




Health & Safety Policy

HP – 1001

Health and Safety Policy

This Procedure has been prepared in compliance with BA Corry Policies and Procedures

<u>Document Control</u>		
Issue	Date	Notes
Rev 1	01/12/06	Draft for Review
Rev 2	08/01/07	Draft for Review
Rev 3	10/01/07	Approved and Issued
Rev 4	27/01/07	Draft for Review
Rev 5	01/02/07	Approved and Issued
Rev 6	28/10/08	Reviewed, Approved & Issued
Rev 7	28/04/09	Draft for Review

Written by:	TT	Signature:	
		Date:	28-04-09
Checked by:	RS	Signature:	
		Date:	28-04-09
Authorised by:	AS	Signature:	
		Date:	28-04-09

Policy Contents

<u>Section</u>	<u>Title</u>
1.0	Organisational Responsibilities
2.0	Managing Risk Assessments
3.0	Consultation and Communication with Employees
4.0	Maintaining Plant and Equipment
5.0	Safe Handling and Use of Substances
6.0	Information, Instruction, Supervision and Training
7.0	Accidents, Occupational ill Health, RIDDOR, First Aid
8.0	Health and Safety Monitoring
9.0	Fire Safety and Emergency Procedures
10.0	Personal Protective Equipment
11.0	Visitors, Members of the Public & Sub-contractors
12.0	Display Screen Equipment
13.0	Work-related Road Safety
14.0	Manual Handling Operations
15.0	Asbestos
16.0	Noise at Work
17.0	Live Electrical Work
18.0	Confined Spaces
19.0	Scaffolding
20.0	Buried Cables
21.0	Fragile Supporting Materials, Fragile Roofs and Work on Flat Roofs in High Winds
22.0	Environmental Impact
23.0	CDM Health and Safety File Contents
24.0	Office Safety
25.0	Consultation with Employees
26.0	Conclusion

1.0 Organisation and Responsibilities

- Anthony Southon. Company Managing Director.
- As Managing Director he has overall and final responsibility for health and safety and thus the implementation of this policy.
- The Technical Manager is responsible for ensuring this policy is monitored and reviewed as per the policy statement.
- The M&E/H&S Operations Director, Training and Development Manager is responsible for ensuring health, safety and welfare procedures, practices and safe systems of work are formulated and implemented across the company.
- The Managing Director has day-to-day responsibility for ensuring this policy is put into practice. In the absence of Managing Director this duty may be delegated to the M&E/H&S Operations Director .
- The Managing Director is responsible for ensuring the M&E/H&S Operations Director and all B.A Corry employees are made aware of, and understand, their responsibility under this policy.
- The Managing Director and the M&E/H&S Operations Director will ensure that all B.A Corry Managers and Employees are kept fully informed of health and safety matters.
- In order to obtain specialist advice and up to date information on all health and safety matters, B.A Corry are members of the Electrical Contractors' Association, Heating and Ventilation Contractors' Association and CORGI and receive regular information and advice through these Associations. The ECA, HVCA and Gas Safe (Corgi) Manuals covering Risk Assessment and general health and safety information are maintained in the Office and are available for all employees to use. The ECA systems for assessment are used. In addition to the our H&S Advisors HSC
- **Managers**
- In order for health and safety standards to be maintained and improved, all managers will be responsible for the supervision of health and safety.
- **All managers are responsible for the following:**
 - ✓ Ensuring persons under their supervision are made aware of and understand their own responsibilities under this policy and any procedures or safe systems of work that may emanate from the area under their control.

1.0 Cont'd

- ✓ Ensuring that the correct and safe equipment for each work situation is available and used for its proper use.
- ✓ Forwarding any matter concerning health and safety that cannot be resolved to M&E/H&S Operations Director
- ✓ Instigating and maintaining safety discipline in the workplace.
- ✓ Supervision to employees on job tasks and methods.

- **All employees (including sub-contractors)** must adhere to the following to ensure they fulfil their statutory obligations to take reasonable care of the health and safety of themselves and other persons that may be affected by their acts or omissions at work:
 - ✓ Report all health and safety concerns and incidents to the relevant person as detailed above.
 - ✓ Work together with management on health and safety matters.
 - ✓ Not to interfere with anything that has been provided in the interest of health, safety and welfare.
 - ✓ Take reasonable care of their, own health and safety.
 - ✓ Conform to safe systems of work.
 - ✓ Maintain good housekeeping principles, adopting clean and tidy working conditions.
 - ✓ Not to operate any machinery or equipment unless they have been adequately trained and authorised to do so.
 - ✓ Ensure they are familiar with the emergency procedures, designated emergency exits and assembly points relative to their work area.

2.0 Managing Risk Assessments

- It is the policy of B.A Corry to assess the risk to the health and safety of anyone who may be affected by our work activities so we can determine to what extent we are complying with our statutory duties under the management of Health and Safety at Work Regulations 2007
- The M&E/H&S Operations Director will be responsible for ensuring risk assessments are undertaken. These will include:
 - ✓ **Display Screen Equipment**
 - ✓ **Manual Handling**
 - ✓ **Substances Hazardous to Health**
 - ✓ **Fire**
 - ✓ **All general work processes, places of work and equipment**
- Such assessments will assist in further development of this policy. Only the most significant findings need to be recorded. They are to be kept together in a Risk Assessment file that is accessible to all employees.
- The M&E/H&S Operations Director will be responsible for evaluating the time; cost and practicality involved in implementing control measures against the level of risk identified during the assessment.
- A summary of this evaluation and subsequent recommendations will be provided to site Managers/Supervisors who will give approval to any significant action required to remove and/or control identified risks.
- Site Managers/Supervisors will be responsible for ensuring the implementation of the required actions.
- It is the responsibility of site Managers/supervisors to check that the implemented actions have removed/reduced the risk.
- Assessments will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

3.0 Consultation and Communication with Employees

- B.A Corry sees communication between staff at all levels as an essential part of effective health and safety management.
- B.A Corry will endeavour to communicate to employees its commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.
- B.A Corry communicates with its employees:
 - ✓ Orally – in the form of directions and statements from all Managers.
 - ✓ In writing – in the form of safety memo's, Induction, Toolbox Talks and this policy statement.
 - ✓ By the setting of positive example.
- Consultation with employees is facilitated through:
 - ✓ The encouragement of informal 2 way communications between all employees and managers.
 - ✓ Regular group meetings.
- All employees are required to co-operate with all managers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.
- Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company. This includes a duty to the public, contractors and visitors.

4.0 Maintaining Plant and Equipment

- B.A Corry is committed to complying with our statutory obligations as laid out in Provision and Use of Work Equipment Regulations 1998, and the Lifting Operations and Lifting Equipment Regulations 1998.
- All workers will be provided with adequate information and training to enable them to use work equipment safely. The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition and that they are properly and safely stored when not in use.
- Any tools or equipment, which is in any way defective, must be repaired or replaced.
- All employees who find any problem with plant/equipment must report them to their line manager as soon as possible.
- The Site Supervisor will be responsible for identifying all equipment/plant needing maintenance and for ensuring suitable and sufficient maintenance procedures are devised.
- The Site Supervisor will be responsible for ensuring the maintenance identified is implemented with all relevant records contained centrally on the maintenance file held in the office.
- Site Supervisors are responsible for ensuring all work equipment is clearly marked with health and safety warnings where appropriate and that any new plant and/or equipment meet the relevant health and safety standards before purchase.

5.0 Safe Handling and Use of Substances

- It is the policy of B.A Corry to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- B.A Corry will ensure that exposure of workers to substances hazardous to health is removed/minimised and adequately controlled in all cases.
- B.A Corry will be responsible for ensuring COSHH risk assessments are undertaken. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- Site Supervisors/ Managers will be responsible for ensuring that all relevant employees receive comprehensive and adequate training and information following the outcome of these assessments.
- All employees must work strictly in line within the information provided under COSHH. If any person is unsure about any symbol or sign, they must ask how to handle it.
- The Site Supervisor/ Manager will ensure that any new substances can be used safely before they are purchased.
- Assessments will be reviewed every 12 months, in light of experience, or when activity changes, whichever is soonest.

6.0 Information, Instruction, Supervision, and Training

- B.A Corry is committed to ensuring that all employees have suitable and sufficient health and safety information as per the Health and Safety Information for Employees Regulations 1989.
- B.A Corry communicates with its employees:
 - ✓ Orally – in the form of directions and statements from all Managers.
 - ✓ In writing – in the form of safety memo's, Inductions, Toolbox Talks and this policy statement.
 - ✓ By the setting of positive example.
- The current Health and Safety Law poster is displayed in the staff tea room area at Head Office
- Richard Southon and all site supervisors and Managers issues health and safety policy information receipt forms to all employed staff and sub-contractors, ensuring they are completed and maintained appropriately.
- Health and safety advice is available from Tony and Richard Southon.
- All Site Supervisors and Managers will arrange supervision of young persons at work. A young person is any person yet to attain the age of 18.
- All Site Supervisors and Managers will ensure induction training is provided for all employees once they have formally taken up employment but before they actively commence their work activities. Further training specific to a particular role will be provided on the same basis where required.
- All training records are held and maintained by B.A Corry Head Office.

7.0 Accidents, Occupational ill Health, RIDDOR and First Aid

- It is the policy of B.A Corry to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Health and Safety (First-Aid) Regulations 1981.
- Health surveillance, in the form of eyesight testing, is required for those employees classed as Display Screen Equipment 'users', for which Sandra Walker will keep all such records in the office.
- First aid boxes are kept at Head office and at each site
- Selected Staff employed by the company will be trained to at least the level of an Appointed Person as defined within the First Aid Policy.
- All workplace accidents, **(no matter how slight)**, must be treated immediately by an Appointed Person.
- All workplace accidents, near misses, and cases of occupational ill health must be recorded in the accident book, which is kept in the site office and Head Office.
- All accidents must be recorded whether they are on the premises or in the precinct of the premises and regardless of whether they involve employed staff, sub-contractors, visitors, or members of the public.
- Site Supervisors and Managers are responsible for ensuring that all reported accidents and near misses are investigated appropriately and that any necessary actions are undertaken.
- All Site supervisors and Managers are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as per (RIDDOR) 1995.
- The M&E/H&S Operations Director is responsible for monitoring and ensuring that the (RIDDOR) requirements are enforced.

8.0 Health and Safety Monitoring

- B.A Corry commits to pro-active measures in its delivery of effective health and safety management to its employees.
- To check our working conditions, and ensure our safe working practices are being followed, we will utilise the following:
 - ✓ Monthly-recorded premises inspections.
 - ✓ General spot-checks by all managers.
 - ✓ Accident investigations & analysis.
- Conducting all of these provides B.A Corry with an opportunity to review the continuing effectiveness of our policy and to identify areas where revision of the policy may be necessary.
- An approved form will facilitate the monthly housekeeping checks, which is to be completed and forwarded to Jade Meacher where they will be filed and archived appropriately.
- All Site Supervisors and Managers will ensure that any defects/issues noticed have been rectified appropriately.
- B.A Corry firmly believes that accident and occupational ill-health investigations is a valuable tool in terms of reviewing and improving the health and safety of its employees.
- The M&E/H&S Operations Director is responsible for acting on investigation findings to prevent a recurrence and thus improve the safety environment for those employed or affected by the work activities of B.A Corry.

9.0 Fire Safety and Emergency Procedures

- All persons employed by B.A Corry have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, which is only permissible out side of the building in the designated area on the premises or not on the premises at all if deemed by the client; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials and waste.
 - All Site Supervisors and Managers are responsible for ensuring a suitable and sufficient fire risk assessment is undertaken and implemented every 12 months.
 - The nominated fire warden is the Managing Director.
 - The nominated fire wardens are responsible for:
 - ✓ Checking escape routes for conformity every week and recording this on the register.
 - ✓ Any other actions detailed in the fire risk assessment.
 - A competent contractor nominated by B.A Corry will check fire extinguishers annually.
 - Practice fire drills and emergency evacuations will be conducted and recorded every 6 months by the nominated fire wardens to ensure employee familiarity with emergency evacuation procedures.
 - Richard Southon will monitor compliance with the above, advising the nominated fire wardens of the relevant date and maintaining a central file detailing any such drills/evacuations.
 - Any difficulties discovered during fire drills and/or emergency evacuations will be reported by the fire wardens to Richard Southon.

10.0 Personal Protective Equipment

- B.A Corry is committed to ensuring the health and safety of its employees through the provision of suitable and sufficient personal (and respiratory) protective equipment where identified risks cannot be eliminated at source or to an acceptable minimum.
- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in any equipment provided.
- All Managers will endeavour to ensure that any personal protective equipment issued to employees is used properly.
- All employees are reminded that it is an offence, under the Personal Protective Equipment Regulations 1992, not to use and take care of equipment provided under this legislation.

11.0 Visitors, Members of the Public & Sub-Contractors

- B.A Corry are committed to ensuring the health and safety of all persons on, near to, or affected by their work premises.
- Other contractors and clients will be given a copy of this Policy Statement on request.
- Employees will be asked to read this Policy Statement on joining, as part of their induction training. Their attention will also be drawn to the generic risk assessment system.
- Employees will be advised by their supervisor or the Manager responsible for the contract, of risks drawn to our attention by other employers sharing a particular workplace.
- All visitors (including trainees and sub-contractors) to B.A Corry must report to reception where they must then be signed in on arrival and signed out on departure.
- In the event of an emergency evacuation, it is the responsibility of the fire warden or nominated individual to remove the visitor log when leaving the premises. Evacuation of visitors can then be ensured by role call.
- It will be the responsibility of All Site Supervisors/ Managers and Employees to ensure, so far as is reasonably practicable, that the general public are protected from anything likely to endanger their health and safety as a result of the company's (or its sub-contractor's) activities.
- The M&E/H&S Operations Director is responsible for maintaining an accurate and valid approved contractor's file for any contractors that may be employed by B.A Corry.
- It will be the responsibility of Site Supervisors and Managers to ensure that all sub-contractors are familiar with the relevant contents of this health and safety policy. As such they will be issued relevant health and safety information for which they must return a completed receipt form that is to be included on the approved contractors file.
- All Supervisors and Managers are responsible for ensuring sub-contractors conduct their activities in accordance with the health and safety policy.

12.0 Display Screen Equipment

- B.A Corry is committed to ensuring the health and safety of its employees, under the various legislation associated with Display Screen Equipment.
- It is the responsibility of the M&E/H&S Operations Director to ensure advice and direction is provided for staff on the use of Display Screen Equipment to minimise health problems
- To implement best practice in the workplace, B.A Corry will determine those persons classed as DSE users and then perform a suitable and sufficient analysis of each workstation to assess risks they may be being exposed to. Such assessments will be carried out:
 - ✓ Annually
 - ✓ If a reason exists to suspect the assessment is no longer valid.
 - ✓ A significant change has occurred to the workstation or user.
- The DSE risk assessors will provide all DSE users with adequate training and information in the use of the workstation at which they will be required to work.
- It is the policy of B.A Corry to ensure that, upon request, a fee for an eye/eyesight test for DSE users is reimbursed. Unless a specific problem is identified, an eyesight test would normally be carried out every two years.
- If DSE users are prescribed a pair of corrective spectacles specifically for DSE work; B.A Corry will reimburse a proportion of the cost upon production of a valid receipt and evidence of the spectacles being required specifically for DSE work.

13.0 Work-related Road Safety

- B.A Corry is committed to ensuring the safety of those persons employed for work-related driving as we recognise that health and safety applies to on-the-road work activities as it does to all work activities.
- The M&E/H&S Operations Director will ensure that any vehicles provided for work-related driving activities are suitable and sufficient for their intended use.
- Any such vehicles will be regularly maintained in line with the manufacturer's guidelines with the relevant schedules and record keeping being the responsibility of the M&E/H&S Operations Director.
- It will be the responsibility of the M&E/H&S Operations Director to ensure that persons employed for work-related driving hold a licence valid for the type of vehicle they will be required to drive and that this licence is checked at 12 monthly intervals therein.
- All persons involved in work-related driving are reminded of the need for compliance with Road Traffic Act to ensure the safety of themselves and other road users. Additionally any fines or prosecutions resulting from a breach of Road Traffic Act must be reported to the M&E/H&S Operations Director as soon as possible.
- All drivers have a responsibility to complete regular safety checks of their vehicles in order to ensure general roadworthiness. Any defects noticed must be brought to the attention of the M&E/H&S Operations Director
- The M&E/H&S Operations Director is responsible for ensuring that all work-related road traffic accidents are investigated appropriately and that any actions are undertaken.

14.0 Manual Handling Operations

- B.A Corry is committed to ensuring compliance with the law as laid out in the Manual Handling Operations Regulations 1992.
- All Site Supervisors and Managers will ensure that manual handling operations are avoided as far as reasonably practicable where there is a risk of injury. Where this is not reasonably practicable, a suitable and sufficient assessment of the operation will be made.
- All site Supervisors and Managers will be responsible for ensuring that all steps are taken to reduce the risk of injury to the lowest level possible.
- Where a risk assessment identifies a residual risk that cannot be removed, training in manual handling will be provided for all members of staff identified as at risk.
- It is the responsibility of each and every employee to comply with safe systems of work implemented by B.A Corry. Similarly an employee must not undertake any manual handling operation which they justifiably consider poses a danger to themselves or any person without first raising it to the attention of their Site Supervisor or Manager.
- Assessments will be reviewed every 12 months or in light of significant changes or experience, whichever is soonest.

15.0 Asbestos

The Site Supervisor responsible for the contract must ensure that **specific enquiries are made of the client as to the presence of asbestos at the pre-tender stage of the contract.**

So as to comply with the Control of Asbestos at Work Regulations 2002, when asbestos is suspected or known to be in any material to be handled by our employees, **no work must be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand.**

16.0 Noise at Work

Noise at work is subject to the Noise at Work Regulations 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached, and details and instructions for safeguarding hearing will be given to employees as appropriate by the Site Supervisor or Manager responsible for the contract or nominated person in charge of the work.

17.0 Live Electrical Work

Live Electrical Work is only to be carried out in exceptional circumstances under the authorisation of the appropriate Director or Manager.

The circumstances for live work will be assessed using HSE Guidance - *HS(G) 85 - Electricity at work- safe working practices*. A written safe system of work will be produced before the work starts. Work will only be carried out using at least two operatives, one operative to carry out the work and the other as safety person.

NO assumptions about the state of any system must be made without positive verification - **all circuits must therefore be assumed to be live unless it is established they are dead.**

18.0 Confined Spaces

Confined spaces such as ducts, plant rooms, cellars and loft spaces where there is restricted access and a risk of oxygen deficiency, toxic or flammable gas or excessive heat, are not to be entered until a risk assessment has been carried out to the "CONFIND SPACES OF WORK ACT 1997".

A safe system of work is to be drawn up by site supervisor responsible for the contract and brought to the attention of every person likely to enter.

The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus and procedure.

HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.

19.0 Scaffolding

Scaffolding which is to be erected, altered, or dismantled must be carried out by competent persons.

Scaffold should be incapable of being climbed outside working hours, by the removal of any ladders at ground floor level.

Scaffolding with working platform(s) exceeding 2m in height must be inspected by a competent person before first use and repeated every seven days; the results of each inspection must be recorded.

This may be done by the main contractor but a specific check must be made on each site by Foreman or the nominated person in charge of the work to ensure that inspections are made as required.

All scaffolds must be inspected before first use by our employees. This Section also applies to mobile towers as well as fixed scaffolding.

20.0 Buried Services

Buried services should be anticipated on every site where cables are to be laid, and the person in charge of the work must obtain detailed plans of buried services where available and make specific enquiries where they are unavailable.

The position of buried services must be clearly marked on site and treated as live. Power tools and machinery must not be used knowingly within 0.5 metres radius of a buried services, and hand digging with spades only is permitted.

If in doubt, seek the advice of the Main Utility Company or relevant undertaking.

21.0 Fragile Supporting Materials, Fragile Roofs and Work on Flat Roofs in High Winds

Fragile supporting materials, fragile roofs and work on flat roofs in high winds must be specifically identified by Site Supervisors.

The use of crawling ladders and boards is always required on fragile material. This must be made known to employees likely to work on them.

The advice of site supervisor responsible for the contract should be obtained before work starts if there is any doubt about the precautions required in particular circumstances.

For work on flat roofs in high winds, the precautions necessary may include use of safety harnesses and this will be identified by specific risk assessment.

22.0 Environmental Impact

As our activities may have environmental implications, we therefore pursue a policy designed to minimise environmental damage.

Our operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be taken into account in tendering.

23.0 CDM Health and Safety File Contents

The company library contains information about the following topics, where these may be relevant to the health and safety of any future construction works. The level of detail should be proportionate to the risks likely to be involved in such works.

- (a)** A brief description of the works carried out and completed.
- (b)** Residual hazards and how they have been dealt with (for example, surveys or other information such as buried services).
- (c)** Key structural principles incorporated in the design if the structure (i.e. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and / or roofs, particulate where these may preclude placing scaffold or heavy machinery there.
- (d)** Any hazards associated with the material used (for example, hazardous substances, lead paint, special coatings that could be burnt off”).
- (e)** Information regarding the removal or dismantling of installed plant and equipment (such as lifting arrangements).
- (f)** Health and safety information about the equipment provided for cleaning or maintaining the structure.
- (g)** The nature, location and marking of significant services, including fire-fighting equipment.
- (h)** Information and as-built drawings of the structure, its plant and equipment (i.e. the means of safe access to and from service voids, fire doors and compartments).

Further information is available from the publication “Managing health and safety in construction “Construction (Design and Management) Regulations 1994” and 2007 Approved code of practice, issued by the ‘health and safety executive’ which came into effect February 2002.

24.0 Office Safety

1. Furniture and equipment must be arranged so as to avoid injury from sharp corners.
2. Upper drawers of filing cabinets must not be overloaded, causing them to become top heavy.
3. Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
4. Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
5. Access to high upper storage shelves must only be gained by using the steps or safe access provided.
6. Cables from electric fires, telephones and leads to office electrical equipment are not be laid across the floors so as to cause a tripping hazard.
7. Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
8. At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed.
9. Any electrical faults must be reported to Mr R Southon.
10. Paper guillotines are not be operated with their guards removed.
11. Any simple adjustments to electrical equipment must be made with the power switched off.
12. Electrical heaters or fires may only be used if properly guarded in accordance with British Standards.
13. Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
14. Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
15. Fire exits must be kept clear at all times.

24.0 Cont'd

16. Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All employees must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. Mr T Southon, Managing Director, is responsible for ensuring all fire-fighting equipment is regularly serviced.

17. Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, together with the precautions to be observed and the first-aid measures to be adopted.

25.0 Consultation with Employees

In order to comply with the Health & Safety (Consultation with Employees) Regulations 1996, the Company will consult with Representatives of Employee Safety whenever the following are being considered:

- the introduction of any measure at the workplace which may substantially affect the health & safety of employees
- the arrangements for nominating competent persons to assist the company on health and safety matters and to take charge of measures to combat identified serious and imminent danger at the workplace (as required by the Management of Health and Safety at Work Regulations 1992)
- the provision of any statutory health and safety information
- the planning and organisation of any health and safety training the company is required to provide
- the introduction of new technologies into the workplace with health and safety consequences.

The Company has decided that Representatives of Employee safety will be elected by the workforce in the following areas:

- Offices
- Site

The elected Representatives will have the rights to inspect the Company's health and safety documentation, apart from those items excluded by the Regulations. They have the right to make representations to the Company on potential hazards and dangerous occurrences, which affect their constituents, and on general matters (including those on which the Company consults them as set out in the list above). They may also represent their constituents in consultation with enforcement authority inspectors.

The Company undertakes to ensure the elected Representatives receive such training as is reasonable in all the circumstances in respect of their functions, and will pay the reasonable costs and expenses in connection with this training. It will permit each representative to take time off with pay as necessary both to undergo the training and to perform their functions. The Company will also provide the facilities, which Representatives may reasonably require in order to carry out their functions.

Meetings with representatives of Employee Safety will be convened as and when considered necessary by the Company or at the request of the Representatives.

26.0 Conclusion

- This policy is a working document and shall be reviewed and updated to ensure best practice.
- It is the duty of each and every employee to read this document fully and to identify any areas to which they are unclear. Any such areas will be drawn to the attention of their immediate supervisor or Manager who may arrange for further information, instruction, supervision, and training.
- A signed account must be made by each employee stating that they have read and understood the legal and company duties regarding their health and safety outlined in this policy statement.
- All Site Supervisors and Managers will ensure that any new or temporary member of staff receives a copy of this policy document and signs a declaration of their understanding on their first day of duty and before they commence their work role.

Approved by:



Tony Southon
Managing Director

Date: 27TH April 2008.