

GILB

CONSTRUCTION

65-69 Shepherd's Bush Green, London W12 8TX

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HEALTH AND SAFETY POLICY

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Health and Safety Policy

General statement of intent

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business. From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are: -

- **To provide adequate control of the Health and Safety risks arising from our work activities;**
- **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;**
- **To prevent accidents and cases of work related ill health;**
- **To maintain safe and healthy working conditions; and**
- **To review and revise this policy at regular intervals.**

Signed:



Harry Gilbey
ACA, ICIQB

Managing Director
Date: 1st May 2012

Application of Policy

The Policy is applicable to all GILB Construction Ltd employees.

This Policy will also apply to all persons having responsibilities, which relate to and necessitate their presence and the execution of their duties within the areas of GILB Construction Ltd works/premises. These persons include the following: -

Employees of, Sub-Contractors, Consulting Practices, The Client and their representatives and Self Employed persons.

The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management.

All Company employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the scope section of the Policy to work in such a way that accidents to themselves and others will be prevented.

The following principles shall be applied to all operations undertaken by the Company and shall be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the Policy objective. To ensure that this Policy can be successfully implemented it will provide such reasonable funds as maybe necessary.

Effective system for the communication of Health, Safety and Welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them and to make them aware of their individual Health & Safety obligations.

Employees will be provided with such information, training and instruction as may be necessary in order for them to be able to carry out their tasks in a healthy, safe and efficient manner.

This Policy shall be reviewed by the Director in keeping with all current regulations and audit requirements.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Contents of Health & Safety Policy

	Page Number
Policy Statement	2-3
Index	4
Responsibilities – Management, Communications & Employees	5
General Requirements	6
Management Structure	8
Supervisor & Site Managers	9
Sub-Contractors	10
Construction Design & Management Regulations CDM 2007	11
Alcohol & Drugs:	17
Company Vehicles	18
Work Equipment & HAVs	19
Environmental & Equal Opportunities	20
Monitoring Procedures	21
Health Safety Rules	23
General Risk Assessment	28
Serious or Imminent Danger	30
Fire Safety	31
First Aid	33
Accident Reporting	36
Accident Investigation	39
Visitors	40
Specific Risk Assessment	42
Safety Systems of Work	43
Permits to Work	44
Occupational Health	45
Training	46
Control of Substances Hazardous to Health	49
Manual Handling & Welfare	52
Summary	53
Employee Briefing Record	54

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Management Responsibilities

The ultimate responsibility for safety rests with the highest level of management. However, responsibilities are delegated to all levels of management identifying those individuals with particular safety responsibilities for their areas of control.

Individuals have been allocated specific health and safety responsibilities within our Policy and have been provided with individual folders detailing these responsibilities.

They are also required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

The responsibilities for health and safety of the individual should be read in conjunction with their relevant monitoring procedures, which have been designed to help in reviewing the success of measures taken.

Communication & Staff Consultation

It shall be the responsibility of the company's Directors and Senior Management to consult with the employees on matters of health and safety. The company realises the benefits of communication with its employees and has an open door policy to instil a positive health and safety culture. The company acknowledges the Health and Safety (Consultation) Regulations to which feedback can be attained from employees where formal representatives are not available. The company shall involve employees in safety assessment processes and seek feedback to further improve working documentation and safe systems of work. Employees will be issued with updated policies and assessments as part of their employment. Notice boards shall be available illustrating relevant safety documents and company objectives. The completed health and safety law poster shall also be displayed in a prominent position. In addition to this, training request and safety near miss reporting documents, plus safety information cards will be made available.

Employee's Responsibilities

All our employees, regardless of position or occupation, have general duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and other related legislation.

We ALL have the legal responsibility:

- To take reasonable care of own safety and the safety of any other persons who may be affected by what we do or fail to do at work.
- To co-operate with each other so as to enable compliance with any imposed legal duty of requirement.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interest of safety

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



General Requirements

The Company's Managers are responsible for the effectiveness of incorporating the Company's Health and Safety Policy and Procedures throughout the Company's operations to ensure correct safe development. They are to apply the principles of the Policy to the Operations under their control and ensure that any defects or faults brought to their notice are suitably corrected.

Managers' awareness of Safety Standards:

To be familiar with and observe all Health & Safety Regulations, Codes of Practice and safe working practices applicable to their work related operations. The following Safety Regulations should be observed:

Health & Safety at Work etc Act 1974: It shall be the duty of every employee whilst at work to take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts.

Management of Health and Safety at Work Regulations 1999: The Director is responsible for providing adequate provisions within the company for the assessment of risk, preventative measures, protection, emergency procedures, adequate health and safety surveillance and providing employees with information and training about the workplace health and safety.

Construction (Design and Management) Regulations 2007: Consideration will be given to the basic principles of risk avoidance and reduction at all stages of a project. Ensure all necessary controls are exercised in the use of all access equipment, from ladders to scaffolding, regular checks are performed and all staff undergo specialist training in regard to the particular aspects of use of this equipment, including work procedures and checks which reduce the on-site risks.

Provision and Use of Work Equipment 1998, Lifting Operations and Lifting Equipment Regulation 1998, and Workplace Health, Safety and Welfare Regulations 1992: >To ensure that competent Managers are given the duty of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials etc.

Health and Safety (First Aid) Regulations 1981: Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (R.I.D.D.O.R): Ensure details of accident that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations.

Personal Protective Equipment at Work Regulations 1992: Managers are to provide

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



appropriate protective clothing and safety equipment to employees and to ensure that employees use protective clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risk.

Manual Handling Regulations 1992: It is the Managers responsibility to prevent injury and ill-health to the workforce engaged in manual handling and it is important that employees take reasonably practicable precaution to prevent manual handling injuries from occurring.

Health and Safety (Display Screen Equipment) Regulations 1992: It is required that suitable and sufficient assessments of risk associated with the work, workstation and immediate environment should be undertaken. Any risks identified in the assessment must be reduced, so far as is reasonably practicable, to the lowest level possible.

Electricity at Work Regulations 1989: All reasonable practicable steps need to be taken to prevent danger arising in every aspect of the provision and use of electrical equipment. A detailed assessment of the hazards and the risks produced will provide the basis for management action.

Work at Height Regulations 2005:

Duty holders will be required to ensure:

- All work is properly planned and organised
- Risks from work at height are assessed and appropriate work equipment is selected and used
- Those involved in work at height are competent to carry out the work
- Risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

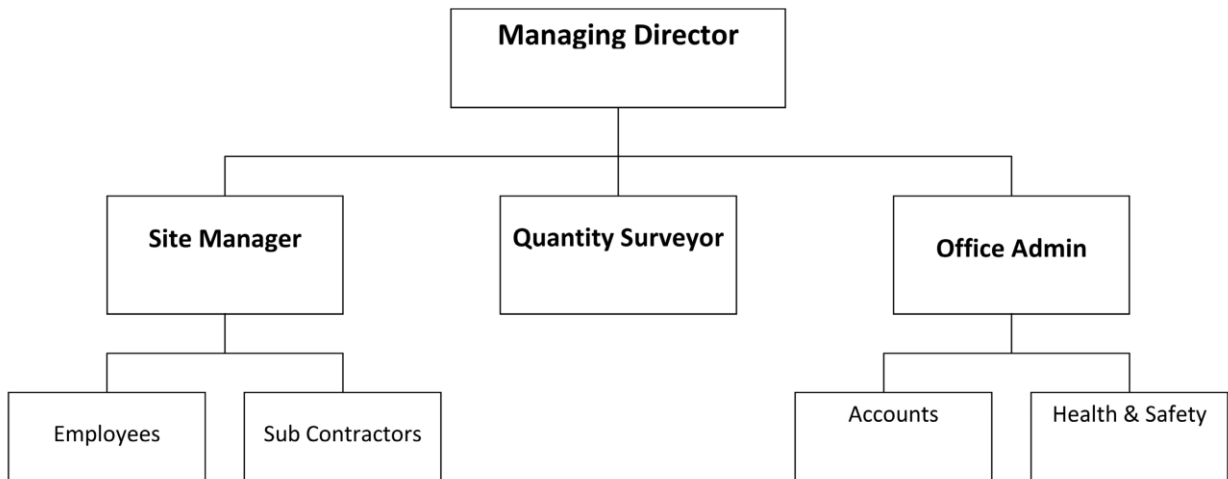
The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (Amended): The objectives of the Regulations is to protect the health of persons exposed to hazardous substances in the workplace and this is achieved by imposing duties upon employers and employees. In particular employees are required to assess the risk to health from exposure to hazardous substances, and determine what precautions are needed.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



MANAGEMENT ORGANISATION STRUCTURE

Organisational Chart



Please note that this management structure relates directly to safety and not necessarily to other management functions.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



SUPERVISORS & SITE MANAGERS

Supervisors and Site Managers are to organise works under their control so that it is carried out to the required standard with minimum risk to the workforce. To be familiar with the required legislation within their remit.

Supervisors and Site Managers are to co-operate and liaise with the Company's Safety Advisor with regard to safety measures ensuring that any defects or faults brought to their notice are suitably corrected in accordance with the risk assessments/method statements and site rules. Ensure adequate welfare arrangements are in order including first aid, toilet/washing and canteen facilities, etc, to set a good example when on site by wearing appropriate personal protective equipment and abiding by the site safety rules.

To ensure that all personnel under their control receive Safety Induction before they start work on site.

To ensure that personnel under their control are adequately competent to carry out the work required of them.

To report any defects in plant/equipment or any other health risk to the Manager/Director where appropriate.

To ensure all sub-contractors and visitors to site have the appropriate personal protective equipment and the appropriate training certificates to carry out their work operation in a safe manner.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Sub-Contractors

Sub-contractors are required to carry out their works efficiently and safely in accordance with the requirements of the Health and Safety at Work Act 1974 and all other statutory requirements. To produce safety procedures for their operations incorporating their own Company's Safety Policy.

To carry out Risk Assessment for the works that they will be engaged in, outlining the hazards associated with the works and detailing the safety provisions required. These Risk Assessments must be submitted to GILB Construction Ltd seven days prior to commencement of work.

Safe Method of Works Statements must be produced and submitted to GILB Construction Ltd detailing the method of work and the safety precautions that will be required to be taken in accordance with the works' risk assessment.

To co-operate with the Company's Safety Management in the furtherance of their duties and maintain good working relationship with safety representatives.

The Company requires all the employees of Sub-contractors to receive the respective site safety induction before they start work.

To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by law.

To report all hazards and all accident encountered by their employees in conjunction with the Company's Management and in accordance with the requirements of the RIDDOR Regulations 1995 to the Health and Safety Executive where required.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



**CONSTRUCTION DESIGN MANAGEMENT
REGULATIONS 2007**

The Company and relevant employees may undertake any of the roles below.
In some cases multiple roles may be undertaken.

Client

A client in this context shall be an organisation or individual for whom a construction project is carried out. Clients shall have duties under **CDM 2007** (Construction (Design and Management) Regulations 2007) when the project is associated with a business or other undertaking.

The client is responsible for:

- Determining if the project falls within the scope of the CDM Regulations.
- Ensure that a CDM Co-ordinator is appointed for 'Notifiable' projects at the earliest practicable time.
- Ensure those with duties under the Regulations, have sufficient time and resources to comply with those duties
- Ensure all available and relevant information concerning the operation/project will be made available to the CDM Co-ordinator, Designers and Contractors,
- Ensure that only competent persons who are adequately resourced, shall be appointed as CDM Co-ordinator, Designer or Principal Contractor
- Determine the contents and format of the health and safety file and ensure that it is compiled and completed by those involved with the project
- Ensure that those involved in the project Co-operate and coordinate their work with each other
- Ensure clarity as to the roles, functions and responsibilities of members of the project
- Ensure good communication, co-ordination and co-operation between members of the project team
- Ensure the contractor is provided with pre construction information
- Ensure the construction phase of the contract does not start until the principal contractor has prepared a suitable construction phase plan
- Ensure the contractors have made suitable arrangements for welfare facilities from the start of the project
- Being reasonably satisfied that the planning supervisor and any designers who the Client arranges to prepare the design are competent and have made adequate provision for Health and Safety.
- Providing the Planning Supervisor and Designers with information relevant to the overall Health and Safety of the project.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Designer

‘Designer means any person, including a Client, Contractor or other person referred to in the regulation who, in the course or furtherance of their business prepares or modifies a design or instructs for, or instructs any person under his control, to do so relating to a structure or to a product or mechanical or electrical system intended for a particular structure; and a person is deemed to prepare a design where a design is prepared by a person under his control’. A competent Designer shall be appointed by the client for Notifiable projects to ensure that the project is designed to be constructed safely and any future maintenance of the completed project considered. The designer is obligated to ‘design out’ foreseeable hazards.

The Designer is responsible for:

- Giving advice to client
- Identifying possible risks during the construction phase
- Reducing risks at source
- Ensuring adequate information is given
- Passing on information for inclusion in the plan
- Communicating and co-operating
- Prepare or modify a design that avoids foreseeable risks to the health and safety of those persons who are: -
 - Carrying out the construction
 - Liable to be affected by that work
 - Cleaning translucent walls, roofs or ceilings
 - Maintaining the permanent fixtures and fittings
 - Using the structure as a work place.
 - In designing a structure as a work place we will conform to the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992** relating to the design of, and materials used, in the structure.
 - To provide adequate information about those risks identified during the design that cannot be eliminated.
 - To co-operate and co-ordinate our work with that of other designers
 - Provide the CDM Co-ordinator with information for inclusion in the Pre-Construction Health and Safety Plan and as work progresses, information for inclusion in the Safety File.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



The CDM Co-ordinator (CDM2007)

The CDM Co-ordinator is responsible for:

- Emphasizing the importance of the Clients role and the benefits of good management of the project and ensures co-operation of all other people involved with the project.
- The Co-ordinator could be an individual or an organisation, someone completely independent or one of the other duty holders.
- Advising the Client and any Contractors on competence and the adequacy of resources.
- Taking steps to ensuring co-operation between designers
- Ensuring enough attention is paid to Health and Safety during the design stage.
- Ensuring the project is notified to the HSE.
- Ensuring that a Pre Construction Health and Safety Plan is prepared
- Where the company is appointed by the Client as CDM Coordinator, the following arrangements will apply to the project for which we have also been appointed as Principal Contractor:
 - The company will advise the Client and any Contractors on competence and adequacy of resources (including time) when they are considering their appointments;
- On receipt of the necessary information from the Client, the company will prepare the Pre-Construction Health and Safety Plan and advise on the initial contents of the Construction Phase Health and Safety Plan.
- The company will take reasonable steps to ensure co-operation between all those having a design function on the project.
- The company will ensure, so far as is reasonably practicable, that enough attention has been paid to Health and Safety during design and that the design includes adequate information about anything which might affect the Health or Safety of people carrying out construction or maintenance work, or, anyone else who might be effected by this work.
- The company will inform the HSE on Form 10 (rev) of the project and sign the declaration of our acceptance of the appointment as CDM Coordinator as soon as practicable after the confirmation by the Client of our appointment.
- The company will commence the preparation of the Health and Safety file and ensure that it is developed during the construction phase and provided to the Client on completion of the project

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Principle Contractor

‘Contractor’ means any person (including a client, principal contractor or other person) who, in the course or furtherance of business, carries out or manages construction work.

The Principal Contractor is responsible for:

- Satisfying ourselves that the client is aware of his/their duties and that a CDM Coordinator has been appointed
- Ensure the HSE has been informed of the project via F10 (via CDM-C)
- Ensure the construction phase is properly planned, managed and monitored, adequately resourced and site management is appropriate and competent
- Ensure that contractors employed on the project are informed of the minimum amount of time they will be allowed for planning and preparation before they begin on site
- Ensure contractors receive adequate information about the project
- Arrange for the control, co-ordination and co-operation between all contractors involved in work on the construction site
- Ensure the Construction Phase Health and Safety Plan is prepared before work commences, developed, implemented and kept up to date as the project progresses.
- Satisfy ourselves that designers and contractors are competent.
- Ensure welfare facilities are provided from the start of the construction phase
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times.
- Prepare and enforce site rules
- Inform all contractors of those parts of the safety plan that effect their operations.
- Liaise with the CDM Co-ordinator on design carried out during the construction phase
- Provide the CDM Co-ordinator with any information that is required for inclusion in the Health and Safety File
- Ensure that the workforce have been adequately inducted onto site
- Ensure the workforce are consulted re health and safety matters
- Display in a prominent position on site, the F.10, Health & Safety at work law poster and a copy of the employer’s liability insurance.
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE where necessary.
- Provide induction and methods of ensuring workers are adequately trained and supervised

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Subcontractor/s

‘Contractor’ means any person (including a client, principal contractor or other person) who, in the course or furtherance of a business, carries out or manages construction work.

When we are appointed as contractor, we will:-

- Plan, manage, supervise and monitor our work and that of our workers to ensure it is carried out safely and that health risks are addressed
- Check that the client is aware of their duties Ensure that only competent contractors, suppliers and workers are employed
- Comply with the Principal Contractors instructions relating to matters of health and safety
- Co-operate and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.
- If we produce a design, we acknowledge our duties as a designer
- Acknowledge our duties with regard to health and safety on site
- Ensure our workers are inducted onto site
- Ensure suitable welfare facilities are provided from the start of the project
- Provide method statements, risk and COSHH assessments as required.
- Inform all our employees and sub-contractors of those details in the Safety Plan that may affect their operations and any safety rules they are required to comply with.
- Provide the Principal Contractor with evidence of all training our employees have received.
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File.
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company’s operations are taking place.
- Ensure that our workforce is properly consulted on health and safety matters.
- Ensure that all injuries, diseases and dangerous occurrences that are reportable under **RIDDOR 1995**, are promptly reported to the Principal Contractors site management.

The Subcontractor is responsible for:

- Giving advice on risks arising from their work
- Complying with the rules contained within Health & Safety plan
- Providing information on accidents, ill Health and dangerous occurrences for the file
- Providing information to employees
- Subcontractors have a duty to ensure the Principal Contractor is aware of any information that might affect the Health and Safety of workers or members of the public.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Site Managers (Under CDM 2007)

Site Managers are responsible for:

- Ensuring that any Health & Safety hazards and / or Environmental aspects (actual and potential) associated with the project are designed out wherever possible and that all other relevant Safety, Health & Environment issues are considered and subsequently managed with support from relevant Managers and team members.
- Ensuring projects comply with the requirements of the Construction Design & Management Regulations 2007 and that these requirements are included in Project Plans.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



ALCOHOL & DRUG POLICY

Anyone found under the influence or in possession of alcohol or an illegal substance will be removed from GILB Construction Ltd premises and/or areas of work under the Company's control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area must be instructed to extinguish the cigarette/cigar/pipe immediately in a safe manner and be subjected to disciplinary measures. Special consideration must be given to Client conditions and requirements regarding the subjects when working on their premises/contracts.

Employees should note that it might take more than 24 hours for alcohol in blood to disperse and should carefully consider this aspect, particularly those who are engaged in operating machinery and company vehicles.

Any GILB Construction Ltd employee found under the influence or in possession of an illegal substance whilst at work will be removed from site immediately and the matter reported to the police. This type of offence will be classified as a major breach of the Company Health & Safety Policy, which could result in the employee being dismissed.

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USE OF COMPANY VEHICLES

GILB Construction Ltd accepts that driving is both necessary for working and also represents a hazardous activity and will take the necessary steps to reduce the identifiable risks as far as is possible.

Company vehicles will be maintained in accordance with the manufacturer's recommended service schedule and any faults or defects should be reported to the appropriate Manager.

It will be the responsibility of the Senior Management to ensure that all employees' vehicles are fitted with hands-free equipment for the use of mobile phones.

Employees are reminded that the use of hand-held mobile phones whilst driving is illegal and unsafe.

All employees using Company vehicles will drive within the rules of the Highway Code and will observe specific rules e.g. speed limits, insecure loads, weight overloading of vehicles.

Monthly inspections will be carried out of the Company's vehicles with regard to the general safety condition of the vehicles.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



WORK EQUIPMENT

All work equipment, including plant, appliances, tools and component parts must be suitable for their intended task and use, well maintained and comply with the Provision and Use of Work Equipment Regulations 1998. Only trained persons may use the work equipment/plant to reduce the hazard. Risk Assessment and the necessary control measures must be in place before commencement of work operation.

HAND-ARM VIBRATION SYNDROME (HAVS) POLICY

Hand-Arm Vibration Syndrome (HAVS) is a condition that has the potential to affect any operative who uses powered hand-held or hand-guided tools as a major part of their job.

Operatives whose hands/arms are regularly exposed to high vibration may suffer from several kinds of effects to these limbs, including impaired blood circulation and damage to the nerves and muscles. These conditions can also be known as “vibration white finger”.

GILB Construction Ltd Policy comprises of the following:

Risk Assessment:

- Identifying the equipment that vibrates and establish the levels of vibration from suppliers/manufacturers.
- Reduce operating times.
- Consider alternative plant for the work operation.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



ENVIRONMENTAL POLICY

The objective of GILB Construction Ltd is to run its operations avoiding unacceptable effects and any adverse effects as far as is practicable, on the environment.

GILB Construction Ltd will work towards its environmental objectives by:

- Reducing the impact of all its operations on the local environment and the quality of life of the local communities in which the Company operates.
- Abiding by all relevant statutory regulations regarding vehicle and plant emissions.
- Maintaining a satisfactory working environment for all employees.
- Recycling of materials where possible.
- Burning of waste material within the confines of site/yard to be strictly monitored.
- Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
- Providing the necessary information to enable employees to operate efficiently and with minimal effects to the environment.

Equal Opportunities Policy

GILB Construction Ltd acknowledges the desirability of equal opportunities for employment and the observance of the codes of practice as far as is reasonably practicable.

The Policy is intended to ensure that no job applicant or employee is discriminated against on the grounds of disability, sex, marital status, race, colour, nationality or ethnic or national origins, or is disadvantaged by unreasonable conditions or requirements.

The Company will give fair and reasonable consideration to disabled applicants for employment. Existing employees who become disabled will be given the opportunity to retrain and continue in employment wherever possible.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



MONITORING PROCEDURES

Introduction

The purpose of the monitoring system is to provide information about our Health and Safety performance for management review.

Where agreed performance standards and/or specified objectives are not met, action is taken in order to ensure that the likelihood of accidents/incidents happening is minimised.

It should be noted that the Health and Safety monitoring system is not intended to be used in isolation. Instead, it should be used to complement the arrangements relating to the premises, equipment and work activities as described in our Management Control System. Examples of such arrangements are listed below:

A comprehensive system for the inspection of plant, machinery and medical equipment, as well as the building fabric and facilities, is necessary to form part of a complete monitoring system.

These inspections and examinations form part of the arrangements for planned preventive maintenance of plant, machinery and equipment. Many of these are legal requirements including, for example, the thorough examination and inspection of pressure systems, lifting equipment and ventilation equipment, etc.

Working procedures, safe systems of work, risk assessments and the results of compliance audits are regularly reviewed to validate existing controls or to identify areas requiring revision.

When establishing monitoring activities, reference should be made to the relevant Safe Working Guidance contained within the Management Control System, the contents of Risk Assessment reports and any applicable manufacturer's recommendations.

The Health and Safety monitoring system is split into two sections; Active Monitoring and Reactive Monitoring. In order for the monitoring system to be effective, it is essential that both types of monitoring are used.

Active Monitoring

The active monitoring system is designed to provide information about the Company's Health and Safety performance before an accident, ill health or an incident occurs. This is done by those of us with responsibilities for particular areas and/or topics using a series of monitoring checklists tailored to our individual requirements with reference to Management of Health and Safety at Work Regulations 1999.

Different methods of monitoring are applicable depending upon the nature of our activities or locations involved. Monitoring may be carried out remotely, i.e. from reports and minutes of meetings, or directly through visual inspections.

Monitoring is undertaken at intervals as recommended on the individual checklist sheets. Further guidance relating to the frequency of monitoring is given later in this section.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Where situations or activities are observed which are likely to result in an accident/incident, prompt and effective action is required. This remedial action should not only consider steps necessary to remove the immediate likelihood of an accident/incident, but should also consist of measures to prevent such a situation recurring in the future.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



HEALTH AND SAFETY RULES

Introduction

The following rules cover the main areas of our working environment.

Because of the constantly changing environment in a workplace it is not possible to write rules for all aspects of Health and Safety at Work, but if you read, understand and follow the rules you will be helping to comply with your legal duty and contributing to the safe running of our workplace.

If you do not understand what is expected of you or if you are unsure about our safety rules, speak to your Manager or Supervisor as soon as possible.

General Safety:

Workplace

Ensure that a clear means of access to and egress from the place of work remains free from obstruction at all times and from slipping and tripping hazards.

Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.

It is important that your work area is kept clean and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste materials.

Spillage must be cleared up as soon as possible.

Machinery and Equipment

Do not operate any machinery or use equipment unless you have been trained and authorised to do so.

You must not leave machinery or equipment unattended whilst it is in operation unless you are so instructed or if the machine is so designed.

You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.

Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.

Report any fault or defect in machinery, equipment, guards or safety devices immediately.

Never interfere with, or wilfully damage any guard or safety device.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Protective Clothing and Equipment

You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost items must be reported as soon as possible.

Use, store and maintain them in accordance with our agreed instructions.

Vehicles

Never drive or operate a vehicle if you are not authorised to do so and for which you do not hold the appropriate licence or permit.

Only use vehicles for the purpose for which they are provided and within operational guidelines. Do not overload them beyond recommended capacities or carry unauthorised passengers or loads.

If you are authorised to operate a vehicle always check the vehicle prior to use according to any laid down guidelines. Do not try to alter or tamper with the vehicle unless you have been authorised to do so.

Accident and Health

All injuries, accident and cases of ill health caused by or affecting your work must be reported.

If injured, no matter how slight your injury may appear, always report to your manager or supervisor and ensure that details of your accident and injury are entered in the Accident Book.

All dangerous occurrences and near miss incidents must be reported.

You must report any medical condition or medication you are taking which could affect your ability, especially if you operate machinery, drive a vehicle or work in a dangerous environment.

You must not work if you have taken any substance which could affect your ability to operate plant or equipment or in any other way to work safely.

Any damage to Company or client's property must be reported.

If you see a situation in which a potential accident could occur or an injury could be sustained you should report it immediately.

Notices

All employees/sub-contractors, visitors are required to read and comply with all notices, instructions, hazard and warning signs provided for their information. All visitors to site must report to the site office before entering construction area.

Where general public areas have been guarded off due to the nature of work, all necessary temporary safeguards must be provided and adequate control measures put in place.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Area of possible danger to the general public must be safely guarded off and appropriate warning notices displayed. Those that could be affected by the works must be notified in advance.

When pavements could be affected by the works all appropriate signs and guards must be displayed. Temporary walkways for pedestrians must be at a safe distance from the work.

Fire Safety

Fire Notices - Make sure you are familiar with the fire procedures for your workplace. Details of your evacuation procedures and assembly points will be displayed.

Evacuation Routes

In the event of fire you must evacuate the building by the prescribed route and proceed directly to your allocated assembly point. Do not run and do not go back for personal belongings.

Fire Equipment

For your own safety and that of your fellow workers do not prop open fire doors and do not tamper with fire equipment. Ensure that all fire exit doors can be readily opened and are free from obstruction.

Damage to or misuse of fire check doors, fire exit doors and fire fighting equipment and the use of fire extinguishers must be reported immediately.

Be aware of the procedure if you discover a fire, i.e. how to raise the alarm.

In the case of a small fire you should be aware of the position of the nearest fire extinguisher and how to use it, providing you do not put yourself in any danger.

If you are a smoker, only smoke in designated areas and dispose of smoking materials in a safe manner.

Hazardous Substances

As required by the Control of Substances Hazardous to Health Regulations 2002 (Amended) (COSHH), assessments are conducted of all materials in use by Company operatives, which may pose a risk to their health. These assessments will take into consideration the material safety data sheets supplied by the manufacturer/supplier, together with the activity involved in its use during the contract work.

Information

Make sure you have sufficient information on any hazardous substance before you use it – if not ask. Always read the instructions and look at the levels marked on containers and only use substances in accordance with those instructions.

Only use substances in their original containers and do not transfer substances from one container to another if it does not have the correct labelling and information on it.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



Storage

If you have a designated safe storage area for hazardous substances make sure you return the substance you are using to that area when you have finished working with it.

Disposal

Only dispose of waste substances as instructed and in accordance with the Risk Assessments for data sheets. If these are not available then a specialist contractor should be consulted or an analysis must be undertaken before removal or disposal.

Hazard Reporting - by Employees / Management

The following circumstances must be reported verbally immediately:
Health and Safety

- If you have an accident, injury or illness which affects your ability to carry out your work.
- If you see an accident involving, or injury sustained by a non-employee, visitor etc.
- If you see any potential accident, incident or dangerous occurrence.
- If any guards or safety devices are ineffective, defective or have been removed.
- If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
- If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- If you have not been properly trained, provided with suitable information with regard to the safe operation of machinery, plant or equipment.

Hazardous Substances

- If you are not provided with suitable hazard information for a substance.
- If you are not aware of the correct way of using and handling a substance.
- If there is a spillage of a hazardous substance.

Hazard Recording

Part of the procedure for reporting hazards includes a system for all employees to record the hazards found in their workplace after communicating them to their immediate supervisor/manager.

The Recording Procedure

As stated above, all hazards should be reported to the immediate supervisor/manager without delay and that person will decide what action to take and the priority it will receive.

The employee reporting the hazard should then make an entry on the Hazard Record Sheet including the particulars of the hazard, the date, to whom it was reported and their own name. The Hazard Record Sheet will be posted in the workplace.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



After the manager has investigated the reported hazard, they will fill in the last section of the Hazard Record Sheet detailing the remedial action taken or explaining why no action has been taken. If that hazard could affect others, the manager has a duty to inform those other persons of the hazard.

Senior management will monitor the reports and action taken on a regular basis.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



GENERAL RISK ASSESSMENTS

Introduction

Health and Safety at work can be managed successfully by first identifying the hazards; measuring and evaluating the risks associated with the hazards; removing or controlling the risks, followed by educating all exposed to the risk; implementing an action programme; monitoring and reviewing the performance hazards; and deciding how to control those risks.

“HAZARD” is taken to mean any substances, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others affected by that work.

“RISK” is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

A uniform approach is taken when carrying out suitable and sufficient risk assessments and a typical risk assessment record is included in the section on specific risk assessments.

Additional technical information in respect of particular risks is contained in the Safe Working Guidance section of this System.

Policy

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and other affected by our work activities in compliance with the Management of Health and Safety at Work Regulations 1999 (92).

To ensure that this happens we:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected.
- Evaluate the probability and severity of injury or damage.
- Will, where we identify a risk of serious or imminent danger:
 - Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk;
 - Nominate sufficient competent persons to implement the procedure for evacuation from the premises;
 - Restrict access to the danger area for all who have not received adequate instruction.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



- Analyse the option for eliminating, reducing or controlling the risks then take the appropriate action.
- Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.
- Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.
- Appoint competent person(s) to assist us in complying with our statutory duties for health and safety.
- Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and protective measures and emergency procedures.

In addition to the above it is our policy to carry out specific risk assessments in accordance with the other Regulations and Codes of Practice.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



SERIOUS OR IMMINENT DANGER

Policy

It is our policy to constantly assess our organisation to determine if there is potential for serious or imminent danger to persons at work or any areas in which there may be a need to restrict personnel on the grounds of health and safety unless they have received suitable instruction and training as not to be at risk.

The remainder of this part contains the results of the assessment where we have identified such potential, formulated a procedure and nominated and trained a sufficient number of competent persons to implement those procedures.

Information

- A requirement of the management of Health and Safety at Work Regulations 1999 (92) is that every employer shall:
- Establish and bring into effect procedures to be followed in the event of serious or imminent danger to persons at work within the Organisation.
- Nominate sufficient numbers of competent persons to implement those procedures as they relate to the evacuation from the premises.
- Ensure that no one has access to any areas within the organisation where it is necessary to restrict their access for reasons of health and safety unless they have received sufficient training.

The procedures shall:

- Require any persons at work who are exposed to serious and imminent danger to be informed of the nature of the hazard and the steps taken or to be taken to protect them from the danger.
- Enable the persons concerned to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger.
- Prevent the persons from resuming work in any situation where there is still serious and imminent danger.

A person shall be regarded as competent if they have received sufficient training and experience or have sufficient knowledge and other qualities to enable them to properly implement the procedures.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



FIRE SAFETY

Introduction

One of the greatest hazards that can affect a place of work is fire. The main purpose of fire legislation - The Regulatory Reform (Fire Safety) Order 2005 is quite rightly to safeguard life. However, the full cost of replacing a workplace affected by fire, when considering the factors such as lost premises, lost output and lost jobs, can never be recovered entirely. Many workplaces seriously damaged in a fire have never been replaced.

A lost life can never be replaced.

This section of our Health and Safety Policy defines the responsibilities we have and the procedures we must follow in order to ensure fire safety at work.

Training

All employees are trained in our Fire Safety Policy when first joining us and receive refresher training on a regular basis. Notices are posted to remind us of the procedure to follow. A copy is included at the end of this section.

Fire Extinguishers

A fire risk assessment shall be produced for our activities – this assessment shall be reviewed at regular frequencies by a competent person.

Sufficient fire extinguishers, suitable for the risks involved, are located around the premises and anywhere else where a risk of fire is present. They are regularly serviced and maintained as recommended by the manufacturers.

Training in the use of the equipment is given where appropriate and all employees are instructed to only fight a fire with the equipment provided if it is safe to do so and never take risks.

If fire extinguishers are used they will be removed until they are refilled which will be as soon as practicable. Any employee using a fire extinguisher would hand it to management as soon as possible and not return it to its fire point until it is refilled.

All fire extinguisher points will be suitably signed and the area around them will be kept clear at all times.

Anyone discovering a fire should raise the alarm and evacuate the building to the designated areas.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



FIRE PROCEDURE SITE OPERATIONS

Before starting work on any site, the Site Manager will ascertain the format of the action to be taken by employees in the event of a fire situation occurring, this will only be possible on sites where defined fire procedures are in operation.

THIS INFORMATION SHOULD BE PASSED TO EACH EMPLOYEE BEFORE COMMENCEMENT OF EACH CONTRACT.

In the event of a fire employees should be instructed to follow the client procedures, and report to the person controlling role call function.

If no set procedure in place:

Person discovering the fire should:

- Raise the alarm; if not alarm system is fitted this can be done verbally by shouting fire.
- Telephone the fire brigade.
- Ensure no persons are left in the building.
- If fire extinguishers are available, and there is no personal risk, an attempt can be made in extinguishing the fire.

UNDER NO CIRCUMSTANCES SHOULD YOU PUT EITHER YOURSELF OR OTHERS IN A RISK SITUATION.

Information will be given to all employees relating to fire precautions on:

- Electricity and gas supplies.
- Hot work operation controls.
- Storage and disposal of waste materials.
- Fire safety of plant.
- Site storage of flammable liquids and LPG.
- Site security against arson.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



FIRST AID

Policy on First Aid

It is our policy to comply with Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.

We will make provision for additional training of first aid personnel as necessary to take account of specific hazards.

Our current arrangements are as follows:

A First Aid box and contents will be maintained in the site office.

The following personnel have been appointed and trained in First Aiders:

Name	Location
Renatas Stonys	Wych Cross
Saulius Leponis	Foscote Manor
Orlando Lloyd	Foscote Manor
Gayle Westwood	GILB Construction Head Office
Mumtaz Ullah (Property Manager)	GILB Construction Head Office/Threshold House

Information on First Aid

We have duties under the Health and Safety (First Aid) Regulations 1981, to provide adequate facilities and equipment to enable first aid to be rendered to our employees should they sustain injury or become ill at work.

First Aid provision should take account of the number of persons employed, the size of the establishment and the hazards and risks involved in our activities.

First Aid and Personnel

The regulations specify two classes of first aid personnel. These are as follows:

Appointed Persons

Where the risk is minimal a person without specific training may be appointed by the employer to take charge of an injury or illness. Should a serious injury or major illness occur in the workplace this person will have the responsibility of summoning help e.g. calling an ambulance.

It is recommended that this person should have had instruction in resuscitation, controlling bleeding and the care of an unconscious individual.

First Aiders

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



A First Aider is a person who has been trained and holds a current first aid certificate issued by an organisation or employer whose training and qualifications for First Aiders were at the time of issue of the certificate approved by the Health and Safety Executive for the purposes of the regulation.

In certain circumstances additional training will be necessary specific to the hazards encountered in the processes undertaken.

The number of first aid personnel will take account of forcible absences such as annual leave and training requirements. This will also take account of shift work if applicable.

The current Code of Practice to the Health and Safety (First Aid) Regulations 1981 recommends a minimum of one First Aider for every 50 employees in low risk situation. In hazardous situations, the employer must assess the risk and decide on the appropriate number - this must not be less than 1-50.

There must always be at least an Appointed Person on the premises during working hours.

An assessment should be made of the risks faced in the workplace and the number of first aid personnel together with their depth of training has to be determined.

First aid notices should be displayed throughout the premises.

First Aid Boxes

First aid boxes should be made of a suitable material and so designed as to protect the contents and all boxes should be clearly marked with a white cross on a green background.

All first aid boxes have to be stocked in accordance with the minimum requirements required by the Regulations.

The contents of the boxes should remain as required unless special circumstances prevail and additional training is given.

All establishments need at least one first aid box. Each box should be placed in a clearly identified and readily accessible location.

Every First Aider or Appointed Person should have access to, or be in charge of, the First Aid Box.

First Aid Information

The regulations require employees to be informed of the arrangements that have been made in connection with the provision of first aid including the location of equipment, facilities and personnel.

Notices to this effect should be displayed in prominent locations where they can be easily seen. These notices will give information regarding the location of the first aid facility and the name of the Appointed Person or First Aider.

Information on first aid should be included in the induction programme for any new employees and existing employees should be informed of any changes, which are made.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



ACCIDENT AND INCIDENT REPORTING AND RECORDING

Policy

It is our policy to report all accident, industrial diseases and dangerous occurrence as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

In addition, all incidents that result in first aid treatment being required will be recorded and will be investigated in an attempt to prevent a recurrence. Our employees are instructed to report all such occurrences immediately after treatment. They should also ensure that an entry is made in the Site Accident Report Book regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry then that entry will be made by their representative or manager.

Accidents will be classified as Minor, “over three day” reportable or Major reportable in line with the above Regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority.

Our health and safety consultants will be immediately notified following any accident or incident that may have to be reported and copies of each of the following will be forwarded to them for their advice and guidance:

- Accident Investigation Report
- Report form for the Enforcing Authority
- Any statements and other related documents.
-

Should the accident, or accident potential, be such that a serious or fatal injury has or could have resulted, and then we will seek the advice of our health and safety consultants who may decide to carry out an independent investigation of the incident.

Information

The reporting of accidents, industrial diseases and dangerous occurrences which are work related is governed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These regulations categorise incidents, which require action to be taken in reporting certain events to the Enforcing Authority, investigating them and taking steps to prevent future recurrence. This section defines the criteria and procedures, which must be followed in the event of any injury, disease or dangerous occurrence arising out of or in connection with work.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



All employees have to be instructed regarding these procedures and the appropriate records, which

Accidents – Action to take

All accidents involving personal injury should be reported and treatment should be obtained from the First Aider or Appointed Person. The First Aider or Appointed Person should make an assessment of the seriousness of the injury and whether they can give sufficient treatment. If the injury is of a serious nature or if there is any doubt it is recommended that the injured person is sent to the nearest hospital for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and following this it is important that the Accident Book is fully completed either by the injured person or a responsible individual on his/her behalf.

If the injury is of a serious nature and the person is taken to hospital the Accident Book should be completed by the First Line Manager or Supervisor.

A data protection - Accident Book log must be kept to record details of all injuries incurred at work however minor. It is therefore important that this document is completed as soon as is practicable following the accident.

Injuries Notifiable to Enforcing Authorities

Where a person as a result of an accident arising out of or in connection with work dies or suffers any of the injuries specified below it is necessary that a responsible person shall:

- Notify the Enforcing Authority by the quickest practicable means, i.e. telephone.
- Within ten days send a report to the Enforcing Authority on the prescribed Form F2508.

The term “accident” here includes acts of non-consensual violence done to a person at work with the reason for the violent act being work related (e.g. two employees fighting over a personal disagreement is not reportable).

Major Injuries from Schedule 1 of the Regulations

- Any fracture, other than to the fingers, thumbs or toes.
- Any amputations.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury:

- Leading to hypothermia, heat-induced illness or to unconsciousness.
- Requiring resuscitation, or
- Requiring admittance to hospital for more than 24 hours.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

- Acute illness requiring medical treatment, or Loss of consciousness.
- Acute illness which required medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



ACCIDENT AND INVESTIGATION

Information

It is important that all incidents however minor should be investigated so that appropriate action can be taken to prevent a recurrence. This is particularly important where a person has suffered injury as a result of the incident.

The first Line Manager/Supervisor should commence an accident investigation and the progress and findings should be forwarded in writing to senior management. This should be carried out immediately in serious cases.

The completing of the **data protection compliant accident book** and where necessary the appropriate statutory form can be the starting point of any investigation. The answers to the questions set within these documents can prompt further discussion and enquiry and help to decide what action needs to be taken in the future.

The following notes should be treated as a guide to the investigation:

Accident Investigation Report – Main Items

The following items should be included within the investigation report:

- Full name and address of injured person, their age and job title including accurate date and time of incident.
- Precise location of the incident within the premises together with a plan or layout of the area, followed by the full address of the premises. Take relevant photographs where possible.
- What was the injured person doing at the time of the accident? Was he/she authorised to be in that area and to do this type of work; had they been trained; were they supervised?
- Details of plant, substances, machinery or equipment involved in the accident.
- Nature of the injury and location on the body.
- Treatment given to the injured person - state whether taken to hospital. If so give the full address. If the injured person was detained, establish for how long.
- Names of any witnesses to the accident. Record their full names, addresses and take statements from them separately concerning what they saw at the time of the accident.
- Record conclusion

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



VISITORS

Policy

Our policy regarding the control of visitors on our premises is as follows:

- We must be aware that the visitor is on our premises.
- All entrances to the premises have a sign instructing people to report to Reception.
- All visitors are instructed to sign our Visitors Book on their arrival. This records their names, time of arrival and departure and who they have come to see or the purpose of their visit.

It is important that the visitor's departure time is recorded in the book.

- As far as possible the visitor will be accompanied by an employee. Visitors will not be permitted to wander freely around working areas. This is important for safety and security reasons- not only of the premises and products, but also of our employees and their belongings.

Fire Arrangements

Should a fire occur the person who is accompanying the visitor will take him/her to the fire assembly point.

The Visitors Book will also be taken to the assembly point for the roll call, as this will help account for our visitors.

Accidents

Should an incident occur involving the visitor, which results in injury this will be recorded within the Accident Book and a thorough investigation carried out as soon as possible.

If the injury is of a serious nature or is fatal, contact should be immediately made with our Health and Safety representative. The incident must then be reported to the Enforcing Authority and action taken as specified in the Accident and Incident Reporting section within this system.

Information

The employer has a responsibility under Section 3 of the Health and Safety at Work etc. Act 1974 to ensure that persons not in their employment are not exposed to risks to their health and safety. Organisations have a duty therefore to take reasonable care to see that their visitors will be reasonably safe on their premises when invited or permitted to be there.

It is important to have adequate arrangements for the control of visitors on the premises not only to ensure their health and safety, but also to ensure the safety, health and security of all the employees on the premises.

The control of visitors on working sites, for example, construction, landscaping, agricultural, is of particular importance.

Visitors should be accompanied wherever possible or if unaccompanied should be warned of any danger areas or foreseeable risks.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



SPECIFIC RISK ASSESSMENTS

Risk Assessment – (Staff, Contractors and Others)

Under the Management of Health & Safety at Work Regulations 1992, revised in 1999, the requirements for the performance of Risk Assessments in the Workplace remain paramount.

The process of inspection and hazard spotting is used to gather information, whereby all hazards are assessed as to the risks they pose with this risk assessment process being continuous throughout the workplace and the work activities themselves. Once controls have been introduced a re-assessment is conducted subsequently on an annual basis, or immediately should any changes in the circumstances of the original assessment occur.

Copies of relevant Risk Assessments are included whenever a Health & Safety Plan or Method Statement is submitted to a client at tender stage or otherwise as required.

Risk Assessment – Young Persons

It is understood by GILB Construction Ltd that employers must not employ any young person under the age of eighteen years without first conducting a risk assessment to determine the particular risks facing such persons. This assessment process should take into account the relative immaturity, lack of experience and unfamiliarity with the workplace of such work personnel.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



SAFE SYSTEMS OF WORK

Policy

We have a general duty under the Health and Safety at Work etc. Act 1974 and other statute regulations to provide systems of work that are safe and without risks to health, in so far as is reasonably practicable.

Safe systems of work embrace all our duties and play a major part in the effective management and control of health and safety.

We define a safe system of work as a formal procedure, which results from the systematic examination of a task in order to identify all the hazards. It defines safe work methods to ensure that hazards are eliminated or risks minimised by establishing effective control. The system of work can be written or verbal although written systems are preferred.

It must be recognised that the devising and implementing of safe systems of work applies not only to the permanent activities and processes. It defines safe work methods to ensure that hazards are eliminated or risks minimised by establishing effective control. The system of work can be written or verbal although written systems are preferred.

The following steps will be taken when creating our safe systems of work:

- Task assessment.
- Identification of all hazards associated with the task.
- Assessment of the risk involved.
- Identification of existing methods of control and additional controls necessary.
- Definition of the safe methods of work.
- Implementation of the working system/procedure.
- Regular monitoring and periodic re-assessment to ensure system is operating effectively.

Ensure all persons receive appropriate information, instruction and training on safe systems and procedures relating to their area of work.

PERMITS TO WORK

Policy

A permit to work system will operate where there is a high risk of injury, for example, in working with or near live electricity, hot works, entry into confined spaces and where it is not sufficient to rely on either human behaviour or other systems of work. We will institute a very strict control of the circumstances in which the work is performed, area to be worked in, the activity to be carried out and the people who are to carry out the work, through the use of PERMITS TO WORK.

A permit to work must be obtained prior to the starting of any task, which requires the issuing of a permit or any other task, which falls into the description detailed above.

Information

A permit to work is a formal, controlled safe system of work, containing the authority to work as well as being a checklist and reminder intended to ensure the carrying out of a safe system of work when there is a high risk of injury.

A permit is usually a certificate. It may start out as a checklist but the completion of each stage and signature at the end to authorise the handing back of the plant, equipment or area which has been worked upon indicates a certification that the work has been completed.

When used sensibly and properly with competent work, authorisation and supervision, the PERMIT TO WORK SYSTEM can be of invaluable assistance to a successful completion of the potentially dangerous job performed within the confines of the safe system of work.

What is Permit to Work

A permit to work is a document, which combines: (a) a statement of the work to be done, when and by whom; (b) a clear description of the plant or pieces of equipment involved, and details showing how they are identified; (c) indication of the extent to which the plant has been made safe (if applicable); (d) warning of possible remaining hazards; (e) precautions to be taken against these hazards; (f) notification of release of the equipment to those who are to carry out the work; (g) acceptance of the tasks concerned and agreement to abide by the conditions and precautions specified; (h) notification that the task is complete; (i) acceptance that the task is complete; (j) notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work.

Registered address: 65-69 Shepherds Bush Green, London W12 8TX. VAT Registration no. 995302008. Incorporation no. 7123381.



OCCUPATIONAL HEALTH

Policy

Our risk assessment identifies any circumstances where health surveillance of our employees is required.

Health Surveillance should be considered where:

- It is required under specific legislation.
- There is an adverse health condition or an identifiable disease related to the work and to which the employee is exposed.
- Valid techniques are available to detect indications of the condition or disease.
- The surveillance is likely to provide further protection of the health of the employees covered.

Information

Where occupational safety is the prevention of accidents and injuries caused at work, occupational health is the prevention of illness and disease caused by the work processes, or environment.

Identifying Risks to Health

To ensure the health at work of employees an assessment is to be made of all tasks carried out within the organisation to identify if they involve activities, processes or conditions which could potentially cause damage to health.

Following the assessment, any potentially hazardous task must be controlled, monitored and the effectiveness reviewed.

New activities should also be assessed as they are introduced and any changes in routines, substances used etc. considered in order to allow complete and effective controls to continue.

Preventative and Protective Measures

The preventative and protective measures to be taken depend on the results of the risk assessment and on any specific legislation that applies.

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TRAINING

Policy

We have a responsibility under Section 2 of the Health and Safety at Work etc. Act 1974 to provide training for employees to ensure their health and safety at work.

It is our policy to ensure that all our employees are adequately trained in our Health and Safety Policies and Procedures as well as being trained to undertake any tasks they are expected to carry out and for any emergency that may arise during their employment.

Training includes the identification of risks associated with any hazardous substance they may come into contact with as well as the procedures associated with those substances and the use of hazard data sheets.

Certain employees are trained to take action should someone have an accident and require first aid treatment.

Responsibility of the Organisation

Employers have a responsibility under Section 2 of the Health and Safety at Work etc. Act 1974 to instruct and train employees to ensure their health and safety at work.

Training will prepare employees to work safely as well as effectively reducing accidents, civil damage claims, complaints from members of the public and reduce the likelihood of criminal prosecution by an enforcing authority.

Employers should develop and carry out training in the following general areas:

- Contents of their Health and Safety Policy
- Their safe working procedures
- Management/supervisor safety training
- Induction training
- Training to meet specific requirements of legislation
- Regular refresher training as appropriate.

Responsibility of the Employee

All employees have a legal responsibility to co-operate with their company-training programme so that its objectives are met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided. Employees must also follow any revised working procedures once they are given the appropriate information, instruction and training.

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TRAINING REQUIREMENTS INDUCTION PROGRAMME

Induction training is carried out as soon as possible after an employee commences employment, ideally on arrival. The objective of the training is to ensure new employees are familiar with all fundamental aspects of Health and Safety, which relate to their employment.

New employees are requested to complete and sign an induction form to confirm they have received the training.

Areas to be Covered

Instruction and training covers the following areas:

- The Health and Safety Policy including the organisation and arrangements.
- Fire procedures including means of giving warning of a fire, action to be taken upon receiving warning, fire exits, escape route locations and assembly points.
- The names and locations of persons responsible for first aid and the location of first aid boxes.
- The location of any prohibited or hazardous areas and no smoking areas.
- Details of any traffic control/restrictions.
- The general responsibilities of employees in relation to health and safety.
- Specific job safety training as required.
- Details of further training.

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**TRAINING REQUIREMENT
HEALTH AND SAFETY POLICY AND PROCEDURES**

Introduction

All employees are made aware of the Company's commitment to health and safety and the existence of the Health and Safety Policy and Procedures for safe working.

Areas to be Covered

Instruction and training covers the following areas:

- Definition of health, safety and welfare.
- The existence of the Health and Safety at Work etc. Act 1974 and its general content, plus awareness of other regulations relating to their activities. (COSHH, CDM 2007 etc)
- The Company's commitment to health and safety.
- The location and general content of the Policy statement and its importance.
- The duties of the employer as stipulated within the legislation and Policy.
- The duties of the employee as stipulated within the legislation and Policy.
- The organisational structure for health and safety and the employee's place within it.
- The existence of general arrangements for health and safety and of instructions relating to particular tasks.
- The reporting relationships of the employee as regarding accidents and incidents.
- The Employee Manual, its location and general contents.
- Disciplinary procedures undertaken upon discovery of a breach of employee's duties.

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The control of Substances Hazardous to Health (COSHH) Regulations 2002 (Amended) require the health of employees and others to be protected, where they are exposed to hazardous substances, as part of their work activity.

Substances or preparations that are regarded as hazardous are those which:

- Are classified as very toxic, harmful, flammable, corrosive or irritant.
- Contain substances, which are listed in the Health and Safety Executive's guidance note EH40.
- Are microbiological and are capable of causing harm, i.e. pathogens.
- Are generated as a dust in substantial concentrations.
- Create a comparable risk to those identified above.

The following steps should be taken when complying with the COSHH Regulations:

- All substances within the workplace should be identified and should be documented. Refer to Health & Safety COSHH Assessments.
- Supplier's safety data sheets should be obtained on all substances previously identified and retained within health and safety file.
- All safety data sheets should be reviewed to see if the product they refer to is regarded as hazardous. Safety data sheets which refer to products that are not regarded as hazardous only need to be kept for information. The COSHH Regulations do not apply to the use of these products.
- Operations/processes which use products that are regarded as hazardous will be assessed. Refer to Health & Safety COSHH Assessments.
- Where these assessments identify risks to employees and/or other person's health, the Company must take steps to control them.

NOTE - In controlling risks to the health of employees and others, the Company can only resort to using Personal Protective Equipment and/or Respiratory Protective Equipment if it is not reasonably practicable to use other techniques, e.g. use of extraction, modifying systems of work etc.

- In appropriate cases, air sampling and health surveillance will need to be considered when completing the assessment.
- Where engineering control measures or non-disposable respirators are used to control exposure, the Regulations require them to receive preventative maintenance. With certain

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exceptions, extraction systems should receive a thorough examination and test at least once every 14 months. Respirators should be examined monthly. These checks should be documented.

- Employees should receive training in the assessments, which are relevant to their work activities. This training should be documented.
- Employees should also have ready access to the suppliers' safety data sheets, as these identify the action to be taken in emergency situations, e.g. spillage.
- Employees have a duty to use control measures provided to protect their health and to report any defects or loss of equipment. The Company should ensure its employees are aware of this duty.
- Where contractors are engaged, the Company must take steps to ensure that operations/processes do not occur which put the health of its employees at risk. This can be done by reviewing the contractor's COSHH assessments.

Hazardous Substances

Asbestos

The Control of Asbestos Regulations 2006 and the guidelines published by the HSE should be fully complied with:

It is the responsibility of all managers to make enquiries at the earliest possible time to identify the presence of Asbestos materials.

Only a licensed Asbestos removal contractor may carry out work on removal and disposal in accordance with the Regulations. All analysis and monitoring must be carried out by an independent accredited laboratory with full records being logged and recorded.

It is the responsibility of all site agents to be aware of the code of practices regarding the removal and identification of Asbestos products.

All employers must be alerted to the potential dangers of suspect materials such as Asbestos pipe lagging and sheet materials.

Only fully trained and authorised persons will be allowed to carry out work on materials, which contain Asbestos. A detailed method statement will be required before any work on removal can commence.

It is the Company's policy not to use any materials, which contain Amosite or Chrysotile within their structure.

If site personnel identify any Asbestos materials they must be reported immediately to the site supervisor and work discontinued.

Lead

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The Control of Lead at Work Regulations 2002

It is the responsibility of all managers to make enquiries at the earliest possible time to identify the presence of lead materials.

It is the responsibility of all site agents to be aware of the code of practice regarding the identification of lead materials.

If lead is found in any content on site this must be reported immediately to the site supervisor and a competent person must carry out a risk assessment.

The appropriate PPE equipment and training for the removal of any lead products in accordance with the regulations must be complied with and it is the responsibility of the site supervisor to maintain records on the disposal of these products.

It is the Company's policy not to use any materials, which contain lead within their composite.

The appropriate facilities for de-contamination must be made available on site for personnel, i.e. provision for washing, and barriers creams.

The disposal of lead materials must be carried out in accordance with the regulations and handled by authorised personnel using the appropriate container for disposal.

References

Control of Lead at Work Regulations 2002

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MANUAL HANDLING

The company has an objective to secure the health and safety of employees from hazards of manual handling by assessment of tasks and to follow the hierarchy of the current manual handling regulations. The assessments will be undertaken by a competent person and shall indicate any areas to which manual handling can be avoided, reduced or replaced by alternative means i.e. through the operation of mechanical equipment. The assessments will consider lifting, pulling, pushing and transporting items as a minimum, however each assessment shall be viewed on a task specific basis. The company shall also assess the requirement for formal manual handling training for specific employees following the findings of the manual handling assessment/s. When carrying out the assessments it shall be necessary to engage with the employees to gain feedback from their involvement whilst undertaking the task/s. Findings shall then be added to safe working procedures and publicised as part of the working process.

Staff Welfare Facilities

The company shall implement the necessary provisions indicated within the Workplace (Health, Safety & Welfare) Regulations.

This shall include provision for heating to a reasonable temperature and suitable and sufficient toilet and washing facilities. Hot and cold water with suitable cleaning soap shall be made available within the toilet facilities and shall be hygienically cleaned on a regular basis. Hand drying facilities shall also be made available. Where facilities are used by women, suitable means shall be made available for the disposal of sanitary items.

The company shall provide suitable adequate artificial lighting in the workplace where natural lighting is not sufficient.

Suitable food preparation facilities will be made available with adequate drinking water provisions.

In the event of employees working 'off site' it shall be necessary to provide welfare facilities for employees, sub-contractors and visitors where the client has no accessible use of their own facilities. In the case of construction based work this will be subject to the welfare requirements under CDM 2007.

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SUMMARY OF POLICY

All Directors, members of Management and Employees are at risk from prosecution by the enforcing authorities should they fail in their Health & Safety responsibilities.

Such failure in maintenance of safety controls could result in the Company and its employees being called to answer criminal and civil litigation, as well as facing the consequences of moral and personal issues, together with adverse publicity, increased insurance costs and/or other associated losses arising from the situation.

All of these issues, of a direct or indirect nature, require due consideration when considering the various aims and objectives of the GILB Construction Ltd Policy.

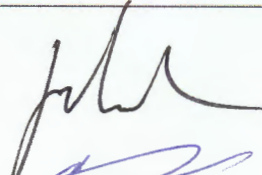

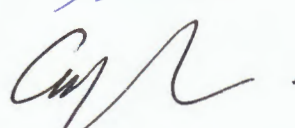
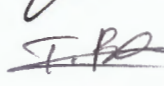
Think Safety Before Carrying Out Your Work Operation

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HEALTH & SAFETY POLICY / MANUAL ACKNOWLEDGEMENTS

The Company Health & Safety Policy Manual has been drawn to the attention of the following employees

Name	Signature	Date
ORLANDO LLOYO SONYS RENATAS	 	1-12-11 1-12-11
Gayle Westwood		1-12-11
Tamara Papiashvili		03-01-12
DV...	DV.	1-12-12