

Angus Decorating Health and Safety Policy 2023

The following document should be read in conjunction with the other Company Policies and Procedures, relevant Method Statements and Risk Assessments. This comprises and outlines the Health and Safety Management System of the Company.

This document includes:-

Section 1 - The Statement of Intent

Section 2 - Health and Safety Organisational Responsibilities and Organisation Chart

Section 3 - Health and Safety Arrangements

A copy of the Health and Safety Policy Statement is issued to all employees and a full copy is available in hard copy or electronic format.

Policy and Procedure documents are retained at Head Office and are available on request. Method statements and Risk Assessments are available at Head Office and on site.



**Joint Managing Director
Angus Decorating Co Ltd**

Date: 12 January 2023

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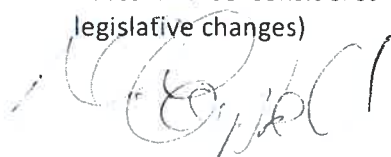
Health and Safety Policy

Section 1 - Statement of Intent

1. The Angus Decorating Co Ltd Health and Safety Policy applies to all employees of Angus Decorating, self-employed and agency workers. It is the Aim of the Policy to provide and maintain so far as is reasonably practicable, safe and healthy working conditions for all employees and to ensure that work carried out by Angus Decorating does not adversely affect the health and safety of persons who are not its employees, including employees of other Companies and members of the public.
2. The Objectives of the Policy are:-
 - Sustained reductions in accidents and ill-health arising from work activities.
 - Improved working conditions for Employees.
 - Enhanced understanding and commitment at all levels of the organisation to Health, Safety and Environmental issues.
 - Improved understanding of and adherence to the Risk Assessments and Method Statements produced by Angus Decorating particularly in such areas as working at height.
 - Reinforce the adherence to the safe working practices and safety processes operated by Angus Decorating.
 - Encourage all employees to make constructive suggestions for improvements in health and safety management.
 - Make available training to enhance Health and Safety awareness and performance.
3. It is fundamental to this Policy that Health and Safety shall be managed at all levels of the organisation. Every employee is responsible for the safe execution of their duties and ensuring that no one is put at risk by their acts or omissions. They must not ignore Health and Safety issues that come to light and must not be reluctant to bring these Health and Safety issues to the attention of the Senior Management Team. No employee will be subject to disciplinary action if they refuse to undertake a task that is inherently unsafe. This overall philosophy is encompassed within the Key Words:-

Accountability –	Understand your responsibilities to yourself and others.
Attitude –	Have a positive and pro-active approach to Health and Safety.
Action –	Do it! Don't leave hazards unresolved – someone might get hurt.

4. Employees are actively encouraged to approach the Directors and Management of Angus Decorating who have responsibility for Health and Safety matters.
5. Where and when appropriate, consultation will take place between Angus Decorating and employees, in order to develop and implement measures to promote workplace Health and Safety. Key vehicles for this are the safety committee and our Employee Safety Representative whose responsibility includes communicating Health and Safety matters to both Management and Employees with full support of the Company.
6. Angus Decorating shall provide relevant safety information and training as is necessary for employees in respect of risks to health and safety which may arise at their workplace or as a result of their work activities. This may be via meetings, training sessions or bulletins.
7. All sub contractors to Angus Decorating are bound by their responsibilities under the Health and Safety at Work etc Act 1974 and Angus Decorating's requirements for Health and Safety.
8. Personal safety performance will always be considered in the assessment of an employee's overall performance. Any employee who wilfully contravenes a Company or legal requirement concerning Health and Safety or who fails to take reasonable measures to protect the health and safety of themselves and others will be liable to disciplinary action.
9. Key milestones for 2023-24:-
 - Continue to promote good Health and Safety practice in all our activities.
 - Maintain the Safety Committee and bulletins which enhance the Health and Safety communication process.
 - Utilise the Employee Safety Representative and provide additional training for individual.
 - Monitor the training requirements and promote continual professional development (CPD).
 - Continue to the increase the numbers of CSCS accredited employees within the Company.
10. The Health and Safety Policy will be formally reviewed every 12 months by the Directors of Angus Decorating. Alterations which become essential between review dates will be considered by the Directors and implemented as appropriate. (e.g. – legislative changes)



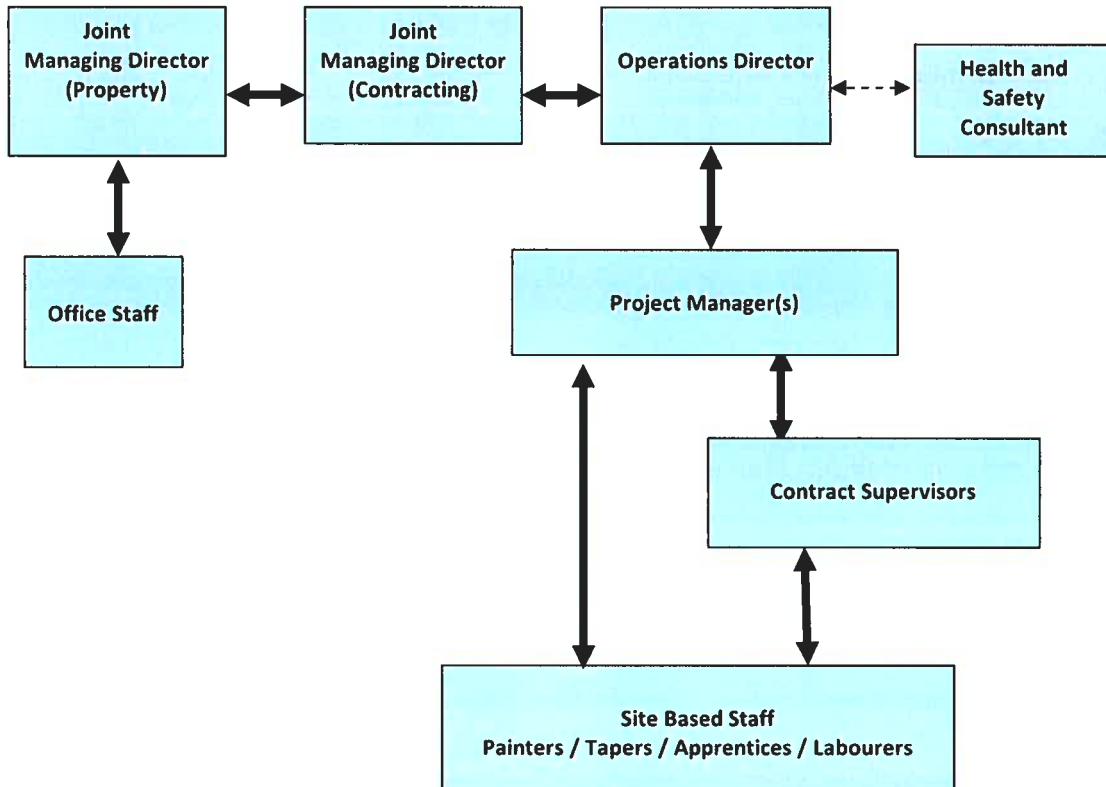
**Joint Managing Director
Angus Decorating Co Ltd**

Date: 12 January 2023

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- 2.2 Joint Managing Director (Contracting)
- 2.3 Operations Director
- 2.4 Joint Managing Director (Property)
- 2.5 Project Managers
- 2.6 Contract Supervisors
- 2.7 Site based staff (Painters, Tapers, and Apprentices and Labourers)
- 2.8 Office-based staff
- 2.9 Clients / Visitors
- 2.10 Sub-Contractors
- 2.11 Health and Safety Consultant

2.1 Company Health and Safety Organisation Chart



2.2 Joint Managing Director (Contracting)

The Joint Managing Director (Contracting) is responsible for the strategic vision of the Angus Decorating with regard to Health and Safety at work.

Specific duties:-

- a) Ensure that sufficient resources such as financial resources and management time are allocated to the area of Health and Safety management to meet the annual H&S Action Plan.
- b) Promote a positive Health and Safety Culture within the organisation.
- c) Provide adequate resources to meet the Annual Training Plan.
- d) Review in conjunction with the other Directors of the Company, the Health and Safety Policy on a regular basis, (at least annually).
- e) Demonstrate a personal commitment to Health and Safety issues and act as a role model.
- f) Ensure that the general policies and procedures that are adopted throughout the organisation take account of Health and Safety issues and that these policies and procedures are reviewed on a regular basis by the appropriate level of management within the organisation.
- g) Ensure that Company management processes reduce the risks and hazards that the workforce is subject to within their normal operations.
- h) Ensure that the internal communication processes are such that a free flow of information is created throughout the organisation. Including issuing appropriate Health and Safety Documentation.
- i) Ensure that an effective audit and review process is in place that effectively monitors the Company's Health and Safety performance.
- j) Agree with the Directors of Angus Decorating the Key Performance indicators for the Company and review these on a regular basis throughout the year.
- k) Ensure that Health and Safety is discussed on a regular basis at the most senior level within the organisation.

2.3 Operations Director

The Operations Director is responsible for the day-to-day operational implementation of Angus Decorating's Health and Safety Policy and Procedures and will report to the Board on the Company's overall Health and Safety performance and on Health and Safety issues as they arise.

Specific duties:-

- a) Review in conjunction with the other Directors of the Company, the Health and Safety Policy on a regular basis, (at least annually).
- b) Demonstrate a personal commitment to Health and Safety issues and act as a role model.
- c) Make certain that in tendering and planning stages allowance is made for Health, Safety and Welfare requirements.

- d) Manage the Company's requirements under the Construction Design and Management Regulations 2015 and other relevant legislation, including COSHH.
- e) Review the general policies and procedures that are adopted throughout the organisation to ensure they take account of Health and Safety issues.
- f) Prepare Method Statements and Risk Assessments to minimise the risks and hazards that the workforce is subjected to within the normal operations of the Company. Ensure that the processes are in place and adhered to and monitor their effectiveness.
- g) Chair the internal Health and Safety Committee and communicate finding and recommendations to the Company.
- h) Ensure that the internal communication processes are such that a free flow of information is created throughout the organisation. Including issuing appropriate Health and Safety Documentation.
- i) Personally audit the operations, working practices and Health and Safety performance of the Company and review audits and checks carried out by the Projects Managers. Make recommendations as appropriate.
- j) Monitor the Key Performance indicators for the Company and report on their effectiveness to the Board.
- k) Ensure that proper accident investigation/reporting procedures are in place and are implemented. Report the accident trends to the board.
- l) Ensure adequate training programmes are developed and implemented and recorded for all site-specific staff.
- m) Carry out regular site inspections and surveys and review those undertaken by the Project Managers.
- n) Distribute safety information to staff to raise general Health and Safety awareness. This may include including articles, bulletins and COSHH assessment sheets.
- o) Set the programme for Toolbox talks, undertake and deliver as appropriate and monitor effectiveness.
- p) Use safety equipment and protective clothing supplied. Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility Jacket and safety footwear. Other equipment may be harnesses, goggles, face masks and ear defenders.

2.4 Joint Managing Director (Property)

The Joint Managing Director (Property) is responsible for the administration support and financial control for Angus Decorating with regard to the Health and Safety Policy and Procedures.

Specific duties:-

- a) Ensure that sufficient resources such as financial resources are monitored and allocated to the area of Health and Safety management.
- b) Audit the Health and Safety performance of the Company in conjunction with the Directors of the Company. Make recommendations as appropriate.

- c) Agree and monitor the Key Performance indicators for the Company with other board members, a regular basis throughout the year.
- d) Promote a positive Health and Safety Culture within the organisation particularly with regard to the office-based staff.
- e) Ensure the Annual Training Plan and Health and Safety Records are maintained.
- f) Ensure that Health and Safety is discussed on a regular basis at the most senior level within the organisation.
- g) Review in conjunction with the other Directors of the Company, the Health and Safety Policy on a regular basis, (at least annually).
- h) Demonstrate a personal commitment to Health and Safety issues and act as a role model.
- i) Review the general policies and procedures that are adopted throughout the organisation to ensure they take account of Health and Safety issues applicable to the office.
- j) Personally audit the office working practices.
- k) Manage the internal accident procedure to ensure compliance with the investigation/reporting procedure.
- l) Ensure that appropriate insurances are in place to comply with legislative requirements.
- m) Ensure that general policies and procedures that are adopted throughout the office and take account of Health and Safety issues and that these policies and procedures are reviewed on a regular basis by the appropriate level of management within the organisation.
- n) Ensure that Company management processes reduce the risks and hazards that the office workforce is subject to within their normal operations.

2.5 Project Manager (s)

The Project Manager is responsible for the day-to-day operational implementation of Angus Decorating's Health and Safety Policy and Procedures and will report to the Operations Director on overall Health and Safety performance and on Health and Safety issues as they arise.

Specific duties:-

- a) Shall observe the Company's Health and Safety Policy and Procedures.
- b) Organise the work areas so that work is carried out to the required standard, with minimum risk. Issue work method instructions in writing where necessary.
- c) Understand the requirements of the Construction Design and Management Regulations 2015 and other relevant legislation, including COSHH.
- d) See that Regulations and other legal requirements are observed on site; that all registers, records and reports are in order and that the "Competent Person" appointed has sufficient knowledge of tasks, equipment or machinery to evaluate all aspects of its safe operation.
- e) Give all operatives instructions on their responsibilities for correct working methods.

- f) Ensure that employees do not require or permit men, (particularly apprentices) to take unnecessary risks.
- g) Ensure that materials are delivered and stacked to avoid risks; plant is positioned and used effectively; electrical equipment is installed and maintained without endangerment.
- h) Plan and maintain a tidy site/workshop.
- i) Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- j) Undertake Toolbox talks on a regular basis.
- k) Regularly inspect, audit and record the working practices of the employees on site to ensure compliance with statutory and local site rules. Take action where appropriate where non-conformances or poor practice is identified.
- l) Use safety equipment and protective clothing supplied. Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility Jacket and safety footwear. Other equipment may be harnesses, goggles, face masks and ear defenders.

2.6 Contract Supervisors

- a) Shall observe the Company's Health and Safety Policy and Procedures.
- b) Assist in organising the work areas so that work is carried out to the required standard, with minimum risk. Issue work method instructions in writing where necessary.
- c) Understand the requirements of the Construction Design and Management Regulations 2015 and other relevant legislation, including COSHH.
- d) See that Regulations and other legal requirements are observed on site; that all registers, records and reports are in order and that the "Competent Person" appointed has sufficient knowledge of tasks, equipment or machinery to evaluate all aspects of its safe operation.
- e) When required, give all operatives instructions on their responsibilities for correct working methods.
- f) Ensure that employees do not require or permit men, (particularly apprentices) to take unnecessary risks.
- g) Ensure that materials are delivered and stacked to avoid risks; plant is positioned and used effectively; electrical equipment is installed and maintained without endangerment.
- h) Plan and maintain a tidy site/workshop.
- i) Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- j) Undertake Toolbox talks on a regular basis.
- k) Regularly inspect, audit and record the working practices of the employees on site to ensure compliance with statutory and local site rules. Take action where appropriate where non-conformances or poor practice is identified.
- l) Use safety equipment and protective clothing supplied. Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility

Jacket and safety footwear. Other equipment may be harnesses, goggles, face masks and ear defenders.

2.7 Site based staff (Painters, Tapers, Apprentices and Labourers)

- a) Shall observe the Company's Health and Safety Policy and Procedures.
- b) Use correct tools and equipment for the job, only use equipment if you have been trained in its use.
- c) Use safety equipment and protective clothing supplied. Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility Jacket and safety footwear. Other equipment may be harnesses, goggles, face masks and ear defenders. Misuse of PPE or equipment will result in disciplinary action being taken.
- d) Develop a personal concern for yourself and others, particularly newcomers and young people.
- e) Report to your immediate supervisor any hazards identified, defects in PPE or equipment.
- f) Warn new employees of known hazards.
- g) Avoid improvising which initiates unnecessary risks.
- h) Refrain from horseplay and abuse of welfare facilities.
- i) Keep tools in good condition.
- j) Suggest ways of eliminating hazards.
- k) Report accidents/incidents, however slight, to office for entry in accident book and follow the accident reporting procedure.
- l) DO NOT under any circumstances report for work when under the influences of alcohol or drugs. Unless medically prescribed.
- m) Attend the company Health and Safety induction programme and other training programmes arranged for you by the company.
- n) Read and observe all site rules.
- o) Comply with the risk assessments and COSHH assessments as noted to you for the task /job you are undertaking. Do not undertake a job unless you have the appropriate assessment.
- p) Should you suspect the presence of asbestos products at work, stop work immediately and inform your supervisor.

2.8 Office based staff.

- a) Shall observe the Company's Health and Safety Policy and Procedures
- a) Use correct equipment for the job, only use equipment if you have been trained in its use.
- b) Use safety equipment and protective clothing supplied.
- c) Develop a personal concern for yourself and others, particularly newcomers and young people.

- d) Report to your immediate supervisor any hazards identified, defects in PPE or equipment.
- e) Warn new staff of known hazards.
- f) Avoid improvising which initiates unnecessary risks.
- g) Refrain from horseplay and abuse of welfare facilities.
- h) Keep equipment in good condition.
- i) Suggest ways of eliminating hazards.
- j) DO NOT under any circumstances report for work when under the influences of alcohol or drugs. Unless medically prescribed.
- k) Attend the company Health and Safety induction programme and other training programmes arranged for you by the company.
- l) When visiting sites read and adhere to all site rules. Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility Jacket and safety footwear.
- m) Comply with the risk assessments and COSHH assessments as noted to you for the task /job you are undertaking. Do not undertake a job unless you have the appropriate assessment.

2.9 Clients/Visitors

- a) Shall observe the Company's Health and Safety Policy and Procedures
- b) Client representatives /visitors must report to the Site Office or office reception upon arrival and departure.
- c) They must adhere to the Health and Safety at Work etc Act 1974 and any site rules applicable at time of visit.
- d) Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility Jacket and safety footwear.
- e) Report any accidents to Head Office and the Site Management immediately for action and subsequent entry in the accident book.
- f) Report on any near miss or breach of regulations observed to the site office or to Angus Decorating's Head Office.

2.10 Sub-Contractors (Including Labour only sub-contractors)

- a) Shall observe the company's Health and Safety Policy and any instruction given by persons enforcing the company's safety standards.
- b) Shall not work for the company until the relevant rules are read, understood and accepted.
- c) Shall not work for the company unless properly insured against all relevant risks.
- d) Ensure all employed are trained and competent to carry out all tasks.

2.11 Health and Safety Consultant(s)

For specific Projects or work the Company may employ an external Health and Safety Consultant.

They will be chosen on the basis of their knowledge and experience for the specific role.

This may include such areas as:-

- a) Preparation and Review of the Company Health and Safety Policy.
- b) Assistance in ensuring that the Health and Safety Policy and all legislation pertaining to the company, is being adhered to.
- c) Advice on any matters with regards to Health and Safety at Work.
- d) Advice on legislation and Codes of Practice as they are issued.
- e) Help ensure that adequate training programs are prepared and carried out for all members of staff.
- f) The visiting of contracts/offices/or workplaces will be undertaken as dictated by management.
- g) Support the Company in any way that will improve the Health and Safety of the organisation.

Section 3 – Health and Safety Arrangements

The Company operate predominantly in the capacity of a Sub Contractor; there are occasions where they do undertake the duties of a Principal Contractor. The Health and Safety arrangements reflect this situation. The organisation currently has a Head office complex in Arbroath with the majority of the workforce working on either commercial or domestic sites throughout Scotland providing Painting and Decorating services.

3.1 Regulations applicable to the Construction Industry

There are various Acts and Regulations that are applicable to the Construction Industry the Company will endeavour to do everything reasonably practicable to comply with their requirements under these Acts and Regulations. Specific issues will be covered in Method Statements, Risk Assessments and working practices which will then be communicated to the workforce.

3.2 Accidents, Incidents and Investigation

All accidents and incidents must be reported immediately when they have occurred to the Project Manager or Site Supervisors and Head Office. If an injury has occurred the individual must be made comfortable and safe and the appropriate action taken to have their injuries treated, i.e. call a First Aider or the emergency services.

A full investigation must be undertaken at the earliest opportunity to ensure the full facts are obtained so that lessons learned can be circulated to the organisation. All employees must co-operate fully in such investigations.

If possible, photographs should be taken of the scene of all accidents particularly those of a serious nature and where appropriate rough sketches or diagrams will be made. Witnesses will be interviewed, and statements taken. Other than to make the site safe the location of an accident must not be altered or reinstated until the investigation has taken place.

Employees working as sub contractors on other sites will be required to report the accident to the Principal Contractor as well.

Records of all injuries will be recorded and kept in Head office, and analysis undertaken to establish any trends or patterns, together with a cost analysis, to identify the true cost of the incident.

The Company has responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Fatalities, major injuries, disease or dangerous occurrences as defined under RIDDOR must be reported **immediately** to the Operations Director.

3.3 Asbestos

Only workers who have been specifically trained in the safe working practices for dealing with asbestos are permitted to work with the substance.

Asbestos based materials have been widely used within the construction industry and although recent legislation has prevented its continued use the substance will still be found throughout buildings for many years to come. It is in this type of situation that employees of the Company are more likely to come upon Asbestos products. If an employee believes they have come upon asbestos related materials, they should cease the work they are doing and notify their Supervisor or Manager immediately. Any subsequent work or inspection will be carried out by an approved organisation.

As a Company we shall undertake to carry out the requirements of asbestos regulations and survey and prepare an asbestos register for all appropriate premises owned by the Company.

Additionally, asbestos awareness training will form part of our Health and Safety Training Plan.

3.4 COSHH

COSHH risk assessments will be available for all employees and they should make themselves aware of the safety requirements for all products they deal with.

We will review any chemicals or substances we use or produce that might be considered hazardous.

We will consider how can these cause harm and how can we reduce the risk of harm occurring?

- Can we avoid using hazardous substance or use a safer process –preventing exposure?
- Can you substitute it for something safer?
- Can you use a safer form, e.g. can you use a solid rather than liquid to avoid splashes or a waxy solid instead of a dry powder to avoid dust?

3.5 Construction (Design and Management) (CDM)

There are specific requirements under the CDM Regulations required during the Construction Phase of the project for both Principal Contractors and Sub Contractors. Where a contractor is the sole contractor on a private or small commercial contract, they will have the responsibility to create the Construction Phase Plan, which should reflect the scope and size of the project. We will fulfil our responsibilities in whatever form (i.e. Principal Contractor or Contractor) our participation in a contract takes.

Some of the key elements of the CDM regulations are outlined below.

Construction works must be notified if:

- a) Construction Work lasts longer than 30 days and has more than 20 workers employed simultaneously at one point on the project OR
- b) Exceed 500 person days.

The requirement of the Principal Contractor and in situation – include planning, managing, monitoring and co-ordinating the construction phase:

Specifically, they should be responsible for:

- a) Ensuring that they liaise with the client and that they are aware of their duties.
- b) Passing relevant information, as requested to the Principal Designer.
- c) Developing the Construction Phase Plan.
- d) Arranging for and monitoring competent Sub Contractors.
- e) Allowing only authorised personnel on site.
- f) Ensuring co-ordination and co-operation between Contractors including communication arrangements on site for Health and Safety.
- g) Monitoring Health and Safety performance.
- h) Providing training for Health and Safety and have arrangements for discussing Health and Safety matters with on-site personnel.
- i) Displaying notification details.

As stated above, the completion of the Construction Phase Plan is an important milestone within the contract, and it may fall to Contractors such as ourselves to prepare a document if we are the only contractor on site. The Construction Plan in this situation should be appropriate to the size of the contract but also cover the key areas outline in the regulations:

A description of the project such as key dates and details of key members of the project team; the management of the work including:

- a) The Health and Safety aims of the project.
- b) The site rules.
- c) Arrangements to ensure co-operation between project team members and co-ordination of their work, e.g. regular site meetings.
- d) Arrangements for involving workers.
- e) Site inductions.
- f) Welfare facilities.
- g) Fire and emergency procedures.

3.6 Dangerous Substances – Oxygen, fuel gases, flammable liquids and paints.

Oxygen and fuel gases will be stored and used in conformity with the Dangerous Substances and Explosive Atmospheres Regulations. In addition, where their use is required in confined or unconfined spaces the Method Statements and Risk Assessments issued must be complied with.

All employees will receive a copy of the Method Statements and Risk Assessments and Supervisors are required to conduct regular checks to see these are being observed and keep records of such checks.

Flammable Liquids (paints etc.) will be kept in a designated store other than that quantity necessary for the immediate work in hand.

3.7 Electrical Equipment/Lighting

All electrical equipment, lighting, portable tools etc., will only be serviced, installed or repaired by a competent electrician.

Management shall retain a record of all portable appliances testing carried out. All portable equipment will not be more than 110v capacity (240v may only be used if fitted with RCD's). Adequate earthing, suitable cable etc. will be provided for all equipment. All portable electrical equipment will be tested and inspected on a regular basis by a competent person appointed by the Company.

In working areas where the lighting is inadequate temporary lighting will be supplied as required.

3.8 Excavations and Ground works

Excavation and groundwork are not a normal part of the operations of the Company. However, employees should be aware of them within a construction environment and take appropriate precautions in and around them.

3.9 Fire Safety and Precautions

As a Company we shall carry out our duties in compliance with the Fire Safety Regulations.

A Fire Risk Assessment will be carried out on all buildings and the findings made known to employees.

The staff operating on sites must make themselves aware of the fire systems, evacuation procedures and precautions at each site; this will normally be undertaken at induction. They must adhere to any safety requirements.

Appropriate fire fighting equipment will be provided for buildings and vans the equipment will be checked and maintained every 12 months by a competent person. All statutory examinations, tests and drill will be undertaken as required.

3.10 First Aid

A sufficient number of First Aiders and first aid provision will be made available as required based on an assessment of risks, number of workers and working environment.

Ten percent of the company work force will undergo basic first aid awareness.

Where special circumstances arise specific risk assessments will be carried out.

First aid boxes will be available at Head Office and within all Company vans they will be regularly checked by the Project Managers during vehicle audits. Operatives with kits in their vans will check these regularly and advise management immediately when refill items are required.

3.11 Fumes Dust and Vapours - Working in Confined Spaces

All efforts will be made to ensure that the level of fume, dust etc., is kept to a tolerable level.

Additional extraction and ventilation will be provided where natural ventilation is not sufficient. Employees should ensure that when working in rooms doors and windows should be open to ensure that there is not a build up of fumes.

The Project Managers will ensure adequate provisions are made and Method Statements and Risk Assessment carried out.

If work in confined spaces is required a specific Method Statement and Risk Assessment will be carried out and only trained personnel will be engaged in the task.

3.12 Hand Arm Vibration (HAV)

Hand Arm Vibration can be the cause of significant long-term injury the Company will adopt all reasonable precautions to protect the employees from this hazard.

The power tools we select will be:-

Suitable for the work and the conditions in which it will be used. Operated by trained employees, in the appropriate manner and conditions. The Equipment will be maintained and checked at regular intervals to ensure its performance in relation to protecting the employees.

As a Company we continually look at the vibration measurements of all our power tools, this will be an ongoing process, as we wish to keep our employees working in as safe an environment as possible.

3.13 Health and Safety Signs and Notices

All Statutory notices will be displayed as required. Safety warning notices will be displayed where a particular hazard exists.

Where employees visit site(s) they will be expected to comply with the appropriate site rules, it is mandatory that all personnel wear the appropriate protective equipment when entering the construction sites. The normal minimum is a hard hat, reflective waist jacket and protective boots. The Contract Management team will audit compliance.

3.14 Health Surveillance

Incorporate health surveillance into our annual training, which includes communicating and promoting the “Healthy Working Lives” service and advice line offered by NHS Health Scotland. Should surveillance or medicals be required the Company will treat every case separately and sympathetically and if deemed necessary support independent occupational health referrals.

3.15 Hot Work

There is a limited requirement for “hot work” with the type of work carried out by the Company. However, in the event of it being required a specific risk assessment will be carried out and controls put in place to mitigate the risk. Permits to work should be obtained from the Principal Contractor when such work is required.

3.16 Housekeeping

Slips trips and falls are one of the major contributors to accidents in both the office and site environment. It is vital that everyone plays their part in maintaining a clean and tidy workspace/site/ area.

Access ways and walkways should be kept clear of plant, tools, materials and other matters at all times. Suitable receptacles will be provided for scrap and rubbish. Working areas will be kept tidy as possible, rubbish and litter will not be allowed to accumulate. Cables, hoses, pipes etc., in the work areas will be routed so far as the work allows to reduce tripping hazards.

The Managers will be responsible for auditing the above; however, everyone has an individual duty to manage this process.

3.17 Information and Consultation

The Company wish to ensure a free flow of information regarding Health and Safety matters and a number of initiatives will encourage this, including the Safety Committee and Employee Safety Representative.

The purpose of the consultation is to provide information on the day-to-day operations of the organisation plus providing information on future projects and development in relation to Health and Safety matters. Both safety induction and toolbox talks will be used to communicate this message along with appropriate written information and where appropriate meetings with the workforce.

All employees will be issued with the Company's Health and Safety Policy Statement of Intent and have access to the full policy documentation at any time together with general information and guidance on safe working arrangements and practices.

All supervisory personnel will be issued with the Company Safety Literature which incorporates the Company's Health and Safety Policy Statement of Intent and have access to the full policy documentation at any time and encouraged to discuss any issues with the workforce.

Risk Assessments and Method statements will be discussed with employees prior to work commencing.

3.18 Lead Exposure Risks

Lead based paints are no longer as prevalent as in the past however the Company shall ensure that as far as reasonably practicable no one will be exposed to lead either directly or indirectly. Should exposure occur a suitable health assessment of that person shall be carried out?

3.19 Manual Handling

Manual Handling is a normal working occurrence that if carried out incorrectly can have adverse consequences on the individual. Any manual handling operation should be assessed in some way. If a potentially hazardous or significant manual handling operation cannot be avoided, then a formal risk assessment should be carried out. Employees in the normal course of their duties should carry out informal risk assessments of each manual handling task they must undertake. Should additional assistance or equipment be required the employees should contact their Project Manager. All employees will receive some form of Manual Handling instruction as part of the Company Training Plan.

3.20 Method Statements and Risk Assessment

A General Risk Assessment is issued to all site operatives upon induction to the company. Method Statements and Risk Assessments will be prepared for specific contracts to be undertaken. These will be communicated to the workforce by the Operations Director, Project Managers or Supervisors. The employees will be required to sign that they have read and understood the Method Statements and Risk Assessments before commencing work. One copy will be retained by the Project Managers and one sent to the Principal Contractor, if the Company is operating in a Sub Contractor capacity. All staff must adhere to the method statements and risk assessments.

3.21 Mobile phones/Hands free kits in cars

The use of a mobile phone while driving is prohibited. Use of hands-free phone is also discouraged as it can be distracting for the driver. The use of mobile phone for personal calls except in emergencies is prohibited on Company Sites. Mobile phones can only be used during the break periods.

If working on a Principal Contractor's site, it will normally be indicated during the induction process if and when using a mobile phone is allowed.

3.22 Noise

The Control of Noise at Work Regulations requires us to assess risks and to provide workers with information, instruction and training. Where appropriate we might be required to carry out health surveillance for those workers at risk from hearing damage. This is now a requirement when noise exceeds 87Db.

Instruction will be given to all employees regarding the hazards of noise and the risks of industrial deafness, during meetings and toolbox. Appropriate ear protection will be made available by the Company of the following the completion of a risk assessment. All possible steps will be taken to reduce noise from plant and machinery including the use of noise suppressed equipment and where possible the use of acoustic panels or screens etc.

These new regulations require us to provide ear protection if requested at 80dba and it is now mandatory to provide suitable ear protection for those exposed to more than 85dba whilst at work.

3.23 Personal Protective Equipment (PPE)

The Company will ensure all Risk Assessments are undertaken and Method Statements completed and where appropriate Personal Protective Equipment will be issued as required to mitigate the hazards identified. Personal protection should always be considered as the last resort after other control measures have been considered. All necessary protective clothing and equipment will be provided including:-

Eye Protection (s)
Foot Protection (s)
Gloves (s)
Head Protection (s)
High Visibility Vest (s)
Overalls (s)
Knee Pads
Ear Protection
Respiratory Protection
Safety Belts and Harnesses

(s) = standard issue

All equipment will be to appropriate British Standards and appropriate to the level of risk.

3.24 Safety Audits and Site Inspections

Regular Audits will be carried out by members of the Contract Management team to ensure compliance with the legal requirements, codes of practice, working practices and method statements. The Project Manager/Supervisors will be required to carry out general hazard spotting inspections in work areas. This will be recorded and will itself be audited by the Operations Director. Where non conformances or poor practice is identified then it will be brought to the attention of the individuals concerned and remedial action instigated.

3.25 Site Rules

Employees must adhere to any site rules in place at the Company's sites and of those of other Contractors whose site we operate on.

3.26 Smoking (including vapes)

Smoking is only allowed in designated areas. Smoking is not allowed in any Company buildings, Company sites or in any Company Vehicle. If working on a Principal Contractor's site it will normally be outlined during the induction process, if and where smoking is allowed.

3.27 Sub-Contractors

The Company do not normally have to engage sub contractors in the normal course of their operations. They are aware however that there are a number of criteria that are applied when choosing sub contractors. It is important that the Sub Contractors attitude to and performance in Health and Safety matters is taken into account. There are specific requirements under the Construction (Design and Management) Regulations (CDM) which set out criteria that must be applied when considering Health and Safety performance. These criteria are equally valid for none CDM contracts. Each sub contractor will be required to provide evidence of their competence and experience to carry out the tasks required.

3.28 Training

A Company Training Plan will be developed to meet the Health and Safety Training Requirements. This will include induction training, ongoing Health and Safety training and where necessary training on new equipment and working practices. The operation of the plan will be reviewed by the Directors of the Company on a regular basis throughout the year.

3.29 Transport/Vehicles

Company vehicles will be appropriate for the tasks required and operational environment, they will be maintained in a roadworthy condition and the nominated drivers must carry out daily checks of their vehicles prior to use and in conjunction with the required check procedure. Employees must not overload vehicles beyond the stated capacity. All vehicles delivering equipment and materials onto premises or sites must only do so under the strict control of a nominated responsible employee appointed by the Site Management.

Being struck by vehicles and or mobile plant is a significant risk on building sites. Employees must be continually aware of their surroundings in relation to the movement of vehicles and avoid unnecessary hazards.

Employees must not drive or operate any vehicle for which they do not hold an appropriate driving license or permit. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

No employee will operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs (unless medically prescribed – even then they must confirm with their doctor as to the possible side effects and advise the Company of the nature of the prescription drugs and the length of time they have been prescribed for.) The requirements of the vehicle insurance policy will be paramount. If any doubts arise employees should clarify the situation with the Company.

3.30 Waste Control

The Company shall ensure that any waste generated by its operations is kept to a minimum and that if appropriate is disposed of in an appropriate manner by a Registered Waste Disposal operator

Residual paint and empty tins will be returned to the office and disposed of in accordance with the waste procedure. Paint left with clients will be signed for and logged within the waste system. A separate risk assessment will be undertaken when dealing with significant amount of waste or of waste of a hazardous nature that we have not come across before.

3.31 Working at Height

Person and materials falling from heights are two of the most significant causes of fatal and major injury in the construction sector. Therefore employees, supervisors and sub-contractors should be aware of the risks and the precautions to be taken.

Where possible working at height should be avoided, where this is not practical Method Statements and Risk Assessments should be put in place to mitigate the hazard and all employees should taken through the documents. Mobile Scaffolds and Ladders are used on a regular basis throughout the Company. A ladder register will be maintained and ladders regularly inspected. The workforce should inspect all ladders prior to use to identify any problems. If any are found the ladders should be taken from service and replaced. The erection, dismantling and alteration to scaffolding are only carried out by trained and competent persons.

3.32 Work Equipment

As a company we shall maintain, test, and check our work equipment regularly and keep the appropriate maintenance records. Work equipment will be operated by trained employees in the appropriate conditions and manner. Maintained and checked as required to ensure its performance in relation to protecting the employees.
