

SOUTHERN ALARM SYSTEMS LTD



HEALTH & SAFETY POLICY

**Unit 25 Cradle Hill Industrial Estate
Estate Road
Seaford
East Sussex
BN25 3JE**

Tel: 01323 899634
Fax: 01323 895983
email:lee@soalsy.co.uk

Table of Contents

1	POLICY STATEMENT	3
2	RESPONSIBILITIES	5
2.1	Designated Responsibilities	5
2.2	Employee Responsibilities	6
2.3	H&S Organisation Chart	6
2.4	Individual Roles and their Health & Safety Responsibilities	7
3	THE MANAGEMENT OF HEALTH AND SAFETY	8
3.1	Information	8
3.2	3 rd Party Locations	9
3.3	Monitoring	9
3.4	First Aid Training	9
3.5	Consultation and Communication	9
3.5.1	Consultation	9
3.5.2	Formal Lines of Communication	9
3.5.3	Consultation Involving Nominated Safety Representatives	10
3.5.4	Informal lines of Communication	10
4	ACCIDENT REPORTING AND INVESTIGATION	10
4.1.1	Accident Statistics	10
4.1.2	Accident/Incident Procedures	11
5	STANDARD PROCEDURES	11
5.1	Alcohol / Drug Abuse	11
5.2	Asbestos	12
5.3	Confined / Tight Spaces	12
5.4	Construction Design Management (CDM) Regs 2015	12
5.5	COSHH (Control of Substances Hazardous to Health)	15
5.6	CSCS	15
5.7	Display Screen Equipment (DSE)	15
5.8	Electricity at Work	16
5.9	General induction	16
5.10	FIRE AND EMERGENCY PROCEDURES AT OFFICE	16
5.10.1	Fire Wardens	16
5.10.2	Raising and Hearing the Alarm	16
5.10.3	Fire Fighting Equipment	16
5.11	First Aiders	17
5.12	Housekeeping / Slips & Trips	17
5.13	Ladders	17
5.14	Lone Workers	17
5.15	Manual Handling	18
5.16	Method Statements	18
5.17	M.E.W.P Mobile Elevating Work Platform	18
5.18	Mobile Scaffold Towers	18
5.19	Noise	19
5.20	Occupational Health Hazards	19
5.21	Office & Yard Safety	20
5.22	Personal Protective Clothing and Equipment (PPE)	20
5.22.1	Safety Helmets	20
5.22.2	Footwear	20
5.22.3	Eye Protection	20
5.22.4	High Visibility Clothing	21
5.22.5	Gloves	21
5.23	Personal Security & Safety	21
5.24	Plant, Equipment and Tools	21
5.25	Pollution Control	22
5.26	Public Protection Measures	22
5.27	Risk Assessments	22
5.28	Sub-Contractor	23
5.29	Tool Box Talks	23
5.30	Training and Competency	23
5.31	Transport & Vehicle Safety	24
5.32	Vibration	24
5.33	Waste Management	24
5.34	Welfare Facilities	25
5.35	Working at Height	25
5.36	Working in Occupied Premises	25
5.37	Young Workers	26
6	REVISION TABLE	26

1 POLICY STATEMENT

It is the policy of Southern Alarm Systems Ltd to recognise, accept and implement our management responsibilities as an employer to prevent injury and ensure a healthy, safe working environment for all our employees. The Company also accepts its statutory duties to conduct its undertaking in such a way so as to ensure those persons not in our employment and who may be affected by our work activities, are not exposed to undue risks to their health and safety.

In order to achieve this, we will satisfy the requirements of the Health and Safety at Work ETC Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and all subsequent legislation.

We strive to provide the safest and healthiest working conditions possible. So far as is reasonably practical we will:

- Provide and maintain plant and systems of work which are safe and without undue risk to health.
- Provide a safe place of work with safe access and egress.
- Provide a safe working environment that is without undue risk to health.
- Ensure safety by controlling the risks when handling, storing and transporting materials, articles and substances.
- Provide adequate welfare facilities and arrangements for welfare of work.
- Provide adequate supervision as is necessary to ensure the health and safety of employees.
- Provide adequate instruction and training as necessary to ensure the health and safety of employees.
- Provide adequate information including information on legal requirements to ensure the health and safety of employees.
- Ensure, so far as is reasonably practicable, that the conduct of the Company's activities do not endanger persons not in our employment but who may be affected by operations under our control e.g. visitors and the public.

Ensure our employees are aware of their responsibilities:

- To exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with the company, as far as may be necessary, to enable them to carry out their health and safety obligations.
- Understand, obey and use the health and safety rules and practices relating to their work.
- Familiarise themselves of clients local safety rules & regulations.
- To wear appropriate PPE.
- Bring forward any constructive suggestions about ways of eliminating hazards and improving the standards of health and safety practices.
- Take all necessary steps to enable the company Health & Safety Policy to be implemented in an effective way.

The company recognises that it has a legal responsibility for health and safety and accepts responsibility for policy formulation and implementation. In turn, all levels of management and all supervisors are responsible for carrying out health and safety duties placed on them. Development and management of the Health & Safety Policy will be conducted through the normal business meetings where health and safety will be given equal standing to other activities of the business.

Where appropriate the monitoring and review of Southern Alarm Systems Ltd Health & Safety Policy will be carried out by the Health & Safety Management team under the direction of the director responsible for health and safety, this may include outside H&S Consultants.

The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work. The Company and all employees should exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The Company will give full backing to this policy, and will support all those who endeavour to carry it out. The Company will review and revise this policy as necessary at regular intervals.

Signed:



Director

18th November 2017

This policy is reviewed at least annually.

REVIEW

The Company's policy and procedures will be reviewed as necessary and not less than annually. These reviews will take account any changes to legislation, HSE guidance, any significant changes in the company's processes or organisational structure, the results from monitoring activities (both active and reactive) and where necessary the policy and procedures will be revised.

Where work significantly alters and new hazards are introduced, the risk assessments, method statements and where necessary, the Health & Safety Policy will be revised to ensure all necessary controls are in place to safeguard the health, safety and welfare of the Company's employees and others affected by our work activities.

If any amendments to current practices and procedures are made and/or any new work equipment introduced, those employees affected will be consulted in a timely and efficient manner.

2 RESPONSIBILITIES

2.1 Designated Responsibilities

The Directors have overall responsibility for health, safety and welfare within the Company and will ensure that the policy is implemented, monitored and reviewed, in accordance with the relevant statutory provisions.

The individuals detailed below have the specific responsibilities listed:

Insurance and employee liability.	Directors
Office health, safety and welfare, fire safety, prevention and security.	Directors
Licences, notifications, certification and statutory records.	Directors
Day to day co-ordination on health and safety.	Directors
Liaison with clients and fellow contractors.	Directors Operation Manager
Accident investigation, reporting accidents, near misses etc. to the HSE.	Directors WrightWay Safety Ltd
Safety of work equipment.	Directors
Prescribed notices and safety signs.	Operation Manager
Workplace health, safety and welfare, fire prevention and security.	Directors Operation Manager
Check, monitor statutory inspections.	Operations Manager
Method statements and risk assessments.	Directors Operation Manager
Waste disposal operations, control of discharges.	Directors Operation Manager
Environmental pollution, noise and nuisance.	Directors Operation Manager
Recruitment.	Directors Operation Manager
Health and safety induction.	Directors Operation Manager
Employee training.	Operation Manager
Stores control, issue of protective clothing and control and maintenance of transport.	Directors
Competent corporate and construction H&S advice.	Directors WrightWay Safety Ltd
Assess competence of contractors.	WrightWay Safety Ltd Directors

Each of the above may delegate a duty listed above to a responsible person within the Company but the accountability remains with them.

The Directors are responsible for ensuring that the Company's employees working at locations under the control of other employers are given relevant health and safety information.

The Directors are responsible for ensuring that a safe system of work is provided to all employees, to this end, the following is carried out by the Company to enable all employees to carry out their tasks in a safe and efficient manner.

2.2 Employee Responsibilities

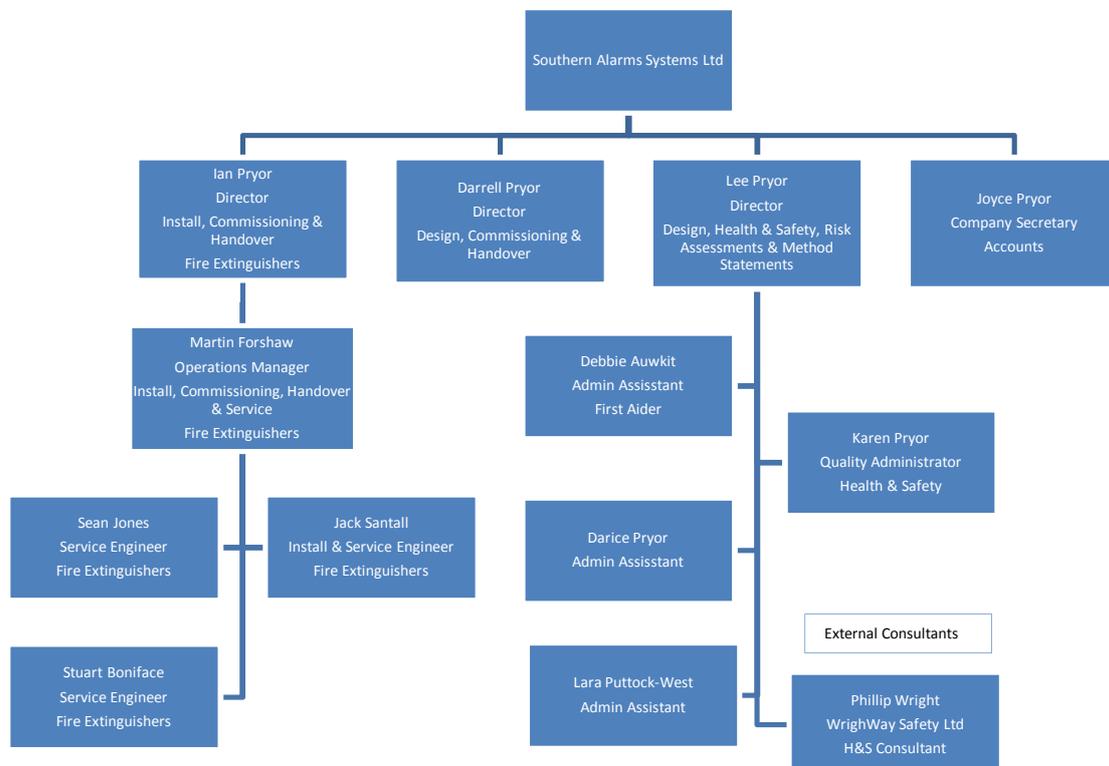
The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

All employees must:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and consider that of others.
- Report any health and safety concerns.
- Use PPE where it is provided.
- Report immediately to a supervisor or manager any unsafe acts or omissions.

2.3 H&S Organisation Chart

The Company Organisation Chart, below, indicates how the company is organised and where the lines of communication and responsibility are. Section 2.4 details the individual responsibilities each role has, within the organisation towards Health, Safety and Welfare.



2.4 Individual Roles and their Health & Safety Responsibilities

The Company is committed, as an employer, to pursuing a policy and working practices which ensures and promotes, so far as is reasonably practicable, the health, safety, welfare and environment of its employees and others who may be affected by it and seeks the co-operation of all employees for that purpose.

It is the responsibility of the person in the role specified to ensure that all Health & Safety matters that are their responsibility are actioned properly and in good time.

Director	<p>Ensure the company gives full backing to this Health & Safety Policy. Ensure the Health & Safety Policy is reviewed not less than annually. Ensure sufficient resources are available to enable health and safety to be properly managed. Health, safety and welfare advice. Insurance and employee liability. Overall responsibility for operational health and safety. Bring any concerns regarding health and safety to the appropriate person for resolution. Overall responsibility for design, installations, commissioning & handover. Overall responsibility for maintenance of fire protection systems. Licences, notifications, certification. Statutory records. Day to day co-ordination on health and safety. Liaison with clients and fellow contractors. Accident investigation. Reporting accidents to the Health & Safety Executive. Oversee, check and monitor statutory inspections. Method statements and risk assessments. Recruitment. Stores control, issue of protective clothing and control and maintenance of transport, PAT testing. Construction Health & Safety advice. The supervision, monitoring and safe working environment for young persons. Bring any concerns regarding health and safety to the immediate attention to all Directors and where necessary to the H&S Consultant. Consider health and safety in all matters regarding design. Promote good health and safety practice at all times. Environmental pollution, noise and nuisance.</p>
Operations Manager	<p>Operational duties overseeing installations, commissioning, handovers and maintenance of fire alarm systems. Employee training. Employment induction. Day to day co-ordination of health, safety and welfare on site. Bring any concerns regarding health, safety and welfare to the Directors. Actively promote a safe working culture on site. Liaison with clients and fellow contractors. Safety at work equipment. Display notices and safety signs around the areas we are working. Workplace health, safety and welfare. Fire prevention. Security. Check over and monitor statutory inspections. Method statements and risk assessments. The supervision, monitoring and safe working environment for young persons. Immediately advise the Directors if you believe an accident or incident could be notifiable.</p>

Ensure all necessary information for the health and safety file is collated during the project.

Advise the Directors of any good learning that could be beneficial to the company so that it can be shared accordingly.

WrightWay Safety Ltd and H&S Advisers	Specified accident/incident investigation. Bring any concerns regarding health and safety to the immediate attention of the Operations Director. Reporting accidents to the Health & Safety Executive. Overall check and monitor statutory inspections. Competent construction health and safety advice. Health and safety advice.
Employed Workforce	Co-operate with supervisors and managers on health and safety matters. Bring any concerns regarding health, safety or welfare to your their managers immediate attention. Not interfere with anything provided to safeguard their health, safety or welfare. Take reasonable care of their own health, safety or welfare and consider that of others. Report any health and safety concerns. Use PPE where it is provided. Report immediately to a supervisor or manager any unsafe acts or omissions. To exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work. To co-operate with the company, as far as may be necessary, to enable them to carry out their health and safety obligations. Inspecting and monitoring all power tools and other equipment.
Office Assistants	Bring any concerns regarding health, safety or welfare to your line managers immediate attention. Keep own working area clean and tidy and free from hazard.

3 THE MANAGEMENT OF HEALTH AND SAFETY

3.1 Information

The Company is committed to encourage the participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower the employees with the necessary information and instruction to work safely. Health, safety and welfare issues are brought to employees' attention through the use of:

- Consultation
- Safety notices including posters
- Email and telephone
- Tool box talks held regularly

The Health and Safety Law posters are displayed at Head Office in the inner lobby. Health, safety and welfare advice is available from the Company's health and safety consultant:

Phillip Wright FRSA MIIRSM MIFSM MAoFA Tech IOSH Cert Ed
WrightWay Safety Ltd
191 Malling Road
Snodland
Kent
ME6 5EE
Tel: 01634314198
Mobile: 0791 4527422

3.2 3rd Party Locations

The Directors are responsible for ensuring that the Company's employees working at locations under the control of other employers are given relevant health and safety information.

3.3 Monitoring

In order to ensure the Company's safe working practices and procedures are being followed, the Company regularly monitors working practices by:

- Supervisors are required to observe work behaviour and act to ensure poor working practice and behaviour are improved; audits are carried out at least annually.
- All work equipment is inspected on a regular basis and where subject to a statutory inspection, are done within those set timescales.
- Toolbox talks, before, during and on completion of works.
- Where appropriate accidents, incidents, hazards and cases of ill health are investigated and the results acted upon.

3.4 First Aid Training

Persons appointed as first aiders/emergency first aiders will be provided with a suitable first aid training course. Training will be arranged and monitored by the Quality Administrator.

3.5 Consultation and Communication

3.5.1 Consultation

The Company will actively involve its employees in all issues relating to health, safety and welfare in the workplace. The Company will consult on decisions affecting or involving:

- Any change which may substantially affect the health, safety or welfare at work of staff, for example in procedures, equipment or working methods.
- The Company's arrangements for getting competent persons to help satisfy health and safety laws.
- Information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

All employees are encouraged to submit suggestions for better health, safety and welfare to their immediate supervisor or direct to a Director. Employees should raise any specific issues at any time, for example, welfare provisions, problems with other contractors or with plant or working practices etc.

3.5.2 Formal Lines of Communication

Employees may refer health, safety and welfare matters to their immediate line manager and/or the appointed safety representative when working on site. Wherever possible, the Operations Manager will rectify unsatisfactory conditions, eliminate

hazards or otherwise will resolve problems referred to them by the safety representatives and will enlist the aid of the Directors if appropriate.

In instances where necessary action is beyond the resources of the Operations Manager or where the action proposed or taken is unacceptable to the Safety Representative, the matter will be referred through the normal management reporting line, the Directors and the Safety Representative will be informed accordingly.

In the event that the resolution of a problem is beyond the resources of the Directors or in instances where proposed action cannot be agreed, the matter will be referred to the Health and Safety Consultant/Advisor.

In all instances, employees will be informed of the action taken in respect of the matter they raise; if no action is to be taken they will be informed of this together with the reasons. Where necessary action involves some delay, the employee will be given the details and kept informed of progress.

3.5.3 Consultation Involving Nominated Safety Representatives

The Company has chosen to conduct its formal health and safety consultation by means of the nominated representative. The nominated safety representative will be consulted on a regular basis on the health and safety issues. The nominated safety representative is entitled to appropriate resources that will be provided by the Company. The role of the Nominated Safety Representatives will be undertaken by Lee Pryor, who will deal with general matters affecting the health and safety.

3.5.4 Informal lines of Communication

An open door policy is encouraged, and all employees' comments relating to health and safety are welcomed by the Company; if an employee does not want to discuss an issue with their direct line manager they can contact any member of staff. All staff will be fully expected to co-operate with this Health & Safety Policy to ensure successful implementation. They will be made aware of any changes made to it through email and toolbox talks. Copies will be given to each employee.

4 ACCIDENT REPORTING AND INVESTIGATION

Any accidents/injuries, near misses or dangerous occurrences must be reported as soon as possible after the incident as detailed below. The Directors will ensure accidents are recorded and investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. All accident records are retained for a minimum period of ten years. Where appropriate, he/she shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to:

Website: www.hse.gov.uk/riddor or Tel: 03453009923

All accidents are reviewed on a regular basis.

4.1.1 Accident Statistics

These will be compiled each year and be used to compare with previous figures to identify any recurring problem areas at the Management Review Meeting.

4.1.2 Accident/Incident Procedures

Minor Accident / Incident Procedures

Minor Accident

- First aider to attend injured person.
- First aid supplies to be used, if at the office from the first aid box, if on site each engineer has first aid box in their vehicle.
- First aider to complete the accident book kept at the office.
- Refill first aid box used.

Minor Incident

- Contact a director to report the incident.
- Details to be taken of the incident.
- Photographs or video to be taken as evidence.
- Report and evidence be given to the director dealing with the evidence.

Major Accident / Incident Procedures

Major Accident

- Call the emergency services.
- Assess the person injured, do not move them, ask if a first aider is available.
- Help keep them comfortable until the emergency services arrive.
- Contact the office and speak to a director.
- Keep notes and take photographs if appropriate.
- Director to contact Health and Safety Consultant.
- Health and Safety Consultant to investigate and create the report.
- Either telephone or complete the online RIDDOR report as necessary

Major Incident

- Call the emergency services.
- Isolate the area.
- Contact the office and speak to a director.
- Do not move anything.
- Keep notes and take photographs or videos as evidence.
- Director to contact H&S Consultant.
- Health and Safety Consultant to investigate and create the report.
- Either telephone or complete the online RIDDOR report.

5 STANDARD PROCEDURES

5.1 Alcohol / Drug Abuse

The Company seek to minimise alcohol and drug related error as a cause of accidents in the workplace. This is particularly important in view of the normal work activities carried out by our employees.

All employees are therefore made aware that they are not allowed to consume alcohol or un-prescribed drugs at any time during the working day, including lunch breaks that could impair work skills, balance or judgement, and that disciplinary action will be taken if necessary.

Please refer to the Company Drink & Drugs Policy.

5.2 Asbestos

The Company accept their duty, as an employer to comply with The Control of Asbestos Regulations 2012; Asbestos Awareness Training and refresher training is provided to all engineers who may come into contact with asbestos during their working activities.

We understand that there are three main types of asbestos:

- Crocidolite (commonly known as blue asbestos).
- Amosite (commonly known as brown asbestos).
- Chrysotile (commonly known as white asbestos).

When quoting for a contract or putting together a Risk Assessment, Southern Alarm Systems Ltd will ask the client for their Asbestos Register. However since asbestos is not easily identified by sight or touch all our employees are instructed that should any suspected asbestos be encountered in their work areas the following procedures must be followed:

- Cease work immediately in the vicinity and inform the Site Supervisor and a Company Director.
- The client must be notified and instructions obtained.
- Assessment and where necessary removal / encapsulation must be carried out by a specialist contractor.
- We will only recommence work in the affected area when formally instructed by the client.

5.3 Confined / Tight Spaces

The Company acknowledge that while our normal work activities would not involve entry into confined spaces as set out in the Confined Spaces Regs 1997 health and safety hazards may arise within working in tight spaces i.e. cupboards, meter rooms, plant rooms, roof voids etc.

The work area must be checked by a competent person to ensure that:-

- It is free from combustible/hazardous waste.
- It is adequately ventilated to make the air fit to breath (open window/door) and prevent the build-up of any toxic vapours.
- It is adequately lit (if natural lighting is not possible other means of lighting must be intrinsically safe).
- Services are isolated where necessary.

It is also important that employees take regular breaks from the work area.

5.4 Construction (Design & Management) Regulations 2015 (CDM)

The Company understand that the Construction (Design & Management) Regulations 2015 – which came into effect on 6 April 2015 replace the CDM Regulations 2007 and place duties upon the Client, Principal Designers, Designers, Principal Contractors and Contractors.

We understand that there are now 39 Regulations in 5 Parts together with 5 Schedules and 5 Appendices. The main changes between the 2007 and 2015 Regulations are as follows;

- a) The CDM Co-ordinator is replaced by a Principal Designer - A Principal Designer has to be appointed by the client for all projects involving more than one contractor working on site at any time.
- b) Additional duties placed on the Client - the Client on ALL projects has the main duty for providing Pre Construction Information and is required to directly carry out some of the duties previously undertaken by the CDMC.

- c) Construction Phase Plan required for all projects - The Client must ensure that a Construction Phase Plan is provided by the Principal Contractor or Contractor before any works commence on a domestic or commercial project.
- d) The Notification Criteria - Any project which exceeds 30 working days with more than 20 persons working simultaneously on site at any one time, or exceed 500 person days total, must be notified to the HES by the Client.
- e) Competence Requirements - The Client is to ensure that all the duty holders they appoint, Principal Designer etc., can demonstrate the necessary level of information, instruction, training and supervision.

Designer

The Designer must be competent to prepare the design, and to conduct the undertakings without contravening any prohibition imposed by or under any of the relevant Statutory Provision.

Designers must:

- Eliminate hazards and reduce risks during design.
- Provide information about remaining risks.
- Check client is aware of duties and Principal Designer has been appointed.
- Provide any information needed for the health and safety file.

Principal Contractors

Principal Contractors, under the CDM Regulations 2015, must:-

- Satisfy themselves that clients are aware of their duties; that a Principal Designer has been appointed and HSE notified before they start work.
- Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase.
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- Ensure that all contractors are provided with information about the project that they need to enable them to carry out their work safely and without risk to health and any requests from contractors for information to be met promptly.
- Ensure safe working and co-ordination and co-operation between contractors.
- Ensure that a suitable construction phase plan ('the plan') is:
 - i. Prepared before construction work begins.
 - ii. Developed in discussion with, and communicated to contractors affected by it.
 - iii. Implemented, and kept up to date as the project progresses.
- Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to prevent unauthorised access to the site.
- Prepare and enforce any necessary site rules.
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work.
- Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan.
- Provide the Principal Designer promptly with any information relevant to the health and safety file.
- Ensure that all the workers have been provided with suitable health and safety induction, information and training.
- Ensure that the workforce is consulted about health and safety matters.
- Display the project notification.

Contractors

Contractors under CDM Regulations 2015, must;

- Check clients are aware of their duties.
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced.
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work site.
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Provide workers under their control (whether employed or self-employed) with any necessary information, including relevant aspects of other contractors work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensure that any design work they do complies with regulation 11.
- Comply with any requirements listed in these regulations that apply to their work.
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure the workforce is properly consulted on matters affecting their health and safety.
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work, for example alterations that could result in structural collapse or work on contaminated land.
- Check that a Principal Designer has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE is normally sufficient).
- Co-operate with the principal contractor, Principal Designer and others working on the project or adjacent sites.
- Tell the principal contractor about risks to others created by their work.
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work.
- Comply with any reasonable directions from the principal contractor and with any relevant rules in the construction phase plan.
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project.
- Tell the principal contractor about accidents and dangerous occurrences.
- Provide information for the health and safety file.

We monitor the relevance of CDM systems and procedures to adapt/improve their effectiveness in the light of:-

- Continuing interpretation from the HSE and others.
- Accepted good practice.
- Input from Clients / Principal Designers.
- Case law.

And endeavour to improve the overall management and co-ordination of CDM projects.

5.5 COSHH (Control of Substances Hazardous to Health)

The Company will take all reasonable measures to ensure that exposure of employees to hazardous substances is prevented if possible in the first instance, or controlled to within statutory limits, in accordance with The Control of Substances Hazardous to Health Regulations 2002.

An inventory of all substances used that contain hazard warning information is held at our office, including safety data sheets from the supplier.

We are aware that The Classification, Labelling & Packaging Regulations (CLP) became mandatory for manufacturers / suppliers on 1 June 2015 relating to safety data sheets.

The main changes from the previous CHIP Regulations are;

- The colour and shape of hazard warning symbols.
- Hazard statements replace risk phrases.
- Precautionary statements replace safety phrases.
- The introduction of the signal words "Danger" & "Warning".

The COSHH assessments will be reviewed regularly by a competent person and all employees will be provided with information and appropriate training on the nature of the hazardous substances with which they are working, and will be informed of any monitoring and health surveillance.

Personal protective equipment will only be used as a last resort and the type and use of PPE will be carefully assessed and maintained according to the manufacturer's instructions.

Chemicals will only be stored and be used in approved designated areas; interactive chemicals must not be stored or mixed together.

All changes to control measures and PPE will be assessed and no new substance will be introduced into the workplace without prior assessment.

5.6 CSCS

We are aware that the aim of the Construction Skills Certification Scheme (CSCS) is to create a better qualified construction workforce, not only in quality of work but also in standards of health and safety awareness and performance.

We have undertaken a planned course of training for our employees to obtain in their relevant CSCS H&S training. Our engineers no longer require the CSCS card as we only carry out non-construction related works which the as outlined by the CSCS.

5.7 Display Screen Equipment (DSE)

Workstations will be assessed by a competent person to ensure that they are correctly set up for the individual using that station. Instructions will be provided to all DSE users on how to establish a suitable working position and workstation. Upon request to the Directors the Company will provide employees with an eyesight test. If the test shows that the user needs glasses specifically for DSE work, the Company will pay for a basic pair of frames and lenses. Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the Directors.

This will then be reviewed at regular intervals or when a significant change has taken place at the work station or for new employees.

5.8 Electricity at Work

The Company will undertake to have all their fixed electrical installations and any portable electrical tools/appliances we provide to be checked, tested and maintained by a competent person to ensure that they are safe, in accordance with the Electricity at Work Regulations 1989.

A competent person will ensure that safety checks are carried out and a register maintained to record the individual items, reference number and date the check was carried out. Any new tools or equipment will be added to the register.

All electrical equipment held at Head Office stores will be visually checked, tested and labelled as "fit for use" before delivery to site.

We take all reasonable steps to ensure the safety of our employees who work with electrical tools and will seek to liaise with our suppliers who provide the equipment, and the individual employee to, ensure that all tools are used in a safe manner.

5.9 General induction

All new staff will be provided with relevant health and safety information and a copy of this Health & Safety Policy for which they must acknowledge receipt. Managers must also brief new employees on health and safety matters relevant to their location and role. Induction training will be provided for all employees by the Operations Manager or Quality Administrator.

5.10 FIRE AND EMERGENCY PROCEDURES AT OFFICE

5.10.1 Fire Wardens

The Directors are responsible for ensuring the fire risk assessment is undertaken, implemented and reviewed at least annually. Ensuring that the fire alarm is tested weekly and serviced quarterly, the fire extinguishers are serviced annually and evacuation procedures are tested regularly and all recorded in the premises log book.

5.10.2 Raising and Hearing the Alarm

All staff must raise the alarm immediately if:

- A fire is discovered.
- A flammable/toxic gas build up is suspected.
- A major accident/incident occurs.

Upon hearing the alarm, all persons are to evacuate the building/site immediately and congregate at nominated fire point or points. The premises fire alarm system is remotely monitored by an alarm receiving centre who will automatically respond by sending the emergency services. The Directors or manager will also contact the emergency services. A Director will take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade has given the all clear.

5.10.3 Fire Fighting Equipment

Employees should ensure that they are aware of the location of the nearest firefighting equipment. Fire extinguishers must not be interfered with by any person. All firefighting equipment will be maintained every 12 months and visually inspected by the Operations Manager every month. Any fire extinguisher not in working order must be reported to a Director who will immediately take it out of service and replace it with a working fire extinguisher.

5.11 First Aiders

The Directors will ensure that an adequately trained first aider is available at Head Office. A first aid box is kept in each company vehicle and it is the responsibility of every engineer to ensure that their first aid box is checked on a regular basis and replenished as necessary.

The First Aider is responsible for maintaining suitable first aid facilities and that the local first aid box is checked on a regular basis and replenished as necessary.

5.12 Housekeeping / Slips & Trips

Clear, safe access should be maintained at all times. Rubbish should not be allowed to accumulate within offices. All litterbins are emptied regularly. Floors, corridors, stairs etc. must be kept clear at all times. Each employee and contractor is responsible for ensuring that their own work areas are kept as clean and clear as possible.

Storage areas will be defined where applicable within the work areas and requirements will be reviewed as and when any storage changes take place. Materials and substances must be stored in the defined areas at all times.

5.13 Ladders

The Company understands that falls from ladders are a common hazard and therefore ensure that employees have been trained and able to follow a safe system of work in accordance with The Work at Height Regulations 2005. Ladders are designed to be used as a mean of getting to an area of height, and should only be used for light, short – term work. Before using a ladder, check it:-

- Is secure and rests on a firm level surface.
- Is strong and in good condition.
- Is fixed at the top, or if this not possible, at its base.
- Is footed by a second person if it cannot be fixed.
- Rests against a solid surface at the top.
- Is set at the correct angle, one out every four up.
- Extends at least five rungs above the platform unless some other suitable handhold is provided.

5.14 Lone Workers

The Company accept that a risk assessment needs to be carried out by a competent person in respect of lone working in connection with the work activities we undertake and the following issues have to be considered:-

- Has the lone worker been trained to perform the task alone?
- Type of materials, plant and equipment required.
- The maintenance of security / firefighting measures / calling emergency services / administering first aid.
- The medical condition and age of the lone worker, young persons must not be lone workers.
- Has violence previously occurred in that work location?
- Any specific hazards involved.
- Communication and supervision.

We will ensure the lone worker is suitably trained to carry out the specific work activity with the correct equipment provided (not to improvise or take short cuts).

5.15 Manual Handling

The Company understands that injuries concerned with manual handling are one of the most common causes of absence from the workplace and endeavour to reduce the risk of such injuries to their employees by providing training and guidance on safe lifting and carrying, based on Manual Handling Assessments carried out by competent persons, in accordance with the Manual Handling Regulations 1992.

We instruct all our employees that when carrying out manual handling, lifting/pulling/pushing, never to lift beyond their capacity or pull/push beyond their capability. All employees receive manual handling training and regular refreshers.

The control measures to ensure safe manual handling include:-

- Using mechanical aids whenever possible.
- Assessing the weight and route the load needs to be moved.
- Asking for assistance of others if necessary.
- Using correct lifting techniques.
- Lightening the load if possible.
- Wearing correct protective equipment, boots & gloves.
- Ensuring routes are clear of obstructions and trip hazards.

Where avoidance is not reasonably practicable, the Company will make an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads. This assessment is formally recorded.

5.16 Method Statements

Where work exceeds or differs from the normal working practices, the Company may produce a method statement. It is the duty of all employees working on a project to have read any method statements produced and to give any constructive input for the safety of all involved.

5.17 M.E.W.P Mobile Elevating Work Platform

MEWP's are a convenient means of providing safe access for work at high level. When using such equipment make sure that:

- Only trained operatives with valid certification and licence are allowed to operate MEWPS.
- The platform has guardrails and toe boards.
- Ensure Harness and Restraint Lanyard is worn when operating Mobile Boom type MEWP's
- The ground is firm and level.
- It is not loaded beyond its rated capacity.
- Outriggers, where fitted, are extended before raising the platform.
- The tyres are properly inflated.
- The operator knows the emergency procedures if the equipment fails with the platform raised.

NB: Never use the equipment close to overhead cables, travel with platform in the raised position unless the manufacturer's instructions allow you to do so.

5.18 Mobile Scaffold Towers

Although tower scaffolds provide good, safe access, they are involved in many accidents, usually because the tower was either badly erected or improperly used.

When using a tower scaffold:

- Have a copy of the manufacturers' manual and follow the instructions.
- Make sure that it is vertical with legs on firm, level ground.
- Lock the wheel and outriggers, base plates give more stability if the tower is not to be moved.

- Provide safe access to and from the platform e.g. internal ladders.
- Provide guardrails and toe boards at the platform from which a person could fall.

5.19 Noise

The Company will check which of its activities will involve noisy equipment and assess how much noise from this work is going to affect employees working at the site and the members of the public. Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company chooses low noise tools and equipment.

To control noise emissions the Company shall wherever practicable assess the risks to employees from noise at work, this includes;

- Identify where there may be a risk from noise and who is likely to be affected.
- Gain a reliable estimate of exposures and compare with the limit values.
- Identify what you need to do to comply with the law.
- Identify any employees who need to be provided with health surveillance.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection where we cannot eliminate or reduce the noise exposure enough by using other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction and training.

5.20 Occupational Health Hazards

The Company understands that the HSE have a campaign targeting health hazards in the Construction Industry, including the issue of dusts, and that they have published "*Managing Construction Health Risks*" (which is downloadable free from their website).

With regard to the common issue of dust we accept that the following control measures need to be implemented;

- All tools creating the dust must include vacuum extraction connected to the machine with the correct type of filter (class M).
- All persons creating, or clearing up, the dust must wear suitable masks that fit correctly at all times.
- Where collection of dust from the floor is necessary this should be by mechanical means such as an industrial vacuum cleaner with a class M filter.
- Sweeping up the dust should always be the last resort, and always be damped down.

We realise that employees can be exposed to the common occupational health hazards of asthma and dermatitis when carrying out their normal work activities. Contact dermatitis results from repeated contact with any substance that irritates the skin and the effect is for the skin to dry out and crack due to the removal of natural skin oils.

Allergic dermatitis is an allergic reaction by the skin to a specific substance that the skin has been exposed to (sensitised) in the past. The control measures are:-

- Safe systems of work.
- Good personal hygiene.
- Good housekeeping.
- PPE and barrier creams.

Occupational asthma is caused by an allergic reaction to certain substances at work which are known as respiratory sensitisers. The control measures are:-

- Good natural ventilation and/or mechanical ventilation.
- Good housekeeping.
- PPE - including respirators fit for the specific purpose.

This information is brought to the attention of all our employees.

5.21 Office & Yard Safety

Lee Pryor is the Premises Officer with responsibility for ensuring the necessary procedures are in place and implemented to safeguard the health, safety & welfare of staff and authorised visitors. The control measures are:

- Safe access/egress for employees and visitors.
- Suitable signage.
- Vehicle segregation and defined parking area.
- Adequate external lighting.
- Clearly defined emergency exit routes.
- Avoidance of tripping hazards.
- Suitable and sufficient non reflective lighting will provided at each office including passages, stairs, entrances, exits etc. Lighting will be from natural light wherever possible.
- Windows fitted with blinds to prevent undue glare.
- Work stations suitably constructed with anti-glare surfaces and easily adjusted to suit the need of the individual user.
- Heating/humidity levels suitably controlled (min temperature 16°C in offices).
- Adequate ventilation will be provided. Most windows open, and fans are provided around the office.
- Adequate natural ventilation.
- Office equipment fit for the purpose intended, properly guarded and correctly positioned.
- Good housekeeping standards.
- Adequate washing and toilet facilities.

5.22 Personal Protective Clothing and Equipment (PPE)

The Company complies with the Personal Protective Equipment Regulations 1992 and is obliged by law to provide, without charge, PPE to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it, not to cause it damage or treat it with neglect. The Directors are responsible for carrying out assessments to identify the necessary PPE required. Further guidance on Company policy on the protection of various parts of the body is provided within this section.

5.22.1 Safety Helmets

The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Personal Protective Equipment Regulations (amended) requires the Company to provide employees with suitable head protection, and that employees wear the head protection provided, the only exception would be turban wearing Sikhs.

5.22.2 Footwear

When working on construction sites there is a risk of injury from material being dropped on workers feet and nails or other sharp objects penetrating the sole; therefore, it is this Company's policy that approved safety boots with steel toe caps and soleplates are worn at all times by employees when working on sites.

5.22.3 Eye Protection

Goggles are to be provided to protect against flying objects, for example, when using a cartridge type gun. To provide adequate protection goggles should be shatterproof (EN166B).

5.22.4 High Visibility Clothing

It is the Company's policy that high visibility clothing will be worn where appropriate. All engineers are provided with hi-viz waistcoats which must be kept accessibly and clean at all times.

5.22.5 Gloves

Suitable gloves will be provided to protect against dusts and solvents which can cause dermatitis; and cuts and splinters when handling materials. Where required a Risk Assessment will be carried out and will determine the correct hand protection required.

5.23 Personal Security & Safety

The Company accept responsibility for ensuring a safe place of work for their employees, and requires that all employees co-operate to reduce the potential of assaults, threats or verbal abuse to a minimum and to report such incidents.

All our employees before starting work should ensure mobile phones etc. are charged and in working order. When working in an area for the first time to ensure they know where they are going, and to use the main route when available; park in well-lit areas. If approached by, or suspicious of anyone, call the police and contact the site supervisor. Do not get involved in potentially dangerous situations.

We will endeavour to provide preventative measures in respect of personal security but will ensure that all necessary support is given to employees who become victims of assaults, threats or verbal abuse.

5.24 Plant, Equipment and Tools

The Company accept their duty, as an employer, that where we provide and maintain plant and equipment it must be safe and without undue risk to health, in accordance with The Provision & Use of Work Equipment Regulations 1998, and that the following factors have to be taken into account:-

- The condition / suitability of plant & equipment for the task.
- The safe operation / use of the plant & equipment including the immediate environment.
- The protection of employees and others affected by their actions in the use of the plant & equipment.
- Adequate information, instruction, training and supervision for employees.
- Hired in plant, tools and equipment will only be from approved hire companies who provide the correct testing, training and calibration.

The control measures to be incorporated into a safe system of working / operation include:-

- Adequate inspections before, during and after use, together with planned maintenance / servicing.
- Items of plant / tools / equipment are to be suitably marked for identification and maintenance inspections recorded.
- Cables / flexes checked for wear and damage with plugs / fuses / transformers of the correct type.
- Hydraulic fluid or compressed air hoses / pipes examined for leaks and pressure gauges / valves tested before use.
- Power operated equipment checked for safety of operation and worn parts replaced.
- Cutting and drilling tools / equipment properly sharpened.
- The use of 110 volt plant & equipment.
- Machine guards must be securely fixed in correct position.
- Hoses / pipes / cables kept clear of traffic and not laid through water.
- Adjustments to electrical / mechanical plant only when equipment is disconnected.

- Clear segregation between plant/equipment and pedestrians.
- Good housekeeping / site tidiness.
- Adequate PPE where necessary.
- Clear warning signs.
- Ensure that the individual employee has been properly trained to use that specific item.

Lee Pryor is responsible for ensuring the proper maintenance of all work equipment.

5.25 Pollution Control

The Company's objectives for pollution control / environmental management in connection with our work activities are to minimise environmentally damaging products and processes and to use products from sustainable sources.

We understand that typical pollutants arising from construction site activities may include:-

- *To air* – smoke, vapours, dust, exhaust emissions, noise and light.
- *To water courses / drainage systems* - chemicals, oil and fuels, contaminated water, slurry, hazardous solid matter and effluent.
- *To ground* - spillage of materials, oil / fuels, chemicals, waste materials and litter.

We endeavour to ensure that these are properly taken into account when devising and implementing, safe systems of work.

5.26 Public Protection Measures

The Company accept that public protection measures are an essential requirement of their work activities as set out in the HSE Publication "Protecting the Public - your next move" ISBN 07176 11485 and the core requirement is that unauthorised access should be prevented to construction sites / work areas, particular by children.

A main consideration is the prevention, so far as is reasonably practicable, of unauthorised access to

- Above ground working platforms.
- Scaffolds, including ladder access.
- Mobile tower scaffolds.
- Trestles.
- Mobile elevating working platforms.

And the control measures may include:-

- Warning signs / notices.
- Security fencing to site and / or scaffolding (mesh size to prevent small foot being placed in gaps to aid climbing) with all access panels/gates being chained and padlocked.
- Ladders from ground level removed at the end of each day or covered with scaffold board and chained and padlocked.

Control measures must also be in place in respect of the segregation of vehicular traffic and pedestrians within sites / work areas.

5.27 Risk Assessments

The Management of Health and Safety at Work Regulations 1999 (as amended 2006) place a duty on the Company to carry out risk assessments on tasks and hazardous substances. Risk assessments will be reviewed annually or when the work activity changes. The Directors and Operations Manager may also prepare Risk Assessments

as necessary. It is the duty of all employees working on a project to have read any risk assessments produced and to give any constructive input for the safety of all involved.

5.28 Sub-Contractor

The Company require and expect Contractors they employ to comply with our health and safety standards in addition to meeting their own legal obligations. We understand that the effectiveness depends upon:-

Selection

We endeavour to ensure that contractors are competent and have made adequate provision for health & safety.

The award of a sub contract follows a meeting and assessment to ensure that they are evaluated on the basis of their health and safety criteria, in addition to their general and technical competence to carry out the specified works to an agreed price.

Information

Effective routes of communication for exchange of information between us and the contractor on, hazards associated with the works and the necessary control measures, injuries, ill health and dangerous occurrences.

Control

Where relevant ensure that agreed Risk Assessments and Safety Method Statements are strictly complied with in the workplace. Co-ordinating the work of contractors, to ensure that any one contractor, does not create an undue risk for another. Additional works or changes are properly incorporated into any revised safe system of work.

5.29 Tool Box Talks

The Company recognise the importance of providing on-going site specific training for our employees, and sub-contractors where relevant, in the form of tool box talks.

These will be undertaken on a regular basis, if a particular problem arises or if job conditions change by our Site Supervisor or Director (or other competent person).

Our objective is to promote discussion with employees and sub-contractors, to listen to their views and, where appropriate, act upon their comments. We encourage manufacturers of specialist items of equipment to provide tool box talks on the safe use and maintenance of their equipment.

5.30 Training and Competency

The Company understand that no health & safety management system will succeed unless the managers and employees are competent to undertake the duties and responsibilities assigned to them, and that for any training to be effective it requires:-

- Commitment from management to provide the necessary finance, organisation and support.
- Opportunity for learning to take place in the correct environment.
- Expertise and knowledge of the subject by competent trainers.

We have established Training Plans including refresher training, for all managers and employees. Training will take place in small groups during normal working hours and undertaken by suitably qualified specialists. We will undertake task specific safety training particularly for employees who operate plant and machinery, either on site or at the specialist training company's premises. Records of all training will be kept at our registered office.

Training needs are constantly kept under review by the Directors and External Health and Safety Consultants in an endeavour to create a more qualified work force and to take account of changing Health and Safety Legislation. The training requirements for staff will depend upon their health and safety responsibilities.

5.31 Transport & Vehicle Safety

All employees who drive or travel in our vehicles are issued with information which clearly details their responsibilities. All employees driving either a company vehicle or their own vehicle on company business must have a valid driving licence, MOT Certificate and adequate insurance cover. Any changes which may affect employee's ability to drive (certain health conditions or road traffic convictions) must be reported to the Company in writing. Under no circumstances are employees to be accompanied by any children or other unauthorised persons when on company business unless express permission has been received.

Please refer to our Driving at Work Policy.

5.32 Vibration

The Company will check which of its activities will involve equipment that produces vibration; using information from the manufacturer or supplier to determine the vibration exposure to employees using the equipment. Wherever possible the Company will choose low vibration tools and equipment. To control exposure to vibration the Company shall, wherever practicable:

- Assess the vibration risk to employees.
- Take action to reduce vibration exposure that produces those risks.
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are take immediate action to reduce their exposure below the limit value.
- Make sure the legal limits on vibration exposure are not exceeded.
- Provide information and training to employees on health risks and take actions to control those risks.
- Keep records of risk assessments and control actions.

5.33 Waste Management

The Company will endeavour to ensure the health and safety of our employees and others who may be affected by the waste materials which result from our work activities by arranging for the collection and disposal of all such waste products regularly, safely and in accordance with statutory requirements.

We will, through training and supervision, ensure that each employee:-

- Keeps their own work area as clean and clear as possible in relation to the type of work being carried out.
- Removes waste regularly and at the end of each day.
- Does not use public refuse chutes, bins and gullies for the disposal of waste.

Contractors employed by us are required to comply with these procedures and we will regularly review our waste management systems.

Please refer to our Site Waste Management Plan for full details. We will also follow the procedures in the Company Environmental Policy.

5.34 Welfare Facilities

Welfare facilities for all employees meet the current requirements. The Directors or their nominee will inspect all the welfare facilities at least daily to ensure that they are all in good working order. Any problems with welfare or hygiene on site should be reported to the Directors. As a minimum the Company shall supply or insist on:

- Clean kitchen facilities, including facilities to heat up food, hot drinks.
- Fresh drinking water.
- Toilet facilities acceptable for the number of employees with washing facilities incorporating hot and cold running water, soap and towels.

5.35 Working at Height

The HSE have a hierarchy of measures to reduce the risk when working at height, the Company follows these measures to reduce the risk of falls in the workplace:

- Stop anyone working at any height where possible by changing the process so it can be completed at floor height.
- If someone needs to work at height they must be safe at all times while working.
- Where possible safe guards must be in place to stop persons falling.
- Where possible scaffolding guardrails or other materials can be used to stop persons falling from expose edges, down holes, from platforms etc. Using M.E.W.P's, Ali Towers, Scaffolding, etc.
- The last resort would be harnesses and if that is the only or final option then a rescue plan must be formulated to rescue someone if they fall. If harnesses are to be used only the operatives trained in their use can perform this task.
- Steps and ladders can be used only if the risk assessment highlights that this is the only safe way to perform the task, always as a last resort and only if the operatives are trained and for no longer than 20 - 30 minutes in a working day.

Prevent falls by following these simple rules:

- Before you start work, select suitable access equipment, check that it is in good condition and those who are to assemble it are trained.
- Check that there is enough clearance from overhead lines.
- Ensure platforms are fitted with guardrails and toe boards.
- Ensure that those erecting the equipment are supervised and trained.
- Only use ladders where necessary for short periods, and then only when it is safe to do so.

5.36 Working in Occupied Premises

The Company acknowledge that many of our normal work activities are carried out in occupied premises and will take all reasonable measures to safeguard both our employees, and the occupiers - with due consideration for their possible lack of awareness of the hazards involved, possible curiosity and any special needs.

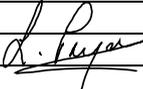
- Prior notification of the work activity.
- Our employees will display their identity cards at all times where necessary.
- Keeping all means of access / egress clear of materials, equipment, trailing leads etc.
- Any spills of water, oil etc that could cause slippery conditions to be cleared up immediately.
- Tools kept within the localised working area and not left unattended, especially when children are present.
- All work involving heat producing equipment to be subject to vigilant fire watch during and on completion of work.
- Suitable fire extinguishers must be close at hand at all times.
- No smoking within the premises.

5.37 Young Workers

Supervision of young workers / trainees will be arranged / undertaken / monitored by a person nominated by the Director. A young person means a person who has ceased to be a child but has not reached the age of 18, generally accepted as someone who is between the age of 16-17. A young person should generally not be allowed to be lone workers, work on roofs, use cartridge operated tools, work in confined spaces, work with electricity (unless under the direct supervision of a qualified competent electrician) or work in excavations. We understand that enhanced supervision of young persons is essential since mistakes, carelessness, impudence and a degree of irresponsibility is often associated with young persons in the workplace. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents or guardian.

6 REVISION TABLE

Revision Table

Date	Revisions	Signature
1 st September 2017	New H&S Policy Issued	
18 th November 2017	New Safety Consultants	