be entered into the audit tracker and the item marked as completed with the correct date when the non-conformity has been resolved.

3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

3.9.1 PLANNING PROCEDURES

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the relevant Manager can arrange for a risk assessment to be carried out. The assessments will be kept on the Sharepoint system and learning management system, and within all CDM Site files.

3.9.2 TRAINING & INSTRUCTION

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full any necessary training and instructions in the health hazards and precautions including hygiene measures, use of personal protective equipment, etc., as required. Refresher training will be provided to maintain and enhance competence in handling or using these substances.

3.9.3 MONITORING

The relevant Manager will ensure that the written assessment, control measures, and other information are available. All procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective equipment are provided and maintained as required.

3.9.4 CONTROL MEASURES

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments:

- No hazardous substances are to be used unless there is an in date CoSHH assessment
- Read the data sheet, container labels and detailed health and safety information before using any products
- Ensure the correct equipment for handling the products is available
- Store all products in ventilated areas away from extremes of temperatures and environment
- Clean all spillage's instantly and dispose of waste and used containers properly

- Observe good personal hygiene and do not use substances in areas where food is consumed
- Except for transport in closed packages, materials must be handled only by authorised personnel

3.10 PLANT AND WORK EQUIPMENT

3.10.1 PLANNING PROCEDURES

All work will be planned in accordance with the relevant standards, the required risk assessments and any Construction Phase Plan for the site. The relevant manager will take all aspects of the work into account to ensure that sufficient information is provided to enable the correct type of equipment to be provided.

Any plant equipment that is required to drive on the road must be in a safe condition, have a working amber warning light and must only be driven by an operator who is certified to drive that item of equipment and holds a full UK driving license. All the requirements of the relevant statutory provisions regarding driving on public roads must be adhered to at all times.

The relevant manager will:

- Ensure that competent operators are provided or that, where necessary, full training, instruction and supervision is provided.
- Ensure a planned servicing schedule is prepared for all Company equipment and records kept of repairs, alterations, maintenance etc.
- Take account of the local environment to ensure the equipment is suitable for the task and the environment it is to be used in.

3.10.2 TRAINING & INSTRUCTIONS

All operators of work equipment will have received suitable training, instruction, and supervision and, where relevant, hold in date certification such as CPCS, CSCS, or equivalent. Regular refresher training will be provided.

3.10.3 MONITORING

The Plant Manager will:

- Ensure that equipment delivered to the site is in good order and fitted with any necessary safety devices and guards.
- Ensure any defects noted are reported to the manager or hire company immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of equipment.
- Ensure all equipment is adequately secured and immobilised at the end of each day.
- Ensure all necessary testing and thorough examination certificates are requested and checked, and all items of equipment requiring inspections by the operator or other competent person are recorded onto the Sharepoint system.
- Ensure that any defect notified by the operator is reported immediately for repair and that where defects could affect safety, the equipment is not used until repairs are completed.

The Quarry/Site Manager will:

- Ensure all daily inspections by the operator are carried out and are recorded onto the Sharepoint system.
- Ensure that all safety equipment, including mirrors, reversing cameras, sounders and lights, seat belts, amber warning lights are being used at all times.
- Monitor all operators attitude and performance and ensure procedures and site rules are adhered to.

3.10.4 CONTROL MEASURES

- Only use the correct item of equipment for the work required.
- Ensure servicing schedules are available and maintained.
- Only trained, authorised and, where relevant, certificated persons will operate the equipment.
- Carry out daily checks on equipment before use and report any defects. Notify the relevant manager immediately and do not operate the equipment until it has been repaired.
- All guards must be in good order and in position while equipment is operating.
- Ensure the work area is suitable for the job being done, e.g. clear working area, good ventilation.
- Hearing protection must be worn when working where there are excessive noise levels.
- Use all safety equipment provided in the manner for which it was intended
- Equipment will have a thorough examination at the specified period following the manufacturer's guidance and any statutory requirements.
- Ensure control measures identified in the risk assessment for the work are implemented.
- Secure and immobilise equipment when left unattended. Do not leave engines running when the operator is not present, especially in public areas.

3.11 MAINTENANCE AND SERVICING

The Company will take all reasonable steps to ensure the health, safety, and welfare of employees carrying out maintenance work and others who may be affected. The Company will liaise with the suppliers and / or manufacturers of machinery to establish how maintenance should be carried out safely.

3.11.1 PLANNING

The relevant manager will, in consultation with employees:

- Carry out an assessment of how the machinery should be isolated for carrying out both specific and general maintenance work.
- Carry out an assessment of the maintenance of the machine, including any dangerous parts that have to be accessed or heavy parts that need to be moved.
- Carry out an assessment of all the hazards that arise once guards have been removed.
- Implement any necessary control measures necessary for the protection of the person carrying out the maintenance, anyone who may be affected by the maintenance work and any effects the maintenance work may have on the environment.
- Provide any personal protective equipment necessary.
- Where an assessment of the work shows a high risk, a Permit to Work system will be required.

3.11.2 TRAINING & INSTRUCTIONS

The Company will give sufficient information, training and instruction as necessary to ensure the health, safety and welfare of all maintenance staff and others who may be affected by the maintenance operations. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

3.11.3 DAILY MAINTENANCE

Operators and drivers must perform daily maintenance on equipment or vehicles in their charge and record their findings on the relevant app for the vehicle/item of plant. Any faults identified are then notified to the Plant Manager so repairs can be arranged.

3.11.4 DAILY MAINTENANCE OF HIRED MACHINERY

When a machine or piece of equipment is hired in, the relevant Manager must ensure that a suitable system of recording daily maintenance is in place.

Photographs must be taken of machines when delivered and any damage logged before being used.

Any safety or production related faults must be reported to the supplier immediately by telephone and action taken. Where necessary, the machine must not be used.

Note: No hired machinery is permitted on any company site unless it is safe and complies with the relevant legislation and the Company's Health & Safety Policy and Procedures.

3.11.5 CONTRACTED MAINTENANCE

Contractors employed to carry out maintenance work on behalf of the Company must be approved to ensure they are competent. All maintenance works carried out by contractors must only be done once a suitable safe system of work and risk assessment have been written, approved by the company and communicated to all those involved in the works.

The Company's Manager/Supervisor initiating the works is responsible for coordinating the contractors and ensuring all persons affected by the work are safe.

3.12 LIFTING EQUIPMENT

3.12.1 PLANNING PROCEDURES

All required lifting equipment and accessories will be specified, purchased/hired and have servicing and thorough examinations planned and organised by the Plant Manager.

Managers required to plan lifting operations will receive suitable and sufficient training ensuring all lifting operations are appropriately planned. Lifting plans must be formed taking into account the size, weight and type of loads to be lifted and the conditions the operations will take place in before selecting the most appropriate lifting equipment to be used.

3.12.2 TRAINING & INSTRUCTIONS

Training and instruction will be provided for persons planning lifting operations, lift supervisors, slingers and lifting machinery operators.

Lift plans will be provided for each lifting procedure.

3.12.3 MONITORING

The Relevant Manager will:

- Ensure that all lifting gear provided for use in the quarries or on site is in good order, has a test certificate, and has been thoroughly examined according to statutory requirements within the previous 12 months for lifting equipment and six months for all accessories.
- Ensure that regular inspections of lifting equipment are carried out and a record made in the SharePoint system.
- Arrange for proper storage facilities for lifting gear.
- Ensure that where defects are noted or reported with lifting gear, the equipment is taken out of use immediately.

3.12.4 CONTROL MEASURES

Employees are to ensure that:

- Lifting gear is stored correctly after use.
- Report any defects resulting from use.
- Only trained, authorised persons will carry out slinging operations.
- Loads are securely fixed and covered where loose items are being lifted.
- All other control measures identified in the risk assessment(s) must also be implemented.

3.13 LIFTING OPERATIONS

3.13.1 PLANNING PROCEDURES

All work will be planned in accordance with the relevant regulations and guidance. Risk assessments for the work will identify the control measures necessary.

The Relevant Manager will:

- Ensure that lifting operations are planned considering the position of lifting equipment, provision of suitable lifting accessories, the weights, and positions of loads etc. Within the companies, a 'Schedule of Common Lifts' can be developed.
- Arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc., of materials or items supplied.
- Consider any height, weight, overhead service or other restrictions on or adjacent to the site, especially considering the safety of the public.
- Ensure that servicing and maintenance of all lifting equipment are planned before brought into service.

The relevant regulations and guidance will be considered when planning work, and a Lifting Plan/Schedule of Common Lifts developed. The Plan must incorporate, as a minimum, the following:

- Risk assessments for the work will identify the required control measures.
- A detailed description of the method of works.
- A list of the equipment to be used to carry out the lift safely.
- The name of the 'appointed person' responsible for ensuring the safety of the operation.
- The name of the nominated Slinger / Signaller (this can be the same as the appointed person).
- Any other persons who are to be involved.
- A description of the load.
- Any particular safety measures that are required to ensure the safety of all persons during the operations.

The requirements of the Plan are to be communicated to all persons involved in the operation prior to commencement. These people are to sign to say they are aware of and understand the contents of the SSW.

3.13.2 TRAINING & INSTRUCTIONS

All operators of lifting equipment, banksmen, and slingers must have received suitable and sufficient training such as CPCS, NPQC or equivalent by approved external trainers. Regular refresher training must also be used to maintain and enhance competence.

Where necessary, training will be provided for anyone developing lifting plans.

3.13.3 MONITORING

The Relevant Manager/Lift Supervisor will:

- Ensure that all control measures identified in the risk assessment(s) are implemented.
- Ensure that any lifting appliance and lifting gear provided or delivered for use has been tested, thoroughly examined and inspected in accordance with the relevant regulations and that copies of certificates, register entries etc. are available.
- Ensure that all lifting equipment and lifting accessories are inspected and examined according to the requirements of the relevant regulations and records kept, including inspection following repairs.
- Ensure that lifting equipment is designed and marked as being suitable for lifting purposes.
- Ensure that only trained and authorised operatives are permitted to operate lifting equipment, sling loads or give signals.
- Ensure that any defect noted in any lifting equipment, machine, or accessory is reported immediately and is taken out of use until repaired and inspected.
- Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.

3.13.4 CONTROL MEASURES

- Only competent trained and authorised persons will be used for planning or carrying out lifting operations.
- All lifting operations will be planned.
- All lifting equipment and accessories will be regularly serviced and inspected with periodic through examinations.
- All other control measures identified in the risk assessment(s) must be implemented.

3.14 ELECTRICITY AT WORK

3.14.1 PLANNING PROCEDURES

The requirements of the Electricity at Work Regulations 1989 and relevant Standards (BS7671, BS7375) will be adhered to for all works. Risk assessments must be undertaken for work involving electricity, its requirements, and any Construction Phase Plan requirements for the site must also be implemented.

All electrical equipment on the Company's site or other workplaces will be supplied, installed, maintained, or used in accordance with the relevant standards.

It is Company policy that all portable appliances are periodically inspected by a competent person (PAT). All portable appliances are to be entered in a PAT Testing Register with copies of inspections on the SharePoint system.

The Directors/Relevant Managers will, where necessary:

- Appoint a competent person to plan the electricity supply and distribution throughout the working areas in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the appropriate regulations.
- Ensure that all power tools provided for use are in accordance with the relevant British Standards.
- Ensure that no power tools or electrical equipment of greater voltage than 100 volt (CTE) are used in the quarry areas or on construction sites unless special arrangements are made and discussed with the Health and Safety Manager. Lower voltage tools, lighting, etc. may be required in damp or asbestos situations.

- Ensure all sub-contractors are informed of the Company policy on electricity use and are required to comply with these requirements.

3.14.2 TRAINING & INSTRUCTION

Training will be provided for employees who are required to inspect, repair, or maintain equipment. Regular refresher training to maintain and enhance competence for the work and the safety requirements for working with Electricity will also be provided.

Only competent electricians will be authorised to carry out repairs or maintenance to electrical systems or carry out installation work.

3.14.3 MONITORING

The Directors/Relevant Managers will, where necessary:

- Ensure that any electrical supply is installed and tested as planned and all requirements are adhered to.
- Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards. Evidence of recent inspection and testing of all electrical equipment should be available.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by an electrician as soon as they are reported.
- Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.
- Ensure that all portable appliances have been tested within appropriate time limits.

3.14.4 CONTROL MEASURES

Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.

Portable generators should be regularly serviced, inspected and tested. Earth rod connections must be maintained in good condition.

Only extension cables designed to cope with wet and rough conditions will be used. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.

Only 110V equipment (or less) will be used on site unless an exception is granted.

All portable tools, cables etc. must be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defects immediately.

Only an authorised person is to work on electrical equipment.

All maintenance work on electrical equipment should be undertaken with the equipment 'dead' and the supply cable disconnected where appropriate. Where 'live' work or testing is required for fault finding then an authorised competent person must apply the relevant control measures to prevent danger.

Other control measures identified on the risk assessment must also be implemented.

3.15 PERSONAL PROTECTIVE EQUIPMENT

It is Company policy for Managers to consider the requirements of Personal Protective Equipment when carrying out task risk assessments as required by the PPE (Personal Protective Equipment at Work) Regulations 1992. PPE should only be used if there is no other means of adequately controlling a risk.

The minimum requirements on all sites operated by the Company are:

- Hard hats – these must be in date (EN397)
- Orange hi-visibility vest or jacket (min EN471 Class 2)
- Orange hi-visibility trousers (min EN471 Class 1)
- Lace up safety boots (EN ISO 20345)

The Company will provide all employees the appropriate PPE, free of charge.

3.15.1 CARE AND MAINTENANCE

The general maintenance of personal protective equipment is the responsibility of the individual that the item of equipment has been issued to. Each employee is to ensure that they keep their own PPE clean and serviceable. Any losses of, or damage to, equipment is to be reported to the relevant Manager immediately so that they can be replaced.

3.15.2 MISUSE OR NEGLECT

Anyone found to be misusing, neglecting, or causing intentional damage to any items of safety equipment may be subjected to disciplinary action.

3.16 WORK AT HEIGHT

3.16.1 PLANNING PROCEDURES

All work will be planned following the requirements of the Work at Height Regulations 2005 taking into account the relevant regulations, risk assessments and the requirements of any plan required for the work.

The Relevant Manager will ensure that the hierarchy for work at height is followed when planning work:

- Avoiding Work at Height
- Preventing Falls Through the Existing Workplace
- Preventing Falls Through Collective Equipment
- Preventing Falls Through PPE
- Minimising Distance Through Collective Equipment
- Minimising Distance Through PPE
- Minimising Consequences Through Collective Equipment
- Minimising Consequences Through Instruction and Training

3.16.2 TRAINING & INSTRUCTIONS

Training will be provided for any operative required to work at heights in the use of any equipment including any Personal Protective Equipment. Regular refresher training to maintain and develop competence levels must also be provided.

3.16.3 MONITORING

The Relevant Manager will:

- Ensure that work is carried out as planned and in accordance with the relevant regulations and risk assessments. Also, that operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at height.

3.16.4 CONTROL MEASURES

Work at height will be planned in accordance with the hierarchy described in the WAH Regulations 2005. Access to the working areas must be removed or fenced.

All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.

No-one is to go beyond any barriers/fencing which is protecting a leading edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.

Appropriate safety equipment will be used when necessary, i.e., safety harnesses, restraint lanyards, fall arrest devices etc.

Control measures identified in the appropriate risk assessment must be implemented.

3.17 ASBESTOS MANAGEMENT

Due to the demolition and contracting works carried out by SRC, there is always the potential to come across asbestos containing materials (ACM).

3.17.1 INTRODUCTION

Asbestos is a naturally occurring fibrous material and being incombustible, having good resistance to heat, weathering, acids and other forms of chemical attack it has been used extensively in hundreds of different products and buildings. Asbestos related diseases currently kill thousands of people each year in Great Britain.

Exposure to asbestos can lead to three main diseases:

- Asbestosis or fibrosis [scarring] of the lungs
- Lung cancer
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity

3.17.2 PLANNING PROCEDURES

Before any works are carried out in any workplace where there is a likelihood of asbestos containing materials being present, an asbestos survey will be obtained from the Client/Principal Designer.

All information on the presence, or possible presence, of ACM's along with any working methods and control measures will be issued to the relevant manager before work starts then provided to any relevant contractors.

Licensed contractors will be used to carry out any asbestos removal in accordance with current legislation. These will be approved in accordance with the requirements of this document.

If any ACM's are identified, employees and contractors must be instructed to cease work immediately, and the relevant manager informed who will instigate an investigation and take necessary action. The relevant manager will keep the Health & Safety Manager informed.

3.17.3 TRAINING & INSTRUCTION

The Company will ensure that all persons, working on its behalf and who may be likely to encounter asbestos containing materials, are adequately trained by attending a UKATA or equivalent accredited Asbestos Awareness course or CAT B training.

Any contractors that carry out work where there is a risk of coming across asbestos containing materials are to ensure that their employees have received an asbestos awareness course as a minimum.

The only persons that will be permitted to carry out any work with ACMs are those that have received the relevant training as described in the Control of Asbestos Regulations 2012. Refresher training will be given in accordance with the Regulations.

3.17.4 MONITORING

All information on working methods and precautions agreed will be issued to the Supervisor, before work starts, by the relevant manager. The relevant manager will ensure that the Licensed Contractor or Competent Person (who has attended a UKATA Cat B training course) or the Licenced Contractor selected to carry out the removal work has set up their operation in accordance with the agreed method statement and that the precautions required are fully maintained throughout the operation so that others are not exposed to risk.

The Supervisor will ensure that no unauthorised persons enter the working area until air clearance samples have been taken by the appointed Industrial Hygienist and confirmation received in writing that the results are satisfactory.

Where employees are required to use or handle materials containing asbestos not subject to the licensing regulations, the Supervisor will ensure that the appropriate safety equipment and protective clothing is provided and that the agreed safe working procedures are understood by employees and complied with.

3.17.5 SAFE SYSTEM OF WORK

Prior to commencing work where asbestos is present, a written assessment of the likely exposure of employees, contractors and others to asbestos and a site-specific plan of work must be obtained from the relevant contractor.

Any assessment and the method statement must be reviewed regularly or whenever a significant change in the work occurs or is expected. Copies of written assessments and plan of work (method statement) must be kept on site and used as a working guide.

3.17.6 UNEXPECTED ASBESTOS FINDS

It is the policy of the Company that if any person comes across any materials that may be suspected as containing asbestos, they are to cease work immediately, clear the area and inform the Contracts Manager / Project Manager who will instigate an investigation.

No one is to remove or carry out work on any materials suspected of containing asbestos unless competent to do so and authorised by the Head of Contracting.

3.17.7 SITE CLEARANCE CERTIFICATION

Once the removal of asbestos has been completed, the premises must be assessed to determine whether thoroughly clean and fit to return to normal occupation. Site clearance certification should be carried out by competent person trained to BIOH S301 or P404.

A certificate of reoccupation should be issued when the area is deemed to be clean and cleared for normal occupation. A separate clearance certificate should be issued following the clearance testing of the decontamination unit prior to removal from site.

3.18 THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CDM)

Hazards associated with the site will first be identified by the Client and passed to the Designer. All Designer's must make their recommendations on hazards they identify during the design process with the sole objective of eliminating or minimising perceived hazards at the design stage. The Client and their Principal Designer will include this information in the Pre-construction information. This information will then be used in the development of the Construction Phase Health and Safety Plan (CPHSP).

In response to the Principal Contractors Plan and Designers Risk Assessments, the Company, as Contractor, will prepare a site-specific Safe system of work/Health and Safety Plan and submit it to the Principal Contractor for review.

Detailed planning of all tasks requiring a safe system of work will be carried in good time to allow time for safe methods of carrying out the different operations to be established so that work packages can be planned to cause minimum risk to others who may be affected by each operation including members of the public if so affected.

The Company will be proactive throughout the pre-construction and construction phases to ensure that our methods of works are approved well in advance of planned start dates.

The Company will cooperate with any requirements placed on us by the Principal Contractor and strive to work with them ensuring that effective communication starts and continues throughout a project.

The Company will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed on as it becomes available or within the time scales allocated by the Principal Contractor to enable them to meet their legal obligations.

3.18.1 CONTROL AND CO-ORDINATION

Our companies Project Manager will ensure that effective co-ordination of our work occurs. Clear lines of communication will be established and maintained between us as the Principal Contractor and other contractors. Health, Safety and Welfare will be included on all project meeting agendas.

3.18.2 MONITORING

Regular audits by the Health and Safety Manager will occur as required by the Project Manager. This is in addition to the regular daily and weekly inspections carried out by site management. Contraventions of legislation, regulations, codes of practice and site procedures will be dealt with by site management and may lead to disciplinary procedures.

3.18.3 TRAINING & INSTRUCTION

Site inductions and training will be necessary, so workers are aware of the hazards and risks to health and safety on site. Close liaison with our Health and Safety Manager will establish the overall training needs on individual sites.

3.18.4 RECORDS

We will ensure that all records of examination and inspection are carried out and copies kept in the site office. All accidents and dangerous occurrences will be reported to Principal Contractor and our Health & Safety Manager.

3.19 DEMOLITION

3.19.1 PLANNING PROCEDURES

Where demolition works are to be undertaken, the Project Manager will ensure that:

- Necessary information has been obtained from the Client in accordance with the Construction (Design & Management) (CDM) Regulations 2015.
- Relevant survey reports such as: asbestos, structural, contaminated land, services etc. have been obtained or are recommended to the Client.
- A demolition plan and a programme of work have been developed detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions, and sequence of work etc.
- Competent people are appointed to carry out demolition works.
- Protective measures for the safety of contractor's, public, visitors and trespassers on site shall be provided and maintained.
- Suitable emergency procedures are developed in accordance with the risks.
- Any necessary temporary works are put in place to ensure the stability of structures.

3.19.2 TRAINING & INSTRUCTION

All persons involved in demolition works are to be competent and hold the relevant certificate of competence for demolition operatives or equivalent appropriate certification for their role.

3.19.3 MONITORING

The Project Manager will ensure that:

- All demolition works are carried out in accordance with the method statement and task specific risk and method statements.
- All plant and equipment is regularly inspected to ensure it remains in an operational condition.
- All fencing around the demolition areas remains secure and only authorised persons are allowed into the demolition area.
- All structures remain stable, and any temporary works are in a safe condition.

3.19.4 CONTROL MEASURES

All persons involved in demolition works must:

- Only carry out works which they are competent to do.
- Carry out their works in accordance with the risk assessment and method statement. If these cannot be followed, then report the matter to the relevant manager.
- Ensure that all equipment is left in a safe manner when not in use e.g., hydraulic equipment lowered, cabs locked, powered equipment disconnected or shut down etc.
- Wear all PPE as stated in the RAMS particularly where there is a risk of hazardous substances, such as asbestos, contaminated ground being encountered.
- Report all incidents to the relevant manager.
- Be aware of the emergency procedures relevant to the works being carried out.

3.20 CONTAMINATED LAND

Works undertaken by the company may encounter land which has been contaminated by industrial processes or by materials which had been stored or dumped on the site or naturally occurring contamination may be present.

Contamination may be a potential health risk to those working in the area, visitors or to members of the public unless adequate precautions are taken to control them.

Examples of the types of contamination that may be present are:

- Asbestos
- Lead
- Radioactive materials
- Buried explosives
- Anthrax
- Weill's disease

3.20.1 PLANNING PROCEDURES

If a site's previous use is unknown, a contaminated land survey may be carried out by competent appointed persons.

Where the Company is appointed to carry out remedial works on contaminated land, the Project manager will carry out a risk assessment. Establish whether unacceptable risks exist from the contamination and if so, carry out an options appraisal. Evaluate what remediation options are the most feasible and determine the most appropriate remediation strategy for the site.

3.20.2 MANAGEMENT

When dealing with contaminated land, the Company will ensure the work is managed by a competent person.

The Project Manager must:

- Define the contaminated area and determine the method of remediation to be used to deal with the contaminant.
- Carry out a detailed risk assessment, by developing the initial one, and then develop a safe system of works. The safe system of works must include adequate emergency procedures.

3.20.3 MONITORING

Dependent on the type and level of contamination, there may be a need for constant monitoring. This will be determined during the risk assessment and included in the safe system of work.

Depending on the results from the site investigation or laboratory analysis, there may be a need to arrange for health surveillance and air monitoring to be carried out by competent persons.

3.20.4 TRAINING & INSTRUCTION

Training in the use of monitoring equipment may be needed and training in the actions to be taken if an alarm sounds or high reading identified.

Ensure a safe system of work has been written and all personnel involved have been inducted to the requirements for that site including any emergency procedures. There may be a need for specific training to be carried out particularly where specialist equipment is to be used i.e. breathing apparatus.

3.20.5 CONTROL MEASURES

- Carry out all works in accordance with the safe system of work.
- Be aware of any emergency procedures.
- Wear all PPE at all times. If any unusual symptoms are experienced when carrying out the work or there is reason to believe that the PPE supplied has failed or is inadequate, leave the area and inform the Project Manager and Health and Safety Manager immediately.

3.21 QUARRYING

The Company is entitled to operate several Quarries. It undertakes the position of the Quarry Operator and all duties required under the Quarry Regulations 1999 in addition to the general duties required by the Health & Safety at Work Act 1974 and all the supporting regulations.

Prior to commencing work in a quarry, the Quarry Manager is to make himself familiar with the Quarry Health and Safety Document requirements and the design and inspection regime required for the excavation or tip.

3.21.1 DOCUMENTATION

The Quarry Manager shall ensure that every report or record which is required is in a suitable form and kept for at least three years unless the provision concerned expressly imposes some other requirement. A copy of the written statement of duties of all persons appointed at the quarry under the Regulations must be kept for at least 12 months after the date on which the appointment ceased to have effect.

3.21.2 EXCAVATION AND TIPS

Under the Quarries Regulations, tips include stockpiles, lagoons and soil bunds. Excavations include any place at the quarry where minerals are or have been extracted and include any other incline, for example, access and other cuttings not made primarily for winning materials.

The operator shall ensure that a suitable and sufficient appraisal of all proposed or existing excavations or tips at the quarry is undertaken by a competent person in order to determine whether any such excavation or tip is a significant hazard.

Where the conclusion reached by the competent person is that the excavation or tip represents a significant hazard, the operator shall ensure that a geotechnical assessment is carried out

The operator shall ensure that excavations and tips are designed, constructed, operated and maintained so as to ensure that instability, or movement, which is likely to give rise to a risk to the health and safety of any person, is avoided.

3.21.3 DUTIES OF EMPLOYEES

All employees must comply with any procedures put in place by the Operator, Quarry Manager or Employer and to take care of their own health and safety and that of others who may be affected by their acts or omissions. Anyone who identifies a significant risk due to persons not following procedures or where safeguards are missing or inadequate must report it to the Quarry Manager.

3.22 EXCAVATIONS

All excavation work will be carried out following the Quarries Regulations 1999 or the Construction (Design & Management) Regulations 2015, depending on the works site.

3.22.1 HAZARDS

The relevant manager will ensure that all controls are put in place before issuing a permit to dig.

No person is permitted to enter any excavation until the areas have been CAT scanned and where necessary gas detection equipment has been used to ensure the safety of all persons.

All excavations will be supported or battered back to a safe angle for the ground conditions to prevent accidental collapse of trenches.

3.22.2 EXISTING SERVICES

Service plans and drawings from all utility companies are available and should be referenced before any excavation takes place. A **permit to dig** will be issued before any excavations are carried out. All trial holes dug within 500mm of underground service should be excavated by hand tools.

Steps must be taken to reduce as far as is reasonably practicable any risk to any person, including, where necessary, the provision of supports or battering, to ensure that:

- No excavation or part of an excavation collapses
- No material forming the walls or roof of, or adjacent to, any excavation is dislodged or falls
- No person is buried or trapped in an excavation by material which is dislodged or falls.

Suitable and sufficient steps must be taken to prevent any person, work equipment, or any accumulation of material from falling into any excavation and to prevent any part of an excavation or ground adjacent to it from being overloaded by work equipment or material.

3.22.3 INSPECTIONS

The relevant manager (or competent person) will inspect the excavation:

- At the start of the shift in which the work is to be carried out
- After any event likely to have affected the strength or stability of the excavation
- After any material unintentionally falls or is dislodged

Construction work must not be carried out in the excavation until any concerns raised during the inspection have been satisfactorily remedied.

The excavation inspection record is required to be completed once every seven days or where there have been significant changes.

3.23 MONITORING PROCEDURES, INCLUDING PERMITS TO WORK, INSPECTIONS AND AUDITS

The Company operates a pro-active Integrated Management System (IMS), in accordance with the requirements of BS EN ISO 9001: 2015. The IMS Procedures control all aspects of the safety, health, environmental and quality operations on site.

3.23.1 MONITORING

The company utilises direct and indirect supervision by supervisors, managers and automated tracking systems, with regular safety inspections and formal audits to monitor compliance with the companies policies, procedures and safe systems of work.

3.23.2 PERMIT TO WORK SYSTEMS

Where ever high risk activities are required, a permit to work system will be implemented by the relevant manager, these activities will include but are not limited to:

- Working at Height
- Confine spaces
- Hot Works

- Excavations
- Working With Asbestos
- Isolation of machinery
- Welding on site

3.23.3 INSPECTIONS AND AUDITS

Company sites are inspected by the Site or Quarry Manager weekly. The Health and Safety Manager conducts routine safety inspections regularly, with findings reported to the managers. Quarterly Health and Safety Audits are reported to the relevant managers and reviewed by the Managing Director and The Board.

3.24 PROCEDURES FOR ENSURING THE SAFETY OF CONTRACTORS, VISITORS AND MEMBERS OF THE PUBLIC

3.24.1 CONTRACTORS

The company ensures all contractors have the skills, knowledge, and experience, and if they are an organisation, the organisational capability necessary to fulfil the role that they are appointed to undertake in a manner that secures the health and safety of any person affected by their works.

The following controls are placed on the above categories. All suppliers and (Sub-) contractors must return the supplier qualification form and supporting documents.

Category	Controls
External Materials	Compliant Material/Certificates of Analysis/Laboratory reports
External Hauliers	Motor insurance/Public liability insurance/Employers liability insurance (if applicable)/Waste carrier licences (if applicable)/Correct certificates/Operators Licence
External Landfill	Verifiable permit/Soil reports/Laboratory reports
External (Sub-) Contractors	Public Liability insurance (minimum indemnity limit £5 Million for bona fide subcontractors only) Employers liability insurance (if applicable)/Correct certificates/Industry related accreditations/Contractors all risks insurance (if applicable)/Professional indemnity insurance (if applicable)
External Consultants	Professional Liability Insurance/Correct certificates/Professional indemnity insurance/ Industry related accreditations

3.24.2 VISITORS

Visitors to any company site require escorting at all times except when identified by the company induction flowchart, e.g., external hauliers collecting or delivering only. Visitors escorted onto site will be issued with appropriate Personal Protective Equipment that identifies them as visitors to workers on site.

3.24.3 MEMBERS OF THE PUBLIC

Members of the public are not permitted on any company site. All sites have a secure perimeter identified by suitable signs and barriers of suitable construction to prevent unauthorised access.

3.24.4 INDUCTION

A person requiring access to any company site must complete the relevant induction identified by the company induction flowchart, passing any required tests and providing the required information.

Site-specific inductions contain essential information regarding:

- Site rules
- Site-Specific Hazards
- Personal Protective Equipment requirements
- Safe Systems of Work
- Welfare Facilities
- Reporting of Accidents and Incidents
- First Aid
- Site Contact Information
- Emergency Contact Information

In addition to the site-specific induction, the Company Global Induction contains information required to enable workers of approved contractors to work on any company site without an escort. The global induction includes a test designed to verify individual workers' understanding of the induction. Upon successful completion, the workers can apply for a contractor's card providing direct evidence of training to all sites.

3.25 TRAINING OF EMPLOYEES

All staff receive training in safety procedures for the work they are required to carry out.

The training that the Company will provide breaks down into four types of training:

- **Inductions:** Company Global Induction training for new employees, including details of the requirements in this Policy, safe system of works or requirements. Site-Specific Inductions at each site they attend.
- **Technical training:** Use of specific plant, equipment, tools or Personal Protective Equipment required for their work, asbestos awareness.
- **Health and safety training:** Training on how to avoid or mitigate the hazards present on all sites including, manual handling, hazardous substances, work at height.
- **Toolbox Talks:** Regular Toolbox Talks raise and maintain awareness on the significant health and safety issues on company sites.

Records of the training received by staff are in the SharePoint system and personnel files.

The Human Resources Manager is responsible for reviewing the Company's Health and Safety training programme and maintains an up-to-date record of all staff training. Training needs are reviewed with the Managers and Health and Safety Manager, considering changes in work or working practices and responsibilities, accident/incident trends, new legislation.

3.25.1 INFORMATION AND INSTRUCTION

Our approach to providing suitable information and instruction includes the:

- Health and Safety Policy Statement
- The organisation of Roles and Responsibilities
- Health and Safety Arrangements
 - Emergency Procedures
 - Training and Supervision
 - Control of Contractors
 - Premises and Welfare
 - Plant and Equipment
 - Substances

- Incident Reporting
- Monitoring and Review
- Safe Systems of Work
- Method Statements or Work instruction

The following methods provide further information for employees:

- The poster, “Health and safety – what you should know”, which is required to be displayed, is located in the welfare facilities on all sites and in the reception area at our offices.
- Safety bulletins, hazard alerts and flyers will be issued periodically via the Learning management System, Toolbox Talk, Intranet, email. This is also used to introduce new legislative requirements or inform and instruct employees on the Company’s Code of Practice for Health and Safety.

3.26 ARRANGEMENTS FOR CONSULTING WITH EMPLOYEES

The company recognises that consultation with employees has significant benefits for the organisation, including increased productivity, improvements in overall efficiency and quality, and higher worker motivation. It identifies the benefits to its employees with a healthier and safer workforce that makes better decisions regarding health and safety and a more substantial commitment to implementing decisions or actions through improved cooperation and greater trust.

Employees are consulted during the formation or modification of work practices at the conception and implementation of new working procedures. Reporting of any concerns or hazardous conditions is actively encouraged through an anonymous reporting procedure.

The company consults with employees during all safety inspections and audits regarding:

- Potential hazards and dangerous occurrences
- General matters affecting the health and safety of the employees.
- Specific matters on which the employer must consult.

The company organises an annual safety day where the board, directors, managers, and employees can gather and share information and ideas regarding health and safety matters.

Employees are protected from being penalised because they have taken part in any health and safety consultation. This includes taking part in electing a health and safety representative or being a candidate.

3.27 TRANSPORT & MOBILE PLANT OCCUPATIONAL DRIVING

It is policy of the Company that all transport and mobile plant is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

3.27.1 COMPETENCE

All persons required to drive or operate any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving licence. Operators of mobile plant, unless under training, must also have a relevant certificate of competence. When a new vehicle is purchased, which is different from the one it is replacing, and a competent person will give adequate training.

Whichever form of license or certificate held by a driver, it must be produced when requested by the Company. Drivers will need to provide employers with evidence of their driving record, they will need to provide their employer with a DVLA code, which gives employers up to 21 days to check their driving history.

It is the responsibility of any driver to inform their Manager/Supervisor if they are convicted of any motoring offence. Failure to do this could result in disciplinary action.

3.27.2 RISK ASSESSMENT

The Directors will ensure that, wherever transport or mobile plant is used, a suitable and sufficient risk assessment is carried out. These risk assessments will be carried out by competent persons whom the Directors have appointed.

3.27.3 SAFETY DEVICES

All persons driving or carrying out maintenance must use all safety devices provided, including seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices must never be intentionally damaged, disconnected or abused.

3.27.4 REPORTING DEFECTS

All drivers must ensure that they report all defects to the relevant Plant or Transport Manager. If the defect presents a significant hazard, the relevant manager must be informed immediately.

Drivers of road going vehicles must ensure they check their vehicles daily in accordance with legal requirements.

3.27.5 SECURITY

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles or machines safely, whereby unauthorised start-up is prevented. Each vehicle or machine must be reverse parked where it does not present a hazard to other people. Keys must be removed, and the vehicle or machine locked. Any security devices or immobilisers that supplied by the Company or manufacturer must be used.

3.27.6 CONDUCT

All persons driving on behalf of the Company must do so following the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action.

3.27.7 MOBILE PHONES/IN CAB TECHNOLOGY

Technology such as satellite navigation and mobile telephones, if used correctly and legally, can help to improve the efficiency of route planning and aid in reducing the risk of accidents. The company does not allow any person to use a mobile phone whilst driving unless connected to a full hands-free system. Any hands-free kits fitted to vehicles or mobile plant owned or hired by the company must only be done with the approval of the Transport Manager.

The Company takes all reasonable steps to prevent serious incidents from occurring. Control measures have been identified and communicated in the Driver's Handbook. The Company expects these measures to be adhered to and will take appropriate action against drivers who fail to do so:

4.31.8 SMOKING OR VAPING

All vehicles and mobile plant are places of work and therefore subject to the smoking ban as laid out in the Health Act 2006. A relevant sign is in the vehicle or plant. Anyone found to be smoking in such a vehicle will be dealt with under the Company's disciplinary procedures.

3.28 ALCOHOL AND DRUGS

3.28.1 INTRODUCTION

SRC Group is committed to providing a safe working environment. This includes, as far as is reasonably practicable, promoting the good health and wellbeing of all of our employees.

The policy is laid out within the Employee Handbook and sets out strict guidelines and rules for all employees or any other persons associated with the Company relating to the use of drugs (both legal and illegal) and alcohol and to ensure that their use does not impair the safe and efficient running of the business or put at risk the health, safety or welfare of its employees, contractors, customers, suppliers, or members of the general public.

3.29 OCCUPATIONAL HEALTH

3.29.1 NOISE

The Control of Noise at Work Regulations 2005 are adhered to when planning work activities. Preliminary assessments are made to ascertain whether any action values reached, and therefore a full noise assessment required.

As part of a noise assessment, measurements are taken to determine where control measures are necessary and to monitor the efficacy of control measures once implemented. Work requiring the continual use of hearing protection or workers frequently carrying out tasks requiring hearing protection may be subject to periodic noise dose monitoring for individual workers.

Noise maps are created for all sites showing areas where noisy activities are undertaken to assist with passing information on to external contractors or as part of the requirements of planning under the Construction Design and Management Regulations 2015

3.29.2 VIBRATION

Whole-body vibration (WBV) and Hand-arm Vibration at work (HAVS) can over time cause severely debilitating conditions for workers.

WBV is linked to operators of primarily off-road mobile machinery which are heavily used in agriculture and also construction such. It is the shaking / jolting of the body through the floor or seat of a machine but can also be through standing on a structure receiving impact or vibrating forces from another machine.

HAVS symptoms include:

- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers.
- Loss of strength in your hands (you may be less able to pick up or hold heavy objects).
- In the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).

Where the use of equipment that emits vibration is identified, its use will be assessed and controlled in accordance with the Control of Vibration at Work Regulations 2005.

3.29.3 DUST HAZARDS

Regularly breathing construction dust can cause diseases like lung cancer, asthma, chronic obstructive pulmonary disease (COPD – which includes emphysema and other breathing difficulties) and silicosis. Silica is the second biggest killer of construction workers after asbestos with 12,000 Lung disease deaths each year estimated to be linked to past exposure at work.

There are many different types of dusts that you may find on a construction site. There are three main types:

- Silica dust – created when working on silica containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS).
- Wood dust – created when working on softwood, hardwood, and wood-based products like MDF and plywood.
- Lower toxicity dusts - created when working on materials containing very little or no silica. The most common include gypsum (plasterboard), limestone, marble & dolomite.

The relevant Manager will arrange for dust assessments to be carried out by a competent contractor and will, as far as is reasonably practicable, control dust emissions. Managers will consider the risk from dust when carrying out specific job risk assessments.

4 APPENDICES**4.1 APPENDIX A - PRIMARY CURRENT LEGISLATION**

The company makes every attempt to stay abreast of all legislative changes, is a member of various trade organisations relevant to the working practices and also subscribes to an information services facility providing a legal registry, document library, technical guides and factsheets.

4.2 APPENDIX B - EMPLOYEE DECLARATION**HEALTH & SAFETY POLICY, ORGANISATION & ARRANGEMENTS**

The relevant pages from the Company Health and Safety Policy have been explained to me by the Head of relevant manager or other person nominated by the Company.

It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my Employer and follow the procedures set out in the arrangements of the company.

I will co-operate with any instructions given to me by my Employers or any passed on to me by my Employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Company, a previous Employer or training establishment.

I will report any hazards to my Employer if seen by me and where necessary, will bring to my Employer's notice any matter signalling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply with any permit to work system, risk assessment or safe system of work to the best of my ability in accordance with any training received or instructions given.

I am prepared to sign this declaration on the understanding that my Employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained plant and equipment and that he shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my Employer will do all that is reasonably practicable to ensure his part as stated in the current legislative frame-work governing the safety and absence of risk to my place of work.

PRINT NAME:

SIGNED:

DATE: