

OHEAP
FIRE & SECURITY
O Heap & Son (Derby) Ltd



KeyFire
PROTECTION
Key Fire

KENT
FIRE
Kent Fire

A red flame icon is positioned to the right of the text "KENT FIRE".

Group Health & Safety Policy

Issued 3rd February 2022

Introduction

The health, safety and welfare of employees and others is of prime importance to the O. Heap & Son (Derby) Ltd Group, incorporating Chase Fire, Key Fire and Kent Fire and is essential to the efficient operation of its undertaking.

O. Heap & Son (Derby) Ltd, also referred to as 'the group', will ensure that this policy is pursued throughout the organisation.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is feasible to do so, the group will always seek to exceed the minimum requirements of the legislation.

The group expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract, or sub-contract are expected to apply the same high standard.

Enquiries relating to the group's Safety Policy should be addressed to: -

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Issue Record

Issue Number	Amendment	Date of Amendment
1	First Issue in current format	22/02/2011
2	Review – Issue date changed.	12/03/2012
3	Inclusion of Issue Record, guidance on mobile phone use within the Work Related Road Safety section, addition of issue number within document footer.	10/07/2012
4	Policy review. The Mobile Tower. Scaffold Policy now incorporated within the work at height section of the policy arrangements.	Policy not formally issued
5	Policy review: Fire arrangements amended. Added arrangements for Electricity, Lone Working, Slips & Trips. Updated arrangements for Work at Heights.	17/07/2013
6	Policy review: Updated logo. Updated arrangements for: Accident reporting & investigation	17/07/14
7	Policy review: Updated arrangements for: Accident/Near Miss reporting & investigation, The construction Design & Management Regulations 2015, Sub-contractors, Welfare Facilities	17/07/15
8	Policy review: Updated arrangements for: Competent safety advice	17/07/16
9	Policy review: Amended policy from company to group.	01/01/17
10	Policy Review: updates safety advisor details, ladders, mewps Additions: alcohol and drugs, smoking, violence, mobile phone use whilst driving	01/01/18
11	Policy updates: company address, racking	27/02/18
12	Policy Review: no updates Additions: legionella	01/01/19
13	Policy review: Additions RPE	01/01/2020
14	Policy review: Additions COVID-19	01/10/2020
15	Policy Review: Updated Organisational chart, COVID-19	03/02/2021
16	Policy Review: Updated Organisational chart, COVID-19, Working at Height, Work Related Road Safety. Added: Vehicles & Pedestrians in The Workplace	03/02/2022

Health & Safety Policy Statement

O. Heap & Son (Derby) Ltd will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The group will; -

- co-operate with all those with an interest in health and safety, other employers, clients, designers, sub-contractors and the enforcing authorities.
- provide sufficient resources, including financial support for the full implementation of the policy.
- ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- ensure all employees are consulted on matters of health and safety and will encourage positive employee participation.
- ensure that all plant and equipment owned, used or hired is safe to use and properly maintained.
- ensure that all equipment, materials and substances used are stored, handled and used properly.
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all group operations.

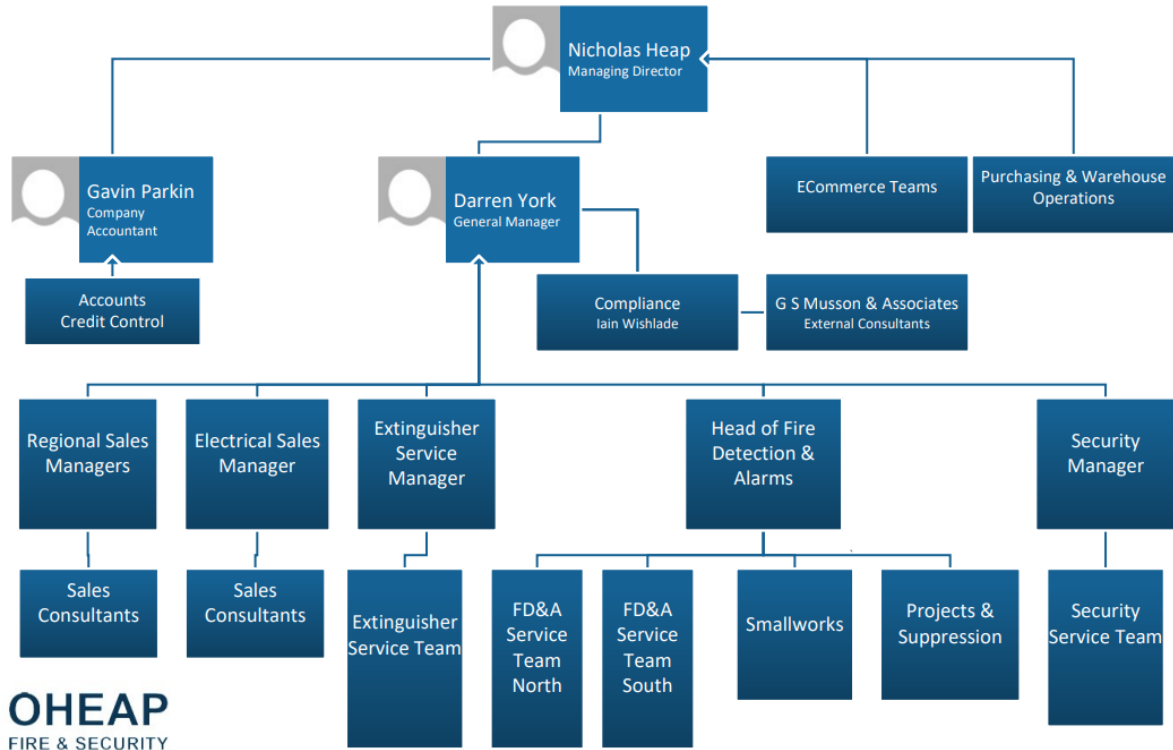
This policy will be kept up to date and will be amended to suit any changes in the size and nature of the group's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually.

Nicholas Heap has overall responsibility for health, safety and welfare matters and will monitor and operate this policy and will support all those who endeavour to carry it out.

Signed

Nicholas Heap

Date 03/02/22



Roles and responsibilities

Director

- Formulate, review and amend as may be necessary from time to time, the group policy and arrangements for health, safety and welfare.
- Ensure that health and safety awareness is constantly at the forefront of group operations.
- Monitor the effectiveness of the health and safety policy.
- Co-ordinate all health and safety activities
- Liaise with clients and contractors
- Ensure that risk and other assessments are carried out.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Ensure office safety and fire precautions
- Ensure current Employers and Public Liability insurance are in place.
- Set a good example by wearing the appropriate personal protective equipment etc.

General Manager

- Set a good personal example by wearing the appropriate personal protective equipment etc. when required.
- Ensure that Compliance Manager has sufficient training and resources and is able to dedicate sufficient time to day-to-day management of Health & safety issues
- Monitor Compliance Manager's implementation of Health & Safety Policy
- Monitor compliance of health & safety policy, statutory requirements and good working practices.
- Co-ordinate all health & safety activities.
- Ensure that day to day health and safety procedures are implemented.
- Promote health & safety, and good working practices.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Liaise with other managers on health & safety issues.
- Ensure induction training is provided for all employees new to the group or site.
- Ensure up to date training is provided for department managers
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment
- Consult employees on health and safety matters
- Implement risk assessments and method statements.
- Ensure the correct personal protective equipment is issued and used
- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.

- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Carry out risk assessments of work activities and produce suitable method statements.

Compliance Manager

- Monitor compliance of health & safety policy, statutory requirements and good working practices.
- Co-ordinate all health & safety activities.
- Ensure that day to day health and safety procedures are implemented.
- Promote health & safety, and good working practices.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Liaise with other managers on health & safety issues.
- Ensure induction training is provided for all employees new to the group or site.
- Ensure up to date training is provided for department managers
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment
- Consult employees on health and safety matters
- Implement risk assessments and method statements.
- Ensure the correct personal protective equipment is issued and used
- Liaise with Department Managers who need to use the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Carry out risk assessments of work activities and produce suitable method statements.

Department Managers

- Set a good personal example by wearing the appropriate personal protective equipment, etc when required.
- Monitor safety of work equipment.
- Co-ordinate all health and safety activities.
- Implement day to day health and safety procedures.
- Promote health and safety, and good working practices.
- Report all site accidents to the General Manager, Directors and person responsible for health and safety matters.
- Record accidents in the accident book and assist in accident investigation where required.
- Liaise with managers on health and safety matters.
- Provide health and safety induction and tool-box talk training for workers.
- Maintain adequate welfare facilities.
- Maintain adequate fire prevention and emergency procedures.

- Monitor waste disposal procedures.
- Ensure only properly inspected and maintained plant and equipment is used.
- Ensure unsafe or damaged plant is reported and returned to Depot for repair/servicing
- Ensure competence of users of plant and equipment.
- Consult employees on health and safety matters.
- Carry out risk assessments of work activities and produce suitable method statements.
- Ensure the correct personal protective equipment is issued and used.
- Utilise the disciplinary procedures if safety is not adhered to.
- Ensure workplaces are inspected prior to use.

Operatives

- Comply with all health and safety instructions, information or training given.
- Implement method statements and risk assessments and put into place any preventative measures required.
- Co-operate on all matters regarding health and safety.
- Do not put yourself or others at risk.
- Use the personal protective equipment that is provided.
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in plant and equipment.
- Report to department managers any health and safety issues that may occur.
- Refrain from horseplay and the abuse of welfare facilities.
- Warn new employees of known hazards.
- Do not improvise; use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences.
- Do not misuse anything provided for health, safety or welfare.

Office Staff

- Comply with the group safety policy
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.

Arrangements

Accident/Near Miss Reporting and Investigation	10
Alcohol and Drugs Policy	11
Asbestos.....	11
Competent Safety Advice	12
Compressed Air	12
Confined Spaces	12
Consultation	12
COVID-19 (Infection Prevention & Control).....	13
Display Screen Equipment.....	13
Electricity	13
Fire	14
First Aid	14
Gas Cylinders (compressed)	14
Hazardous Substances.....	15
Health Surveillance.....	15
Legionella	15
Lone Working	16
Manual Handling.....	16
Monitoring of Safety Systems	16
Noise	16
Personal & Respiratory Protective Equipment (PPE/RPE).....	17
Portable Electrical Equipment.....	17
Racking	17
Risk Assessment	18
Slips, Trips and Falls	18
Smoke Free Environment	18
Sub-contractors	18
The Construction (Design and Management) Regulations 2015	19
Training	20
Vehicles & Pedestrians In The Workplace	21
Vibration	21
Violence.....	22
Welfare Facilities	22
Work at Heights	23
Work Equipment	24
Work Related Road Safety	25

Accident/Near Miss Reporting and Investigation

The group shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and specified injuries
- Injuries resulting in incapacity for more than 7 days
- Specified occupational diseases
- Dangerous occurrences

All employees, self-employed, trainees and other persons injured in or on the works premises, are included within the above arrangements.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at www.hse.gov.uk/riddor, followed up by a written notification within 10 days of the incident. Cases of over-seven-day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the group that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents shall be reported to the Compliance Manager who shall make an entry in the accident book, which is retained in the office. The Compliance Manager must immediately notify the Department Manager or Director of all lost time accidents. The Directors will where appropriate ensure that the accident is reported to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly, and the evidence clearly recorded. The injured party and witnesses shall be interviewed, and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent recurrence. A formal investigation report shall be produced and distributed to the Directors. The record in the accident book shall be updated as necessary.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The group firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work

related injuries. The group requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near miss events should be reported to the department managers.

Alcohol and Drugs Policy

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the group is undertaking work.

Any employee or sub-contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

Any employee or sub-contractor found or suspected of being under the influence of alcohol or drugs will be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Directors.

This group operates a zero-tolerance policy in respect of the above.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect a person's ability to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities and will either be sent home or to a safe area of the building until fully recovered from the effects.

Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person.

Asbestos

The group is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the group. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health suitable control measures shall be put into place.

Any persons or organization who are to carry out work on group premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement.

Mobile workers should note that if they come across materials, they suspect of containing asbestos, they should stop work immediately and report to their department manager or contracts manager.

The group commits to provide suitable asbestos awareness training to all employees who are likely to come across asbestos containing materials during their normal work activities.

Competent Safety Advice

G S Musson PgCert CMIOSH, FIIRSM, CMaPS of G S Musson & Associates Limited has been appointed by the group to act as the competent source of general and construction related health and safety advice, to fulfill the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Compressed Air

Compressed air equipment may only be maintained and operated by authorized personnel. Statutory inspections of the equipment will be carried out in accordance with our documented inspection and maintenance schedule.

Users should be familiar with the statutory requirements applying to compressed air systems and air receivers. These are principally contained in the Pressure Systems Safety Regulations 2000; further guidance can be obtained from HSE guidance [INDG178](#) (Rev 2).

Compressed air equipment may only be maintained and operated by authorized personnel. For air receivers with a value of pressure times volume greater than 250 bar litres, the nature and frequency of the examination must be contained in a written scheme of examination. The written scheme of examination drawn up or certified by a competent person will normally specify a period between examinations of 24 to 48 months

Confined Spaces

Where a work activity necessitates entry, or working in a confined space, the group will comply with the requirements of The Confined Spaces Regulations 1997 and will observe the following duties;

- Avoid entry into confined spaces where practicable
- If entry is unavoidable then follow a safe system of work
- Carry out a risk assessment and put adequate emergency arrangements into place before work commences.

Consultation

The group commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of an elected Representative of employee safety the group will engage in direct consultation with employees during toolbox talk sessions. The directors will also operate an open-door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the group commits to assess each situation on an individual basis and provide the resources

necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

COVID-19 (Infection Prevention & Control)

The Group will adopt the following response in the current pandemic and will follow the same approach in the event of any future similar large-scale outbreaks of SARS-type respiratory illnesses.'

In order to restrict and reduce the risk of infection in the workplace, the Group will:

- carry out a suitable and sufficient risk assessment with respect to prevention and control of infection.
- ensure sufficient resources are available to secure effective prevention and control of infection.
- ensure employees, contractors, visitors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow.
- Implement infection control measures such as face coverings, hand washing, barriers, screens and social distancing where required.
- extra consideration and support will be given to people at higher risk and to workers who are pregnant or facing mental and physical health difficulties.
- ensure an appropriate standard of cleanliness and hygiene is maintained in relation to equipment and premises.
- provide regular suitable training to all staff on the prevention and control of infection.
- ensure adequate ventilation within the workplace and Increase [ventilation](#) in enclosed spaces.
- keep a record of all of our staff, visitors and contractors.

Display Screen Equipment

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the group will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

Electricity

If not properly managed, electricity can kill or severely injure people and cause damage to property. The group will:

- Ensure that all works involving electricity are assessed for risk
- Only permit competent persons to undertake electrical works
- Use electrical equipment that meets the relevant standard

- Ensure all existing installations within group premises are periodically inspected
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD)
- Use low voltage or battery-operated equipment on site (see Portable Electrical Equipment arrangements)
- Avoid the need for live working where practicable

Fire

Nicholas Heap shall hold the duty as the responsible person for the group on fire safety issues.

The group shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment appropriate fire precautionary and protection measures shall be implemented, and a fire management plan shall be maintained.

Basic fire safety training will form part of the induction training for new employees.

When group employees are to work at sites or premises under the control of a third party, they must report to the person in charge upon arrival and request to be inducted into the location's specific emergency arrangements. Once inducted they must obey these rules in an emergency condition.

First Aid

The group shall provide first aid facilities at each work place in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant ACOP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

First aiders and appointed persons hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

Gas Cylinders (compressed)

All gas cylinders must be designed and manufactured to an approved standard to withstand everyday use and to prevent danger. The group will ensure they are initially inspected before they are put into service to ensure they conform to the approved standard and be periodically examined at appropriate intervals to ensure that they remain safe while in service.

Anyone who examines, refurbishes, fills, transports or uses a gas cylinder will be suitably trained and have the necessary skills to carry out their job safely.

Hazardous Substances

The group will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The group will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harms way as possible.
7. Provide personal protective equipment (PPE).

Workers shall receive COSHH awareness training.

Workers must not use a hazardous substance before a COSHH assessment has been carried out.

Mobile workers will have copies of relevant COSHH assessments within the health and safety folders retained on the vehicles.

Health Surveillance

The group will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (e.g. the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The group will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

Legionella

The company will adhere to the requirements of The Control of Legionella Bacteria in Water Systems ([ACOP L8](#)) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the company will:

- Identify and assess sources of risk.
- Prepare a written scheme for preventing or controlling the risk.
- Ensure suitable and sufficient resources are available.
- Implement, manage and monitor all precautionary control measures identified.

- Keep records of all such measures.
- Provide employees with information, instruction and training

Lone Working

Site engineers and sales staff are required to undertake lone working on a frequent basis. The group manages the inherent risk in the following way:

- Lone working awareness is covered as a topic in the initial group induction.
- Mobile workers are given company mobile telephones and a telephone list with emergency contact numbers.
- All work to be pre-planned and line managers to be aware of engineer's movements.
- Company vehicles are fitted with electronic tracking devices, and movement of vehicles is monitored at head office.

Manual Handling

The group will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The group will avoid manual-handling operations so far as is reasonably practicable.

The group will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.

Manual handling training will be provided for all staff upon induction.

Monitoring of Safety Systems

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between management and workers. Time will be set-aside during tool-box talks where concerns may be raised.
- Regular formal audit of mobile workers equipment and work practices.
- Annual review of accident statistics.
- Annual safety system audit carried out by the external advisor.
- Annual review of the safety policy and associated documents.

Noise

It is the aim of the group to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the group will;

- Assess the risk to employees from noise at work

- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

Personal & Respiratory Protective Equipment (PPE/RPE)

The group will provide PPE/RPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the group will ensure that PPE/RPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees.
- Face fit tested where necessary

Portable Electrical Equipment

Nicholas Heap is responsible for the overall inspection and testing regime for portable electrical equipment. Further responsibilities are defined within the group 'Portable Appliance Arrangements' document.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

Racking

Any racking systems provided will be properly designed and installed by a competent person and will be suitable for the goods that are being stored on them.

The company will ensure that:

- Racking regularly inspected to make sure it is repaired and maintained properly and is safe.

You should use three types of inspection:

- Immediate reporting of damage and defects;
- Visual inspections at regular intervals;
- 'Expert' inspections carried out at intervals by a competent person.
- Safe working loads are posted on each section and adhered to

Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations 1999, the group will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments suitable controls will be established and a safe system of work produced.

Slips, Trips and Falls

Slips and trips are the most common injury at work. These will be minimised by the group by:

- Using entrance matting
- Ensuring any leaks from machinery or buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

Smoke Free Environment

The employer will ensure that all employees and the public are protected from the harmful effects of second-hand smoke by providing a smoke free workplace. This is inclusive of all work vehicles where provided and client premises. This is also inclusive of vaping products

Sub-contractors

Prior to commencement all sub-contractors must be assessed for competence. It is the responsibility of the General Manager to ensure that all sub-contractors have satisfactorily;

- Completed the group pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.

Competence checks should be based around the requirements of CDM (2015) and the MHSWR (1999).

The Construction (Design and Management) Regulations 2015

Some of the group's core activities are construction related and CDM (2015) will form the cornerstone of the group's arrangements from a health, safety and welfare standpoint.

The group, during the course of its activities, will at times hold various duties. A summary of duties is scheduled as follows:

When assuming client duties for a domestic client we will ensure that:

- The client has allocated sufficient time and resources and other suitable arrangements for managing the project.
- The construction work can be carried out, so far is reasonably practicable, without risks to the health and safety of any person affected by the project.
- The appropriate welfare is provided in accordance with Schedule 2 to the Regulations.
- All the above is maintained and reviewed throughout the project.
- Appropriate pre-construction information is provided to every designer and contractor associated with the project.
- A suitable construction phase plan is drawn up before the construction phase begins.
- The principal designer prepares a suitable health and safety file for the project.
- The principal designer complies with other principal designer duties.

When assuming principal contractor duties we will ensure that:

- We plan, manage and monitor the construction phase.
- We coordinate matters relating to health and safety during the construction phase to ensure that, so far is reasonably practicable, construction work is carried out without risks to health and safety.
- We take into account the general principles of prevention (see Appendix 1 of HSE publication [L153](#)).
- We draw up a construction phase plan prior to setting up the site.
- We organise cooperation between contractors.
- A suitable site induction is provided.
- Steps are taken to prevent access by unauthorised persons to the construction site.
- Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We liaise with the principal designer for the duration of their appointment and share with them information required during the pre-construction phase.
- Consult workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare.

When assuming contractor duties we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than contractor, we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project, we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

When assuming designer duties we will ensure that:

- The client is aware of their duties (unless there is a Principal Designer on the project who would assume this duty).
- When producing or modifying designs we shall take account of the general principles of prevention.
- Our designs comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Our designs consider other factors such as cost, fitness for purpose, aesthetics and environmental impact.
- The level of information we provide to those that need it is proportionate to the risks remaining.
- We will take account of any/all pre-construction information provided by the Client or Principal Designer.
- We cooperate fully with other duty holders.

Note: on a notifiable project a copy of the notice must be clearly displayed in the construction site office.

Training

The group recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a group induction. Details of the group structure and general procedures will be communicated. In addition, the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment. The new employee will also have access to a copy of the firm's health and safety policy for their retention and reference.

General training direction and co-ordination will be given by the firm's external safety advisor. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. The General Manager and department managers will also have a responsibility to identify training needs of employees and bring these to the attention of the Compliance Manager.

The external advisor and the management team will hold qualifications in the management of health and safety and will attend updates and refresher courses as required.

Vehicles & Pedestrians In The Workplace

Proper planning significantly reduces the risk from vehicle movements. This applies to traffic routes within buildings and yards as much as to roads.

Assessing and controlling these risks will be performed via the risk assessment process. To reduce the risk of injury due to vehicles and pedestrians within the same space:

- Plan safe traffic routes, avoiding any danger areas and stick to speed limits
- Ensure that loads are safely secured.
- Make sure route surfaces are constructed of suitable material and properly drained.
- Avoid steep slopes.
- Provide separate routes for pedestrians where possible, and barriers or guard rails if appropriate.
- Ensure routes are clearly marked using painted lines and other devices.
- Use signposting to explain routes and warn of potential dangers.
- Provide adequate and suitable parking and loading bays. For example, these should be on level ground to reduce risks.
- Provide adequate lighting throughout, particularly in areas such as junctions and routes used by pedestrians.

Vibration

The group will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the group will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All mobile workers will receive information and training on the potential risks from harmful vibration.

Violence

The employer will safeguard so far as is reasonably practicable all employees and visiting public, and contractors against all forms of violence from other employee's and members of the public. This will include:

- physical
- verbal
- mental abuse
- discrimination
- harassment and bullying
- racial
- threat: verbal or written
- sexual assault or harassment

If any injury or absence from work of more than seven days results from any form of abuse or violence this must be reported to the HSE under Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

Welfare Facilities

The group will ensure that adequate welfare facilities are provided in the group premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum 16 deg C where the activity is mainly sedentary and 13 deg C if the work involves physical effort). These temperature guidelines do not apply where it would be impractical to maintain those temperatures.
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.
- Enough free space to allow people to move about with ease. Workrooms should provide a minimum of 11 cubic metres of space per occupant.
- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable facilities for changing and storage of clothes where necessary.
- Suitable and sufficient facilities for rest.

Welfare facilities for the mobile worker are generally provided by the main contractor or client.

When working as a contractor (sub-contractor) on a construction project we will ensure that the principal contractor provides welfare to the standards set in Schedule 2 within CDM (2015) prior to commencement on site.

Work at Heights

The group will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives

Ladders & Step-ladders

The company shall ensure that the use of leaning ladders and step-ladders will be limited to access provision and low risk, short duration work (less than 30 minutes at a time) where other methods are not practicable.

- Ensure that when new ladders are purchased that they conform to EN131 Professional standard and are suitable for the task required.
- Ladders conforming to older standards (purchased prior to January 2018) must be risk assessed. Ensure that adequate checks have been completed and where ladders are no longer suitable for use, they must be replaced with ladders conforming to the newer EN131 Professional standard.
- Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at regular periods.

Tower Scaffold

Tower scaffolds shall be erected, altered and dismantled by a competent person. The group shall adopt the PASMA training scheme as its appropriate qualification.

- The relevant components show no signs of rust or damage.
- The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every 7 days of being erected, following adverse weather conditions and after any alterations.
- A suitable means of access to be provided inside the tower.
- Toe boards and guard rails must be provided at suitable heights (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm).
- Pre-use checks to be carried out that consider the weather and ground conditions.
- Guidelines are to be followed in relation to the height to base width ratio.

Powered Access Equipment

Only a competent person shall use powered access equipment. The company shall adopt the IPAF training scheme as its appropriate qualification. Suitable work restraint equipment will be provided to those working within a boom type platform (they will be expected to use this in accordance with the safe system of work). No person is permitted to climb out of the platform over the guard rails (unless the platform is specifically designed to permit this). All hand tools shall be secured to the platform with safety ropes to prevent them from falling should they be dropped. It is always required that a suitable means of descent shall be maintained in case of emergency, this may be by a person at ground level who has been familiarized with the controls on the machine at that level. Maintenance and thorough examination records (dated within the last 6 months) should be available for inspection.

Fragile Roofs - All employees are prohibited from any form of entry onto or near any roof surfaces. Contractors and employers must manage the danger by avoiding work on or near fragile surfaces and controlling any remaining risk by use of staging's, guard rails, and fall arrest systems.

Any fragile roof surfaces will be indicated by the provision of warning notices fixed to the building.

Work Equipment

Group procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

The group will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, eg protective devices, markings, warnings.

Nicholas Heap is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. He will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of the department managers to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

Lifting Equipment

The Company will comply with the requirements of the Lifting Operations and

Lifting Equipment Regulations 1998 (LOLER).

All equipment owned or used by the group for lifting or lowering loads, will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads
- Used safely by competent persons
- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

Hired in equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of a department manager or the general manager.

Work Related Road Safety

Much of the group's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The group will ensure that:

Drivers are:

- Competent and capable of doing their work in a way that is safe for them and others.
- Properly trained.
- Sufficiently fit and healthy to drive safely and not put others at risk, never drive under the influence of drink or drugs, never drive while taking medicine that might impair your judgement.
- Provided with information that will help them reduce the risk.
- Provided with appropriate advice on driving posture.
- Licensed to drive the vehicle to be driven, provide a copy of their driving licence on recruitment and periodically afterwards and declare any driving convictions thereafter.

Vehicles are:

- Fit for the purpose for which they are used.
- Maintained in a safe and fit condition.
- Routinely checked for condition of lights, tyres and wheel fixings etc.
- Private vehicles are adequately insured for business use and have a valid MOT certificate.

Journey planning:

- Takes account of appropriate routes.

- Incorporates realistic work schedules.
- Does not put drivers at risk from fatigue.
- Takes sufficient account of adverse weather conditions.

Mobile phones whilst driving:

- Never use a hand-held mobile phone when driving or when the engine is running.
- Drivers who wish to use a mobile phone to make a call should safely stop and park, remove keys from ignition before making a call.
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible, drivers can still risk prosecution for failure to have proper control even if they use handsfree phones when driving.
- Office-based staff should avoid making calls to staff who they know are driving, always ask whether it is safe to speak.

Smoking and vaping is prohibited in work vehicles at all times.