



**PTSG**

PREMIER TECHNICAL  
SERVICES GROUP LTD

*Niche Specialist Service Provider*

# Health and Safety Policy

## **Health and Safety Policy**

**Premier Technical Services Group Ltd**

**Registered Office:  
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### **Integrating:**

**PTSG Access and Safety Ltd  
PTSG Electrical Services Ltd  
PTSG Building Access Specialists Ltd  
PTSG Fire Solutions Ltd  
PTSG Water Treatment Ltd**

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## Statement of intent 2023



### STATEMENT OF INTENT

Premier Technical Services Group Ltd and its constituent companies are to give, so far as is reasonably practicable, health and safety matters appropriate priority in all situations and conduct their operations in such a way as to ensure the health and safety and welfare of all its employees.

The company's aim requires that high standards of health, safety and welfare be achieved and maintained at all sites, places of work and offices. To this, the company will ensure, so far as is reasonably practicable that:

- Safe and healthy methods of work are adopted at all times
- Safe and healthy working conditions are maintained
- Employees and sub-contractors are made aware of potential hazards and control measures that are to be adopted
- A zero tolerance for non-reporting of accidents and incidents within the workplace
- Employees and sub-contractors are suitably trained in safe methods of work and the safe efficient operation and maintenance of plant and equipment where applicable
- To ensure that the demands of activities do not exceed the capabilities of staff to carry out the work without risk to themselves or others

The company safety policy will be reviewed at regular intervals, not exceeding two years. In order to meet current legal requirements any necessary amendments will be communicated to all employees.

The company will ensure effective active open communication and consultation and via one-to-one meetings and regular safety management meetings with all levels of management, stakeholders, sub-contractors and employees.

[The company will ensure compliance with the policy through a recognised monitoring programme and we will enable rectification of any problems that may arise. Our culture and framework for continual improvement is based on the plan-do-check-act model and includes site inspection, performance measurement and the monitoring of the groups targets.

The company objectives therefore are to minimise the risks created by work activities, products and services, we will organise ourselves in a way that secures involvement and participation at all levels and measure performance against the company pre-determined standards. The health and safety plan will be monitored and actioned accordingly.

The philosophy of the company is that accident situations, either real or potential do exist and constitute a real or potential loss in terms of human suffering and financial loss to the individual and the company. The company recognises it has a legal and moral duty as well as financial interest to remove those adverse situations, as far as is reasonably practicable, from the company through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health."

Each employee has a duty to make proper use of protective systems; equipment and clothing provided by the company and will comply with all proper instructions relating to health and safety matters.

The board of directors will lead by promoting best practice comply with, and as appropriate exceed the spirit and letter of this statement of intent, its policies and of the health and safety laws and regulations of the countries in which we operate.

*Melvil Varty*

Mr N Varty Group CEO

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## ORGANISATION RESPONSIBILITIES

Premier Technical Services Group Ltd and its constituent companies [the company] recognises that in order to be effective in controlling risks the activities of management and employees need to be co-ordinated to ensure everyone is clear about what they are expected to achieve.

The responsibilities outlined in this policy are intended to provide clear direction to all personnel whilst working on company property and places of work including commercial, industrial and railway infrastructures.

The company also recognises that everyone has a role to bring about continual improvements in health, safety, quality and environmental performance, by working with others in partnership and engaging relevant stakeholders, this will also have a positive impact on the safety culture of the company as this commitment covers above and beyond just compliance.

Many health and safety functions are not exclusive to specific post holders, some overlapping of responsibilities may occur.

Management and employees identified as having specific health and safety responsibilities will be held accountable for their performance under section 7 of the Health and Safety at Work Act 1974

**The Chief Executive Officer** is responsible for and:

- Will have a direct responsibility for the implementation of the company's policies on health, safety environment quality but will further delegate that responsibility for activities to the group Managing director
- Advising the board of any necessary revisions and developments to the policy for health and safety
- Will ensure that all channels of communication are available, and all subordinates are made aware of reporting procedures.
- Will provide assistance in identifying safety priorities and setting of objectives to be achieved.
- Will ensure that any relevant health and safety information to undertake activities is forwarded to all concerned.
- Will ensure arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures
- Will consult employees about their risks at work and current preventive and protective measures.
- Will ensure all accidents/dangerous incidents are investigated.
- Will ensure all necessary insurance covers are in place.
- Reviewing safety meetings recommendations.
- Will ensure that all plant and equipment is maintained in good order as required by relevant legislation, including but not restricted to: The Provision and Use of Work Equipment Regulations 1998 [PUWER] and applicable safety critical tasks

**The Managing Director** is responsible for and:

- Will ensure that the company's performance is monitored and keep the board informed of any relevant health, safety environment and quality matters.
- Will have a responsibility for the implementation of the company's policies on health, safety environment quality
- Will ensure that all channels of communication are available, and all subordinates are made aware of reporting procedures.
- Will ensure arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures
- Will consult employees about their risks at work and current preventive and protective measures.
- Will provide assistance in identifying safety priorities and setting of objectives to be achieved.
- Will ensure that any relevant health and safety information to undertake activities is forwarded to all concerned.
- Will ensure all accidents/dangerous incidents are investigated.
- Will ensure that all plant and equipment is maintained in good order as required by relevant legislation, including but not restricted to: The Provision and Use of Work Equipment Regulations 1998 [PUWER] and applicable safety critical

**The Divisional Directors** are responsible for and:

- Will ensure that all channels of communication are available, and all subordinates are made aware of internal clients reporting procedures.
- Will provide assistance in identifying safety priorities and setting of objectives.
- Will ensure that any relevant health and safety information to undertaken activities is forwarded to all concerned.
- Carry out safety audits at agreed frequencies and informing the board as to the extent to which they are successful in reducing risks.
- Will have a direct responsibility for the implementation of the company's policies on health, safety environment quality but will further delegate that responsibility for activities to subordinate managers.
- Will have a good understanding of regulations and approved guidance which governs the company activities.
- Will provide assistance in identifying safety priorities and setting objectives to be achieved and developing the safety culture and philosophy of the company.
- Will ensure that budgets are sufficient for safety requirements.
- Will provide instruction and deliver briefing material in circumstances not covered by this policy.
- Will ensure arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Will consult employees about their risks at work and current preventive and protective measures.
- Will ensure that the safety of themselves and others are not affected by their act and omissions.
- Will discipline any member of management or employee for failing to discharge safety responsibilities satisfactorily, or for breaches of safety rules.
- Will have a good understanding of the company health and safety policy and will ensure that all subordinate employees under his control observe all aspects of the policy.
- Will ensure that all accidents/dangerous incidents are investigated, and the CEO, MD and Director for Health & Safety are advised as necessary.
- Will ensure that all plant and equipment is maintained in good order as required by relevant legislation, including but not restricted to: The Provision and Use of Work Equipment Regulations 1998 [PUWER] and applicable safety critical tasks.
- Will plan work including safe access and egress.
- Carry out risk assessments for their scopes of works.
- Will ensure that arrangements for heating, lighting, ventilation and general welfare are to the standards expected in the working environment.
- Will ensure competence assessments are completed and arrange suitable training.
- Monitor hours worked and authorising exceedances for employees and sub-contractors' employees.
- Assess first aid resources to be provided to all sites.

**The Director for Health and Safety** is responsible for and:

- Will have a responsibility for the implementation of the groups policies on health, safety and environmental aspects
- Will consult with the directorate in the identification of priorities and set objectives and targets annually
- Will develop the safety culture and philosophy of the company.
- Will ensure that all channels of communication are available and group personnel are made aware of internal, site providers
- Will review annually the company health and safety policy and amend as necessary.
- Will review the groups risk assessments/method statements
- Will ensure arrangements are effective for planning, organisation, control, monitoring and review of preventive and protective measures
- Will consult employees as necessary about their risks at work and current preventive and protective measures.
- Will ensure that any relevant health and safety information is forwarded to all concerned.
- Coordinate random, on suspicion and for cause alcohol and drug screening and testing laid down by our company policies, procedures
- Will ensure that compliance with Sentinel scheme rules and regular review of all publications is carried out to ensure all documentation remains current. The SHE advisor will be deputised / appointed in the absence of the Director Health and Safety
- Will implement systems for document control
- Will be competent in the understanding of regulations and approved guidance which governs the company
- Will ensure that all accidents/incidents and dangerous occurrences are investigated, and the CEO, MD and enforcement authorities are informed as necessary
- Will ensure all employees are provided with suitable information, instruction and training and are made aware of the actions/precautions they are to take.
- Will ensure that fire procedures are implemented correctly.
- Assess first aid resources which are to be provided to all sites
- Will maintain the group HSEQ management systems
- Will produce and deliver training and briefing materials where required
- Monitor and approve the supplier services
- Will present the findings of site safety audits to the directorate
- Will ensure internal audit schedules are maintained
- Will maintain the group accreditation membership register
- Will maintain the group training matrices and plans
- Will carry out training needs analysis annually
- Will measure and monitor the groups safety performance annually
- Will monitor the groups aspects and impacts on the environment
- Will deliver and implement improvements to specific and model training modules

**The Group Safety Advisors** are responsible for and:

- Will carry out random, on suspicion and for cause alcohol and drug screening and testing laid down by our company policies
- Will maintain the groups aspects and impacts registers on the environment
- Will conduct site safety audits and present the findings to the Director Health and Safety
- Will conduct group property audits and present the findings to the Director Health and Safety
- Will issue as necessary, and monitor corrective action reporting mechanisms
- Will assist in the investigation of accidents/incidents dangerous occurrences
- Will ensure all employees are provided with suitable information, instruction and training and are made aware of the actions/precautions they are to take.
- Will ensure that fire procedures are implemented correctly.
- Assess first aid resources which are to be provided to all sites
- Will monitor and update the groups approved supplier register
- Will monitor and update the group COSHH register

**The Group VQ Assessor** is responsible for and:

- Will plan and deliver vocational training programmes and workshops
- Will observe and assess candidates in their workplace
- Will examine candidates' portfolios of evidence
- Will working closely with training staff and candidates' managers
- Will conduct site safety audits and present the findings to the Director for Health and Safety
- Will issue as necessary, and monitor corrective action reporting mechanisms
- Will assist in the investigation of accidents/incidents dangerous occurrences
- Will ensure all employees are provided with suitable information, instruction and training and are made aware of the actions/precautions they are to take.
- Will carry out random, on suspicion and for cause alcohol and drug screening and testing.
- Assess first aid resources which are to be provided to all sites

**Group Operational Managers** are responsible for:

- Will have a good understanding of the company health and safety policy and will ensure that all subordinate employees under their control observe all aspects of the policy.
- Will liaise with clients to ensure they fully understand the company requirements for safety on work projects/sites through the provision of written risk assessments & method statements.
- Will ensure that all requirements, safe working procedures and rules are observed, and that all safety equipment provided is worn and used correctly
- Will ensure that all accidents/incidents are reported to the Safety Health and Environment department and their divisional directors
- Will ensure that all employees and sub-contractors under their control are adequately trained in the tasks and they have provided any requested certificates where appropriate.
- Will ensure that all employees and sub-contractors under their control use the safety equipment and personal protective equipment provided or required by legislation.
- Will ensure that all equipment in use on site is properly maintained and records of inspection kept.
- Will ensure arrangements are effective for planning, organisation, control, monitoring and review of preventive and protective measures
- Will consult employees as necessary about their risks at work and current preventive and protective measures.
- Will ensure that the safety of themselves and others are not affected by their act and omissions
- Will ensure that all portable electrical equipment under their control is maintained, safe from accidental damage, protected from the weather, limited to 110v so far as is practicable, and are fitted with suitable safety devices.
- Will ensure that all hazardous substances are controlled, stored and handled correctly and ensure that material data sheets are obtained for any substance used and a COSHH assessment has been prepared and issued
- Will ensure a good standard of housekeeping is maintained on site and waste/surplus materials are disposed of safely.
- Monitor hours worked and authorising exceedances for employees and sub-contractors' employees.
- Will provide any records necessary for inclusion to a health and safety file.
- Regularly carry out random checks on safe working procedures, monitor reports and change where necessary.
- Will ensure employees are conversant with fire, first aid rules
- Assess first aid resources to be provided to all sites
- Coordinate employment medicals and Network Rail drug and alcohol testing

**Employees** are responsible for:

- Will have an understanding of the company health and safety policy
- Will ensure that all accidents/dangerous incidents are reported to their Divisional Operations Manager and Safety Health and Environment department
- Will use equipment correctly to ensure safe systems of work and compliance with all appropriate legislation.
- Will ensure that the safety of themselves and others are not affected by their act and omissions
- Will ensure that copies of certificates and licences are available for inspection at all times.
- Will ensure that daily and weekly inspections of vehicles/equipment's are carried out and recorded accordingly.
- Will consult with their employer as necessary about their risks at work and any concerns regarding current preventive and protective measures.
- Will ensure that the safety equipment and personal protective equipment provided or required by legislation is worn and make full use of all protective devices and equipment provided by the company or required by our clients and inform their immediate Supervisor / Manager of any loss or obvious defect in that protective equipment.
- Must conform to all instructions given by Managers and / or others who have a responsibility for Health and Safety.
- Will perform Sentinel coordinated tasks

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accident and Incident Reporting/First Aid Arrangements**

All accidents and incidents which occur within the company's operations must be reported immediately to the divisional director along with the group director for safety. Serious accidents are also reported immediately to the CEO and MD. All personal injuries shall be recorded in the accident report book.

Plant or equipment involved must not be removed or dismantled without prior authorisation from the company together with the Health & Safety Executive. Where required [over seven lost day incidents] form 2508 is completed by the Director Health and Safety and sent to the appropriate Health & Safety Executive Office.

The company acknowledges that there is no mandatory list of items that should be included in a first aid container and the decision on what to include is obtained from information gathered during the assessment of first aid needs. Tablets and medicaments should not be kept. Displayed throughout the premises are notices which detail the following.

- Qualified First Aiders.
- First Aid Kits.

The company should be notified in writing by the client of any specialist precautions, which require to be arranged to maintain a safe working environment for both its own employees and any sub-contractors.

### **Staff Welfare**

The Company will provide and maintain its workplace, buildings, and access/egress ways in a safe condition, good repair and free from reasonably foreseeable risk risks to health and safety. The safety health and welfare of our employees will not be compromised for other objectives and aims of the group and workplace inspections will be carried out on a regular basis.

Adequate standards and provisions in relationship to ventilation, temperature, lighting and cleanliness will be maintained. Workplace equipment, devices and systems will be regularly maintained and kept in a safe, efficient condition.

Housekeeping procedures will be applied in maintaining acceptable hygiene, cleanliness and Covid 19 standards throughout the premises. Purpose waste receptacles will be provided to assist, and all employees are expected to assist in maintaining their areas of working in a safe and tidy condition.

All stairways and ramps will be kept in good order and incorporate suitable hand-railing or barriers.

The Company will also provide suitable and adequate welfare facilities which will include:

- Sanitary conveniences which are kept clean, well-lit and ventilated.
- Washing facilities which are located close by, kept clean and tidy.
- Places to eat drink and rest, kept clean, tidy and hygienic, and free from smoke and fumes.
- Supplies of wholesome drinking water

If and when required, suitable provisions will be provided for pregnant workers for rest purposes. A suitable room, close to toilets, smoke and fume free, heated and ventilated, will be made available. It is the responsibility of the pregnant worker to notify the company.

Wherever possible arrangements will be made with the client and/or principal contractor for the use of welfare facilities at sites under their management as a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

Reference documents:

- The Workplace [Health Safety and Welfare] Regulations
- L24 Workplace Health Safety and Welfare [Revision 2 2013]
- The arrangement section of the group Health and Safety Policy document
- CIS Welfare during construction work
- NR/L3/INI/CP0036 Provision of Welfare Facilities

### **Working within the Railway Infrastructure – Monitoring of Fatigue**

No employee will be disciplined for refusing to work on the grounds of unsafe conditions, and all employees shall be made aware of the Confidential Incident Reporting and Analysis System [CIRAS] whilst working on railway infrastructures. The contact number is 0800 4101101

The NR/L2/ERG/003 management of fatigue and control of working hours for staff undertaking safety critical work guidance provides the following working time limits and shall apply to staff undertaking safety critical work within the network rail infrastructure:

- No more than twelve hours to be worked per period of duty/shift
- No more than seventy-two hours to be worked in any seven-day period
- A minimum of twelve hours rest between booking off from a period of duty/shift to booking on for the next period of duty/shift
- No more than thirteen periods of duty to be worked in any fourteen-day period

### **Occupational Health Surveillance**

Occupational health is concerned with the prevention, monitoring and treatment of work-related disease and ill-health. It covers a broad range of health-related issues, including:

- Effect of work on health – both acute and chronic.
- Prevention of occupational disease or its worsening, for example through health surveillance, ergonomics and good management systems.
- Use of rehabilitation and recovery programmes for those returning to work.
- Help for disabled persons at work, for example through provision of support or workplace adaptations.
- Provision of advice on occupational aspects of ill-health with complex causation, such as stress

The following activities fall within the scope of occupational health and safety:

Periodic medical examinations, including health surveillance – these may be due to statutory requirements, or where it is perceived that staff are exposed to specific hazards i.e. noise, HAVS or radiation.

Sickness absence monitoring & post sickness absence review – recording and monitoring of employee sickness will help to identify and trends or patterns of sickness in the workplace

### **Post Sickness-absence Review**

Following long-term sickness absence, a review may be conducted to see if individuals remain fit enough to carry out their current roles. This should provide the employee with the opportunity to discuss any continuing health concerns they may have. It may also highlight any further issues, such as a disability or sensitivity, that warrant a change in the workplace access arrangements, or exposure to specific individuals or levels of work pressure.

If the returning employee's health indicates changes to the work environment, procedures or hours worked, it is beneficial to provide their work colleagues with awareness training or instruction.

#### **Immunisation**

It is recommended that clinical advice be sought before travelling to exotic locations. Other immunisations with potential work-related dimensions include TB, tetanus, hepatitis, rabies and influenza.

#### **Counselling**

Information on diets, smoking, drugs, alcohol or sex education may be provided by occupational health services, in an effort to educate the workforce how to reduce the risk of ill-health (separate Guidance notes are available on Smoking and Drugs & Alcohol at work).

#### **Treatments**

Various occupational health providers offer special treatments to staff, such as physiotherapy, chiropody, reflexology or dentistry.

#### **Rehabilitation**

The principal aim of rehabilitation is to return staffs who have suffered ill health, injury or the onset of disability to their original job or other productive work. Rehabilitation may involve changes to work practices, hours or the provision of specially adapted equipment, services or of the working environment itself.

Drug and alcohol monitoring takes place throughout the company and specific policy documentation is available for further reference

### **Consultation & Communication**

Safety meetings and one to one meetings will be held to involve employees in effective implementation of the policy for health and safety. Agendas to include corrective actions, review of risk assessments and implementation are sent to all employees via notice boards, newsletters safety bulletins and e-mail.

The policy will be made available to all relevant interested parties, including stakeholders, third parties and employees identified within the needs and expectation document.

### **Safe Systems of Work**

Each division will have access to the HSEQ management systems, in addition each establishment will develop local rules and procedures to identify hazards and control risks in their working areas. These should be submitted to the Director Health and Safety to ensure uniformity throughout the group.

## **Work Equipment**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations

Before new equipment is introduced into the working environment, an assessment will be made by senior management in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will include pre use/start checks, examination of equipment, and recorded on fall protection, PPE, ladder inspection reports. All inspection regimes will be based on manufacturer's guidance and industry best practice

Any maintenance / inspections undertaken on company equipment will be formally recorded on the aforementioned documentation

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to operational management.

## **Working at Height**

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height).

The Regulations require duty holders to ensure:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from working on fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

The Regulations include schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

Further reference and instruction can be found in the arrangements for working at height document.

## **Emergency Services**

When employees work on other people's premises, they should obey their fire and first aid arrangements. Particular note should be taken of escape routes etc. First aid boxes are provided in our own premises and travel first aid kits are provided for each van. Fire extinguishers are provided and maintained throughout our premises. Fire procedures have been drawn up and are displayed at strategic points throughout our premises.

## **Accident Reporting**

Employees are required to report all accidents whether injury is sustained or not. The health and safety department will then carry out an investigation and complete a report. Any notification to the enforcing authority and to clients will be made from Head Office.

All incidents including near miss, close calls and accidents [and environmental events] will be reported to the company.

The management of the investigation of incidents and accidents will be in accordance with this policy document.

## **Manual Handling**

Manual handling injuries account for over a third of all accidents reported to the enforcing authorities each year.

Under the Manual Handling Operations Regulations 1992 (as amended) the company has legal duties to:

- Avoid the need to carry out manual handling operations wherever possible.
- if manual handling cannot be avoided the task should be automated or mechanised in some way, in order to reduce the amount of manual handling required.
- If manual handling cannot be avoided, an employer must assess the risks involved with the operations and take steps to avoid them.

This assessment is necessary to ensure that employees do not suffer injuries from manual handling tasks, and it is important to note that there is no maximum weight given for manual handling tasks. A general assessment of risk as required by Regulation 3(1) of the Management Regulations may indicate the possibility of injury from manual handling operations; in this case a more specific assessment should be carried out.

When making a more detailed assessment the following categories should be considered:

- The TASK
- The INDIVIDUAL CAPABILITY
- The LOAD
- The working ENVIRONMENT

## **LIFTING AND LOWERING**

The guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely. Observe the work activity being assessed. Then assess the maximum weight being handled.

The guideline figures for lifting and lowering assume:

- (a) The load is easy to grasp with both hands.
- (b) The operation takes place in reasonable working conditions; and
- (c) The handler is in a stable body position.

If these assumptions are not valid, it will be necessary to make a full assessment.

### Frequent lifting and lowering

The basic guideline figures for lifting and lowering in the diagram on the previous page are for relatively infrequent operations - up to approximately 30 operations per hour or one lift every two minutes.

### Twisting

In many cases manual handling operations will involve some twisting, i.e. Moving the upper body while keeping the feet static, the combination of twisting and lifting and twisting, stooping and lifting are particularly stressful on the back. Where the handling involves twisting and turning then a detailed assessment should normally be made.

### Carrying

The guideline figures for lifting and lowering apply to carrying operations where the load is:

- (a) Held against the body;
- (b) Carried no further than about 10 m without resting.

A more detailed assessment should be made for all carrying operations if the load is carried over a longer distance without resting or the hands are below knuckle height or above elbow height.

### Pushing and Pulling

For pushing and pulling operations (whether the load is slid, rolled or supported on wheels) the guideline figures (below) assume the force is applied with the hands, between knuckle and shoulder height. It is also assumed that the distance involved is no more than about 20 m. If these assumptions are not met, a more detailed risk assessment is required.

There is no specific limit to the distance over which the load is pushed or pulled as long as there are adequate opportunities for rest or recovery.

### Reviewing the assessment

The assessment should be kept up to date. It should be reviewed if new information comes to light or if there has been a change in the manual handling operations.

The assessment may also need to be reviewed if an injury occurs, or an employee becomes more vulnerable to risk due to illness, or the onset of disability or pregnancy.

### Training

An employer must also provide training regarding manual handling. This should include manual handling risk factors and how injuries occur, good handling technique, appropriate safe systems of work, use of mechanical aids.

## **Safe Handling & Use of Substances / COSHH**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used where possible. Substances requiring a COSHH Assessment will be identified by the management, who will also be responsible for undertaking the assessments. On completion of the assessments they will ensure that all relevant employees are briefed as to the result of the assessment and any action that they (the employees) need to take to ensure their safety. All assessments will be reviewed on a regular basis or whenever there is a change in the way a substance is used.

## **Noise at Work Regulations**

Appropriate action will be carried out at the workshops and on site to ensure compliance with the Noise at Work Regulations. Where noise levels cannot be reduced at source, employees are provided with & required to use hearing protection.

## **Personal Protective Equipment**

In accordance with the Personal Protective Equipment regulations 1992, Management will assess the risks to health and safety to employees and where possible, eliminate or minimise these risks by means other than by the provision of Personal Protective Equipment. Special purpose equipment is sourced locally; general equipment is issued on a personal basis. All site operatives are supplied with ear defenders, eye protection, a safety helmet, safety boots, dust masks; high visibility jackets a safety harness and lanyards. Bags are also provided for safe storage purposes. All operatives are instructed in the use of the Personal Protective Equipment supplied to them and are required to wear it in accordance with the specific assessments and site requirements.

## **Legislation and Related Documents**

The Personal Protective Equipment Regulations 2002

## **Training**

Health and Safety training is an essential part of the specific job training within the Company. All management will ensure that employees are suitably trained with regard to health and safety. All employees are given safety training during their induction period and the training will depend upon the needs of the individuals and the specific job concerned.

Records of training will be retained at Head Office, the areas of training covered include: -

- Induction
- General Health and Safety Awareness
- Fire Procedure and First Aid
- Safety Harnesses and other PPE
- Manual Lifting and Handling
- Safe use of ladders
- General Safety Training for Management
- Risk Assessment
- Use of Display Screen Equipment and the ergonomics of workstations (where appropriate).

## **Risk Assessments**

The company has established and maintained documented procedures for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures, for routine and non-routine activities carried out by our employees. These procedures also extend to the activities carried out by all personnel having access to the workplace including subcontractors and visitors. The Organisations methodology for hazard identification and risk assessment are contained within the relevant risk assessment policies.

## **Construction (Design and Management) Regulations 2015**

The company recognises its responsibility under these regulations and actively complies on all relevant projects.

### **Asbestos**

Regulation 10 - Information, instruction and training of the 2012 regulations has been updated and now details more specific requirements for the provision of adequate information, instruction and training for any employees who may come into contact with asbestos due to the nature of their work activities.

We have identified our minimum level of training as Asbestos Awareness Training, carried out 'within house' or can be outsourced from approved UKATA training bodies.

### **Audits, inspections and reviews**

Site safety audits and inspections are carried out on a regular basis, including site observation sheets and site health and safety audit reports.

Summary findings from audits and inspections will be discussed at monthly safety management meetings. Records of findings will be kept within the Health and Safety Department.

### **Policy Documentation**

All policy documents will be held electronically within the appropriate HESQ management systems and will be available to all company directors and regional management. Clients and employees will be provided with additional copies by written request.

Documents include, but not limited to:

- Risk Assessment Policy
- Manual Handling Policy
- Slips Trips and Falls
- Display Screen Equipment Policy
- Working at Height
- Access and Egress
- Loading/Unloading and reversing of vehicles
- Mobile Phone Policy
- Control of Substances Hazardous to Health (COSHH)
- Lifting Equipment
- Lone Workers Policy
- Noise Policy
- New and Expectant Mothers Policy
- Disabled Employees
- Control of Asbestos
- Welfare at Work
- Young Persons

