

**HEALTH & SAFETY
POLICY
&
PROCEDURES**

Revision History

| Version | Reason for change | Date |
|---------|---|------------|
| V1 | First issue against the requirements of ISO 14001:2004 and OHSAS 18001:2007 | 19/02/2014 |
| V2 | Full review of document to incorporate the publication of Construction (Design and Management) Regulations 2015 | 01/04/2015 |
| V3 | Annual review of document | 01/03/2016 |
| V4 | Annual review of document | 01/03/2017 |

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Section 1

THIS IS THE HEALTH & SAFETY POLICY STATEMENT

Carmel Group recognises that safety is an essential component of all its activities. Our policy is to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of our entire staff. This policy is applicable to all of our activities at our offices and beyond and all staff must support our policy and our commitment to responsible health and safety management.

We shall achieve effective health and safety management by:

1. Ensuring that all work activities comply fully with current health and safety legislation.
2. Providing a safe place of work including safe access and egress.
3. Providing a safe working environment with adequate welfare facilities.
4. Consulting with our employees on matters affecting their health & safety.
5. Providing and maintaining safe plant, equipment and systems of work.
6. Ensuring safe use, handling, storage and transportation of articles and substances.
7. Providing information, instruction, training and supervision for employees.
8. Ensuring all employees are competent to do their tasks and to give them adequate training.
9. Preventing accidents and cases of work related ill health.
10. Maintaining safe and healthy working conditions and to review and revise this policy as necessary at regular intervals.
11. Continually improving our systems and processes.

Signed:



Chris Clarke

Managing Director

Date: 01 March 2017

Section 2

ORGANISATION / RESPONSIBILITIES

The Managing Director accepts overall responsibility for health and safety within the company. It is recognised, however, that the effective implementation of the Safety Policy requires the involvement and commitment of employees at all levels.

The responsibility for health and safety at each level within the company is outlined as follows:

Board of Directors

All Directors are responsible under the law to ensure there are suitable systems, finances, equipment, people and other resources in place so that the work of the Company can be done in a way that protects the health, safety and welfare of employees and anyone else affected by the Company's business activities.

The Directors will review the safety management systems annually and will take an active interest in health, safety and welfare issues.

The Directors delegate the operational execution of their health and safety responsibilities and implementation of safety policies to the Managing Director.

All Directors will set a personal example for employees by complying with health and safety procedures.

Managing Director

The Managing Director will execute the operational and health and safety responsibilities of the Board of the company. He therefore has final and overall responsibility for health and safety, and will:

1. Ensure responsibilities for day-to-day implementation of this policy and procedures have been assigned to appropriate employees, particularly responsibilities for assessing risks, and that these are clearly written down and explained to employees and managers;
2. Arrange for managers and staff to have access to competent H&S assistance and support;
3. Ensure there is a suitable Health and Safety Action Plan for putting in place arrangements needed to fulfil the objectives of health and safety policies, company objectives, and to deal with the findings of monitoring, audits, reviews;
4. Put in place a training plan to achieve and maintain competence at appropriate levels for managers and staff;
5. Provide sufficient resources (time, personnel, suitable equipment and funds) to achieve the QSHE Action Plan and Company Objectives;
6. Monitor the progress of the H&S Action Plan, and effectiveness of H&S systems, at regular intervals, and ensure monitoring processes are in place at all levels in the company;

7. Review incident and sickness absence trends as part of monitoring the effectiveness of the health and safety systems;
8. Ensure that senior managers enforce agreed H&S arrangements, and support disciplinary action when appropriate;
9. Keep up to date with his legal responsibilities by obtaining appropriate H&S training;
10. Report H&S performance to the Board of Directors at regular intervals;
11. Set a good personal example by following agreed H&S procedures and working safely at all times;
12. Review and monitor that our commitment to continually improve is maintained.

Health, Safety and Environmental Manager

The Health, Safety and Environmental Manager's responsibilities include:

1. Acting as a focal point on health and safety matters and providing and maintaining H&S advice and support to assist Managers and Directors in putting into practice H&S objectives in a way that is both practical and cost-effective;
2. Management and maintenance of the company BS OHSAS 18001 accredited Health and Safety Management System.
3. Management and maintenance of the company ISO 14001 accredited Environmental Management System.
4. Investigating all accidents and incidents and making suitable recommendations to prevent reoccurrence and reporting all reportable accidents/incidents to the enforcing authority.
5. Ensuring that health and safety issues are covered at relevant meetings.
6. Conducting site visits for liaison, inspection, audits and reporting on H&S issues, so that matters requiring remedial action are directed to appropriate managers and others. Checking that systems and activities comply with legal and H&S policy requirements, and reporting findings to Management Teams/directors at regular intervals;
7. Supporting managers in developing and maintaining company and site arrangements for consulting with, and securing the participation of, employees/ employee safety representatives in continually improving health and safety performance.
8. Ensuring there are appropriate emergency plans in place, including fire and first-aid arrangements, to deal with both large-scale emergencies at premises/in activities, and small-scale emergencies or incidents;
9. Supporting managers and staff in undertaking risk assessments and developing adequate safe systems of work / method statements to reduce risks from company activities and operations to the lowest extent reasonably practicable.

10. Liaising with managers to Identify all plant and equipment that needs inspection and maintenance for continued safe operation and assisting in producing effective maintenance procedures for these items, either to fulfil legal requirements (such as testing of hoists and electrical equipment), or to otherwise reduce and control risks;
11. Ensuring a nominated person deputises in his absence.

All Managers

All Managers shall:

1. Work with the Health, Safety and Environmental Manager and other staff members in undertaking risk assessments and developing adequate safe systems of work / method statements to reduce risks from company activities and operations to the lowest extent reasonably practicable.
2. Liaising with the Health, Safety and Environmental Manager to Identify all plant and equipment that needs inspection and maintenance for continued safe operation and assisting in producing effective maintenance procedures for these items, either to fulfil legal requirements (such as testing of hoists and electrical equipment), or to otherwise reduce and control risks;
3. Ensure that staff under their control are aware of their H&S responsibilities and are competent to carry out their tasks through induction, training and appraisal. Ensure training required for each job is identified through job descriptions; arrange appropriate training with the H&S Manager and keep records of training given;
4. Liaise with the Health, Safety and Environmental Manager to identify all plant and equipment that needs inspection and maintenance for continued safe operation and produce effective maintenance procedures for these items, either to fulfil legal requirements (such as testing of hoists and electrical equipment), or to otherwise reduce and control risks;
5. Plan all work in accordance with the company policy for health and safety and all health and safety requirements.
6. Set a high standard of personal health and safety at all times on all Company premises.
7. Co-ordinate safety activities between principal contractor, sub-contractors, and any other contractor working on behalf of the company;
8. Carry out recorded safety inspections of site conditions and other Company premises for which they are responsible.
9. Assist with investigations into all accidents, incidents and dangerous occurrences to establish causes and develop adequate measures to prevent reoccurrence. Ensure that investigations are carried out in accordance with Company procedures. Co-operate with external investigations of accidents/incidents and ensure that any recommendations are implemented.
10. Ensure safety is treated as a priority and that adequate communication is established to ensure all staff under their control are aware of safety requirements and developments.

11. In consultation with the Health, Safety and Environmental Manager and Managing Director as may be appropriate, take disciplinary action against staff under their control who persistently breach health and safety standards / requirements.
12. Where applicable and for projects over which they have control, review, confirm and discharge relevant obligations under the CDM Regulations.
13. Instigate the post contract safety review process.

Employees

All employees shall:

1. Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
2. Co-operate with the employer to comply with the requirements of Health and Safety Legislation.
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
4. Observe all site safety rules at all times.
6. Wear appropriate safety equipment and use appropriate safety devices at all times.
7. Conform to all safety instructions given by those with a responsibility for Health and Safety.
8. Report all accidents and damage to their employer whether persons are injured or not.

Section 3

ARRANGEMENTS

1. All operations will be carried out according to relevant statutory law and accepted codes of practice.
2. Risk assessments are carried out by Surveyors/Estimators, Line Managers, and/or Project Managers on all activities where hazards exist and appropriate preventative and protective measures are taken.
3. All employees will receive regularly updated information, instruction and training to help carry out their work within all areas of relevant health and safety law.
4. All new employees will receive induction training. Any such training must cover Health and Safety law.
5. All employees must report any incident or accident to their immediate superior. The accident will be logged in the appropriate book, BI 510, and the appropriate action taken under the RIDDOR Regulations. All serious accidents and incidents will be investigated.
6. All necessary safety signs will be posted at the appropriate points:
 - a) A notice specifying from whom and where first aid is available.
 - b) Certificate of employers' liability insurance.
 - c) Information for employees notice (Health and Safety Law)
 - d) Emergency evacuation procedures.
 - e) Company safety policy.
 - f) Any other compulsory display notices.
7. All personnel and visitors, particularly contractors, will be made aware of hazards and emergency procedures.
8. Where it is not reasonably practical to eliminate a hazard or reduce it by engineering controls, suitable Personal Protective Equipment shall be provided.
9. Every effort shall be made to eliminate or, if not practical, to reduce the risk of injury from manual handling operations, risk assessments shall be made.
10. Suitable fire-fighting equipment shall be installed and maintained. Instruction in emergency procedures and the use of fire-fighting equipment shall be provided for all employees.
11. First aid facilities shall be provided in compliance with The Health and Safety (First Aid) Regulations 1981.
12. All electrical equipment will be effectively maintained so as to prevent danger in compliance with the Electricity at Work Regulations.

13. All equipment will be maintained in accordance with manufacturer's recommendations and good practice.
14. The company will provide safe systems and practises for all work activities carried out by the company.
15. All mechanical lifting devices will be maintained in accordance with the manufactures instructions.

Section 4

HEALTH AND SAFETY POLICY SUPPLEMENTS

Introduction

The supplements section of the Health and Safety policy are to give practical guidance on the arrangements for carrying out the policy.

1. Guidance on Accident Reporting Procedure
2. First Aid
3. Fire Precautions
4. Risk Assessments
5. Manual Handling Assessments
6. Display Screen Equipment
7. Control of Substances Hazardous to Health (COSHH)
8. Personal Protective Equipment
9. Work Equipment
10. Electrical Appliances
11. Safety Inspections
12. Office rules for entry
13. Procedures for working off company premises
14. New and Expectant Mothers
15. Transport
16. Working at Height
17. Lone Working
18. Induction Safety Training
19. Consultation with Employees
20. Employment and Young Persons
21. Electrical Installation
22. Asbestos
23. Welfare Facilities
24. Drugs and Alcohol
25. Sub-Contractors
26. CDM

SUPPLEMENT 1

Guidance on accident reporting procedure

1. All accidents no matter how slight should be recorded in the accident Report Book (BI 510).
2. All incidents, which, involve property damage or could have resulted in personal injury to a person should be reported to the **Health, Safety and Environmental Manager**.
3. All accidents, which result in injuries and in cases where seven or more day's full time employment is lost, **MUST** be reported to the **Health, Safety and Environmental Manager**.
4. The **Health, Safety and Environmental Manager** should arrange for the investigation of all accidents where injuries are sustained whenever it is possible and appropriate.
5. The **Health, Safety and Environmental Manager** should arrange for the investigation of all incidents which result in serious property damage or could have resulted in serious personal injury.
6. In the event of an accident resulting in a fatality or major injury occurring, activities within that particular area will be suspended and the **Health, Safety and Environmental Manager** notified immediately. Unless there remains a danger to personnel the work area concerned shall remain untouched until such times as the Enforcing Authority have conducted their investigation.
7. The **Health, Safety and Environmental Manager** will ensure the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are complied with.
8. Certain diseases are reportable under RIDDOR, a full list of these is available from the **Health, Safety and Environmental Manager**, but as a rule of thumb any disease which results through work activities should be reported to the **Health, Safety and Environmental Manager** who will arrange for investigation of the problem and ensure compliance with RIDDOR.

SUPPLEMENT 2

First Aid

The Health and Safety (First Aid) Regulations 1981 place a duty on an employer to provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work.

The Company will ensure the above provision is met by:

1. Providing first aid facilities at each work site or in company vehicles.
2. Ensuring that there is a trained and qualified First Aider available at all times whilst people are at work.
3. The First Aiders will be responsible for ensuring the up-keep of the first aid containers. They will ensure that the contents are sufficient to meet the requirements. There is no mandatory list of items that should be included in a first aid container. This is a suggested contents list only. Equivalent but different items will be considered acceptable.

| | First Aid Box | First Aid Travel Kits |
|--|---------------|-----------------------|
| Guidance leaflet (INDG4) | 1 | 1 |
| Individually wrapped sterile adhesive dressings (assorted sizes) | 20 | 5 |
| Sterile eye pads, with attachment | 2 | 0 |
| Individually wrapped triangular bandages | 6 | 2 |
| Safety pins | 6 | 2 |
| Medium sized individually wrapped sterile un-medicated wound dressings | 6 | 0 |
| Large sterile individually wrapped un-medicated wound dressings | 2 | 1 |
| Extra-large sterile un-medicated wound dressings | 3 | 0 |
| Individually wrapped moist cleaning wipes | 10 | 6 |

4. Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300ml and at least 900ml should be provided.
5. It is also recommended that at least 2 pairs of disposable gloves are included in each first aid kit.

SUPPLEMENT 2 Continued

6. Where the contents of the first aid box are found to be insufficient to meet the requirements of the First Aid Regulations, the matter will be reported to the **Health, Safety and Environmental Manager** who will take the necessary action required in order to comply with the regulations.

7. The details of any accident shall be recorded in the accident book BI 510. The necessary action will be taken to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) - see accident reporting.

SUPPLEMENT 3

Fire Precautions

The company will ensure all reasonable precautions are taken to ensure the safety of employees and visitors in the event of a fire. This will be done in a practical way by:

1. Providing suitable and sufficient firefighting equipment at appropriate locations and maintaining any such equipment on a regular basis.
2. Staff shall be trained in the use of firefighting equipment and emergency procedures; records of any such training shall be maintained.
3. Ensure emergency procedures in the event of a fire clearly displayed throughout the premises.
4. Identifying emergency escape routes and ensuring they are maintained in a safe condition. All emergency escape routes shall be kept clear of obstructions at all times.
5. Appointing fire wardens and deputies, to ensure all persons are evacuated from the buildings in the event of a fire.
6. Regular testing of the fire alarm system and carrying out of emergency evacuations.
7. Keeping up to date plans of all firefighting equipment, emergency exits, alarm points, etc.
8. Having detailed procedures in the event of bomb threats.

The **Health, Safety and Environmental Manager** is responsible for the implementation of the company's fire precautions policy and recording fire training, alarm tests, emergency evacuations, etc. in the Fire Precautions log.

General duties of persons in the event of discovering a fire

- **RAISE THE ALARM IMMEDIATELY BY USING THE FIRE ALARM BREAK GLASS POINTS ON YOUR EXIT ROUTES.**
- **LEAVE THE BUILDING BY THE SHORTEST ROUTE AND PROCEED TO THE DESIGNATED ASSEMBLY POINT.**

On hearing the fire alarm

- **LEAVE THE PREMISES BY THE SHORTEST ROUTE AND PROCEED TO THE DESIGNATED ASSEMBLY POINT.**
- **ESCORT VISITORS TO THE ASSEMBLY POINT.**
- **DO NOT COLLECT PERSONAL BELONGINGS.**
- **WITHOUT TAKING PERSONAL RISK CLOSE DOORS AND WINDOWS AND SWITCH OF LIGHTS AS YOU LEAVE.**
- **AFTER LEAVING DO NOT RE-ENTER THE BUILDING UNTIL IT IS PRONOUNCED SAFE TO DO SO BY THE PERSON IN CHARGE.**

SUPPLEMENT 3 Continued

General emergency evacuation procedures

Each building will have emergency evacuation notices displayed at prominent points outlining the escape routes and the location of emergency lighting and firefighting equipment. The following designated personnel are responsible for the controlling of emergency evacuations:

Chesterfield

Senior Warden

Deputy

Epsom

Senior Warden

Deputy

The Senior Fire Warden and deputy will be responsible for designated areas of the building.

A nominated member of the administration team should telephone the fire brigade immediately the alarm is sounded.

A list of all these persons and their roles should be displayed.

Roles and responsibilities

Senior Fire Warden

The senior fire warden is responsible for the following:

1. Ensuring that a fire evacuation drill is held twice yearly.
2. The list of responsible persons is kept up to date and that other nominated staff are fully conversant with their duties.
3. Regular fire alarm tests are undertaken and that these checks are recorded.
4. All firefighting equipment and emergency exits are checked for serviceability each month and that these checks are recorded.
5. To ensure that arrangements are in place in the event of a fire in the absence of general staff e.g. when only cleaners or contractors are present outside normal working hours.

SUPPLEMENT 3 Continued

Fire Wardens

The fire wardens are required to:

1. Undertake tasks as requested by the senior fire warden or **Health, Safety and Environmental Manager**.
2. To ensure complete evacuation of the areas under their control and to close doors and windows if safe to do so as they leave.
3. They must proceed to the assembly point as quickly as possible and make a situation report to the Senior Fire Warden.

Administration Person Chesterfield

The receptionist must:

1. Telephone EMCS immediately on hearing the alarm to confirm if an attendance by the fire brigade is required.
2. Check that the disabled toilet in reception is not occupied.
3. Ensure that any personnel within meeting room Fishbowl are evacuated.
4. Proceed as quickly as possible to the assembly point taking the company and visitors signing in/out books with her.

Administration Person Epsom

The PA must:

1. Check that the toilets are not occupied.
2. Ensure that any personnel within the meeting room are evacuated.
3. Proceed as quickly as possible to the assembly point taking the company and visitors signing in/out books with her.

SUPPLEMENT 4

Risk assessments

The Management of Health and Safety at Work Regulations 1999 place a duty on employers or self-employed persons to assess the risks to workers and any others who may be affected by their undertaking. Employers with five or more employees must also record the significant findings of the assessment.

The purpose of the risk assessment is to help determine what measures should be taken to comply with duties under the "relevant statutory provisions". This phrase covers the general duties in the Health and Safety at Work etc. act 1974 and the more specific duties in the various Acts and Regulations.

A suitable and sufficient risk assessment should:

1. Identify the significant risks arising out of work.
2. Enable the employer to identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
3. Be appropriate to the nature of the work and such that it remains valid for a reasonable period of time.

Supervisory staff, together with, the **Health, Safety and Environmental Manager**, are responsible for ensuring that a suitable and sufficient risk assessment is made of health and safety risks to employees and others in areas under their control. The significant findings should be recorded and procedures put into place to control the risks.

Training will be provided for all persons who have responsibility for carrying out risk assessments.

Information should be given to the people who may be affected by the identified risk and the control measures put into place to reduce any risks that cannot be eliminated.

SUPPLEMENT 5

Manual handling assessments

The Manual Handling Operations Regulations 1992 place a duty on the employer to:

1. Avoid hazardous manual handling operations so far as is reasonably practicable.
2. Assess any hazardous manual handling operations that cannot be avoided.
3. Reduce the risk of injury so far as is reasonably practicable.

Where it is not reasonably practicable to eliminate the need for manual handling operations at work, which could involve a risk of injury, the employer needs to make a suitable and sufficient assessment of all manual-handling operations undertaken by them.

Supervisory staff, together with, the **Health, Safety and Environmental Manager**, are responsible for ensuring that a suitable and sufficient assessment is made of manual handling operations within their areas of responsibility.

Any procedures put into place in order to reduce the risks from manual handling need to be brought to the attention of the persons concerned.

All staff will receive manual handling training from the **Health, Safety and Environmental Manager** annually and this training will be documented and available for inspection if required.

SUPPLEMENT 6

Display screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 place a duty on employers to make a suitable and sufficient assessment of workstations, which have been provided by him and are used for the purposes of his undertaking.

Any assessment made by an employer in pursuance of this requirement shall be reviewed if:

1. There is a reason to believe it is no longer valid.
2. There have been significant changes.

The Company shall reduce the risks identified in consequence of an assessment to the lowest extent reasonably practicable.

The workstation assessment should be recorded on the display screen equipment assessment form.

The **Health, Safety and Environmental Manager** is responsible for ensuring display screen assessments are undertaken on a regular basis.

The person that uses the workstation is the best person to undertake an assessment. Training should be given to the user prior to being asked to complete an assessment so that they are aware of the hazards.

The assessment should be agreed with the user and the **Health, Safety and Environmental Manager**. The information on the measures taken to reduce the risks should be brought to the attention of those concerned.

SUPPLEMENT 7

Control of substances hazardous to health (COSHH)

The **Control of Substances Hazardous to Health Regulations 2002 (as Amended)** requires an employer to make an assessment of hazardous substances.

A hazardous substance is one which can cause ill-health to people at work. These substances may include those used directly in the work process (e.g. glues and paints), those produced by work activities (e.g. welding fumes) or those which occur naturally (e.g. dust). These substances are classified according to the severity and type of hazard they may present to people who come into contact with them.

There are several classifications, but the five most common are listed below:

1. **Irritant:** A non-corrosive substance which can cause skin or lung inflammation.
2. **Corrosive:** Substances which will attack normally by burning living tissue.
3. **Harmful:** Substance which if swallowed, inhaled or absorbed may pose limited health risks.
4. **Toxic:** Substances which impede or prevent the function of one or more organs within the body, such as the liver, kidney or heart.
5. **Carcinogenic:** Substances which are known or suspected of promoting abnormal development of body cells to become cancers.

Supervisory staff and the **Health, Safety and Environmental Manager** are responsible for ensuring COSHH assessments are undertaken and recorded on the COSHH assessment record.

Information about substances used can be obtained from the label or more detailed information can be obtained from suppliers / manufacturers.

All areas where hazardous substances are used should have displayed the COSHH assessment records so information is available on safe procedures, including disposal arrangements.

Safety data sheets relating to hazardous substances stored or used should be readily available this is to give extra information in the event of an emergency.

All employees should receive sufficient information, instruction and training to enable them to undertake their work in a safe manner.

Hazardous substances should be eliminated or where this is not possible, substituted for a safer alternative.

Where elimination or substitution is not possible other controls will be provided. Personal protective equipment should be used as a last resort.

Any control measure provided should be maintained in good working order.

Records should be kept of any maintenance checks examinations, tests, etc.

SUPPLEMENT 8

Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992 (as amended) ensure that basic duties governing the provision and use of PPE apply to all situations where PPE is required. The regulations follow sound principles for the effective and economical use of PPE, which all employers should follow.

PPE is defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety.

It is the responsibility of every employer to provide suitable PPE for their employees who may be exposed to risks to their health and safety except where it has been adequately or more effectively controlled by other means.

PPE should only be used as a last resort under the hierarchy of control and such suitable PPE is defined as:

1. It is appropriate for the risks and conditions of use, including the period for which it is worn.
2. It takes account of the ergonomic requirements and the state of health of the wearer and the characteristics of the workstation of each person.
3. It is capable of fitting the wearer correctly, by adjustments if necessary.
4. It is, so far as is reasonably practicable, able to combat the risks without increasing the overall risks.
5. It complies with UK legislation on design or manufacture e.g. it has a CE mark.

All personnel using Personal Protective Equipment for the first time; are to be made aware of why it is needed, when it is to be used and its limitations. Prior to Personal Protective Equipment being issued, all personnel must be made aware of the following:

1. Why they are being issued with the equipment.
2. When and how it is to be used.
3. How it must be worn.

Any personnel with Personal Protective Equipment issued to them or responsible for the storage of Personal Protective Equipment must ensure that:

1. Personal Protective equipment is properly stored in a clean dry cupboard or other appropriate place.
2. Personal Protective Equipment is kept clean and fit for purpose.
3. It is maintained in line with the manufacturers' instructions.
4. It is replaced prior to the manufacturers' warranty or shelf life expiring.

A register of issued Personal Protective Equipment is to be maintained by the **Health, Safety & Environmental Manager**.

SUPPLEMENT 8 Continued

All project managers and supervisors are to check regularly that Personal Protective Equipment, where issued, is being worn correctly and as required. If it is found that the correct Personal Protective Equipment is not being worn; then they must fully investigate the reasons why and report their findings to the **Health, Safety and Environmental Manager**.

The **Health, Safety and Environmental Manager** is responsible for ensuring the above policy is carried out.

SUPPLEMENT 9

Work equipment

Provision and use of Work Equipment Regulations 1998 (PUWER 1998) apply to the provision and use of all work equipment, including mobile and lifting equipment.

In this instance the terms use and work equipment are defined as:

1. **Work Equipment** – means any machinery, appliance, apparatus, tool or installation for use at work.
2. **Use** – in relation to work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

The **Health, Safety and Environmental Manager** is responsible for ensuring that all work equipment used complies with this set of regulations and as such:

1. All work equipment has to be constructed or adapted so that it is suitable for its purpose.
2. It has to be selected with the conditions of use and the user's health and safety in mind.
3. It must only be used for operations for which, and under conditions for which, it is suitable.
4. It must be maintained in an efficient state.
5. It must be in good working order.
6. It must be in good repair.

The Management of Health and Safety at Work Regulations 1992 require that employers carry out a suitable and sufficient assessment of risks to the health and safety of their employees and arrangements are in place to control such risks.

1. Undertake a suitable and sufficient assessment of risks to the Health and safety of its employees who may be exposed whilst working with work equipment.
2. Any identified risks will be controlled, so far as is reasonably practicable to reduce the risk of injury to employees or others who may be affected by such activities.
3. Ensure that the correct tools for the job are provided.
4. Ensure that employees do not misuse tools, which could lead to injury or damage.
5. Systems are implemented for reporting defective tools, ensuring that any such defective tools are taken out of use and returned to stores, implementing a system for replacement tools.
6. Employees are informed of their duty to maintain tools in good working order and report and damage.
7. Arrangements for tools to be repaired/maintained by a competent person.
8. Arrangements for regular inspection of electrically powered tools in accordance with the Electricity at Work Regulations, all such tools will be identified with the date of the last test.

SUPPLEMENT 9 Continued

9. Personal protective equipment will be provided if necessary.
10. Work areas are kept clear of debris and waste material that is likely to cause a hazard.
11. Suitable storage systems are provided for tools.
12. Adequate information, instruction, supervision and training are provided to the user with regard to the work equipment being used.

SUPPLEMENT 10

Electrical appliances

The company will ensure that electrical equipment is safe by:

1. **Visual Inspection**

This will be performed by an individual prior to the item of equipment being used. The check shall include, but not be limited to:

- a) Check freedom of movement of on-off trigger switch.
- b) Examine electrical power flexible cable for damage such as cuts and exposed inner cores.
- c) Examine power plug for obvious damage and security of flex.
- d) Examine outer casing of appliance for damage, such as cracks or splits.

2. **Portable Appliance Testing**

This will be performed in house by competent persons who have received appropriate instruction, information and training. These tests will be recorded and stored electronically and will be made available on request. The period between tests will be set by the **Compliance Manager** and reviewed annually.

3. **Calibration**

This will be out sourced to a UKAS testing company. The records of these tests will be held by the **Compliance Manager** and be made available upon request.

It is the duty of all employees to notify their supervisor of any defective equipment, so that corrective action can be taken.

SUPPLEMENT 11

Safety inspections

The company takes a proactive approach to health and safety and will ensure regular safety inspections are undertaken and documented for all areas in their control. These inspections will include, but are not limited to:

1. **Premises**

Inspections of both the Chesterfield and Epsom Offices will be undertaken at intervals to be determined by the **Health, Safety and Environmental Manager**.

2. **Sites**

Inspections of any site where long term operations are taking place will be undertaken at least once during the course of the works.

3. **Equipment and Substances**

All equipment and substances will be inspected at intervals to be determined by **the Health, Safety and Environmental Manager**. These inspections will include equipment held in the Chesterfield stores and by the relevant Project Manager for all equipment and substances on site.

4. **Procedures**

The companies' safety procedures will be inspected monitored and reviewed by the **Health, Safety and Environmental Manager**. This will take place annually or as determined by the **Managing Director**.

5. **People**

Employees of the company will be assessed periodically for compliance with the companies' policy and procedures.

The **Health, Safety and Environmental Manager** will be responsible for detailing and ensuring that the above inspections are undertaken as detailed above. The person in charge of each area should be given prior notice of an inspection. A written report of any safety inspection and any recommendations, including reference to any areas of non-compliance with appropriate legislation must be compiled and passed to the **Managing Director**.

SUPPLEMENT 12

Office rules for entry

1. Parking

All vehicles must only be parked within designated parking bays and must not park or obstruct:

- a) The loading area in front of stores.
- b) Any parking space not allocated to Carmel Group.
- c) The fire assembly point.
- d) Any area marked with double yellow lines.

2. Smoking

- a) Smoking is only permitted outside the building in the designated smoking area.
- b) The use of any type of electronic cigarette or vaporiser is only permitted outside the building in the designated e-cigarette area.

3. Employees

- a) All employees must sign in and out via the main register located in reception every time they enter or leave the company premises.
- b) All employees must ensure that their workstation is kept clean and tidy.
- c) All employees must ensure that they do not block any designated means of escape or interfere with any equipment provided for their health and safety.

4. Visitors

- a) All visitors must make an appointment, prior to arrival, with the appropriate department.
- b) Upon arrival all visitors must report to Reception and register their attendance. Before further building access can be granted they must read the company procedures displayed in reception.

Note: On no account must a visitor be allowed access into the premises unless accompanied, or authorised, by a member of staff. All Carmel Group employees are asked to question any unaccompanied visitors on the premises.

5. Contractors

When first entering the companies' premises any contractor or his senior representative must contact the appropriate person to confirm details of:

- a) The work to be carried out, and to agree details for site hand-over.
- b) The safety and welfare arrangements including emergency procedures should also be agreed.
- c) The contractor will also be introduced to departmental staff with whom he will be required to liaise whilst work is in progress.
- d) All contractors must notify their escort of their intention to leave the premises.

Note: No contractor will be allowed to work on the companies' premises unless he has public and employers liability insurance cover. It is the responsibility of the person employing the contractor to check the contractors insurance.

SUPPLEMENT 13

Procedure for working off company premises

All employees working on third party sites must conduct themselves in a way befitting the company and ensure that they follow the relevant site induction process.

1. Notify the person in charge of the site of their presence.
2. Ensure that they undertake a full site induction – if required.
3. Familiarise themselves with the site and any associated hazards, this will involve liaising with the person in charge of the site.
4. Inspect the work area prior to commencing any operations to ensure it is safe and without risks, so far as is reasonably practicable.
5. Check to ensure that any risk assessments and method statements that have been issued are still valid and review them if required.
6. Identify the location of services prior to commencing work i.e. electric, telecommunications, water and gas.
7. Familiarise themselves with the emergency procedures in the event of a fire:
 - a) The location of fire alarm points.
 - b) The location of emergency exits
 - c) The location of firefighting equipment.
 - d) Any other requirements in the event of a fire.
8. Know where first aid equipment is kept and from whom it is available.
9. Report all accidents to the person in charge of the site and ensure an accident report form is completed and returned to the **Health, Safety and Environmental Manager**.
10. Read and observe all instructions and notices relating to health and safety.
11. Wear any personal protective equipment required to be worn by the work activity.
12. Visually check all tools, equipment and electrical portable appliances before use and report any defects to the site supervisor. Any item of work equipment which is not safe, must not be used.
13. Ensure any access equipment is checked prior to being used.
14. Leave the work area tidy and free from hazards at the end of each day.
15. Conduct themselves' in a manner, which ensures to safety of others.
16. Report any misgivings or concerns immediately to the **Health, Safety and Environmental Manager**.

SUPPLEMENT 14

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 regulation 18; states the actions to be undertaken once an employer has been informed in writing that an employee is a new or expectant mother.

Definition

"New or Expectant Mother": A woman, who is pregnant, has given birth within the preceding 6 months or is breastfeeding.

Pregnancy

Most women have uncomplicated pregnancies. However, there are some who experience a variety of health problems and regardless of the complexity of the pregnancy, the company will take into consideration the impact the pregnancy may have on the expectant mother's ability to do their job and have a contingency plan to accommodate them.

Medical Appointments

Expectant mothers, regardless of their length of service, are entitled to reasonable paid time off to keep appointments for ante-natal care made on the advice of a doctor, registered midwife or registered health visitor.

With the exception of the first appointment, managers may ask for a certificate from a registered medical practitioner, registered midwife or health visitor to confirm that the member of staff is pregnant and an appointment card or other evidence showing that an appointment has been made.

Facilities

HSE guidance recommends provision of suitable rest and hygiene facilities for workers who are pregnant or breastfeeding.

Pregnant and breastfeeding women may need to use toilet facilities more frequently. The need for physical rest may require that the woman has somewhere she can sit or lie down comfortably in private, without disturbance at appropriate intervals.

Access to clean drinking water should also be available.

Return to work

If a woman returns to work within 6 months of delivery or if she will still be breastfeeding after returning, the risk assessment for her work should be reviewed.

The woman may need assistance with or temporary alteration of work routines if the work is physically demanding e.g. jobs that involve lifting and handling of loads, or prolonged periods of standing or walking.

SUPPLEMENT 14 Continued

Arrangements for mothers wishing to express milk

A woman who is still breast-feeding will need access to a private room and a break— usually once or once or twice per day— to be able to express milk. She will also need access to a fridge to store expressed milk until the end of the day.

When requested, departments should set up a local arrangement. All that is required is a room that is available on a daily basis at appropriate times which can provide privacy and which is close to somewhere for the woman to wash her hands. Use of the room can be shared with other women expressing milk, if necessary.

The woman will also need access to a fridge to be able to store expressed milk until the end of her work day. Fridges in tea rooms should be suitable: provision of a dedicated fridge is unnecessary. Milk containers can be stored inside a second larger box, locked or tamper-evident if thought necessary, to ensure they are secure and not contaminated whilst stored in the fridge.

SUPPLEMENT 15

Transport

1. Potential vehicle users will be checked to ensure they have a current driving licence prior to being allowed to use company vehicles and thereafter every 12 months.
2. Vehicle users are responsible for ensuring routine maintenance checks are carried out these consist of basic weekly checks. Full comprehensive vehicle audits are conducted on a monthly basis and the completed form must be sent to vehicles@carmel-group.co.uk
3. In the event of a motoring conviction the matter should be reported as soon as possible to the vehicles team via email vehicles@carmel-group.co.uk
4. Where seat belts are fitted the vehicle driver and passengers must wear them.
5. Where persons are asked to drive commercial vehicles they should be given familiarisation instruction before being allowed to drive a vehicle on their own.
6. Speeding is against the law and excessive speeding is considered a serious matter. All drivers speeding offences will be monitored and anyone who travels at an excessive speed could be dealt with via the companies' disciplinary procedures.
7. Use of mobile phones/PDA's for either telephone calls or texting is strictly forbidden whilst driving company vehicles and the minimal use of mobile phones is only permitted if used in conjunction with a legally complaint hands free kit.
8. It is against the law to smoke in any company vehicle or vehicle provided to you by the company for use on company business.

All company vehicle drivers are issued with the company drivers handbook, which is signed for once read and understood.

SUPPLEMENT 16

Working at height

The Work at Height Regulations 2005 (as amended) places a duty on employers with regards to working at height. The company recognises the fact that additional risks arise from working at heights and will therefore take all reasonable steps to avoid working at height whenever possible and provide a safe working environment for employees who are required to carry out their duties at height. To this end the company shall ensure that the most suitable access equipment and Personal Protective Equipment is provided where working at height is required.

Access Equipment Checks

The company has access equipment pre use check sheets for each type of access equipment. These check sheets are issued as part of the site Health and Safety documentation and **must** be completed by the user as stated on each check sheet. These sheets will be inspected during site visits by the **Project Manager** and the **Health, Safety and Environmental Manager**.

Mobile elevating work platforms (MEWPs)

MEWPs can provide a safe way of working at height:

1. They allow personnel to reach the task quickly and easily.
2. They have guard rails and toe boards which prevent personnel from falling.
3. They can be used in-doors or outside.

MEWPs include cherry pickers, scissor lifts and vehicle mounted booms.

Prior to any work being undertaken, an assessment will be required to identify the most appropriate MEWP for the task at the height required. The following must be taken into consideration:

1. MEWPs must not be used where ground conditions are such that the MEWP may become unstable or overturn.
2. MEWPs must not be used near obstructions where it can be caught on any protruding features such as:
 - a. Steelwork.
 - b. Tree branches.
 - c. Overhead power lines.
3. MEWPs must not be used where there is a risk of collision from passing traffic.
4. Additional measures which need to be considered are:
 - a. Work restraints are to be used to prevent personnel from climbing out of the MEWP. These restraints must not be of the expanding sling type.
 - b. MEWPs are only to be operated by suitable qualified personnel who hold the correct and valid licence to operate them.
 - c. MEWPs are to be inspected daily by a competent person.
 - d. MEWPs are to be examined, inspected and maintained as required by the manufacturers' instructions.

SUPPLEMENT 16 Continued

Note: If a problem is identified the matter should be reported to the **Buying Department** and the MEWP taken out of use.

Ladders and Steps

Before using ladders or steps a visual inspection should be carried out. The following points should be checked:

1. Ladders/steps must be of good construction, of suitable and sound material, of adequate strength for their purpose and must be properly maintained.
2. Check for worn stiles, particularly at the head or foot of the ladder/steps.
3. Check for broken, missing, loose or worn rungs and treads.
4. Check for mud or grease on the rungs.
5. Check for rungs supported solely by nails or spikes etc.
6. Check for decayed timber or corrosion of fittings.
7. Check for warping, sagging or distortion. Ensure the ladder/steps stand firmly.
8. Check the condition of any ropes, cords, pulleys, hinges and any other fittings.

Note: If a problem is identified the matter should be reported to the **Health, Safety and Environmental Manager** and the ladder/steps taken out of use.

Rules for the use of Ladders/Steps

1. The ladder/steps should be suited for the purpose for which it is to be used and free from any defects.
2. The ladder should extend 1.05m above the landing place.
3. Ladders/steps should be set on a firm, level base and there should be no makeshift use of props to gain extra height or to level up stiles.
4. Ladders/steps should be sited where they do not present a hazard. When they are required to be placed in a pedestrian/traffic route the area should be identified by appropriate signs.
5. Where the length of ladder exceeds 3 metres in height it must be secured to prevent it from slipping. Where this is not practicable arrangements must be made to prevent the ladder from slipping. This may be achieved by using fixing blocks or cleats, sandbags, stakes embedded in the ground or the use of proprietary devices to prevent slipping, or by being footed by a second person. Footing by a second person is not considered to be effective for a rise of more than 5 metres (16 feet).

SUPPLEMENT 16 Continued

6. Ladders/steps should not be placed so that they are resting against any fragile surface or fitting.
7. Bracing boards should be used where the ladder is required to rest adjacent to windows and other openings.
8. Ladders should be set as near as possible at an angle of 75 degrees (1 measure out to 4 measures up).
9. Ladders must not be secured by their rungs, lashing should be around the stiles or ladder ties may be used if necessary.
10. Lashing or clamping at the midpoint of a ladder may be necessary to prevent sway on ladders which are over 6m in height.
11. A ladder must not be placed in such a position that any adjacent scaffold tubes interfere with the footing of the person on the ladder.
12. No ladder shall be used above a rise of 9 meters.
13. Ladders shall be inspected for damage, records of inspection and corrective actions taken shall be kept. Any such damage shall be reported to the Health, Safety and Environmental Manager.
14. Extension ladders should overlap by a minimum of:-
 - a. Up to 5 meters (16 feet) one and a half rungs
 - b. Between 5 meters (16 feet) two and a half rungs & 6 metres (20 feet)
 - c. Over 6 meters (20 feet) three and a half rungs

Further guidance on the safe use of ladders/steps can be obtained from the HSE (Guidance Note GS 31).

Mobile Scaffold Towers

1. These shall be erected according to the manufacturer's instructions.
2. Erection shall be carried out by experienced and competent persons; who has a current PASMA qualification.
3. These towers should be erected on firm level ground with castors locked if present.
4. These towers must not be moved while people are still on the platform.
5. Prior to use these towers will be visually inspected and the check sheet must be completed, signed and be returned to the Health, Safety and Environmental Manager.
6. Any damaged or incomplete towers MUST not be used and the **Senior Buyer** is to be informed.

SUPPLEMENT 16 Continued

Podiums

Before using Podiums a visual inspection should be carried out. The following points should be checked:

1. Podiums must be of good construction, of suitable and sound material, of adequate strength for their purpose and must be properly maintained.
2. Check that the guard rails are in place and that the safety gate is operable and capable of being locked.
3. Are all the wheels on and are the brakes functioning properly?
4. Is the working platform free from debris and damage?
5. Are all the components still in place and undamaged?
6. Are there any overhead obstructions?
7. Are the access steps free from debris and damage?
8. Is the podium sited on firm ground?

Razor Decks

Before using Razor Decks a visual inspection should be carried out. The following points should be checked:

1. Check the Security and functionality of the castors and brakes.
2. Check the function and secure locking of all elbow joints and triggers.
3. Check the function and operation of the outriggers including self-locking plunger; ensuring that all pre-set increments can be engaged and locked fully.
4. Check the function and operation of the transit lock lever.
5. Check the function and operation of the hand rail system.
6. Check the function and operation of the sprung end toe boards.
7. Check the function and operation of the dagger lock on the access section of the razor deck.
8. Check the function and operation of the hinged access trap door.
9. Ensure the gate locking catch mechanism is functional and self-locking.

SUPPLEMENT 17

Lone working

The company accepts the fact that lone workers may be at a greater risk through work activities and therefore in line with **Regulation 3 of the Management of Health and Safety at Work Regulations 1999**, the following procedures have been established:

1. The company will ensure that employees who are required to work alone or unsupervised for any significant period of time are protected from risks to their health and safety, so far as is reasonably practicable.
 - a. Additional risk assessments specific to the task being undertaken will be undertaken.
 - b. Additional method statements specific to the task being undertaken will be undertaken.
 - c. A safe system of work will be issued to lone workers.
2. Employees will be given all necessary information, instruction and training to enable them to recognise the additional hazards and risks involved with lone working.
3. Employees will be required to follow the safe working procedures as established by the company, which will include the provision of first-aid, communication procedures and awareness of emergency procedures.
4. Employees will be expected to work within the limits as set out by the company.
5. The **Health, Safety and Environmental Manager** will ensure that the procedures with regard to lone workers are adhered to.

SUPPLEMENT 18

Induction and safety training

All new employees shall receive induction and safety training. This training will be undertaken by the **Health, Safety and Environmental Manager** and shall include the following:

1. The companies' health and safety policy, including a summary of the organisation and arrangements including employee consultation.
2. An explanation of the ISO 14001 and BS OHSAS 18001 management systems, including the green office procedure and the name of the employee's direct supervisor and where the health and safety information can be found.
3. The employee's responsibility for health and safety, including any general health and safety rules such as the companies' policy on smoking.
4. The accident reporting procedure, including the location of the accident book and the locations of the first aiders.
5. The fire and other emergency procedures.
6. Any specific hazards relating to the workplace.
7. An overview of risk assessments and safe systems of work.
8. The location of the welfare facilities, canteen and the procedure for reporting defects.

SUPPLEMENT 19

Consultation with employees

The Health & Safety (Consultation with Employees) Regulations 1996 place a duty on the employer to consult with employees on matters regarding health and safety.

Therefore the company is committed to consult with employees on all matters relating to health and safety at work and to comply with the above regulations. An open door policy with regards to Health and Safety exists and all employees are able to speak openly to senior management regarding Health and Safety.

Carmel Group holds monthly head of department meetings where all matters relating to Health and Safety are discussed. The attendees are made up of:

Managing Director

Operations Director

Health, Safety and Environmental Manager

Operations Managers

In addition to the Head of Department Meeting, monthly team meetings and regular operations and compliance meetings are held where matters relating to Health and Safety are discussed.

The minutes from these meetings are kept and can be made available upon request. Any major findings or decisions borne out of the meetings are published on the company intranet and via e-mail and/or memos.

SUPPLEMENT 20

Employment of young persons

The company is aware of the fact that young persons may be exposed to additional risks at work due to their immaturity, inexperience and lack of awareness of risk and therefore are committed, so far as is reasonably practicable, to reducing these risks to the lowest possible level.

Summary of duties

Under **The Health and Safety (Young Persons) Regulations 1997** the company has the following procedures in place, to so far as is reasonably practical, minimise the additional risks associated with employing a young person, (someone who is over compulsory school leaving age but has not attained the age of eighteen years):

1. A risk assessment specifically related to young people must be undertaken before employment commences, or where a young person is already in employment, this assessment must be completed immediately.
2. In the case of the employment of a child (someone who is not over the compulsory school leaving age) an employer must inform parents or those with parental responsibility of the outcome of the risk assessment and the control measures introduced. This also applies to children on work experience.
3. These risk assessments must take into account the following: -
 - a. The immaturity and inexperience of the young person and any consequential lack of awareness of risk.
 - b. The nature and layout of the work place.
 - c. The extent of the health and safety training to be given.
 - d. The nature and degree of duration of exposure to chemical, biological or physical agents.
 - e. The use of equipment, methods and work activities to be undertaken.
 - f. The risks involved with work with such materials as explosives, lead and asbestos.
4. The company will ensure, so far as is reasonably practicable, that adequate training and supervision is made available to all young persons employed within the company and that all relevant training is suitably recorded.
5. Whilst employed onsite, the young person will be escorted and supervised at all times by an experienced member of staff who will ensure that prior to any work task being allocated, the young person :-
 - a. Is trained on the correct use of work equipment required to be used to complete the task.
 - b. The young person has demonstrated an understanding of that training.
 - c. The young person has fully understood the requirements of the task.

SUPPLEMENT 21

Electrical installation

The Electricity at Work Regulations 1989 came into force on 1st April 1990. The main duties imposed upon employers and employees with regard to electrical safety are contained within this legislation.

1. Therefore all reasonable steps will be taken to secure the health and safety of employees who use, operate, maintain and install electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the companies' intention to reduce the risks so far as is reasonably practicable:
2. Ensure that all electrical installation work is carried out by competent persons and installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations.
3. Promote and implement safe systems of work.
4. Ensure that employees engaged to conduct electrical installations are competent to do so.
5. Ensure that all work on electrical systems which expose conductors is carried out with the supply switched off, isolated and locked off.

SUPPLEMENT 22

Asbestos regulations

General Statement

The Control of Asbestos Regulations 2012 came into force on the 06th April 2012. **Regulation 5** states that:

An employer shall not undertake work in demolition, maintenance, or any other work which exposes or is liable to expose his employees to asbestos in respect of any premises unless either:

1. A suitable and sufficient risk assessment has been undertaken as to whether asbestos, what type of asbestos, contained in what material and in what condition is present or liable to be present in those premises; or
2. If there is doubt as to whether asbestos is present in those premises he must assume that asbestos is present, and that it is not chrysotile alone.

It is recognised that asbestos material is used in many different ways and forms in building construction. It is generally used to prevent the spread of fire and as such may be found in the locations listed below:

1. Internal staircases.
2. Walls, ceilings and doors.
3. Cladding on steelworks, girders.
4. Insulation around boiler and pipes.
5. Contained within floor tiles.

The list above is not exhaustive and it must be remembered that asbestos can be found anywhere within a building structure.

Regulation 10 states that:

Every employer shall ensure that adequate information, instruction and training are given to those of his employees:

Who are or are liable to be exposed to asbestos, or who supervise such employees, so they are aware of:

1. The properties of asbestos and its effects on health.
2. The types of products or materials likely to contain asbestos.
3. The operations which could result asbestos exposure and the importance of preventative controls to minimise exposure.
4. Safe working practices, control measures and protective equipment.
5. The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment.

SUPPLEMENT 22 Continued

6. Emergency procedures.
7. Hygiene requirements.
8. Decontamination procedures.
9. Waste handling procedures.
10. Medical examination requirements.
11. The control limit and the need for air monitoring.

The company provides asbestos awareness training to all employees who are most at risk from coming into contact with asbestos, this training is recorded and the records can be made available upon request.

The **Health, Safety and Environmental Manager** is responsible for ensuring that all staff are kept fully conversant with the latest legislation and is available to advice employees as required.

SUPPLEMENT 23

Welfare facilities

The Workplace (Health, Safety and Welfare) Regulations 1992 came into force on 01 January 1993. These regulations state that an employer must provide employees with adequate welfare facilities. These facilities include lighting, temperature and ventilation. The **Health, Safety and Environmental Manager** is responsible for ensuring that the Welfare facilities provided are maintained in accordance with the prescribed regulations as outlined above.

Maintenance of the workplace, equipment, systems and devices

Regulation five states that an employer must maintain the workplace; including work equipment, devices and systems. These must be maintained in an efficient state, good working order and in good repair.

Ventilation

Regulation six states that every enclosed workspace is ventilated by a sufficient quantity of fresh or purified air. Any air that is introduced into the workspace should be; so far as is reasonably practicable; free on any impurity which is likely to be offensive or cause ill health.

Temperature

During working hours, the temperature in all workplaces inside building shall be reasonable without the need for special clothing. Any method of heating or cooling must not be used that is likely to cause the escape of fumes into the workplace.

Lighting

Every workplace shall have suitable and sufficient lighting to enable people to work; use facilities and move from place to place safely and without causing eye strain.

Cleanliness and Waste Materials

Every workplace, including all furniture, fittings, walls, ceiling and floor surfaces shall be kept sufficiently clean. So far as is reasonably practicable, waste materials shall not be allowed to accumulate in the workplace except in suitable receptacles.

Sanitary Conveniences

Suitable and sufficient sanitary conveniences shall be provided at readily accessible places. These conveniences shall be well lit, adequately ventilated, kept clean and tidy and are provided in separate rooms for males and females.

Washing Facilities

Suitable washing facilities are to be provided and are deemed as suitable provided they are in the immediate vicinity of the sanitary convenience, have clean hot and cold running water, soap and towels or other suitable means of drying.

SUPPLEMENT 23 Continued

Drinking Water

An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace. This supply must be readily accessible at suitable places and have a sufficient supply of cups or other drinking vessels.

Off Site Welfare Facilities

When working away from the companies premises; these regulations are still applicable; however the facilities will be provided and controlled by the client.

The locations and any other relevant information with regards to the facilities must be communicated during the site induction process. If any employee has any concerns with regards to the provision of such facilities whilst working away from the companies premises must speak to their site contact in the first instance. If they still have any concerns, then they must speak to the **Health, Safety and Environmental Manager**; who will liaise with the appropriate person at the site.

SUPPLEMENT 24

Drugs and Alcohol

General Statement

Carmel Group operates a zero tolerance policy with regards to Drugs and Alcohol and as such will not tolerate any drug or alcohol abuse from any of their workforce. As a company we are duty bound to ensure that all employees whilst at work, as well as being equipped to undertake their relevant tasks, are in a fit and sober state of mind.

Any employee representing Carmel, be they directly or indirectly employed, found to be under the influence of drugs or alcohol whilst discharging their duties will be immediately removed from site and will not be permitted to work on company premises or any sites where the company are undertaking works.

Some over the counter medication can affect your ability to work, you are required, for your safety and the safety of others, to tell your line manager, if prescribed or purchased medicine has side effects which may affect your ability to work or drive.

You must not drink alcohol on the Company's premises or the premises of its customers or clients [other than at authorised social occasions]

Any employee who is found consuming alcohol on the Company's premises or the premises of its customers and clients or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Company's disciplinary procedure.

During lunch breaks, even whilst not on Company premises, employees should generally avoid consuming alcohol because of the detrimental impact it can have on work performance. Employees should not drink alcohol at lunchtime if they have to drive or operate machinery in the course of their duties in the afternoon. In any event, you must exercise moderation and bear in mind your obligation not to be intoxicated at work.

Reporting for work when unfit due to the influence of alcohol, drugs (whether illegal or not) or substance abuse is also forbidden and may be regarded as a gross misconduct offence. Whether you are unfit for work is a decision to be made by management.

The possession, use or distribution of drugs for non-medical purposes on the Company's premises is strictly forbidden and a gross misconduct offence.

If the Company suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

If you refuse to undergo a medical examination in such circumstances your refusal will normally be treated as gross misconduct.

If, having undergone a medical examination, it is confirmed that you have been positively tested for an illegal drug or have a problem with alcohol or drugs, or you admit there is a problem, the Company reserves the right to suspend you from your employment to allow the Company to decide whether to deal with the matter under the terms of the Company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

SUPPLEMENT 24 Continued

If you do not follow any agreed/recommended course of treatment or if it is ineffective, lapses in your performance, conduct or attendance will be dealt with in accordance with our normal procedures, as appropriate.

The Company reserves the right to screen you for alcohol using a standard breathalyser if a Manager believes that you are under the influence of alcohol.

The Company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Company's premises.

Random Drug and Alcohol Testing

The Company may carry out random professionally recognised drug and/or alcohol tests on employees. You are required to cooperate fully with the Company's requests and procedures. All such tests will be carried out by fully trained staff.

Should you fail a drug / alcohol test you will be subject to the Company's disciplinary procedures.

SUPPLEMENT 25

Sub-Contractors

All Sub-contractors working on Carmel sites will be checked for competency prior to being engaged. They must complete the Carmel Group sub-contractor screening form which will be approved by the **Commercial Manager** and the **Health, Safety and Environmental Manager**. As part of the sub-contractor screening process, copies of the following documentation will be provided:

- Liabilities insurance
- Indemnity insurance
- Company Health and Safety Policy Statement.
- Examples of method statements/Risk assessments
- Emergency Procedures including rescue planning where required
- Management and Operative training records

Sub-contractor safety performance will be closely monitored at all times and post contract reviews will be carried out at contract completion. Any Sub-contractors failing to reach the desired levels of safety compliance will be prevented from working on further contracts until the necessary steps have been taken to ensure improvements in safety performance.

SUPPLEMENT 26

Construction (Design and Management) Regulations 2015

CDM Regulations

Carmel perform the duties of Designer, Principal Contractor and Contractor under the Construction (Design and Management) Regulations 2015 (CDM 2015).

We recognise that good management of health and safety on site is crucial to the successful delivery of a construction project. As principal contractor our key duty is to properly plan, manage and coordinate works to ensure that risks are properly controlled and safe systems of work implemented. When acting as Contractor our key duty is to co-operate with the Principal Contractor in planning and managing the works to ensure that risks are properly controlled and safe systems of work implemented.

All construction works, as defined in Regulation 2 of CDM 2015, will be carried out to comply with the regulations and Approved Code of Practice L153 "Managing Health & Safety in Construction". The Company subscribes to the CITB GE700 series and our procedures are based upon guidance contained within the GE700 series and CDM AcoP L153.

Written Construction Phase Health & Safety Plans and Method Statements are produced for all projects, which set out arrangements for giving and receiving information about risks and controls, complying with site rules, management and supervision, co-operation with other duty holders and providing information for the Construction Phase Health and Safety Plan and Health and Safety File.

Clients, contractors and designers are made aware of their duties by issuing specific CDM duty holder information sheets.

Our arrangements for complying with our duties as Principal Contractor and Contractor under CDM 2015 are given on the following pages.

Principal Contractor

Arrangements for complying with our duties as Principal Contractor as defined in Regulation 13 of CDM 2015 are given below, taken from the CDM AcoP L153, pages 36-43. Detailed procedures are in our Health and Safety Procedures Manual.

We will assess the project to ensure we have necessary experience and resources to manage the health and safety issues likely to be involved in the management of the construction phase. We will make Clients, contractors and designers aware of their duties by issuing specific CDM duty holder information sheets. We will request confirmation that a Principle Designer has been appointed and HSE Notification has been made.

We will plan the construction phase by co-operating and coordinating with the Client, Principle Designer, designers and contractors to ensure that works are properly planned, managed, monitored and resourced, appropriate to the activities and risks involved. All contractors will be consulted on time mobilization periods prior to commencing works.

SUPPLEMENT 26 Continued

Competency checks will be carried out on all designers and Sub-contractors using our Health & Safety Questionnaire and Core Competence Review in our Health and Safety Procedures Manual. The Construction Phase Health and Safety Plan will be prepared to meet the requirements of Appendix 3 of CDM 2015.

Suitable and sufficient method statements, risk assessments and Construction Phase Plan will be prepared based upon information received from the Principle Designer, site visits and our own reasonable enquiries. These will be prepared, updated and developed and communicated to those affected by our works, including contractors and adjacent occupiers. Site rules including permit requirements will be agreed with the Client and Principle Designer and enforced throughout the project.

We will take reasonable steps to prevent unauthorized access to the site. We will ensure that all workers are provided with suitable health and safety induction, information and training and ensure all workers are consulted on health and safety matters.

We will liaise with the Principle Designer on design carried out during the construction phase and implications for the Construction Phase Health and Safety Plan and provide information promptly for the Health and Safety File.

We will not commence construction works until we have been notified that the Client is satisfied that our Construction Phase Health and Safety Plan and welfare facilities comply with Regulation 12 and Schedule 2 of CDM 2015. A copy of the HSE Notification will be displayed on site together with all other relevant statutory information and signage.

Contractor

Arrangements for complying with our duties as contractor defined in Regulation 15 of CDM 2015 are given below, taken from the CDM AcoP L153, pages 43-49. Detailed procedures are in our Health and Safety Procedures Manual.

We will assess the project to ensure we have necessary experience, training and resources to manage the health and safety issues likely to be involved in the management of the construction phase. We will make Clients, Sub-contractors and designers aware of their duties by issuing specific CDM duty holder information sheets.

We will plan the construction phase by co-operating and coordinating with the Client, Principal Contractor, Principle Designer, designers and Sub-contractors to ensure that works are properly planned, managed, monitored and resourced, appropriate to the activities and risks involved. All contractors will be consulted on time mobilization periods prior to commencing works.

Competency checks will be carried out on all designers and Sub-contractors using our Health & Safety Questionnaire and Core Competence Review in our Health and Safety Procedures Manual. The Construction Phase Health and Safety Plan will be prepared to meet the requirements of Appendix 3 of CDM 2015.

SUPPLEMENT 26 Continued

Suitable and sufficient method statements, risk assessments will be prepared based upon information received from the Principal Contractor, Principle Designer, site visits and our own reasonable enquiries. These will be prepared, updated and developed and communicated to those affected by our works, including contractors and adjacent occupiers. Site rules including permit requirements imposed by the Client and Principal Contractor will be observed throughout the project.

We will take reasonable steps to prevent unauthorized access to areas under our control. We will ensure that all workers are provided with suitable health and safety induction, information and training and all ensure all workers are consulted on health and safety matters.

We will comply with any requirements listed in Schedule 2 of CDM 2015 that apply to our work. We will liaise with the Principle Designer on design carried out during the construction phase and implications for the Construction Phase Health and Safety Plan and provide information promptly for the Health and Safety File.

We will not commence construction works until we have been provided with details of the Principle Designer and HSE Notification Form. We will prepare suitable risk assessments and method statements for the Principal Contractor to enable him to be satisfied that we have a safe system of work and suitable management arrangements in place for our works.

Designer

Arrangements for complying with our duties as Designer as defined in Regulation 9 of CDM 2015 are given below, taken from the CDM ACoP L153, page 26. (Detailed procedures are in our Health and Safety Procedures Manual).

We will assess the project to ensure we have necessary experience, training and resources to manage the health and safety issues likely to be involved in the design process. Where we act as lead designer, or where we suspect the client is not aware of his duties, we will make Clients aware of their duties by issuing a specific CDM duty holder information sheet. Where a Principle Designer has been appointed we will assume that the Client is aware of his duties. We will not undertake design work, other than initial design work, where the project is notifiable, unless the Client has confirmed the appointment of a Principle Designer.

We will carry out design work, avoiding foreseeable risks to those involved in the construction and maintenance of the structure. In doing so, priority will be placed on eliminating hazards, so far as is reasonably practicable. Where this is not possible, we will direct our approach according to "The General Principles of Prevention" identified in Appendix 1 of the ACoP. We will provide adequate information about any significant risks associated with the design, using notes on drawings to highlight risks or to make reference to other documents for more detail.

Competency checks will be carried out on all subcontractor designers using our Health & Safety Questionnaire and Core Competence Review in our Health and Safety Procedures Manual.

SUPPLEMENT 26 Continued

We will cooperate with the Principle Designer, principal contractor and with any other designers or contractors as necessary for each of them to comply with their duties. This will include coordinating with others to improve the way risks are managed and controlled and providing any information needed for the pre-construction information or health and safety file.

Section 5

ACCIDENT STATISTICS

| Accident Statistics | | | | |
|---------------------|--------------------|-------------------|----------------|--|
| Year | Accidents Reported | RIDODR Reportable | RIDDOR Details | |
| 2012 | 2 | 0 | N/A | |
| 2013 | 3 | 0 | N/A | |
| 2014 | 8 | 0 | N/A | |
| 2015 | 4 | 0 | N/A | |
| 2016 | 18 | 0 | N/A | |
| TOTAL | 35 | 0 | N/A | |

Section 6

HEALTH & SAFETY DOCUMENTS HELD SEPARATELY

- 1 First Aid Records
- 2 Accident Book
- 3 Environmental Policy
- 4 COSHH Data Sheets
- 5 COSHH Risk Assessments
- 6 Health & Safety Passport
- 7 Drivers Handbook
- 8 Health & Safety Directors Certificates
- 9 Office Risk Assessments
- 10 Fire Alarm Test Records
- 11 Fire Risk Assessments
- 12 Fire Extinguishers Maintenance Records
- 13 Vehicle Maintenance Records
- 14 Site Health & Safety and Quality Inspection Records
- 15 Lifting Equipment Inspection Records
- 16 Training Records
- 17 Training Plan
- 18 Health & Safety Meeting Minutes
- 19 PAT Records
- 20 Calibration Records
- 21 Site Audit Reports