



73 St Charles Square, London W10 6EJ

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HEALTH AND SAFETY POLICY

Registered address: 73 St Charles Square, London W10 6EJ. 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, ICIOB

Managing Director
Date: 14th September 2018

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.

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RESPONSIBILITIES

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 the information required to carry out these responsibilities. They are required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

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, health and safety documents including information cards, near miss records, and any other relevant information will be made available to all employees

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

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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.

The Managers' awareness of Safety Standards includes being familiar with and observing 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 2015: Consideration will be given to the basic principles of risk avoidance and reduction at all stages of a project. Communication will be made between everyone involved in a project in order to ensure cooperation and coordination from all parties.
- 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 2013 (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 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.

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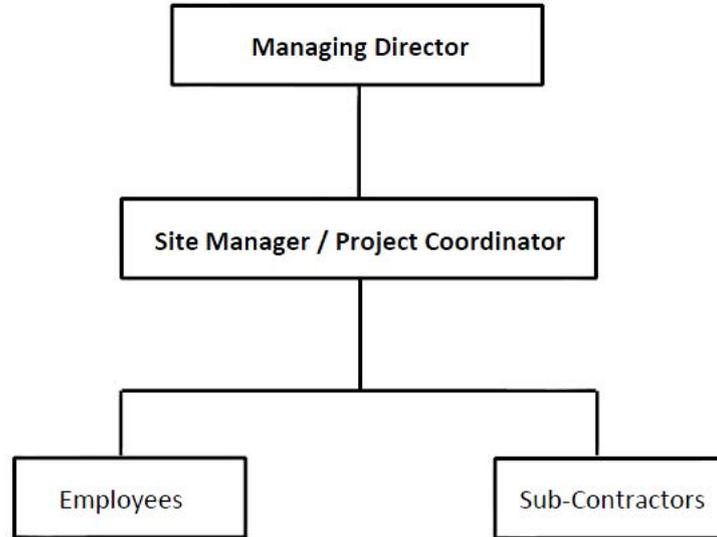
- Health and Safety (Display Screen Equipment) Regulations 1992: It is required that suitable and sufficient assessments of risk associated with the work, workstation and immediate environment should be undertaken. Any risks identified in the assessment must be reduced, so far as is reasonably practicable,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

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MANAGEMENT ORGANISATION STRUCTURE

Organisational Chart



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

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SUPERVISORS & SITE MANAGERS

Site Managers and Supervisors 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.

Site Manager and Supervisors roles include but are not limited to the following:

- 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
- 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.
- To 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 a site 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.

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SUB-CONTRACTORS

Sub-contractors roles include but are not limited to the following:

- 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 2 days prior to commencement of work.
- To co-operate with GILB Construction's health and safety policies and maintain a good working relationship with safety representatives.
- To attend a safety induction from the Site Manager before they start work
- To wear appropriate protective clothing and safety equipment
- To report any hazards and accident encountered by their employees in accordance with the requirements of the RIDDOR Regulations 2013 to the Health and Safety Executive where required.

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CONSTRUCTION DESIGN MANAGEMENT REGULATIONS 2015

The following roles are identified as a part of the CDM 2015 regulations. At the start of a project the people fulfilling each role will be identified and this information will be included in the Construction Phase Health & Safety Plan.

Client

A client in this context shall be an organisation or individual for whom a construction project is carried out.

- **Projects involving one contractor** – the client duties will be transferred to the contractor
- Any designers involved must work to the contractor in their role as the client
- **Projects involving more than one contractor** – the client must appoint a Principal Designer and a Principal Contractor
- If the client fails to appoint a Principal Contractor the role will fall to the contractor in control of the construction phase
- If the client fails to appoint a Principal Designer the role falls to the designer in control of the pre-construction phase
- The Clients duties are automatically transferred to the PC unless the Client agrees in writing with the PD to take on the Client duties
- The PC or the PD must be treated as the client by all other parties
- The Contractor or Principal Contractor is responsible for ensuring the enforcing authority is notified (F10), a third party can be appointed to notify the project
- Where there is a written agreement with the Principal Designer they are responsible for notification

Designer

A designer is an organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing others to do this. Designs include drawings, design details, specifications, bills of quantity and design calculations.

Designers can be architects, consulting engineers, quantity surveyors and interior designers, or anyone who specified and alters designs as part of their work. They can also be principal contractors, specialist contractors, tradespeople or even commercial clients, if they get actively involved in design work for their project.

A designer's decisions can affect the health and safety of all those involved in constructing a building and those who use, maintain, refurbish and eventually demolish it. The designer is obligated to 'design out' foreseeable hazards.

The Designer is responsible for:

- Making sure the client is aware of the client duties under CDM 2015 before starting any design work
- Taking any pre-construction information into account which is provided by the client (and principal designer, if one is involved)
- Eliminating any foreseeable health and safety risks to anyone affected by the project (if possible)

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- Taking steps to reduce or control risks that cannot be eliminated
- Providing design information to the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file
- Providing design information to the client and principal contractor to help them comply with their duties, such as ensuring a construction phase plan is prepared

Principal Designer

‘A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

Principal designers have an important role in influencing how the risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

The Principal designer is responsible for:

- Planning, managing, monitoring and coordinating health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- Helping and advising the client in bringing together pre-construction information, and providing the information designers and contractors need to carry out their duties
- Working with any other designer on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- Ensuring that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

Principle Contractor

‘A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor

Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

The Principal Contractor is responsible for:

- Planning, managing, monitoring and coordinating the entire construction phase
- Taking into account the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- Liaising with the client and principal designer for the duration of the project to ensure that all risks are effectively managed

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- Preparing a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- Having ongoing arrangements in place for managing health and safety throughout the construction phase
- Consulting and engaging with workers about their health, safety and welfare
- Ensuring that suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- Ensuring all workers have site-specific inductions, and any further information and training they need
- Taking steps to prevent unauthorised access to the site
- Liaising with the principal designer to share any information relevant to the planning management, monitoring and coordination of the pre-construction phase

Duties:

As a main contractor under CDM 2015 regulations we will:

- Plan, manage, supervise and monitor our work and that of our operatives to ensure it is carried out safely and that health risks are addressed
- Check that the client is aware of their duties and ensure that only competent sub-contractors, suppliers and operatives are employed
- Co-operate and co-ordinate our activities with the Principal Designer and any 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 operatives 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 Construction Phase Health & Safety Plan that may affect their operations and any safety rules they are required to comply with.
- Keep evidence of all training which is completed by our operatives
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File.
- Ensure sites are accessed only by authorised people
- 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 2013**, are promptly reported

We expect that any Sub-contractors undertaking work for us will:

- Provide the required training and information to their operatives before undertaking work
- Comply with the rules contained within Health & Safety plan which will be sent to them prior to the commencement of work on site
- Provide information on accidents, ill Health and dangerous occurrences to the site manager / supervisor

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- Provide us with all relevant method statements and risk assessments prior to the commencement of work on site

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ALCOHOL & DRUG POLICY

Anyone found under the influence or in possession of alcohol or an illegal substance will be removed from GILB Construction 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 will 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 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 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. Prior to using a company vehicle employees will be required to attend an induction.

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 company 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.

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

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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. Risk Assessment and the necessary control measures must be in place before commencement of work operation.

Hand-arm vibration syndrome (HAVS)

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 different 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 hand-arm vibration policy includes of the following:

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

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ENVIRONMENTAL POLICY

The objective of GILB Construction 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 / reusing materials where possible
- Burning of waste material prohibited
- 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
- Using waste removal companies who are fully licenced and provide information regarding the percentage of recycling achieved with each collection

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EQUAL OPPORTUNITIES POLICY

GILB Construction 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. GILB will give fair and reasonable consideration to all applicants for employment.

Existing employees who may become disabled will be given the opportunity to retrain and continue employment wherever possible.

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MONITORING PROCEDURES

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 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.

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.

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

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 monitoring is completely by management with health and safety responsibilities. Methods differ depending on the nature of activities being completed but include reports, meeting minutes, visual inspections, daily and weekly checklists.

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.

Reactive Monitoring

The reactive monitoring system is in place to follow any accident, incident or near miss which occurs.

With this form of monitoring reports such as accident/incident books, investigation reports and near miss logs are completed and assessed. Safe work systems are then implemented or improved in order to prevent further accidents or incidents from occurring.

It is important to note that our Reactive Monitoring system is only in place as a last resort and that we are dedicated to preventing accidents and incidents before they occur.

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HEALTH AND SAFETY RULES

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.

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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 in 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. Do not try to alter or tamper with the vehicle unless you have been authorised to do so.

Accident and Health

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

If injured, no matter how slight, 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 manager 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.

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.

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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 firefighting 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 (COSHH), assessments are conducted of all materials in use by 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.

Operatives must ensure that they have sufficient information on the hazardous substances before using them. Product information, COSHH assessments and data sheets must be read prior to use and substances must be used in accordance with the instructions.

Hazardous substances should only be used in their original containers and should not be transferred to one container to another if it does not have the correct labelling and information on it.

Hazardous substances should be stored in designated areas only and away from areas of high activity, hot works, etc.

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

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Reporting / Recording

The following circumstances must be reported immediately:

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

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.

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.

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

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RISK ASSESSMENTS

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.

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.

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 if required
 - Restrict access to the danger area for all who have not received adequate instruction
 - 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 a 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.

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SERIOUS OR IMMINENT DANGER

It is our policy to constantly assess our organisation to determine if there is potential for serious or imminent danger to persons at work.

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.

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FIRE SAFETY

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.

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.

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.

All employees, sub-contractors and visitors are to be inducted on fire procedures upon entering site. Fire notices are to be posted near the entrance which give the following instructions:

Person discovering the fire should:

- Raise the alarm; if no 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 dangerous 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

Fire Extinguishers

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

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Sufficient fire extinguishers, suitable for the risks involved, are located at the place of work 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.

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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:

- At least one First Aid box and contents will be maintained on site and in the head office
- The following personnel have been appointed and trained in First Aiders:

Name	Position
Andrejs Tkacenko	Site Operative
Taras Ovsinskii	Site Foreman
Lisa Jensen	GILB Construction Head Office

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 takes into 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 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

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.

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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.

First aid notices are to be displayed throughout the premises.

First Aid Boxes

First aid boxes are to be made of a suitable material and so designed as to protect the contents and all boxes are to be clearly marked.

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

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

All work establishments need at least one first aid box. Each box is to 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 are to be displayed in prominent locations where they can be easily seen. These notices give information regarding the location of the first aid facility and the name of the Appointed Person or First Aider.

Information on first aid is included in the induction for any new employees. Existing employees are informed of any changes which are made.

ACCIDENT AND INCIDENT REPORTING AND RECORDING

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 2013.

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 Accident Report Book provided 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 in line with the above Regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority.

In addition to the Accident Report Book the following documents may be required:

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

The management will determine the extent of accident reporting / recording that is required for each specific accident.

Advice from an external health and safety consultant may be sought should the accident or accident potential, be such that a serious or fatal injury has or could have resulted.

Accident Investigation Reports should include the following:

- Full name and address of injured person, their age and job title including accurate date and time of incident
- Full address of the premises and precise location of the incident within the premises. This may be provided together with a plan or layout of the area. 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

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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 2013. 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.

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.

Data protection

The Accident Book along with any accompanying reports must be kept to record details of all injuries incurred at work however minor. This information is confidential and therefore must be kept in a designated and restricted location. The company is not permitted to share any of the information obtained unless required by medical staff.

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 online at www.hse.gov.uk/riddor and complete the appropriate form OR
- Notify the Enforcing Authority by telephone on 0845 300 9923

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).

Reportable Injuries

- Any fracture, other than to the fingers, thumbs or toes.
- Any amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight

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- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours
- Any injury which causes the employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
- Any injury which causes the employee to be incapacitated for more than three consecutive days
- Any injury to members of the public or others who are not at work if the person is taken directly from the scene of the accident to the hospital for treatment

Reportable occupational diseases

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Reportable dangerous occurrences (below is a list of common events relevant to construction, additional occurrences can be found on the HSE website)

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- The accidental release of any substances which could cause injury to any person

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VISITORS

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

- We must be aware that the visitor is on our premises
- We require identification if visitors are unknown
- 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. Visitors are given inductions upon arrival which includes information about evacuation in case they are separated from the person who is accompanying them.

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 the Health and Safety Executive. The incident must then be reported to the Enforcing Authority and action taken as specified in the Accident and Incident Reporting section within this policy.

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. We therefore have a duty to take reasonable care to see that their visitors will be safe on our premises when invited or permitted to be there.

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

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SAFE SYSTEMS OF WORK

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.

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PERMITS TO WORK

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, work at height 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 including the area to be worked in, the activity to be carried out, the people who are to carry out the work and the time frame permitted. 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.

The information on Permit to Work should include:

- A statement of the work to be done, when and by whom
- A clear description of the plant or pieces of equipment involved, and details showing how they are identified
- Indication of the extent to which the plant has been made safe (if applicable)
- Warning of possible remaining hazards
- Precautions to be taken against these hazards
- Notification of release of the equipment to those who are to carry out the work
- Acceptance of the tasks concerned and agreement to abide by the conditions and precautions specified
- Notification that the task is complete
- Acceptance that the task is complete
- Notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work

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OCCUPATIONAL HEALTH

Our risk assessments identify 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

As mentioned above risk assessments identify if the tasks carried out by employees 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.

Operatives are provided with any PPE required for the tasks they are performing and are given training in the potential hazards involved.

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TRAINING

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.

Inductions

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.

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Areas to be covered during induction include the following:

- Fire / Emergency arrangements
- Accident reporting procedures
- Location of emergency equipment
- Location of any hazardous substances
- Welfare arrangements
- Site layout (including any restricted areas)
- Permits required
- PPE to be worn
- Site rules / who is in charge of site
- Site order and organisation
- Working hours

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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 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.

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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 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 employees 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

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.

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

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.

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.

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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 2015.

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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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