

# Health Safety & Welfare Policy & Procedures

Revision 1g  
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**POLICY STATEMENT OF INTENT**

The health, safety and welfare of employees and other persons affected by the Company's activities are of prime importance to us and are regarded as essential elements in the effective operation of the Business.

The responsibility for safety at work rests with everybody and the Company's Management will ensure that its policy is implemented throughout the organisation. Specifically management will ensure:-

- The working environment for all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of plant, equipment and systems of work that are without risks to health.
- Arrangements are in place for the use, handling, storage and transport of materials for use at work that are safe and without risk to health.
- Persons not in our employ but may be affected by our activities are not exposed to risks to their health, safety & welfare.
- Information, instruction, training and supervision are provided as necessary to secure the health and safety of all employees.
- Arrangements and facilities are in place to enable all employees to raise matters of health and safety with management.
- There is suitable provision for safe access and egress to all work areas.

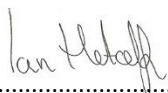
As the Managing Director I believe that good health and safety management is a business priority which can make a valuable contribution to the wellbeing of all workers by reducing injuries and ill-health. We accept that it is our responsibility to take the lead in promoting health safety and wellbeing within the company and ensure that its policy is planned, developed, reviewed and resourced for its implementation.

Everybody working for Metcalf Commercial Decorators shall take responsibility to ensure that risks in their workplaces have been assessed, controlled and regularly reviewed so that the likelihood of injury or ill health is minimised. All employees and labour only workforce shall be treated in a manner that respects them as individuals, they will be provided with instruction, training, information and suitable equipment to undertake their work safely. Any sub-contractors working for Metcalf Commercial Decorators will be required to carry out their activities in safe manner equal to our standards or better. We will always follow the Safe Systems of Work of the Clients we are working for.

Effective two-way communications is essential at all levels within the workplace, everybody is encouraged to participate in all Health, Safety and Wellbeing discussions. As part of this process, all accidents and near misses must be reported immediately, and discussed to prevent or learn from mistakes. The Managing Director will consult the workforce regularly whilst monitoring and reviewing the current safe systems of work that have been implemented to protect the Health, Safety and Welfare all site workers and anyone else who could be affected by our work activities.

The policy will be reviewed and amended where required at intervals not exceeding twelve months.

Signed on behalf of METCALF COMMERCIAL DECORATORS LTD.

Director .....  ..... Ian Metcalf

Date 04 January 2023

***This Health and Safety Policy Statement is to be brought to the notice of all employees, by prominent display at workplaces as appropriate.***

## DUTY OF CARE

As the Managing Director I will do all that is within my power to ensure the health, safety and welfare of my employees and other workers, but it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee or sub-contractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any person.

The Health and Safety at work etc. Act 1974 imposes certain duties of care on different groups of people in the workplace. As an employer I shall ensure provision of the following is provided to our workers:

- safe plant and systems of work
- a safe means of using , handling, storage and transportation of articles and substances
- safety information, instruction, training and supervision
- systems to ensure the health and safety competence of our employees and any contractors
- a safe place of work with a safe access and egress
- a safe working environment at all times
- safety of people not employed but affected by our undertaking

Metcalf Commercial Decorators Ltd employees and contract labour must:

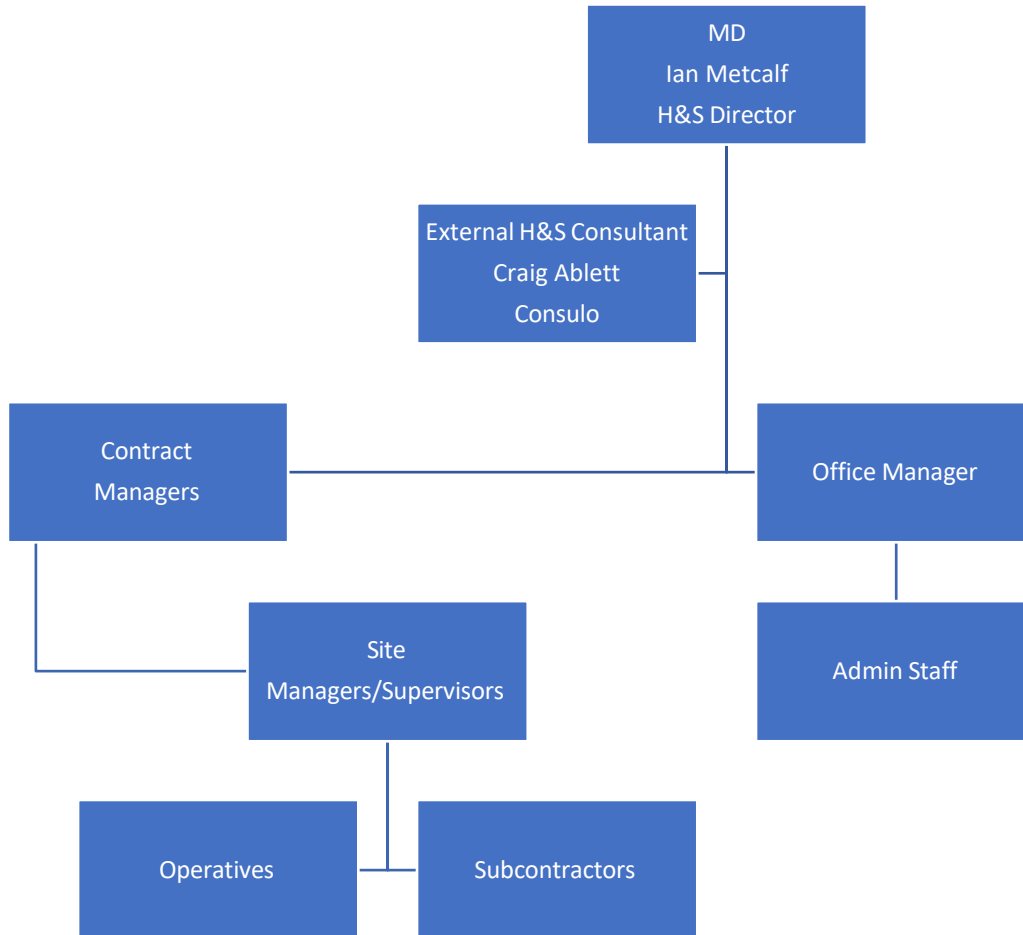
- care for their own safety
- care for the safety of anyone affected by their work
- co-operate with the Director to ensure legal obligations are met
- not misuse or interfere with anything provided for work or in the interests of safety at work
- inform the Director and relevant fellow employees about any health and safety issues adversely affecting their work
- follow any Safe Systems of Work that either Metcalf Commercial Decorators Ltd or our Clients provide

Metcalf Commercial Decorators Ltd is committed to consult with all employees upon any matters of health and safety having a significant effect in accordance with current legislation. This Health and Safety Policy has been prepared and shall be brought to the attention of all personnel working for Metcalf Commercial Decorators Ltd to ensure that total commitment is given to the prevention of accidents and ill health on our sites and places of work.

The document contains the proactive actions relating to the work, plant, equipment and procedures of the company. If any of these actions cannot be answered satisfactorily, stop and inform the Managing Director; Management Team; Supervisor immediately.

Please retain this document and refer to it on a regular basis, make sure you are aware of your duties and responsibilities for Health and Safety.

### ORGANISATION CHART



## 2. DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY

The nominated Director has the overall responsibility for health, safety and welfare and will ensure that:

- a. Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure that it is brought to the notice of all employees
- b. Set a personal example by wearing the correct personal protective equipment and by carrying out work in a safe manner
- c. Prepare instructions for the company and methods for carrying out work tasks to ensure each person is aware of their responsibilities and the means by which they carry them out
- d. Ensure that appropriate training is given to all staff as necessary, or ensure individuals have the correct training and demonstrate competence to do their work safely
- e. Insist that sound working practices are observed as laid down by the safety procedures and that work is planned, the risks are assessed and then carried out in a way to ensure no harm is caused
- f. Ensure that our clients allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and waste and that health and safety factors are considered in the selection of sub-contractors
- g. Carry out the assessment of sub-contractors to ensure that their training and competencies meet with our commitment to health and safety, this may involve the use of an external Health & Safety Consultant to provide help and advice
- h. Obtain full details from contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out and check that their planned control measures will provide protection to others on site
- i. Instruct the workforce including contractors that the correct personal protective equipment must be worn as is necessary, this will be set out in the risk assessments and method statements
- j. Ensure as far as is reasonably practicable that once work is started it is carried out as planned and that account is taken of changing and unforeseen conditions as works proceed; It shall be carried out in accordance with the CDM Regulations and other appropriate statutory requirements
- k. Ensure that there is a liaison on health and safety matters between the company and others
- l. Ensure adequate resources are provided for health and Safety
- m. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
- n. Reprimand any member of staff / contractor for failing to discharge satisfactorily their responsibilities for health and safety
- o. Investigate all incidents & near misses, this may involve the use of an external Health and Safety Consultant
- p. Arrange for adequate funds and facilities to meet the requirements of the Company Policy
- q. Supervisors are appointed and trained in all aspects of safety
- r. Safety training is arranged for all employees when appropriate
- s. The Company complies with its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- t. All employees are consulted on issues of health and safety
- u. Financial support is made available to meet the resources required under statutory obligations and safety requirements
- v. A good example is set. Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Director & Principal Contractor's Site Manager

### **CONTRACT MANAGERS – Contract Managers Duties to assist the Directors**

- a. Monitor the implementation of this policy, the client's safety requirements and statutory responsibilities
- b. Assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work
- c. Ensure written safe systems of work are in place
- d. Ensure co-ordination and co-operation between all parties involved in construction;
- e. Encourage good health and safety practises
- f. Ensure site supervisors are competent
- g. Ensure sites are adequately protected and signed
- h. Ensure that members of the public, affected by the Company's operations are adequately protected
- i. Ensure that statutory notices are displayed
- j. Ensure provision of adequate welfare facilities
- k. Set a good personal example at all times and by using the appropriate personal protective equipment at all times when in the workplace
- l. Ensure that relevant information, instruction, supervision and training is provided, monitored and recorded
- m. Ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and monitor the maintenance of all relevant site safety records
- n. Ensure that when the company is acting as principal contractor there is co-operation between contractors
- o. Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Director & Principal Contractor's Site Manager

## **SITE MANAGERS / SUPERVISORS**

Site Managers/Foremen/Supervisors are responsible to the Contracts Managers for all aspects of health and safety within the area of their responsibilities and are to keep them fully informed.

Other responsibilities include:

- a. Ensure that all persons under their control understand their responsibilities under the health and safety requirements and the relevant parts of this Policy
- b. Supervise the workforce to ensure that they are working safely and using the correct equipment
- c. Never deviate away from the agreed safe method of working stipulated in the risk assessments or method statements
- d. To carry out site induction for all workers on their first day on site
- e. Ensure all sub-contractors comply with the requirements of this Safety Policy and site related rules
- f. Ensure that all statutory inspections are completed and the relevant documentation completed
- g. Ensure the security and safety of work sites under their control
- h. Ensure that all new employees are fully trained and supervised until deemed to be competent in the use of all tools and equipment required to carry out duties
- i. Ensure the supervision and training of any young person employed by the Company or any of its sub-contractors who are under 18 complies with the requirements of the Management of Health & Safety at Work Regulations 1999
- j. Ensure electrical equipment used on site is either battery powered or 110V and that it is maintained in a safe and proper manner in accordance with approved codes of practice
- k. Adequate welfare facilities are to be provided to comply with the CDM Regulations 2015 and are maintained in good order
- l. Adequate first aid provision is provided
- m. Ensure adequate fire precautions are always in place
- n. Adequate supplies of personal protective equipment are provided and are suitable for the work being undertaken on site
- o. Ensure site specific rules are known and adhered to by all persons
- p. Do not allow operatives to take unnecessary risks, promote the reporting of near misses and accident reporting
- q. Assist the Director in accident and or near misses' incidents
- r. Ensure that new employees are shown the correct method of working and all safety precautions.
- s. Ensure that young or inexperienced employees do not operate any mechanical equipment without prior agreement with the Director
- t. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- u. Inspect all plant on site upon delivery, ensure daily pre-user inspections are undertaken by all plant operators and report all defects immediately.
- v. Set a personal example by wearing the correct personal protective equipment and by carrying out your own work in a safe manner.
- w. Warn other employees or anyone else who may be affected of particular known hazards
- x. Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
- y. Liaise with the Director at all times with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
- z. Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Director & Principal Contractor's Site Manager



## OPERATIVES

All employees must read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements. They must at all times work in a safe manner and not take unnecessary risks, which could endanger themselves or others.

Furthermore they must ensure that they:

- a) Read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements
- b) Carry out all duties to ensure compliance with relevant standards of Safety, Health, Environment and Quality.
- c) Maintain relevant CSCS and or CPCs qualifications required to hold their position
- d) Use the correct tools and equipment for the job
- e) Wear the correct personal protective clothing and equipment provided by the company and ensure that this is suitably maintained
- f) Keep all tools in good condition
- g) Never start work on any site without first being provided with an induction and familiarise yourselves with any task specific Risk Assessments. If you do not understand anything then you must ask
- h) Report immediately any defects to plant or equipment
- i) Always Work in a safe manner, never take unnecessary risks which could endanger yourself or others
- j) If possible, remove site hazards yourself; always keep good standards of housekeeping; clear up as you go along, etc.
- k) Do not use plant or equipment for work for which it was not intended or if you are not trained/authorised to use
- l) Warn other employees or anyone else who may be affected of known hazards
- m) Do not play dangerous or practical jokes or engage in 'horseplay' on any site
- n) Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
- o) Always Liaise with the Managing Director with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
- p) Never deviate away from the agreed safe method of working stipulated in the risk assessments or method statements
- q) Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Principle Contractor's Site Manager

## **SUB-CONTRACTORS**

- a. All sub-contractors will be selected in accordance with this policy for Health and Safety and will be expected to comply with the Policy as it affects their work. Sub-contractors must ensure their own Company Safety Policy is made available prior to starting their works
- b. All works must be carried out in accordance with the relevant statutory provisions, taking into special account the safety of others and the general public
- c. Scaffolding used must be inspected by the employer or a competent person to ensure that it is erected, inspected and maintained in accordance with regulations and Codes of Practice
- d. All plant and equipment brought on to site by sub-contractors must be fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Sub-contractors are responsible for checking their own equipment in accordance with PUWER, LOLER and any other applicable regulations
- e. All transformers, generators, extensions leads, plugs and sockets must adhere to current British or EC standards for industrial use and be in good condition
- f. Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Site Manager/Foreman
- g. Sub-contractors must comply with any safety instructions issued by representatives of the Company and appointed Safety Advisors
- h. The Health and Safety Advisor may, if requested, inspect the site and report on health and safety matters noted during these inspections. Sub-contractors informed of any hazards will be expected to take immediate action to rectify them. Sub-contractors will provide the name of the person they have appointed as their supervisor
- i. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in strict accordance with current regulations and Codes of Practice and that a COSHH Assessment must be provided to any person who may be affected on site
- j. Sub-contractors are particularly requested to note that workplaces must be kept tidy and all debris, waste material etc. must be cleared regularly as work proceeds
- k. It is the policy of the Company that all staff, sub-contractors and visitors on construction sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management
- l. Detailed method statements and risk assessments will be required from all sub-contractors when carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, high voltage work, etc. These must be agreed by the Company before work begins and copies made available on site, in order that compliance can be maintained
- m. Managers and Supervisors of sub-contractors must at all times set personal examples in health and safety awareness whilst carrying out their duties and responsibilities
- n. Do not use plant or equipment for work for which it was not intended or if you are not trained/authorised to use
- o. Warn other employees or anyone else who may be affected of known hazards
- p. Do not play dangerous or practical jokes or engage in 'horseplay' on any site
- q. Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
- r. Always Liaise with the Managing Director with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
- s. Never deviate away from the agreed safe method of working stipulated in the risk assessments or method statements
- t. Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Principle Contractor's Site Manager

## **NEW EMPLOYEES**

All new employees will undergo induction training on their first day of employment. Induction training is to include but not restricted to the following:

- Company Health & Safety Policy and procedures
- Employee Health Assessment
- Issue of PPE
- Details of any hazards associated with the work to be undertaken#

### **3. GENERAL ARRANGEMENTS**

#### **3.1 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

##### **3.1.1 Information**

The Company will issue to all employees a copy of its Health and Safety Policy Statement of Intent and a register will be kept of all people who have received it and signed for it.

Subcontractors will be engaged on the condition that they agree to abide by the Company's Health and Safety Policy. A copy of the Company's Health and Safety Policy will be maintained and posted for information in each workplace. In addition any statutory notices required will also be displayed in each of the Company's workplaces.

##### **3.1.2 Instruction**

When work or a task of any kind is assigned/given to an employee to implement, manage or undertake themselves, or when procedures, rules or other standards affecting safety are to be implemented, then the management shall ensure that the individuals concerned are aware of sufficient details for work to be done safely.

Where work, new rules or procedures are of a relatively simple nature and not far different from the experience of the individuals being instructed, then a verbal instruction may be sufficient.

##### **3.1.3 Training**

Employees shall receive such training as is required to enable them to undertake their obligations to the Company effectively and safely. All personnel shall receive general (Company) induction and safety training early on in their employment and training shall be provided to match their individual needs and the role(s) they are to fulfil within the Company.

Training shall be an on-going process for every employee, so that they may continue to work efficiently and safely; accordingly, the need for refresher re-training/re-qualification will be assessed and planned for when training needs are first identified.

A Training File shall be maintained by the Company on each individual employee. It shall be generally well organised, safeguarded against loss and damage and maintained in such a general way that ensures that the main details are always available to relevant management / Supervisors.

##### **3.1.4 Supervision**

The management shall ensure that employees in their charge are familiar with the work in hand, know the systems of work, understand any permit to work conditions, and have suitable general levels of experience and training, along with enough job specific information and instructions to work safely with respect to themselves, fellow workers and all other persons who may be affected.

#### **3.2 CONSULTATION AND COMMUNICATION**

Regular general 'workers' meetings will be conducted by the management with all site workers to discuss any concerns or problems. Employees and contractors are encouraged to raise any issues or concerns during these sessions, for example, unsafe working practices, welfare provisions, problems with plant etc.

Prior to any work commencing, all employees and sub-contractors will be inducted into the relevant Company procedures, the site rules and any health and safety issues relating to their work or other site activities.

All employees' comments relating to health and safety are welcomed by the Company and can be made directly to the Managing Director or the Company's nominated Health & Safety Advisor.

### 3.3 MONITORING HEALTH & SAFETY

All managed site operations will, as a minimum, be subject to weekly inspections by the Site Manager/Supervisor. Where there is a need for improvement, action will be taken immediately to fully identify the extent of risk and organise for any necessary corrective or preventive action.

The external Health & Safety Consultant will carry out regular inspections of workplaces and give guidance and advice on all aspects of health, safety and welfare. An inspection report will be presented verbally to the site personnel; a further copy will be issued separately by to the MD. The MD is required to review and action items on the inspection report as soon as is practicable, and within 48 hours forward a copy of the report to the site with the response section completed to confirming actions taken/planned.

The monitoring of this Health and Safety Policy will be undertaken at intervals not exceeding 1 year, and on request of the MD.

### 3.4 OFFICE FIRE & EMERGENCY

The MD will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include

- a. The completion of a Fire Risk Assessment for each of the Company's premises. This document will be reviewed and where necessary updated at least annually.
- b. That emergency procedures and contingency plans are established for dealing with such risks.
- c. No smoking is permitted anywhere within the Company's premises or workplaces.
- d. Ensuring that employees are familiar with and understand the procedures providing any training as necessary.

The Company will appoint a competent person to act as Office Fire Warden in each of its premises.

The Fire Warden is responsible for checking escape routes and emergency facilities weekly and ensuring that fire extinguishers, alarm systems and emergency lighting etc. are tested by a competent person every 12 months. A plan outlining escape routes and fire extinguisher points will be displayed in the Office.

**NO ATTEMPT SHOULD BE MADE TO RE-ENTER  
THE BUILDING FOR ANY REASON.**

All employees and visitors will be made aware of the fire procedures and the location of the firefighting equipment when signing in.

#### **Site Fire and Emergency Procedures**

Site Managers/Supervisors/Foremen are automatically appointed as Fire Wardens unless other written arrangements have been made and communicated.

All employees, contractors and visitors must report to the site office or site supervisor before entering site, where they will be inducted to the fire procedures of the site, and sign to acknowledge that they understand the procedures. All visitors will be required to sign the visitors' book on arrival to site, and on departure. This will allow the Fire Warden to know exactly who is on site at any one time.

As each site is different in its size, nature and fire risks, it is the responsibility of the Site Manager to ensure that a fire risk assessment is undertaken on which fire emergency arrangements can be based.

### General Fire Precautions

It is in every one’s interest, regardless of work location that all sites have good fire precautionary measures in place. The following are a guide to the minimum standards expected:

- Do not allow unnecessary combustible material to accumulate in the workplace
- Do not wedge or hold open fire doors
- Do not store flammable substances indoors and ensure that where necessary suitable storage facilities are provided
- Only smoke in the designated areas, do not discard butts or matches into rubbish bins. Do not discard combustible rubbish into ashtrays or cigarette bins
- Never leave any flammable substances outside overnight unless they are locked away and stored in an appropriate container
- Ensure electrical equipment is properly connected and not left switched on unnecessarily
- When carrying out hot works a “Hot Work Permit” must be issued at the place of work by the Principal Contractor, two appropriate fire extinguishers must be available within arm’s reach at all times
- If involved in helping to set up a site, a fire escape route must be planned and everyone who attends site must be made aware of the relevant emergency procedures
- Never smoke in company vehicles, it is illegal
- If anyone discovers flames, smoke or abnormal heat they should: Shout FIRE, ensure anyone close to you is made aware; Call the emergency services by dialling 999
- Only if safe to do so and you have been trained, attempt to extinguish the fire using fire extinguisher if you can do so without risk to yourself
- Leave the affected area by the nearest and safest route

Type	Colour Code / Band	Use on:	Do not use on
Water	Red	Paper, Wood & Textiles	Electrical equipment Flammable liquids
Dry Powder	Blue	Multi Use	
Carbon Dioxide	Black	Electrical Equipment	Paper, Wood & Textiles
Foam	Cream	Paper, Wood & Textiles Flammable liquids	Electrical Equipment

### 3.5 FIRST AID

All accidents/injuries must be reported as soon as possible - see “Accidents/Incidents” for details of reporting procedure.

First aid kits will be held at each place of work in a pre-designated area. All Company transport shall have a travel kit of first aid supplies suitable for the numbers of persons who may be transported in the vehicle. The position of first aid kits and where appropriate, names of persons who can provide first aid treatment will be suitably displayed and each managed place of work will have a notice that shows the arrangements for handling a first aid emergency for that particular location.

The MD is responsible for ensuring suitable general arrangements exist for dealing with first aid emergencies in the areas under their control. This includes access to first aid treatment by trained persons, first aid supplies, and the means to call emergency services etc. Individual First Aiders/Appointed Persons are responsible for maintaining a suitable range and quantities of serviceable (‘in date’) first aid supplies in kits under their control.

The nominated person is responsible for ensuring that site/office inductions include the arrangements for first aid and accident reporting, and for ensuring that suitable first aid information is posted.

In cases of serious injury/suspected serious injury, and a qualified First Aider or Appointed Persons is not immediately available, never delay in calling emergency services if there is any doubt as to what level of first aid treatment is required.

### 3.6 ACCIDENTS AND INCIDENTS

It is Company policy to record all accidents involving personal injury, and all dangerous occurrences where injury could easily have happened or where ill health may eventually result (e.g. where there has been a dangerous exposure to a hazardous substance).

The aim shall always be to find out what happened; why it happened and what can be implemented to prevent reoccurrence. The company does operate a “No Blame Culture” but it will not tolerate deliberate non-compliance of company procedures in the workplace.

If an incident or accident occurs that falls under the RIDDOR Regulations 2013 then one of the Director will complete form F2508 and submit to the HSE electronically.

Near miss accidents also need to be reported to the Director / Management team in the same way as an injury accident. Just because there isn't an injury, this does not mean that this is not an incident and should be classed as 'a near miss'. This means that the work system or equipment may need to be altered, to aid the prevention of there being a recurrence which may become an injury accident:

#### Office

All accidents shall be reported to the Office Manager, who will enter relevant details on a Company accident record.

#### Company Controlled Site

All accidents/injuries shall be reported to the Site Manager/Foreman, who will fill in a record in the Site Accident Book and forward it to the Head Office.

Records shall be made of the results of investigations into significant incidents (as determined by the MD) and together with any recommendations for improvements, these shall be presented to senior management, who shall consider such matters as the current provisions for training, the level of general resources, and adequacy of existing operating procedures. They shall implement whatsoever changes may be required to control the related health and safety risks and minimise the likelihood of the same or similar incidents happening again.

### 3.7 SITE INDUCTIONS AND VISITORS

All Company employees, sub-contractors and visitors will all receive a site induction on their first day on site. This will be repeated following significant changes to site layout, hazardous situations or following an incident or accident.

Site Induction to include at least the following information;

- a. Review of the works
- b. Review of risk assessments and safe methods of working.
- c. Site emergency & security arrangements.
- d. Access, storage, parking and other restrictions.
- e. Welfare arrangements.
- f. Special site hazards.
- g. Site rules.
- h. Covid-19 Site Rules and preventative measures

Subcontractors will provide copies of their Risk assessments and method statements for review at site induction.

Visitors must have/or be provided with suitable PPE for the risks that they are likely to come across during their visit; visitors unfamiliar with the site/construction work shall be accompanied at all times.

### 3.8 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM 2015)

The company recognises its obligations under the CDM Regulations 2015 and will ensure that it fully complies with the regulations whether acting as Principal Contractor or as a Contractor.

In order to meet our obligations, we will operate the following procedures:

- Make sure the client is aware of the client duties under CDM 2015 Regulations
- Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- Check that all workers we employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them (Competence)
- Provide appropriate supervision, information and instructions to workers under our control
- Ensure that no work commences on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under our control

Site specific safety rules relevant to individual projects shall be set out within the CPP will be adhered to by our workers. The rules will be those indicated by the client in the pre-construction information pack as well as those identified by the site management team in order to assist in the safe management of the project

#### **Principal Contractor.**

The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site. The term manage means plan, manage, monitor and co-ordinate the construction phase so that health and safety risks are controlled.

We will provide relevant information during the different phases of the project, both pre-construction and during construction. We shall provide to the client and principal designer:

- feedback on construction methods and opportunities to enhance worker health and safety through design review and development, prior to work starting on site and any ongoing design.
- details of any changes which may affect the design
- information relevant to the health and safety file (O&M Manuals).

We shall provide to designers:

- details of any changes which may affect the design.

We shall provide to contractors:

- details of preparation and lead-in time
- details of unusual or significant risks and sequence constraints
- details on who is in charge of the site
- any relevant pre-construction information
- any relevant parts of the construction phase plan
- appropriate site rules and a suitable site induction
- details of the welfare facilities
- the procedures to be followed if there is serious and imminent danger
- arrangements for reporting unsafe behaviours or conditions.

We shall provide to the workers:

- information about the risks to their health and safety and how these should be controlled
- clear instructions about what to do in the event of serious and imminent danger.

### 3.9 RISK ASSESSMENTS

Every employer shall make a suitable and sufficient assessment of:

- a. Risks to health and safety of employees whilst they are at work.
- b. Risks to health and safety of other persons who may be affected.
- c. Every employer shall make and give effect to such arrangements as are appropriate for the planning, organisation, control, monitoring and review of preventive and protective measures.
- d. Establish special procedures where serious and immediate danger may arise.
- e. Monitor health of employees who are exposed to risks with which a known health condition is associated.
- f. Seek professional health and safety advice & formally nominate the person/organisation.
- g. Provide information to employees regarding risks, control measures, and access to a Health & Safety Advisor.
- h. Make special provisions for young persons, temporary workers, expectant and new mothers.

As a general guide, the Company will undertake written assessments in accordance with the Management of Health and Safety at Work Regulations 1999 and to meet, as a minimum, the HSE Guidance "Five Steps to Risk Assessment."

Factors to be taken into account will vary from job to job, however the Company will take into account the following:

- a. Avoidance of risk completely by substituting an alternative material or materials.
- b. Combating risks at source.
- c. Adapting work to the individual in the choice of work equipment and methods.
- d. Technology advances.
- e. Giving priority to measures which protect the whole workforce and endeavouring to enforce such measures.
- f. Identifying employee's needs such as information, instructions, training and supervision.

The Site Manager/Foreman will be responsible for ensuring risk assessments are carried out for all work activities before they start.

The Contracts Manager with assistance from the Health and Safety Consultant where required shall ensure risk assessments are undertaken.

- a. The work activity to be carried out and identifying associated hazards.
- b. The people at risk from the activity including non-construction personnel.
- c. The plant and materials to be used.
- d. The nature of the work area.
- e. Supervision and training.
- f. Arrangements for possible emergencies, i.e. bomb alert, fire/evacuation, injury in a confined space or on access equipment.

#### **Young Persons & Expectant Mothers**

Young persons (officially those under 18 years of age) are generally more susceptible to accidents and injuries due to their possible lack of awareness of existing or potential risks, immaturity and lack of work (and life) experience generally. All young persons must therefore receive special consideration when work is being planned for them and extra supervision when they are at work. Young persons shall not be permitted to use high speed cutting tools, plant or machinery or work with dangerous substances unless this is part of fully supervised training. Young employees of the Company will have a detailed training file maintained to record what experience they have gained, what tasks and what (minor) tools and equipment they are authorised to undertake and use. Information from this file shall be available to and considered by site management.

Work undertaken by expectant mothers will require a risk assessment to ensure that proper management of the employee's physical and psychological conditions are considered. Expectant mothers have rights to rest breaks, and limits on working hours etc. and should receive special consideration with regard to risks involving manual handling and exposure to extreme levels of heat, cold, noise and vibration.



### **3.10 WORK EQUIPMENT (INCLUDING PLANT AND MACHINERY)**

The Provision and Use of Work Equipment Regulations (PUWER) applies to all types of work equipment, including lifting equipment. 'Work equipment' includes everything, almost every piece of equipment used at work, from hand tools, ladders etc. through to scaffolding, excavators, cranes etc. Company vehicles are also classed as work equipment though their use on public highways is regulated primarily by the Road Traffic Act.

It is the responsibility of management to provide the right kind of tools and equipment for the job and to see that they are properly maintained and used. Information concerning the safe use of tools must always be requested from the manufacturers/suppliers, who by law, are required to provide such information.

Hand tools must only be used for their intended purpose, they should never be misused. When not in use they shall be stored in a clean dry area. All employees and sub-contractors shall receive adequate information; training where required and have access to relevant manufacturer's instructions. For certain items of plant or power tools, proof of formal training will be required before being allowed to use. E.g. Any abrasive wheel; Nail Guns etc.

- Workers must not operate any mechanical tools or plant when unfit to do so owing to illness, fatigue or medication
- Adequate PPE must be worn when the risk assessment identifies. e.g. Adequate impact protective eyewear when there is a risk of flying debris when using abrasive wheels; Ear defenders when using noisy tools
- Portable ladders must be maintained in good order and pre-user checks carried out before use
- Everyone should inspect tools prior to use to check for damage. Any defects must be reported immediately, and the tool not used until repaired
- Ensure you have copies of operator instructions and are familiar with the item of work equipment
- Ensure protective devices, markings and warnings are clearly visible
- Never remove guards or override safety devices that have been put in place to ensure safety to the operator

All equipment must be inspected for safety at suitable and regular intervals, in relation to the inherent risks to users and others who may be affected, and in relation to the conditions under which it is used, transported and stored.

The inspection and recording of certain types of work equipment is also governed by various other regulations, e.g. the Electricity at Work Regulations, Lifting Operations and Lifting Equipment Regulations, PPE Regulations, CDM Regulations 2015 etc.

As a minimum, all work equipment is to be inspected for obvious defects and damage by the user prior to each period of operation. Management are to maintain suitable evidence for all significant items of equipment that shows they are currently safe to use (including hired plant/equipment).

### **3.11 POWER TOOLS**

All electrical tools used on sites must either be 110 Volt or battery operated. Pre-user checks must always be undertaken to ensure that there are no obvious defects. e.g. damaged cables, broken switches/plugs, signs of overheating

All defects shall be reported immediately, if you consider anything to be in a dangerous condition, do not use it. Electrical equipment should be switched off, preferably at the socket when not in use. At the end of each day all electrical equipment shall be packed away and stored in a dry secure area.

All hired equipment must be provided with relevant inspection / calibration certificates

It is the responsibility of management to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools must always be requested from the manufacturers/suppliers, who by law, are required to provide such information. Tools must be regularly checked on issue from and on return to the store.

### **Abrasive Wheels / Cut off Saws**

When using abrasive wheels you should ensure that:

- a. The operator is fully trained and competent in its use, maintenance and wheel changing.
- b. All specifications on wheels and the plant are clear and understood.
- c. Suitable PPE is issued and worn.
- d. Dust suppression equipment is attached
- e. It has been inspected by a competent person.

Abrasive wheels / Cut off Saw will only be used provided that the appropriate blade is fitted. Materials such as timber and pitch must not be cut in this way.

All damaged and defective abrasive wheels will be discarded, and under no circumstances should they continue to be used. Impact grade eye protection, ear defenders and where dust is generated FFP3 grade dust masks must be worn. All cutting equipment producing dust MUST be connected to an appropriate extraction system

### **Cartridge Assisted Tools**

When using cartridge operated tools you should ensure that:

- a. The operator is fully trained, authorised and competent in its use, inspection and maintenance.
- b. All equipment has been inspected by a competent person.
- c. All cartridges are controlled by the Foreman and all unused and spent cartridges returned once the work is complete.
- d. Secure storage is to be provided.
- e. You have a clear working area, free from other personnel.
- f. Suitable PPE is worn at all times.
- g. You are authorised to use the equipment.

### **Electrically Operated Tools and Electric Leads**

When using electrically operated tools and electric leads you should ensure that:

- a. The operator is fully trained, authorised and competent in its use, inspection and maintenance.
- b. The equipment is 110v double insulated and earthed from all metal parts.
- c. The equipment has connections intact, no missing covers, bars, conductors or damaged cables.
- d. The equipment has been portable appliance tested in the last 6 months.
- e. Has been thoroughly inspected before use.
- f. The equipment shows no visual sign of damage.
- g. All moving parts are suitably guarded.
- h. All connections are free from damage.

## **3.12 ELECTRICITY**

Working with electricity can be extremely dangerous, resulting in burns/fire, and electric shocks that may give injury and lead to death. All due care must therefore be taken when working with electrical equipment and services:

- a. Risk assessments must cover specific types of electrical equipment used (referring to manufacturer's guidance where applicable); users must have relevant information and instruction/training/authorisation to suit risks
- b. A permit to work system is operated for all 'live work' and controlled by a competent person.
- c. All work areas are checked for underground and overhead electricity cables by a competent person
- d. All electrical installations are checked by a competent, trained Electrician, with written evidence provided to site showing inspections/testing has been passed. This to include temporary supplies to welfare facilities.

- e. Only 110v or battery powered equipment will be used unless special permission is given by the Site Manager. Should 240v equipment have to be used then it must be plugged into an outlet protected by a power breaker - 30 mA Residual Current Sensing Device (RCD)
- f. All power tools and leads etc. to be free from significant external damage and have been checked at least by user as a daily pre-use check
- g. All portable electrical appliances to be tested/inspected at intervals (commonly 3/6/12 months according to risk assessments), equipment to show evidence of when next testing is due
- h. If in doubt about any electrical equipment, consult the Site Manager.

### **3.13 LIFTING EQUIPMENT AND OPERATIONS**

Selection of equipment should be carried out through the risk assessment process. Factors to be considered will include:

- a. The load, weight and size.
- b. Point of pick up and lay down.
- c. Frequency, duration.
- d. Environmental conditions.
- e. Numbers of persons involved.
- f. Hazards - overhead cables, railways, water etc.
- g. Access.

All lifting appliances, including cranes, forklift trucks, hi-abs, excavators, hoists and the like will be used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

All lifting equipment shall be thoroughly examined within the past 6 or 12 months respectively. Lifting equipment will be hired in as and when required or provided by the Client we may be working for.

All lifting accessories is to be visually inspected prior to each use for signs of damage or wear and any damaged items will be taken out of use. Lifting gear will only be used for its intended purpose and is not to be loaded above its safe working load. All lifting equipment will be inspected every 7 days by their users and the results of the inspection entered onto a weekly register of inspections. All lifting appliances will only be operated by competent persons who have attained the age of 18. Lifting appliances will be clearly marked with the safe working load and will not be used to lift loads greater than the specified safe working load.

Individual Site Managers will be responsible for ensuring that all lifting equipment used on site holds examination and inspection certificates, and that the operator is suitably trained and competent to operate the specific lifting equipment.

#### Cranes

All lifting operations involving a crane are contracted to specialist companies. However, you should ensure that:

- a. All relevant proof of examination and inspection are in place.
- b. The operator is fully trained to CPCS standards.
- c. The ground conditions are suitable for the imposed weight of the crane.
- d. A Lifting Plan is formulated by the crane supplier and agreed by the Site Manager.
- e. All personnel are inducted into the Lifting Plan and the agreed safe system of work.
- f. A trained, competent Banksman/Slinger is appointed for all lifting operations.
- g. Company operatives, unless trained Banksmen/Slingers are not to be directly involved in crane lifting operations.
- h. A detailed method statement must be provided for all lifting operations in advance of the work commencing.

### 3.14 DEMOLITION/STRIP OUT

Accidents associated with demolition work are more likely to be fatal than in any other area of construction work. The accidents that commonly give rise to the most serious injuries are associated with:

- a. Uncontrolled/unexpected collapse of structures.
- b. Falls from height.
- c. Vehicles/plant.
- d. Contact with live services.

All demolition/strip-out work is therefore to be undertaken strictly to method statements based on task specific risk assessments. All persons employed in such work must be suitably experienced and fully trained in the specialised use of plant and equipment. Significant strip-out work and all structural demolition work shall be undertaken by a competent (specialist) contractor.

#### Planning/Risk Assessment

- a. Structural surveys are required for significant demolition projects
- b. The owner/operator of a site, and if CDM Regulations apply, the client and Principal Designer, must assist in providing information on existing structures, services and historical use of site
- c. Existing structural and services drawings to be gained and considered
- d. A demolition asbestos survey is required if such up to date information is not available
- e. Identify hazardous services, hazardous substances in drums, tanks, on ground/underground
- f. Identify adjoining properties/structures that may be affected, and consider the need for any temporary structural supports
- g. Consider the methods to be used and a safe sequence of events
- h. Identify plant and equipment, and any special training required
- i. A documented waste management plan to be in place

A method statement for demolition/strip out work should include at least the following:

- a. The general methods of demolition; The sequence of events
- b. Details of personnel and any special training/experience requirements
- c. Arrangements for maintaining site security
- d. Arrangements for temporary shoring, identifying and protecting hazardous services and hazardous substances etc
- e. Segregation, control and disposal of waste
- f. Controls to control/minimise general noise, dust, pollution etc
- g. Control of transport/vehicles
- h. General and special Personal Protective Equipment required.
- i. Welfare arrangements
- j. Supervision and monitoring arrangements

### 3.15 CONFINED SPACES

A confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby. Due to the many seen and unseen factors that make confined spaces hazardous it is essential that a risk assessment is always carried out prior to entering a confined space.

The hazards associated confined spaces include:

- Toxic Atmosphere. A toxic atmosphere may cause various acute effects, including impairment of judgement, unconsciousness and death. ...
- Oxygen Deficiency; Oxygen Enrichment. ...
- Flammable or Explosive Atmospheres. ...
- Flowing Liquid or Free Flowing Solids; Excessive Heat...

No-one must enter a confined space unless they are specifically skilled, trained within the last 3 years, certified and deemed fit enough in accordance with Confined Space Regulations. All confined space work must be undertaken via a "Permit to Work" procedure and supervised by others. Any equipment used must be examined before use and within any required Thorough Examination, any electrical equipment must be intrinsically safe and marked accordingly.

If an area is suspected as having the potential to be a confined space, you should ensure that:

- a. Work stops immediately.
- b. Site management is notified immediately.
- c. A risk assessment is carried out on the confined space.
- d. Any air testing required is carried out by a trained, competent confined space supervisor.
- e. The confined space is entered by fully trained, qualified, competent persons only.
- f. A method statement is formulated for all works within the confined space.
- g. A 'Permit to Work' is in place
- h. All work is carried out under the direct supervision of a trained confined space supervisor at all times.

**DO NOT ENTER ANY AREA YOU SUSPECT IS A CONFINED SPACE WITHOUT ASSESSING RISK.**

### **3.16 EXCAVATIONS**

Excavations are a major hazard to employees working on, within or close to them. Ensure that:

- a. A full risk assessment is carried out on the excavation work covering such as - digging (include for plant, buried services etc.), shoring, guarding, work within, work near to the excavation.
- b. Results of risk assessment and any method statements are communicated effectively to the persons involved with the work.
- c. There is safe access/egress around, in and out, and within the excavation.
- d. A suitable investigation/survey has been carried out for underground services by a competent person, (results recorded on the risk assessment). Soil reports available where ground may be contaminated.
- e. Spoil, materials and plant etc. are stored well away (e.g. at least 1m) from the edge.
- f. All excavations have specific safeguards against falls - substantial covers, guardrails, stop-blocks/baulks, cordons, signage etc. as appropriate.
- g. Battering the sides of the excavation to a safe angle of repose.
- h. Stepped excavations provided that the vertical and horizontal steps are suitably sized so as not to cause a hazard.
- i. The use of trench boxes, manholes boxes, drag boxes, trench sheets and trench struts or manhole braces to name but a few available types of system.
- j. Never work in excavations unless the sides are adequately supported, and it is considered safe to enter by a competent person.
- k. All excavated spoil, materials for backfilling and tools and equipment will be positioned a suitable distance away from the excavation in order to ensure that they do not fall in, even accidentally.
- l. All excavations are inspected by a competent person prior to first entry/prior to first being left at end of shift, generally daily before work, and at least at 7-day intervals whilst they exist. (Initial, and weekly inspections should be recorded.)

If excavations are to be undertaken close to known live utility apparatus, the relevant utility company will be contacted, and site plans will be requested.. All excavations dug over 1 metre deep must either be battered back to a safe angle or the sides supported.

Excavations will be kept free of water by the safe use of pumps and any other means necessary. Water from excavations must not be pumped directly into road gully's drains or any form of surface water sewer. All excavations shall be protected by suitable barriers. Such barriers must be strong enough to prevent a person falling into the excavation should they fall against them. Barriers will be positioned far enough away from the edge of the excavation so that anyone working in the excavation is not struck by falling material etc. A suitable safe means of access and egress will be provided for all excavations and will be secured against movement. Where it is necessary to tip material into an excavation, suitable means such as a 'stop block' will be provided to prevent any vehicle being used from over running into the excavation.

### 3.17 WORK AT HEIGHT

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

"Work" includes moving around at a place of work but not travel to or from a place of work.

The Company shall ensure that work at height is properly planned, adequately supervised and carried out in a safe manner by suitably trained and competent staff.

- a. Risk assessments will be carried out taking into account the weather conditions and planning for unforeseen emergencies and rescue.
- b. All work at height is properly planned and organized
- c. All work at height takes account of weather conditions that could endanger health and safety,
- d. Those involved in work at height are trained and competent
- e. The work activity at height is undertaken safely
- f. Assessments will also include measures to prevent falls, platforms, methods of reducing the distance and the consequences of a fall and provision of additional training and instruction in the use of suitable measures used to prevent a fall.
- g. Selection of equipment to provide collective protection measures as a priority over personal protection measures and considering the duration of use and loading.
- h. The Company will ensure that no person is able to pass across, work on or near a fragile surface and that suitable platforms and barriers are provided.
- i. The Company will ensure that injury is prevented from the fall of materials, tipping or throwing of objects.
- j. Equipment for work at height is appropriately inspected and maintained
- k. The risks from fragile surfaces are properly controlled, and the risks from falling objects are properly controlled.
- l. Equipment used in the work at height will be inspected at suitable intervals and maintenance records kept for the duration of the construction work plus 3 months.
- m. Ladders should be used for access or only short duration.
- n. A harness shall only be used if the risk assessment demonstrates that the work can be carried out safely, and that sufficient numbers of persons have received adequate specific training in the use of and rescue procedures required.

### 3.18 SCAFFOLDING

All scaffolding work will be carried out under competent and experienced supervision. All scaffolders, except trainees, will be experienced, formally (e.g. CITB) trained and competent in their work.

All scaffolding will be erected and dismantled to a defined safe method of work and generally in accordance with the TG20:21; NASC Guidance SG4:15, CDM Regulations 2015 and the Work at Height Regulations 2005.

Erection/dismantling will involve the use of adequate fall arrest facilities (e.g. harnesses) where a person can fall.

All scaffolding will be thoroughly inspected by the erecting contractor and certificated before use (handover certificate). A handover certificate should identify the erection, the number of working lifts, load limits on lifts, and load limits on loading bays.

Scaffolding will also be inspected every 7 days after handover, after any adaptation, and after any event that may jeopardise its safe use (e.g. storm, being struck by a vehicle). A record must be made of the results of all formal inspections as detailed above. Public protection will be provided during erection and dismantling to include physical barriers and/or a scaffolding fan.

Alterations to scaffolding **MUST** be carried out by a competent person. All work other than very minor adjustments e.g. fitting/removing ladders or brickguards, and minor changes to individual guardrails and toeboards etc., must only be undertaken by a trained/certified scaffolder.

### **Tower Scaffolding**

The following rules are to be followed:

- a. Must be erected in accordance with the manufacturer's instructions
- b. Only to be erected by trained and competent persons
- c. Base must be on firm surface and level enough for safe erection
- d. To be fastened to a suitable structure if stability is not assured
- e. Requires working platform sizes and guardrails, toeboards as per normal scaffolding
- f. Ladders to be integral or erected internally and secured
- g. No ladders are to be used off tower scaffolding platforms
- h. Tower components to be inspected before and discarded if damaged or faulty
- i. Scaffolding to be inspected by competent person prior to use and at least every 7 days thereafter while in place of work. The results of the 7-day inspections are to be suitably recorded

### **3.19 SAFE USE OF TEMPORARY ACCESS EQUIPMENT (LADDERS & STEPLADDERS)**

The Company will ensure that its employees shall carry out the following procedures when using temporary access equipment. The safe use of temporary access equipment must be planned to conform to the Work at Height Regulations 2005.

- a. Firstly, to avoid work at height where possible.
- b. Then to prevent falls from height.
- c. Failing that, to reduce the consequences of a fall.
- d. Know when to use temporary access equipment.
- e. Decide how to go about selecting the right sort of temporary access equipment for the particular job.
- f. Task duration
- g. Ground conditions.
- h. Nature of work – heavy items etc.
- i. Length of temporary access equipment (top 3 rungs should not be used).
- j. It is no longer than 9m in length.
- k. The user maintains a 3-point contact whilst using it.
- l. It is in good condition.
- m. It is of suitable quality for industrial use.
- n. It is fitted with non-slip feet.
- o. It is clean of mud and grease.
- p. Ladders used for access to another level should be tied and extend at least one metre past the landing level and used where they can be put up at the correct angle of 75°. (1 in 4 rule.)
- q. Avoid work that imposes a side loading, such as side on drilling through solid materials (e.g. bricks or concrete).
- r. Do not overreach, move the ladder to a new position.
- s. Use of a nonconductive stepladder may be required.

Use only EN 131 Professional Class ladders for use at work. Make sure the temporary access equipment is a suitable size for the work.

### 3.20 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is Company policy to comply fully with the requirements of the Control of Substances Hazardous to Health Regulations (COSHH) in assessing and controlling the risks to which our employees and anyone else may be exposed through our work.

The COSHH Regulations contain the following main provisions:

- a. Defines hazardous substances to include biological agents, carcinogens and general dusts.
- b. Requires monitoring levels of hazardous substances in the workplace where practicable and where results may be needed to show control is adequate.
- c. Requires monitoring of the exposure of individuals to hazardous substances where practicable or where necessary to control the exposure of persons to hazardous substances.
- d. Requires health surveillance (e.g. checks by a doctor) of persons in some types of work or in connection with particular substances; also when a known health condition is associated with the use of a hazardous substance and when checking for that condition is practicable.
- e. Requires records on exposure to be kept for a minimum of 5 years regarding workplace exposures, and for a minimum of 40 years where records relate to identifiable individuals.

#### General Control Guidelines

When assessing and controlling exposure to hazardous substances:

- a. Consult EH40 guidance for the Workplace Exposure Limit (WEL) for the substance. This exposure limit must not be exceeded by the operative working with the substance.
- b. Seek out safer substitutes for hazardous substances/materials.
- c. Control the risk at source if possible e.g. by direct extraction.
- d. Select safer application methods, such as brushing or rolling rather than spraying.
- e. Maintain good housekeeping to avoid a build up of contaminants.
- f. Prefer methods that protect 'all', above methods that protect individuals only.
- g. Personal Protective Equipment (PPE) is the final option, generally for short term exposure of individuals only or it may be used as an extra precautionary measure. PPE must be proper EC marked work equipment, made for the particular substances/processes and must be maintained in good order. If PPE is required by site rules or by risk assessment it is then a legal requirement that its use is properly enforced.

#### COSHH Risk Assessments

Company COSHH assessment forms shall be used to record the risk assessment process for hazardous substances with which our employees are to work.

Where a COSHH assessment/control record for a given substance exists within Company files or from previous work, it may be referenced and used again so long as the general conditions of the work are the same, and as long as the substance is not likely to have been changed in chemical make up or physical state from the original substance assessed.

#### Control of exposure to Silica Dust

Certain activities create dust containing respirable crystalline silica (RCS) such as: grinding, drilling, cutting, sanding, chiselling, mixing and handling, shovelling dry material

In workplaces the following can happen leaks or spillages cause a build-up of dust containing RCS; dust containing RCS is not cleaned up safely, e.g. by dry sweeping rather than wet cleaning; clothing and surfaces are contaminated with dust containing RCS; accumulated dust containing RCS is 'raised' from the ground or other surfaces by moving vehicles and people; fine dusts remain in the air from work activities.

By breathing in RCS, you could develop the following lung diseases:

- Silicosis: Silicosis makes breathing more difficult and increases the risk of lung infections. Silicosis usually follows exposure to RCS over many years, but extremely high exposures can lead rapidly to ill health.
- Chronic obstructive pulmonary disease (COPD): COPD is a group of lung diseases, including bronchitis and emphysema, resulting in severe breathlessness, prolonged coughing and



chronic disability. It may be caused by breathing in any fine dusts, including RCS. It can be very disabling and is a leading cause of death. Cigarette smoking can make it worse.

- Lung cancer: Heavy and prolonged exposure to RCS can cause lung cancer. When someone already has silicosis, there is an increased risk of lung cancer.

The health risks from RCS are insignificant when exposure to dust is adequately controlled – you do not need to become ill through work activities.

Metcalf Commercial Decorators Ltd shall where necessary, provide you with personal protective equipment; maintain all equipment used as control measures in good working order; instruct and train you to use equipment properly, and tell you about health risks; monitor to ensure that controls are effective and that the WEL for RCS is not exceeded, (this may include measurement of the dust levels in your work area); where appropriate arrange health surveillance.

All of our works must:

- Follow all safe working procedures, including cleaning procedure
- Use controls such as dust extraction as you were trained to do
- Wear protective clothing properly. Those persons wearing dust masks make sure that they are wearing the right type of respirator for the job; you have a face-fit test for a tight-fitting respirator, to ensure it fits properly – you need to be clean shaven for this tight fit type of respirator to work effectively
- Be trained to use, check and clean the respirator. The filters or disposable respirators are changed regular
- Must ensure the equipment is stored in a clean, dust-free place
- Tell your supervisor or employer if you find any defects, or your respirator does not fit, is dirty or its filter is old

Do not: dry sweep – use vacuum or wet cleaning; use compressed air for removing dust from clothing

### **Control of Wood Dust**

Metcalf Commercial Decorators Ltd is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m<sup>3</sup>.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP3 . External advice may be sort on appropriate mask filtration requirements. Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

### 3.21 NOISE

The Company is committed to controlling the risks that work may bring to the hearing of employees in accordance with the Control of Noise at Work Regulations 2005. Whilst there are few tasks where we create noise, we may find ourselves in situations where we are exposed to noise created by others or by existing machinery etc.

The First Action Level - 80db(A)

'Typical symptom' - you cannot hold a normal conversation at 2m separation.

- a. Assess the risk.
- b. Inform employees/persons affected.
- c. Make adequate hearing protection available and inform persons affected how they can get it and how to use it.

The Second Action Level - 85db(A)

'Typical symptom' - you cannot hear someone clearly at 2m separation. Hearing protection must be worn at all times by those exposed to noise levels of 85db(A)

Exposure limit value of 87 db(A)

Taking account of any reduction in exposure provided by hearing protection, workers at any time, must not be exposed to any noise above this level.

- Ear defenders shall be readily available to anyone who is expected to work in a noisy environment or using power tools which are omitting significant noise
- Try and keep noise to a minimum where possible
- Always protect yourself and minimise noise pollution for those who may be close by and affected by your activities
- If you are not using the noisy piece of equipment but someone close by is it can still affect you. Remember the 2-metre rule, if you have to shout when you are 2 meters away from the person you are speaking to then you need hearing protection.

Advice and assistance shall be requested from plant providers, manufactures or external Health & Safety Consultant where required.

In seeking to control risks from noise the hierarchy of control principles to follow is:

- a. Control through elimination - switch noisy equipment off, relocate work to a less noisy area or wait till another time when there is less/no noise.
- b. Substitute noisy equipment for less noisy equipment, have it serviced if appropriate.
- c. Isolate the source of noise - install sound reducing materials/structures at source.
- d. Limit time exposed to noise.
- e. Use personal protective equipment.

**Note: Damage to hearing from excessive noise is irreversible and can build up over a long period (e.g. many years) and may give no obvious immediate symptoms other than those given as a guide above.**

### 3.22 VIBRATION

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of HAVS. The company will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit individual exposure to such tools. The company will also provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.

HAVS is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders.

Metcalf Commercial Decorators will:  
Assess risks to the health of employees from HAVS  
Adequately control and manage these risks  
Provide suitable equipment for employees' use  
Maintain equipment correctly  
Give employees information and training on health risks and safe use of equipment.

The current daily action value of  $2.5\text{m/s}^2$  (100 points) and limit value of  $5\text{m/s}^2$  (400 points) will be adhered to and sufficient control measures in place.

### **3.23 ASBESTOS**

The company will comply with The Control of Asbestos Regulations and the associated Codes of Practice. All employees who could discover or disturb Asbestos Containing Materials (ACMs) will be provided with all of the necessary information, supervision and where appropriate training. As a minimum basic Asbestos Awareness Training shall be provided to those persons undertaking intrusive works in buildings constructed before the year 2000.

All company premises, offices & workshop will be surveyed for the presence of asbestos containing materials (ACM). A report will be produced and its contents shared with employees and other users and subcontractors. The condition of any ACM will be monitored on a regular basis.

Before work is undertaken on any structure/materials that may contain asbestos, suitable enquiries/investigations must be undertaken to establish what work has been done to survey the structures/materials, and to get the results of those surveys. All operational (nondomestic) premises should hold an asbestos register that should be requested and studied.

All work carried out by the Company within areas that are suspected to contain asbestos are to have been fully surveyed by an organisation licensed for working with/removing, backed up by an accredited laboratory. Relevant details on all asbestos risks will be communicated to all affected employees and other parties before work commences. All removal works will be carried out before employees enter the work area. If asbestos is suspected, site management must be consulted immediately and all work stopped in the area.

There must be no disturbance of thermal, acoustic or fire insulation without checks for asbestos. All work on known asbestos insulation products and boards, sprayed and decorative coatings must be notified.

All removal of asbestos will only be carried out by a trained and licensed contractor.

### 3.24 HEALTH SURVEILLANCE

At Metcalf Commercial Decorators all new employees shall be required to fill in a medical questionnaire as part of the company pre-employment process. Records of all health surveillance must be kept as 'staff in confidence' files. Employees are requested to contact the Managing Director should they be concerned that they may have a health condition related to their work whether caused by the work or just worsened by it.

Dependent on individuals work activities, Metcalf Commercial Decorators may consider utilising an external Occupational Health Advisor for those persons who are exposed to high levels of:

- a. Noise and vibration.
- b. Silica
- c. Other hazardous substances with known health risks (e.g. cement and specific hardwood resins).
- d. Biologically hazardous substances (e.g. pigeon/rat droppings and giant hog weed) contaminated ground, rivers and watercourses.

### 3.25 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees shall be provided with the appropriate personal protective equipment to allow them to undertake their work tasks in a safe manner, PPE shall be issued without charge. Suitable instruction shall be given to all persons issued with PPE on its correct use, maintenance and any limitations. Records of the issue of all PPE shall be kept. It is all employee's responsibilities to advise when PPE is to be replaced/reissued.

Every individual is expected to wear the appropriate PPE stipulated in the task specific Risk Assessment. PPE should be stored in a clean safe place when not in use. Contaminated overalls must not be taken home for washing. It may be necessary to dispose of contaminated or damaged PPE, under no circumstances shall PPE be altered or modified. If anyone has any doubt about how to use or wear PPE correctly then they should stop work and seek advice from the Director.

Head protection will be worn at all times whenever there is a risk of something coming into contact with an employee's / subcontractors head; when a Senior Manager or Director determines the need; the relevant risk assessment identifies a hazard.

**Impact safety goggles** to BS EN 166-B will be worn when using abrasive disc cutters and during other operations where there is a risk of eye injury. Chemical resistant eye protection to BS EN 166-3 will be worn when handling hazardous substances.

**Hearing protection** will be available to all operatives upon request. Hearing protectors will be provided and must be worn when using noisy equipment or working close by to someone who is when noise levels of 85db(A) are achieved.

**Suitable gloves** will be worn when there are risks of hand injuries or when site policy dictates their requirement. Suitable rubber gloves will be worn while handling hazardous substances and other chemicals

**High visibility clothing** will be worn at all times by all operatives whether it is a waistcoat, jacket or flame-proof top will depend upon Risk Assessment and type of work being undertaken.

**Suitable strong footwear** with protective toe caps will be worn at all times by all operatives on all sites, these must have suitable ankle support.

The type of **respiratory protective equipment** will be identified by the risk assessment of the specific activity. The minimum protection factor will be FFP3. Whenever there is a risk of exposure to dust then respiratory equipment shall be worn.

Suitable Clothing giving protection against wet weather or extreme cold conditions will be worn where appropriate.

### 3.26 MANUAL HANDLING

It is the Company's policy to prevent injury and ill health to the workforce engaged in manual handling and it is important that management and employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

If there are manual handling risks expected, then a manual handling assessment shall be undertaken to prevent the risk of injury. Wherever possible mechanical lifting aids or accessories shall be used to avoid excessive manual handling operations. Workers age, size and lifting capabilities shall always be taken into consideration.

All workers shall be encouraged not to lift or move anything that is heavy or an awkward size. Everyone shall seek help if the load is too heavy or awkward to lift, if help or suitable lifting aids are not available then the load should be left.

Wherever possible, use appropriate gloves especially if the load has sharp edges, grease or anything that may weaken your grip or injure your hands. Think about how to lift the load and direction you want to go before you start to lift. Suitable protective footwear shall always be worn.

Examples of good lifting techniques:

- Feet shall be positioned as close to the load as possible, using bent knees the body should be lowered in a smooth action keeping the back and upper body straight
- The lift shall be started by raising the head which straightens the back and allows legs to take the strain, no sudden jerks are required, the individual should start to stand and move upwards in a smooth continuous action, individuals should never lift and twist at the same time

When the weight and/or other physical characteristics of a load could give rise to injury or ill health, the use of mechanical means to move, handle or support the load shall always be preferred over manual handling. Mechanical means should be used to (ideally) eliminate the risks to persons, or otherwise to reduce the risks to an acceptable and controllable level.

***As a guidance weight, 25kg per person should be used for calculating risk assessments.***

### 3.27 WELFARE ARRANGEMENTS

In accordance with the requirements of the Construction (Design & Management) Regulations and the Workplace (Health, Safety and Welfare) Regulations, the company will provide workplaces with adequate provision for their ventilation, temperature and lighting. Appropriate levels of cleanliness shall be maintained and arrangements for the disposal of any waste in accordance with the environmental protection arrangements laid down.

The company will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees at all of our workplaces. Hot and cold running water, soap, towels and drying facilities will be in place. An adequate supply of wholesome drinking water will be provided. Suitable and sufficient facilities for rest and to take refreshments will be provided.

When working on a client's premises it may be that employees will share the Client's facilities as agreed. These facilities must be treated with respect and kept clean. Where work is carried out in people's homes, we will make a verbal request to use their washing facilities if required.

#### **Ventilation**

Ventilation must be such that there are adequate quantities of fresh/purified air in the workplace. Special attention will be given to places and works where harmful substances are used, created, handled or stored. Positive ventilation/extraction will be provided where necessary to ensure adequate ventilation.

### **Temperature**

All practicable and reasonable action will be taken to maintain adequate temperatures in places of work. Where temperature within the workplace generally is not within reasonable limits, all practicable measures will be taken to ensure that welfare facilities are provided with adequate heating. As a guide, temperatures should be at least 16° Celsius after the first hour of work in occupied buildings.

### **Lighting**

Work areas are to be well lit including access routes, storage areas etc. Adequate task lighting will be provided to all work areas where natural light is not sufficient. Light levels and number/position of light sources are to be sufficient for work to be undertaken safely; more light is required at the work face and for high concentration, high detail work than for general access routes. Adequate provisions for lighting are also to be made for emergency conditions.

### **Rest Facilities/Hygiene Facilities**

Adequate facilities will be provided for rest breaks and good hygiene at places of work. Where facilities are shared, the Company will liaise with other employers/the Principal Contractor to ensure adequate provisions are made. Such facilities are to be kept in a suitably clean condition at all times, and are to include:

- a. Toilet facilities, suitable for the number of persons on site, with own washing facilities, hot and cold running water, soap/cleanser and means for drying. Separate facility for female workers.
- b. Rest/messing facilities, with tables, chairs and means to store 'used' protective clothing and equipment.
- c. Facility to heat/prepare heated food stuffs.
- d. Adequate supplies of safe drinking water with safe means of drinking it, labelled as drinking water if necessary to ensure correct supply is used.

## **3.28 SITE SECURITY**

Work sites must be securely fenced or otherwise secured, so far as practicable. Warning notices will be posted. All attention will be paid to preventing unauthorised persons (especially children) entering the construction site. Security arrangements should be checked at the end of each shift.

## **3.29 HOUSEKEEPING/WASTE MANAGEMENT**

In order that there is safe access and egress to/from all workplaces the following shall be as followed:

- a. Walkways/access routes will be kept free from all obstructions and trip hazards, as far as is practicable (signs/barriers used as precaution if applicable)
- b. Scaffolding boards shall be kept clear/safe access route will be maintained
- c. Holes and openings in floors will be securely covered or be fenced off
- d. Nails/hazardous fastenings in timber etc. hammered down or removed
- e. All storage/lay down areas will be tidy and items stored safely
- f. Waste will be cleared regularly - generally as work progresses into other areas, or otherwise daily.
- g. Waste to be moved to designated, safe holding areas/skips etc. to await disposal
- h. Arrangements to be made for safe collection and disposal of waste
- i. Breakages/spillages etc. will be cleared up as soon as possible
- j. Hoses and cables will be kept clear of the floor as far as is practicable
- k. Position of large items of equipment must not cause obstructions to safe access generally, and must not impede access to emergency equipment and emergency/escape routes
- l. Works will be so conducted as not to constitute a public nuisance
- m. Waste (including spills etc.) that may constitute a hazard to disposal or to the environment shall be contained, segregated and controlled so as not to risk harm to persons or to the environment in general
- n. Hazardous ('special') waste will be segregated by type for control and safe disposal via a licensed carrier to a licensed waste disposal site
- o. Relevant consents will be obtained and waste control records made for disposal of waste

### **3.30 Display Screen Equipment (DSE)**

Metcalf Commercial Decorators Ltd shall ensure that all 'Users' of Display Screen Equipment (DSE) are identified; that they are provided with adequate guidance and information; and that they have completed a display screen assessment form. Copies of all display screen assessment forms will be retained in the relevant personnel files.

Risk Assessment on the use of DSE will be carried out and will involve the following:

- a. The initial set up of the DSE.
- b. Instruction to all users.
- c. The working position and workstation.
- d. Seating and workspace.

DSE assessment forms should be reviewed and necessary action taken to make the workstation safe for the user. All users should be given a copy of the guidance on the safe use of display screen equipment.

Eye testing will be carried out at the request of the user. Where corrective appliances are required to enable the user to continue working with the DSE, these will be provided by the employer. Any aches, pains or discomfort suffered at the workstation should be reported to the management as soon as possible.

### **3.31 SUB-CONTRACTOR SELECTION PROCEDURES**

#### **Selection Procedures**

It is the intention of the Company to:

- a. Appoint competent sub-contractors and designers (if required), who will make adequate provision for health and safety.
- b. Use suppliers of materials who will provide adequate health and safety information to support their products.
- c. Select appropriate and proper machinery and plant and ensure its proper use and maintenance. Also ensure only trained operators use the plant/machinery.

In order to do this each contractor and supplier will be required to complete a health and safety questionnaire and will be continuously monitored for continued standards of health and safety.

Once appointed a subcontractor will be required to provide site specific risk assessments and method statements for the works they are to undertake. Prior to commencing works the subcontractor will be required to attend site induction given by the appointed site supervisor.

Sub-contractors will be expected to promptly provide the Company with any information necessary for the Project Health and Safety File. Sub-contractors will be instructed to do this prior to work commencing and the matter will be discussed during project reviews.

The Company will review the performance of the sub-contractor at the end of each contract.

The review shall record:

- a. Reportable accidents, incidents and dangerous occurrences.
- b. Competence to perform the tasks.
- c. Levels of supervisory management competence.
- d. Willingness to follow instructions given.
- e. Work to programme.
- f. Work to budget.
- g. Quality of work.

### **3.32 HIGHLY FLAMMABLE LIQUIDS & LIQUEFIED PETROLEUM GAS / STORAGE & USE OF HIGHLY FLAMMABLE LIQUIDS (HFL)**

The Dangerous Substances and Explosive Atmosphere Regulations 2002 will be complied with at all times.

- a. Containers of all HFL's will be identified and properly marked
- b. Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, banded, ventilated metal bins.
- c. Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- d. Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- e. HFL fumes and vapours will be dispersed by adequate ventilation.
- f. A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc
- g. Manufacturers or suppliers data sheets and COSHH assessments will be provided
- h. Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

#### **Storage and Use of Liquefied Petroleum Gas (LPG)**

L P G (butane propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- a. The company complies with The Dangerous Substances and Explosive Atmospheres Regulations 2002.
- b. LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- c. Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- d. LPG cylinders will always be used and stored upright
- e. After use, all LPG cylinders will be returned to the store.
- f. When stored Used and full LPG cylinders will be stored separately and segregated from oxygen cylinders Fire extinguishers must be in place.
- g. When being transported cylinders will be kept upright and secured.
- h. Vehicles will display warning notices and carry a TREM card, be equipped with fire extinguishers and the driver trained in emergency procedures.
- i. Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- j. Under no circumstance will heat be applied to any LPG cylinder.
- k. When not in use the gas will be turned off at the cylinder valve.
- l. Where there is evidence of an LPG leakage the following action will be taken:-
  - Gas turned off at cylinder valve.
  - All doors and windows opened.
  - Area will be vacated and Site Manager to be informed.
  - Electrical switches and telephones WILL NOT BE OPERATED.

### **3.33 OCCUPATIONAL ROAD RISK**

Safe driving is vital to those of us who drive to and from our work locations on company business. We are committed to providing a safe place and systems of work to eliminate and minimise risks wherever possible. Employees who are required to travel alone and the risk associated with driving must be addressed alongside the risks of lone working. Where our employees are required to travel distances in excess of 2 hours, we will consider providing a second driver to share the duties or consider overnight accommodation.

Work related hazards include:

- Driving in poor weather conditions; Driving for long periods
- Vulnerability of driving alone; Driving in unfamiliar areas
- Vehicle breakdowns; Reversing when there is poor visibility
- Load safety where goods, tools, parts etc. are being carried



When planning your journey always check the weather conditions first, do not travel during adverse weather unless absolutely necessary

**DO NOT DRIVE UNDER THE INFLUENCE OF DRINK OR DRUGS**, it will seriously affect your judgement.

- Ensure the vehicle seat and ergonomics are comfortable before setting off
- If it is necessary to carry loads in the vehicle get help to load and ensure they are secure, always spread the load evenly over the axles
- Always drive within the speed limits and follow the Highway Code
- Do not give lifts to strangers or hitchhikers
- Never use a mobile phone whilst driving unless it is connected to a hands-free device. Even with a hands-free device fitted it is safer to pull over before making or answering a call
- Regularly check lights; tyres; wiper blades; coolant levels etc.
- If an accident or breakdown occurs whilst traveling stay calm, ring the emergency or break down recovery services
- Always ensure that your mobile phone is working and charged before making any journeys
- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licenses will be permitted to drive that class of vehicle.
- Driving licenses will be checked annually.
- All employees are required to report any driving convictions or points on their license.
- A system of recording accidents/incidents will be established to identify training needs
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive,
- Drivers and passengers will not smoke in company vehicles

### **3.34 Covid – 19 PROCEDURES**

Guidelines regarding best practice are constantly evolving, Metcalf's are to continually update our best practice procedures to reflect Government & Health Professionals advise. Below are topics to address when updating procedures.

- a. Most recent government Guidelines.
- b. Ventilation; Face Coverings; Covid Risk Assessments
- c. Site Inductions & Posters.
- d. Update Memos / correspondence to furloughed staff.
- e. Home working arrangements.
- f. Office working arrangements as required.
- g. Suitable washing facilities/sanitiser; Welfare, door handles, etc.
- h. Social distancing at work.
- i. Travel arrangements.
- j. Deliveries & collections.

### **3.35 SMOKING**

It is our policy that all workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises within the workplace, this includes company vehicles. Anyone working for the company shall always be expected to observe the company and site-specific rules. It is illegal to smoke in any vehicle with anyone under 18 present. If anyone is seen smoking in the workplace or a company vehicle, please ask them to stop.

### 3.36 STRESS AT WORK

Metcalf Commercial Decorators Ltd recognise that we have a duty of care to prevent, so far as reasonably practical, ill health due to physical and psychological causes present in the workplace.

Stress is the adverse reaction people have to excessive pressure or other types of demands placed on them. A controllable level of pressure is healthy and leads to improved motivation, job satisfaction and performance. In contrast excessive pressure can lead over a period of time to ill health such as heart disease, anxiety and depression. Our aim is to provide a working environment in which no individual suffers unduly from stress. The Health & Safety Executive define stress as; “the adverse reaction people have to excessive pressure or other types of demand placed upon them”.

Metcalf Commercial Decorators Ltd will:

- Identify all workplace stressors and take reasonably practicable measures to eliminate stress or control the risks from stress
- Provide information to all managers and supervisory staff in good management practices,
- Provide support to assist staff to access counselling for stress caused by either work or external factors
- Provide adequate resources to enable managers to implement Metcalf Commercial Decorators Ltd’ agreed stress management strategy

The company will monitor sickness and absence records for indications of excessive stress. Back to work interviews may be used as part of the assessment process. If employees feel that work demands are affecting their health, they must report this issue to their Supervisor, Line Manager or one of the Directors.

### 3.37 UNSAFE BEHAVIOURS

People’s behaviours are the most common cause of accidents and occupational ill health. Unsafe behaviour is not limited to physical acts: consideration should include and psychological factors, i.e. how well/alert/tired/distracted workers may be.

Most unsafe behaviours are not intentional. It is usually due to people developing bad habits; not identifying the hazard; inadequate training or forgetting training; or just trying to get the job done quickly.

Everyone should take time to consider how they carry out their work with a view to other people’s safety. Everyone is encouraged “Don’t Walk By” and to report unsafe situations; plant & equipment; the working environment; people’s behaviours & attitudes or anything else that may cause an accident or harm to the environment.

#### **Violence & Aggression**

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

Metcalf Commercial Decorators Ltd will not tolerate anti-social behaviour from any person towards our employees and/ or contractors and will deal with such incidents firmly and robustly.

Metcalf Commercial Decorators Ltd will treat all complaints of violence and abusive behaviour directed toward staff and contractors seriously, investigate each case where appropriate and take appropriate action to protect staff and contractors.

Metcalf Commercial Decorators Ltd will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent members of the public in advance
- Providing information, instruction and guidance to staff so that they can spot the early signs of aggression, and either avoid or respond to it appropriately
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently

Where employees have experienced violence or aggression in the workplace, Metcalf Commercial Decorators Ltd will provide support to minimise any long-term distress.

### **3.38 CONSULTATION**

The Directors and senior Managers will make arrangements for regular meetings or other necessary means to facilitate consultation with employees at all levels regarding health & safety.

This consultation will involve a combination of formal and informal consultation, such as Health & Safety Team meetings, departmental meetings and discussion groups, as well as encouraging individual consultation between Metcalf Commercial Decorators Ltd and employees where appropriate.

Communication with employees whose first language is not English will be carried out using one or more of the following methods.

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you
- Use an interpreter; this may be a trained work colleague
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues

### **3.39 LONE WORKING**

Lone workers are defined as those who work alone without close or direct supervision. Examples of lone working activities include:

- Persons meeting with Clients,
- Persons delivering items / stock,
- Persons visiting or inspecting occupied and unoccupied premises,
- Persons travelling to & from, or working on remote sites,
- Persons opening or closing premises at the start and end of the working day,
- People working outside normal hours e.g. evenings and weekends,
- Mobile workers, and those working away from their normal location

Where reasonably practicable, measures will be taken to avoid lone working through the organisation of work routines and practices. Where it is not possible to avoid lone working, the risks will be assessed for circumstances where employees are required to work alone, and suitable arrangements will be put in place to minimise the risks.

- Lone working risk reduction measures include:
- Training and instruction for staff who are likely to work alone,
- Periodic visits and/or contact by telephone or mobile radio with persons working alone,
- Automatic or manual warning devices to raise the alarm in the event of an emergency,
- Checks that Lone Workers have returned to their base or home at the end of a task.

### **3.40 SKIN PROTECTION**

Skin cancer is the most common cause of cancer in the UK and is an occupational hazard for people who work outdoors. The company advises all employees to cover all limbs during the summer and prohibits the wearing of shorts. T Shirts must be worn with long sleeved trousers as a minimum.

## **Revision Record**

<b>Revision Level</b>	<b>Date</b>	<b>Details of change</b>
a	18/12/15	First draft for discussion
1	16/03/17	Issued for use.
1a	01/12/17	Amended to include Commercial Manager in Organisation.
1b	16/03/18	Amend Organisation chart to include H&S Manager
1c	03/01/19	Amend Organisation chart, remove commercial manager and references to GD H&S advisor, update ladder and scaffold regulations, add upper limit for noise exposure, + other minor amendments.
1d	25/03/20	Covid-19 preventative measures to be described in site induction (Section 3.9) added to Identify Covid-19 procedures.
	09/07/20	Refresh page numbers in index.
1e	05/07/21	Removed M George as H&S officer
1f	20/12/21	Reviewed in preparation for 2022, minor amendments and additions made
1g	15/11/22	Reviewed due to change in Consultant to Consulo Health & Safety Ltd