



HOLDEN BUILDING SOLUTIONS LTD

Health & Safety Policy

Date	Amendment/Review	Page No.	Name	Signature
12 th May 2014	Complete re-write of the H&S Policy	All pages	Phil Lord	
9 th October 2014	Review of full policy	All pages	Phil Lord	

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STATEMENT OF INTENT

The Managing Director of Holden Building Solutions Ltd fully accepts his responsibilities under The Health & Safety at Work etc Act 1974 to their Employees to ensure, so far as is reasonably practicable, their Health, Safety and Welfare at work and any other persons who may be affected by the Company's work operations. Equally, it is the duty of each employee to comply with this Policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and anyone else affected by our undertaking.

The Company will endeavour so far as is reasonably practicable to:

- Provide and maintain Plant, Equipment and Systems of Work, which are safe and without risks to health.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure the Health and Safety at work of all Employees.
- Maintain in a condition that is safe and without risks to health, any place of work under our control.
- Provide a means of access to and egress from any place of work under our control, which is safe and without risks to health.
- Provide and maintain for all employees a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Any employee who during the course of their work is required to visit premises, or a site other than their normal workplace, should be instructed to comply with the health and safety rules relating to those premises or sites.

The Company believes that participation and co-operation are essential for the promotion of Health and Safety, and the discharging of management responsibility for safety will be facilitated by joint consultation at all levels.

New entrants to the Company will, as part of the standard induction process, be given health and safety information relevant to their work and workplace. Appropriate training and instruction will be given to any person who will be engaged in work, which involves an element of risk or potential hazard.

A Health & Safety Consultant is available to advise management and employees on all matters relating to Health and Safety.

In accordance with section 2(3) of the Act, a copy of this statement will be brought to the attention of all employees, and will be regularly monitored to ensure that the objectives are achieved. It will be reviewed as and when required and, if required, revised in the light of legislative or organisational changes.

Reviewed 9th October 2014

Signed;

ORGANISATION

H&S RESPONSIBILITIES OF THE MANAGING DIRECTOR

- The provision and maintenance of safe and healthy working conditions for the workforce and any others who may be affected.
- Ensure that each person is aware of their individual responsibilities and duties.
- Ensure that sound and safe working practices are both understood and observed.
- The provision of the necessary instruction for Employees and Sub-Contractors in order to enable them to perform their work safely.
- Ensure that sufficient funds are made available for the company to fulfill its Health & Safety Policy commitments.
- Consult with the Employees of the Company on matters relating to Health, Safety and Welfare.
- Ensure that an adequate system of accident reporting and investigation is set up.
- Ensure that regular workplace inspections of both equipment and materials are carried out.
- Set up a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
- Ensure that a review of this policy is carried out as and when required, but at least once a year.
- Develop a training policy to ensure compliance with the various sets of Regulations.
- Maintain data sheets and assessments for all hazardous substances used by the company.
- Arrange for the provision of written risk assessments for any operation, substance or method of work. Also, to appoint competent persons to undertake these risk assessments and to devise and apply protective steps shown to be necessary as a result of the written assessment.

H&S RESPONSIBILITIES OF MANAGERS/SUPERVISORS

- Read and understand the company's Safety Policy and to ensure that its provisions are being effectively carried out.
- Bring the provisions of this Policy to the attention of all Employees under their control, and to set a personal example.
- Organise the workplace in such a way that tasks are carried out with the minimum of risks to employees and other persons who may be affected.
- Ensure that all work equipment is inspected on a regular basis and the findings recorded on the relevant forms to be returned to head office. Ensure that defective equipment is taken out of use.
- Ensure that Risk Assessments/COSHH Assessments are carried out as required, are task specific, and that the findings are communicated to the person/s carrying out the task.
- Put into operation effective arrangements for the implementation of adequate protective and preventative measures resulting from risk assessment.
- Ensure that all persons are supplied with, and wear the appropriate Personal Protective Equipment as identified on Risk Assessments. Ensure that Employees sign to confirm receipt of these items.
- Ensure that all personnel have received an induction prior to starting works. Ensure that all operatives are adequately instructed and trained to carry out their works safely.
- Ensure that all appropriate notices and safety signs are displayed on the notice board and around the workplace.
- To report any accidents or incidents on the Accident/Incident report and return it to head office without delay. Ensure that all minor accidents are investigated and that reportable accidents are brought to the attention of the Directors without delay.
- Ensure good housekeeping throughout.
- All welfare provisions are adequate and well maintained.
- Ensure that emergency procedures are in place, and are brought to the attention of all persons.
- Report any failing of health and safety requirements to the Directors.

H&S RESPONSIBILITIES OF EMPLOYEES

- Read and understand the Company Health and Safety Policy.
- Carry out its requirements and work in a safe manner at all times.
- Co-operate with management in promoting Health, Safety and Welfare within the workplace.
- Ensure safety guards and devices are in place and in use. Maintain tools, equipment and machinery, and report any defects to the supervisor. Use only the equipment you have been trained to do so.
- Read and follow the control measures as specified on safety documentation such as risk assessments and method statements.
- Wear and look after Personal Protective Equipment and clothing provided. Sign to acknowledge receipt of all items of PPE.
- Report all accidents no matter how small to the Managing Director.
- Make suggestions whereby the safety of current working arrangements could be improved, and report all hazards or potential hazards to the Managing Director.
- Report any failings in health and safety management to the Managing Director.
- Will not misuse anything that has been provided in the interest of Health and Safety.
- Discuss with the Managers their training needs relevant to the work and will attend any Health & Safety course instructed to do so.

H&S RESPONSIBILITIES OF SUB-CONTRACTORS

- Will be expected to read and comply with the provisions of this Policy.
- Ensure that any operatives under their control or employed by them, have knowledge of and will comply with the company Safety Policy.
- Read and follow the control measures as specified on safety documentation such as risk assessments and method statements.
- Ensure that any injury sustained, or damage caused by the sub-contractors must be reported to the Managing Director immediately.
- Arrange for suitable welfare facilities and first aid equipment to be provided for their employees unless arrangements have been made on their behalf by Holden Building Solutions Ltd.
- Ensure they fully understand the emergency procedures.
- Ensure that COSHH assessments are available for all hazardous substances used by operatives, and that the assessments are followed.
- Ensure that all work equipment used has been inspected and maintained, and found to be in good working order. All electrical equipment must have been Portable Appliance Tested within the timescales as dictated by the Electricity at Work regulations, and found to be in good working order.
- Keep all work places, for which they are responsible, clean and tidy and to clear them as work progresses.
- Wear Personal Protective Equipment, and use Safety Equipment appropriate to the operation.
- Provide evidence of training undertaken by their operatives.
- Provide information to Holden Building Solutions Ltd prior to any works starting, stating how they propose to carry out their works in a safe manner (such as risk assessments and method statements).

ARRANGEMENTS

ACCIDENT REPORTING AND INVESTIGATION

All accidents, no matter how small, must be brought to the attention of the Managing Director without delay, who will investigate the accident/incident. Any major injuries, diseases, dangerous occurrences, or accidents resulting in an employee being off work for over 7 days will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This report will be made within 15 days of the accident occurring.

The company will report the following 'specified injuries' to the HSE under regulation 4 of RIDDOR;

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- 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

Under regulation 8 of RIDDOR the company shall also report the following diseases linked to occupational exposure to specific hazards;

- Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

The main objective of accident reports and investigation is to enable accidents to be prevented. When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.

Care should be taken in completing the Accident book so as to ensure that the injured person can read the entries recorded on his/her behalf. Care should also be taken when stating the nature of the injury.

RISK ASSESSMENT

Under the Management of Health and Safety at Work Regulations 2002, the Company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking, and to record the significant findings of that assessment.

Generic risk assessments will be available for standard tasks, and must only be used if all the elements of the task being carried out are covered by that assessment.

The Managing Director will ensure risk assessments are task specific. The risk assessment form gives guidance as to how the risk evaluation has been reached, and an action plan if additional control measures are found to be required.

All persons undertaking risk assessments will receive training to ensure they are competent.

Operatives are responsible for reading the assessment prior to carrying out the task concerned. If they do not understand, or do not agree with any part of the assessment, advice and further consultation with the person responsible for producing the assessment must take place.

The risk assessments will be used positively by the company to change working procedures and improve Health & Safety performance.

Method Statements will be written where the nature of the works are of a more complex nature, and will detail specific safe working methods to be employed for given tasks.

WORK EQUIPMENT

So as to comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the Company adopts an Inspection, Testing and Maintenance Regime.

The Managing Director will ensure:

- All employees are trained in the use of equipment they are expected to use.
- Regular maintenance inspections are carried out on all equipment. Copies of all inspection records will be returned to head office.
- All equipment is kept in good order. Any equipment found or reported to be faulty will immediately be taken out of use.
- No person uses faulty equipment or equipment that does not have relevant safety devices fitted.
- Employees report faulty or dangerous equipment to the Managing Director.
- All equipment will be tested in accordance with the manufacturer's recommendations.

DISPLAY SCREEN EQUIPMENT

Under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), the company will perform a suitable and sufficient assessment of the health and safety risks to users and operators of VDUs. A 'user' is defined as an employee who habitually uses display screen equipment as a significant part of their normal work.

The assessment will be carried out and documented on the DSE Assessment Questionnaire. This will include the documenting of the action required (including the deadline for completion), and the verification that action has been taken.

The Company will plan to ensure that the user's work is periodically interrupted by such breaks or changes of activity as to reduce his/her workload at the VDU workstation. Where possible, jobs at display screens should consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands. Where the display screen work involves intensive use of the keyboard, any activity that would demand broadly similar use of the arms or hands should be avoided during breaks. Similarly, if the work on the VDU is visually demanding, any activity during breaks should be of a different visual character. Breaks should also allow users to vary their posture.

This duty does not imply a need for the employer to draw up a precise and detailed timetable for periods of VDU work and breaks. Where users forego breaks, despite being given adequate information and training, it may be necessary for employers to lay down minimum requirements for the frequency of breaks while still allowing users some flexibility. The employer's duty is to plan activities so that breaks or changes of activity are taken during their normal work.

Existing VDU users or those already employed and about to become a user, including new staff, are entitled to request an appropriate eye and eyesight test carried out by a registered ophthalmic optician or a registered medical practitioner with suitable qualifications. These tests are to be paid for by the Company.

PERSONAL PROTECTIVE EQUIPMENT

The Company has a statutory duty under the Personal Protective Equipment at Work Regulations 1992 to provide protective clothing and equipment, taking into account ergonomic and comfort requirements of an employee.

An assessment conducted with reference to regulations will identify what forms of personal protection are required. Where PPE has been highlighted as required under the risk assessment, then the PPE will be provided at no cost to the employee. Managers will ensure that adequate supplies of all necessary PPE are available as required.

The Company will provide information, instruction and training to employees relating to the use of personal protective equipment. Employees are required to co-operate in the use and care of protective clothing and equipment.

Before any newly employed operative commences work, he must be issued with standard protective clothing and equipment. All Personal Protective Equipment provided must be signed for by the Employee to acknowledge receipt.

MANUAL HANDLING

Holden Building Solutions Ltd, in so far as is reasonably practicable, shall:

Ensure all manual handling operations that carry a risk of injury to the participants are, wherever reasonably practicable, avoided by:

- Removing the need for the operation to be carried out;
- Automating or mechanising the operation.

Ensure that where manual handling operations cannot be avoided, they are assessed by a competent person. This assessment must look at all aspects of the manual handling which include:

- The task to be undertaken
- The individuals capability
- The load, its weight, shape, size, stability etc
- The environment, ie the state of the area, the floor surfaces, the temperature, the weather conditions etc.

Ensure that any person working for, or on behalf of, Holden Building Solutions Ltd does not carry out Manual Handling Operations that involve a risk of being injured, unless:

- They are competent and able to carry out the work;
- They have received Manual Handling Training from a person competent to give such training;
- The works have been subject to a Manual Handling Assessment carried out by a competent person, and a safe system of work has been conducted and implemented that reduces the risk of injury to an absolute minimum;
- They have received information the load to be carried.

Ensure that sufficient competent persons are appointed to carry out assessments of manual handling operations that carry a risk of injury to the participants and cannot be avoided.

Provide sufficient information, instruction, training and supervision necessary to ensure the health and safety of all employees carrying out Manual Handling Operations that involve a risk of being injured.

Where a problem arises involving the manual handling of a load, all employees shall:

- (a) Immediately inform the Manager;
- (b) In the case of an adverse health or medical condition, advise without delay their General Practitioner and the Managing Director.

All employees shall comply with Holden Building Solutions Ltd procedures for manual handling.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Holden Building Solutions Ltd, in so far as is reasonably practicable, shall:

- (a) Not carry on any work, which is liable to expose any employees to any substance hazardous to health unless suitable and sufficient assessment has been made of:
- The risks created by that work to the health of those employees;
 - The steps that need to be taken to meet the requirements of current statutory legislation;
- (b) Review and where necessary revise any assessments made if:
- The assessment is over 12 months old;
 - There is reason to suspect that the assessment is no longer valid;
 - There has been a significant change to the work to which the assessment relates;
- (c) Ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. This shall be done using the methods for tackling hazards – the risk control hierarchy as follows:
- Elimination of the hazard at source;
 - Reducing the hazard at source;
 - Removing the person from the hazard;
 - Containing the hazard by enclosure;
 - Reducing the employee exposure;
 - Introducing systems of work;
 - Providing personal protective equipment (PPE).
- (d) Provide sufficient information, instruction, training and supervision necessary to:
- Ensure the health and safety of all employees carrying out work that is liable to expose them to any substance hazardous to health;
 - Enable supervisors to implement this policy.

All employees shall comply with the Holden Building Solutions Ltd procedures for the Control of Substances Hazardous to Health.

TRAINING

Holden Building Solutions Ltd shall ensure that all employees are provided with adequate health and safety training:

- (a) During their induction;
- (b) If they are exposed to new or increased risks because of:
 - Their being transferred or given a change of responsibilities within the organisation;
 - The introduction of new work equipment into or a change respecting work equipment already in use by the organisation;
 - The introduction of new technology by Holden Building Solutions Ltd;
 - The introduction of a new system of work into or a change respecting a system of work already in use by the company.

All training shall be repeated periodically where appropriate, adapted to take account of any new or changed risks to the health and safety of the employees concerned, and provided during working hours.

Suitable and sufficient training will be given to all staff to ensure their on going competence and suitability for the work they are undertaking.

In order to secure the health and safety of all employees, Holden Building Solutions Ltd in so far as is reasonably practicable, shall provide health and safety training to new employees as part of their general induction training.

Induction health and safety training shall include the following:

- An overview of health and safety legislation;
- Duties of employers to their employees under the Section 2 through to 9 of the Health and Safety at Work, etc Act 1974;
- Duties of employees at work under Section 7 and 8 of the Health and Safety at Work, etc Act 1974;
- An overview of Holden Building Solutions Ltd health and safety policy and procedures.

Induction health and safety training shall also include the following;

- First aid and accident reporting;
- Hazards and risks;
- Manual handling;
- Housekeeping standards;
- Working at height;
- Hazardous substances;
- Electricity at work;
- Lone working;
- Emergency procedures;
- Welfare arrangements;

ALCOHOL AND DRUG ABUSE

Due to the nature of the work undertaken by Holden Building Solutions Ltd, employees the misuse of alcohol and drugs cannot be tolerated as it may put yourself, your colleagues and the public at risk of injury. Therefore, no person will be allowed to continue to work whilst under the influence of alcohol or drugs.

This policy applies to all employees, including those on part-time or temporary contracts, consultants, agency and other people working for or on behalf of Holden Building Solutions Ltd.

This policy is designed to:

- Discourage drinking and taking drugs during working hours
- Prevent alcohol or drug misuse
- Recognise the signs of problem drinking and drug taking
- Help problem drinkers or encourage them to seek help
- Discipline employees who let their alcohol or drug problems continue, resulting in their work performance being negatively affected

An employee with an alcohol or drug problem will be supported, providing the individual is actively seeking to overcome it. If an employee does not take action and the work performance continues to be affected, this could result in dismissal.

All employees involved in a serious accident or incident will be tested for alcohol consumption.

LONE WORKING

Where any Employee is required to carry out Lone Working, strict control measures must be followed.

These will include:

- The operative being fully trained and competent to carry out these works;
- A communication system put in place between the operative and the supervisor such as a mobile phone;
- The supervisor contacting the individual on a regular basis;
- The operative being in good health with no serious medical history;
- A First Aid kit available for minor injuries;
- If threatened with violence and aggression the operative must leave site immediately and report to the Managing Director or supervisor;

Lone working will be avoided where hazardous work activities are being undertaken.

WELFARE AND FIRST AID

Holden Building Solutions Ltd shall:

- (a) Provide such equipment and facilities as are adequate and appropriate for enabling first aid to be rendered in the event of employees being injured or becoming ill at work;
- (b) Maintain suitable numbers of qualified first aid personnel to deal with minor accidents and emergencies in the workplace;
- (c) Ensure that all employees are informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel;
- (d) Ensure that all employees are provided with sufficient information, instruction, and training and supervision as is necessary to allow them to comply with first aid procedures.

The company shall select a training organisation that use training materials, and teach the first aid management of injuries and illness, as covered in current guidelines. Managers are responsible for replenishing the first kit at head office, and the supervisor at any given site location.

The Company will provide all Employees with suitable health and welfare facilities at sites under their management. The Company has this obligation under the Construction (Design & Management) Regulations 2007 and the Workplace Health, Safety and Welfare Regulations 1992.

Suitable and sufficient toilets shall be provided at readily accessible places, and shall be adequately ventilated and lit. Toilets will be kept in a clean and orderly condition. Suitable and sufficient washing facilities shall be provided in the immediate vicinity of every toilet and every changing room.

Washing facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning, and towels or other suitable means of drying. Washing facilities will be kept in an orderly and clean condition, and will be adequately ventilated and lit.

An adequate supply of wholesome drinking water will be provided and will be marked by an appropriate sign. A sufficient number of cups or other drinking vessels will be made available.

Changing rooms will be made available where a worker has to wear special clothing for purposes of his/her work and cannot be expected to change elsewhere. In these instances, changing rooms shall be provided with seating and facilities to dry their clothing and personal effects.

Facilities will be provided to enable persons to lock away items of work clothing not taken home, their own clothing which is not worn during working hours, and their personal effects.

FIRE AND EMERGENCY PROCEDURES

Holden Building Solutions Ltd shall:

- (a) Establish and, where necessary, give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in their undertaking;
- (b) Nominate a sufficient number of competent persons to implement those procedures insofar as they relate to the evacuation of persons at work in their undertaking from premises;
- (c) Provide sufficient information, instruction and training and supervision necessary to ensure the health and safety of all employees;
- (d) Take all measures, insofar as is reasonably practicable, to monitor the effectiveness of the policy;
- (e) Ensure that all employees of Holden Building Solutions Ltd are provided with sufficient information, instruction and training and supervision as is necessary to enable them to comply with local fire and emergency procedures.
- (f) The Managing Director (or other nominated representative) shall ensure that a fire risk assessment is carried out of all locations occupied by the company either annually or following any changes in layout

All employees shall:

- (a) Familiarise themselves and comply with the requirements of the local fire and emergency procedures for the area in which they are working;
- (b) As far as is reasonably practicable, ensure that all clients, visitors and contractors working under their control on Holden Building Solutions Ltd premises are given such information, instruction and training and supervision as is necessary to ensure their health and safety in the event of serious and imminent danger to persons at work or residing in their undertaking.

PROCEDURE IN THE EVENT OF A FIRE

1. On discovering a fire

- Persons discovering a fire must raise the alarm immediately.
- Persons must only attempt to fight a fire if trained and feel that it is safe to do so.
- If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door behind you.
- Ensure that you or the fire marshal has called the fire brigade.
- Play your part in the roll call so you are safely accounted for.

2. If you hear the fire alarm

- Operate any essential shutdown devices e.g. machinery.
- Immediately leave using the nearest available fire exit.
- Do not stop to collect personal belongings.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

3. Nominated Fire Marshals

- Encourage staff around you to evacuate and to the assembly point.
- Gather all information regarding the evacuation.
- Establish if it is a genuine fire or false alarm.
- Under no circumstances allow personnel to return to the building until it has been established it is safe to do so.
- Ensure that the fire brigade has been called.
- Liaise with the fire brigade on its arrival.

SIGNS AND NOTICES

The following notices will be displayed at head office:-

- a) Copy of Certificate of Insurance;
- b) Name of First Aider;
- c) Emergency Procedures;
- d) Welfare Arrangements;
- e) Health & Safety Law Poster;
- f) Health & Safety Policy statement of intent.

STRESS

Stress is a modern day problem that could affect health. To this end Holden Building Solutions Ltd will:-

- Show that it takes the problem of stress seriously and be understanding towards people who admit to being under too much pressure.
- Encourage managers to have an open and understanding attitude to what people say to them about the pressures of their work and to look for signs of stress in their staff.
- Ensure that employees have the skills, training and resources they need, so that they know what to do, and are confident that they can do it and receive credit for it.
- If possible provide some scope for varying the working conditions and flexibility and for people to influence the way their jobs are done. This will increase their interest and sense of ownership.
- Ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated.

CONTROL OF SUPPLIERS/SUBCONTRACTORS

All suppliers and subcontractors will be subject to a vetting procedure prior to working for Holden Building Solutions Ltd.

The initial assessment will involve the Sub-contractor completing and returning an assessment form with supporting documentation. If the information returned is satisfactory, the subcontractor will be entered onto Holden Building Solutions Ltd approved list of subcontractors.

The Subcontractor will be supplied with the Holden Building Solutions Ltd Health & Safety Policy.

It is the policy of Holden Building Solutions Ltd that subcontractors must not further sub-let works without the expressed permission of the company. Each and every subcontractor employed directly or indirectly must have completed to a satisfactory standard our 'Contractor Health & Safety Questionnaire', and be placed on our approved supplier/subcontractor list before working on our sites.

Any employees with limited English will be subject to an initial interview in order to establish communication levels. Holden Building Solutions Ltd will provide extra supervision for these persons throughout their employment in case of any difficulties. Lone working is not allowed for persons with little or no understanding of English. An employee with a good understanding of English must accompany them at all times.

YOUNG PERSONS

In accordance with the Management of Health & Safety at Work Regulations the Company will induct young persons onto each site worked on in order to provide them with basic health and safety awareness (a young person is anyone under 18 years old).

Young persons need training and supervision most when they start a job. They must be trained to do the work without putting themselves and other people at risk.

Young persons and work experience students must be protected from the risk of accidents or ill health, which they are unlikely to recognise because:

- they are inexperienced; or
- they are physically or mentally immature; or
- have not been trained; or
- they may not pay enough attention to safety.

The overall Company rule is that young persons must not be allowed to do work which:

- cannot be adapted to meet any physical or mental limitations they may have;
- exposes them to substances which are toxic or cause cancer;
- exposes them to radiation;
- involves extreme heat, noise or vibration.

HEALTH SURVEILLANCE

It is the Company's intention to provide a safe and healthy place for its employees to work and to ensure that work activities undertaken on its behalf do not create risks to their health and safety. This policy covers appropriate health surveillance for the health and safety risks identified by risk assessments. This will include employees having training in recognizing the health risks associated with hazard exposure, having written information regarding risks to health, and having the relevant health surveillance if indicated.

Any employee who believes that they are exposed to any health related risk must declare this to the Managing Director, and must undertake regular health surveillance.

MOBILE PHONES

When Driving:

The Company is committed to reducing the risks, which our staff face and create when driving for work.

It is illegal to use a hand-held mobile phone while driving. It is company policy that employees driving for work must never make or receive calls on a hand-held mobile phone while driving.

Employees must;

- Never use a hand-held phone while driving.
- Plan journeys so they include rest stops when messages can be checked and calls returned.
- Only use a hands-free kit if it is absolutely safe to do so, or ensure their phone is switched off and can take messages while they are driving.
- Allow a passenger to use the phone.
- Challenge unsafe attitudes and behaviours, encourage colleagues to drive safely, and lead by personal example by never themselves using a hand-held mobile phone when driving.

CONSULTATION WITH EMPLOYEES

Holden Building Solutions Ltd Ltd will encourage the active participation of all Employees in promoting good Health & Safety practice within the company.

Consultation meaning 'Both providing the workforce with information and also taking account of individuals views before making decisions affecting Health & Safety'.

Holden Building Solutions Ltd welcomes the voice of all its employees and believes that every individual has the right to work in places where all risk to their health and safety is properly controlled.

Employees are encouraged to have a voice and equally have the opportunity to influence Health & Safety. We involve the workforce in health and safety matters by issuing safety bulletins. There is a comment box at the base of all bulletins for the employees to communicate their ideas, suggestions, issues etc. We also issue information memos on any health and safety topic where awareness needs to be raised. An annual health and safety committee meeting will be held where employees will be invited to communicate and discuss company health and safety issues.

The company will therefore comply with The Health and Safety (Consultation with Employees) Regulations, and will consult with its employees directly.

SMOKING POLICY

Passive smoking/second-hand smoke (breathing other people's tobacco smoke) has been medically proven to cause lung cancer, heart disease, and asthma in non-smokers, as well as many other illnesses and minor conditions. This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke.

The policy has been written with the employees' best interests in mind. The right for non-smokers to work in clean air prevails over the smokers 'right to smoke'.

This smoking policy will:

- Ensure a healthier and more productive workforce.
- Give a cleaner and more professional company image.
- Reduce absenteeism.
- Contribute to helping smokers quit.

Smoking is NOT PERMITTED in any work area including:

- Inside any building, including stairways, corridors, entrances, toilets, etc. (unless specifically designated a smoking area).
- Company vehicles.

Adequate signage will be displayed to inform employees and visitors of the smoke-free status of the area.

Subcontractors, visitors and temporary staff are expected to abide by the terms of this policy.

What our employees do outside of working hours will not be the basis of any disciplinary action. Nor will the company pursue a policy of discharging employees or refusing to hire applicants because they are smokers.

GENERAL HOUSEKEEPING

All storage of materials and equipment is to be executed in a manner to avoid creating trip hazards and thus prejudice the safety of either employees or any other persons within Holden Building Solutions Ltd work areas.

All cables shall be kept neat and tidy and not be permitted to trail across walkways unless suitable protection is provided.

All equipment shall be put away and stored safely when not in use.

Waste must be removed from the work area on a regular basis and disposed sensibly and in accordance with the provisions of waste management regulations and the Environmental Protection Act 1990.

ELECTRICITY AT WORK

Holden Building Solutions Ltd, in so far as is reasonably practicable, shall:

- (a) Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations latest edition;
- (b) Maintain the fixed installations in a safe condition by carrying out routine safety testing;
- (c) Inspect and test portable and transportable equipment as often as is required.

Employees:

- (a) Must report all electrical faults, or faulty electrical equipment, immediately;
- (b) Shall not use, or continue to use, faulty electrical equipment;
- (c) Shall not carry out repairs, or work on electrical equipment unless competent and authorised to do so;
- (d) Shall not bring their own electrical equipment on to Holden Building Solutions Ltd premises unless a competent person appointed by the organisation has tested it.

All employees shall comply with Holden Building Solutions Ltd procedures for Electrical Services.

PORTABLE ELECTRICAL EQUIPMENT

Portable Electrical Equipment is electrical equipment that is not part of a fixed installation, but is intended to be connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or similar means.

All portable equipment used will be 110v or 120v cordless and will be tested in accordance with the Manufacturer's guidelines and instructions.

Employees are responsible for visually inspecting any electrical equipment on a daily basis or prior to use and defects must be reported to the Managing Director or appointed Supervisor and the equipment taken out of service. A suitable log is kept by the Manager as a useful management tool for monitoring and reviewing the effectiveness of the maintenance scheme. The log will be used as an inventory of equipment in the company.

Employees must not bring any of their own electrical equipment onto site without permission from Management.

CONSTRUCTION (DESIGN & MANAGEMENT) REGS 2007

Under these Regulations the Company will:

- Check our own competence.
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Take account of and apply the general principles of prevention when carrying out duties.

If employed as Principal Contractor the Company will:

- Plan, manage and monitor construction phase in liaison with any subcontractors employed.
- Prepare, develop and implement a written plan with site rules. The Construction phase plan will be completed before construction work begins.
- Prior to works starting, pass all relevant information to subcontractors employed on the project. Ensure time for subcontractors to plan and prepare for the works.
- Check the competence of all appointees employed on the project.
- Consult with, and ensure co-operation and co-ordination of appointees on site.
- Ensure all workers and visitors to site have received a site induction, and any further information and training needed for the work.
- Monitor health and safety performance of all on site.
- Make sure that the site is secure and that only authorised persons are on site.
- Liaise with the CDM Co-ordinator with regard to design.
- Pass all relevant information about the project to the CDM Co-ordinator.
- Make sure suitable welfare facilities are provided from the start, and are maintained throughout the construction phase.

If employed as a Fcontractor the Company will:

- Plan, manage and monitor own work and that of workers.
- Check the competence of all appointees.
- Train employees.
- Provide information to workers.
- Ensure that there are adequate welfare facilities.
- Co-operate with the Principal Contractor in planning and managing work.
- Provide details to the Principal Contractor of any contractor who he engages in the construction work.
- Provide information to the Principal Contractor of all health and safety risks arising and how we propose to control them (risk assessments/method statements etc).
- Provide the Principal Contractor with information for inclusion in the health and safety file.
- Report all accidents, incidents, diseases and dangerous occurrences to the Principal Contractor.
- Inform the Principal Contractor of any problems with the construction phase plan.

WORKING AT HEIGHTS

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. The Company will do all that is reasonably practicable to prevent anyone falling during the course of their work.

Under these regulations the Company will ensure:

- All work at height is properly planned and organised.
- All work at height takes into account weather conditions that could endanger health and safety.
- Those involved in working at height are trained and competent.
- The place where work at height is done is safe.
- The risks from working at height are assessed and appropriate work equipment is selected and used.
- The risks from falling objects are properly controlled.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained.

The Company will follow a simple hierarchy for managing and selecting equipment for work at height, and will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

VIOLENCE TO STAFF

Holden Building Solutions Ltd realises that because of the nature of the work undertaken within the organisation there is a possibility of violence (predominately verbal) to staff. To ensure so far as is reasonably practicable Holden Building Solutions Ltd shall take the following actions:

- (a) Undertake all necessary risk assessments to ascertain the problem areas;
- (b) Create an action plan to minimise the possibility of violence;
- (c) Suitable and sufficient training will be given to staff on how to avoid or defuse potentially violent situations and how to respond appropriately to incidents of violence;
- (d) Provide support and counselling where appropriate to those members of staff who have been subject to a violent attack, whether verbal or physical.

It is the duty of every member of staff to report all incidents of aggression or violence through the appropriate channels as quickly as possible.

ASBESTOS

All work involving Asbestos in any form will be carried out in accordance with The Control of Asbestos Regulations 2012 and Approved Codes of Practice.

It is the Company's policy for dangerous asbestos-containing materials to be removed by a licensed and approved contractor.

Before works begin, Holden Building Solutions Ltd will make every effort to establish whether asbestos is present in the premises, and what condition it is in.

This will be done by viewing the results of any asbestos survey carried out, looking at the building plans, consulting others such as Architects and Safety Representatives, and by carrying out risk assessments and inspections of the premises both inside and out to identify materials that are, or may be asbestos. Findings will be communicated to Employees prior to starting works.

The Company will always presume that any suspect material contains asbestos unless there is strong evidence to suggest it does not.

If asbestos is suspected during the course of any works, operatives must stop work activities immediately, cordon the area off, and report to the Managing Director.

All employees likely to be exposed to asbestos during the course of their employment will attend asbestos awareness training. The Company will also endeavour to raise the awareness of employees to the dangers of asbestos by giving toolbox talks on the subject, issuing safety bulletins, carrying out risk assessments, and through regular site inspections.

The Company will endeavor to protect the health of any employee exposed to asbestos during the course of his/her employment by carrying out health surveillance and checking for early signs of illness.

PROTECTION OF THE PUBLIC

All reasonably practical measures are taken to secure the workplace and particular attention is paid to preventing injury to members of the public.

Measures considered include:

- Ensuring good standards of housekeeping
- Securing and immobilising all Plant & Equipment
- Stacking any items which can fall or topple, in a way not to cause danger
- Security of equipment and materials
- Use of pictorial hazard warning signage
- Use of temporary lighting

NOISE

The Company will ensure, so far as is reasonably practicable, that the exposure of anyone to noise from work activities should be assessed and controlled.

All plant and equipment should be fitted with noise reducing devices such as silencers and mufflers, and should be well maintained. Ear defenders or other hearing protection will be made available on site for any operations where it is not practicable to reduce the noise levels to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise. Any item of hearing protection issued must be compatible with other items of PPE being worn.

All workers exposed to noise above the first action level of 80dB will be informed that there is a risk to their hearing, what is being done about it and what they are expected to do to minimize the risk.

A Risk Assessment will be carried out prior to works starting, which will identify noise levels, PPE required, control measures and an action plan to bring noise levels down to an acceptable level.

To this end the Company will comply with the Control of Noise at Work Regulations 2005.

The Company will endeavor to protect the health of any employees exposed to high levels of noise, especially for long periods, by carrying out health surveillance involving the checking for early signs of illness.

Where any person suffers ill health or notices deterioration in hearing, they must immediately report it to the Management.

VIBRATION

Any employees regularly using hand-held power tools could develop permanent damage to fingers, hands, and arms.

The Company will identify these work activities and carry out risk assessments prior to works starting. From this assessment the risk from vibration will be prevented or controlled.

Workers using this equipment will be given information on the risks involved and what they need to do to minimise them.

The Company will endeavour to protect the health of any employees exposed to high levels of vibration, especially for long periods, by carrying out health surveillance involving the checking for early signs of illness, including numbness to the fingers and a loss of touch.

NEEDLESTICKS / SHARPS

Where work is carried out in areas where there is knowledge or expectation of drug abuse there is likelihood that sharps be discarded. These items could be contaminated with the body fluids of the drug user and as such there is a risk of infection should you come into direct contact. In the event of such equipment being identified the client or the local authority is to be contacted and removal of the items arranged. In the meantime a conspicuous marker should be placed over the item. When it is necessary for Holden Building Solutions Ltd employees to move such equipment, heavy-duty gloves and overalls will be provided to give protection against cuts and suspected items should be removed with the use of a grabber.

All sharps **must** be disposed of in the proper, clearly marked sharps container, **NOT ELSEWHERE**

Upon finding a sharp;

- Do not touch it.
- Mark the exact location by placing a cone or upturned bucket over the sharp.
- Bring the yellow sharps container to the location. Do not carry the sharp to the box.
- Using the grabber pick up the sharp and deposit into the box.
- Use the grabber to check that the sharp has been deposited deep into the container.
- Using the grabber carefully check the area for further sharps.

Procedures in the event of a needle stick injury:

- Let the wound bleed.
- Do not cover the wound with a plaster.
- Squeeze the wound but do not suck it. This will encourage any possible infection to leave the body.
- Wash the wound with soap and warm water.
- After washing, report the incident to the supervisor or responsible person.
- Go immediately to the casualty department of the nearest hospital and tell them of the circumstances of your accident. Immediate attendance is important – by the following day a possible infection may produce adverse effects in the body.

As soon as practical, report the outcome of your hospital visit to your supervisor and your General Practitioner. The company will then place you under health surveillance for the foreseeable future.

The company will provide all employees that may come involved with sharps a risk assessment that includes the control measures necessary.

MONITORING AND REVIEW

Managers and supervisors will carry out regular site safety inspections. The Health and Safety Advisor will also visit site without prior notice on a regular basis and carry out safety inspections. A safety inspection report will be prepared and communicated to the supervisor and Managing Director.

The monitoring of subcontractors will also take place; this is the responsibility of all personnel with key roles to play in the company. Should they identify failings in the standards expected of our subcontractors they will investigate the cause and take appropriate action. This could be to issue a non-conformance notice, thus instigating the removal of that subcontractor from our approved list.

All personnel are encouraged to report all accidents, near misses, and dangerous occurrences for recording in the accident book or relevant form. Statistics are updated in order to monitor the accident frequency rate (AFR), and to identify underlying trends.

The Health and Safety Advisor will carry out a yearly health and safety compliance audit, where he will audit the company systems against current legislation, the health and safety policy, and expected industry standards.

The health and safety policy will be reviewed yearly or when work practices change for example.