

# SAFETY STATEMENT

## HEALTH & SAFETY POLICY MANUAL



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Prepared for the Exclusive use of:  
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By  
**Safetymen**

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# SAFETY STATEMENT

## List of Principal Abbreviations

Most abbreviations are defined within the text. Abbreviations are not always used if it is not appropriate within the particular context of the sentence. The most commonly used ones are as follows:

ACOP	Approved Code of Practice
BS / BSI	British Standards / British Standards Institute
CAR	Control of Asbestos Regulations
CBH	Constructing Better Health
CDM	Construction (Design and Management) Regulations
CHIP3	Chemicals (Hazard Information and Packaging) Regulations
CIOB	Chartered Institute of Building
CLWR	Control of Lead at Work Regulations
CMIOSH	Chartered Member of the Institution of Occupational Safety and Health
CONIAC	Construction Industry Advisory Committee
COPD	Chronic Obstructive Pulmonary Disease
COSHH	Control of Substances Hazardous to Health Regulations
CPA	Construction Plant-Hire Association
CPCS	Construction Plant Competence Scheme
CSCS	Construction Skills Certification Scheme
DEFRA	Department for Environment, Food and Rural affairs
DOSE	The Dictionary of Substances and their Effects
DSE	Display Screen Equipment
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations
EA	Environment Agency
EPA	Environmental Protection Act 1990
EMAS	Employment Medical Advisory Service
EU	European Union
FASET	Fall Arrest Safety Equipment Training
FPA	Fire Protection Association
FRS	Fire and Rescue Service
HAVS	Hand Arm Vibration Syndrome
HSC	Health and Safety Commission
HSE	Health and Safety Executive
HASWA	Health and Safety at Work etc. Act 1974
HFL	Highly Flammable Liquid
HSE	Health and Safety Executive
HWD	Hazardous Waste Directive
HWL	Hazardous Waste List
IOSH	Institution of Occupational Safety and Health
ITB	Industry Training Board
ITO	Industry Training Organisation
JIB	Joint Industry Board
LEL	Lower Exposure Limits
LOLER	Lifting Operations and Lifting Equipment Regulations
LA	Local Authority
LPG	Liquefied Petroleum Gas
LSC	Learning & Skills Council
MHSW	Management of Health and Safety Regulations
MHOR	Manual Handling Operations Regulations
MSDS	Material Safety Data Sheets
NEBOSH	Nation Examination Board in Occupational Safety and Health
NVQ	National Vocational Qualification
OEL	Occupational Exposure Limit
PPE	Personal Protective Equipment
PUWER	Provision and Use of Work Equipment Regulations
RCS	Respirable Crystalline Silica
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RPE	Respiratory Protective Equipment
SDSs	Safety Data Sheet(s)
STEL	Short-term Exposure Limit
TUPE	The Transfer of Undertakings (Protection of Employment) Regs
UKAS	United Kingdom Accreditation Service
WBV	Whole Body Vibration
WEL	Workplace Exposure Limit
WRULD	Work-related Upper Limb Disorder

# **SAFETY STATEMENT**

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# SAFETY STATEMENT

## About us

Griffon Groundworks and Civils Ltd was established in 2023 and through years of experience over 3 generations it's safe to say it's in the blood, Sustainable growth with secured contracts with projects ranging up to the value of £2 million in the housing, commercial we have the ambition and drive to meet the requirements demanded within the construction industry for our Business and the future,

From our base in Essex, we cover East Anglia for civil engineering and groundwork packages for all types of schemes and projects, with generations of knowledge harnessed over the years to help with delivering the finest ethos and commitment in this challenging of industries,

The business has a very clear and simple objective, delivering client satisfaction time and time again where repeat business speaks volumes both in quality service and confidence to its clients while operating within a safe and healthy working environment. By ensuring and investing in professional and technically skilled personnel both on-site and behind the scenes is key, Your workforce is your Business and represents our Business at every level so creating a safe but friendly environment drives ambition within the workforce, We always endeavour to execute projects to the highest standards and meeting all construction programme requirements.

# SAFETY STATEMENT

## Introduction

This folder explains Griffon Groundworks and Civils Ltd Health & Safety Policy. It contains essential information, compiled to help people work safely and without risk to others. It is Griffon Groundworks and Civils Ltd Policy that the folder **must** be read, understood and signed by all employees of the Company.

This guide does not replace formal instructions from managers but comprises of General Safety Information, which is relevant to everyone regardless of their job or position.

Many activities that we do at work will have a safety instruction or procedure for employees to follow. Employees must make sure that they are aware of these and if in any doubt ask their line manager.

Health & Safety Legislation will be monitored by the Company's retained Health & Safety Consultants, **Safetymen**, to ensure that we are up to date. Griffon Groundworks and Civils Ltd Health & Safety Policy will be continually monitored and updated.

Before placing any reliance on any health & safety document which has not been issued as a controlled document, check with you line manager or the Director that it is the current, up-to-date version.

The stipulation contained within the company's Health and Safety Policy is relative to all personnel employed by Griffon Groundworks and Civils Ltd and is issued to all new employees. The implementation of this policy is manifested in a number of ways:

- No contract, even of a short term nature from an existing client, is accepted without a visit from a Manager or Director to establish that sufficient facilities exist or will be arranged for Griffon Groundworks and Civils Ltd staff, and that our company's Health and Safety Policy is not compromised. Griffon Groundworks and Civils Ltd has had no hesitation in terminating: an individual's contract of employment after having given both verbal and written warnings; lucrative contracts where staff were expected to operate in working conditions, which were either unsatisfactory, or illegal.
- All recruits, during their Induction Training, are given the Health and Safety Executive's pamphlet "**Health and Safety Law, What You Should Know**". This is available in different languages and will be supplied accordingly.
- Strict instructions are laid down for all Staff should they receive an enquiry from employees or Clients regarding Health and Safety related matters.
- The implementation of both the company policy and government directives is the responsibility of the Director.

It is the responsibility of Management to ensure that the relevant parts of the Manual are read by ALL EMPLOYEES, SELF EMPLOYED SUB CONTRACTORS AND OTHERS or alternatively, that the information is communicated to employees, self employed sub contractors and others by some other method – e.g. via staff handbook.

# **SAFETY STATEMENT**

## **Compliance Review**

Griffon Groundworks and Civils Ltd Health and Safety Policy shall be formally reviewed annually by Safetymen for as long as this Company retain their services. This review shall cover all sections of the policy and shall ensure that:

- The responsibilities reflect the current staffing of the company
- The arrangements remain unchanged
- The guidance is still applicable

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## **Safetymen Limited**

Safetymen have been retained as the Company's Safety Advisers and shall:

- Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required.
- Provide a telephone advisory service relating to all aspects of Health and Safety at work
- Carry out site safety inspections, as requested by the Company
- Provide written reports and assessments for the Company subsequent to the inspections
- By arrangement, provide an accident investigation service
- If requested, assess method statements prepared by the Company
- If requested, attend meetings regarding Health and Safety
- If requested, provide health and safety training to both management and staff
- Ensure that Safetymen's staff act to reduce imminent danger wherever that may be seen in any area of the Company's responsibilities

# SAFETY STATEMENT

## SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974



The following is a description of the type of work that our Company undertakes:

**Description of Work:**

All aspects of groundworks and civil engineering related to the construction of newbuild housing projects and commercial units.

**Industry Sectors:**

Construction, Domestic and Commercial.

### General Statement of Policy

As a responsible employer, we recognise our responsibilities for the health and safety of our employees and anyone affected by our actions. We believe our employees, or sub-contractors working on our behalf, have the right to work in safe and healthy conditions. These conditions are created and maintained by having clear health and safety policies systems and procedures.

The Company recognises and accepts the general duties imposed upon the Company as an employer under the Health and safety at Work Act 1974 and subsequent Health and Safety Regulations appertaining to its operation.

Accordingly, we are committed:

- To provide adequate control of health and safety risks arising from our work activities;
- To provide a safe and healthy working environment;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training, including refresher/update training;
- To provide personal protective equipment relevant to working tasks;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this Policy as necessary at regular intervals.

**Signed:**

**Date: 08.07.2025**

**Name: Ronnie Collier**

**Position: Managing Director**

# **SAFETY STATEMENT**

## **ORGANISATION AND RESPONSIBILITIES**

### **1. Overall and final responsibility for health and safety is that of:**

**Ronnie Collier**

**Title: Managing Director**

The Head of the Company has overall responsibility for health and safety in the Company, and will

- Ensure suitable financial provision is made for health and safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take account of health and safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the Company Policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the Company's commitment to effective health and safety management

### **2. Day-to-day responsibility for ensuring this Policy is put into practice is delegated to:**

**TBC**

**Title: Site Foreman**

### **3. Health and Safety Co-ordinator / Representative / Consultant**

To ensure health and safety standards are maintained or improved, the following people have the responsibility in the following areas:

Name	Job Title	Area or function	Responsibility
Ronnie Collier	Managing Director	Overall	Health & Safety responsibilities as per Section 1 above.
Safeyemen	Consultant	Company Retained H & S Consultant	Safety advice, audits (when requested) and updates on regulatory requirements.
Ronnie Collier	Managing Director (MD)	Health and Safety Co-ordinator	Monitoring the implementation of the H & S Policy. Investigating accidents and implementing corrective action. Liaising with managers, employees, sub-contractors and specialists. Collating and reporting RIDDOR reports.
	Employees		To actively observe the Health & Safety Policy and all Safety Regulations and Work Practices

# **SAFETY STATEMENT**

## **4. All employees have to:**

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- Read and understand the Company's health and safety policy and carry out their work safely and in accordance with its requirements.
- Ensure that all protective equipment provided is properly used in relation to any instruction/training given and in accordance with the health and safety policy.
- Report any defects to work equipment immediately to the Site Supervisor.
- Report to the management any incidents, which have led or might lead to injury or damage.
- Report any accidents or near misses, however minor, to their Supervisor.
- Use the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Co-operate with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **ARRANGEMENTS**

### **5. Risk Assessment**

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by their work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H & S Co-ordinator / Representative if required. These assessments will meet the requirements of a number of different Acts and Regulations. Namely:

- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (First-Aid) Regulations 1981 (as amended)
- Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos at Work Regulations 2012
- Control of Lead at Work Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive.

# **SAFETY STATEMENT**

The following people have the responsibility for carrying out these Risk Assessments in the following areas:

Name	Job Title	Area or function	Responsibility
Ronnie Collier	Managing Director	Overall	Ensure all appropriate Risk Assessments are completed and controls implemented.
Safetymen	H & S Consultant	Health & Safety advice	Assist in Generic and Specific Risk Assessments as requested
	Employees		To observe General Risk Assessments and carry out site specific Risk Assessments.

We have given these Risk Assessors the responsibility to record any significant findings and the authority to take action to reduce these risks in conjunction with employers, directors, safety representatives and employees as necessary.

## **6. Method Statements**

Formal Method Statements (Safe Systems of Work) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

## **7. Consultation with employees**

We will consult with our employees on health and safety matters either directly or through managers or safety representatives, whichever is the most effective method.

## **8. Welfare Facilities**

Wherever possible, arrangements will be made with the Client and/or Principal Contractor for the use of welfare facilities at site 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

# **SAFETY STATEMENT**

## **9. 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 (PUWER) 1998.

Before new equipment is introduced into the working environment, an assessment will be made by Ronnie Collier 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 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 be based on manufactures guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on site.

If any faults are found on any equipment, stop using the work equipment, isolate the equipment, tag it "Defective - Do Not Use", and report the fault to your Site Supervisor.

## **10. Personal Protective equipment (PPE)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and a hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defect or malfunction of PPE must be reported to Ronnie Collier .

# **SAFETY STATEMENT**

## **11. Hazardous Substances**

The risks associated with hazardous substances are considered for all work activities. Alternative, less harmful substances are used wherever possible. In cases of risk to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material, safety data sheet (MSDA) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health (COSHH) 2002.

An inventory of all substances and materials hazardous to health is held at the office.

## **12. Information, instruction and supervision**

We display copies of the Health and Safety Law poster in each workplace. Health and Safety advice will be made available to all employees by contacting:

### **Safetymen**

We will ensure the supervision of young workers / trainees either at our workplace(s) or any employee working at locations under the control of other employers, are given relevant health and safety information.

## **13. Competency for tasks and training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations 1999. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology.
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A program of refresher/update training will be undertaken to keep employees up to date with legislation and industry best practice.

# **SAFETY STATEMENT**

## **14. Manual Handling**

Manual Handling risks are considered prior to each work activity. The method of work is adapted to minimise manual risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

## **15. Accidents, first aid and work-related ill health**

We provide and maintain an appropriate number of first aid boxes and first aid appointed persons at each workplace.

We record all accidents in an accident book located at each location.

We report all accidents and work-related ill health as required by RIDDOR to the relevant authorities.

The following are the major headings that require to be reported:

- Death of any person or specified injuries to workers
- Over seven day incapacitation of a worker
- Occupational diseases (as specified in Regulation 8 and 9 of RIDDOR)
- Dangerous Occurrence
- Certain Gas Incidents

Details of RIDDOR reportable occurrences can be found in this Policy Manual. The Company monitors accident / incidents trends within our company and industry on a monthly basis to identify any weaknesses in our safety procedures or policy, or trends within the industry. Post-accident investigations are undertaken, details can be found in the arrangements section of the policy manual (accident and dangerous occurrences).

## **16. Asbestos**

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If the asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of work in older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- Stop work immediately
- Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc.
- Evacuate the immediate area and prevent access by others e.g. the public
- Inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- Do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

# **SAFETY STATEMENT**

## **17. Monitoring health and safety**

We monitor health and safety by periodically checking working conditions and systems by:

- Carrying out Inspections and Audits
- Having managers / supervisors report on safety performance
- Investigating accidents
- Looking for patterns of accidents, occurrences and absenteeism through work related ill health

Monitoring will be carried out by:

Name: Ronnie Collier                      Title: Managing Director

Monitoring and inspections may also be carried out by Trade Union and Safety representatives and their findings reported to the above person.

## **18. Emergency Procedures – Arrangements**

In addition to Fire, the Company will also make the necessary emergency arrangements for Violent Occurrences, Major Incidents, Bomb Alerts, Flooding, Major Release of Chemicals and Collapse of Structure.

## **19. Public Safety**

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, hazard tape, site safety fencing, hoarding etc) in order to restrict access.

## **20. Sub-Contractors**

Mr Ronnie Collier will check Sub-Contractors and Sub-Consultants for Competence before they start work. They will be required to fill in our sub-contractors / Consultants questionnaire.

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

# **SAFETY STATEMENT**

## **22. Policy review**

This Policy will be reviewed as often as future health and safety developments dictate. Employees will be advised of any review by the means described in this policy document.

This Policy Statement is signed below by the company's Director.



**Signed:**

**Date: 08.07.2025**

**Name:** Ronnie Collier

**Position:** Managing Director

Proposed review date: July 2026

# SAFETY STATEMENT

## Director

Main responsibilities are to:-

Review and keep up to date a statement of the Company Policy for Health and Safety and provide the organisation necessary for its implementation.

Evaluate all risks in the company relating to accidents at work, health risks at work, loss or damage to company property and risks to the public through company activities.

Ensure that the accident register is properly maintained.

Ensure that the Health and Safety Executive is notified concerning all reportable injuries, diseases and dangerous occurrences.

Be aware of current statutory requirements affecting the company operations and seek further advice where necessary.

Ensure that staff at all levels receives appropriate training.

Monitor and review company Health and Safety arrangements and take appropriate action whenever site safety performance falls below the company standards.

Make certain that, in tendering, at planning stages and in production processes, [The Construction Phase Plan](#) is followed in making allowance for adequate welfare facilities, safe systems of work, and suitable equipment to avoid injury, ill health, damage and wastage.

Co-operate in the co-ordination of safety and health activities between principal contractor, sub-contractors and any other individual contractors who may be working on the same site.

Ensure arrangements are made for all site staff to be provided with adequate information concerning relevant sections of [The Construction Phase Plan](#).

Set a personal example.

Actively promote at all levels the company commitment to effective Safety Management.

# SAFETY POLICY

## THE KEY DUTIES OF EMPLOYEES AND SELF EMPLOYED SUB CONTRACTORS ARE:

**To use correctly any:**

- a) machinery;
- b) equipment;
- c) dangerous substances;
- d) transport equipment; and
- e) safety devices

in accordance with the instruction and training they receive, to enable them to follow safe working practices and those procedures specified by the Company.

To follow appropriate systems of work laid down by the Company to promote safety during the handling of loads.

To use protective clothing specified in the control measures of risk assessments.

Not to interfere with or misuse intentionally anything provided in the interests of health and safety at work.

**To inform their immediate manager of:**

- a) any work situation which might present a serious and imminent danger to health and safety ; and
- b) any matter which represents a shortcoming in the protection arrangements even when no immediate danger exists so that remedial action can be taken.

# SAFETY POLICY

## Manager

Main responsibilities are to:-

- Ensure that all work is carried out by a safe and approved method, so as to avoid risk of injury to employees, sub-contractors and members of the public.
- Where a written risk assessment is on site, ensure that resulting controls are fully implemented and that the site foreman is fully conversant with his day-to-day responsibilities.
- Ensure that adequate provision is made for health, welfare and sanitation facilities and that fire prevention equipment and procedures are available. Ensure that first aid facilities are comprehensive, and where applicable, that arrangements have been made for summoning emergency services.

Ensure that all plant and equipment is maintained efficiently and used only by competent operators, that any defective plant is taken out of service immediately and that all electrical installations and equipment are correctly used.

Ensure that all statutory registers and forms are properly completed.

Ensure that suitable personal protective equipment and clothing is available and used correctly and that no materials or substances hazardous to health are allowed on site without the appropriate COSHH assessments being made also that they are stored correctly and that the correct protective clothing and equipment is worn when handled or used.

Where the company is acting as principal contractor on site, the contracts manager is responsible for ensuring:-

Co-operation between contractors.

The development of [The Construction Phase Plan](#) and the provision of information and directions to contractors.

The provision of information to the planning supervision for inclusion in [The Health and Safety File](#).

The laying down of site rules where appropriate.

## Site Foreman

Main responsibilities are to:-

Ensure that where written risk assessments have been prepared, control measures are in place and where required, the results are monitored.

Ensure that safe systems of work are established. This includes the work of sub-contractors.

**continued**

# SAFETY POLICY

Develop [The Construction Phase Plan](#) and provide relevant information to other contractors.

Liase with and act promptly on the recommendations of the Safety Advisor when visits to sites take place prior to the written report being sent to the Director.  
Restrain men from taking unnecessary risks.

Commend others who, by their actions or initiative, help to eliminate hazards.

Report defects in plant or equipment.

Set a good example.

Ensure that all employees are aware of the action to be taken in an emergency. Know the location of fire protection equipment and instruct others in its correct use.

## **Site Supervisor**

Main responsibilities are to:-

Health and Safety Law:

- Put into practice your duties imposed by the company health and safety policy
- Understand the standard of compliance required to ensure safety of your work team and others.
- Comply with your safety instructions and ensure your work team understand their duties and responsibilities.
- Supervise your work team to ensure their and your safety
- Ensure that work equipment is in good condition, inspected and used correctly
- Ensure correct PPE is provided, correctly worn / used and replaced when defective
- Co-operate with your employer so that they can carry out their legal duties
- Report anything that you feel is unsafe

The Construction (Design and Management) Regulations 2015 (CDM 2015)

- Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.
- For projects involving more than one contractor, coordinate their activities with others in the project team- in particular, comply with directions given to them by the principal designer or principal contractor.
- For single contractor projects, prepare a construction phase plan.
- Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:
  - Liaising with the client and principal designer
  - Preparing the construction phase plan
  - Organising cooperation between contractors and coordinating their work.

Make sure:

- Suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Welfare facilities are provided.

# SAFETY POLICY

## Developing a Health and Safety Management System

- Read, understand and comply with the company safety policy
- Check that the policy has been signed and dated
- Check that the policy has a review date and is in date
- Ensure that the company has identified the roles and responsibilities of everybody concerned
- Know and understand your responsibilities as a supervisor
- Assist with ensuring that safety standards are achieved as far as possible
- Follow set procedures and controls, and report shortfalls
- Monitor and report on practices, performance and compliance procedures
- Contribute to audits and reviews carried out by the company or our health and safety advisor
- Advise the company on training needs of yourself and your work team and assist with providing training if asked
- Help to ensure an effective two-way consultation and communication on matters of health and safety
- Co-operate with arrangements to ensure effective co-operation between everyone who is, or will be, involved in a project
- Report near misses and co-operate with investigations
- Ensure site inductions and other training provides for the needs of your work team, whose first language is not English as and when appropriate
- Explain the official Health and Safety Law poster or a copy of the official leaflet or card to your work team

## Leadership and worker engagement

- Assist in consultation with and involving workers, provide training and match activities to capability
- Pay attention to health and safety matters as a part of good management
- Be aware that a reputation can be lost by poor industrial relations
- Involve workforce when planning safe systems of work
- Participate in training in communication skills and understand the importance of feedback
- Ensure that responses in an agreed time are important
- Appreciate that people's behaviour influences safety in the workplace
- Encourage that workforce in decision making, support suggestions and give feedback
- Provide support to the workforce to be actively involved in enhancing safety and management systems.
- Ensure that workplaces are designed for the work activity
- Explain information in a way or form that is easily understood by anyone receiving it
- Recognise workers with little or poor understanding of English
- Encourage opportunities for face-to-face discussion
- Appreciate that workers who have reading, writing, or hearing difficulties, or visual impairment, need help
- Ensure that the work team get the right information at the right time
- Use visual tools to aid safety-critical communication for those who have poor or no spoken understanding of English

# SAFETY POLICY

## Noise and Vibration

- Co-operate with the employer to ensure noise is either eliminated or controlled
- Monitor systems that carry out noise assessments to ensure exposure is controlled and does not exceed the set limits
- Check that ear protection zones are adequately signed and rectify faults
- Ensure hearing protection is available and work and assist with training in its use
- Explain vibration exposure monitoring to at-risk workers, seek clarification where uncertain
- Ensure that low vibration work equipment is used where possible
- Ensure routine medical surveillance for at-risk workers is carried out

## Personal protective equipment

- Check that avoidance and engineering controls are in place and working to avoid the need for personal protective equipment (PPE) where possible
- Monitor the need for PPE, engaging the assistance and advice of reputable suppliers where necessary
- Ensure everyone on site has been issued with the PPE that they require to carry out the jobs allotted to them
- Provide training and instruction in the proper use and care of PPE
- Ensure everyone on site knows how and where to obtain any extra PPE that they might need
- Provide facilities for everyone on site to obtain replacement PPE for that which is lost or defective
- Maintain a PPE issue log
- Check that all PPE is obtained from a reputable supplier to avoid the inadvertent use of non-effective counterfeit items

## Site transport safety

- Supervise the site to minimise the risk of people / vehicle interface
- Monitor and maintain separate pedestrian routes
- Maintain statutory records and keep registers up to date
- Liaise with managers for the safe delivery, off-loading and movement of plant and materials onto and around the site
- Check that drivers are instructed in permitted situations for reversing vehicles and provide a signaller
- Ensure that only authorised drivers and operators move and operate plant
- Organise vehicle movements to minimise the risks at access and egress gates
- Follow the traffic management plan for vehicle movements, loading, off-loading and storage
- Manage traffic routes to ensure they are observed and followed by site vehicles
- Check that operators of mobile or self-propelled plant have adequate visibility in all directions and all visibility aids are in good order.

# SAFETY POLICY

## Fire prevention and control

- Maintain a means of preventing the accumulation of flammable waste material and check that additional fire risks, which may arise from work processes, are reported
- Check fire extinguishers are serviceable and that they are at their correct location
- Monitor that the appropriate number of site staff have been trained in the selection and use of hand-held fire extinguishers
- Test the fire alarm systems regularly and report areas where grades are necessary as work progresses
- Check emergency escape routes, with correct signage, are large enough for the number of people who would have to use them and kept clear of obstructions
- Make sure that everyone on site is aware of the fire alarm sound and what actions to take
- Maintain suitable storage areas for flammable substances, like LPG, solvents and paints
- Check smoking areas are well-defined, observed and provided with signs and suitable bins are regularly emptied
- Manage the hot work permit system and comply with times for checking a location after hot work has ceased
- Liaise with managers and check that contact with the relevant emergency services is maintained to ensure they have sufficient information to deal with any foreseeable emergency that may arise.

## Tradesman

Main responsibilities are to:-

Work safely - this includes using the correct tools and equipment for the job. Using safety equipment and protective clothing supplied.

Keep tools in good condition and the workplace tidy.

Report to the site foreman any defects in plant or equipment.

Develop a personal concern for safety, both for self and for others, in particular new starters, young persons and the general public.

Warn colleagues of known hazards and where necessary bring to the attention of the site foreman. Be prepared to suggest ways of eliminating hazards.

Know the location of fire prevention equipment and how to use it.

# SAFETY POLICY

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

The Construction (Design and Management) Regulations 2015 came into force in Great Britain on 6 April 2015.

CDM 2015 is divided into 5 parts:

- Part 1 deals with the application of CDM 2015 and definitions.
- Part 2 covers the duties of clients for all construction projects. These duties apply in full for commercial clients. However, the duties for domestic clients normally pass to other duty holders.
- Part 3 covers health and safety duties and roles of other dutyholders, including:
  - Designers
  - Principal Designers
  - Principal Contractors
  - Contractors
- Part 4 contains general requirements for all construction sites
- Part 5 contains transitional arrangements and revocations.

### **In the role of **Principal Contractor** we will: -**

- Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:
  - Liaising with the client and principal designer
  - Preparing the construction phase plan
  - Organising cooperation between contractors and coordinating their work.

Make sure:

- Suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Welfare facilities are provided.

# SAFETY POLICY

## **In the role of Contractor we will: -**

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by our company and our 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
- make sure that all workers under our control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under our control
- ensure we do not start work 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, and maintain them throughout the work

In addition to the above responsibilities, when working on projects involving more than one contractor we must:

- coordinate our work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan (PDF) relevant to our work

Where we are the only contractor working on a project, we must ensure a construction phase plan (PDF) is drawn up before setting up the site.

When working as the only contractor for a domestic client, we, the contractor takes on the client duties, as well as our own as contractor.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.

In the role of Workers we must: -

- Be consulted about matters which affect our health, safety and welfare.
- Take care of our own health and safety, and of others who might be affected by our actions.
- Report anything we see which is likely to endanger either our own or others' health and safety.
- Cooperate with our employer, fellow workers, contractors and other dutyholders.

# SAFETY POLICY

## **In the role of **Workers** we must: -**

- Be consulted about matters which affect our health, safety and welfare.
- Take care of our own health and safety, and of others who might be affected by our actions.
- Report anything we see which is likely to endanger either our own or others' health and safety.
- Cooperate with our employer, fellow workers, contractors and other dutyholders.

## **In the role of **Principal Designer** we will: -**

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks.
- Ensuring designers carry out their duties

Prepare and provide relevant information to other duty holders.

Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

## **In the role of **Designer** we will: -**

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- Construction
- The maintenance and use of a building once it is built.

Provide information to other members of the project team to help them fulfil their duties.

# **SAFETY POLICY**

## **Employees with specialist roles**

### **Appointed Persons (First Aid)**

Appointed persons are responsible for:

- Assessing a situation where a person is injured or taken ill at work and pass on the relevant information to summon medical assistance and know the requirements for first aid equipment.
- Ensuring that the first aid box in their area is fully stocked and reporting deficiencies to Estates or Site Services.
- Calling the emergency services if required.

### **Appointed Risk Assessors**

Appointed Risk Assessors are responsible for:

- Developing new and reviewing existing general and specific risk assessments as required by law.
- Involving persons with detailed knowledge of the specific task to be assessed.
- Carrying out risk assessments in accordance with legal requirements using Company arrangements and approved methodologies.
- Identify appropriate control measures that are reasonably practicable.
- Developing safe systems of work from the risk assessments.

### **Company Appointed Safety Rep / Employees Representatives**

Employees Representatives are responsible for:

- Bringing to the attention of the Company any potential hazards, dangerous occurrences or safety, health & environmental risks that affect or could affect the group of employees they represent.
- Facilitating consultation on safety, health & environmental matters amongst the employees they represent.
- Representing that group of employees at health & safety meetings.
- Liaison with the relevant managers on safety, health & environmental issues in the areas they represent.
- Participation in the risk assessments and environmental reviews as appropriate.

# SAFETY POLICY

## ORGANISATION

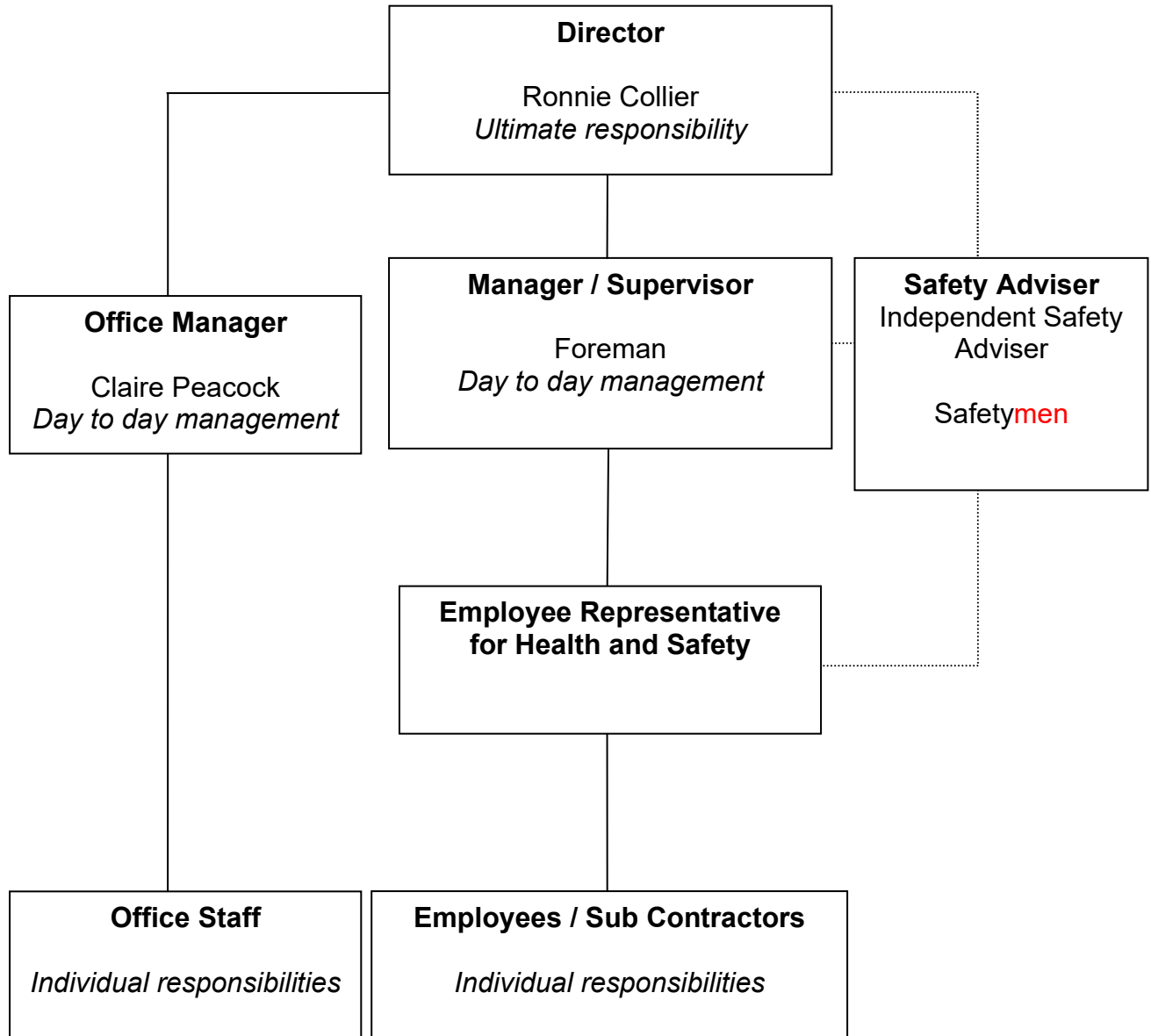
1.	Person with the overall and final responsibility for Health & Safety:	Ronnie Collier
2.	Day-to-day responsibility for ensuring that this policy is put into practice.	Ronnie Collier Acting site Foreman
3.	Ensuring Health and Safety standards are maintained / improved in the following areas: <ul style="list-style-type: none"> <li>• Head Office</li> <li>• Customers premises</li> <li>• Overall</li> </ul>	Ronnie Collier Acting site foreman with SMSTS/SSSTS
4.	General Risk Assessments are undertaken by:	Ronnie Collier
5.	Findings of Risk Assessments are reported to:	Ronnie Collier Safetymen
6.	Person(s) responsible for ensuring the actions required in the risk assessments are implemented.	Ronnie Collier Acting site foreman
7.	Monitoring and review of Health and Safety by:	Ronnie Collier Safetymen
8.	Problems with plant / equipment are reported to:	Ronnie Collier
9.	Employees representative for consultation is:	
10.	Person(s) responsible for ensuring that new plant and equipment meet health and safety standards:	Ronnie Collier
11.	Person(s) responsible for ensuring that all relevant employees are informed about COSHH assessments:	Ronnie Collier
12.	Person(s) responsible for checking new substances can be used safely before they are purchased:	Ronnie Collier Safetymen
13.	The Health & Safety Law poster is displayed:	Leaflets issued by Ronnie Collier
14.	Health and Safety advice is available from:	Safetymen
15.	Supervision of young worker / trainees arranged/undertaken/monitored by:	Ronnie Collier
16.	Person(s) responsible for ensuring that our employees, working at locations under the control of other employers, are given relevant Health & Safety information:	Ronnie Collier
17.	Induction Training provided to all Employees by:	SMSTS Foreman
18.	Health & Safety Training identified /arranged by:	Claire Peacock
19.	Training record are kept by:	Claire Peacock
20.	The first aid box(es) are kept in / at:	On site

## SAFETY POLICY

21.	Checking of first aid box(es) is/are carried out by:	Ronnie Collier
22.	The accident book is kept by:	Site office
23.	Person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority:	Ronnie Collier
24.	Person responsible for investigating work-related causes of sickness absences:	Ronnie Collier
25.	Person responsible for acting on investigation findings to prevent reoccurrence:	Ronnie Collier
26.	Issuing of Personal Protective Equipment by:	Ronnie Collier
27.	Carrying out Specific Risk Assessments:	Safetymen
28.	Recording and monitoring of Portable Appliance Testing:	Ronnie Collier
29.	Ensuring the maintenance, inspection and testing of Work Equipment:	Ronnie Collier
30.	Person(s) responsible for compliance of Asbestos duty under CAWR 2012:	Ronnie Collier
	Notes:	

# SAFETY POLICY

## STRUCTURE FOR THE MANAGEMENT OF HEALTH & SAFETY



# ARRANGEMENT AND SAFETY GUIDES

# SAFETY POLICY

## Arrangements for Health and Safety

### Arrangements

This part of the policy comprises the company statement on procedures operating within the company for [controlling, monitoring and reviewing](#) Health and Safety.

The topics have been broadly grouped under the following headings:-

Risk Assessment

Planning and organisation

- Controls general policy
- Safe places of work
- Safe system of work
- Safe plant and equipment
- Safe handling of substances

Training

Monitoring and reviews

### Risk Assessment

Fundamental to this aim and in accordance with the [Management of Health and Safety at Work Regulations 1999](#), it is the company policy to identify hazards in the workplace. Where significant risks to employees, other contractors and members of the public are identified, then control measures will be implemented together with a monitoring and reviewing procedure.

### Planning and organisation

To successfully identify and deal with significant risks for new building works, the company has developed a systematic approach, which attempts to identify priorities and set objectives. As a result, whenever possible, risks are minimised by the careful design and selection of facilities, equipment and processes or alternatively, by the use of physical controls.

Putting into place these basic methods or organisation, the company expects to see a continued improvement in Health and Safety performance.

# SAFETY POLICY

## ABRASIVE WHEELS

If work is to be carried out that involves changing an abrasive wheel, the requirements of the Provision and Use of Work Equipment Regulations 1998 must be observed.

Before any employee can mount or change an abrasive wheel they must have attended a training course and be issued with a certificate of training. Names of personnel permitted to mount abrasive wheels should be entered in an abrasive wheel register. The main hazards associated with the use of abrasive wheels are:

- Bursting of the wheel
- Injuries from the flying particles
- Cuts to hands, arms, legs etc.
- Dust inhaled from certain types of abrasive wheels
- Loose clothing becoming entangled in moving parts
- Electric shock
- Noise, fire and explosion.

All abrasive wheels must be guarded and the maintenance and adjustment of the guard should also be observed.

Suitable eye protection, dust mask and other protective equipment as necessary must be worn when operating an abrasive wheel.

# SAFETY POLICY

## Accidents & Dangerous Occurrences

### How work related Accidents, Dangerous Occurrences and Diseases are dealt with:

1. An Accident Book is kept in the main office.
2. Any accidents must be reported to Ronnie Collier **immediately**.
3. All accidents, near misses and dangerous occurrences (however minor) must be investigated at the earliest opportunity by Mr Ronnie Collier . The Company Health and Safety Consultants, Safety**men**, will assist in compiling accident reports, if required. The Company Director Mr Ronnie Collier , will action any result, corrective or preventative measures immediately, to prevent reoccurrence.
4. All incidents, near misses etc must be entered on the relevant forms supplied to all staff. Forms must be forwarded to the retained Consultant (Mr. G. R. Healey of Safety**men**) within 7 days.
5. Follow **RIDDOR** procedures, as detailed in the inside Accident Book and company Incident Report Forms.
6. Be aware of the procedures that must be followed regarding the types of reportable injury (death of any person, specified injuries to workers, over 7 day incapacitation of a worker, non-fatal accidents to non-worker (e.g. members of the public), certain occupational diseases, certain dangerous occurrences and certain gas incidents. All reportable incidents must be reported to the HSE.
7. If an employee or their doctor suspects that the work the employee carries out is the cause of their ill health, they must inform their supervisor or manager without delay.

### Examples of Specified Major Injuries include:

Fractures, other than to fingers, thumbs and toes.  
Amputations  
Any injury likely to lead to permanent loss of sight or reduction in sight  
Any crush injury to the head or torso causing damage to the brain or internal organs  
Serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs  
Any scalping requiring hospital treatment  
Any loss of consciousness caused by head injury or asphyxia  
Any other injury arising from working in an enclosed space which leads to hypothermia or heat – induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

**Continued**

# SAFETY POLICY

## Examples of Dangerous Occurrences include:

Collapse or failure of any load bearing parts of lifts and lifting equipment, contact with overhead power cables, accidental release of any substance which could cause injury to any person (further guidance on dangerous occurrences can be viewed on the HSE website).

## **Accident Investigation**

Our Accident Investigation will:

- Be factual and without bias
- Clearly show the sequence of events leading to the accident or incident
- Identify immediate causes
- Identify underlying causes, for example unsafe conditions
- Show root cause, for example lack of supervision, training or monitoring

By discovering all causes, especially root causes, we will be able to learn from accidents and incidents and then aim to prevent re-occurrences.

## **Post-accident investigation**

Following an accident, attend to the need of any injured person first, and then try to establish the events leading up to the accident.

- Note anything that appears significant, including making sketches, taking photographs and so on
- Establish exactly what processes were being carried out
- Find out whether a method statement and / or permit to work was in force and, if so, whether they were being complied with
- Check whether the safe system of work, as determined by the risk assessment, was being followed
- Find out who was operating any equipment that was involved in the accident and whether they were competent to do so
- Find out if the injured person was authorised to be doing what they were doing or be where they were

In many cases it will be necessary at some stage to:

- Interview the injured person (if possible)
- Question the person in charge of the process or project
- Identify and interview witnesses

It is most important to carry out an investigation into any accidents as soon as possible after it happened whilst event are still clear in the minds of the injured person(s) and witnesses.

# SAFETY POLICY

In the event of an accident, incident or emergency related to the unplanned release of **asbestos** at the workplace, the employer shall ensure that immediate steps are taken to –

- Mitigate the effects of the event.
- Restore the situation to normal, and
- Inform any person who may be affected; and

Only those persons who are responsible for carrying out repairs and other necessary work are permitted in the affected area and they are provided with-

- Appropriate respiratory protective equipment and protective clothing and
- Any necessary specialised safety equipment and plant, which shall be used until the situation is restored to normal.

We recognise that some of our employees may be concerned about HIV and other blood borne diseases, such as hepatitis B, in our workplace.

Although our workplace is low risk, and there is no significant risk of contracting blood borne diseases in every day work situations. However, all staff should follow these procedures:

- Keep all wounds covered
- If there is a spillage of blood, do not touch the blood. Contact a first-aider, as they have been trained in how to clean up such spillages safely
- Injuries must only be treated by a qualified first-aider

There is a significant risk to first-aiders who treat injuries without using appropriate equipment. We will train all first-aiders in how to protect themselves against blood borne diseases and will provide them with well-maintained protective equipment. All first-aiders should keep disposable protective gloves and a protective resuscitation aid at hand at all times.

# SAFETY POLICY

## Anti-Bribery Policy Statement

### **Policy statement**

Griffon Groundworks and Civils Ltd expects its employees to demonstrate honesty, integrity and fairness in all aspects of their business dealings and exercise appropriate standards of professionalism and ethical conduct in all their activities. Griffon Groundworks and Civils Ltd expects the same approach to doing business from its business partners and suppliers.

Pursuant to this Griffon Groundworks and Civils Ltd will not tolerate bribery or corruption in any form and has a 'zero tolerance' approach to any breach of this policy.

### **The Law**

In the United Kingdom, the Bribery Act 2010 has introduced a new offence which makes UK companies liable if they fail to implement adequate procedures to prevent acts of bribery and corruption by those working for the Company or who act on its behalf, no matter where in the world the act takes place. Accordingly, corrupt acts committed abroad, by us or by our business partners whilst working on our behalf, may result in a prosecution in the UK.

### **What is bribery and corruption?**

**Bribery** is the offer, promise, giving, demanding or acceptance of an advantage as an inducement for an action which is illegal, unethical or a breach of trust.

**Corruption** is the misuse of public office or power for private gain or the misuse of private power in relation to business outside the realm of government.

Acts of bribery or corruption are intended to influence an individual in the performance of their work to act dishonestly.

The person being bribed is usually someone who can obtain, retain or direct business for example during a tender or contracting process or it may be through the handling of administrative tasks such as licenses or customs matters.

### **What is a bribe?**

A bribe can take many forms for example:

- a direct or indirect promise or offer of something of value;
- the offer or receipt of a kickback, fee, reward or other advantage;
- the giving of aid, donations or voting designed to exert improper influence.

**Continued**

# SAFETY POLICY

## Policy

- We will carry on our business fairly, honestly and openly;
- We will not make bribes so as to gain a business advantage nor will we condone the offering of bribes on our behalf;
- We will not accept bribes to influence business nor will we agree to bribes being accepted on our behalf;
- We will avoid doing business with others who do not accept our values and who may harm our reputation;
- We will maintain processes, procedures and records that limit the risk of direct or indirect bribery;
- As far as possible we will ensure that all our staff and business partners are aware of our bribery policy;
- We will review this policy regularly and update it when necessary.

Signed:



Date: 8<sup>th</sup> July 2025

Title: Managing Director

# SAFETY POLICY

## **Asbestos Management Procedures The Control of Asbestos Regulations 2012**

### **General Policy**

At Griffon Groundworks & Civils Ltd, we are committed to rigorous management of health and safety issues and promoting best practice at all times.

To ensure compliance with the Control of Asbestos Regulations 2012 is achieved in a measured and proportionate manner, we have:

- Established a policy that clearly identifies responsibilities within our organisation
- Undertaken an analysis of our portfolio to determine which properties could possibly contain asbestos. Under Regulation 4 of the Control of Asbestos Regulations 2012, the Company will fulfil its obligations of the Duty to Manage Asbestos on our premises, provided the building was constructed prior to the year 2000, following the completion of a qualified Asbestos Survey on the premises. Alternatively, if the building is built post year 2000, the Duty to Manage will not apply.
- Investigated where we are the Duty Holder and where our customers are responsible
- Contacted occupiers where there are unclear responsibilities, so that we may agree with the customer on how the risks can be managed
- Appointed an expert Asbestos Consultant able to provide advice and undertake all surveys (commissioned Management surveys as a minimum, where we are Duty Holders)
- Established a register of all surveys undertaken and included these properties within our Environmental Register
- Communicated the nature of the Regulations to all our customers
- Included basic Asbestos Awareness Training as part of all staff inductions

Mr Ronnie Collier

Director

## Control of Asbestos Regulations 2012

The Control of Asbestos Regulations 2012 came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping. **All other requirements remain unchanged.**

### What has stayed the same?

- If existing asbestos containing materials are in good condition and are not likely to be damaged, they may be left in place; their condition monitored and managed to ensure they are not disturbed.
- If you're responsible for maintenance of non-domestic premises, you have a 'duty to manage' the asbestos in them, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- If you want to do any building or maintenance work in premises, or on plant or equipment that might contain asbestos, you need to identify where it is and its type and condition; assess the risks, and manage and control these risks.
- The requirements for licensed work remain the same: in the majority of cases, work with asbestos needs to be done by a licensed contractor. This work includes most asbestos removal, all work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB).
- If you are carrying out non-licensed asbestos work, this still requires effective controls.
- The control limit for asbestos is 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm<sup>3</sup>). The control limit is not a 'safe' level and exposure from work activities involving asbestos must be reduced to as far below the control limit as possible.
- Training is mandatory for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or disturb asbestos (e.g. cable installers), as well as those involved in asbestos removal work.

**Continued**

## **What has changed?**

- From 6 April 2012, some non-licensed work needs to be notified to the relevant enforcing authority.
- From 6 April 2012, brief written records should be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.
- By April 2015, all workers / self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a Doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.
- Some modernisation of language and changes to reflect other legislation, e.g. the prohibition section has been removed, as the prohibition of supply and use of asbestos is now covered by REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006).

# SAFETY POLICY

## Asbestos

### What is asbestos?

There are three main types of asbestos – chrysotile, amosite and crocidolite, they are usually called white, brown and blue asbestos respectively. However, they cannot be identified just by their colour. Laboratory analysis is required.

### How does asbestos get into the body?

Asbestos fibres enter the body through the nose and mouth; they cannot be absorbed through your skin. The body naturally gets rid of any asbestos fibres that you might take in with food and water. The body will get rid of most of the larger fibres, but tiny fibres can pass into the lung where they can cause disease. They can stay there for many years.

It is because fibres can remain in the lungs for so long that small but repeated exposures on different jobs, over the years, can lead to the development of an asbestos-related disease. This is why it is important to prevent or control exposure on every single job.

### Why is asbestos dangerous?

Breathing in asbestos fibres can lead to you developing one of three fatal diseases:

- Asbestosis which is a scarring of the lung leading to shortness of breath
- Lung cancer.
- Mesothelioma which is a cancer of the lining around the lungs and stomach.

There is no cure for asbestos-related diseases.

It is important to remember that people who smoke and are exposed to asbestos fibres are at even greater risk of developing lung cancer.

Asbestos-related diseases are currently responsible for about 3000 deaths a year in Great Britain. These diseases can take from 15 to 60 years to develop, from first exposure, so would not be aware of any sudden change in your health after breathing in asbestos fibres.

Many of those suffering today from asbestos-related diseases worked in the building maintenance trades. They were carpenters, shop fitters, plumbers, electricians, gas service engineers etc. They were exposed to asbestos fibres in their day-to-day work with asbestos materials or because work with asbestos was carried out near them.

**Continued**

# SAFETY POLICY

## **Where is asbestos found in buildings?**

Asbestos materials have been put to many uses over the past century.

You are most likely to find it in buildings built or refurbished before 2000. Many thousands of tonnes of asbestos were used in buildings. Much of this is still there and you cannot easily identify it from its appearance.

Its most common uses were:

- Loose asbestos packing between floors and in partition walls;
- Sprayed ('limpet') asbestos on structural beams and girders;
- Lagging, e.g. on pipework, boilers, calorifiers, heat exchange, insulating jackets for cold water tanks, around duct;
- Asbestos insulating board ceiling tiles, partition walls, service duct covers, fire breaks, heater cupboards, door panels, lift shafts lining, fire surrounds, soffits etc.;
- Asbestos cement products such as roof and wall cladding, bath panels, boiler and incinerator flues, fire surrounds, gutters, rainwater pipes, water tanks etc.; and;
- Other products such as floor tiles, mastics, sealants, decorative coating, rope seals and gaskets (in pipe work etc.), millboard, paper products, cloth (fire blankets, etc.) and bituminous products (roofing felt, etc.).

## **Actions to take if discovering asbestos or suspected asbestos:**

If you come across any hidden or dusty materials, which you suspect may contain asbestos, stop work and get advice. The person in charge of the job must find out if there is any asbestos on the site or assume that anything that looks like asbestos is asbestos. Identification of asbestos materials is not easy and you can only be sure if it has been tested by a specialist laboratory.

The risk of being exposed to asbestos is greatest when:

- You are working on an unfamiliar site;
- Asbestos materials were not identified before the job started;
- Asbestos materials were identified but the information was not given to the people doing the work;
- You do not know how to recognise and work safely with asbestos; and
- You know how to work safely but you do not use the proper precautions.

Remember, provided the asbestos material is in good condition and in a position where it cannot be easily damaged, it will not pose a risk to health.

**Continued**

# SAFETY POLICY

## What should those in charge of the job do?

They must:

- Find out whether asbestos materials are present;
- Where possible, plan the work to avoid disturbing the asbestos material;
- Ensure that anyone who is going to work on asbestos materials is properly trained and supervises;
- Decide whether or not the work needs to be carried out by a specialist contractor licensed by HSE.
- Assess the risk to your health from any work with asbestos and take the necessary precautions to do the job safely;
- When dealing with asbestos remember other hazards, e.g. dealing with heights;
- Prevent or reduce asbestos exposure to the lowest level possible using the work procedures and control measures in the HSE task guidance sheets and the equipment and method guidance sheets;
- Prepare a plan of work explaining what the job involves and the work procedures and control measures you need to use.
- Make sure the work area is visually inspected when the work is finished to make sure that it is fit for reoccupation;
- Decide if clearance testing is needed, the task guidance sheets tell you when it is necessary.
- Make arrangements for the safe disposal of any asbestos waste; and
- Consult the health and safety representative, if there is one, about the control measures.

**Continued**

# SAFETY POLICY

## Control of Asbestos Regulations 2012

The Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos 1985 and for white asbestos in 1999. They also continue the ban the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

**REMEMBER: The ban applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place, their condition monitored and managed to ensure they are not disturbed.**

The Asbestos Regulations also include the 'duty to manage asbestos' in non-domestic premises. Guidance on the duty to manage asbestos can be found in the 'Approved Code of Practice The Management of Asbestos in Non-Domestic Premises', L127, ISBN 0 71766209 8.

The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. cable installers) as well as those involved in asbestos removal work.

When work with asbestos or which may disturb asbestos is being carried out, the Asbestos Regulations require employers and the self-employed to prevent exposure to asbestos fibres. Where this is not reasonably practicable, they must make sure that exposure is kept as low as reasonably practicable by measures other than the use of respiratory protective equipment. The spread of asbestos must be prevented. The Regulations specify the work methods and controls that should be used to prevent exposure and spread.

Worker exposure must be below the airborne exposure limit (Control Limit). The Asbestos Regulations have a single Control Limit for all types of asbestos of 0.1 fibres per cm<sup>3</sup>. A Control Limit is a maximum concentration of asbestos fibres in the air (averaged over any continuous 4 hour period) that must not be exceeded.

In addition, short term exposures must be strictly controlled and worker exposure should not exceed 0.6 fibres per cm<sup>3</sup> of air averaged over any continuous 10 minute period using respiratory protective equipment if exposure cannot be reduced sufficiently using other means.

**Continued**

# SAFETY POLICY

Respiratory Protective Equipment is an important part of the control regime, but it must not be the sole measure used to reduce exposure and should only be used to supplement other measures. Work methods that control the release of fibres such as those detailed in the Asbestos Essentials task sheets for non-licensed work should be used. Respiratory protective equipment must be suitable, must fit properly and must ensure that worker exposure is reduced as low as is reasonably practicable.

Most asbestos removal work must be undertaken by a licensed contractor but any decision on whether particular work is licensable is based on the risk. Work is only exempt from licensing if:

- the exposure of employees to asbestos fibres is sporadic and of low intensity (but exposure cannot be considered to be sporadic and of low intensity if the concentration of asbestos in the air is liable to exceed 0.6 fibres per cm<sup>3</sup> measured over 10 minutes); and
- it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit; and
- the work involves:
  - short, non-continuous maintenance activities. Work can only be considered as short, non-continuous maintenance activities if any one person carries out work with these materials for less than one hour in a seven-day period. The total time spent by all workers on the work should not exceed a total of two hours,
  - removal of materials in which the asbestos fibres are firmly linked in a matrix, Such materials include: asbestos cement; textured decorative coatings and paints which contain asbestos; articles of bitumen, plastic, resin or rubber which contain asbestos where their thermal or acoustic properties are incidental to their main purpose (e.g. vinyl floor tiles, electric cables, roofing felt) and other insulation products which may be used at high temperatures but have no insulation purposes, for example gaskets, washers, ropes and seals.
  - encapsulation or sealing of asbestos-containing materials which are in good condition, or
  - air monitoring and control, and the collection and analysis of samples to find out if a specific material contains asbestos.

Under the Asbestos Regulations, anyone carrying out work on asbestos insulation, asbestos coating or asbestos insulating board (AIB) needs a licence issued by HSE unless they meet one of the exemptions above.

**REMEMBER: Although you may not need a licence to carry out a particular job, you still need to comply with the rest of the requirements of the Asbestos Regulations.**

**Continued**

# SAFETY POLICY

If the work is licensable you have a number of additional duties. You need to:

- Notify the enforcing authority responsible for the site where you are working (for example HSE or the local authority)
- Designate the work area
- Prepare specific asbestos emergency procedures; and
- Pay for your employees to undergo medical surveillance

The Asbestos Regulations require any analysis of the concentration of asbestos in the air to be measured in accordance with the 1997 WHO recommended method.

From 6 April 2007, a clearance certificate for re-occupation may only be issued by a body accredited to do so. At the moment, such accreditation can only be provided by the United Kingdom Accreditation Service (UKAS).

## The duty to manage

The duty to manage is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill-health that exposure to asbestos causes.

The following pages provide answers to some questions about the duty as well as some further information:

- **What is the duty?**
- **Who has the duty?**
- **What premises are affected?**
- **How do dutyholders comply?**
- **Surveys / surveyors**

### What is the duty?

The duty to manage asbestos requires the person who has the duty (i.e. the "dutyholder") to:

- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;

**Continued**

# SAFETY POLICY

- Assess the risk of anyone being exposed to fibres from the materials identified;
- Prepare a plan that sets out in detail how the risks from these materials will be managed;
- Take the necessary steps to put the plan into action;
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on anyone to co-operate as far as is necessary to allow the dutyholder to comply with the above requirements.

## Who has the duty?

In many cases, the dutyholder is the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises through an explicit agreement such as a tenancy agreement or contract.

The extent of the duty will depend on the nature of that agreement. In a building occupied by one leaseholder, the agreement might be for either the owner or leaseholder to take on the full duty for the whole building; or it might be to share the duty. In a multi-occupied building, the agreement might be that the owner takes on the full duty for the whole building. Or it might be that the duty is shared - for example, the owner takes responsibility for the common parts while the leaseholders take responsibility for the parts they occupy. Sometimes, there might be an agreement to pass the responsibilities to a managing agent. In some cases, there may be no tenancy agreement or contract. Or, if there is, it may not specify who has responsibility for the maintenance or repair of non-domestic premises. In these cases, or where the premises are unoccupied, the duty is placed on whoever has control of the premises, or part of the premises. Often this will be the owner.

## What premises are affected?

The duty to manage covers all non-domestic premises. Such premises include all industrial, commercial or public buildings such as factories, warehouses, offices, shops, hospitals and schools.

Non-domestic premises also include those 'common' areas of certain domestic premises: purpose-built flats or houses converted into flats. The common areas of such domestic premises might include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses and garages - but would not include the flat itself. Such common areas would not include rooms within a private residence that are shared by more than one household such as bathrooms, kitchens etc. in shared houses and communal dining rooms and lounges in sheltered accommodation. Further detail is set out in a chart of premises and includes which are likely to be classified as domestic or non-domestic for the purposes of the duty to manage.

**Continued**

# SAFETY POLICY

## How do dutyholders comply?

There are three essential steps:

- **Find out** whether the premises contains asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be **presumed** to contain asbestos;
- **Assess the risk;** and
- **Make a plan** to manage that risk and **act on it.**

Here are some basic principles to remember:

- Asbestos is only dangerous when disturbed. If it is safely managed and contained, it doesn't present a health hazard;
- Don't remove asbestos unnecessarily - removing it can be more dangerous than leaving it in place and managing it;
- Not all asbestos materials present the same risk. The measures that need to be taken for controlling the risks from materials such as pipe insulation are different from those needed in relation to asbestos cement;
- Don't assume you need to bring in a specialist in every case (for example, you can inspect your own building rather than employ a surveyor). But, if you do, make sure they are competent.
- If you are unsure about whether certain materials contain asbestos you can presume they do and treat them as such;
- Remember that the duty to manage is all about putting in place the practical steps necessary to protect maintenance workers and others from the risk of exposure to asbestos fibres. It is **not** about removing all asbestos.

If any Asbestos Containing Materials (ACMs) need to be sealed, encapsulated or removed, remember you will need to employ a licensed contractor if the materials are high risk (e.g. pipe insulation and asbestos insulating panels). If the materials are lower risk (e.g. asbestos cement) then an unlicensed but competent contractor may carry out this work.

**Continued**

# SAFETY POLICY

## Surveys / surveyors

Remember, it's 'duty to manage' not 'duty to survey'.

- **Types of survey**
- **Selection of a surveyor**
- **Accreditation / certification of surveyors**

There are two types of survey for ACM:

### **Management survey**

The Management Survey purpose is required to manage ACM during the normal occupation and use of premises. The duty-holder can make a Management Survey where the premises are simple and straightforward. Otherwise, a surveyor is needed.

A Management Survey aims to ensure that:

- nobody is harmed by the continuing presence of ACM in the premises or equipment;
- that the ACM remain in good condition; and
- that nobody disturbs it accidentally

The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client, e.g. in prioritising any remedial work.

### **Refurbishment / demolition survey**

The Refurbishment / demolition Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The Survey does not need a record of the ACM condition. Normally, a surveyor is needed for Refurbishment / demolition Surveys.

A Refurbishment / demolition Survey aims to ensure that:

1. nobody will be harmed by work on ACM in the premises or equipment;
2. such work will be done by the right contractor in the right way

The Survey must locate and identify all ACM before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated, and certified 'fit for reoccupation' after the survey. **Continued**

# SAFETY POLICY

## Selection of a surveyor

First, make sure that appointing such a person or organisation is how you wish to comply with the need to manage asbestos in your premises. Remember - you may find it more appropriate to carry out the inspection in-house.

- **How do dutyholders comply?**

If you are sure you want to appoint a person or organisation to carry out a survey, you should as a minimum:

- Ask for evidence of their training and experience in such work;
- Check that they are going to carry out the survey in accordance with “Asbestos – The Surveyors Guide” formerly the HSE guidance MDHS100; and
- Ask for evidence that they have suitable liability insurance

## Accreditation / certification of surveyors

You can check whether an organisation has the appropriate training and experience by finding out if it is approved by a recognised accreditation body as complying with the standard ISO 17020. If it is an individual surveyor you wish to appoint, you can check whether he or she has personnel certification for asbestos surveys from a certification body which has been approved by a recognised accreditation body under the standard ISO 17024. In addition, you will need to check which of the three types of survey set out above the organisation or individual surveyor is qualified to carry out.

Further information about accreditation to these standards can be obtained from the United Kingdom Accreditation Service (UKAS), which is the sole recognised accreditation body in Great Britain. The HSE strongly recommends that an accredited surveyor is used for carrying out asbestos surveys

In addition to this there are two personnel certification schemes which have been developed for individuals that undertake asbestos surveys.

One of these is known as ABICS (Asbestos Building Inspectors Certification Scheme) which is operated by the Faculty of Occupational Health (FOH) as part of the British Occupational Hygiene Society (BOHS).

The other scheme is known as NIACS which is the National Individual Asbestos Certification Scheme. This is a joint venture comprising the specialist division of ARCA (Asbestos Removal Contractors Association) known as Asbestos Testing and Consultation (AtaC) along with the Royal Institute of Chartered Surveyors (RICS).

**Continued**

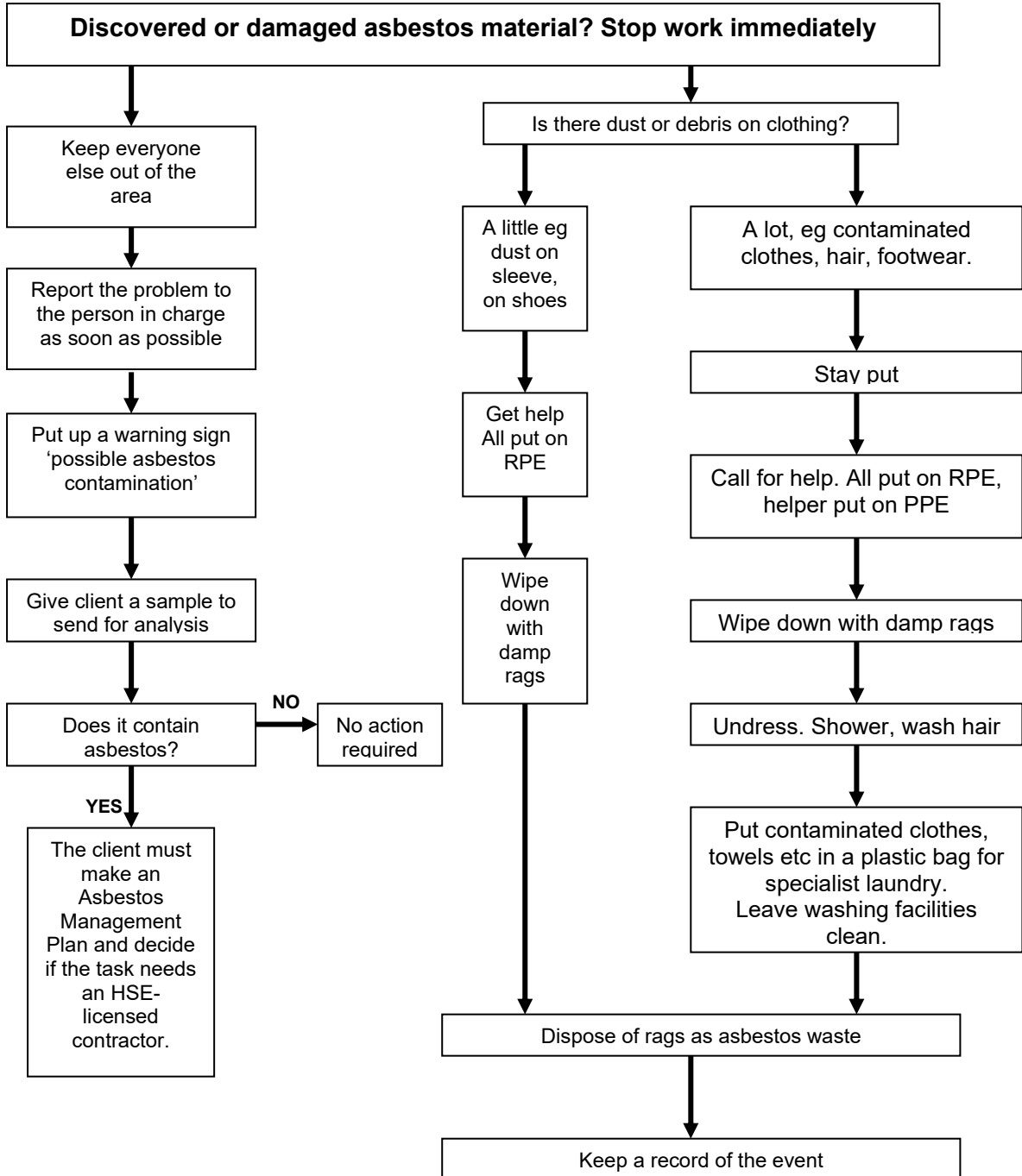
# SAFETY POLICY

## **What to do if you uncover or damage asbestos materials**

### Equipment and method sheet

#### Procedures

- Stop work immediately.
- Decide who must do the work – you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposure as low as you can.
- Clean up the contamination.
- Follow the chart below:



# SAFETY POLICY

## Notifiable non-licenced work

All non-licenced work needs to be carried out with the appropriate controls in place. But for notifiable non-licensed work (NNLW), employers have additional requirements to:

- notify work with asbestos to the relevant enforcing authority
- ensure medical examinations are carried out; and
- maintain registers of work (health records).

## Is my work NNLW?

Whether a type of asbestos work is either licensable, NNLW or non-licensed work has to be determined in each case and will depend on the type of work you are going to carry out, the type of material you are going to work on and its condition. The identification of the type of asbestos-containing material (ACM) to be worked on and an assessment of its condition are important parts of your risk assessment, which needs to be completed before you start work.

If the work is exempt from the need for a licence, you then need to determine if it is notifiable non-licensed work or non-licensed work. The key factors to consider are:

### **The type of work you are planning to do:**

- **Maintenance**, e.g. drilling holes to attach fittings or pass cables through, painting, cleaning etc. Maintenance includes some removal where it is incidental to the main task, e.g. removing an asbestos ceiling tile to allow inspection; or
- **Removal**, e.g. as part of a refurbishment or redesign project; or
- **Encapsulation**, e.g. work to enclose or seal asbestos materials in good condition; or
- **Air monitoring and control, and the collection and analysis of samples.**

To help you decide how work with asbestos should be categorised, use the decision flow chart.

To help you, examples of NNLW include, (assuming in all cases exposure is sporadic and of low intensity and will not exceed the control limit):

- minor, short duration, maintenance work involving asbestos insulation, e.g. repairing minor damage to a small section of pipe insulation where the exterior coating has been broken or damaged;
- minor removal work involving AIB, when short duration and as part of a refurbishment project, e.g. removing AIB panels fixed with screws following water damage;

# SAFETY POLICY

- entry into the roof space above an AIB tiled ceiling, when no decontamination or cleaning has taken place;
- removal work involving textured decorative coatings where the method of removal requires deterioration of the material, e.g. where the material is treated by steam, hydrating gel etc. and scraped off the underlying surface, or where it is very badly flood-damaged;
- removal of asbestos paper and cardboard products if not firmly bonded in a matrix;
- removal of asbestos cement (AC) which is substantially degraded e.g. badly fire-damaged or de-laminated material, or where substantial breakage is unavoidable to achieve removal.

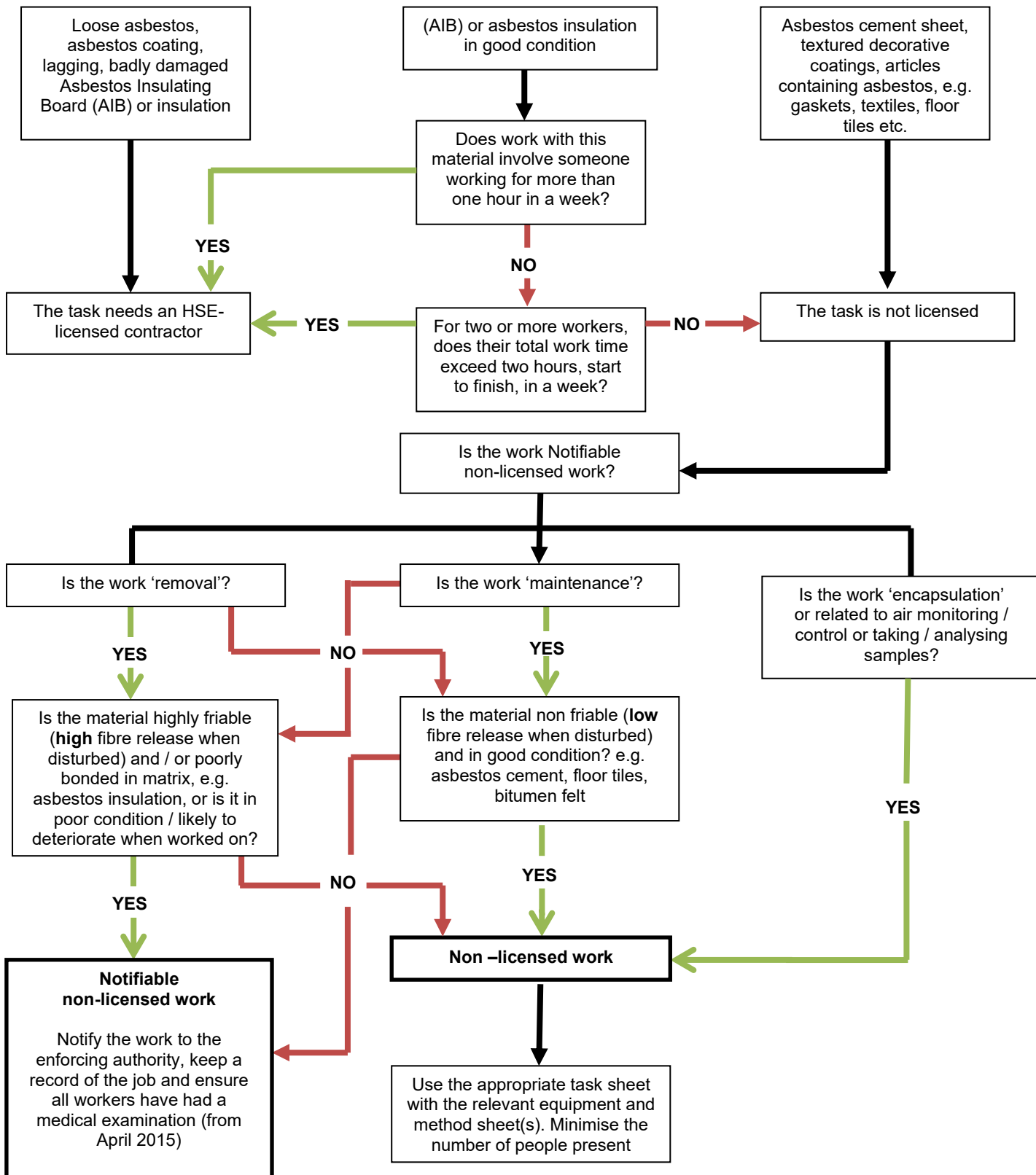
NNLW will **not** normally include the following, which will continue to be categorised as **non-licensed work** (which is not notifiable), (assuming in all cases exposure is sporadic and of low intensity and will not exceed the control limit):

- short, non-continuous maintenance work involving AIB which is in good condition, e.g. drilling holes in AIB to attach a fitting or pass through a cable or pipe, cleaning light fittings attached to AIB, removing a door with AIB fire-proofing, or lifting ceiling tiles for inspection where there is no full-body entry into the roof space;
- short, non-continuous maintenance work on asbestos cement (AC), e.g. work on weathered AC roof tiles;
- removal of AC, which is kept virtually intact;
- short, non-continuous maintenance work on textured decorative coatings, e.g. drilling holes, inserting screws or painting;
- small-scale maintenance work with textured decorative coatings when this can be achieved without deterioration of the material, e.g. by careful cutting around backing sheets to achieve removal intact;
- removal, for example, of gaskets or asbestos rope cords from heating appliances, which can be left in situ for disposal or can be lifted out virtually intact, without substantial breakage;
- short, non-continuous maintenance work on clutch discs, brakes, friction products etc. unless significant damage is required e.g. by power tools;
- removal of floor tiles or bitumen felt, when done with the appropriate controls.
- work to enclose or seal asbestos materials that are in good condition (and that do not require a licence);
- air monitoring and control, and the collection and analysis of samples.

# SAFETY POLICY

## Decision flow chart

Use this simple flow chart to help you decide who needs to do the work:



# SAFETY POLICY

## Medical Surveillance

By 30 April 2015, all workers carrying out NNLW will need to have had a medical examination. Examinations will then need to be repeated **at least every 3 years**, as long as the worker continues to do NNLW. After April 2015, workers carrying out NNLW for the first time will have to have an examination before they can start such work:

- Medical examinations must include an examination of the chest and a lung function test;
- They need to be carried out by a licensed medical practitioner, e.g. a GP;
- Those workers already under surveillance via a licensed contractor and in possession of a valid certificate do not need to have the NNLW medical;
- Medical examinations should be carried out in work time at the employers' expense;
- The fee should be agreed with the doctor before the examination is carried out- HSE can accept no responsibility for remuneration matters;
- The doctor must issue a certificate to confirm the examination has taken place and on what date. The employer needs to keep this certificate for 4 years.

## Record Keeping

Employers need to keep a register (health record) of NNLW with asbestos for each employee exposed to asbestos:

This must include:

- the nature and duration of work with asbestos and estimated exposure for each individual worker; and
- dates of the worker's medical examinations;
- Record keeping may be as simple as writing down the names of workers on the job on your copy of the notification or keeping copies of the notification form for each person carrying out NNLW work, as the notification copy will document the nature of the job and type of asbestos from which likely exposure can be estimated.
- More detailed medical records will be kept by the doctor;
- Registers of work (health records) must be kept for 40 years (and offered to HSE or the individual concerned should the business cease trading);
- The need to record exposure does not mean that every non licensed task must have air sampling. There will often be published exposure figures or knowledge within the industry about exposures found at similar lower risk work done in the past. If a task is unusual sampling may be required.

# **SAFETY POLICY**

## **Duties - Building Safety Act 2022**

### **Clients' duties**

Building and design work is done on behalf of the client, in relation to the client's business. A client can be an organisation or an individual. They will often be a developer or the building owner.

### **Managing the project**

As the client, you must make suitable arrangements for planning, managing, and monitoring a project so it complies with all relevant requirements on completion.

You must:

- allocate enough time and resource for the building work to comply with building regulations
- establish, review, and maintain systems and arrangements to meet building regulations
- co-operate with others working on the project so they can comply with their duties
- enable co-operation between designers and contractors

You must provide building information to every designer and contractor working on the project. Building information relates to:

- the building work or design work
- the planning and management of the project
- any issues involving compliance with relevant requirements and how they have been addressed

### **Appointing designers and contractors**

You must take all reasonable steps to appoint designers and contractors with the necessary competence or organisational capability to carry out their roles.

If there is more than one designer or contractor working on the project, you must appoint in writing a:

- principal designer to be in control of design work
- principal contractor to be in control of the building work

If the project has only one designer, they are the principal designer. If the project has only one contractor, they are the principal contractor.

### **Appointing an organisation as principal designer or principal contractor**

You can appoint an organisation as the principal designer or principal contractor. The organisation must designate a competent individual from within the organisation to carry out the functions of the role. This does not make the individual the principal designer or principal contractor - the legal responsibilities remain with the organisation.

### **Higher-risk building work: clients' duties**

As the client, if your project involves higher-risk building work you must manage the application for building control approval. This includes providing certain documents and information to BSR, such as:

- drawings and plans
- a competence declaration
- a construction control plan
- a change control plan

# SAFETY POLICY

- a mandatory occurrence reporting plan

Find out more about the documents and information you must provide to BSR in the guide managing building control approval for higher-risk buildings.

In addition to managing the building control approval application, you must also:

- make sure the principal designer and principal contractor have a mandatory occurrence reporting system in place
- allow for a periodic review of the building and design work to identify whether it is higher-risk building work
- provide information to designers and contractors so they are aware the project involves higher-risk building work

You must put in place a record of information about the building (also known as the golden thread). You must provide the information to relevant individuals and organisations, such as accountable persons.

When you, or the principal designer or principal contractor appoint an individual or organisation to carry out work, you must:

- keep a written record of the steps taken to make sure those appointed meet the competence requirements to carry out their duties
- provide details about the competence of those appointed in the competence declaration and the construction control plan when managing building control applications

## **Higher-risk building work: individuals or organisations with serious sanctions**

As the client, you must tell BSR if an individual or organisation is appointed that has been issued with a serious sanction in the last 5 years. This covers appointments made by you, the principal designer or the principal contractor.

A serious sanction can be:

- a compliance notice which refers to a contravention or likely contravention of a requirement of Part A (structure) or Part B (fire safety) of Schedule 1 of the Building Act 1984
- a stop notice under the Building Act 1984
- convictions under the Building Act 1984, The Health and Safety at Work etc. Act 1974, the Building Safety Act 2022, or the Regulatory Reform (Fire Safety) Order 2005

A serious sanction can also be a report published under the Inquiries Act 2005 that finds an appointee's actions, or inaction, resulted in one of the following:

- one or more deaths
- a likely contravention of any requirement under the Building Act 1984, The Health and Safety at Work etc. Act 1974, the Building Safety Act 2022, or the Regulatory Reform (Fire Safety) Order 2005

You must consider how any serious sanction and any resulting action by the individual or organisation affects their judgement or their capability to do the work. You must provide information to BSR in the competence declaration and construction control plan about:

- why you consider the individual or organisation is competent to carry out their duties, despite having a serious sanction issued against them
- how you will mitigate the risks of appointing an individual or organisation with a serious sanction, such as checking their work more frequently

## **Clients' duties: multiple clients**

# SAFETY POLICY

When there is more than one client for a project, the clients can nominate a lead client. All clients must confirm this in writing.

When there is a lead client, they must carry out all the clients' duties for the project. The other clients, who are not the lead client, must:

- provide building information to every designer and contractor working on the project
- co-operate with others working on the project to enable them to comply with their duties
- allow for a periodic review of the building and design work to identify whether it is higher-risk building work
- provide information to designers and contractors so they are aware the project involves higher-risk building work

## **Domestic clients' duties**

A domestic client is any individual who has building work carried out on their home, or the home of a family member. The building work is done for domestic purposes, not for business purposes.

## **Managing the project**

As the domestic client, you are in control of the project, which means you must:

- allocate enough time and resource for the building work to comply with building regulations
- appoint designers and contractors
- co-operate with anyone working on, or in relation to the project, so everyone involved can comply with their duties and functions

You must provide building information you have, or would be reasonable for you to get, to designers and contractors working on the project. This includes information about:

- known work that has been carried out
- surveys carried out and kept from a mortgage application, or prior to any building work

## **Appointing designers and contractors**

When there are multiple designers and contractors working on the project, as the domestic client you can appoint a:

- principal designer to be in control of design work
- principal contractor to be in control of the building work

If you do not appoint either a principal designer or principal contractor, then the:

- designer in control of the design phase of the project is the principal designer
- contractor in control of the construction phase of the project is the principal contractor

## **Designers' duties**

As a designer you must:

- not start any design work unless you are satisfied the client is aware of what their legal duties are
- take all reasonable steps to make sure the design work carried out by you, or other designers you manage, is planned, managed and monitored

# SAFETY POLICY

- provide sufficient information about the design, construction and maintenance of the building to the client and other designers and contractors
- provide advice, when requested, to the principal designer or client on whether any design work you are doing relates to higher-risk building work

During the design phase, you must be satisfied that a design, if built, complies with all relevant requirements. This means you must:

- check that you, or other designers you manage, have taken all reasonable steps to make sure a design, if built, complies with all relevant requirements
- co-operate with the client, other designers, contractors, the principal designer, and principal contractor

If you are carrying out only part of the project's design work, you must consider how your design work interacts with other design work. You must tell the principal designer if you are concerned that:

- your design work makes other design work non-compliant
- other design work makes your design work non-compliant

If you appoint other designers to work on the project, you must make sure they have the required competence to carry out the work.

## **Principal designers' duties**

As the principal designer you must carry out designers' duties and the duties for principal designers. You must have the necessary competence requirements to work as a principal designer.

It is important you are part of the design team and not a third party without any influence over design decisions.

You must plan, manage, monitor and co-ordinate matters related to the design work. This means you must:

- take reasonable steps to make sure all designers comply with their duties under building regulations
- assess design work to make sure all designers produce designs that comply with relevant building regulations
- work with the principal contractor and share information about planning, managing, monitoring and co-ordinating the design and building work
- assist the client in providing information to others, if requested

You must take reasonable steps to make sure anyone working on the design co-operates, communicates and co-ordinates their work with:

- the client
- the principal contractor
- other designers and contractors

If there is a principal contractor working on the project, you must consider any comments they make in relation to compliance with building regulations.

As the principal designer you can delegate certain functions to others, but that does not make them the principal designer. The legal responsibilities remain with you.

If you stop being the principal designer, you must give the client a document that explains the arrangements you put in place to fulfil your duties. You must do this no later than 28 days after your appointment as principal designer ends.

If you are appointed to replace a previous principal designer, you must review any arrangements they put in place to meet their legal duties.

# SAFETY POLICY

Higher-risk building work: principal designers' duties

You have additional duties if the project involves higher-risk building work, you must:

- establish and operate a mandatory occurrence reporting system
- submit mandatory occurrence notices and reports to BSR
- store the required information about the building (also known as the golden thread), and provide it to the client and the principal contractor as necessary
- keep and share with the client the steps you have taken to make sure those you appoint to do design work meet the competence requirements

## **Contractors' duties**

As a contractor, you must:

- not start any building work unless you are satisfied the client understands what their legal duties are
- take all reasonable steps to make sure the building work carried out by you, or other contractors you manage, is planned, managed and monitored
- co-operate with the client, designers and contractors (including the principal designer and principal contractor) to make sure the building work complies with all relevant requirements.
- make sure building work that you and others you manage carry out complies with all relevant requirements
- provide each worker you are responsible for with appropriate supervision, instructions and information
- provide sufficient information about the building work to assist the client, other contractors and designers to comply with relevant requirements
- provide advice, when requested, to the principal contractor or client on whether any work is higher-risk building work

If you are carrying out only part of the project's building work, you must consider how your building work interacts with other building work. You must tell the principal contractor if you are concerned that:

- your building work makes other building work non-compliant
- other building work makes your building work non-compliant

If you appoint other contractors to work on the project, you must make sure they have the required competence to carry out the work.

## **Principal contractors' duties**

As the principal contractor you must carry out contractors' duties and the duties for principal contractors. You must have the necessary competence requirements to work as a principal contractor.

You must plan, manage, monitor and co-ordinate matters related to the building work. This means you must:

- make sure building work done by all contractors is co-ordinated so that it complies with all relevant requirements
- assess building work to make sure it complies with relevant building regulations
- never accept non-compliant building work
- work with the principal designer and share information about planning, managing, monitoring and co-ordinating the design and building work
- assist the client in providing information to others, if requested

You must take reasonable steps to make sure anyone working on the building work co-operates, communicates and co-ordinates their work with:

- the client
- the principal designer

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- other contractors and designers

If there is a principal designer working on the project, you must consider any comments they make in relation to compliance with building regulations.

As the principal contractor you can delegate certain functions to others, but that does not make them the principal contractor. The legal responsibilities remain with you.

If you stop being the principal contractor, you must give the client a document that explains the arrangements you put in place to fulfil your duties. You must do this no later than 28 days after your appointment as principal contractor ends.

If you are appointed to replace a previous principal contractor, you must review any arrangements they put in place to meet their legal duties.

## **Higher-risk building work: principal contractors' duties**

If the project involves higher-risk building work, you must:

- establish and operate a mandatory occurrence reporting system
- submit mandatory occurrence notices and reports to BSR
- store the required information about the building (also known as the golden thread), and provide it to the client and the principal designer as necessary
- keep and share with the client the steps you have taken to make sure those you appoint to do design work meet the competence requirements

## **Competence requirements**

Any individual or organisation that carries out work beyond their competence level or organisational capability can face enforcement action.

### **Individual competence**

Individuals must be able to demonstrate they are competent to carry out their duties and undertake the work. This means having the necessary skills, knowledge, experience and behaviours.

Individuals must be able to:

- co-operate with others working on the project
- refuse to carry out work that is beyond their competence
- make sure their work complies with relevant requirements, and refuse to carry out non-compliant work
- ask for assistance from others when necessary

### **Organisational capability**

Organisations must be able to demonstrate they have the organisational capability to carry out their duties and undertake the work. This means having policies, procedures, systems and resources in place to make sure those employed by the organisation comply with all relevant regulations.

The procedures and policies that organisations put in place should:

- actively monitor and supervise their people
- provide sufficient time and resources to do the job

### **Trainee competence**

A trainee without the necessary competence cannot carry out design work or building work unsupervised. Whoever appoints the trainee must make sure the trainee has adequate supervision to carry out the work.

An individual training to be a principal designer or principal contractor must not be appointed as the project's principal designer or principal contractor.

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## **Change in competence**

Individuals and organisations must be honest about their competence and capabilities. They should notify whoever appointed them when:

- they are no longer competent, or no longer have the organisational capability to carry out their duties
- they have been issued with a serious sanction if they are working on a project that involves higher-risk building work

## **Principal designers: competence requirements**

The principal designer should be able to co-ordinate the design team. A principal designer is not expected to be an expert in every design specialism. However, they are expected to know enough about building regulations to assess whether a building design will comply with all relevant regulations.

Principal designers should support others. For example, being able to pass on necessary information to contractors and explain to them how to demonstrate that elements are built properly.

The British Standards Institute's Publicly Available Specification (PAS) 8671 sets out the recommended competence requirements of principal designers. Using PAS 8671 can help demonstrate and assess competence.

The following sections summarise the recommended competence requirements set out in PAS 8671.

## **Legislative and regulatory framework for compliance**

Principal designers should understand the law as it relates to their role and competency requirements as set out in building regulations.

## **Management of design work compliance**

Principal designers should be able to manage other designers and reach a consensus that design work is compliant with building regulations. They should be able to monitor identified compliance risks and assess gaps in other designers' competencies.

Principal designers should be able to:

- set out a plan to achieve design work compliance
- control changes to the plan and monitor risks to design work compliance
- co-ordinate designers' work related to achieving the plan
- communicate with principal contractors about design work compliance
- monitor progress against the plan through to the end of the design phase

## **Technical framework for compliance**

Principal designers should understand technical guidance, codes of practice and standards. This is so they can assess, challenge and build design team consensus on design compliance.

## **Principal contractors: competence requirements**

The principal contractor is expected to take responsibility for their site and manage the flow of information, making sure it gets to those who need it.

A principal contractor should have arrangements to monitor and keep records of building work to make sure it complies with the law. They should be able to communicate and work with the principal designer to agree any changes.

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The British Standards Institute's PAS 8672 sets out the recommended competence requirements of principal contractors. Using PAS 8672 can help demonstrate and assess competence.

The following sections summarise the recommended competence requirements set out in PAS 8672.

## **Legal and contractual requirements: principal contractor duties**

Principal contractors should have the ability to understand applicable legislation and recognise obligations regarding building safety.

## **Managing building work**

Principal contractors should be able to manage building work, which includes having knowledge of risks and how to mitigate them.

## **Planning and organising production**

Principal contractors should be able to appoint competent contractors and suppliers. They should be able to procure quality materials, products and building systems.

Managing construction processes and production

Principal contractors should be able to co-ordinate and monitor contractors, suppliers, and service providers, by:

- identification, assessment, inspection, and testing of safety critical materials components and building systems
- ensuring any time or budgetary pressures do not impact building safety

## **Leadership, decision making and change management**

Principal contractors should be able to lead a building project using learning, experiences, and knowledge of standards and best practice. They should be able to take control of a build and manage change control but also delegate and empower others.

## **Liaising with the client, other stakeholders and regulatory bodies**

Principal contractors should be able to develop trusting, open and honest relationships with those in charge of managing and monitoring the project.

## **Developing people and teams**

Principal contractors should be able to define the competencies required on a project and develop others to address any gaps.

## **Managing the quality of building work**

Principal contractors should be able to manage build quality through communicating with and monitoring the work of other contractors. They should be able to recognise and manage alterations or deviations.

## **Managing information**

Principal contractors should be able to keep accurate and reliable documented information. They should develop digital systems to manage the build information.

## **Demonstrating and assessing competence**

Individuals must be able to demonstrate the full range of skills, knowledge, experience and behaviours for the role they have been appointed to. Examples of how competence can be demonstrated include:

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- completing formal training
  - providing a portfolio of work detailing relevant experience and knowledge
- Trade associations, professional bodies, sector training providers and awarding bodies may be able to support the improvement, demonstration, and validation of competence.

## **Competence standards and benchmarking**

The British Standards Institute's PAS 8671 and PAS 8672 sets out the recommended competence requirements for principal designers and principal contractors.

Compliance with The British Standards Institute's PAS standards, or any other standard, does not guarantee meeting all legal obligations.

The PAS competencies can, however, be used to benchmark and assess the competence of individuals if credible evidence is also provided.

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## Carriage of Dangerous Goods

The Carriage of Dangerous Goods by Road Regulations came into force on May 10<sup>th</sup> 2004.

It is part of the continuing harmonisation with Europe and includes amending the Road, Rail, Sea, and Air Regulations. This harmonisation is not just with Europe, it is also part of the alignment of international systems.

Any Company, who transport Gas Oil/Diesel, Kerosene, LPG (Propane/Butane), and other dangerous goods, must comply with these new regulations.

This means drivers, supervisors and any other person involved in the despatch/delivery of these products must be trained by a competent person in their responsibilities under these new regulations. Drivers of vehicles carrying more than 333kg of LPG or 1000lts of Gas Oil/Diesel/Kerosene are also required to hold a current ADR (vocational training) certificate.

- **Regulation of Diesel / Gas Oil as Dangerous Goods,**  
(means hire and rental companies could become Dangerous Goods carriers)
- **Revised Packaging and Load Size Thresholds.**
- **Documentation / Dangerous Goods Designation**
- **Packaging / Containers / Labelling.**
- **Tremcards**
- **Additional Vehicle Equipment**
- **Changes to Extinguisher Requirements**
- **Driver Training.**

### Classification of Diesel/Gas/Oil as Dangerous Goods

One of the most significant changes is the classification of Diesel, Gas Oil and Light Heating Oil as flammable liquids. As such these substances are now in scope of the regulations. This means Hire and Rental companies that deliver these fuels by road for refuelling plant equipment and heating systems could become dangerous good carriers. As such they must comply with the relevant provisions of the regulations.

continued

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## Revised packaging and load size thresholds.

Prior to May 10<sup>th</sup> 2004, total load thresholds of 200 (kg/litres) for transport category 2, and 500 (litres/kg) for transport category 3 product applied. Under the new (ADR) regulations these thresholds have been increased to 333 (kg/litres) for category 2 and 1000 (kg/litres) for category 3 product.

LPG is transport category 2, whereas Gas Oil (Diesel) and Kerosene are in transport category 3. Under the new regulations, if you carry more than 333Kg of LPG, or more than 1000 litres of Gas Oil or Kerosene, then the '**operational provisions**' of the regulations' apply.

### **The operational provisions include:**

- General Dangerous Goods training for staff
- "ADR" vocational training for drivers
- the appointment of Dangerous Goods Safety Advisers (DGSA's)
- vehicle and tank orange plate marking and hazard warning diamond placarding
- vehicle and tank dangerous goods specification, construction, equipment and use requirements
- fire extinguishers – (transitional period until 2007)
- vehicle safety equipment
- transport documentation including emergency instructions

This means that a driver who has received training by a competent person but is not ADR trained can carry for example:-

- Six 47kg cylinders of Propane, total weight 282kg, or
- Four 205-litre drums of Gas Oil, total amount 820 litres.

The above are examples, there are variations.

Normally empty containers, which have not been nullified (washed out), should be treated as full. The size of the container not the contents should be used for calculation purpose. I.E. a 205 litre drum containing 100 litres of Gas Oil should be classed as 205 Litres of your total load.

Fuel contained in the integral fuel tank of any piece of plant or heating equipment being delivered or collected is not subject to the regulations, nor is it required to be part of your threshold or mixed load calculation. It is however the driver's responsibility to ensure that any integral fuel tank is adequately sealed and not over filled as to allow leakage or spillage of fuel.

### Mixed Loads

When carrying a mixed load of dangerous goods, use the formula in the following table to calculate if you are still below the threshold. The amount of transport category 2 goods is multiplied by 3 (to make it compatible with category 3) and then added to the total amount of transport category 3 goods. If the total amount of the load is over 1000 (kg/litres) then the vocational training certificate (ADR) is required.

**Note 1.** When using the mixed loads formula you may be adding litres to kilograms to see if you remain under the threshold. **continued**

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**Note 2.** Under the regulation – 1 Kg and 1 Litre are considered equal units when calculating the threshold.

Mixed Loads		
Transport Category	Multiplier	Total
2 e.g. LPG	Quantity X 3 Transport category 2 – multiply the amount by 3 – this aligns it with category 3 (e.g. 2 x 47kg x 3=282)	
3 e.g. Gas oil - Kerosene	Quantity X 1 Transport category 3 – multiply by 1 – means you just add the amount to total	
		Max 1000

**Example 1.**

(4 x 47kg LPG x 3 = 564kg) + (2 x 205lt Drums x 1 = 410lt) Total **974** – under threshold.

**Example 2.**

(5 x 47kg LPG x 3 = 705kg) + (2 x 205lt Drum x 1 = 410lt) Total **1115** – over threshold.

## Documentation / Dangerous Goods Designation

The required information must be given in the following sequence on all documentation (Delivery/Collection Notes) etc.

Proper Shipping Name – Label Model Number – U N Number – Packing Group

**Kerosene**

<u>Hazard Class</u>	<u>Class 3 Flammable Liquids</u>
Proper Shipping Name	Kerosene
Label Model Number	3
U N Number	UN1223
Packing Group	PG 111

**Gas Oil / Diesel**

<u>Hazard Class</u>	<u>Class 3 Flammable Liquids</u>
Proper Shipping Name	Gas Oil / Diesel
Label Model Number	3
U N Number	UN1202
Packing Group	PG 111

**Propane**

<u>Hazard Class</u>	<u>Class 2 Flammable Gas</u>
Proper Shipping Name	Propane
Label Model Number	2.1
U N Number	UN1978
Packing Group	PG 11 (allocated-separate classification)

**Continued:**

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## **Butane**

<u>Hazard Class</u>	<u>Class 2 Flammable Gas</u>
Proper Shipping Name	Butane
Label Model Number	2.1
U N Number	UN1011
Packing Group	PG 11 (allocated-separate classification)

## **Packing / Containers / Labelling**

The Regulations state that the packaging / containers must be:-

- Suitable for the purpose
- Designed, constructed, maintained, filled and closed to prevent spillage of the dangerous substance.
- Compatible with the dangerous substance.
- Capable of being repeatedly re-closed, without spillage, if fitted with a replaceable cap / lid.
- Of a design that has been tested and approved and bears the appropriate approval mark (United Nations (UN) tested and approved packaging)

UN tested and approved packaging are not required for certain items.

These include:-

- Gas cylinders, which must comply with separate requirements
- Tank containers, which must comply with separate requirements

Under the new regulations, HSE have issued a derogation that non UN tested containers and tanks in use in the hire and rental industry before May 10<sup>th</sup> 2004 may continue to be used for the rest of their useful life, providing they are subject to an (existing) written scheme of inspection.

The regulations require packages/ containers to be marked and labelled to show clearly:-

- Designation of the goods
- UN number (preceded by the letters "UN")
- Danger signs (hazard warning diamond)
- Subsidiary danger signs, if any.

On IBC's over 450 litres and up to a maximum of 3000 litres the labelling must appear on two sides of the container. On larger tanks there is a requirement for labelling to appear on up to four sides.

### Note

An Intermediate Bulk Container (IBC) is a container designed for mechanical handling and has a capacity no greater than 3000 litres.

**Continued:**

# SAFETY POLICY

## Tremcards

A Tremcard (Transport Emergency Card) is an information document to inform the appropriate emergency services of the hazard content of the load in case of accident. Vehicles carrying goods within scope of the regulations, must display the appropriate tremcard(s) for the substances being carried. These tremcards must be put away in a secure place so that they can not be seen when the dangerous goods are removed.

## Additional Vehicle Equipment

### First Aid Kits

Appropriate vehicle First Aid kits must be carried at all times. First Aid kit contents should reflect the type of dangerous goods carried.

### PPE

Eye protection

Suitable gloves

Suitable respiratory device

High Vis vest

Safety boots with steel toecaps

### Orange Plates

All vehicles carrying dangerous goods above the threshold level must display blank orange plates to the front and rear of the vehicle. These panels must be removed or covered when not carrying dangerous goods.

### Vehicle safety equipment

Wheel chock, Warning Triangles, Torch/Pocket Lamp, are discussed in **Driver / Vehicle Requirements** on the following page.

## Changes to Fire Extinguisher Requirements

**Every vehicle** carrying dangerous goods shall carry a suitable portable fire extinguisher minimum capacity 2Kg for fighting a fire in the cab or engine compartment.

### In Addition:

- Vehicles under 3.5 tonne – extra extinguisher(s) with a capacity of 4Kg for fighting fires in the cargo area. **(total capacity on vehicle = 6Kg)**
- Vehicles between 3.5 tonne and 7.5 tonne – extra extinguisher(s) with a capacity of 8Kg for fighting fires in the cargo area. One of these extra extinguisher(s) must be at least 6Kg. **(total capacity on vehicle = 10Kg)**
- Vehicles over 7.5 tonne – extra extinguisher(s) with a capacity of 12Kg for fighting fires in the cargo area. One of these extra extinguisher(s) must be at least 6Kg. **(total capacity on vehicle = 14Kg)**

Fire extinguisher requirements should be complied with as soon as possible. A transitional period until 2007 has been allowed.

**continued**

# **SAFETY POLICY**

## **Carriage in closed vehicles**

The carriage of LPG cylinders (and other dangerous goods) in closed vehicles should preferably be avoided. However, a small number of cylinders may be carried subject to special conditions.

For safety reasons, to facilitate the dispersal of any possible leakage of LPG vapour, it is preferable to carry cylinders in an open vehicle. There are occasions when closed vans need to be used and this is permitted but increased safety precautions must be taken.

Adequate permanent ventilation of the load space must be provided and this may require standard vehicles to be modified. (Adequate ventilation is considered to be an area equal to 2% of floor area of the load compartment).

Cylinders must not be left on board unnecessarily and should be loaded immediately prior to the journey and removed immediately the destination is reached.

The amount of LPG carried in a closed van should always be the minimum possible, but must be limited to the maximum 333Kg.

All cylinders must be carried upright and secured in place.

PPE, vehicle safety equipment and fire extinguishers in accordance with the Gross Vehicle Weight are also required.

The regulations on mixed loads of dangerous goods would also apply.

## **Oxygen and Acetylene**

Vans that carry Oxygen and Acetylene for cutting and welding are also subject to the regulations, must display to the rear of the vehicle the appropriate hazard diamonds.

## **Driver Training**

All staff involved with transporting dangerous goods must receive adequate instruction and training by a competent person.

Drivers of vehicles carrying dangerous goods above the threshold levels must attend a course approved by the Department of the Environment, Transport and the Regions and pass written examinations set by the Cit and Guild of London institute to obtain a vocational training certificate (ADR) valid for the classes of dangerous goods carried.

These certificates are issued by DVLA Swansea and are valid for a period of five years.

**LPG** cylinders must only be kept in storage cage, never leave cylinders lying around. Prior to using gas cylinders, checks must be made to the appliances, hose, fitting and connections.

All defects must be reported, do not use any defective equipment.

# SAFETY POLICY

## Driver / Vehicle Requirements

### Drivers of Goods Vehicles Under 3.5t who do not hold appropriate ADR Certificates

Providing they remain below the total load threshold of dangerous goods must have:-

- Appropriate tremcards,
- Dry powder fire extinguishers **minimum total capacity 4Kg**. Comprising **2Kg** for cab, **2Kg** for cargo area
- First aid kit
- Appropriate PPE

### Drivers of Good Vehicles Over 3.5t who do not hold appropriate ADR Certificates

Providing they remain below the total load threshold of dangerous goods must have:-

- Appropriate tremcards,
- Dry powder fire extinguishers **minimum total capacity 8Kg**. Comprising **2Kg** for cab, **6Kg total** for cargo area, one of which must be minimum 6Kg
- First aid kit
- Appropriate PPE

### Drivers of Goods Vehicles over 3.5t who hold appropriate ADR Certificates

Vehicles used to carry dangerous goods under ADR regulations must have:-

- Appropriate tremcards
- Consignment, delivery and collection notes
- Dry powder fire extinguishers **minimum total capacity 12Kg**. Comprising **2Kg**. For cab, **10Kg total** for cargo area, one of which must be minimum 6Kg
- First aid kit
- Appropriate PPE
- Warning triangles
- Wheel chock
- Pocket lamp

Appropriate tremcards should be clearly on view when transporting dangerous goods. They must be removed from view, perhaps placed in a folder or case when **NOT** carrying dangerous goods.

The vehicle must display orange plates front and rear, when carrying dangerous goods. These plates must be removed or covered when not carrying dangerous goods.

**It would be considered good practice for all vehicles carrying dangerous goods, whether above or below the thresholds, to carry the above items where applicable.**

**Continued**

# SAFETY POLICY

## **Storage Tanks/Bowers and IBC's up to 3000 litres**

Only IBC's (Transcubes) and approved containers can be transported with fuel in. Wheeled bowers designed for site use must not be transported with fuel in on the public highway, unless specifically designed for the purpose and are UN type approved.

- When containers, bowers and IBC's over 1000 litres capacity are being transported either full or empty, then the driver: -
- Must hold the appropriate ADR Certificate
- Must carry appropriate tremcards
- 2Kg cab extinguisher and appropriate extinguishers for vehicles size
- First aid kit
- Appropriate PPE
- Warning triangles
- Wheel chock
- Pocket lamp

Appropriate tremcards should be clearly on view when transporting dangerous goods. They must be removed from view, perhaps placed in a folder or case when **NOT** carrying dangerous goods.

## **Smoking**

Smoking must be prohibited during handling operations in the vicinity of the vehicles and inside the vehicles.

## **Reporting of incidents**

There is a requirement to report any incident if dangerous goods, being transported, are involved in any of the following cases.

- Injury or death directly related to the dangerous goods where the injury requires intensive medical treatment or requires a stay in hospital of a least one day.
- Results in the inability to work for a least seven consecutive days.
- Release (or expected imminent release due to damage, fire etc.) of dangerous goods in the following amounts: -
  - Transport category (2) - 333Kg (LPG, propane, butane)or
  - Transport category (3) – 1000 Litres (petrol, diesel, heatingoil, kerosene)

**The reporting authority in the U.K. is the Department for Transport (formerly DETR).**

This is in addition to any requirement you may have to report accidents and incidents, in the U.K. under RIDDOR.

These guidelines were produced before the regulations came into force. They are considered correct at time of print. This document will be reviewed after the regulations have been in force for a short time and modified if necessary in the light of experience.

# SAFETY POLICY

## Chemical Spillage

If you have to deal with minor spills of chemicals not classified as being very toxic:

- Read any safety information on the container or data sheet.
- Wear suitable personal protective clothing and equipment (i.e. overalls, glove, goggles and boots).
- Use absorbent material to soak up liquids or sweep up powders and place in a suitable container for disposal in a safe manner.
- Wash area thoroughly with water but do not allow washings to go directly into any water course if they may be dangerous for the environment (see packaging label)
- For major spills where large quantities or very toxic chemicals are involved emergency procedures must be produced in advance and everyone concerned must be informed and where necessary trained and practised.
- Wherever hazardous chemicals are used or stored a risk assessment must be carried out and made available together with any other relevant information to anyone who may come into contact with the chemicals.

# SAFETY POLICY

## Confined Spaces

- Only persons who have been trained within the last 3 years and are fully qualified are permitted to enter any confined space.
- All employees who need to enter confined spaces must have attended the standard one day training and received refresher training, at intervals not exceeding 15 months, to the level of their needs thereafter.
- For details of entry procedures see Training Documents given to all employees when receiving training for working in confined spaces.
- As a brief guide the following applies to any entry into each category:

### **For all entries**

- Local reporting-in procedures must be used.
- Safety helmets and issue protective clothing must be work where appropriate.
- Explosion protected equipment must be used, e.g. hand lamps.

### **Category 1**

- Monitor atmosphere before and during entry.
- Lone person entry permitted.

### **Category 2**

- Monitor atmosphere before and during entry.
- At least two persons present, one to be top man.
- Safety harness to be worn.
- Safety line to be used if no danger of entanglement.
- Man riding winch to be used as appropriate.

### **Category 3**

- Monitor atmosphere before and during entry.
- At least two persons present, one to be top man.
- Safety harness to be worn.
- Safety line to be used if no danger of entanglement.
- Man riding winch to be used as appropriate.
- Escape breathing apparatus to be carried.

### **Non-routine entry**

- Confined space to be assessed and Permit-To-Enter issued before entry is made.

- If a confined space (except those in the highway) does not have a category sign it is a non-routine entry and a Permit-To-Enter is required to be issued by trained and authorised personnel.
- Any surcharged or partially filled manholes are non-routine entry and a Permit-To-Enter is required.
- All entries to undertake modifications to the fabric of the confined space and ALL occasional entries by contractors are non-routine necessitating proof of the appropriate training and a Permit-To-Enter.

### **Examples of confined spaces are:**

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

# SAFETY POLICY

## Construction or Building Work

Construction work means the carrying out of any building, civil engineering or engineering construction work and includes-

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations) and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Construction (Design and Management) Regulations 2015 (CDM 2015) came into force 6th April 2015.

Virtually everyone involved in a construction project has legal duties under CDM 2015. The 'dutyholders' are defined as follows:

**Client** - Anyone who has construction work carried out for them. The main duty for clients is to make sure their project is suitably managed, ensuring the health and safety of all who might be affected by the work, including members of the public. CDM 2015 recognises two types of client: Commercial and Domestic.

**Designer** – As a designer our main duty is to eliminate, reduce or control foreseeable risks that may arise during construction work, or in the use and maintenance of the building once built. Designers work under the control of a principal designer on projects with more than one contractor.

**Principal designer** – As the principal designer our main duty is to plan, manage, monitor and coordinate health and safety during this phase, when most design work is carried out.

**Principal contractor** – As the principal contractor our main duty is to plan, manage, monitor and coordinate health and safety during this phase, when all construction work takes place.

**Contractor** – As a contractor our main duty is to plan, manage and monitor the work under our control in a way that ensures the health and safety of anyone it might affect (including members of the public). Contractors work under the control of the principal contractor on projects with more than one contractor.

**Worker** – As a worker our duties include cooperating with our employer and other dutyholders, reporting anything we see that might endanger the health and safety of ourselves or others.

# SAFETY POLICY

## Consultation with Employees

The Company is committed to consult with employees in good time on matters relating to their Health & Safety at work and, in particular, with regard to –

- (a) The introduction of any measure at the work place, which may substantially affect the Health and Safety of those employees.
- (b) The arrangements for appointing or, as the case may be, nominating persons in accordance with the Management of Health & Safety at Work Regulations 1999 (R7(1)) and (R8(1)(b)) and the Regulatory (Fire Safety) Order 2005.
- (c) Any Health & Safety information it is required to provide to those employees by or under the relevant statutory provisions.
- (d) The planning and organisation of any Health & Safety Training it is required to provide to those employees by or under the statutory provisions.
- (e) The Health & Safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace.

The above arrangements are part of the Health & Safety (Consultation with employees) Regulations 1996, of which the Company has implemented as part of its Health & Safety arrangements. The Company will make the necessary arrangements to ensure that any non-English speaking employees will be involved in the health and consultation process, providing interpreters if and when required. The Director is in regular contact with all members of staff and will take into account any employees views, before any decisions are made with reference to any measures which may substantially affect their health and safety.

# **SAFETY POLICY**

## **Corporate Health and Safety Policy Statement**

This policy underlines our recognition that health and safety is equally important to our other aims, and we recognise our legal responsibility.

Griffon Groundworks and Civils Ltd recognises and accepts its responsibility as an employer for providing a safe and health work environment for all employees and for ensuring the health & safety of others who may be affected by our undertaking e.g. members of the public, visitors, contractors, etc.

Our corporate health and safety policy will be reviewed annually.

As the achievement of health and safety objectives cannot be met without the support of our employees, their support and co-operation are requested.

Griffon Groundworks and Civils Ltd recognises that health and safety can contribute to business performance by reducing accidents, injuries, ill health, etc. and that accidents are often due to weakness in the health and safety management system and not necessarily the fault of the individuals involved. Hence overall responsibility for health and safety lies with directors and seniors management who will ensure that health and safety objectives will be considered with other business objectives in the development of corporate plans / policies and will take precedence when necessary.

Griffon Groundworks and Civils Ltd considers the legislation to be the minimum level of achievement and will ensure that whenever possible these standards will be exceeded.

Griffon Groundworks and Civils Ltd will ensure that all risks are minimised or adequately controlled including the provision and / or maintenance of the following:

- Plant, equipment and systems of work, which are safe, and without risk to health;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, training and supervision to enable all employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst working;
- A safe and healthy place to work with safe access / egress;
- Appropriate and adequate welfare facilities.

To ensure all of the above Griffon Groundworks and Civils Ltd will carry out risk assessments to identify workplace hazards, assess the risks and establish the suitable preventative and protective measures to ensure that all risks are adequately controlled.

Griffon Groundworks and Civils Ltd will ensure that health and safety performance is regularly monitored and reviewed to ensure that objectives are met and progressive improvements will be made as deemed necessary to the objectives and to performance standards / indicators.

**Continued.**

# SAFETY POLICY

Griffon Groundworks and Civils Ltd regards the achievement of safe and healthy workplaces as an important objective for all employees. Griffon Groundworks and Civils Ltd will co-operate fully in the appointment of safety representatives and will, following consultation with them, provide adequate facilities and training to carry out this role. We will also co-operate in the setting up of health and safety committees as deemed appropriate.

Griffon Groundworks and Civils Ltd will ensure that it has systems in place that will ensure the positive communication of relevant health and safety information, including updates, to all employees and other persons as appropriate. It will also ensure that these systems ensure the upward communication of information. These systems will make positive use of appointed employee representative, health and safety committees, etc.

Griffon Groundworks and Civils Ltd recognises the need to plan, develop and ensure the effective implementation of its health and safety policy. To do so we will ensure that suitable and adequate resources are available, that the policy is supported by the provision of an appropriate level of expert advice.

Griffon Groundworks and Civils Ltd will ensure that it has systems in place to ensure that competency requirements are recognised, and that employees are competent to undertake their responsibility under its policies.

Mr Ronnie Collier  
**Director**

Date: July 2025

# SAFETY POLICY

## Display Screen Equipment

### How compliance with the statutory regulations is ensured:

1. The Unit Supervisor or Manager is responsible for ensuring Work Stations of users are properly assessed.
2. For “users” as defined by the Regulations the assessment must be recorded and any appropriate action taken. If changes are made to the layout of any workstation it must be re-assessed and comply with the Regulations.
3. Workstations are suitably organised to provide minimum inconvenience when computer work is necessary.
4. Regular users of DSE need to understand good practice habits to get into when using equipments.
  - Get comfortable – adjust your chair & VDU to find the most comfortable position for your work.
  - As a broad guide, your forearms should be horizontal and your eyes the same height as the top of the VDU.
  - Adjust your keyboard to get a good keying position. Try and keep your wrist straight when keying. Ensure key tops are legible.
  - Position the mouse within easy reach so it can be used with the wrist straight.
  - Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
  - Don't sit in the same position for long periods.
  - If you are a VDU user and think you have a health problem, talk to your Supervisor or Manager.

Extensive research has found no evidence that VDUs can cause disease or permanent damage to eyes. But long spells of VDU work can lead to tired eyes and discomfort. Also, by giving your eyes more demanding tasks, it might make you aware of an eyesight problem you had not noticed before. You and the Company can help your eyes by ensuring your VDU is well positioned and properly adjusted, and that the workplace lighting is suitable. Ask for an eye test if you still think there is a problem. The Company is responsible for any costs incurred for any eye tests and special corrective appliances. Special corrective appliances paid for by the Company remain the Company's property.

The workstation self-assessment and assessment criteria forms are located in a folder in the main office.

# SAFETY POLICY

## Drivers Policy

### Standard Instructions for Drivers:

These standard instructions are in four groups according to when they are applicable:

#### **At all times**

#### **Before leaving the site**

#### **When on the road**

#### **In case of accident**

#### **At all times**

1. Before leaving any vehicle you must ensure the vehicle is taxed and insured for your use. Your licence must be applicable to the vehicle and must be current.  
Before transporting LPG or other dangerous substances you must have received the appropriate training.  
Dangerous substances include LPG, oxygen, acetylene, diesel, and others.
2. You must be medically fit to drive. If you feel unable to drive through illness, taking medication or any other reason do not continue but telephone depot straight away.  
Drinking and driving is a criminal offence: on no account will you drink alcohol, or be under the influence while driving a company vehicle.  
You must not drive continuously for periods longer than those permitted for the vehicle you are driving
3. If you receive a summons for any alleged driving offences, you must inform your supervisor.
4. If you think you should not drive your vehicle because of any defect in it, do not drive it, but report it to your supervisor.
5. You must protect your vehicle and load from theft by locking doors and trying to keep the vehicle in sight at all times when not driving.

# SAFETY POLICY

## **Before leaving the site**

1. You must carry out daily inspections using the checklist provided. This will help you ensure that your vehicle (including any trailer) is safe to be used on the road,  
Fill the checklist in correctly and hand it over to the person responsible. Use a blank checklist each day.
2. You must have the appropriate written information (or "Tremcard") if you are going to carry dangerous substances. The Tremcard should only be on display in your cab while carrying the dangerous substance. It should be removed from the vehicle or securely covered when not carrying the dangerous substance.
3. Standard orange plates should be displayed when carrying 200 kg or more of LPG. They should not be displayed when carrying less than 200 kg of LPG, although they may be left in place if the amount of LPG falls below 200 kg during the journey.
4. The fire extinguisher in your vehicle should be checked as part of your daily routine. If you think the extinguisher is faulty or if it has been used, report it immediately to the person responsible. Do not leave your depot without a fire extinguisher that has been checked and is ready for use.  
Vehicles carrying two fire extinguishers should have both checked.
5. Check your load to see that it is safe and secure and that the weight is balanced evenly. Do this at the start of work and after each delivery or collection. Check the load and security of any trailer as part of each check. You should know the maximum load your vehicle can carry and never overload it. Ensure your load or any tarpaulin does not obscure any lights or indicators.
6. Keep any loads overhanging your vehicle to a minimum. Do not overhang the sides. Make other road users aware of your overhang as necessary, using clear and secure signs.
7. Check your delivery/collection notes against your load. Make sure you have all the equipment required for each delivery.  
Always check that any delivery or collection made corresponds to the appropriate delivery or collection note. If it does not, contact your depot for advice.

# **SAFETY POLICY**

## **When on the road**

1. You must comply with the law at all times. This primarily means following the Highway Code. Always be courteous to others: remember your vehicle has the company's name on it. When transporting dangerous loads like LPG you must obey all special requirements in relevant legislation.
2. Make sure you pass on written instruction regarding the safe use of equipment, correctly and completely to the user. Customer's requests, queries or orders should also be correctly passed on to the relevant persons at your depot. Keeping a book in which to write notes is a good way of doing this.
3. You should always drive and park your vehicle safely, correctly and considerately. Minimise any disruption to normal traffic flow.

## **In case of accident**

4. If you are involved in a road accident, first take action as necessary to prevent injury or further injury. If someone was injured in the road accident call the emergency services. Report the accident to your supervisor as soon as possible. If someone was injured in the road accident you must also report the accident to the police within 24 hours.

### **In any road accident:**

- Do not admit liability
- Exchange names and addresses
- Exchange owners names and addresses
- Exchange insurance details if possible
- Ask for names and addresses of anyone who saw the accident
- Take precautions to prevent anyone taking advantages of the accident by stealing equipment off the vehicle

Make sure that your vehicle is safe to drive and that your load is still secure before you continue driving.

# SAFETY POLICY

## Daily inspection checklist

Drivers Name:

Vehicle Registration number:

Date:

Mileage reading:

Trailer fleet number:

**Vehicle**

**Trailer**

Security of body

Fuel or oil leaks

Tyres & wheels

Mirrors

Reflectors

Towing hitch

Tail lift

Orange plates

Coolant level

Oil level

Brake fluid level

Clutch fluid level

Windscreen wash level

Front / rear lights

Stoptlights

Reversing lights

Reversing audible alert

Headlamps – dips

Headlamps – main beam

Indicators

Hazard warning lights

Orange warning beacon

Horn

Washers

Wipers

Fire extinguisher (s)

First aid kit

Tremcards

Steering

Brakes

Fuel level

Breakaway cable

Lighting cable

Parking brake

Reversing override

Jockey wheels/leg

Loading ramps

Winch Assembly

Load Securing Equipment

Lorry Loader Crane / Check evidence of thorough examination certification and condition of Crane and Lifting Equipment

# SAFETY POLICY

## Construction Site Safety for Drivers

### 1. Scope of guidance

This document gives guidance on assessing risks and identifying precautions relating to hire company employees driving road vehicles on construction sites. This activity includes delivery and collection of equipment and plant, and servicing portable sanitation.

A checklist for drivers is provided

This guidance does not cover any risks that are not directly connected with vehicles on site. It does not cover general driving or delivery issues such as:

- Risks involved in exposure to effluent in servicing portable sanitation
- Risk of injury caused by manual handling
- Risks arising from on-site maintenance of hired equipment
- Other risks caused by hire tools, equipment, plant and ancillaries including LPG and petrol

This guidance also does not cover general vehicle roadworthiness issues. These are addressed in **Standing Instructions for Drivers – Safety at Work**.

### 2. Introduction

Every year an average of 15 people are killed and hundreds injured due to incidents with site vehicles, on construction sites in the UK. Accidents with large plant are usually more serious because of the more difficult nature of driving, loading, and unloading heavy plant.

The sites that your delivery drive may have to visit may be managed in markedly different ways. Some sites may have no apparent rules, and may not even have a responsible person on site. Other sites may have strict rules and require that any visiting driver is inducted, and trained into their current methods of safety.

It is important that your drivers conduct themselves responsibly at all times and follow safe working practices on all sites, including poorly managed sites. They should also understand, and be prepared to follow, any additional site safety rules on any managed site they are visiting.

### 3. Risk Assessment

Assessment of the risks arising from use of your company vehicles on construction sites should be part of the company's overall risk assessment. Guidance on risk assessment is given in **Risk Assessment – Safety at Work**.

**Continued.**

# SAFETY POLICY

The majority of construction transport accidents result from the inadequate separation of pedestrians and vehicles. Inadequate planning and control is the root cause of many vehicles accidents which often involve.

- Vehicles or their loads striking people, particularly when reversing
- Vehicles striking services and obstructions
- Manufacturers' instructions for safe use being disregarded
- Inadequate training of drivers and signallers
- Unsafe loading and transportation of materials on vehicles.

The measures described below can help to control and reduce these risks.

## **4. Vehicle selection**

Vehicles which may enter construction sites should have the following features, in addition to those required for road use:

- Unrestricted visibility so far as is practical, including use of additional mirrors, convex mirrors and fresnel lenses
- Loud horn
- Flashing orange beacon
- Effective reversing lights
- Effective audible reversing alarm

If the items you require are not already on your vehicle(s), they can be fitted.

Your vehicles should be suitable for purpose, including being capable of carrying the intended load. Ensure that there is easy, safe access to all parts of the vehicle, and to any equipment fitted such as the controls to the winch or hoist, or the pump controls on portable sanitation vehicles.

## **5. Vehicle inspections, maintenance and servicing**

Vehicles that enter construction sites may be exposed to harsher working conditions than are normal road vehicles. Inspection and maintenance schedules may need to be modified or made more frequent to account for this.

The additional features required on construction sites should be checked by the driver as part of his daily routine. A suitable checklist is in **Standing Instructions for Drivers – Safety at Work**.

**Continued.**

# SAFETY POLICY

## **6. Site safety training**

In the UK, drivers who may operate on construction sites should be given training on general site safety issues, including:

- Requirement for authority to enter
- Use of personal protective equipment
- Adherence to site traffic rules
- Risks involved in construction work, including
  - Moving plant and vehicles
  - Excavations
  - Materials including cement
  - Dusts, fumes, noise
  - Overhead cables and obstructions
  - Poor ground conditions and ground-level obstructions.

A record should be made of the training, and a copy given to the driver. Many sites will require evidence of site safety training before allowing drivers onto site.

Drivers' site safety awareness should be reviewed at regular planned intervals to ensure that training remains effective.

## **7. Safe driving practices (work practices)**

A checklist of safe working practices for drivers is given in this policy.

A copy of the checklist should be provided to every driver. It is also valuable to arrange for a copy to be permanently available in vehicle cabs. This could be laminated, and for example fixed to the "Tremcard" pack.

The driver's checklist and cab checklist should be incorporated into a regular safety audit or safety checklist.

## **8. Personal protective equipment (PPE)**

Drivers should be issued with personal protective equipment, for them to use at all times when operating on construction sites.

- Safety helmet
- High-visibility clothing suitable for prevailing weather conditions (high visibility vest as a minimum)
- Safety boots, preferably with in-sole as well as toe protection

In addition, the following personal protective equipment should be provided for drivers to use as required, according to the nature of the load and working environment:

**Continued.**

# SAFETY POLICY

- Gloves – heavy duty
- Gloves – waterproof
- Hearing protection – ear defenders or plugs
- Impact resistant goggles
- Disposable facemask for respiratory protection

Training and instruction should be given as to why it is necessary to wear the appropriate PPE, and the particular risks it is intended to protect against.

# **SAFETY POLICY**

## **Drugs and Alcohol Procedure**

Drugs or alcohol render the employee unfit to continue duty and may be an important factor in accident causation. Disciplinary action will be taken against any employee or subcontractor found to be under the influence of drugs / alcohol, this may also lead to dismissal.

Note: Drugs mentioned within this document relate to illegal drugs. But any person using prescribed drugs for medical reason should:

1. Find out what the side effects may be i.e. dizziness, tiredness
2. Inform their team leaders / supervisor that they are taking prescribed medications, the team leader will decide whether or not they will be able to start / continue work.

Griffon Groundworks and Civils Ltd will keep records of all personnel who have been screened for a minimum period of three years. We will monitor the results of such screening to identify any trends in alcohol/drugs abuse.

We will regularly review this procedure and make any changes to control measures as necessary to eliminate or reduce risks resulting from any deficiencies found.

### **Things you shouldn't do**

- Don't drink alcohol during meal breaks or during paid 'on call' duty.
- Don't wear your high-visibility clothing in licensed premises.

### **Things to remember**

- Never have the smell of alcohol on your breath while you're at work.
- Don't get involved in an unexpected call-out if you have any doubts about your alcohol level or your fitness for general duties.

### **Illegal Drugs**

- These include heroin, cannabis/ marijuana, cocaine, ecstasy, and amphetamines.
- Remember that your work may be affected if you're taking medication – whether your doctor has prescribed it or you've bought it over the counter at your local chemist.
- Find out from your doctor or your pharmacist (chemist) if your medication could affect your performance at work. Notify your sponsor.
- If you're taking medication prescribed by your doctor or bought over the counter and you're being tested, tell the testing officer and your sponsor- your test may otherwise be counted as a positive result.

# SAFETY POLICY

## **ALCOHOL & DRUGS POLICY**

Through our stringent vetting and probationary procedures, evidence of past or current alcohol or drug abuse will become apparent. Should any prospective employee declare past Alcohol or Drug abuse, the success of their application will be at the discretion of the Director. However, should previous or current abuse not be declared and subsequently come to light, Griffon Groundworks and Civils Ltd maintain the right to deal with the individual within their own disciplinary procedures.

This disciplinary procedure prohibits the consumption of alcohol and the entering of licensed premises both whilst on duty and immediately prior to duty, contravention of which is likely to result in dismissal or gross misconduct. This disciplinary procedure prohibits any person arriving at work and behaving in an intoxicating manner.

The taking of any banned and classified use of dangerous drugs is also subject to gross misconduct. It may well be in the prospective candidates' interest to inform the managers if they are taking prescribed medication.

# SAFETY POLICY

## ELECTRICAL EQUIPMENT (Portable, Transportable & Fixed)

### Inspection, Testing and Maintenance

All electrical equipment will be inspected, tested and maintained in accordance with the Electricity at Work Regulations 1989, the Provision and Use of Work Equipment Regulations 1998 and the Construction (Design and Management) Regulations 2015. Portable and Transportable equipment will be maintained in accordance with the manufacturers recommendations, electrically tested and inspected in accordance with HSG107 and pre-use inspected by the user on a daily basis, with thorough examinations inspections by the company at set scheduled times throughout the year.

Portable and transportable equipment will be visually inspected and PAT tested at the following intervals:

110v equipment = before initial use and every 3 months thereafter

240v equipment in the workshop = every 6 months

240v equipment in the office and kitchen = every 12 months

IT equipment = every 48 months

Nearly a quarter of all reportable electrical accidents involve portable equipment. The majority of these accidents result in electric shock; others result in fires, e.g. nearly 2000 fires in 1991 were caused by faulty leads to appliances. A major cause of such accidents is failure to maintain the equipment. The likelihood of accidents occurring and their severity will vary, depending on the type of electrical equipment, the way in which it is used, and the environment in which it is used.

### Explanation of Portable and Transportable Electrical Equipment:

This is applied to equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply or is likely to be moved while connected to the supply. Though there are no universally accepted definitions of what is meant by portable or transportable electrical equipment, the definition given above indicates the types of equipment being at a voltage which can potentially result in a risk of fatal electric shock to any person, i.e. when it is more than 50V ac or 120V dc. Extension leads, plugs and sockets, and cord sets which supply portable equipment are classed as portable equipment since they operate in the same environment and are subject to the same use as the equipment they serve. Examples of portable equipment would be: tools and extension leads in the construction industry (high risk); grinders and hand-lamps in general manufacturing (medium risk); and floor cleaners and metal bodied kettles in offices (medium risk).

The reason for distinguishing between portable equipment and fixed equipment is that the electrical connections to portable equipment (e.g. the plug and flexible cable and its terminations) are likely to be subjected to, and more vulnerable to, physical damage and wear or harsh treatment, when in use, than equipment which forms part of the fixed installation. The fixed installation is usually provided with a significant degree of protection against damage by the fabric of the building or fixed enclosure.

Equipment, which is held by hand or handled when switched on, will present a greater degree of risk because, if it does develop a dangerous fault, then the person holding it will almost certainly receive an electric shock.

# SAFETY POLICY

## Electrical Equipment

### How Safety of Electrical Equipment is insured:

#### User Checks (visual)

Employees using the equipment are encouraged to look critically at the electrical equipment they use and visually check for signs that the equipment is not in sound condition, for example:

1. there is damage (apart from light scuffing) to the cable sheath;
2. the plug is damaged, for example the casing is cracking or the pins are bent;
3. there are inadequate joints, including taped joints in the cable;
4. the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing;
5. the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
6. there is damage to the external casing of the equipment or there are some loose parts or screws;
7. there is evidence of overheating (burn marks or discoloration).

These checks also apply to extension leads and associated plugs and sockets. The user should undertake checks when the equipment is taken into use and during use. Any faults should be reported to management and the equipment taken out of use immediately. Management should take effective steps to ensure that the equipment is not used again until repaired by a person competent to carry out the task, (e.g. the defective equipment could be labelled as 'faulty' and its associated plug removed).

#### Formal visual inspections:

The most important component of a maintenance regime is usually the formal visual inspection carried out routinely by a competent person. The majority of potentially dangerous faults can be picked up by such inspections, and the maintenance regime should always include this component. To control the risks and to monitor the user checks, a competent person should carry out regular inspections, which include visual checks similar to those recorded in the User checks (as above) but undertaken in a more formal and systematic manner. Additional checks could include removal of the plug cover and a check made that a fuse is being used (e.g. it is a fuse not a piece of wire, a nail etc), the cord grip is effective, the cable terminations are secure and correct, including an earth where appropriate, and there is no sign of internal damage, overheating or ingress of liquid or foreign matter. The formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

**Continued**

# SAFETY POLICY

## Electrical Equipment

The competent person can normally be a member of staff who has sufficient information and knowledge, following appropriate training on what to look for and what is acceptable, and who has been given the task of carrying out the inspection. To avoid danger, competent persons should know when the limit of their knowledge and experience has been reached. Simple written guidance relating to this visual inspection can be produced, summarising what to look for, procedures to follow when faults are found and when unauthorised equipment is found in use. This can aid the persons carrying out the formal visual inspection and also users.

The inspections should be carried out at regular intervals. The period between inspections can vary considerably depending on the type of equipment, the conditions of use and on the environment. For example, equipment used on a construction site or in a heavy steel fabrication workshop, will need much more frequent inspection than equipment such as floor cleaners in an office. In all cases, however, the period between inspections should be reviewed in the light of experience. Faulty equipment should be taken out of service and not used again until properly repaired. If necessary, it should be tested.

The pattern of faults can be used by management to indicate whether:

1. the right equipment is being selected for the job;
2. further protection may be necessary in a harsh environment;
3. the equipment is being misused;

In order to enable remedial action to be taken.

### Combined Inspection and Tests

The checks and inspections outlined above will, if carried out properly, reveal most (but not all) potentially dangerous faults. However, some deterioration of the cable, its terminals and the equipment itself can be expected after significant use. Additionally, equipment may be misused or abused to the extent that it may give rise to danger. Testing, together with a thorough visual inspection can detect faults such as loss of earth integrity, e.g. broken earth wire within a flexible cable, or deterioration of insulation integrity or contamination of internal and external surfaces. Failure of insulation could result in the user receiving an electric shock with potentially fatal results. Periodic inspection and testing are the only reliable way of detecting such faults, and should be carried out to back up the inspection regime.

Occasions when testing is likely to be justified are:

1. whenever there is reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
2. after any repair, modification or similar work;
3. at periods appropriate to the equipment, the manner and frequency of use and the environment.

**Continued**

# SAFETY POLICY

## Electrical Equipment

The inspections carried out in conjunction with testing should usually include:

1. checking of correct polarity;
2. checking of correct fusing;
3. checking of effective termination of cables and cores;
4. checking of the suitability of the equipment for its environment.

Such combined inspection and testing should be carried out by someone with a wider degree of competence than that required for inspection alone, because the results of the tests may require interpretation and appropriate electrical knowledge will be needed. However a competent employee can often carry this out.

Persons carrying out **testing** of portable electrical equipment should be trained for the work they are to undertake. It is the employer's duty to ensure that they are competent for the work they are to carry out. Basically, there are two levels of competency.

1. The first is where a person not skilled in electrical work routinely uses a simple 'pass/fail' type of portable appliance tester (PAT), where no interpretation of readings is necessary. The person would, of course, need to be trained how to use the PAT correctly. Providing the appropriate test procedures are rigorously followed and acceptance criteria are clearly defined, this routine can be straightforward.
2. The second is where a person with certain electrical skills uses a more sophisticated instrument, which gives actual readings, which require interpretation. Such a person would need to be competent through technical knowledge or experience, related to the type of work.

The table on the next page is provided as a guide to the frequency of formal visual inspections and the frequency of combined inspections and electrical tests for portable and transportable electrical equipment in some typical types of business. The table gives suggested starting intervals when implementing a maintenance programme. Where one figure is given, this is a guide for anticipated average use conditions; more onerous conditions of use will demand more frequent inspections, and/or combined inspections and tests. Where a range is shown, the smaller interval is for more onerous conditions of use and the longer interval is for less onerous conditions of use. It is up to the duty holder, where necessary with appropriate advice, to assess the conditions affecting equipment, which may lead to potential damage and/or deterioration and which should determine the maintenance regime.

**Continued**

# SAFETY POLICY

## Electrical Equipment

### Suggested initial intervals

Type of business/equipment	User checks	Formal visual inspection	Combined inspection and electrical tests
Equipment hire	Yes	Before issue and after return	Before issue
Construction	Yes	Before initial use and then every three months	3 months
Industrial	Yes	Before initial use and then every 3 months	6-12 months

### **Hotels and offices low-risk environments**

Battery operated (less than 20 volts)	No	No	No
Extra low voltage: (Less than 50 volts ac) e.g. telephone equipment, low voltage desk lights	No	No	No
Computers / photocopiers / fax machines	No	Yes 2-4 years	No if double insulated otherwise up to 5 years
Double insulated equipment: not hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment: Hand-held. E.g. some floor cleaners, some kitchen equipment and irons	Yes	Yes 6 months – 1 year	Yes 1-2 years
Earthed equipment (class 1): e.g. electric kettles, some floor cleaners, portable electric heaters	Yes	Yes 6 months – 1 year	
Cables (leads) and plug connected to above. Extension leads (mains voltage)	Yes	Yes 6 months-4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to.

All records of portable appliance testing are kept in the relevant folder in head office.

Premises must be inspected and tested every five years and certificated to ensure maintenance of electrical systems.

# SAFETY POLICY

## **Emergency Procedures**

The purpose of having emergency procedures arrangements in place is to ensure an effective response in the event of serious or imminent danger such as fire, bomb alerts, flooding, major release of chemicals, major incidents and accidents.

A Fire Risk Assessment shall be carried out and recorded at all Company locations. An Emergency Information Form will be displayed on notice boards throughout the premises. All new personnel will be informed of the specific site arrangements at Induction.

Specific duties and responsibilities for first aid and fire wardens will be appointed. Fire extinguishers are located around the premises with an indication of the type of fire on which they should / should not be used. Arrangements are made for them to be inspected annually by an appropriately qualified engineer and certification of inspection will be maintained in file for audit purposes. A fire alarm is installed in the premises. Arrangements will be made for this to be tested weekly. A record of each test will be maintained for audit purposes. A notice will be displayed during the day advising of the time of the fire alarm test.

If fitted, arrangements will be made for emergency lighting to be tested monthly by simulated mains failure. A record of each test will be maintained for audit purposes. Emergency lighting will be tested every six months by simulated mains failure and allowed to discharge for at least one hour. A record of each test will be maintained on file for audit purposes. Arrangements will be made for emergency lighting to be tested every year by simulated mains failure and allowed to discharge for at least three hours. A record of each test will be maintained for audit purposes.

Arrangements will be made for emergency lighting battery packs to be changed every four years or such period as stipulated by the battery manufacture. A record of each battery change will be maintained on file for audit purposes.

### **Major Incidents / Bomb Alerts / Flooding / Major Release of Chemicals and Collapse of Structure:**

**If any of the above circumstances arise, please call the emergency services (999) as soon as possible.**

#### **What is a major incident?**

A Major Incident is best described as an event that overwhelms the responder's ability to deal with it using its normal day to-day resources. It has been defined as an emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority.

#### **What are the Emergency Services Command and Control Arrangements?**

In most major incidents, the Police will assume a lead co-ordination and control function. They will usually be responsible for maintaining the outer cordon (access restrictions) around and all areas designated as a scene of crime.

Where Fire Service interests are not predominant, they may also control the inner cordon. Within a specific area and depending on the incident, the Fire Service may assume command and control at the scene from the inner cordon.

The Ambulance Service will operate an Ambulance Control point from the inner or outer cordon, subject to the nature of the incident. The Ambulance Service will be in command of any medical or NHS personnel deployed to the incident.

The Operational command and control system is based on 3 levels: Strategic (Gold), Tactical (Silver) and Operational (Bronze).

**Continued**

# SAFETY POLICY

The Fire Service and Ambulance Service mirror this. In providing support to the Emergency Services, Local Authorities are required to identify with and link their response organisation to the established structure.

## **Utilities**

All of the Utility Companies such as gas, electricity, water and telecommunications have statutory obligations to provide a response in an emergency. Their involvement in the incident may vary, depending on the type of incident, such as being limited to the reinstatement of supplies/services or, for example in a pollution incident, the Water Utility may be heavily involved.

## **What Plans are in Place?**

Turn off and disconnect any plant or equipment in operation, go immediately to the site assembly point. Do not run. Do not return to your workplace until instructed to do so by the manager or his appointed deputy.

The Local Authority and other responders will all have Major Incident Plans in place for dealing with emergencies. These can often be viewed in local libraries. You can contact your Local Authorities' Civil Contingencies Unit if you would like to see a copy. The Local Authority also has a duty to prepare plans for high-risk premises and establishments in the area.

## **Bomb Alerts**

In the case of a bomb alert all personnel will leave the premises or site immediately, the police will then be called. No one will return until instructed to do so by the police.

## **Flooding**

The Environment Agency is the lead agency on flooding issues. They have mapped flood risk areas on an electronic map on their web site, on which you can check all of your critical locations, and possibly your normal access or delivery routes.

If you find that your business is in a flood risk area, buildings can be protected by various sophisticated flooding products. The Environment Agency web site has some products identified. The best approach is to take action and prepare your buildings and business against flooding **BEFORE** flooding occurs. You may also need to consider that flooding can be caused by burst pipes, water mains and sewers as well as natural sources.

Consider how this may impact on equipment, storage areas and car parks that may be in basements or low lying areas. Find out what services (pipes, mains and sewers) are in the ground around your buildings.

## **Major Release of Chemicals**

Follow Chemical Spillage procedures

**Continued**

# SAFETY POLICY

## **Collapse of Structure**

Building collapses are not uncommon, neither in the United Kingdom or worldwide. Buildings collapse for a variety of reasons. Natural phenomena such as earthquakes, hurricanes, floods, mudslides, avalanches, and storms are the usual cause for multi-building collapses. It must be understood that minor hazards become severe health risks after a structural collapse. For example, emergency lights become flesh-devouring acid pools, yet only appearing as wet spots on walls. The severe dust contains every disease that has been safely buried for the past few hundred years just waiting to find a nice warm moist home in your lungs. Water and sewage systems, electrical wires, and hazardous materials, among others, may pose danger. When the area has been made safe, an accident investigation team will be formed to carry out a full investigation into the occurrence. The HSE must be informed of any structural collapse and they will require the scene preserved until they arrive on site.

Any problems or queries, please contact the management or the Company safety advisors, Safety**men**.

Forms and records to be kept:

1. Fire Risk Assessment
2. Emergency Information, Contact and Duty Holders Page 91/92/93
3. Inspection and Test Records

# SAFETY POLICY

Procedures	Attachment 1	Header Page
<b>FIRE RISK ASSESSMENT</b>		

Address / Name of Premises	
Number of people employed	
Print Name	Mr. Ronnie Collier
Signature / date	
Job title	Director
Review date	

**Note: Please consult the full Fire Risk Assessment which is available on site at all times.**

# SAFETY POLICY

## Emergency Information

IN THE EVENT OF A SERIOUS ACCIDENT SAFETYMEN MUST BE INFORMED IMMEDIATELY BY TELEPHONE	
In the event of an accident, sudden illness or fire, report to the site office and ask for:	
(Name)	
If you have to make an emergency call DIAL 999	
ASK FOR POLICE, FIRE OR AMBULANCE – GIVE NAMES, ADDRESS AND TELEPHONE NUMBER OF SITE	
WHEN PERSONS ARE INJURED HAVE THEIR NAMES AND ADDRESSES AVAILABLE	
WHEN YOU HEAR THE ALARM, TURN OFF AND DISCONNECT ANY PLANT AND EQUIPMENT IN OPERATION, GO IMMEDIATELY TO THE SITE ASSEMBLY POINT. DO NOT RUN. DO NOT RETURN TO YOUR WORKPLACE UNTIL INSTRUCTED TO DO SO BY THE MANAGER OR HIS APPOINTED DEPUTY	
Office Address:	
Office Telephone No	
Nearest Casualty Receiving Hospital	
Telephone No	

# SAFETY POLICY

## Emergency Information

IN THE EVENT OF A SERIOUS ACCIDENT CALL THE EMERGENCY SERVICES. DIAL 999 AND ASK FOR THE SERVICE YOU REQUIRE – AMBULANCE, FIRE BRIGADE OR POLICE.

Emergency Co-ordinator

Deputy Emergency Co-ordinator

First Aider Appointed Person

**See departmental signs**

Fire Warden (s)

Local H.S.E. Office

**HSE Office  
Wren House  
Hedgerows Business Park  
Colchester Road  
Chelmsford  
Essex  
CM2 5PF**

Fax:

01245 706222

Health & Safety Advisers

**Safetymen**

Telephone No.

**01255 863125**

# SAFETY POLICY

## Environmental Policy

Griffon Groundworks and Civils Ltd is committed to making sure that its activities are consistent with best practice within its industry and with relevant legislative and regulatory requirements, and fully accepts the need to protect the environment for the benefit of society and will make environmental considerations an integral part of its business activities.

The company's Environmental Policy will be reviewed regularly to make sure that it continues to meet or exceed current standards.

Our commitment means that all staff at every level of the company will strive to meet minimum standards, as set by the company from time to time, for:

- Recording the use of raw materials and other supplies
- Recording the safe and environmentally acceptable disposal of waste materials
- Finding new methods of waste disposal that are more environmentally acceptable than existing methods
- Reducing energy usage to a minimum level, where possible
- Advising customers on the company's environmental policy and the best practice that may have an impact on the environment.
- Assessing suppliers' compliance with the company's environmental policy
- Maintaining a 'good neighbour' approach to the local community and aim to support local environmental initiatives where possible
- Carrying out environmental impact assessments as part of any new initiative on the part of the company

As part of this environmental policy, the company will appoint an employee or director to act as an environmental officer. They will be responsible for implementing this policy and for its effective communication to all staff, customers and suppliers.

Griffon Groundworks and Civils Ltd will:

- Set and review realistic targets to ensure that we are continually improving our environmental performance.
- Undertake our activities consistent with good environmental practice so as to prevent pollution.
- Maintain compliance with the relevant applicable environmental legislation.
- Communicate and consult with staff on environmental matters.
- Ensure that staff recognise that consideration of the environment is integral to its work activities and that each staff member has a personal responsibility to maintain high standards of environmental care.
- Carry out environmental impact assessments of work activities at the planning stage with aim of keeping resource consumption, waste and pollution to a minimum,.
- Manage its estate, equipment and stock with environmental considerations in mind; and
- Seek to ensure that's its suppliers, contractors, business partners and customers take their environmental responsibility seriously

Mr Ronnie Collier

Director

# SAFETY POLICY

## Environmental Protection

### **Waste and the Duty of Care**

The Duty of care is covered in Part 2 of the Environmental Protection Act 1990. The Duty of Care applies to anyone who produces or imports, keeps or stores, transports, treats or disposes of waste. It also applies if they act as a broker and arrange these things.

The Act defines the following:

Pollutants as

- Solid wastes discharging onto land
- Liquid wastes discharging onto land or into water
- Discharges onto the atmosphere
- Noise in the community

Controlled waste as:

- Waste from households
- Waste from industry
- Commercial waste

Special waste as:

- Controlled waste that is so hazardous that it can only be disposed of using special procedures. Examples would be where there is a high risk to life or liquids with a flash point of 21°C or less.

A multi-pronged approach to pollution control has been taken in the Act, which covers:

- Air Pollution Control (APC) dealing with discharges into the atmosphere and includes noise in the community but not levels of noise within a workplace. The local authorities enforce this.
- Integration Pollution Control (IPC), which encompasses control of pollution of the atmosphere, water and the ground and is enforced by the Environmental Agency (EA).
- Disposal of waste to controlled sites enforced by local and county authorities through waste regulatory bodies.
- Other nuisance matters affecting the local community are enforced by the local authority and include matters such as statutory nuisances, stray dogs, supermarket trolleys etc.

The Company will take all reasonable steps to keep waste safe. If we give waste to someone else, we will ensure they are authorized to take it and can transport, recycle or dispose of it safely.

**Continued**

# SAFETY POLICY

The Company will:

- Stop waste escaping from our control and store it safely and securely. We will prevent it causing pollution or harming anyone.
- Keep it in a suitable container. Loose waste in a skip will be covered.
- We will check, if we give waste to someone else, they have authority to take it.
- We will describe the waste in writing. We will fill in and sign a transfer note for it and keep a copy. To save paperwork, the description of the waste can be written on the transfer note.

## **Environmental Regulations**

The United Kingdom subscribes to and is bound by international agreements and protocols. Such agreements are voluntary and can be viewed as 'soft law'. However, once ratified by a signatory country, they must become national laws. Because of the global nature of many environmental issues, international agreements play a significant role in the development of environmental controls. The European Union (EU) as a whole agreed the Montreal Protocol of 1987 and amendments tabled at the Rio de Janeiro conference of 1992. They are being implemented by an EU regulation aimed at phasing out the use of substances that deplete the ozone layer, notably CFCs.

EU regulations have direct applicability and are binding on Member States in their entirety. Another EU regulation covers waste shipments and it; together with its UK manifestation 4 are aimed at controlling the movement of designated waste materials between Member States. It also covers the movement of wastes between Member States and OECD co-signatories of the Basle Convention, which established the requirements for the control of such movements. A central feature of these particular agreements is the definition of 'wastes'. The international agreements classify waste into 'Red', 'Amber' and 'Green' wastes.

- Red wastes are the most hazardous and include articles, substances and other wastes contaminated with polychlorinated biphenyl (PCB); asbestos and lead anti-knock compound sludges.
- Amber wastes include antifreeze fluids, used blasting grit, waste alumina, arsenic waste, lead acid batteries, phenols and other substances considered to pose a degree of environmental risk.
- Green wastes are, naturally, more extensive and include the following categories:

Metal and metal alloy wastes in metallic non-dispersible form

Other metal-bearing wastes arising from melting, smelting and refining of Metals

Wastes from mining operations in non-dispersible form

Solid plastic wastes

Paper, paperboard and paper products waste

Glass waste in non-dispersible form

Ceramic wastes in non-dispersible form

Textile wastes

Rubber wastes

Untreated cork and wood wastes

**Continued**

# SAFETY POLICY

Wastes arising from agro-food industries  
Wastes arising from tanning and fellmongering operations and leather use  
Other wastes such as broken concrete and spent activated carbon

Classification is important and extensive discussion on the technical arguments of ecotoxicity and Health and Safety hazards can occur. Indeed discussion often takes place on whether a material is a waste at all because the by-products of one process can be the feedstock of another.

The major environmental legislation in the UK is the Environmental regulations. Further Acts and regulations deal with eco-labelling, planning, packaging and conservation. Potential safety and environmental issues occur when hazardous substances are used on industrial sites or are transported.

## **The Environment**

Vast quantities of by-products as waste - gases, both liquid and solid.

These pose a threat as damage can occur in different ways and on different scales.

<b>GLOBAL WARMING -</b>	Transport (Carbon dioxide) C.F.Cs aerosol sprays
<b>WASTE DISPOSAL -</b>	Landfill Sites Regulations - mixing of unsuitable materials Incinerators Recycling - option
<b>WATER POLLUTION -</b>	Discharge to sewers - controlled
<b>CONTAMINATED LAND -</b>	Protection of existing green belt Chemicals
<b>RESOURCE DEPLETION -</b>	Reduce Waste Recycling Encourage better use of resources Recovery of packaging waste
<b>NOISE &amp; NUISANCE -</b>	Accepted level of noise Machine/Cars/Speed

## **Further Information:**

The Law  
The Environmental Protection Act 1990  
The Waste Management Licensing Regulations 1994 Statutory Instrument 1994 No. 1056 (as amended)

# SAFETY POLICY

## Equal Opportunities

The Company supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of gender, marriage or civil partnership, gender reassignment, pregnancy and maternity leave, sexual orientation, disability, race, colour, ethnic background, nationality, religion / belief or age. We also will not dismiss or treat anyone less favourably than others because they work part time or are on a fixed-term contract.

The Company aim is also to ensure that no employee is disadvantaged by conditions or requirements, which cannot be shown to be justifiable on these grounds.

It believes that it is in the Company's best interest and the interests of those who work within it, to ensure that the human resources, talent and skills available throughout the community are considered when employment opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce, which broadly reflects the local community in which we operate.

Whilst the Company recognises that the overall responsibility for the effective operation of this policy lies with the Board of Directors, all employees, whatever their position within the Company, have some measure of responsibility for ensuring its effective implementation in their day to day activities and working relationships with colleagues.

Employees should ensure that:

They co-operate with any measures introduced to develop equal opportunities;  
They respect the sensitivities of others;  
They refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of this policy and, for employees of managerial status, that they ensure that those who report to them also comply with the policy;  
They do not instruct, induce, or attempt to induce or pressurise other employees to act in breach of this policy;  
Employees who make complaints of breaches of this policy are treated fairly and responsively both when the complaint is made and thereafter.

Breaches of the Company's equal opportunities policy and procedures and any unfair or unlawful discrimination will not be tolerated and will be dealt with under our disciplinary procedures. In serious cases, this could lead to dismissal of the relevant individual

The policy shall also apply to employees of contractors working at the Company's premises.

# SAFETY POLICY

## Equal Opportunities Policy

### INTRODUCTON

This policy applies to all employees and external applicants to the Company and deals with equal opportunity in all aspects of the Company Policy.

The Company's policy is to:

- Eliminate, as far as is reasonably possible, discrimination and harassment from the workplace;
- Encourage all its employees to take an active role against all forms of discrimination and harassment;
- Deter employees from participating in discriminatory behaviour or harassment;
- Demonstrate to all employees that they can rely upon the Company's support in cases of discrimination or harassment at work.

The Company is fully committed to providing a good and harmonious working environment that offers equal treatment and equal opportunities for all employees and where every employee is treated with respect and dignity. The Company's aim is that remuneration, recruitment, promotion and retention should not be affected by irrelevant considerations and stereotyping.

The Company recognises that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. The Company's equal opportunities policy will help all employees develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Company's intention is to make full use of the talents and resources of its workforce. Company Policies will comply with the spirit and general provisions of the legislations and Codes of Practice on equal opportunities and cover all aspects of employment.

The Company will not tolerate any acts of behaviour, which might breach these policy principles. Any complaint under the following Policy will be carefully investigated. Employees breaching the terms of this Policy may be subject to disciplinary action.

It is Company Policy that discrimination (defined below) will not be tolerated at any stage of any of the Company procedures for any unjustified reason.

**Continued**

# SAFETY POLICY

## **Discrimination**

Under the Equality Act 2010 it is unlawful for employers to discriminate against the following 'Protected Characteristics'; Discrimination means treating some people differently from others, i.e their age, disability (which includes mental health and people diagnosed as clinically obese), race, religion or belief, sex, sexual orientation, gender reassignment (people who are having or who have had a sex change, transvestites and transgender people), marriage and civil partnership, and pregnancy and maternity.

It isn't always unlawful - some people are paid different wages depending on their status and skills.

Please find below different types of discrimination:

### **Direct discrimination**

Direct discrimination happens when an employer treats an employee less favourably than someone else because of one of the above reasons. For example, it would be direct discrimination if a driving job was only open to male applicants.

There are limited circumstances in which an employer might be able to make a case for a genuine occupational requirement for the job. For example, a Roman Catholic school may be able to restrict applications for a scripture teacher to baptised Catholics only.

### **Associative discrimination**

Associative discrimination is when there is direct discrimination against someone because they are associated with another person with a protected characteristic. (This includes carers of disabled people and elderly relatives, who can claim they were treated unfairly because of duties that had to carry out at home relating to their care work. It also covers discrimination against someone because, for example, their partner is from another country.)

### **Indirect discrimination**

Indirect discrimination is when a working condition or rule disadvantages one group of people more than another. For example, saying that applicants for a job must be clean shaven puts members of some religious groups at a disadvantage.

Indirect discrimination is unlawful, whether or not it is done on purpose. It is only allowed if it is necessary for the way the business works, and there is no other way of achieving it. For example, the condition that applicants must be clean shaven might be justified if the job involved handling food and it could be shown that having a beard or moustache was a genuine hygiene risk.

### **Harassment**

You have the right not to be harassed or made fun of at work or in a work-related setting (e.g. an office party). Harassment means offensive or intimidating behaviour - sexist language or racial abuse, which aims to humiliate, undermine or injure its target or has that effect. For example, allowing displays or distribution of sexually explicit material or giving someone a potentially offensive nickname.

# SAFETY POLICY

## **Harassment by a third party**

Also harassment by a third party your employer is potentially liable for the harassment of staff or customers by people they don't directly employ, such as a contractor.

## **Victimisation**

Victimisation means treating somebody less favourably than others because they tried to make, or made, a complaint about discrimination. For example, it could be preventing you from going on training courses, taking unfair disciplinary action against you, or excluding you from company social events.

## **Discrimination by perception**

Discrimination by perception means direct discrimination against someone because others think they have a protected characteristic (even if they don't).

## **Sex Discrimination & Equal Pay**

Under the Equality Act 2010 it's unlawful for an employer to discriminate against you because of your sex.

Sex discrimination law covers almost all workers (men and women) and all types of organisations in the UK. It covers:

- recruitment
- employment terms and conditions
- pay and benefits
- training
- promotion and transfer opportunities
- redundancy
- dismissal

## **Equal terms - equal pay**

Where men and women, working for the same employer, are doing one of the following they are entitled to the same terms in their employment contract:

- the same or similar work (like work)
- work rated as equivalent in a job evaluation study by the employer
- work of equal value

There may be exceptions where there is a genuine material factor which explains the difference.

Pay secrecy clauses in employment contracts are unenforceable if you are trying to find out if any difference in pay is connected with a 'protected characteristic', for example sex.

## **Communication**

This policy and accompanying action programmes will be communicated widely and effectively throughout the workforce and to potential employees.

It is the responsibility of management at all levels to ensure that such communication takes place.

# **SAFETY POLICY**

## **Ethical Policy**

### **Ethical Trading Policy**

#### **Summary Statement**

At Griffon Groundworks and Civils Ltd we believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

- All employment is freely chosen
- All staff are entitled to belong to trade unions and collective bargaining is respected, to the extent permitted by local law.
- Working conditions are safe and hygienic.
- Child labour is not used.
- Wages are fair and comparable to other retailers and wherever possible exceed the minimum wage.
- Deductions from wages as a disciplinary measure shall not be permitted.
- Working hours are not excessive.
- No discrimination is practised.
- Regular employment is provided for those who are employed on a permanent contract.
- No harsh, cruel or degrading treatment or practices are allowed.
- No bribery, corruption, blackmailing or bullying is permitted.
- Good environmental stewardship is practiced.
- No restrictions, as a way of guaranteeing business, are allowed.

#### **Our Full Ethical Trade Policy Statement**

##### 1. Policy Statement

As a socially responsible business our customers have a right to expect:

- Services offered by Griffon Groundworks and Civils Ltd are provided under working conditions that are hygienic and safe.
- All workers involved in with Griffon Groundworks and Civils Ltd are treated with full consideration to their basic human rights.
- Griffon Groundworks and Civils Ltd acts in an ethical manner above and beyond basic legal requirements.
- Griffon Groundworks and Civils Ltd is therefore committed to implementing the principals of the Ethical Trading Initiative Base Code (although we are not members of the ETI).
- This policy sets out Griffon Groundworks and Civils Ltd commitment to its customers, setting out the measures we are taking to ensure that we are acting in an ethical manner.

**Continued**

# SAFETY POLICY

## 2. Griffon Groundworks and Civils Ltd Commitment to its suppliers and customers:

Griffon Groundworks and Civils Ltd recognises that our ethical and social performance and reputation is a key part of our overall success.

- **Employees**  
Griffon Groundworks and Civils Ltd is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff.

## 3. Griffon Groundworks and Civils Ltd Ethical Trading Code of Practice

### 3.1 This Code of Practice applies to:

- Staff directly employed by Griffon Groundworks and Civils Ltd on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Griffon Groundworks and Civils Ltd premises or to undertake work for or on behalf of Griffon Groundworks and Civils Ltd

### 3.2 No forced, bonded or involuntary labour shall be used.

- All employment with Griffon Groundworks and Civils Ltd is freely chosen.
- Staff are not required to lodge deposits or identity papers with us.
- Staff are free to leave Griffon Groundworks and Civils Ltd after reasonable notice.

### 3.3 No child labour shall be used

- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Children or persons under 18 are not employed full-time.

### 3.4 All employees have the right to join a recognised trade union.

- Union representatives are able to carry out their duties without hindrance.
- Griffon Groundworks and Civils Ltd has an open attitude towards the activities of trade unions.

## 4. Working conditions are safe and hygienic.

- Griffon Groundworks and Civils Ltd takes adequate measures to prevent accidents and minimise potential hazards.
- Staff receive regular health & safety training.
- Staff have unrestricted access to toilet facilities and drinking water.
- Griffon Groundworks and Civils Ltd has a published Health & Safety Policy.

**Continued**

# SAFETY POLICY

5. Working hours and remuneration are reasonable and comparable to other companies in our trade and regular employment is provided.

- Staff pay rates are above the national legal minimum standards.
- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.
- Staff are provided 2 days off per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
- Labour only contracting, sub contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

6. No discrimination is practised:

- There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.

7. No harassment, threats, abuse or intimidation shall be practised.

Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

8. Employment Agencies

- Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of the requirements of this code.
- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Griffon Groundworks and Civils Ltd are eligible to work in the UK by:

- Following Immigration and Nationality Directorate Guidelines on Amendments to Section 8 of the Asylum and Immigration Act 1996.
- Ensuring that the requirements of the Immigration and Asylum Act 1999 Section 22 Code of Practice are met.
- Retaining copies of identity papers, work permits or passport stamps as detailed in the Home Office List of Specified Documents and UK Passport Stamps.

**Continued**

# SAFETY POLICY

- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Griffon Groundworks and Civils Ltd have sufficient command of English to understand:

- The agency's responsibilities under this code of practice.
- Griffon Groundworks and Civils Ltd Health & Safety requirements.
- Written statements of employment particulars.  
Or have other measures in place to ensure that all these requirements are communicated in the employee's native language.

## 9. Organisation

Griffon Groundworks and Civils Ltd Directors have overall responsibility for all aspects of ethical trading at work within the business.

## 10. Looking towards further improvement

Griffon Groundworks and Civils Ltd are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.

# SAFETY POLICY

## **Fire Procedure**

### **Fire Safety**

- Unless you are told it is a test, assume every Fire Alarm is real.
- Without putting themselves at risk, Managers / Fire Marshals will attempt to ensure their areas are clear before leaving the building.
- The only people allowed to remain in the building are engineers or Managers tracing the cause of the alarm. They will instigate the 999 call to the Fire Brigade.
- Assessments for the Risk of Fire can be found in the [Risk Assessment Folder](#).

### **Upon hearing the fire alarm you must:**

- Immediately stop working and leave by the nearest Fire Exit – do not run and do not stop to collect personal belongings.
- Make your way to the assembly point, and then stand in such a way as to make calling of the roll simple and quick.
- Managers are responsible for calling a roll to account for everybody in their depot.
- Do not attempt to re-enter the building until the cause of the alarm has been traced and the building declared safe.
- If there is no manager on site, then a person must be designated to carry out the duty of roll caller.
- During normal office hours, Directors, Senior Management and Office Staff are to inform reception when they enter or leave a building.
- Staff are to ensure the Duty Manager or roll caller, knows when they enter or leave the building.
- Any visitors are the responsibility of the person they are visiting, who will ensure that they follow the evacuation rules and are accounted for.
- Contractors on site will be the responsibility of the person who has contracted them to work. He or she will ensure that they follow the evacuation rules and are accounted for.

### **On-site Fire Safety**

- All employees to attend site safety induction on-site, where applicable. Ensure induction covers site specific fire procedures (alarms, assembly point(s), test times, drills etc.)
- If ever carrying out hot works, a permit to work must be issued and adhered to.
- All staff to attend fire safety awareness training.

### **To limit the effect of a fire on the Environment and the Local Community, the following Agencies must be contacted.**

The Environmental Protection Officer – the Environmental Agency,

Telephone: 01473 727712

Anglian Water, Telephone: 01206 289302

Police, Telephone 01255 221312

Ipswich Borough Council Environmental department, Telephone: 01473 432000

Health and Safety Executive, Telephone 01245 706200

Ronnie Collier is the Company Fire Officer. Any questions should be directed to him, or in his absence, the Health and Safety Advisor.

# SAFETY POLICY

## General Fire Precautions

It is in everyone's interest that all premises have good fire precautions, and you can help by taking the following action:

- Do not allow unnecessary combustible material to accumulate in the workplace.
- Do not allow combustible material or items that will slow down escape, to be placed in escape routes
- Do not wedge or hold open fire doors
- Do not secure doors on escape routes so that they cannot be opened easily by a person escaping.
- Do not obscure signs that show the escape routes, fire-alarm call points or fire extinguishers.
- Do not leave holes in floors and walls to remain open so smoke and heat can spread. The holes must be "fire stopped".
- Do not store flammable liquids indoors and ensure that where necessary suitable storage facilities are provided.
- Do ensure electrical equipment is properly connected, periodically tested and not left switched on unnecessarily.
- Do take part in fire drills, especially if you are disabled and will need help.

Managers should liaise with local Fire Authorities for advice on fire precautions, escape routes, fire drills.

Managers must ensure that fire alarms and systems are tested regularly and records of all tests kept.

# SAFETY POLICY

## First Aid

### **Selection of a competent first aid training organisation**

Since 1st October 2013 HSE no longer approve first aid training and qualifications. This means that businesses have more flexibility in how they manage their provision of first aid in the workplace.

### **Needs assessment**

An employer will need to make an assessment of their first-aid needs to establish what provision for first aid is required. This will depend upon the workplace, taking into account, among other things, the number of employees, size, location and work activity.

An employer's first-aid needs assessment may indicate that a first-aider is unnecessary. The minimum requirement is to appoint a person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. The appointed person can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances.

The findings of your first-aid needs assessment may identify that trained first aiders are required. There are no hard and fast rules on exact numbers, and you will need to take into account all the relevant circumstances of your particular workplace.

### **Criteria expected of first aid training providers**

HSE has produced guidance on selecting a first aid training provider that sets out criteria that a competent training provider should be able to demonstrate.

These criteria include:

- the qualifications expected of trainers and assessors;
- monitoring and quality assurance systems a training company has in place;
- teaching and standards of first-aid practice;
- syllabus content; and
- the information included on a certificate.

Options in selection of a first aid training provider

Training is available from a wide range of providers including:

- those who choose to offer regulated qualifications (first aid qualifications regulated by the qualification regulators - Ofqual, SQA and the Welsh Government),
- those who operate under voluntary approval schemes for example, a trade or industry body having quality assurance schemes accredited by a third party (e.g. UKAS),
- those who operate independently of any such scheme for example, where a training provider chooses to demonstrate their competence to an employer by providing evidence that they meet the criteria set by HSE, or from one of the Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid).

# SAFETY POLICY

Where additional or specialist training may be required due to the work activity, for example in the outdoor education industry, employers will be able to choose the most appropriate specialist provider to meet their identified training needs – and potentially avoid duplication in training.

All training providers will need to be able – and should be prepared to demonstrate how they satisfy the criteria set by HSE. Clarity in this area will be beneficial to both employers and first aid training providers. However, the Health and Safety at Work Act clearly places a duty on the employer to select a competent training provider.

## Regulated qualifications

Regulated qualifications are nationally recognised and can be obtained from a training centre for an 'awarding organisation' (AO).

These AOs are recognised by qualification regulators (Ofqual, SQA or the Welsh Government). Ofqual is the regulator of qualifications, examinations and assessments in England. SQA (the Scottish Qualifications Authority) and the Welsh Government carry out similar functions in Scotland and Wales.

A number of AOs deliver training for the purposes of first aid at work.

These AOs have dedicated policies and quality assurance processes and must approve and monitor their training centres to ensure training meets a certain standard. Regulators stipulate that AOs and their training centres must work in compliance with the Assessment Principles for First Aid Qualifications and other key criteria, including the competence of trainers and assessors and the content of quality assurance systems.

# SAFETY POLICY

## First Aid

### How first Aid cover at work is provided and ensured:

The Health and Safety (First-Aid) Regulations 1981 (as amended) requires employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

The Company policy is a minimum of one Emergency at Work First Aider available on site at any locations at any time.

If employees travel away from the site, the Company:

- Issues personal first aid kits and provides training
- Issues mobile phone to employees (unless in possession of their own)
- Where applicable makes arrangements with employers on other sites.

Employees should follow the procedures listed below:

Find out whom your local Emergency at Work First Aiders are (refer to the organisation chart).

The First Aiders name will be displayed in the reception area at head office and other various locations around the premises. Onsite the First Aiders names will be displayed in the main porta cabin office on site.

If an injury or illness occurs you should make immediate use of any first aid equipment and services available.

Call an ambulance if the injury or illness is serious or if you have any doubt about the injured or ill person's condition.

Do not put yourself in danger when trying to help any injured person.

Any casualty should be made as comfortable as possible, kept warm and protected with coats, rugs etc.

Unconscious casualties should be placed on their side in the recovery position.

If there is serious bleeding apply direct pressure, if possible, to the wound and elevate the affected limb.

Burns should be cooled with clean water, preferably under a running tap for at least ten minutes.

The Company policy is to only use First Aid Kits that meet the British Standard – BS-8599.

# SAFETY POLICY

## First Aid

The Health and Safety (First Aid) regulations 1981 (as amended) states: “An employer shall provide or ensure that there are provided such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work”. Therefore by continuing to use the 1997 guidelines, organisations fail to be in compliance with these regulations and thus by providing a new standard, employers are able to meet first aid requirements effectively.

As member of the BSI standards committee, the HSE have been heavily involved with the development of the new standard and their current guidelines in document L74 go beyond the new standard.

Surprisingly, although the majority of EU states already enforce a national standard for workplace first aid kits, the UK did not. Due to changes in training protocol, increase concern with infection management and new innovations in first aid now becoming less costly, it appeared that the BHTA guidelines introduced in 1997 drastically needed updating.

Issues with the previous guidelines included:

- The vast amount of dressings included in the kits however only one pair of gloves
- Kits contained triangular bandages however it is no longer suggested in training protocol that they are required for immobilisation of lower limbs
- Burns gel dressings wasn't available in the kits even though they are used significantly in first aid and are now much more affordable
- It has been suggested that the old kits didn't hold an acceptable quantity of plasters and wipes

**Continued**

# SAFETY POLICY

## ***Guidelines for contents of new kits***

	<b><i>Small</i></b>	<b><i>Medium</i></b>	<b><i>Large</i></b>	<b><i>Travel</i></b>
Guidance Card	1	1	1	1
Contents List	1	1	1	1
Medium Dressing	4	6	8	1
Large Dressing	1	2	2	1
Triangular Ban	2	3	4	1
Safety Pins	6	12	24	2
Sterile Eyepad	2	3	4	-
Sterile Dressings	40	60	100	10
Alcohol Free Wipes	20	30	40	4
Adhesive Tape	1	1	1	1
Nitrile Gloves Pr	6	9	12	1
Sterile Finger Dressing	2	3	4	-
Resuscitation Faceshield	1	1	2	1
Foil Blanket	1	2	3	1
Burn Dressing	1	2	2	1
Shears	1	1	1	1
Conforming Bandage	1	2	2	1
Eyewash 250ml	-	-	-	1

### **Generally, First Aid boxes contain materials to stem the flow of blood.**

First aid kits are to be in correctly marked boxes, being a white cross on a green background.

Items such as patent medicines, aspirin, paracetamol, etc are not to be kept in first aid kits.

Site Induction will inform employees and sub-contractors of the first aid arrangements for a site. Arrangements for shared facilities must be recorded in writing.

In the case of very short duration work involving no more than two employees, a small travelling first aid kit will be provided on the Company's transport.

Company's cars will also carry such first aid kits. First aid kits, to the same scale as scheduled for sites, will be kept in the Company's office in the charge of the person appointed by the Director, who will ensure that all employees are informed of those arrangements.

# SAFETY POLICY

## Green Policy Statement

We recognise that our work may have a direct or indirect effect on the local and/or regional environment. We are therefore committed to reducing any harm that this may cause on the environment.

Our green policy is to constantly look for ways in which we can improve our green credentials.

We will focus on:

- Reducing waste
- Reusing materials at every opportunity
- Repair rather than throw away where we can
- Recycling

As our green culture becomes established and embedded, we aim to:

- Encourage our staff and sub-contractors to be responsible, corporate green citizens
- Utilise energies and water sparingly
- Consider environmental impacts in our purchasing
- Reduce the need for transport and its impacts on the environment

It is our intention to operate our business in an as environmentally friendly way as we can.

What we are doing:

- We use Bio-diesel and LPG fuels where possible
- Our employees and sub-contractors drive at optimum speed to aid less fuel consumption
- We work with other operators who believe in our policies
- We reuse or recycle all of our incoming packaging materials
- We minimise our use of paper. Our increased use of email and internet greatly reduces hard copies
- We recycle all computers and hardware
- We ensure any new projects and purchases are as environmentally friendly as possible

**Continued**

# SAFETY POLICY

What we intend to do in the future:

- We will encourage employees and sub-contractors to recycle bottles, plastics and aluminium cans by locating recycling bins.
- We intend to purchase our electricity from suppliers who re-invest in renewable energy sources
- Where possible we will choose to source our materials from suppliers who operate in an environmentally friendly manner and who are geographically local to us to reduce delivery miles.
- We will chose our vehicles with fuel efficiency in mind and their fuel consumption will be closely monitored
- We will encourage our business partners to strive for the same high level of environmental care.

# SAFETY POLICY

## Ground Disturbance

If an employees or self-employed sub contractor's work involves the disturbance of the ground in any manner, the following guidelines must be adhered to:-

1. Plan the job
2. Obtain plans
3. Use a cable avoidance tool (C.A.T) and transmitter (GENNY)
4. Use safe digging practice

Below are some guidance's to using locators:

- Whenever possible, apply the Genny signal at an access point where the conductor can be positively identified.
- For a further identity check, after normal location reverse the procedure by inducing the Genny signal on to the conductor and tracing it back to the original point of application.
- Tracing and pinpointing the Genny signal with the C.A.T requires similar techniques to those used in the Power and Radio modes.
- Adjust the C.A.T sensitivity in the Genny mode for a narrow response. Sensitivity will need a periodical increase as the signal strength reduces when tracing further away from the Genny
- Never assume a buried cable of pipe is straight and trace every part of the length to be certain

The Genny signal will sometimes transfer on the unwanted conductors; therefore never assume that the first response to a signal is the conductor to be traced. Increase the sensitivity to maximum and carry out a sweep in a circle around the Genny. Note the position of all conductors leaving the circle. Repeat the sweep reducing the sensitivity until the C.A.T is sensitive enough to locate only one conductor, which is almost certainly the conductor with the applied signal.

# SAFETY POLICY

## Hazardous Substances

### **COSHH Policy**

As a company who operate in the UK, we are aware of our obligation to the COSHH policy which must be to prevent, protect and manage with a total commitment to our employees by making information available, training and selecting chemicals and substances that are not hazardous to health. This also comes under our Duty of Care.

We see our responsibility, not just in the present, but also to undertake COSHH improvements and to monitor and audit our endeavour for the benefit of others in years to come, to ensure the company prevents accidental damage to our employees and any members of the Public.

The Director will give full support and leadership, to communicate the policy to all his employees, to encourage and train them, to enable staff to adhere and contribute to the policy of ongoing improvements and understanding and to comply with legislative requirements both from the UK and EU Governments.

We will monitor the effects and issues arising from any of the company's existing or proposed activities, products or services and to assess the significance of such effects.

This policy will form part of our company Business Plan. The company will not hesitate to amend, alter or implement new instruction to ensure that our COSHH standards are of the highest and that current literature and Master Data Sheets (MDS) are available at all sites.

We will ensure our employees are trained to an approved COSHH standard and subsequent audits are carried out by third parties to emphasise the company commitment and to make all policies and data available to the public.

### **How compliance with statutory requirements is ensured:**

Many substances can hurt you if they get into your body. Exposure can have an immediate effect and repeated exposure can damage your lungs, liver or other organs. Some substances may cause asthma and many can damage the skin. Special care is needed when handling cancer-causing substances (carcinogens).

In line with the **COSHH** Regulations 2002, procedures are established by the Company to ensure that control measures, items of personal protective equipment and other thing or facility are properly used or applied. They include:

- Visual checks at appropriate intervals to ensure that control measures are being properly used or applied.
- Prompt remedial action where necessary.

**Continued**

# SAFETY POLICY

- Employees should use the control measures in the way they are intended to be used and should in particular:
  - Use the control measures provided for materials, plant and processes
  - wear in a proper manner the PPE provided
  - Store the PPE when not in use in the accommodation provided
  - Remove any PPE which could cause contamination before eating, drinking, or smoking
  - Practice a high standard of personal hygiene, and make proper use of the facilities provided for washing, showering or bathing and for eating and drinking
  - Report promptly to management any defects discovered in any control measure, device or facility, or any item of PPE

In October 2006, the HSE produced comprehensive good practice advice on controlling respirable crystalline silica (RCS) in high-risk tasks in sectors such as stonemasonry, brick making, quarrying and construction. Long term repeated inhalation exposure to crystalline silica causes chronic lung inflammation and silicosis. Suitable types of control include:

- General ventilation and cleanliness
- Ventilated refuge
- Water suppression (e.g. stone sawing)
- Extracted booth
- Dwindraught booth or local air displacement
- Respiratory protective equipment and booth

## **Maintenance, examination and test of Control Measures etc**

The Company shall ensure that any control measure is maintained in a sufficient state, in efficient working order and in good repair, and in the case of PPE, in a clean condition.

Where engineering controls are provided, the Company shall ensure that thorough examinations and tests of those engineering controls are carried out.

## **Hierarchy of Control Measures**

- Isolate or enclose
- Use local exhaust ventilation
- General ventilation
- Good housekeeping
- Good welfare and personal hygiene
- Personal protective clothing and equipment (use only as a last resort if you cannot control exposure in the ways outlined above)

**COSHH** assessments are carried out for substances used / supplied by the Company and any relevant information from the data sheets will be shown in the **COSHH** Manual. Copies are given to all employees and are to be carried in the vehicle, with reference to the substance to be used. **The Company prohibit the use of any hazardous substance for which an assessment has not been completed, or data sheets not obtained.**

# SAFETY POLICY

## **Workplace exposure limits (WELs)**

WELs are British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used:

long-term (8 hours); and  
short-term (15 minutes).

Short-term exposure limits (STELs) are set to help prevent effects such as eye irritation, which may occur following exposure for a few minutes.

Substances that have been assigned a WEL are subject to the requirements of COSHH. Griffon Groundworks and Civils Ltd will ensure any WEL is not exceeded and exposure to asthmagens, carcinogens and mutagens will be reduced as low as is reasonably practicable.

The absence of a substance from the list of WELs does not indicate that it is safe. For any substance not on the list of WELs exposure will be controlled to a level to which nearly all the working population could be exposed, day after day at work, without any adverse effects on health.

## **When exposure monitoring is required**

Exposure monitoring will be taken if:

- the risk assessment shows that an initial exploratory monitoring exercise is necessary to reach an informed and valid judgement about the risks;
- failure or deterioration of the control measures (e.g. a lack of containment, or LEV not performing as intended) could result in a serious health effect, either because of the toxicity of the substance or because of the extent of potential exposure, or both;
- measurement is required to be sure that a WEL or any self-imposed (in-house) exposure standard is not exceeded;
- any change in the conditions affecting employees' exposure means that adequate control of exposure is no longer being maintained, e.g. an increase in the quantity of a substance used or from changing systems of work, or introducing new plant;
- it is needed as an additional check on the effectiveness of any control measure provided;
- the risk assessment shows it is needed to monitor for the presence of any biological agents outside the primary physical containment.

If we are required to appoint a person to carry out exposure monitoring, we will ensure that they are competent to do so.

We will ensure employees have details of the substances hazardous to health to which they are liable to be exposed including any relevant workplace exposure limit or similar occupational exposure limit.

# SAFETY POLICY

## Health Surveillance and Personal Hygiene

### How Health Surveillance (where necessary) is provided:

Health surveillance enables the identification of those employees most at risk from occupational ill-health.

Health surveillance detects the start of an ill-health problem and collects data on ill-health occurrences. It also gives an indication of the effectiveness of the control procedures.

It is required when there appears to be a reasonable chance that ill-health effects are occurring in a particular work place as a result of reviewing sickness records or when a substance listed in Schedule 6 under Regulation 11 of the COSHH Regulations is being used. Schedule 6 lists the substances and the processes in which they are used. The Company does not use any of the listed substances. However, the Company issues all staff with an eight page annual Health Surveillance questionnaire covering such areas as manual handling, dermatitis, breathing, hand arm vibration etc.

Personal hygiene is very important for workers exposed to hazardous substances. Always wash hands thoroughly before eating drinking or smoking. Protection against biological hazards can be increased significantly by vaccination (e.g. tetanus). Finally, contaminated clothing and overalls need to be removed and cleaned on a regular basis.

# SAFETY POLICY

## HIV and Other Blood Borne Diseases

We recognise that some of our employees may be concerned about HIV and other blood borne diseases, such as hepatitis B, in our workplace. Although our workplace is low risk, and there is no significant risk of contracting blood borne diseases in every day work situations, all staff should follow these procedures:

- Keep all wounds covered
- If there is a spillage of blood, do not touch the blood. Contact a First Aider, as they have been trained in how to clean up such spillages safely
- Injuries must only be treated by a qualified first-aider

There is a significant risk to first-aiders who treat injuries without using appropriate equipment. We will train all first-aiders in how to protect themselves against blood borne diseases and will provide them with well maintained protective equipment. All first-aiders should keep disposable protective gloves and a protective resuscitation aid at hand at all times.

### Employees suffering from HIV

Employees suffering from HIV are to be encouraged to report their condition to the employer. Employees found to be suffering from HIV infection or AIDS will not be communicated to other employees without the sufferer's consent.

# **SAFETY POLICY**

## **Home Working**

Some of the company's employees may be working from or at their homes.

The Health & Safety Work Act 1974 and most Regulations apply equally if you are working at home as they would at your employer's work place. Examples of relevant legislation would include Display Screen Equipment, Provision and Use of Work Equipment, Manual Handling and Control of Substances Hazardous to Health. These must all be complied with including the requirements for Risk Assessment.

If you work from or at your home the company is responsible for maintenance and inspection of any equipment provided. In particular electrical equipment including computers etc. must be inspected / tested at the specified intervals.

Any accidents whilst working at home must be reported in the same way as if you were at the company's work place.

If you need further advice contact your manager or the company's Health & Safety Advisors.

# SAFETY POLICY

## Housekeeping Arrangements

### How general cleanliness and tidiness of the workplace is maintained:

Clean, tidy and uncluttered workplaces reduce the risk of injury to anyone working or visiting the premises.

Keep floors, corridors and stairs clear of goods, obstructions and trailing leads at all times.

Waste paper and litter must be placed in bins and all rubbish cleared away regularly.

Broken glass or other sharp objects must be disposed of carefully and never left exposed in wastepaper bins.

Spilt liquids must be cleared up immediately.

Vision panels in doors must never be obscured.

Never overload top drawers of filing cabinets or open more than one drawer at a time as this may cause the cabinet to tip over.

Drawers of filing cabinets or desks should never be left open as this creates a tripping hazard.

Ensure that there are no trailing leads from computers, telephones etc. that could be tripped on.

Broken or unsafe furniture must be immediately taken out of use or effectively repaired.

Use steps or kick stools to gain access to high shelves, never climb on boxes or chairs.

Any potentially insecure furniture (e.g. Vertical plan chests) should be fixed to a solid structure or back-to-back for stability.

If you see a potential hazard, correct it if you can do so safely. If not, put the hazard out of action or prevent access to the area. Then tell your supervisor or some other responsible person.

# SAFETY POLICY

## Hygiene

- Managers must ensure that all employees and contractors are made aware of this information and are able to apply it to their aspects of work.
- Personal Hygiene for Workers
  - The aim is to ensure the well being of employees by preventing infection of wounds, or illness contracted in the course of the employee's duties.
  - Reporting and recording work-related illness, injury, cuts or grazes are essential for monitoring the health effects of work.
  - The issue and use of protective clothing is mandatory.
  - Contaminated overalls must not be taken home for cleaning or any other reason.
  - Managers must ensure that adequate welfare facilities, cleaning of premises and mess room, hot water units and first aid materials on vehicles are provided.
  - Employees must be instructed on what to do in the event of accidental contamination and advised on immunisation, leptospirosis and other pathological micro organisms.

# SAFETY POLICY

## Information, Instruction, Training & Competency

### How Health and Safety Information, Instruction and Training is ensured:

Regular health & safety updates/changes in Legislation are received through information sheets from the company retained health & safety advisors, Safetymen.

All new employees will receive an initial induction to cover statutory requirements. Health & Safety induction is compulsory and all new starter, relocated, temporary and promoted staff will go through an induction training programme.

Employees will undergo training, which their manager's feel is necessary and appropriate for them to carry out their work safely.

Before starting Training Courses, all trainers will go through a 5 minute induction, to make the trainees aware of the location of welfare facilities, the hazards on site and all emergency procedures, i.e. fire etc.

Safety training courses will include an assessment of competence where appropriate.

All safety training will be recorded in the staff safety-training folder.

All staff are given instructions on how to lift and transport material without causing injury to themselves during the initial induction process. This may be enhanced by attending a half-day certificated training course on Manual Handling.

A senior member of staff always supervises juniors and student employees at all times.

Any new machinery purchased is always followed by a training programme by the supplier or our trainer on how to use the item correctly.

The Company will attend Health and Safety meetings on site when planned. A senior Manager (plus the Company retained Consultant, when booked) will represent the Company, as required, at site meetings and a copy of any minutes, instructions etc. will be forwarded to all staff to ensure dissemination.

# SAFETY POLICY

## Lifting Machines and Equipment

**Under the Lifting Operations and Lifting Equipment (LOLER) Regulations 1998, the following procedures must be adhered to: -**

All lifting machines and equipment must be regularly serviced in accordance with manufacturer's instructions and maintained in good order. Operators must not use any lifting machine or equipment if there is any doubt as to its safe use or non-compliance with current legislation.

All lifting machines must be examined and load tested before first coming into use or after major repair. Managers must retain the test certificate on file.

Lifting machines for materials must be thoroughly examined by a competent person every 12 months and the certificate of this examination retained on file.

Lifting machines for people i.e. Mobile Elevating Work Platforms must be thoroughly examined by a competent person every 6 months and the certificate of this examination retained on file, in accordance with Examination Scheme 9 (3)(a)(iii).

Lifting equipment (e.g. chains, slings, shackles etc.) must be thoroughly examined by a competent person every 6 months and the certificate of this examination retained on file.

Cranes used for work of a building or construction nature must also be re-tested every 4 years and the operator must complete an inspection register every 7 days.

All of the company's lifting machines and equipment will be clearly marked to indicate that it is within its examination period and therefore safe to use.

Safe working loads of machines or equipments must not be exceeded. The SWL must be clearly marked on all machines and equipment.

A safe system of work should be established for every lifting operation.

For all major lifting operations a Crane Co-ordinator must be appointed to be in overall control of the operation. When employing hired in cranes the crane contractor will usually take on this role when agreed as part of their contract.

Excavators may only be used as cranes if they have been adapted for that purpose and are either fully tested/certified as a crane or have a certificate of exemption, in which case their use is limited to the site of an excavation (i.e. lowering pipes into trenches).

# SAFETY POLICY

## Lone Worker

Managers must inform and ensure that no employee, contractor or visitor is permitted to work alone if there is any significant risk to their health or safety whilst doing so. If there is a significant risk, a formal written risk assessment must be undertaken.

All employees must use their judgment to assess if the work they are doing whilst alone puts them at risk and to cease work and report to their supervisor or manager if they consider themselves at risk. No person under 18 years is permitted to work in isolation.

Adequate arrangements must be made for maintaining contact by radio, telephone or in some other way, with, or between, employees who are working on their own.

Employees on alarm call out must be equipped with mobile telephones. They should not enter premises unless accompanied by another member of staff, a police officer, the alarm engineer or other reliable person, unless an assessment of the reason for the call out clearly shows that no intruders remain on the premises.

Prohibited practices outside visual contact are:

- Use of electrical test apparatus (PATs)
- Loading or unloading ride-on plant
- Working in confined space
- Using unsecured portable ladders, steps or trestles.
- Work immediately adjacent to deep unguarded or fast flowing water
- Work requiring safety harness, lifeline or fall protection
- Electrical work as defined in the company's safety rules
- Lifting heavy loads
- Excavating near known underground services
- Using jetting machines operating above 35 bar pressure
- Entering a site where it is believed intruders may be present
- Using a chainsaw
- Working from hydraulic/motorised access platform
- Any operation defined by formal risk assessment prohibiting lone working.

A second person should be present to give emergence assistance while these tasks are undertaken.

The Company has put procedures in place to monitor lone workers to see they remain safe. These include: -

- Supervisors periodically visiting and observing people alone
- Regular contact between the lone worker and supervision using a telephone
- Checks that a lone worker has returned to their base or home on completion of a task.

# SAFETY POLICY

## Machinery

### How Safety and Health of persons in the workplace is ensured.

Griffon Groundworks and Civils Ltd will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other appropriate legislation. In order to minimise the risk of injury from work equipment, we will carry out risk assessments and implement controls including:

- All plant, tools and work equipment will be examined, inspected and maintained in accordance with suppliers' or manufacturers' recommendations; Record will be kept of these.
- Calibration will be carried out by competent persons on all plant, tools and equipment in accordance with manufacturers and supplier's requirements and legislation.
- Safety equipment will have a recorded inspection, as specified by the manufacturers, by appointed, competent people.
- Work equipment purchased will comply with all required safety standards.
- Equipment should have a declaration of conformity and appropriate CE marking.
- All hired or rented equipment will be required to comply with relevant legislation and will include the provision of comprehensive information on its safe use.
- There will be adequate and identifiable means of isolation where appropriate
- Risk assessments will be carried out on work equipment where there are significant hazards and appropriate controls will be implemented.
- Provision of suitable and effective controls and devices
- Suitable, comprehensible signs and warnings, compliant with appropriate legislation
- Pre-use checks will be carried out before using work equipment and defects will be corrected before use.
- Recorded training and information will be provided to employees, where appropriate.
- Any abrasive wheel machines are only allowed to be operated by persons holding a certificate to operate the machine.
- Operators of specific machines (i.e. forklift, electrical test station etc) are named in the Machine Authorisation record cards.

# **SAFETY POLICY**

## **Management of Contractors**

All contractors will be vetted for safety competence as part of the appointment process.

Before any work commences it is the responsibility of the company to ensure that the contractor understands any hazards of working on the site or plant and has made proper provision for their own and other people's safety. Risk assessments and written method statements are required from the contractor; so that we are aware of how the contractor intends to carry out their work.

A permit to work will be issued to contractors whenever there is a need for isolation from all electrical, hydraulic, pneumatic or radioactive sources or there are hazards present which the contractor may not be aware of. The issue of the permit is the responsibility of the company.

Where it is not practicable for the company personnel to issue a permit to work on a daily basis, arrangements can be made by agreement, so that after the first day contractors may, if they are deemed competent, issue permits for their own employees or sub-contractors specifically limited to the tasks identified. If conditions change outside the agreed work tasks, a fresh permit must be arranged with the company.

If contractors are seen working dangerously on the company premises, any employee can ask for the work to be stopped and the matters should then be brought to the attention of their line manager immediately.

If contractor's activities, identified as part of the method statement, are likely to create any risk to persons nearby (i.e. lifting operations, grinding, excavation, jetting, welding etc.) then adequate barriers or screens will be erected.

Where any site or part of a site is under the control of contractors then all of the company's employees will comply with the contractor's site rules, in the identified area.

Handing over a site or part of a site to a contractor does not absolve the company of all health and safety responsibilities.

Contractors will provide current certificates etc. for all plant brought onto any of the company's premises.

# SAFETY POLICY

## Manual Handling

### How Manual Handling Operations are dealt with:

- Wherever possible use mechanical lifting aids / machines to avoid manual handling operations
- There should be either a generic or specific risk assessment for all manual handling tasks involving any significant risk of injury.
- Never attempt to lift or move something beyond your capability.
- Seek help if the load is too heavy or awkward to lift on your own.
- Think about how to lift the load and the direction you want to go, before you start to lift.
- Wherever possible use the appropriate gloves especially if the load has sharp edges, notches, grease or anything which may weaken your grip or injure your hands.
- Always wear safety footwear when carrying out lifting operations.
- Follow good lifting techniques as listed below.

### BASE MOVEMENT – (Correct Kinetic Lifting Technique)

- Foot position – 9” – 12” apart, facing direction of travel.
- Be relaxed
- Bends knees (mid muscle position)
- Firm palm diagonal grip
- Breath in, oxygenates the muscles and supports the spine.
- Keep your chin up to maintain the lordosis of the spine (the natural curve)
- Use the thigh and calf muscles to raise the load
- Keep the load close to the body
- Step off in the direction of the feet – do not twist

All employees are given manual handling training as part of the induction course and a half day Certificated manual handling course is provided at the earliest opportunity.

### MANUAL HANDLING

#### Manual Handling subjects covered during the Training Course includes:

- Musculoskeletal problems
- Base movement
- Awkward loads
- Team lifting
- Mechanical aids
- PPE handling aids

# SAFETY POLICY

## Medical Emergency

### How serious accidents or health conditions are dealt with:

**In the case of an Emergency dial 999**

First Aider would immediately be called to the scene to assess the situation:

Colchester Hospital (24 Hours)  
Turner Road  
Colchester  
Essex  
Tel: 01206 853535

Clacton Police Station  
Tel: 01255 221312

Colchester Police Station  
Tel: 01206 762212

### Manager(s) to be contacted outside working hours:

Mr Ronnie Collier  
Tel: 01255 411617  
Mobile: 07300 874962

# **SAFETY POLICY**

## **Mental Health Policy**

Mental health problems are believed to be experienced by one in six adults, with mental health concerns being the second most prevalent reason for employee absence. This policy uses the term 'mental health problem' to include signs of stress and anxiety and mental health conditions that have been diagnosed by a medical professional, such as depression or PTSD.

The Company understands the positive impact that healthy and engaged employees make to the success of the business. As such, the Company pledges to provide initial and ongoing support and help for employees going through mental health problems. The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

### **Legal obligations**

The Company understands the role it has in ensuring that health and safety legislation is adhered to. The Company undertakes to create a safe workplace where risks to mental health and wellbeing are limited as far as possible. Additionally, the Company understands the protection employees with a disability have against discrimination under the Equality Act 2010, including the obligation for employers to introduce reasonable adjustments for disabled employees.

### **Recruitment**

Unless it is related to the specific requirements of the job, the Company will not ask applicants at any stage of the recruitment process for information regarding any previous health issues, in order to ensure potential employees are not discriminated against because of their mental health history.

### **Indicators**

To prevent mental health problems escalating, early intervention is important. In many cases, obvious indications that an employee is suffering from a mental health problem may not be present, however, early signs can include:

- behavioural, mood or temperament changes, especially when communication with others
- decrease in productivity and focus
- inability to make decisions and problem solving
- showing signs of tiredness or being withdrawn and unable to take part in hobbies they usually participate in
- reducing intake of food or increasing intake of alcohol, cigarettes etc.

### **Line manager responsibilities**

When dealing with an employee with mental health concerns, line managers should be open, welcoming and friendly. They should invite the employee to regular private meetings and ask them to talk openly about their mental health problems. The line manager should not make presumptions about how the mental health problem is impacting on the employee personally and professionally. Initial action should be to check how the employee is getting on at work, in the same manner as if the employee was suffering from a known physical health problem.

# **SAFETY POLICY**

## **Employee responsibilities**

Any support required by the employee is likely to be known by the employee themselves. The Company actively encourages employees to be open and honest about their mental health and to inform their line manager of any issues at an early opportunity to allow these to be addressed. There is also an expectation on all Company employees to conduct themselves in a helpful and open-minded manner towards colleagues who have mental health problems.

## **Action planning**

Mind (a mental health charity) recommends that, where a line manager identifies a mental health issue, they should work alongside the employee to create a personal action plan that provides for proactive management of their mental health. This will support ongoing open communication between line managers and employees and will result in mutually agreed steps being set in place that can be monitored on an ongoing basis.

An action plan should cover:

- actions and measures that can support the employee's mental health
- symptoms and triggers for poor mental health
- the impact mental health problems have, or could have, on the employee's performances
- any workplace support required from their line manager or colleagues
- any positive actions the employee can take when suffering from poor mental health
- a review process to ensure the workplace support is having the required effect.

To ensure the plan meets the employee's requirements, it should be drafted by the employee themselves, with medical support as necessary, and then set in place with their line manager. Any information in the plan, and the plan itself, should be kept confidential and reviewed on an ongoing basis by both the employee and their line manager.

## **Workplace adjustments**

A disability is defined as "a mental or physical impairment that has a substantial long-term effect on normal day-to-day activities". The Company is legally obliged to make reasonable adjustments to an employee's role or workplace if they have a disability that places them at a disadvantage when performing their role. The Company will endeavour to consider all reasonable workplace adjustments for any employee who is suffering from a mental health issue.

Examples of adjustments include:

- adjusting hours of work or the location of work, including within the building itself
- adjusting or reallocating duties of the job role
- making amendments to the workplace environment, for example adjusting lighting in the employee's office
- amending absence triggers before disciplinary action is triggered.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

# SAFETY POLICY

## **Managing absence and return to work**

Where the employee is absent by reason of their mental health concerns, their line manager will communicate with the employee on a regular basis during their absence. The employee returning to work may help with their recovery, so early intervention and support from the Company is important. The Company's sickness absence policy will apply to the employee's absence as normal, subject to any reasonable adjustments in place for the employee.

Upon the employee's return from absence, a return to work plan will be discussed and agreed between the line manager and the employee to ensure necessary steps can be taken to support the employee to remain in work. This can include introducing a temporary return on amended working hours, removing stressful duties during a phased return, and providing additional workplace support as necessary.

## **Confidentiality**

Information concerning an employee's mental health is defined as sensitive personal information. This information will only be disclosed to others where necessary.

# SAFETY POLICY

## **Mobile Phone Use Whilst Driving**

Since 25 March 2022, motorists are breaking the law if they use a handheld mobile phone behind the wheel for any use, including to take photos or videos, scroll through playlists or play games – as the government closes a loophole previously exploited by dangerous drivers to escape conviction.

Anyone caught using their handheld device while driving could face a fine £200 - £1,000 as well as 6 points on their licence or a full driving ban.

*Please note, your Company does not require you to make or receive calls, with or without a hands free device, whilst driving.*

### **Using a phone, sat nav or other device when driving**

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle.

This means you must not use a device in your hand for any reason, whether online or offline.

For example, you must not text, make calls, take photos or videos, or browse the web.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in flight mode

### **Exceptions**

You can use a device held in your hand if:

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you're using the device to park your vehicle remotely

### **Using devices hands-free**

# **SAFETY POLICY**

You can use devices with hands-free access, as long as you do not hold them at any time during usage. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead.

## **Staying in full control of your vehicle**

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted and you can be prosecuted.

## **Penalties**

You can get 6 penalty points and a £200 fine if you hold and use a phone, sat nav, tablet, or any device that can send and receive data while driving or riding a motorcycle.

You'll also lose your licence if you passed your driving test in the last 2 years.

You can get 3 penalty points if you do not have a full view of the road and traffic ahead or proper control of the vehicle.

You can also be taken to court where you can:

- be banned from driving or riding
- get a maximum fine of £1,000 (£2,500 if you're driving a lorry or bus)

**THINK! Switch off before you drive off.**

# SAFETY POLICY

## Monitoring and Review

### How Health and Safety performance is monitored and reviewed:

An Annual visit Inspection is carried out by The Company retained consultant, Mr Graham Healey (Safetymen), when requested by the Company, and relevant reports containing photographs and recommendations are supplied, to ensure all safety procedures are being followed.

Apart from the Annual visit, the Company has agreed to permit access to its consultant, Mr Graham Healey, to carry out random inspections on the Company's worksites throughout the year to ensure the agreed standards are being maintained.

### Review of Company Health & Safety Policy:

The Company Health & Safety Policy will be reviewed and updated to reflect changes in Legislation, work practices and personnel, in line with the recommendations of the Company Consultant.  
In any event, the Policy must be updated within a year of the last reviewed date.

# SAFETY POLICY

## Noise at Work

In accordance with the Control of Noise at Work Regulations we shall ensure that the risk to our employees from exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low as level as is reasonably practicable. The levels of exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which employees are exposed in a working day shall determine the actions we will take as an employer. The values are:

Lower exposure action values:  
Daily or weekly exposure of 80dB;  
Peak sound pressure of 135dB.

Upper exposure action values:  
Daily or weekly exposure of 85dB;  
Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

Exposure limit values:  
Daily or weekly exposure of 87dB;  
Peak sound pressure of 140dB.

**Exposure limit values take account of any reduction in exposure provided by hearing protection.**

### **Exposure Assessment**

If it is perceived that there may be a noise problem in our workplace we will assess the risks and out in place a programme of noise controls as necessary. The risk assessment should help us to:

Identify where there may be a risk from noise and who is likely to be affected.  
Estimate our employees exposure levels for comparison with the exposure action values and limit values (above)

Identify what we need to do to comply with the law, e.g. whether noise control measures and / or hearing protection are needed, and, if so, where and what type.

Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Our estimate of employee's exposure shall be based on reliable information, e.g. Measurements in our workplace, information from other workplaces similar to ours (where available), and / or data from suppliers of machinery. It shall specifically take account of:

- The work they do or are likely to do.
- The ways in which they do the work.
- How it might vary from one day to the next.

# SAFETY POLICY

## Occupational Disease

- The prevention of illness owing to work is the aim of the Company.
- Some work does involve exposure to hazardous substances and materials for which suitable control measures must be put in place.
- If you suspect your health may be affected or you have been accidentally exposed to a hazardous substance such as asbestos you must immediately contact your Manager who will support any emergency treatment already in hand or refer you for medical advice if necessary.
- If your doctor diagnoses an illness which he / she says may be associated with your work it must be reported to your manager and the Company Safety Advisors, Safetymen.
- Some examples are
  - Dermatitis: any skin complaint or rash
  - Asthma type symptoms at home or work
  - Recurring headaches
  - Joint, muscle or tendon pain
  - Stress symptoms
  - Leptospirosis
  - Hepatitis A
  - Persistent infections
- Early recognition of problems and subsequent adaptation of work processes and working environments will prevent serious ill health effects developing.
- Advice on vaccination can be obtained from your local Health Nurse.
- Managers should liaise with Health Nurse's and implement an appropriate OH surveillance programme within their area of influence if necessary.
- Stress and stress related illness is a problem in today's workplace. If you think you have a stress problem your manager is available for advice. On returning to work after an absence owing to stress or stress related illness you must discuss your future work activities with your Manager. (See Company Stress Policy for full details)

# SAFETY POLICY

## Office Machinery and Equipment

Office Machines must only be installed and serviced by competent persons.

All machines and equipment should be regularly checked to ensure their continuing safe use. Things to look for are: damage to casings or guards, frayed or damaged cables, broken plugs, signs of any over-heating etc. If in doubt contact your manager.

If you are unsure of how to operate any item of machinery, you must not attempt to use it. Seek advice from your manager.

Many machines have moving parts, which can entangle loose clothing or jewellery. If your work involves using this type of machinery, make sure that your clothes and jewellery are suitable.

By law dangerous moving parts must be guarded and in no circumstances should machines be operated if the guarding has been removed or tampered with. If you see this happening, tell your manager.

If you discover a broken item of equipment do not attempt to mend it yourself, always use the appropriate repair service.

Even simple office items can cause injury when mishandled. Scissors or knives, for examples, should not be used for anything other than their intended purpose. Sharp objects such as knives and drawing pins should be stored safely in drawers when not in use.

Many substances commonly found in offices (e.g. Correction fluid, glue, cleaners, toner for copiers etc.) can cause injury. Read suppliers information on product label or data sheets supplied with packages before use.

Managers are responsible for the assessment of all equipment to ensure it is suitable, properly used and maintained in accordance with manufacturer's instructions.

Either local or generic risk assessments must be carried out for office machinery and equipment.

Your manager must hold details of all risk assessments and tell you about them, highlighting any precautions that need to be taken.

# SAFETY POLICY

## On-Site Policy

Employees and sub-contractors will comply with the following general procedures in addition to any procedures relevant to the site visited.

### **Security**

1. On arriving on site will contact security or reception to register their arrival, and when leaving to register their departure from the site.
2. Will clearly display security or identification badges at all times
3. Will not enter areas outside the designated work area
4. Will not use cameras, or any form of recording equipment in areas where their use is prohibited.
5. Will not use mobile telephones in areas where their use is prohibited.
6. Will not remove from site or cause to be removed documents, copies or any storage medium containing information concerning the affairs of the company whose site they are on, or any company or person connected with them unless properly authorised to do so.
7. Will not leave equipment or cases unattended without the customer's knowledge or permission.

### **Safety**

8. When operating unaccompanied, or likely to operate unaccompanied, will take note of what action to take if the Emergency Alarm signal is given. Upon hearing the Alarm signal, will comply with site instructions.
9. Will not use any electronic or electrical equipment in areas where its use is prohibited
10. Will adhere to any prohibitions placed on work or areas by safety and security signs, and will take note of and act in accordance with any safety warnings.
11. Will report all accidents, damage or other significant occurrences to the Customer's Safety Officer.
12. Will inspect the work area for potential hazards before starting work and ensure that there is sufficient light and access and that the space provided is adequate, to enable the work to be performed without any risk of injury to themselves or others, or risk of damage to property.
13. Will ensure any portable electrical equipment they bring onto the customers site is safe, fit for the purpose, and inspected for safety at appropriate intervals.

**Continued.**

# SAFETY POLICY

14. Will ensure any relevant waste produced is properly bagged and properly disposed of, or returned to this company.
15. Will not work alone in circumstances where this may give rise to a risk to health & safety.
16. Will not interfere with the customers electrical supply installation or its controls without permission. Where equipment needs to be connected or disconnected other than by plug and socket this must be done by a person competent and authorised by the site controller to carry out such activity.

## **Work on site**

17. Will not use any tools or equipment belonging to the customer without their permission.
18. Will not provide customers or other parties with tools, equipment or materials unless authorised to do so.
19. Will carry out installation, servicing and operation in accordance with the procedures laid down by this company.

## **Courtesy**

20. In advance of arriving on site will take note of and comply so far as is reasonably practical with any special customer request given on the contract.
21. Will not use customer car-parking facilities without permission, other than spaces marked for visitors.
22. Will not use customer telephone or computer facilities without permission.
23. Will not make use of customers catering facilities without invitation or prior permission.
24. Will not bring onto or consume alcohols on customer's premises.
25. Will not cause any disturbances through the playing of radios or "personal stereos," or inconsiderate use of mobile telephones.

# SAFETY POLICY

## On The Road

Although you cannot control other road users you can greatly reduce your chances of having an accident by taking the following precautions:

Read the Highway Code and follow its guidance;

Observe the speed limits appropriate for your vehicle;

Reduce your speed to suit the road conditions and the area you are driving through such as near schools – remember most children are killed when hit by a car at 40mph but this reduces to one child in 20 at 20mph;

Do not follow the vehicle in front of you too closely particularly in bad weather;

On long journeys, take a break every 2 or 3 hours or whenever you are losing concentration;

Do not drive if unfit to do so owing to illness, fatigue or medication;

When using vehicles for the first time spend a few minutes familiarising yourself with the controls and adjust your seat and mirrors to suit you;

Make sure you park safely not blocking corners or junctions and not where pedestrians will have to use the road to walk around your vehicle.

Stay calm, do not get involved in arguments with other road users;

Make sure that any loads are secure;

Ensure that vehicles are regularly serviced and maintained in good order. Report any defects to you manager

Visually examine vehicle for damage and regularly check lights, tyres and levels of oil, water, etc. and general condition of the vehicle;

All company vehicles must be fitted with a fire extinguisher and first aid box;

Drivers must take care of any vehicle provided for their work to avoid any breach of the Road Traffic Acts;

Switch off phones, radios or pagers before entering any potentially explosive atmospheres as may be found at filling stations and some industrial sites;

Avoid touching communications aerials on vehicles when in use as a burn may result.

# SAFETY POLICY

## Personal Protective Equipment (PPE)

### How compliance with statutory requirements are ensured:

PPE will only be issued where it is not reasonably practicable to minimise the risk by other means.

All employees are supplied free of charge with a range of PPE relevant to their work activity, this can be found on staff personal PPE Form.

All staff are now issued with own PPE carry bag complete with PPE deemed to be required to work safely (lists of PPE checks / equipment at unit with Manager). The carry bag is deemed to be adequate to protect the PPE from contamination, loss or damage.

Managers will ensure that employees are instructed on the correct use of any PPE issued.

All new PPE will be “CE” marked to signify compliance with European Legislation.

When PPE is issued, instructions will be given on its correct use, maintenance and how to obtain a replacement.

All staff are under a legal obligation as per the Health & Safety at Work Act 1974 and Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) r10 to wear all PPE provided that is relevant to the work activity being carried out.

PPE should be examined before it is put on and should not be worn if it is found to be defective or has not been cleaned, only proper spare parts should be used in maintaining P.P.E (employees to follow manufacturers maintenance schedules and instructions).

Under **no** circumstances will contaminated overalls be taken home.

Under Regulation 11 of the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022), every employee must report to his employer any loss or obvious defect in their P.P.E issued by the Company.

The Company (under HASWA 1974 S8) will not tolerate any misuse of equipment provided for safety – this includes your P.P.E supplied by the Company.

If you are unsure how to use your PPE, please ask your line manager for assistance.

**continued**

# **SAFETY POLICY**

## **Personal Protective Equipment (PPE)**

**Examples listed below of PPE required for general tasks will give staff an indication of standards to achieve.**

- **Using angle grinder or disc cutter:**

PPE - Goggles, gloves, dust mask, hard hat, non- flammable overalls, safety footwear.

- **Assembling and dismantling of Mobile Access Towers.**

PPE - Hard hat, gloves, hi-vis vest/jacket, safety footwear.

The examples above are just two examples of the PPE requirements of general tasks performed by The Company.

### **Personal implementation**

Avoid dangerous clothing such as loose knit materials or wide cuffs; never wear a tie, belt or scarf when operating machinery, unless properly covered by overalls. Long hair and wearing jewellery can both constitute a hazard and necessary precautions must be taken on all occasions.

### **Head protection**

Hard hats will be provided as required, falling material and objects can result in serious injuries.

The wearing of a safety helmet can reduce the risk of such injuries:

- Check the helmet periodically for cracks/signs of damage. If defective, replace it
- Adjust the harness to provide a comforting and secure fit
- Do not attach unauthorised stickers to it
- Check in date (under peak)

### **Hearing Protection**

Ear protection is necessary to prevent damage to hearing, Hearing must be safeguarded, use protection as instructed and replace as necessary. Under no circumstances should work be carried out where the noise level is about 85 dB(A) without using the hearing protection provided.

### **Eye Protection**

The 3 main types of eye protection are:

- Goggles
- Spectacles
- Face shield

**continued**

# SAFETY POLICY

## Personal Protective Equipment

The Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) requires the use of eye protection where eye hazards exist. Eye protectors must be properly looked after and defects reported immediately.

### Respiratory Equipment

All dust and fumes are a risk to health. When it is not possible to reduce the risk of source, respiratory equipment must be worn. The equipment mentioned is available as:

- Disposable face masks
- Half and full mask respirators

If there is any doubt by the user of the substance or material being used, a superior should be consulted.

As an employer, we have a legal responsibility to control substances hazardous to health in your workplace, and to prevent and adequately control employees' exposure to those substances. Provision of RPE may be necessary as part of our control regime.

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 requires us to provide and maintain a safe working environment, so far as is reasonably practicable. They set out the basic requirements for us to follow.

In addition to COSHH Regulations 2002, RPE may need to be used to satisfy requirements in the following pieces of legislation. We will need to consider whether any of these Regulations apply to us and comply with any specific requirements they contain on RPE:

- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Ionising Radiations Regulations 1999
- Confined Spaces Regulations 1997

Tight-fitting facepieces require each wearer to undergo a fit test. If the RPE does not fit, it will **not** protect the wearer. Face fit testing is a method of checking that a tight-fitting facepiece matches the wearer's facial features and seals adequately to their face. It will also help to identify unsuitable facepieces that should not be used.

Fit testing is carried out as part of the initial selection of the RPE. Repeat testing is maintained on a regular basis, or sooner if required due to any change to a person's face from weight loss / gain, dental work, scars etc.

### Foot Protection

Feet are particularly at risk from crushing and penetration by nails. Safety footwear, fitted with steel toecaps must be worn, where a hazard exists.

### Hand Protection

Injury from rough or sharp objects, or contact with certain substances frequently lead to skin diseases, the most common being dermatitis.

# **SAFETY POLICY**

## **Pregnant Workers**

If you are pregnant you are advised to consult with your doctor and your Health and Safety Advisor. To ensure that your work will not put you or your baby at risk.

A healthy pregnant woman can generally undertake normal duties. Nevertheless pregnancy places extra strain on working women and steps must be taken to safeguard the unborn child (foetus).

A risk assessment of your job will be carried out by your manager and copied to your Health & Safety Advisor. This includes a risk assessment for manual handling.

Working conditions that require changes must be discussed with your line manager and Health & Safety Advisor. Your doctor will be informed of any changes if appropriate.

You are advised to ensure that your immunity against Rubella has been confirmed.

# SAFETY POLICY

## RIDDOR Policy

### **Introduction**

Griffon Groundworks and Civils Ltd has a statutory responsibility as an employer to report specified incidents in accordance with the Health & Safety at work Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

We aim to ensure all reportable cases of work related injuries, diseases and dangerous occurrences are reported to the Health & Safety Executive in the approved manner and within legally defined timescales.

### **Purpose**

This Policy has been developed to enable Griffon Groundworks and Civils Ltd compliance to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### **Responsibilities**

#### **Directors**

To ensure that they, their operational managers and employees are familiar with this policy and the Incident Reporting Policy.

To ensure that all notifications of RIDDOR reportable incidents have formally been reported to the Health and Safety Consultant and to the Health & Safety Executive.

#### **Line Managers**

To ensure that they and employees are familiar with this policy and the Incident Reporting Policy.

Investigate all notifications on injuries, diseases and dangerous occurrences to determine whether they require formal reporting to the HSE.

Immediate notification by telephone is made to the Director informing them of a reportable incident.

Copy of the incident form and any other appropriate paperwork is sent to the Office.

#### **All Employees**

To verbally advise their manager immediately of any reportable injury, occupational disease or dangerous occurrence that has occurred

That all incidents, no matter how trivial, are formally recorded

All equipment is used correctly and safely in accordance with instructions and training.

### **Reporting Requirements**

Under RIDDOR you must report some work-related accidents, diseases and dangerous occurrences. This requirement covers all work activities but not all incidents.

The following are reportable if they arise out of or in connection with work:-

- The death of any person, with the exception of suicides, must be reported if they arise from a work related accident, including an act of physical violence to a worker.

# SAFETY POLICY

- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to the that injury.  
**No need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**
- Employers and self-employed people must report diagnoses of certain occupational diseases where these are likely to have been caused or made worse by their work.
- One of the 27 specified 'dangerous occurrences' - these do not necessarily result in injury but have the potential to do significant harm.

## **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

## **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

## **Non fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

## **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment

# SAFETY POLICY

- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

## **Reportable dangerous occurrences:**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- accidental release of any substance which could cause injury to any person

## **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

## **RIDDOR reporting of COVID-19**

We shall only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent

# SAFETY POLICY

## **Reporting process**

Who should report?

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR

Responsible persons can complete the appropriate online report form listed at <http://www.hse.gov.uk/riddor/report.htm> The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records

## **Telephone**

All incidents can be reported online but a telephone service is also provided for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## **Reporting out of hours**

The HSE and local authority enforcement officers are not an emergency service.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE ways to contact HSE webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

## **Paper forms**

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

## **Keeping records**

The Company must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved, and a brief description of the nature of the event or disease. The record must be kept for three years from the date the company records the details. The Office will keep a record of completed report forms.

# SAFETY POLICY

## Risk Assessment

All work activities are assessed so that significant hazards can be identified and evaluated and any necessary action taken.

Standard risk assessments have been made for activities of a similar nature carried out at many different locations. These are called generic risk assessments and you should be familiar with the checklists completed with your manager.

Where a generic risk assessment is not appropriate your manager or a nominated competent person will carry out a full local risk assessment of all significant hazards.

Your manager must hold details of all risk assessments and tell you about them, highlighting precautions that need to be taken.

Everybody has an individual responsibility before starting work to identify and evaluate any local hazards and take appropriate measures to reduce or eliminate any risks.

If you think that any situation is likely to put yourself or anybody else at an unacceptable risk, you should stop work and seek advice from your supervisor or manager.

Risk assessment is a common legal requirement of recent health and safety legislation and applies to various hazards including substances, manual handling, display screen equipment, personal protective equipment, work equipment etc.

Safe operating procedures and emergency plans should be based upon and reflect local risk assessment; they should be regularly reviewed and amended as necessary.

Suitable and sufficient risk assessments will be carried out for all for all work involving young persons (16 to 18 years old) prior to their employment, and will communicate the results of this to them on their commencement of work.

Risk assessments for work involving young persons will be modified with the following considerations relating to their:

- Physical and psychological capability to carry out the work efficiently
- Potential exposure to toxic or harmful substances or agents (including radiation)
- Inexperience in the recognition of potentially hazardous situations, or lack of training
- Potential exposure to extremes of heat or cold, noise or vibration

Where young persons or school age children (on work or other experience schemes) may be exposed to risk, their parents or guardian will be advised of the identified risks.

# SAFETY POLICY

## Risk Management

The Company will carry out Risk Assessments relevant to the work undertaken and will develop safe working procedures (or safety method statements/safe systems of work) from the significant findings of the Risk Assessments.

All Risk Assessments relevant to the work undertaken can be found in the Risk Assessment folder, which is brought to the attention of all employees. Copies of the folder can be obtained from the main office.

All Risk Assessments will be reviewed annually, or when a work activity or condition changes, whichever is soonest.

# **SAFETY POLICY**

## **Safe Disposal of Sharps / Handling Needles Policy**

Contact with used syringes or needles may result in ill-health due to infection or illness. Puncture wounds from 'sharps' (i.e. needles and bladed devices such as scalpels, razors etc.) may cause wounds and bleeding which can make the employee susceptible to infections and viruses in the workplace.

To comply with Health and Safety legislation (1974) and thereby minimise the risk of injury to staff, Griffon Groundworks and Civils Ltd will:

- Provide sharps bins for the safe disposal of needles or vials if necessary.
- Operate clear handling procedures for the disposal of drug related waste.
- Ensure that training and information is provided for appropriate staff in relation to the safe disposal of sharps or drug related waste.

It is possible when undertaking your duties that you may come across discarded sharps. In such circumstances, it is important for you to follow the advice detailed in the procedures below to ensure the personal safety of both yourself and others.

### **Procedures**

#### **Dealing with discarded sharps**

- Remember that you may find dangerous items and should be alert to the hazards that they present.
- If you find any dangerous items or suspect their presence in your work area, make sure that the area where you found the item is left as safe as possible and contact your Line Manager, immediately.

#### **If you find a needle:**

- Do not hide it.
- Do not separate the needle from the syringe.
- Do not put the cap back on the needle.
- Do not play with the needle or syringe.
- Do not put it in a dustbin, down the drain, down the WC or in a litter bin.
- Do not ignore it – report it.

#### **Needlestick injuries**

If you are injured by a discarded sharp:

- Do encourage the wound to bleed (this helps to cleanse it). Do not suck the wound.
- Do, if possible, wash the area with soap and water.

**Continued**

# SAFETY POLICY

- Do report to the Accident and Emergency Department at the nearest hospital, or your own GP on the same day as the injury occurred.
- Do ensure your Line Manager is informed of the incident and that it is recorded using the Griffon Groundworks and Civils Ltd accident report form.
- Do note the name of the needle's user if known.

Remember that early treatment can prevent infections. Do not put yourself or others at risk, be needle wise.

## **If you need to dispose of needles:**

- Use one of the sharps bins provided; or
- Contact your Line manager / doctor's surgery or local health centre for advice.

## **Procedure for Safe Handling and Disposal of Sharps**

All sharps MUST always be disposed of safely by placing them into a correctly assembled container that conforms to British Standard 7320 immediately after use.

## **Remember, TAKE NO RISKS:**

Always wear gloves, then discard.

Use pick up tools provided, then discard.

Place sharps downward in the box.

Close the lid of the box immediately after use.

Store the box safely until it is taken for disposal.

## **Sharps Spillages**

If used sharps are spilled from a sharps container, the following procedure should be followed:

1. Wear protective clothing.
2. Gather up spilled sharps using a dustpan and brush and put them into a sharps container.
  - Dispose of protective clothing.
  - Wash hands.

# SAFETY POLICY

## Safety Equipment

This covers any equipment provided for use in, or in connection with, entry into hazardous areas and for use in emergencies. This includes harnesses, lifelines, man riding winches, fall arresters or any other apparatus or specialist personal protection clothing or equipment provided.

This does not cover the examination of lifting equipment other than man riding winches.

All equipment must be clearly marked with an identification number and entered on the record of Safety Equipment, or equivalent that will form a historical record for each item.

Once a month all equipment defined as safety equipment is to be examined by a competent person and a record of the examinations kept on the Examination of Safety Equipment form or equivalent.

Withdraw defective or unserviceable equipment immediately. Repair or dispose of any such equipment. It may only be returned to service after repair. Make an appropriate entry on the Record of Safety Equipment.

Record maintenance details on the Record of Safety Equipment, kept with any manufacturer's standard check lists, etc. This will maintain a full service history for each item. Keep the records readily available for inspection by anyone with a legitimate reason for doing so.

Immediately prior to its use on every occasion all equipment must be inspected by the user who must report to their supervisor or manager if any equipment has been found to be unserviceable or requiring attention.

# SAFETY POLICY

## Safety Guides

This section is an introductory safety guide to Griffon Groundworks & Civils Ltd. It is not intended to be exhaustive and employees have a duty to acquaint themselves with the relevant safety manuals and safe operating procedures.

### Manual Handling

Much of the work in this industry requires to lift, carry, move and place loads, sometimes of awkward shapes. Wherever possible manual handling should be avoided as poor lifting techniques can result in straining muscles or serious back injuries. Lifting from a standing position with a back bent can produce stress on the back six times greater than if the back is kept straight.

Common injuries resulting from lifting and handling includes:

Lifting:        Strains to muscles and strains to joint  
                  Torn ligaments and tendons  
                  Hernia  
                  Spinal injury

Handling:      Cuts and abrasion  
                  Grazing  
                  Penetration of sharp objects

### The Load

The weight a person can lift will vary according to age, physique and practice using the correct technique.

The size and shape of an object can make it awkward to handle.

### Lifting Method

Head erect, straight back, elbows bent, feet slightly apart.

### Lowering the Load

Ensure area is free from obstruction, bend at knees to semi-squatting position, keep back straight, head up, look ahead and adjust load position to avoid trapping fingers.

# SAFETY POLICY

## Safety Signs

- All safety signs have to comply with current legislation.
- Safety signs are produced in one of four colours;
  - RED** – ‘don’t do’ (also used to indicate fire equipment)
  - YELLOW** – ‘risk of danger’
  - BLUE** – ‘must do’
  - GREEN** – ‘the safe way’
- Obey the signs. They are there to protect and help you.
- Damaged or defaced signs must be replaced promptly, report any damage etc. to your supervisor or manager.
- Word only signs are no longer legal. They must now incorporate a pictogram. Where a pictogram alone would be unclear in its intent a simple worded message must also be included.

# SAFETY POLICY

## Safety of Visitors

### How Safety and Health of Contractors / Visitors on the premises is ensured:

- We must be aware that visitors are on our premises.
- All visitors, either customers or company representatives, must report to the reception.
- All visitors books will be completed to comply with fire, bomb, and other procedures for hazardous conditions
- Hazards, controls, emergency procedures and visitor's rules will be explained to our visitors on arrival.
- Whenever possible, visitors will be accompanied by a company employee. Visitors will not be allowed to wander freely around work areas.
- Reasonable arrangements will be made to protect the safety of 'uninvited' visitors, especially children.
- All visitors must comply with the following conditions.
  - Follow any relevant emergency procedures for the premises (e.g. fire evacuation)
  - Adhere to no smoking controls
  - Park vehicles in such a way as not to obstruct fire escape routes or traffic routes
  - Either be accompanied or authorised to enter premises
  - Remain within authorised areas and not enter restricted areas unless accompanied
  - Not take anything from the premises without permission
  - Report all accidents and incidents and/or injury to the host
  - Wear all necessary personal protective equipment, which will be supplied, when necessary.

# SAFETY POLICY

## Serious & Imminent Danger

### How emergency situations are dealt with:

Addresses and telephone numbers in case of emergency:

Fire brigade  
Head Quarters  
Park Road  
Colchester  
Essex  
Tel: 01206 574255

Colchester Police Station  
Tel: 01206 762212

Headquarters  
P O Box No 2  
Springfield  
Chelmsford  
Essex CM2 6DA  
Tel: 01245 491491

### POWER SUPPLIERS

British Gas [<http://www.house.co.uk/>]  
House Contact Centre, PO Box 50, Leeds LS1 1LE  
Emergency Service: 0800 111 999  
General / Billing enquiries: 0845 600 0560  
Energy Efficiency: 0845 965 0650  
Electricity meter readings: 0800 107 0258  
Gas meter readings: 0800 107 0225

Powergen [<http://www.powergen.co.uk/>]  
General: 0800 479 1210  
Gas emergencies: 0800 111 999  
Electricity problems: 0800 783 8838  
Moving home: 0800 183 1300

Anglian Water  
24 hour emergency  
Tel: 0345 145145

# SAFETY POLICY

## Sickness Reporting

All sickness absence must be reported and recorded.

Any work related disease or serious mental or physical condition (whether or not resulting in sickness absence) must be reported to your line manager as soon as possible.

Self-certification forms are to be completed by employees for absence from 1 to 7 days, including days, which would normally be rest days. The manager must retain these forms.

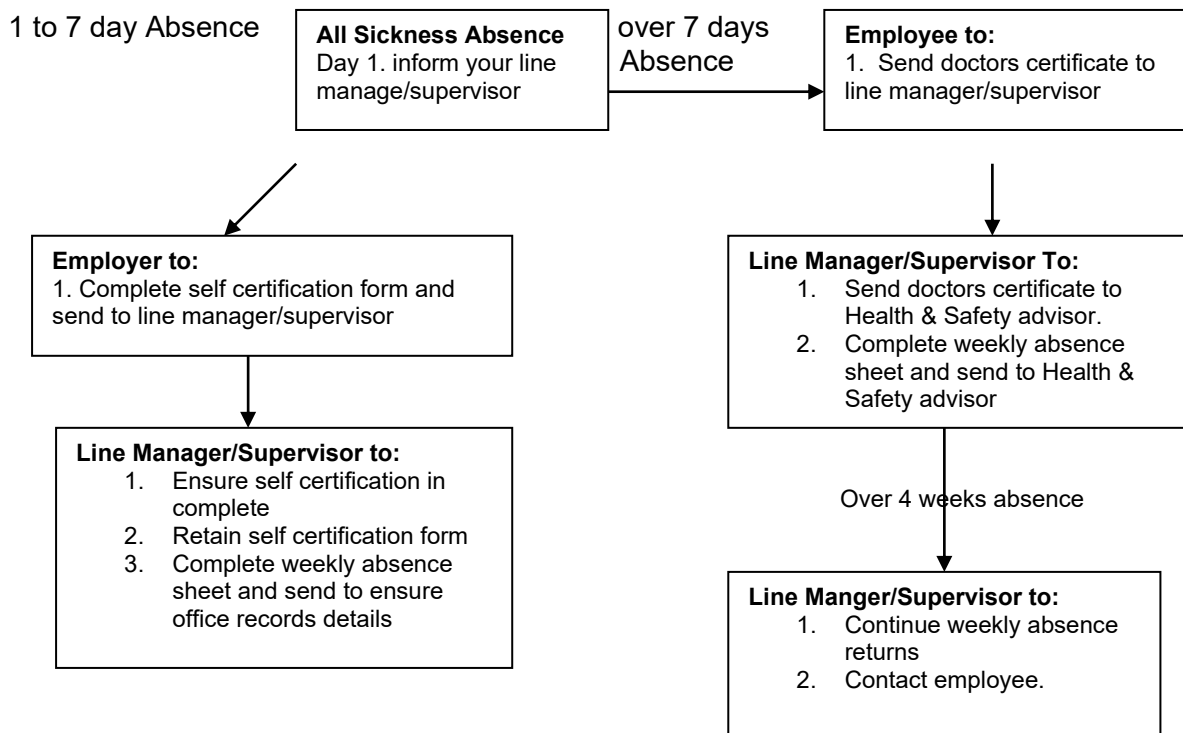
Doctor's certificates are required for absence from the beginning of the eighth day, and copies must be sent to the Company Health & Safety advisors, **Safetymen**.

Managers must complete the Weekly Sickness and Injury Absence Form. Continuous absence if more than 4 weeks equals long term sickness; if they have not already done so, managers must contact the sick employee and inform the Health & Safety advisors.

It may be possible for an employee to return to work before a doctor's certificate has expired but only with the consent of the employee's Doctor/GP and the Health & Safety advisors.

It is important that a **risk assessment** is completed **before** the employee's return to work, to identify and record any limitations and controls until full fitness is achieved.

- Guide to sickness absence reporting:



# SAFETY POLICY

## Site Security

Many premises contain potentially hazardous areas. Every reasonably practicable effort must be made to prevent unauthorised entry.

Perimeter fencing where provided must be maintained in good order and any signs of damage reported immediately.

Access gates should, wherever possible, be kept shut and always locked when the site is unattended. Clearance under gates should not exceed 100mm.

Do not stack materials or park vehicles close to fencing if it provides easily climbed access over the fence.

The edges of excavations must be guarded with rigid barriers or covered with suitable materials capable of withstanding any likely loads (i.e. pedestrian or vehicular).

Keep all chemicals, gas cylinders or other harmful materials in locked store rooms or enclosure.

Make sure that all buildings, kiosks and control cabinets are locked whenever the site is left unattended.

Never leave keys in unattended vans, mowers, mobile elevating work platforms or other mobile vehicles and plant.

Report anything that looks suspicious to your supervisor or manager.

# SAFETY POLICY

## Smoking Ban

### **The Health Act 2006 – Workplace Smoking Ban**

On 1<sup>st</sup> July 2007, The Health Act 2006 implemented a workplace-smoking ban in England.

The Act lays down duties and we will:

Display a No Smoking sign and prevent persons from smoking in smoke free places.

Our Company could be fined if we do not comply with this legislation.

All smoke free areas will display no smoking signs that meet the requirements of the law. These signs will be placed at entrances so that they can be clearly read by persons entering our premises. No smoking signs will be at least A5 in area (210mm x 148mm), contain a no smoking symbol which will be at least 70mm in diameter and contain the following words

***“No smoking, It is against the law to smoke in these premises”***

We could be fined up to £1,000 if we fail to display no smoking signs at our premises.

There is a legal requirement for smoke free vehicles to have a no smoking sign displayed in each compartment of the vehicle so that it can be clearly seen by persons entering the vehicle.

Where our premises have multiple entrances we are free to display smaller signs at entrances providing that: these entrances are only used by members of staff or if our premises are located within larger premises.

If you would like further advice about smoking at work, please contact the Department of Health's Customer Service Centre on 020 7210 4850, or visit the Department of Health's Tobacco website.

# SAFETY POLICY

## SMOKEFREE POLICY

### PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### POLICY

It is our policy that all workplaces are smokefree, and all employees have a right to work in a smokefree environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or member and visitors.

### IMPLEMENTATION

Overall responsibility for policy implementation and review rests with Ronnie Collier . However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also show all new personnel a copy of the policy on recruitment / induction.

### NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

### HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop smoking Service.

Mr Ronnie Collier

Managing Director

# **SAFETY POLICY**

## **Work–Related Stress Policy**

Work–related stress can lead to ill health and can seriously affect the quality of life of our workforce. Legislation requires the Company to tackle work related stress and having a positive, satisfied, and psychologically healthy workforce will produce economic benefits for our organisation. Because of improved attendances, motivation and commitment, managing and securing the well-being of our workforce is an investment.

### **Responsibilities for Preventing and Managing Stress**

#### **Corporate:**

The Company will take account of the risk of stress related ill health when meeting our legal obligations under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and be especially aware of any staff who may be more vulnerable, for example those returning to work after stress related illness, or those who have a domestic crises, such as a bereavement. Work–related stress and health issues will be treated seriously and the Company will respond positively to any concerns.

Employees are actively discouraged from working excessively long hours, and encouraged not to take work home. Employees will be consulted and, where possible, able to participate in discussions that may affect them. Staff will be supported emotionally and practically.

#### **Managerial:**

Management will discuss with staff the subject of work–related stress and explain the management have to identify if there is a problem within our Company.

The Company will provide support and training, according to the individual.

Management must ensure there is good, open communication between employees and between employees and management.

#### **Relevant Legislation:**

HASAWA 1974

MHSW Regulations 1999

Employment Rights Act 1996

Working Time Regulations 1998

Equality Act 2010

Protection from Harassment Act 1997

SRSC Regulations 1977

HS (Consultation with Employees) Regulations 1996

# SAFETY POLICY

## Training Policy

Griffon Groundworks and Civils Ltd places Training firmly to the forefront of its Company Policy. By constantly reviewing the Training Policy and encouraging on-going training, Griffon Groundworks and Civils Ltd is able to lay down the foundations for the long-term benefit of the client, the individual and the company, by ensuring that Managers and Staff alike receive the necessary training to carry out their day-to-day duties effectively.

The mission statement from the Director is that every employee will receive the necessary training in order to enable them to progress to their full potential.

**On joining Griffon Groundworks & Civils Ltd, every employee will receive:**

Griffon Groundworks and Civils Ltd Induction  
Toolbox Talks

**Within the first 10 days of employment, where applicable:**

Manual Handling Training  
Health and Safety Awareness  
Asbestos Awareness Training  
Job specific training

**Other training which may be required includes:**

- Good housekeeping
- First Aid Training
- Site Supervisors Training (SSSTS)
- Excavators
- Dumpers
- Rollers
- Confined Space Awareness
- Safety signs and notices
- Safe and correct use of work equipment
- Use of PPE
- Portable Power Tools
- Risk Assessment Training
- Working at special locations
- COSHH
- Fire prevention
- Fire Marshal
- Permits to work
- PAT Testing
- Abrasive Wheels
- Environmental Awareness

# SAFETY POLICY

## Tools and Plant

Hand tools must only be used for their intended purpose. Do not misuse or abuse hand tools and ensure they are properly maintained and sharpened when necessary. For certain items of plant formal authorisation must be given for their use (see list of plant).

Employees must be trained or informed on the safe use of all items of plant to be used and have access to any manufacturer's instructions etc.

Employees must not operate any plant when unfit to do so owing to illness, fatigue or medication.

Some items of plant that present a particular risk to the operator are:

**Cartridge operated fixing tools** which use explosive charges must be handled with care and kept in a secure locked cabinet when not in use. Eye protection and ear defenders are essential and others working nearby must be provided with adequate protection or moved away. Never use this tool in potentially inflammable atmospheres or confined spaces.

**Portable ladders and steps** must be maintained in good order and inspected every 6 months. Always use the correct type of ladder or steps securely fixed or held to prevent slipping. Look out for overhead cables when carrying long ladders. You must not carry anything whilst climbing a ladder.

**Abrasive Wheels** are only to be used by employees following formal training, certification and appointment. All appointments to change wheels must be recorded in an official register. BS EN 166-B eye protection must be worn. Ensure correct wheels are being used for the material being cut (i.e. metal or stone).

**Electric hand tools** must be tested by competent electrician at regular intervals. Everyone should inspect any hand held electric power tool before use to check for damage, frayed cables or worn out components. Any defects must be reported to your manager or supervisor and the tool not used until repaired.

The following is a list of plant that requires the users to be trained and competent and their name being entered onto the "Authorisation to Operate Equipment" record card.

Trailer towing

Compressors and breaking tools

Abrasive wheel cutter/grinder

Powered hand saws

Chainsaws

Mobile Access Towers

Cartridge fixing tool

Gas burning and cutting equipment

Gas/Electric welding equipment

Fixed woodworking machines

Mobile Elevating Work Platforms

Impulse Nailers (Paslodes)

# SAFETY POLICY

## Control of Vibration at Work Policy

Under the Control of Vibration at Work Regulations 2005, the company is committed to:

- Assess the vibration risk to our employees;
- Take action to reduce vibration exposure that produces those risks
- To decide if employees are likely to be exposed above the;
  - Daily exposure action value (EAV) and if they are, introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonable practicable.
  - Daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value.
  
- Make sure the legal limits on vibration exposure are not exceeded;
- Provide information and training to employees on health risks and the actions you are taking to control those risks;
- Carry out health surveillance (regular health checks) where there is a risk to health;
- Consult the representative on your on your proposals to control risk and to provide health surveillance
- Keep record of your risk assessments and control actions;
- Keep health record for employees under health surveillance (where necessary)
- Review and update your risk assessments regularly.

### **The Control of Vibration at Work Regulations 2005 (the Vibration Regulations), came into force on 6 July 2005**

The regulations introduce an:

- Exposure action value of 2.5m/s<sup>2</sup> A(8) at which level employers should introduce technical and organisation measures to reduce exposure.
  
- Exposure limit value of 5.0m/s<sup>2</sup> A(8) which should not be exceeded

The regulations also allow a transitional period from the exposure limit value for hand-arm vibration until 2010 to allow work activities, where the use of older tools and machinery cannot keep exposure below the exposure limit value, to continue in certain circumstances.

The Control of Vibration at Work Regulations 2005 are based on a European Union Directive requiring similar basic laws throughout the Union on protecting workers from risks to their health and safety from vibration. The European Physical Agents (Vibration) Directive (2202/44/EC) deals with risks from vibration at work and is one of several Directives dealing with Physical Agents such as Noise and Vibration. They do not apply to members of the public exposed to vibration from non-work activities.

**continued**

# **SAFETY POLICY**

## **The Health effects of hand-arm vibration at work**

### **What is hand-arm vibration?**

Hand-arm vibration is vibration transmitted from work processes into workers hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

### **What health effects can it cause?**

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

### **What kinds of tools and equipment can cause ill health from vibration?**

There are hundreds of different types of hand-held power tools and equipment which can cause ill health from vibration. Some of the more common ones are:

- Chainsaws;
- Concrete breakers / road breakers;
- Cut – off saws (for stone etc);
- Hammer drills;
- Hand-held grinders;
- Impact wrenches;
- Jigsaw;
- Needle scalers;
- Pedestal grinders;
- Polishers;
- Power hammers and chisels;
- Powered lawn mowers;
- Powered sanders;
- Scabblers;
- Strimmers / brushcutters.

### **What are the early symptoms?**

- Tingling and numbness in the fingers;
- Not being able to feel things properly;
- Loss of strength in the hands;
- Fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

For some people, symptoms may appear after only a few months of exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

**continued**

# SAFETY POLICY

## **What effects do these symptoms have?**

The effects on people include:

- Pain, distress and sleep disturbance;
- Inability to do fine work (e.g. assembling small components) or everyday tasks (e.g. fastening buttons)
- Reduced ability to work in cold or damp conditions (i.e. most outdoor work) which would trigger painful finger blanching attacks;
- Reduced grip strength, which might affect the ability to work safely.

These effects can severely limit the jobs an affected person is able to do, as well as many family and social activities

# SAFETY POLICY

## Violence & Unsafe Behaviour

- It is best not to retaliate especially as the law permits only a reasonable amount of force to restrain an attack.
- Always attempt to leave the situation even if it means surrendering cash or equipment. There is certainly no obligation to physically defend the company's property
- If you are attacked by a dog on its own or being commanded by its owner defend yourself by putting any object between you and the dog's teeth (i.e. toolbox, briefcase etc).
- If you feel vulnerable in your work, discuss the situation with your line manager so that action can be taken to minimise the threat.
- In order that appropriate action can be taken to prevent further acts of violence at work, we need to know of every incident you suffer, so report them to your line manager or supervisor.
- The type of incident will usually fall into the following:

### **Physical violence**

Major assault involving injury;  
Minor assault with pushing, holding or spitting;  
Sexual assault or unwanted physical contact;  
From animals,

### **Non-physical violence**

Verbal abuse including threats of physical violence and of a racist or sexist nature;  
Threatening postures and gestures;  
Threatening use of animals.

Injuries and absences from work of more than 7 days owing to non-consequential violence are reportable to the Health and Safety Executive.

## Unsafe Behaviour

- People's behaviour is the most common cause of accidents and occupational ill health.
- Unsafe behaviour is not limited to physical acts: consideration should include physiological and psychological factors, i.e. how well/alert/tired/distracted we may be.
- Most unsafe behaviour is not intentional. It is usually due to people developing bad habits, not seeing or understanding the hazard, forgetting training or procedures, trying to get the job done quickly, etc.
- Everyone should take the time to consider how they, and their colleagues, carry out their work with a view to their and other people's safety.
- When carrying out any work we should all ask ourselves, "am I working safely?" and "Is there a safer way of doing this?"
- If you think elements of the way you work are unsafe you should discuss this with your supervisor, manager or retained consultant, Safetymen
- Managers are responsible for monitoring the behaviour of employees carrying out tasks with any significant risk and must ensure that they are working safely.

# SAFETY POLICY

## Weather

### Health risks from working in the sun.

In the short term, sunburn can blister your skin and make it peel, but even mild reddening is a sign of skin damage.

In the long term, too much sun will speed up the ageing of your skin, making it leathery, mottled and wrinkled, but the most serious effect is an increased chance of cancer.

### Do's and Don'ts to avoid the dangers

#### DO:

Try to avoid the mild reddening which is a sign of skin damage as well as being an early sign of burning.

Try to work and take your breaks in the shade if you can.

Continue to take care when you go on holiday.

Cover up, ordinary clothing made from close-woven fabric, such as a long-sleeved work shirt and jeans, will stop most of the ultraviolet (UV) rays in sunlight.

#### DON'T:

Be complacent, know your skins most vulnerable areas (e.g. back of neck, head) and keep them covered.

Try to get a tan – it's not a healthy sign. It might look good but it indicates that the skin has already been damaged.

#### SUNSCREENS:

Hats and clothing are the best form of protection, but sunscreen creams and lotions can add useful protection for parts of your body that are not easy to shade from the sun. Look for a sun protection factor (SPF) rating of 15 or over.

#### DON'T DELAY

If you think something might be wrong, get it looked at quickly.

# SAFETY POLICY

## Weils Disease / Leptospirosis

Leptospirosis is a disease that can be passed from animals to humans. Leptospirosis is caused by bacteria of the genus *Leptospira*, (referred to as Leptospire) which infect a variety of wild and domestic animals. The animals can then spread the Leptospire in their urine. Common animal reservoirs (maintenance hosts) include rodents, cattle and pigs.

Human infection occurs through exposure to water or an environment contaminated by infected animal urine, and has been associated with a variety of occupations.

### **How do animals carry Leptospirosis?**

Infected animals carry the bacteria in their kidneys. They can excrete Leptospire in their urine for some time, and spread infection to other animals or humans coming into contact with the urine. Often the infected animal does not become ill. For example, both rats, which carry the type known as *Leptospira Icterohaemorrhagiae*, and cattle, which carry another strain (*L. hardjo*), appear ill.

### **How do humans become infected?**

Humans are considered to be a dead-end or accidental host of Leptospire. Infection may be acquired by direct or indirect contact with affected urine, tissues, or secretions. Leptospire enter the body through cut or damaged skin, but may also pass across damaged or intact mucous membranes, and the eyes.

### **What are the symptoms?**

Leptospirosis can be used to describe infections in both man and animals caused by any pathogenic strain of Leptospire. In humans it causes a wide range of symptoms, although some infected people appear healthy. All forms of Leptospirosis start in a similar way. Leptospirosis is an acute biphasic illness. Some cases may be asymptomatic or may present in the first phase with onset of a flu-like illness, with a severe headache, chills, muscle aches and vomiting. This is known as the bacteraemic phase, when the Leptospire spread through the blood to many tissues, including the brain. This phase may resolve without treatment. In some cases, an immune phase may return with a return of fever, jaundice (yellow skin and eyes), red eyes, abdominal pain, diarrhea, or a rash. In more severe cases there may be failure of some organs, e.g. the kidneys, or meningitis. Generally, cases will recover within two to six weeks but some may take up to three months. After infection, immunity develops against the infecting strain, but this may not fully protect against infection with unrelated strains.

### **Diagnosis.**

As many of these symptoms are the same as for other diseases, diagnosis of Leptospirosis is based on clinical suspicion confirmed by laboratory testing of a blood sample. There is a specialist reference laboratory for Leptospirosis in the UK, which can be consulted by doctors.

### **How soon after the exposure do symptoms occur?**

Typically, symptoms develop seven to fourteen days after infection, though rarely the incubation period can be as short as two to three days or as long as thirty days.

**Continued.**

# SAFETY POLICY

## **How is Leptospirosis treated?**

Leptospirosis is treated with antibiotics such as penicillin or doxycycline, which should be given early in the course of the disease. Intravenous antibiotics may be needed for people with more severe symptoms.

## **Can Leptospirosis be prevented?**

There is no human vaccine available in the UK that is effective against Leptospirosis. For people who may be at high risk for short periods, especially through their occupation, taking doxycycline (200mg weekly) may be effective.

## **How can I prevent it?**

- Get rid of rats. Don't touch them with unprotected hands.
- Avoid contact with stagnant or slow moving water, particularly where rat infestation is obvious.
- Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work.
- Wear protective clothing.
- Wash your hands after handling any animal, or any contaminated clothing or other materials and always before eating, drinking or smoking.

## **What else should I do?**

Report any illness to your doctor. Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have leptospirosis tell your employer, who must then report it to the Incident Contact Centre (Tel: 0845 300 9933)

# SAFETY POLICY

## Work Equipment

### How safety / suitability of work equipment is ensured:

All work equipment and machinery for the workplace is properly maintained and regularly inspected.

The Company will ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

Abrasive Wheels has proper guards and only authorised employees are allowed to use it i.e. those holding a certificate that have been trained in the use of abrasive wheels.

Training is provided for all machinery used and junior employees are supervised at all times.

Operators check list:

- You know how to stop the machine before you start it
- All guards are in position and all protective devices are working
- The area around the machine is clean, tidy and free from obstruction
- Tell your supervisor at once if you think a machine is not working properly or any safeguards are faulty
- Wear the appropriate PPE, such as safety glasses, shoes etc
- **NEVER** use a machine unless you are authorised and trained to do so.

**All the work equipment hired-in or borrowed must be accompanied by the relevant inspection and maintenance record. Inspection tags must be in-date and equipment must be supplied with both written and verbal instructions for its correct and safe use.**

# SAFETY POLICY

## Working at Height

Under the Work at Height Regulations 2005, the Company shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner, which is, so far as is reasonably practicable, safe.

The Company are committed to employ the Work at Height Regulations 2005 hierarchy of controls of:

- Avoiding work at height where we can;
- Use work equipment or other measures to prevent falls where we cannot avoid working at height; and
- Where we cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Company shall ensure that no person engages in any activity, including organisation, planning, and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.

Employees must report any activity or defect relating to work at height which he knows is likely to endanger the safety of himself or another person.

The Company will follow the hierarchy for managing risks from work at height by taking steps to avoid working at height whenever possible, to prevent or reduce risks and by choosing the right work equipment and collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personnel protection from a fall.

When working at height the Company will use the safest and most appropriate working platform. When making the decision on what platform to use, we look at what the job requires, how long it will last and the location. Although it is not illegal to use ladders to work at height we do consider other forms of access, such as fixed scaffold, tower scaffold, mobile elevating work platforms etc.

When using a ladder the Company will ensure:

- The work is of short duration and involves only light work
- Three points of contact can be maintained at all times
- The work only requires one hand to be used
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping
- A good handhold is available
- The ladder is safe to use and has been regularly inspected

# SAFETY POLICY

If a mobile elevated working platform is selected then the company will ensure:

- Only a suitably trained and competent person operates the platform
- That fall arrest equipment is provided and used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped
- A suitable means of descent from the platform is provided in case of an emergency
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.

If a mobile scaffolding tower is selected then the company will ensure:

- It has been erected by a suitably trained and competent individual
- The relevant components show no signs of rust or damage
- A suitable means of access is provided inside the tower
- Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task
- Manufacturers guidelines are followed in relation to the height to base width ratio
- That an inspection regime is in place to ensure the tower remains safe at all times.

If fixed scaffolding is selected then the company will ensure:

- That it has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person
- It is only erected on a firm level foundation that is capable of taking the load of the scaffold
- It is braced and tied to a permanent structure or otherwise stabilised
- If it is to be loaded then it must be appropriately altered to withstand the extra weight
- That platforms are fully boarded and wide enough for work and access
- That scaffold boards are properly supported and do not overhang excessively i.e. More than four times its thickness
- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold
- It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability.

# SAFETY POLICY

## Workplace & Welfare

### How the provision of suitable and sufficient facilities for employees is ensured:

Griffon Groundworks and Civils Ltd will ensure that all its work places comply with the relevant Workplace Health, Safety and Welfare Regulations and other relevant regulations applying to the work place.

Workplace equipment, devices and systems will be maintained as per the manufacturer's recommendations.

Adequate ventilation will be provided either by means of opening windows or by mechanical means.

Temperature will be kept to acceptable levels (In building, normally at least 16°C or 13°C where severe physical effort is required).

There will be suitable and sufficient lighting for area and task.

There will be adequate cleaning of furniture, furnishings, fittings, window, floors, and ceilings. Rubbish bins will be emptied regularly, (usually daily).

There will be sufficient space for circulation and task

Workstations and seating arrangements will be suitable for the persons using that workstation and the work being carried out.

Floors will be suitable for the purpose for which they are being used and not cause a slip, trip or fall hazard.

Employees will be protected from falling and falling objects whilst in the workplace

All windows and transparent/translucent doors, gates or walls will, where necessary, be made of safety materials and marked to make them apparent.

Traffic and circulation routes shall be designed to ensure safety where practicable

Washing facilities shall be provided and maintained in a clean condition and in adequate numbers for all staff. Barrier creams and hand cleaning gels are provided.

All workplaces shall have access to drinking water and cups.

Where appropriate for the work activity there will be accommodation for clothing and facilities for changing.

Every manned work site will have facilities for rest; and preparation and eating of meals.

**continued**

# SAFETY POLICY

## Workplace & Welfare

All workplaces where there is a significant risk of high noise levels, will be assessed and control measures put in place as necessary (see Noise section)

Where reasonable we will adapt the premises and facilities to those employees with disabilities.

Periodic inspections and audits will be carried out to ensure compliance with the above requirements as detailed in the audit and inspection procedure which is available as a separate document.

All harmful substances to be placed in one area and clearly marked.

When working on site, staff are supplied with adequate welfare facilities by the Main Contractor.

If you experience any problems in these areas, advice is available from the health & safety advisers, Safetymen, but you should first contact your line manager.

# SAFETY POLICY

## Workplace Inspections

Inspections of the workplace (Site, Office or Workshops) must be carried out on a regular basis, to ensure that the Health and Safety Policy Arrangements and safety guides are being complied with. The arrangements for the inspections are as follows:

- a. The Company retained Consultant will carry out random inspections (as agreed with the Director) in addition to the annual visit to confirm all the requirements of the Workplace Regulations are being met.
- b. Managers / Site Managers are required to carry out weekly inspections as specified in the Inspection Report sheets for these periods.

# SAFETY POLICY

## Young Persons at Work

### DEFINITIONS

**A young person** (16 - 18 years of age) is defined as any person who has not attained the age of 18 years (*The Management of Health & Safety at Work Regulations 1999*)

**A child** (under 16 years of age) is defined as someone who has not yet attained school leaving age (*The Education Act, 1996 (England and Wales)*)

### POLICY STATEMENT

The Company recognises its legal duty to make adequate arrangements for ensuring the health, safety and well being of young persons employed by the Company, or similar persons on training schemes or work experience placement. It is aware of the additional risks that will arise, as a consequence of the employment of young persons, and will take all the necessary measures to minimise those risks, so far as is reasonably practicable.

As required under the Management of Health and Safety at Work Regulations 1999 r3, the Company will assess and document the additional risks and measures provided, to ensure the health and safety of young persons.

The Company is aware of the statutory restrictions imposed upon work undertaken, by young persons, and will comply with these restrictions. Young persons will not be employed in activities where a significant risk to their health and safety is identified.

Following Risk Assessments, young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

### Legal Requirements

The legislation that governs the employment of young persons is:

- Health and Safety at Work Act 1974
- Management of Health and Safety at work Regulations 1999
- Employment Act 1989
- The Management of Health and Safety at Work Regulations 1999
- Working Time Regulations 1999 (as amended)
- Education (Work Experience) Act 1973
- Manual Handling Operations Regulations 1992 (as amended)
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Control of Substances Hazardous to Health Regulations 2002

# SAFETY POLICY

## Young Persons at Work

### RESPONSIBILITIES

**Young Persons** have a responsibility to co-operate in meeting health and safety requirements and not to interfere with anything provided in the interests of health and safety.

**The Head of the Company** has overall responsibility for Health & safety, which includes ensuring that legal requirements are met and adequate resources are made available for the Company to meet its obligations.

**Directors, Service Managers, Senior Managers and Team Leaders will:**

- Ensure that, where appropriate, local risk assessment policies for young persons are formulated that are compatible with this policy
- Ensure that all members of staff are made aware of the company policy on young persons at work.
- Ensures that the young person attends a local induction, which explains any potential hazards and precautions to be observed, prior to commencement of duties. In the case of short-term work experience placements, a local induction must be undertaken.
- Ensure that suitable and sufficient risk assessments, of the areas under their managerial control, are undertaken and reviewed on a regular basis.
- Inform all affected employees of the outcome of the risk assessment and the measures put in place to secure the health and safety of the young person.
- The Manager should ensure that employees and those on work experience supply the name and telephone number of someone who may be contacted in an emergency. A contact name and number within the Company should also be supplied to the parents or school.

### PROCEDURES

A pre employment health assessment must be completed by the young person. Young people on work experience will not be required to complete a health assessment unless it has been identified by the parents/guardians/school that they have specific health issues which might affect the type of placement.

Procedures must be in place to ensure that young persons are properly inducted into the workplace, advising them of the specific risks identified in the assessment and the safety measures adopted.

continued

# SAFETY POLICY

## Young Persons at Work

### PROCEDURES

On employing a young person, including contractors, within a department, the manager of that department will carry out a risk assessment before the young person starts work, taking into account the control measures that are already in place. Where the work has already been subject to a formal risk assessment for adult employees, it will be sufficient to review the risk assessment taking the young persons capabilities into account. Ensure that the assessment or review takes into account the vulnerability of the young person, due to his/her immaturity, lack of knowledge and inexperience.

The Manager must then provide, in writing to the employee and his/her parents/guardians information of any risk identified by the risk assessment.

Young persons should **NOT** undertake the following types of work, except where necessary for their training, and they are under supervision by a competent person. The Manager must ensure that that the young person is supervised by a competent person and any risk is reduced to the lowest level that is reasonably practicable:

- Work which is beyond his/her physical or psychological capacity
- Work which involves exposure to vibration, noise or extremes of cold or heat
- Work which involves the risk of accidents, which a young person could not have recognised or avoided due to lack of experience, knowledge or training
- Work that involves exposure to hazardous substances (toxic, carcinogenic, harmful to reproduction or other chronic hazard)
- Work that involves exposure to radiation
- Operation of certain equipment e.g. forklift trucks, cranes, site hoists, dangerous machinery etc
- Work at heights
- Heavy manual handling

### TRAINING AND SUPERVISION

The Company recognises that young persons may, through immaturity or inexperience, be unable to identify hazards and evaluate risks to their own and others health and safety. As such, all young persons shall be adequately trained in hazard awareness and shall, where reasonably practicable, be supervised at all times.

The Company will ensure that the young person is given adequate Health and Safety Training. The Company will maintain records of induction training, skills training, risk assessments and detailed arrangements for supervision.

continued

# **SAFETY POLICY**

## **Young Persons at Work**

### **INCIDENT REPORTING**

As part of the Company induction, young persons will be advised that they must report any incident/accident in which they are involved, or witness, directly to their supervisor. The incident/accident will be recorded in line with the Company's reporting procedures and it is the Managers responsibility to provide a written report to the young person's parent or guardian, as appropriate. In certain circumstances, it may also be necessary to notify the Training Provider.

### **LIMIT ON WORKING TIME**

Young workers have special rights under the Working Time Regulations 1999 (as amended)

Young peoples working time must not exceed eight hours working time a day and forty hours a week (unless there are special circumstances). They are entitled to two days rest per week. Twelve hours rest between each working day. A thirty minute in-work rest break when working longer than four and a half hours.

Young persons are not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances)

### **REVIEW**

This Young Persons Policy and its Arrangements will be subject to an Annual Review by the Company retained Health and Safety Consultants, Safety**men**.

# **SAFETY POLICY**

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