



Meadowbank Business Park
Shap Road
KENDAL
Cumbria
LA9 6NY

HEALTH & SAFETY POLICY STATEMENT & PROCEDURES DOCUMENT

2017/18

“THINK SAFE!”

“WORK SAFE!”

“BE SAFE!”

HEALTH & SAFETY POLICY STATEMENT

It is the policy of this company, to provide working conditions that are safe & healthy for all employees and at all times carry out our operations so that, as far as is reasonably practicable, the health and safety of any persons concerned, including visitors & the General Public will not be adversely affected.

To comply with all duties and obligations imposed by the Health & Safety at Work etc. Act (1974), along with the requirements of all other Acts and Regulations, including future amendments, affecting the activities of the company.

Management and supervisory staff will ensure that the safety procedures are observed and will promote an awareness of safety in all employees as an integral part of good management practices.

All employees, sub-contractors and authorised visitors are expected to co-operate with the company in carrying out this policy and must ensure that their own work, or behaviour, is carried out without risk to themselves, their employees, or others. Failure to comply with the requirements of this policy will lead to disciplinary action, in accordance with the company's Rules & Disciplinary Procedures, which may, ultimately, result in dismissal.

All injuries, however slight, sustained by anyone arising from our works MUST be reported to the responsible person for that site or premises and entered into the Accident Book.

The Directors will ensure that suitable & sufficient resources are made available to fulfil our Health, Safety, Welfare & Training obligations.

The nominated Director with particular responsibility for Health, Safety, Welfare & Training provision and to whom reference should be made in the event of any difficulty arising in the implementation of this policy, is Steve Leahy.

The company accepts that regular and appropriate safety training will need to be provided to ensure a safe and efficient workforce, therefore training courses/facilities will be provided as and when they are required and in accordance with the Company Training Policy.

This policy will be reviewed annually or when any change deems it necessary. The revised document will be sent to all employees and made available for Sub-contractors and an updated copy placed in every current H&S Plan on site.

SAFETY IS EVERYONE'S BUSINESS!

S. Leahy (Designated Safety Director) January 2017

THE PRINCIPLES OF PREVENTION

We shall, wherever possible, use the following principles to direct our approach to identifying and implementing precautions necessary to control risks associated with this and other projects under our control.

The General Principles of prevention.

- a) Avoiding risks;
- b) Evaluating the risks that cannot be avoided;
- c) Combating the risks at source;
- d) Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working & production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- e) Adapting to technical progress;
- f) Replacing the dangerous by the non-dangerous or the less dangerous;
- g) Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) Giving collective protective measures priority over individual protection measures; and
- i) Giving appropriate instructions to employees.

Management Responsibilities.

Safety Director: The Director with overall responsibility for company Health & Safety, is **Steve Leahy** based at our Company Head Office in Kendal, Telephone No: (01539) 733533, Fax: (01539) 740262 or Mobile No: (07977) 276246. His responsibilities will include the overall implementation of this policy, the investigation of accidents/incidents and the provision of suitable and relevant training for managers & employees.

The **Construction Project Team** will usually consist of: -

Contracts Manager: The project Site Manager/Foreman's immediate supervisor, not based on site, but with overall responsibility for the management of the project, including Health & Safety. He will visit site as and when necessary to provide appropriate and suitable support and supervision for the project Site Manager or Foreman and ensure that self-inspection is carried out.

Site Manager/Foremen: All project supervisors, will have day to day control of all site operations, including close liaison with contractors, the Designer(s), the client or their representative(s) and day to day responsibility for specific Site Safety.

Quantity Surveyor: Responsible for the financial management of the project, preparing valuations, financial statements, negotiating, assessing competence and letting sub-contracts, agreeing sub-contract valuations and final accounts. Based at the company Head Office in Kendal, but will visit site as and when considered necessary.

All of the above personnel, indeed all middle & senior management, are authorised by this company to issue instructions to contractors, sub-contractors, suppliers, visitors and employees in connection with Health & Safety, including notice to improve, suspension of the works and exclusion of any persons or company. Any instruction issued verbally would be confirmed in writing, within 7-days, and include the reasons for its issue.

Assistant Contracts Manager: is responsible for the control of the company's own small plant, equipment & PPE, will ensure that plant is inspected & PAT tested at regular intervals and that all employees are demonstrated and are aware of the basic operation of all items of small plant or equipment and sign for items of PPE taken.

Mechanic: is responsible for the maintenance & servicing of the company's fleet of Cars, Vans & large plant, ensuring that it is in a road-worthy & safe condition and ensuring that reported faults are dealt with promptly. He also carries Portable Equipment testing.

Employees: All employees have legal responsibilities to take care of the Health & Safety of themselves and others. They must co-operate with the employer to help the employer to comply with the law, therefore they must: -

- Read and make themselves familiar with the contents of this document.
- Co-operate with supervisors & managers on Health & Safety Matters.
- Use the correct tools and equipment for the job, keeping them clean and in good condition.
- Agree to abide by any Site and/or Safety Rules issued from time to time.
- Not interfere with anything provided to safeguard their Health & safety.
- Report all Health & Safety concerns to their immediate supervisor, including perceived lack of training for themselves or colleagues.
- Do not indulge in 'horseplay' on site.

Consultation:

The Company will hold regular safety meetings with Site Managers/Foremen, but welcomes constructive suggestions to improve company health & safety from any employee. Any such suggestions should be relayed via your immediate supervisor, or in the case of urgent matters, directly to the named Director responsible for safety.

The Company would welcome employees involvement in Health & Safety, if ANY employee wishes to further or enhance their training, help form, or take part in a Safety Committee, they should make contact with Steve Leahy via Head Office, appropriate training will be provided.

Pre-Contract Planning.

The following will be taken into account at the tender or negotiation stage and before work commences on any site:

1. The requirements for the Company policy on Health & Safety. Where specific work aspects are not fully covered, then suitable risk assessments will be carried out and appropriate procedures defined.
2. The need for any specific training or refresher courses for activities to be undertaken, where necessary. Appropriate certification etc. will be obtained from sub-contractors regarding their site competence, e.g., dumper driving, rough terrain fork-lift truck operating, abrasive wheel mounting etc.
3. The selection of sub-contractors will take into account their policy on Health & Safety, Risk Assessments, accident record and previous safety record will all be considered when tenders are being let or negotiated.
4. Appropriate notification to relevant authority, e.g. H.S.E., Local Authority, Emergency Services and relevant utility companies' etc.
5. Any requirements for the protection of the public, especially children/young persons.
6. The provision of relevant safety documentation on site. e.g. notices, registers, safety policy, risk assessments, accident report forms etc. where relevant, or required by legislation.
7. Appropriate consultation with the design team, employer/building owner(s) and others that may be on site. The provision of suitable procedures for emergencies such as fire and other situations where evacuation may be necessary from all or part of the site. Suitable persons on site (usually, but not exclusively the site supervisor) will be nominated to control these procedures. Special consideration needs to be given to those areas that will be shared, especially in respect of plant, equipment, scaffolding and welfare facilities.
8. Due regard to **all** current legislation, regulations etc., a very brief summary of the most relevant of which are listed below. Including any new or amended regulations that may be issued after the latest review of this document.

The Health & Safety at Work etc. Act 1974: The HSW Act 1974 forms the focus of UK Health & Safety law. The Act outlines all of the general principles which underlie all other Health & Safety legislation in this country and imposes duties on Employers, Employees, the Self-employed, Designers, Manufacturers and those in control of premises to ensure the safety of all concerned. All of the following Regulations are written under the provisions of this Act.

Provision & Use of Work Equipment Regulations 1998 (PUWER): These Regulations require the provision suitable & adequate work equipment, inspection of work equipment by a competent person, the recording & keeping of the result of the inspection and that evidence of inspections accompany work equipment used outside the undertaking.

These regulations also cover the suitability for use and safety of mobile work equipment such as access platforms, road rollers, fork-lift and dump-trucks etc.

The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER): All lifting equipment must be of sufficient strength & stability, must be positioned, or installed correctly, must be marked with its Safe Lifting Weight (SLW), must be regularly inspected by a competent person and the evidence of its test must accompany the equipment when used outside the undertaking.

CoSHH Regulations 2002: No employee must carry out work, which is liable to expose him/her to any substance hazardous to health. Unless a suitable and sufficient assessment of risks has been carried out and steps taken to safeguard that employee's health and to carry out the requirements of these regulations. In the event of an alternative, safer substance not being available, then appropriate and suitable Personal Protective Equipment (clothing) and must be used.

Manual Handling Operations 1992 (as amended 2002): Employees must avoid unnecessary handling and operations involving heavy or awkward loads must be properly assessed. If the operation cannot be avoided, mechanical aids may be used, or the load may be shared with others. **Remembering that some workers may be stronger than others, but that no one is immune from injury.**

The Control of Noise at Work Regulations 2005: No employee should be subject to excessive noise levels for extended periods of time. As a '*rule of thumb*', if the operator of equipment cannot talk to someone 2metres away, without shouting, then the noise from the equipment is probably loud enough to damage the operator's hearing. The lower exposure action levels are; a daily or weekly exposure of **80dB**, or a peak sound pressure of **135dB**. Any employee may ask for a specific Noise Risk Assessment via their immediate supervisor.

The Work at Height Regulations 2005: Introduced to prevent the deaths and injuries caused each year by falls at work. Employers must avoid work at height wherever they can; use work equipment or other measures to prevent falls, where they cannot avoid working at height; and, where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Management of Health & Safety at Work Regulations 1999 (as amended 2007): Employers are required to undertake on-going risk assessment of all processes and tasks that may be reasonably expected to cause harm. Risk assessments should be recorded in writing and filed in the site safety file. If the identified hazard cannot be avoided completely, measures must be taken to control the risks so that harm is unlikely.

These Regulations also recognise **young persons'** (anyone over school leaving age, but under 18) having insufficient awareness of risks to their Health & Safety, because of their lack of experience, or training and requires that additional, specific **Risk Assessments** be carried out taking these factors into account.

In any event young persons (under 18yrs.) should not be allowed to operate plant or machinery without proper, appropriate training and full supervision.

Construction Design & Management (CDM) Regulations 2015: Before work commences, on any site falling under the jurisdiction of these Regulations, the Construction Phase Health & Safety Plan will be developed sufficiently to safely commence the works and will be updated as work progresses. At the end of the project, the Principal Contractor, Sub-Contractors & the self-employed will co-operate in providing the Principal Designer with information for inclusion in the Health & Safety File.

RISK ASSESSMENTS

Risk assessments are legal obligations and are required by law. This company intends to fully discharge its obligations by carrying out written risk assessments, where appropriate, including them within the Construction Phase Health & Safety Plan and communicating the control or protection measures to be taken to all those who may be at risk (not just employees/workers), all Site Managers/Foremen are, or will be trained to undertake this.

The purpose of Risk Assessment is to identify hazards (anything that may cause harm) and to evaluate the potential risk (the likelihood & severity of damage) of subsequent consequences to any person, machinery or building etc., which may then occur if that hazard is realised.

Once evaluation is completed, steps must be taken to remove, otherwise prevent or minimise the consequences occurring, by either changing the process, by means of training, instruction and supervision, or as a last resort by providing PPE.

FIRST AID FACILITIES

The First Aid facilities, per site, provided by the company shall be:

1. The provision of an adequate number of First Aid personnel, as required by the Health & Safety (First Aid) Regulations 1981 and approved code of practice (Guidance Document L74). The numbers required and the extent of the training given will be dependent upon the type of work and numbers of personnel involved at each site. Due account will be taken of holidays and other absences of trained personnel (All Site Managers/Foremen will receive First Aid training, but any employee can request training).
2. The provision of adequate First Aid facilities appropriate to the work and numbers involved will be assessed at the site planning stage by the appropriate manager in accordance with the above.
3. Qualified First Aiders must hold a current certificate issued by a relevant organisation.
4. Locations of First Aid facilities and the name(s) of the qualified First Aider(s) will, in the appropriate cases, be clearly displayed on site.
5. First Equipment should be replaced after use and routinely checked by the Site Manager/First Aider – replacements can be obtained through our Assistant Contact Manager.

WELFARE FACILITIES

The company will ensure that the physical welfare of all employees' is promoted by:

1. Instituting & adopting safe working practices.
2. Providing appropriate and adequate cleaning and sanitary facilities on each site.
3. Providing adequate and appropriate protective clothing.
4. Where sub-contractors are working on site, then appropriate consultation, by the Site Manager, will take place.
5. Suitable basic facilities will be arranged when the provision of mobile welfare units is not reasonably practical. E.g.; drinking water container, means to boil water, hand cleanser, paper towels and First Aid equipment etc.

ACCIDENT REPORTING

a. GENERAL

1. When an accident occurs, however minor it may first appear, it must be reported to the site supervisor, or to the responsible person in charge.
2. Details of the accident(s) will be entered into the site's accident record book.
3. This applies to accidents involving sub-contractors, the public and visitors, as well as company employees.

b. SITE SUPERVISOR'S DUTIES IN RELATION TO ACCIDENTS

- i. The site supervisor will ensure that, in the event of a fatal or major injury to any person, a dangerous occurrence, or a notifiable disease, the Director responsible for Health & safety is notified. They will then ensure that the local office of the HSE (or other enforcing authority is notified by telephone, or on-line, using the web-site facility. This is in accordance with RIDDOR (2013) and is obligatory. Detailed definitions of these situations can be found in those regulations, guidance notes INDG453(rev1).
- ii. Confirmation of the above verbal notification must be carried out using the web portal <http://www.hse.gov.uk/riddor/report.htm> within 7 days on the appropriate form for injuries and dangerous occurrences.
- iii. Ensure that work in the vicinity of a notifiable accident is suspended, pending an investigation, whilst also making the area as safe as possible.

c. ACCIDENT RECORD BOOK

The information to be recorded in the accident record book issued to all site supervisors' shall be, as follows:

1. Time and date of accident/occurrence.
2. Location of accident/occurrence.
3. Name(s) of injured person(s) and their occupation(s).
4. Nature of accident/occurrence and name(s) of any witness(es).
5. The extent of injury and first aid given.
6. Whether the HSE (or other body) was informed.
7. The signature of the site supervisor to confirm that the details are verified as corrects.

The book, when completed, should be returned to Head Office where it will be archived & stored.

TRANSPORT

The company owns and operates a mixed fleet of vehicles, all of which are serviced and maintained by our own mechanic/fitter (G. Butler).

All employees are authorised to drive these vehicles for business purposes, providing they have a full, relevant and clean driving licence. Any private use of the vehicles must be properly authorised for the Company Insurance cover to be valid.

It is each driver's responsibility to ensure that:

- i. They comply with the Road Traffic Act and the conditions laid down therein, at all times.
- ii. Mirrors & seats are correctly adjusted before driving off.
- iii. Tyres, lights, steering and brakes are checked daily.
- iv. Oil and water are checked weekly.
- v. Any faults or defects are reported to the company mechanic (G. Butler) immediately.
- vi. The vehicle is kept in a reasonable state of cleanliness, both inside and out, at all times.
- vii. Traffic accidents are reported to a director immediately and insurance forms, if appropriate, are completed correctly & promptly.
- viii. The load is secure and the vehicle is not overloaded.
- ix. The first Aid equipment and materials issued to each vehicle is kept in a clean and uncontaminated condition. Any usage of First Aid supplies must be replaced as soon as possible.

Current legislation makes it illegal to use **hand-held** mobile phones & other interactive communication devices (PDA's & GPS units) whilst driving a vehicle.

The company does not require nor condone the use of mobile phones (or other interactive communication devices) whilst driving. If the vehicle you are driving is not fitted with a suitable hands-free device & cradle, DO NOT USE a mobile phone or other banned device whilst driving; switch off such devices until you have reached your destination, or pull over to the side of the road, (ONLY IF IT IS SAFE TO DO SO). If your vehicle is fitted with a suitable hands-free device and cradle, do not receive or make calls in heavy, or fast-moving traffic, pull over to the side of the road, (ONLY IF IT IS SAFE TO DO SO).

If you believe that your job requires you to have an approved hands-free device installed, please apply, in writing to S. Leahy at Head Office, stating your reasons. No request will be unreasonably declined.

WORK EQUIPMENT

It is the policy of this Company to comply with the Provision and Use of Work Equipment Regulations 1998, in endeavouring to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is to be used, maintained in good working order and repair.

The use of site equipment such as dumpers, mini-diggers and forklift trucks is prohibited to all except those employees/sub-contractors which hold the appropriate CTA (Certificate of Training Achievement), or can otherwise demonstrate the appropriate skills, knowledge & training to safely complete the given task.

◆ DUMPERS MUST NOT BE USED ON, OR ACROSS, SLOPES OF 1 IN 4 OR LESS.

TOOLS AND EQUIPMENT

Client's own tools or equipment will be used only after consent has been sought and granted, and after the appropriate instruction or training has been given.

All Electrical equipment, tools and light fitting will comply with the Electricity at Work Regulation 1989. Step down transformer (110v) will be used on all portable electric tools. In the event that mains (240v) electricity has to be used then a Residual Current Device must protect the outlet. Permission must be obtained from the client or their representative before connecting up to their electrical supply.

Portable tools must be subject to a visual inspection before each use. Any faults discovered must be reported to the Plant & Equipment stores supervisor who will ensure proper repairs are carried out and subject all tools to regular and systematic electrical testing, keeping records of same.

HAND ARM VIBRATION SYNDROME (HAVS)

It has long been known that excessive prolonged exposure to vibration can cause damage, particularly in our industry, a common condition is known as “**vibration white finger**” (VWF). We will do every everything we can to reduce the risk by sourcing tools designed to reduce vibration and making sure they are regularly serviced, working efficiently, planning breaks in the work and identifying tools carrying the most risk of exposure to HAVS.

The following chart gives some guidance on the maximum permissible exposure in any 8hr day, it is for guidance only, if unsure, please ask for an individual HAVS assessment. Please do not hesitate to contact any of the management team if you feel that you are being a exposed to vibration over a prolonged period, or if you believe you are showing the any signs or symptoms of VWF so we can initiate suitable Health Surveillance measures.

The chart classifies vibration level figures by placing them in three sections escalating in terms of severity. The colour **red** on the chart means high (**over 10 m/s²: carrying the warning that it is necessary to specifically assess the HAVS risk for task being carried out**), **amber** indicates medium (**5 to 10 m/s²: two hours maximum use daily**) and **green** indicates low (**below 5 m/s²: eight hours maximum use daily**) risk.

Consequently, all our portable hand tools will carry a colour coded tag or label indicating where their vibration rating places them.

Vibrations in m/s ²	Maximum daily usage in hours
Below 5 Low	8 hours
5 to 10 Medium	2 hours (usage must bne agreed & monitored)
Over 10 High	HAVS Risk Assessment (signed by operator)

For example, a floor sander or a vibrating poker will achieve 2.5 on the vibration chart (green). For means of comparison, a needle gun would achieve a high 12.2 (red) and a chainsaw 9 (amber).

LADDERS

Ladders must not be used unless the planned work is of a short duration and of low risk, or if the area to be worked on cannot be accessed in any other way with more suitable work equipment (tower scaffold, cherry picker etc.). The ladder must be properly secured and if possible the risk of a fall must be removed or reduced.

All ladders stepladders and roofing (cat) ladders will be of sound construction, of adequate strength and length for the purpose required and will be regularly inspected by the Plant & Equipment store supervisor who will keep a record of these inspections.

Ladders etc. must be subject to a visual inspection before each use, any faults or defects detected must be reported to the P & E stores supervisor immediately, who will carry out proper repairs or condemn them to prevent their further use.

- ◆ Users must have a minimum of 3 points of contact at all times (2 hands/1 foot or 2 feet/1hand).
- ◆ Timber ladders must not be painted, it may cover up defects.
- ◆ Ladders must be secured at the top, if possible, or at the foot by lashing.
- ◆ Footing, by a man at the base must not be used on ladders over 5m.
- ◆ There should be at least 5 rungs over the working platform/access point.
- ◆ Remember - 4 up 1 out!

SCAFFOLD

All erection, alteration or modification of tube & clip scaffold will only be carried out by certified Scaffolding Operatives employed by bona fide scaffolding companies that have complied with this Company's selection procedures.

All erection, alteration or modification of system type scaffold will be carried out by competent, suitably trained/experienced operatives, strictly in accordance with the manufacturer's instructions.

Before any scaffold is used, the site supervisor, using the company scaffold checklist, will inspect all scaffolding. The results of the inspection will be recorded in F91 (part1, section A) or suitable alternative, which all sites must have.

SUNBURN

Sunburn is known to cause, or be a contributory factor in, cases of skin cancer and is a very real risk to any one working outdoors— even in British summers!

- ◆ Keep covered, with a light, comfortable long-sleeve shirt.
- ◆ Use sun cream, with appropriate S.P.F., or sun block.
- ◆ Be particularly careful with the back of the neck.

On hot sunny days also be aware of heat exhaustion & de-hydration – drink plenty of water – **NOT ALCOHOL!**

NB: The Company's Alcohol & Drugs Policy is contained in the Company Handbook!

ASBESTOS

Thousands of tonnes of asbestos were used in buildings in the past and much of it is still in place in these common materials, **especially buildings pre-dating 2000.**

- Sprayed asbestos and loose packing – used as fire breaks in roof voids.
- Moulded or sprayed coatings – used as lagging on pipes and boilers.
- Insulating boards used for fire protection, thermal insulation, partitioning & ducts.
- Some Ceiling tiles and certain textured coatings (Artex).
- Asbestos cement products for roofing/cladding, gutters rainwater pipes and water tanks.
- Old vinyl floor tiles & some textured or fire resisting paints.
- Profiled Sheets, ridges, gutters & down-pipes, particularly agricultural buildings.
- Tiles & slates.
- Water, sewage & drainage pipes.

The presence of asbestos should be first identified by the owner/occupier's of the effected premises/site under "The Control of Asbestos Regulations 2012', and suitable sampling & analysis surveys carried out by a competent person.

The information collected should be included in the Pre-construction Information provided by the Client and a safe method of work planned.

Cox & Allen (Kendal) Ltd is not licensed for asbestos removal, if the (unexpected) presence of any type of asbestos is suspected, work on the project (or a definable area of it) should be suspended. The area suspected of containing asbestos should be sealed off. G. Davis at Head Office should be notified, he will arrange for the HSE to be advised, and a specialist (licensed) contractor will be contracted to identify and then remove the asbestos using the appropriate precautions against wider contamination.

PLEASE ADVISE YOUR SITE FOREMAN, OR MANAGER, IF YOU SEE ANY MATERIAL THAT YOU BELIEVE MAY BE, OR MAY CONTAIN, ASBESTOS!

When removing or working with **asbestos cement products**: -

◆ **DO: -**

- ◆ Carry out a risk assessment of the proposed works.
- ◆ Where practicable, use a non-asbestos alternative.
- ◆ Where reasonably practicable, avoid any disturbance.
- ◆ Take care not to create dust by keeping the material wet, whenever possible.
- ◆ Keep all unnecessary personnel out of the work area.
- ◆ Wear a suitable respirator & disposable protective clothing.
- ◆ Dispose of soiled protective clothing & used filters etc. as asbestos waste.
- ◆ Use only a vacuum cleaner to BS 5415 (Type 'H') to clean up.
- ◆ Double bag & clearly label waste.

◆ **DON'T: -**

- ◆ Break up large pieces or use power tools.
- ◆ Take protective clothing home to wash.
- ◆ Expose other workers/members of the public who are not protected.

EXCAVATIONS AND MANHOLES

The whereabouts of all services, gas, electricity & water should be provided in the pre-tender Health & Safety Information Pack, supplied by the Principal Designer/Client.

Notwithstanding the above and prior to excavating, the locations should be checked with the appropriate utility company and a local search should be undertaken using a Cable Avoidance Tool.

Traces will be placed over buried services when back-filling.

All trenches, but especially those over 1200mm deep, require adequate support. Dependent upon the soil conditions, battering or sloping the sides will reduce the risk of collapse.

Excavations should always be inspected by the site supervisor, before any work commences in them and the findings recorded in the F91 (part 1, section B) or suitable alternative, which all sites must have.

Work on, or adjacent to, Public Highways will be carried out in accordance with the **Roads & Street works Act 1991**.

FIRE PRECAUTIONS

The requirements of the Code of Practice for Preventing Fires on Company Premises and construction sites must be adhered to.

Before work commences, the employer or their agent, must be advised of any work involving a hot process and, if appropriate, apply for any necessary permit to work or license etc.

Each employee must familiarise themselves of the means of escape from the building or site and the location and type of any fire extinguishers provided. A general-purpose fire extinguisher (foam or dry-powder) should always be available in the site office. The site supervisor must ensure that a safe means of escape is agreed and maintained at all times.

At least 1hr following the use of a hot process, a visual inspection must be carried out to ensure that no smouldering material remains. No hot process must be commenced after 15.30hrs on a normal working day, without the express approval of the Site Supervisor.

Whilst working in occupied premises the host organisation's existing policy on fire precaution and evacuation must be ascertained, followed and adhered to.

MANUAL HANDLING

Mechanical devices rather than manual handling should, wherever reasonably practicable, be used for the lifting and moving of objects. The equipment used should always be appropriate for the task in hand.

Inspect the object, or load, for sharp edges, splinters and wet or greasy areas. Consider the use of appropriate gloves that will offer protection and enhance grip.

Inspect the route over which the load is to be carried or moved. Ensure that it is free of obstructions, wet or greasy patches that could cause slips, trips or falls.

Employees should not attempt to lift or move a load that they consider too heavy or awkward to manage comfortably. Where team lifting, or moving, is necessary one person should be nominated as co-ordinator, giving commands to lift, lower etc.

When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. **The load should then be lifted by straightening the knees, not the back.** These steps should be reversed for lowering an object to the ground.

PERSONAL PROTECTIVE EQUIPMENT (CLOTHING)

Hard hats, nuisance dust masks*, respirators, goggles, ear protectors, gloves and other items of PPE will be issued, via our Stores Supervisor as and when required.

*Nuisance dust masks will be issued with an APF of 20, or higher, of the right size and can correctly fit each wearer.

Work boots with steel toecaps will be issued to all employees.

Hard hats will be issued to all employees. They are to be worn on all major construction sites, in areas designated by the Contracts Manager or Directors and any area where there is an obvious risk of falling objects.

Foul weather clothing will be issued during periods of inclement weather; other types of PPE are kept in our stores and will be issued as and when appropriate.

Employees, sub-contractors and visitors to any site or premises controlled by this company are reminded that failure to comply with this Health & Safety policy, abuse the PPE, or equipment provided, or fail wear the clothing provided correctly, may lead to disciplinary action, removal from the site, termination of employment and, in extreme circumstances, possible prosecution by the HSE.

This Document will be reviewed annually, or earlier if new legislation is introduced and re-distributed to the work-force, as soon as possible thereafter.

For and on behalf of the Directors of Cox & Allen (Kendal) Ltd.

A handwritten signature in black ink, appearing to read 'S. Leahy', with a stylized flourish at the end.

S. Leahy

January 2017