

# General Health And Safety Policy



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## Section 1- Statement of Intent

### 1.1 Health and Safety Policy

The Health and Safety at Work Act etc 1974 Section 2 (3) requires an Employer to prepare, and as often as may be appropriate, revise a written statement of his general policy, with respect to Health and Safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision to the notice of all his employees.

The Directors of the Company accept their role, collectively and individually, in providing Health and Safety leadership to ensure their decisions reflect the Company Health and Safety Policy Statement, and to engage the active participation of workers in improving "Health and Safety".

It is the Company's policy to take all reasonable measures, in fulfilment of its moral, legal and economic responsibilities to ensure the safety, health and welfare of its employees and those persons directly or indirectly involved with Company business.

Each individual is required, by law, to take reasonable care for Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

Non-contract staff, the general public, young persons and the inexperienced, require special attention. This will be considered and controlled via suitable and sufficient risk assessment.

Self-employed operatives and subcontractors are included in the above.

The Directors and all management generally, within the scope of their individual responsibilities shall ensure the policy is implemented throughout the business.

## **Pioneer Design & Build Ltd shall undertake to discharge their duties by:**

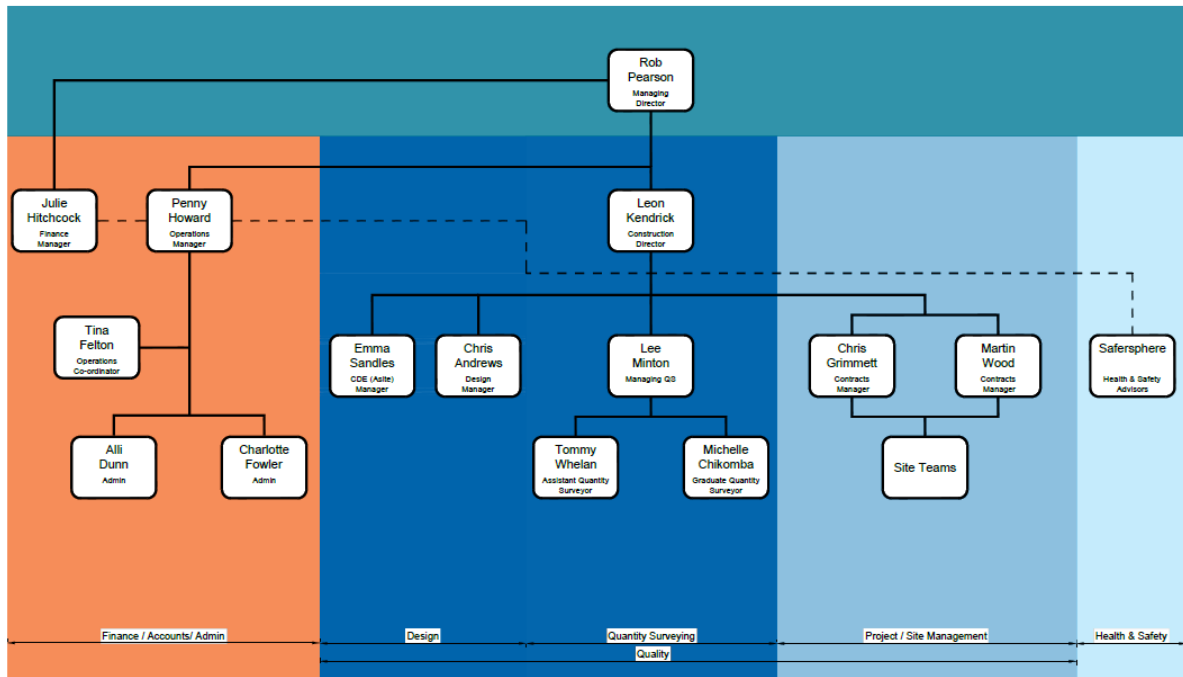
- Carrying out obligations that are set in the policy
- Making available all necessary resources both financial and practical, to ensure the Health and Safety of all who may come into contact with the works. Co-operate with everyone who has an interest in Health and Safety
- Identifying hazards in the workplace, assessing risks related to them and implementing appropriate protective measures
- Providing safe plant and equipment
- Providing a safe working environment
- Providing and maintaining, adequate welfare facilities
- Establishing and enforcing safe methods of work
- Consulting with employees on all matters relating to health, safety and welfare
- Promoting awareness of Health and Safety and of good practice through effective communication of relevant information

## **REVIEW AND ENDORSEMENT**

This policy will be reviewed regularly and the Director responsible for Health and Safety will ensure it is updated as required. The Company Health and Safety Policy as set out in this document and accompanying procedures is endorsed by the Managing Director, who is ultimately responsible for its implementation.

## Section 2 – Organisational Responsibilities

### 2.1 Organisation



Pioneer Design & Build Organogram

### 2.2 Responsibilities

The Director in charge of Health and Safety has executive responsibilities for Health, Safety and Welfare at all levels. It is his responsibility to ensure adequate resources are available and for the initiation of the Company's Health and Safety Policy.

The Company Secretary is responsible for documentation, insurance and legal matters concerning Health, Safety and Welfare.

## 2.3 Managing Director

- Responsible for the day to day running of the business
- Identify, develop and direct the implementation of business strategy
- Plan and direct the organisation's activities to achieve stated/agreed targets and standards for financial and trading performance, quality, culture and legislative adherence
- Initiate the Company Policy on Health and Safety and ensure it is up to date
- The enforcement of the Health and Safety Policy together with company procedures;
- Ensuring all employees receive appropriate training to allow them to comply with the Health and Safety Policy and Legislation Requirements
- Recruit, select and develop executive team members
- Arrange for adequate management and supervision of all work;
- Monitor and control the management of works
- Actively promote the commitment to effective Health and Safety management by leading by example
- Set and review Health and Safety objectives on an annual basis
- Monitor Health and Safety performance at all levels throughout the company's activities and taking appropriate actions where performance is not to levels as defined in the Health and Safety Policy
- Maintain and develop organisational culture, values and reputation in its markets and with all staff, customers, suppliers, partners and regulatory official bodies.

## 2.4 All Employees

### Section 7 of the Health and Safety at Work etc. Act 1974

- All employees shall ensure that they do their own work in a way that avoids accidents and ill health to themselves or others. They shall also co-operate with the company to make sure that work is carried out in line with the regulations, and they shall not misuse or interfere with anything provided for Health and Safety.



## Regulation 14 of the Management of Health and Safety at Work Regulations 1999 Places the following duties on Employees

- Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment
- concerned which has been received by him and the instructions respecting that use which have been provided to him by the employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions
- Every employee shall inform his employer or any other employee of that employer with specific responsibility for the Health and Safety of his fellow employees
- Of any work situation which a person with the first mentioned employees training and Instruction would reasonably consider represented a serious and immediate danger to Health and Safety
- Of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for Health and Safety, in so far as that situation or matter either affects the Health and Safety of that first mentioned employee or arises out of or in connection with his own activities at work and has not previously been reported to his employer or to any other employee of that employer in accordance with the paragraph.

**Every employee has an absolute duty to report accidents / incidents.**

### 2.5 Clients and Visitors

- Shall report to the site office immediately upon entering the Premises and sign in.
- Shall attend a site-specific induction, where necessary
- Shall wear appropriate personal protective equipment – minimum requirements Boots, hi vis vest and hard hat.
- Shall not put themselves or others at risk whilst on site
- Always obey premises and site rules



## 2.6 Contractors and Sub-contractors

- Contractors and sub-contractors have duties to comply with current legislation and to ensure their employees and others are not affected by their activity;
- They shall be responsible for providing risk assessments and method statements for the activities they carry out;
- They shall be required to follow the company's Health and Safety Policy and Procedures, and this will be recorded as the minimum standard to work to
- They shall ensure that all work is carried out safely, in line with current legislation, and take into account the Health and Safety of others on site and the general public
- Contractors and sub-contractors who are not working safely or who fail to abide by the Health and Safety Policy and procedures shall be removed from site or premises
- Any materials or substances brought onto the premises shall be used and stored in line with current legislation and COSHH Assessments / MSDS must be available to those affected
- All machinery and equipment brought onto the site by contractors and sub-contractors must be safe and in good working condition, and with any relevant certificate for checking, and is in a safe working order.
- Information and assessment on the noise and vibration levels of machinery, equipment or operations shall be carried out by the contractor, or sub-contractor must be provided to the Health & Safety Advisor or the Managing Director
- No power tools or electrical tools greater than 110 volts may be brought onto the site. All transformers, generators, extension leads, plugs and sockets must be for industrial use and portable appliance tested
- Any injury suffered or damaged caused shall be reported immediately to The Site manager.
- Contractors and sub-contractors are required to confirm the name of the person they have appointed as the Health and Safety contact, direct to Peter Gregory.
- Contractors and sub-contractors shall make sure their workplaces are kept tidy of all rubbish and waste materials at all times
- Contractors, sub-contractors and their visitors shall attend a premises specific induction and wear appropriate personal protective equipment at all times.

## 2.14 Suppliers

- Comply with Pioneer Design & Build Ltd Health and Safety Policy
- Deliver articles and substances in line with current legislation; and take account of the Health and Safety of others on the premises and the general public
- Provide material safety data sheets for substances supplied

- Provide relevant certification for plant and machinery supplied, and ensure equipment or machinery supplied conforms to current legislation and is in good working order and appropriately maintained
- Any injury suffered or damage caused by the supplier employees are reported immediately to the H&S Advisor or the Managing Director
- Where plant and equipment is supplied, noise and vibration levels are to be provided
- Supplier employees are to wear appropriate personal protective equipment whilst on the premises, at all times
- Suppliers are to provide all necessary technical and product information. For deliveries of any products to sites.

## 2.15 Health & Safety Advisor

Pioneer Design & Build Ltd engages the contract services of a Health & Safety Advisor. The H&S Advisor will undertake periodic inspections of the sites and premises. The H&S Advisor will report directly to the Managing Director any findings relating to non-compliance with H&S Legislation and best practice and where necessary, shall have the powers to order a prevention of, or a cessation of any work, if by his judgement the risk of Harm is evident

### Roles and responsibilities include (H&S Advisor)

- Carry out site visits, inspections and tours, to help ensure that all safe methods of working are in operation; that all regulations are being observed, for example that statutory notices have been posted; that welfare facilities are properly maintained.
- Assist in the implementation of the Health and Safety Policy and Company Procedures via regular Site Safety Audits
- Assist in its operational efficiency while encouraging all persons to work safely
- Investigate accidents, incidents and near misses, followed-up with tool box talks
- Deliver and maintain our SHE management system across all businesses
- Provide all employees with suitable information, instruction and training to enable them to comply with the requirements of this policy and its associated documents.
- Describing our organisational arrangements and allocate clear responsibilities for the delivery, assurance and governance of this policy statement.
- Develop business specific SHE management systems in line with this policy to detail the arrangements to manage SHE within the business.
- Develop, implement and review both long and short term SHE strategies to lead the organisation towards zero harm to people, property or the environment.
- Make this policy available to all Pioneers employees and staff, plus other designated parties at the point of employment and update them with any changes.

## Section 3.0 – Arrangements

### 3.1 Managing Health and Safety Risks

Risk Assessments are a fundamental part of our overall Health and Safety management system. In simple terms, a Risk Assessment is a review of workplace duties to identify hazards, evaluate risks created by the hazards so that you can establish whether you have taken enough precautions to prevent harm or if additional control measures are required.

**Management shall carry out Risk Assessments of work activities, which shall include:**

- Identifying hazards and how serious they are
- Who might be harmed and how
- Assessing risk and control measures that are needed, recording the findings
- Reviewing the risk assessments and amending it as necessary.

Significant findings will be recorded dynamically and by using a comprehensive site safety audit system in Excel format via a 'scoring' method, including observations and any remediations or control measures being implemented that shall be deemed necessary.

**Further information on hazards and risk can be obtained from the Health & Safety Executive website by visiting the Construction section**

<https://www.hse.gov.uk>

- Risk Assessments / Method Statements (RAMS) shall be used to cover most, if not all, site operations and installations
- All operations that are carried out by sub-contractors, their RAMS shall be requested prior to start and evaluated for suitability by the H&S Advisor and Contracts Manager.

### 3.2 Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Under RIDDOR requirements, the following incidents shall be reported by the Contract or Site Manager immediately to the Health and Safety Executive, first by telephone then by email. Where a significant injury is clear and obvious, medical attention must be summoned immediately by telephoning the emergency services by dialling 999

These incidents fall into the following categories

- Major Injuries
- Over 7-day accidents
- Taken directly to hospital from a place of work
- Injuries to people not at work
- Diseases
- Dangerous Occurrences
- Non-Consensual Violence

When these types of incidents occur, they must be notified to the H&S Advisor and the Managing Director immediately.

Accidents involving sub-contractors are to be reported to the HSE and Pioneer managers. All accidents shall be investigated by the Pioneer H&S Advisor and or the relevant Contract Manager, and a report produced containing details of the accident and recommendations to prevent a re-Occurrence. Reports to be shared to the wider Pioneer Operations team to address.

### 3.3 Accident Reporting Procedures

- Employees are encouraged to report all accidents, dangerous occurrences and near misses.
- All accidents and near misses shall be recorded using the accident report forms and near miss forms.
- Accident statistics shall be collated by the H&S Advisor and communicated to relevant parties, where applicable, always being mindful of GDPR and privacy

### 3.4 Training

All employees shall receive training appropriate to their job roles and responsibilities. This training may be subject to refresher or re-training where certificates are set to expire, work practices change or where employees are assigned new responsibilities and tasks.

### 3.4.2 Induction Training

Everyone working for Pioneer Design & Build Ltd will go through a Health and Safety Induction process before they are allowed to commence work. Induction training will concentrate on specific Health and Safety factors

Contractors who come to work on the site or premises will receive a specific site induction.

- Induction contents shall include (but not limited to)
- The individual's immediate line manager and any other key personnel
- Any specific Health and Safety risks
- Control measures on the site or premises
- Any site rules
- Any permit to work systems
- Traffic routes
- Security Arrangements
- Arrangements for personal protective equipment, including what is needed, where to find it and how to use it
- Arrangements for housekeeping and material storage
- Facilities available, including welfare facilities
- Emergency procedures including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment
- Arrangements for first aid care and attention
- Arrangements for reporting accidents and other incidents
- Details of any planned training, such as 'toolbox talks'
- Arrangements for consulting and involving workers in Health and Safety
- Information about the individual's responsibilities for Health and Safety
- Health and Safety Policy location.

### 3.4.2 Additional Procedure for Employees under 18

Young persons shall be identified and additional training provided. Individual risk assessments shall be produced and communicated to all relevant parties, Young and inexperienced workers shall not be permitted to work alone; They shall remain under the direct supervision of a competent person.



### 3.5 Lone Working

- There are specific instances where legislation requires more than one person to be involved in the operation, in which case the work shall be planned for the relevant number of people
- Lone working shall be subject to Risk Assessment, Pioneer Design & Build Ltd shall identify hazards associated with the work, assessing the risks involved, and put the measures in place to avoid or control the risks, including a clear channel of mobile communication and regular checks. Where the Risk Assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing assistance shall be put in place.
- Lone workers shall be informed of any risks and the control measures that should be applied, these include: instructions, training, information, supervision and protective equipment where necessary, we shall ensure control measures are adhered to.
- Inexperienced workers and young persons shall not be permitted to work alone, adequate supervision shall always be provided.
- Safe working arrangements for people working on their own shall be no different from other employees. Lone workers shall not be exposed to significantly more risks than employees who work together.

### 3.6 Housekeeping

- Materials shall be safely stored in a designated place and if relevant, returned when they are finished with.
- Electrical leads / cables shall be appropriately placed so they do not cause a tripping hazard and shall be protected from physical damage.
- Hazardous substances shall be removed when not in use and appropriately stored.
- Spillages shall be cleaned up immediately and waste removed correctly.
- Welfare facilities shall be kept clean and tidy and not used for storing machinery or materials.
- General appearance of the premises shall be maintained at a high standard.
- Areas around machinery and plant shall be kept clean and tidy.
- Access and egress routes shall always be maintained, floors shall be kept clean, tidy and free from obstruction at all times
- Work areas and access routes shall be adequately lit.
- Appropriate skips will be provided for removal of waste.

### 3.7 Entry into Confined Spaces

- Work in confined spaces shall be subjected to a Risk Assessment & Permit to Work
- Set procedures shall be agreed before work any starts, a permit-to-work shall be issued being signed-on at the start of work and signed-off at the end of the work
- Only suitably trained and authorised competent persons shall be allowed to enter confined spaces, permits shall be utilised and followed strictly to the letter.
- Young persons are not permitted to work in confined spaces.
- All necessary equipment shall be made available and checked before entry into a confined space. for example, gas monitor, harness, breathing apparatus, resuscitators, lamps, protective clothing, first aid kit, barriers, winch and air horn.
- Safe working procures shall include the use of suitable communication systems such as two-way radios for use in emergencies.
- Safe working procedures such as using lifelines and making sure there is clear communication between team members shall be implemented.
- Hazardous substances such as petrol, diesel or LPG powered equipment shall not be used in confined spaces, in addition, naked flames, smoking are strictly prohibited,
- Electrical equipment shall not be used in confined spaces, unless prior authorisation has been obtained.
- Welding equipment, grinders etc, shall not be used in confined spaces;
- Suitable personal protective equipment (PPE) shall always be worn.
- In the event of a collapsed injured person, steps shall be taken to ensure the person is recovered quickly by implementing a pre-designed rescue plan until the confined space is vacated with the emergency services being informed immediately.

### 3.8 Electrical Equipment

- Where possible, cordless tools and equipment shall be used
- All portable tools shall be subject to regular and recorded maintenance inspections and tests, carried out by competent persons. Maintenance procedures shall include portable appliance testing (PAT) at regularly intervals in accordance with the Regulations.
- Equipment shall only be maintained and repaired by suitably qualified personnel. Temporary repairs must not be attempted by untrained persons.
- If personal electrical equipment not hired or purchased by the company is used, it shall be subject to regular recorded inspections and tests.
- All equipment shall be subject to a pre-user visual check to ensure that it is in good working order;



- Electrical equipment shall be protected by residual current and other similar protection devices
- Any equipment found to be faulty shall be marked 'Faulty - Do not use and reported immediately to the Contracts / Site Manager.
- Electrical equipment shall not be used outside in adverse weather conditions, such as heavy rain
- All equipment shall be disconnected and made safe when not in use;
- Tools and equipment shall not be left unattended when not in use, in addition, items must not cause an obstruction to walkways or stairs

### **3.9 Abrasive Wheels**

- Abrasive wheels shall be subject to risk assessment;
- Only trained and competent personnel shall be authorised to use and change the abrasive wheels.
- Equipment shall be subject to regular and recorded inspections and tests.
- Pre-user checks shall be carried out by operatives prior to use to ensure equipment is in good working order and that all guarding is in place.
- Appropriate personal protective equipment (PPE) such as eye protection, ear defenders and dust mask shall be worn when using the equipment.
- Loose clothing such as ties or scarves shall not be worn when using abrasive wheels.
- Where possible equipment shall be used outside or well-ventilated areas.
- Abrasive wheels should not be used above head height as this may increase the potential for upper body injuries and or strains.
- Allied trades who are working in the vicinity must be informed
- All dust and debris must be cleared away at the earliest opportunity.

### **3.10 Working at Height**

When the Work at Height Regulations 2005 came into force it put in place a requirement to prevent all falls from height. Each activity on site shall be assessed and a suitable method of access shall be chosen based on the evaluation of the work being undertaken, the duration of the activity, the working environment and its constraints, and the capability of the person carrying out the task.

### 3.10.1 Scaffolding

- Scaffold shall be erected only by those who hold a current CISRS scheme card. All scaffolding will comply with the National Access and Scaffolding Confederation technical guidance TG20 and will be erected to maintain access to properties and fire routes.
- Designs and calculations must be available with the scaffold.
- A hand over certificate must be obtained to confirm the Scaffold is complete and safe to use.
- The safe working load must be displayed and the scaffold must not be overloaded.
- Scaffolding will be inspected at least every 7 days and recorded or following an incident, e.g. Impact with plant, severely high winds which could have damaged the stability of the scaffolding.
- The site manager must inspect the scaffold at the start of each shift to ensure it is safe to access.
- Scaffold will not be used in high winds, driving rain, ice and snow.
- Equipment must not be altered except by those who competently erected the scaffold.
- The drop area must be kept clear.
- Brick guards and toe boards must be in place as necessary

### 3.10.2 Scaffold Towers or Mobile Towers

- Before starting work, a risk assessment must be carried out to decide if a scaffold tower or mobile tower is suitable for the task.
- Only a competent person must build, dismantle or carry out a pre-use inspection on a tower and complete the pre-use inspection record.
- The tower components must be inspected at suitable intervals and appropriate records kept of those inspections.
- Never work on a platform without guardrails.
- Never stand on an unprotected platform when building or dismantling a tower.
- ALWAYS follow the manufacturer's instruction manual.
- These manuals must be available to the persons erecting and using the tower and the person supervising the work.

### 3.10.3 Mobile Elevated Working Platforms

- Only persons who have been trained and hold an in-date certificate are permitted to operate a mobile elevated work platform (MEWP)
- A safe system of work must be implemented and all control measures followed.
- A certificate of thorough examination must accompany the machine showing examination by a competent person at least every six months.
- The ground conditions must be suitable to take the mobile elevated working platform being positioned on firm level ground.
- Outriggers must be extended and chocked before raising the platform.
- Spreader plates may be necessary, check the equipment manual.
- Guard rails and toe boards must be fitted to the platform.
- Work will not be started, or will be suspended in high winds, driving rain, ice and snow.
- The mobile platform must not be used in the vicinity of overhead cables.
- When a harness is used the wearer must be trained and a rescue plan in place.
- The drop area must be kept clear

### 3. 10.4 Ladders

- Ladders shall only be used as a last resort for access to work locations and not used as a working platform.
- Ladders shall be of sufficient strength, in good condition and suitable for the purpose for which they are used.
- Only EN131 (industrial class) type ladders shall be used on site.
- Ladders shall be erected on firm level base and placed in a position where they are not causing a hazard or where they may be struck or dislodged.
- Ladders shall be secured at the top to prevent the ladder slipping, swaying or falling.
- Where it is not possible to tie ladders, these shall be footed.
- Ladders shall be placed at an angle of 1.4 ratio (one metre out of every four metres high).
- Ladders shall not be placed on or leant against any fragile surface.
- The area around the ladder shall be kept clear at all times.
- Where necessary, barriers shall be provided around the foot of the ladder.
- When climbing or descending ladders, both hands shall be kept free for holding onto the ladder, always maintaining 3 points of contact when climbing or descending

### 3.10.5 Step Ladders

- Only to be used for short duration low risk work, as detailed through a Risk Assessment
- Only EN131 (industrial) type step ladders shall be used on site.
- Equipment shall be suitable for the purpose and in good condition.
- Equipment shall be checked for faults prior to use and at regular intervals.
- Details of inspections shall be recorded in the records of the inspection register.
- Area around the equipment shall be kept clear at all times.
- Step ladders shall be erected on a firm level base and away from possible impact.
- Treads, hinges, bolts, screws and fixings shall be sound and secure.
- The legs of the step ladder shall be positioned as far apart as the retaining cord or hinges allow, with all four legs firmly and squarely on the ground.
- Retaining cords or hinges shall be of equal length and in good condition.
- Where possible step ladders shall be set at right angles to the work.
- The top tread of the step ladder shall not be used as a working platform, unless it has been constructed as a platform with a secure handhold.

### 3.10.6 Podiums

- Where safer and more practicable, podiums shall take preference over steps, ladders and hop ups etc.
- Risk assessments will be required to establish whether podiums are to be used.
- Podiums shall be sited on firm level ground.
- Safe working limits shall be clearly marked and adhered to.
- Operatives shall receive appropriate instruction in safe use.
- Manufacturer's instructions shall be followed during erection and dismantling arrangements.
- Safe lifting techniques shall be followed when manually handling podiums.

### 3.10.7 Hop Ups

- Risk Assessment will establish whether hop ups are suitable for use.
- Hop ups shall take preference over steps.
- Only specifically designed equipment shall be used.
- Safe working limits shall be clearly marked and adhered to.
- Where applicable, locking systems shall be firmly fixed in position.
- Hop ups shall be sited on firm, level ground.
- Pre-user check and weekly inspections shall be carried out.
- If excessive overreaching and/or stretching is required, alternative methods should be sought.
- Operatives shall receive appropriate instruction in safe use.

### 3.11 Plant and Machinery

- Where items of plant are purchased or hired the plant will be accompanied by Certificate of Conformity, Manufacturer's handbooks, technical guidance and Certificate of thorough examination within the last twelve months and where the plans is used to lift persons this will have a certificate of examination within the last six months.
- All plant and machinery will be subject to pre-user checks and inspection regimes.
- All equipment purchased or hired will be suitable for the tasks undertaken and maintained within good working order to comply with both the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Only persons who are trained and competent will operate work equipment.

### 3.12 Excavations for Buried Services

Underground services may be found where work involves excavating or probing the ground at or below surface level. Buried services are widespread and it should be presumed they are present unless it has been proven otherwise. The term services include underground pipes, cables and equipment associated with electricity, water, sewage, gas, telecommunications, pipelines, other.

It is important that groundwork is planned well in advance and full details obtained of any underground services likely to be in the working area. Services may also be at risk of damage by the collapse of ground due to heavy plant crossing over it.

- Consult the client on the run of any services and hand dig trial holes where necessary.
- Consult any existing drawings.
- Scan the area with CAT and GENNY prior to excavating.
- No mechanical digging within 0.5m of services, use hand digging with insulated spades.
- Assume any services found are live und proven otherwise.



### 3.12 Transport

Transport around the premises is a major hazard and can, if uncontrolled, lead to significant injury or death. Pioneer Design & Build Ltd has:

- Produced a specific Traffic Management Plan and displayed on the site notice board. The Traffic Management Plan will be reviewed updated as deemed necessary.
- Traffic management plan shall detail designated off-loading well away from other traffic and pedestrians.
- All transport will be maintained and inspected in accordance with all relevant legislation.
- Ensure where possible separate vehicle and pedestrian access by physical barriers
- Segregation of persons by physical barriers shall be implemented where identified by the Risk Assessment.
- Emergency routes must be kept clear for emergency services.
- Transport is only to be used for what it is designed for.
- Daily inspections of vehicles shall be undertaken to ensure roadworthiness.
- No persons shall ride in or on any vehicle unless there is designated seating.
- Seat belts shall be worn.
- Reversing operations shall be supervised by a trained and competent banks man.
- Speed limits are to be observed and never exceeded.

### 3.14 Disposal of Waste

- Where possible waste will be recycled.
- Waste considered to be hazardous c.c. Asbestos, solvent / adhesive containers and fluorescent tubes, etc, will be segregated and disposed of as hazardous waste. A consignment-note detailing the site registration number / premises code, description of waste and the European Waste Catalogue (EWC) code will be completed when consigning hazardous waste. Consignment notes shall be retained for three years.
- The mixing of hazardous waste with other waste streams e.g. general waste is strictly prohibited,
- The disposal of general waste will be accompanied by a Waste Transfer Note which shall detail the description of waste and the appropriate EWC code. Waste Transfer Notes shall be retained for two years.
- The burning of any material in a skip is prohibited. Potentially explosive or inflammable material must not be placed in skips, e.g. Empty containers, which may hold explosive, vapour, petrol or oil contaminated spoil; Empty LPG cylinders of any origin; and containers used to hold any COSHH controlled substance.

### 3.15 Protective Clothing and Equipment (PPE)

The head, eyes, hands and feet are all very vulnerable to injury, Equipment to prevent these accidents shall be made available free of charge to Pioneer employees. All persons working for Pioneer Design & Build Ltd shall wear the required PPE as laid down in the risk assessment. Equipment shall be suitable for the purpose, compatible, maintained and replaced when required. All persons on site will wear long trousers.

#### 3.15.1 Protection of Eyes

Suitable eye protection shall be provided for any persons or where they are sufficiently close to processes that they may receive eye injuries.

#### 3.15.2 Foot Protection

- Will have a steel toecap and strong midsole
- Be waterproof (for example, Wellingtons)
- Have oil-or-chemical resistance soles.

#### 3.15.3 Hand Protection

Protection of the hands is an Important factor with respect to the works which are undertaken. It is essential the correct gloves and hand protection are used to prevent injury. A choice of gloves shall be made available, which are specific to the works being undertaken.

#### All hand protection shall be:

- Suitable for the works being carried out.
- Suitable for the wearer to ensure that the wearer is not allergic to the product.
- Fitted to the wearer.

#### 3.15.4 Skin Protection

Employees will be instructed on the exposure of substances to the skin. Suitable clothing will be worn to prevent substances being splashed onto the skin. Washing and changing facilities will be available. Employees are encouraged to wear suitable protection against exposure to UV rays in the summer months and sunscreen which is freely available.



### 3.16 Safety Signs & Signals

There are four kinds of safety signs

- 1-Prohibition - Certain work and behaviour is prohibited
- 2-Warning - Gives warning of a hazard
- 3-Mandatory - Indicates a specific course of action is to be taken: and
- 4-Safe conditions - Gives information about safe conditions.

Objective of the Regulations is to provide a legal means requiring that safety signs comply with B55378 where signs are directed at people at work.

Safety signs are defined as those combining shape, colour and a pictorial symbol to provide specific Health and Safety information or instruction. Regulations do not apply to road signs.

Safety Colour Red = Stop Prohibition	Safety Colour Yellow = Caution, risk or Danger
Safety Colour Blue = Mandatory action	Safety Colour Green = Safe condition

### 3.17 Visits by Enforcing Authorities

Premises and projects can be visited by a variety of statutory bodies such as the Health and Safety Executive, Local Authorities, Environmental Agency and Environmental Health, these visits can be unannounced or arranged.

Where visits / investigations are carried out by enforcing officers, employees shall cooperate fully; and such visits shall be notified to the Managing Director.

### 3.18 Key Performance Indicators

Pioneer Design & Build Ltd will compile accident statistics. The statistics shall be used to monitor the effectiveness of the policies and procedures and to benchmark the organisation against the Health & Safety Executives figures.

### 3.19 Reporting of Unsafe Acts and Conditions

Employees have a legal duty to report all unsafe acts and conditions to their Managers' immediately. Managers shall investigate all unsafe acts and conditions and ensure relevant steps are taken to rectify and prevent re-occurrence.

### 3.20 New and Expectant Mothers

Employers have a certain obligation to employees once they have been notified that she is a new or expectant mother. Where an employee provides written notification to the Company that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Company will immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of the new or expectant mother, or that of her baby, and these risks cannot be reduced or controlled then the Company will temporarily adjust her working condition and or hours of work or offer suitable alternative work.

### 3.21 Fire Prevention

Written procedures shall be clearly displayed, and all employees, contractors and visitors shall be made aware of the requirements. The procedures shall include fire plans, emergency procedures, assembly point location, emergency telephone numbers etc.

The measures taken to prevent fire and emergency actions include:

- Means of raising the alarm in the event of an emergency shall be established and appropriately maintained, air horns and manually operated sounders shall be utilised.
- All persons shall evacuate the premises calmly within 3 minutes, not stopping to collect any personal or other items. Simply put “get out and stay out”
- A 'No Smoking' policy is in force site-wide including all offices, canteen welfare facilities, refuge areas, storage areas containing combustible and flammable liquids or gas. Only designated smoking refuges may be used
- Designated fire assembly points are established, clearly visible and maintained.
- All fire exit routes and emergency access areas shall be kept clear and maintained at all times.
- Ensuring all fire exit routes are appropriately signed.
- Appropriate number and types of fire extinguishers are available, maintained and clearly defined.
- Appropriate personnel are trained in the use of portable fire-fighting equipment, where required being used to “aid your escape” in fire emergency
- Where hot works are undertaken the 'hot work permit' shall be followed and appropriate precautions implemented and maintained.
- Portable appliances, temporary electrics and fixed installations shall be regularly tested / inspected by a competent person.
- Production of a Fire Risk Assessment and Fire Plan.

### 3.22 Health and Safety Consultation with Employees

Pioneer Design & Build Ltd are committed to consulting with employees on Health and Safety issues.

#### The methods employed are:

##### Directly with each Employee

- Speaking to each employee about a change in circumstances or a proposed activity is the most appropriate form of consultation. This allows the employer or his/her representative to explain exactly what is happening and gives the employee the opportunity to give their view

##### Open Door Policy

- Many workers would like to raise concerns direct with management but feel that their concern will not be taken seriously or will lead to them being labelled as a troublemaker. An open: door policy where workers are invited to speak directly with members of the management team and their concerns are taken seriously, a suitable means of consultation and must be encouraged.

### 3.23 Smoking Policy

Pioneer Design & Build Ltd have a responsibility for the maintenance and, where possible, improvement of the health of employees and users of their services. The company recognises the importance of this responsibility and is required to ensure that employees can work in a smoke-free environment. The Policy applies to all employees, visitors, contractors, and others who enter the premises.

#### The Policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees and members of the public
- Guarantee the right of everyone to breathe in air free from tobacco smoke
- Comply with Health and Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

### To that aim there will be:

- No smoking in any of the offices and grounds surrounding the premises either temporary or permanent – Pioneer no smoking policy includes all sites
- No smoking in any company vehicle including cars

### 3.24 Mobile Phones

Pioneer Design & Build Ltd have a duty to minimise risk to its employees in the use of mobile phones whilst driving. The policy covers:

- The use of Company and Employees mobile phones in company vehicles.
- The use of Company mobile phones in employees' vehicle.
- The use of mobile phones in employees' vehicles when used for company business.

#### Handheld Phones (both Company supplied and privately owned)

- Handheld phones shall not be used by the driver whilst driving a Company vehicle, whether in Company time or privately. At the start of each journey (no matter how short) handheld phones shall be switched off Prior to starting the engine.

#### Hands Free Phones

- Where the Company provides the employee with a mobile phone then the Company will fit a suitable hands-free kit in the driver's vehicle.

#### Making Calls

- Avoid making calls when driving. Should making a call be necessary, ensure use of the 'one-touch' pre-programmed number facility.
- **Do Not** make a call whilst driving involving the dialling of the full eleven-digit number
- **Do Not** send text messages whilst driving
- **Remember** it is safer to find a safe place to park to make a call or receive a message
- **Remember** hands-free is not eyes-free, a suitable voice message is preferable!

#### Receiving Calls

- Use your message service to avoid taking calls whilst driving. If it is important that you take the call, say that you are driving and end the conversation quickly. If you need to continue the conversation, find a safe place to park and return the call. NB On long journeys, inform the office that you will stop periodically to take and reply to messages.

## During a Call

- If you encounter a high-risk driving environment (e.g. heavy traffic, a busy roundabout etc. inform your caller and cease the call immediately

## Guidance for callers to Mobile Phones

- When making calls to a mobile phone, if there is no answer, hang up after a few rings and try again later. The driver may not be in a position to answer the call safely and if you are persistent, he or she may be tempted to answer against their better judgement. When the call is answered, ask if the driver can talk safely. If not, get them to tell you when they can stop in order to receive your call.

## 3.25 Occupational Road Risk

Pioneer Design & Build Ltd recognises its duty of care towards all its employees who drive a company vehicle to perform their job role and others who might have contact with vehicles being used on company business.

The company is committed to maintaining a high standard of driving and vehicle care, and to assist in achieving the best possible safety record. The company believes that accents involving vehicles can and must be prevented.

Drivers should bear in mind that the company image in the public eye is largely based on company vehicles they see on the highway. Employees should drive in an efficient, courteous and alert manner and never act in a way which detracts from company name and image, or in a manner that compromises your own safety and the safety of others.

**Pioneer Design & Build Ltd will comply with the Highway Code, employees have a duty to:**

- Observe all company rules, procedures and codes of practice issued by the company and other authorities that relate to Health and Safety.
- Make proper use of and report any loss or misuse of, or damage to, equipment issued by the company and keep it in a good condition.
- Report any incident, situation, practice, substance, or equipment that has or could cause injury or damage
- Assist in the investigation of any accident or incident



## Section 4.0 - Health

### 4.1 Hazardous Materials (COSHH)

The Control of Substances Hazardous to Regulations (COSHH) places duties on Pioneer Design & Build Ltd to make an assessment of all substances used within the business. A COSHH Assessment shall be utilised to identify substances and work processes which may create health problems. The COSHH regulations require us to:

- Compile an inventory of substances.
- Obtain material safety data sheets for substances - MSDS
- Determine which substances are hazardous and the development of a hierarchy of control.
- Provide appropriate training, information, instruction and supervision
- Undertake health surveillance where risk assessments determine this requirement.

If some substances have a potential to be dangerous to health, they should be exchanged for less harmful alternatives. If the substance is exchanged, the measures to control the use of the substance must be risk assessed and control measures put into practice.

Where COSHH / RAMS are not readily available, a risk assessment shall be carried out using a COSHH assessment form, alternatively, follow HSE guidance and best practice.

The Site Management Teams are responsible for making sure that employees are aware of the risks to health and shall put control measures into practice.

### 4.2 Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level and any twisting, bending stretching or other awkward posture you may adopt while doing a task.

To minimise the risk of employees sustaining injury from manual handling, the Company, employees and staff will:

- Avoid the need to manually move, lift and carry heavy items.
- Carry out manual handling risk assessments based on the **TILE** method (task, individual, load, environment) and principles.
- Where necessary provide mechanical means of moving heavy items and materials.
- Provide training, information and instruction on the principles of manual handling.

### 4.3 Use of Mechanical Hand Tools (Hand Arm Vibration)

With the rise in the use of mechanical hand tools there are health risks associated with their continued use, these are:

- Vibration White Finger (VWF)
- Carpal Tunnel Syndrome (CTS)
- Hand-arm vibration syndrome (HAVS)

These cause permanent and painful numbness and tingling in the hands and arms, painful joints and muscle weakening and damage to the bones in the hands and arms.

The magnitude of vibration can vary according to the type and model of tool and materials being worked. Avoiding high vibration tools is a big step towards reducing exposure to vibration.

Older tools tend to produce more vibration than modern tools. Many modern tools have been specifically designed to reduce Hand Arm Vibration (HAV). The use of a new power tool may not solve the problem, if the tool chosen is not suitable for the task in hand, it could increase the risk of injury.

There are general duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, to assess the risks from using power tools and to reduce them so far as is reasonably practicable. The Provision and Use of Work Equipment Regulations 1998 also apply.

Control measures will include operative training, information, instruction and supervision, plus the correct selection of the power tools as follows:

- Suitable for the work it is intended to do and the conditions in which it will be used.
- Used only for operations and in conditions for which it is suitable.
- Designed and constructed to reduce the risk from vibration hazards
- Used only by workers trained to use it safely.
- Properly maintained throughout its working life to sustain its best vibration performance, following manufacturers cyclical servicing and repair instructions
- These actions shall also help in complying with the control of vibration at work regulations.



## 4.4 Noise at Work / Noise Induced Hearing Loss

Noise should be eliminated at source or reduced to a low level as is reasonably practicable. Noise induced hearing loss (NIHL) is a gradual, irreversible process, which causes misery to those affected and costs industry millions of pounds in litigation claims. Protecting people from harmful noise through engineering and organisational means and techniques for wearing suitable hearing protection (HPD) is worth the effort of both time and money.

### Noise Exposure Levels and Values

Noise is measured in decibels (dB) and when the measurement is used for human hearing protection; it is measured using an 'A' weighed filter (A) time weighted average, Leq is then used to give us a base measurement or an indicative sample such as Leq 80 dB (A)

From the Leq sample, measured and estimated over a representative noise exposure time, the noise consultant will determine the workers daily personal exposure level (LEP'd) and apply this measured or estimated result to the Noise Exposure Action Values.

The Control of Noise at Work Regulations sets exposure 'Action Values' and an exposure 'Limit Value' which can be measured as levels of daily or weekly exposure - these are:

#### **Lower exposure action value 80db (A) decibels**

Daily or weekly personal noise exposure  
(LEP,d or LEP,w)

#### **Upper exposure action value 85db (A) decibels**

Daily or weekly personal noise exposure  
(LEP,d or LEP,w)

#### **Exposure Limit value 87db (A) decibels**

Daily or weekly personal noise exposure  
(LEP,d or LEP,w)

Any exposure at or above the **Lower Exposure Action Value** requires a risk assessment to be carried out and an action plan produced to establish noise control measures.

Any exposure at or above the **Upper Exposure Action Value** requires hearing protection zones to be established and the mandatory wearing of hearing protection.

No worker shall be exposed to the **Exposure Limit Value** this level of continuous noise must not be exceeded.

## Hearing Protection

Whilst there is no legal requirement to provide hearing protection until the Lower Exposure Action Value is reached, it is Pioneer Design & Build Ltd policy to make hearing protection available to employees on request.

## 4.5 Asbestos Containing Materials Introduction

This Policy sets out the company's management plan and procedures for managing asbestos.

The presence of asbestos containing materials (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly.

The Policy conforms to both the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations 2012.

The company acknowledges the health hazards from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as reasonably practicable by minimising exposure, by implementing proper control measures and work methods, supported by awareness training of employees.

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before work commences.

If you come across any hidden or exposed dusty material on pipes, walls and roofs which you suspect may contain asbestos **STOP WORK AND PRESUME IT IS ASBESTOS** warn others and report your concerns to the person in charge - do not carry on working and vacate the area.

## 4.6 First Aid

The first aid box is located in the welfare units or site office. There is a first aid box available in the main head office. The First Aider is responsible for making sure that the contents are replenished as necessary.

The name of the first aider and the location of the first aid box shall be posted on the site and Pioneer office noticeboards.

The phone number of the nearest hospital shall also be displayed with the first aid notice.

All accidents, however minor, shall be reported and recorded in the accident book.

All new employees shall be informed where first-aid resources are.

## 4.7 Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations | 1992, the following procedures shall be followed:

- Users will receive sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, footrests, blinds etc
- Display screen risk assessment will be carried out, in particular for office-based staff

## 4.8 Fitness for Work

Pioneer Design & Build Ltd will aim to assist individuals with recovery and help remove any challenges they may face when returning to work from an illness or injury. Employees shall provide the Managing Director with a copy of the fit note.

The fit note will advise one of two options:

- Not fit for work - doctor will advise the employee to refrain from work
- May be fit for work - taking account of the following advice
  - 1 phased return to work
  - 2 altered hours
  - 3 amended duties
  - 4 workplace adaptations.

Risk assessment shall be produced for employees where advice is given, and necessary adjustments required being implemented. Employees and Managers shall ensure advice provided on the risk assessment is adhered to.

## 4.9 Drugs and alcohol

Pioneer Design & Build Ltd is committed to ensuring the health, safety and welfare of its employees and all those affected by its activities.

Pioneer Design & Build Ltd prohibits the drinking of alcohol by employees and contractors in the workplace.

## Employees or contractors shall NOT

- Attend the workplace having just consumed alcohol or whilst under the influence of drugs that have not been prescribed for the user or prescription medication that is being used inappropriately.
- Attend the workplace in an unfit state due to the use of alcohol or drugs.
- Fail to notify any changes to medication different to over counter medication.

## Whilst in the workplace shall not:

- Be in possession of alcohol or drugs
- Consume alcohol or drugs
- Attempt to sell or give drugs or alcohol to any other employee or other persons
- Use drugs whilst at work that cause the impairment of faculties whether under prescription or not

**END OF DOCUMENT**