



## **ATLANTIX CONSTRUCTION LTD**

# **HEALTH AND SAFETY POLICY**

**March 2018**

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**Health and Safety Policy Statement**

Atlantix Construction Ltd is committed to providing a safe and healthy working environment for all employees, customers, visitors, contractors or others having access to our premises and sites. This will be achieved by complying with statutory requirements of the Health and Safety at Work, etc Act 1974 and all associated legislation and the OHSAS 18001:2007 standard.

The Directors of the company believe that effective control of health and safety is a mutual objective for all employees and contractors. It contributes to the overall business performance of the company and to the well being of all our employees.

We are committed to:

- Setting clear health and safety standards in the company;
- Regularly reviewing our health and safety procedures and performance;
- Establishing clear responsibilities for the implementation of health and safety procedures;
- Reducing the number of accidents, incidents of ill-health and physical losses by implementing a programme of risk assessment which systematically identifies and controls risks;
- Providing the appropriate physical, financial and human resources required to implement our policy;
- Effective consultation with employees and contractors;
- Continually improving the health and safety performance of the company.
- Complying with all legislative requirements and the requirements of the OHSAS 18001:2007 standard and the associated management system.

The Directors expect all employees and contractors to support this policy and to be vigilant against any action or circumstances that may endanger them, their colleagues, customers or other persons having access to our work locations.

All staff are reminded that we provide further detailed information in the Health and Safety Policy, which is available to each employee and is also available at the office. The policy will be reviewed for appropriateness at least annually.

Signed .....  
Paul Tolan (Director)

Date 16<sup>th</sup> March 2018

## **2 Organisation for Health and Safety**

### **2.1 Directors**

2.1.1 Overall responsibility for health and safety in the company lies with the directors, with day-to-day management of the policy allocated to the site supervisors.

2.1.2 In particular, this responsibility requires:

- a) The provision of appropriate information, instruction, training, and supervision, endeavouring to achieve a satisfactory level of competence in all staff.
- b) Providing the range of physical, human and financial resources necessary to implement the commitments made in this policy.
- c) Ensuring health and safety policy matters are approved and subsequently implemented, where necessary on each contract.
- d) Effective communication with all employees.
- e) Procedures for measuring, reviewing and auditing health and safety activities.
- f) Compliance with all statutory requirements relating to health and safety.
- g) Setting a personal example for all other employees.

### **2.2 Site Supervisors**

2.2.1 This group are responsible for the implementation of the company's policy in their area of responsibility. In particular, the responsibilities include:

- a) To ensure that risk assessments (and method statements, where appropriate) have been completed for all hazardous activities in the work area.
- b) To ensure the control measures that have been identified are put into practice.
- c) To ensure that employees and any sub-contractors have received adequate information, instructions and training, or are adequately supervised to carry out the work safely.
- d) To ensure that all appropriate work equipment is available, including the appropriate personal protective equipment.
- e) To ensure compliance with the Construction Phase Health and Safety Plan (if the site is notifiable under the CDM Regulations).

### **2.3 Employees and Sub-contractors**

2.3.1 The successful implementation of this policy is dependent on all employees, and any sub-contractors who may be appointed, recognising and agreeing to the commitments established in the policy.

The company appoints all sub-contractors after an assessment, where necessary, of their health and safety procedures and standards. Contractors are appointed on the basis of acceptable performance with the company.

Sub-contractors are responsible for the implementation of this policy as it affects their work. Atlantix Construction Ltd consults with and expects to receive the full co-operation of all sub-contractors in the implementation of this policy.

2.3.2 In order to eliminate or minimise the risk of an accident or incident, all employees and sub-contractors are obliged to:

a) Work in accordance with the information, instructions and training they have received. This is based on the control measures established in the risk assessments provided for each project. There are a number of general 'site rules' which apply to all site activities. These are included in Appendix 1 and are included in the risk assessment/method statement pack provided for each site. The controls are included in inductions at site level and all operatives sign a 'briefing register' to confirm that they have received the appropriate safety information.

b) Report any situation in which they consider that they have not received sufficient health and safety instructions or training to their immediate supervisor.

c) Deal with minor hazards and defects if this can be done without danger to themselves or others.

d) Report any hazardous situation or defective equipment which cannot be dealt with to their immediate line manager.

e) Report accidents and incidents in accordance with company procedure.

## **2.4 Health and Safety Advice**

2.4.1 The company has appointed Dave Garnett (Consultant) to provide advice, guidance and information relating to health and safety at work and related matters. He reports directly to Mr P Tolan.

### 3 Health and Safety Arrangements

#### 3.1 The Construction (Design and Management) Regulations (CDM)

3.1.1 The company recognises the impact of the regulations on the planning, co-ordination and management of health and safety in relation to the company's construction related activities.

The company may act as a specialist sub-contractor, working with and reporting to a Principal Contractor who has been appointed by the client or as Principal Contractor reporting directly to the Client. As a minimum, the company provides the following:

- a) Contributions to the health and safety plan to ensure risks to health and safety arising from the work, and the steps to be taken to control and manage the risks, are established.
- b) Details of how the company will manage the work to that it complies with the health and safety plan and any directions from the client or principal contractor as appropriate.
- c) Information for the health and safety file, and details on any injuries, dangerous occurrences and ill health.
- d) Relevant project information to employees.

3.1.2 The company prepares all the appropriate documentation and ensures that all relevant employees are made aware of their responsibilities with regard to the identification and control of risks.

3.1.3 The company acts in a co-ordinating role for all the appointed sub-contractors and employed personnel.

#### *Client's duties*

The client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The company shall ensure that the client is made aware of the duties under CDM – whether by directly informing the client's representative or by confirming with the Principal Contractor that this information has been communicated.

In particular the contract manager shall ensure that the client's representative is aware that he/she must carry out the following:

#### During the pre-construction phase:

- Make suitable arrangements to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work;
- Select the project team and formally appoint duty holders - if more than one contractor is working on the project, appoint a Principal Designer and a Principal Contractor in writing;
- Provide information to help with design and construction planning – information that the client may already have or that can be obtained by sensible enquiries, e.g. surveys, or other investigations (known as **pre-construction information**);

- Identify what information needs to be kept at the end of the project in order to safely use and maintain the completed building project (known as the **health and safety file**);
- Notify the project to the enforcing authorities, where required – if the project is expected to last longer than 30 working days **and** have more than 20 workers working on the project at any one time, or exceed 500 person days (this can be done via the HSE website).
- Ensure that the arrangements for managing health and safety during the pre-construction phase are working successfully – e.g. attending progress meetings;

During the construction phase:

- Check that a construction phase plan is in place – detailing how the Principal Contractor will manage health and safety on site during the construction project;
- Ensure that adequate welfare facilities are in place;
- Ensure that the management arrangements are working successfully – progress meetings or written updates;
- Check completion and handover arrangements – as the project nears completion, check any arrangements for safe handover, including any phased handover;
- Co-operate with the Principal Contractor – work with the contractor to ensure safety during the construction work;

Health and Safety File

- Check that the health and safety file has been prepared – contains the required information for future users/maintainers of the building;
- Maintain and make available the health and safety file – for future users/maintainers – could be electronic or hard copy;

*Contractor duties*

The company may act as contractor on large projects and as such will ensure that the contractor duties under CDM are addressed.

The Directors in conjunction with the Health and Safety Adviser shall be responsible for the preparation and maintenance of secured contracts' health and safety documentation. The Directors shall co-ordinate the activities of all operatives to ensure they comply with the contract health and safety requirements and legislation, and shall check on the provisions of information and training of all employees, where appropriate, as well as subcontractor's health and safety.

It is acknowledged that as a Contractor, the company's main duty is to plan and manage construction work under its control so that it is carried out in a way that controls risks to health and safety.

In order to assist principal contractors to meet their statutory obligations under CDM, the company shall provide to the principal contractor evidence of competence in health and safety, relevant risk assessments and method statements, details on the management arrangements to deliver the contract safely and evidence that adequate resources are available to deal with health and safety requirements.

Contributions to the construction phase health and safety plan shall be provided and information to be included in the health and safety file shall be handed over during or on completion of the contract.

Any design changes required as the contract progresses shall only be implemented in conjunction and with the approval of all relevant parties, in particular the Principal Designer.

**Duties:**

- Manage and control health and safety risks – by addressing the client’s requirements, any pre-construction information provided and relevant parts of the construction phase plan (and any other requirements provided by the Principal Contractor, e.g. information about underground services); also briefing workers, supervising to ensure compliance with site rules, co-ordinating work with other contractors, exchanging information with PC and other contractors, ensuring site inductions received, allowing adequate time for activities, and informing PC of any sub-contracted work;
- Co-operate with other duty holders – including good communication;
- Consult with employees – involving employees in decision making and control of workplace risks;
- Preparing a construction phase plan – when only one contractor on site;
- Ensuring welfare facilities are provided – when only one contractor on site;
- Ensuring a site induction is provided – when only one contractor on site;
- Ensuring site is secure – when only one contractor on site;
- Ensuring adequate skills, knowledge and training of workers – provide any additional information, training, etc, where necessary – also adequate resources and supervision;

*Principal Contractor duties*

The Principal Contractor is a key duty holder who is responsible for the management of the construction phase of a project. This involves liaising with the Client and Principal Designer throughout the project, including during the pre-construction phase.

On the occasions when the company acts as Principal Contractor, the Directors shall ensure that the duties imposed by the regulations are addressed. In particular:

- Liaise with the other duty holders – client and principal designer;
- Manage the construction phase by putting in place appropriate planning for risk control, monitoring health and safety standards, involving the workforce and liaising with others in order to co-ordinate the project;
- Prepare a construction phase plan – using the pre-construction information provided and including appropriate detail to control risks associated with the project; the plan to be reviewed and kept up to date;
- Ensuring that welfare facilities are provided and maintained – in accordance with the requirements of the legislation – toilets, washing facilities, drinking water and cups, facilities for rest, changing areas;
- Providing a site induction to every worker – site specific and of appropriate detail for the level of risk involved;
- Secure the site – reasonable steps to prevent unauthorised access to the site. Clearly marked boundaries, fencing, signage, etc;
- Appoint contractors and workers – ensuring necessary skills, knowledge, training and experience for work to be carried out. Also ensure appropriate information, instruction, training, supervision and tools/equipment/plant – including toolbox talks and briefings;
- Ensure appropriate management skills, knowledge, training and experience for those managing and supervising the work – to address the level of risk;
- Engage contractors and workers by providing relevant information and consulting on health and safety;



- Monitor the risks on site and check control measures are effective;
- Contribute to the health and safety file – pass information to the principal designer.

#### *Designer duties*

Although the company does not act as designer, the company understands that the designers should:-

- Make clients aware of their duties – appointment of contractors, principal designer, etc, as appropriate;
- Prepare and modify designs for safety and health – eliminate risks from design where possible or reduce/control the risks, ensure that information provided can be clearly understood by those who will use it;
- Eliminate, reduce and control risks through design – take account of the general principles of prevention when preparing or modifying design; consider those affected during construction, those who may need to maintain the building, and those who use the building as a workplace;
- Co-operate and co-ordinate with others – including client, other designers, principal designer. Provide clear information on how to control any remaining risks (temporary and permanent works) – consider design reviews;

#### *Principal Designer duties (replaces the H&S Co-ordinator in the previous edition of the legislation)*

The Principal Designer's role is to plan, manage and monitor the pre-construction phase, to co-ordinate health and safety. The pre-construction phase is defined as any period during which design or preparatory work is carried out for a project, which may continue during construction.

The company does not undertake the Principal Designer role but understands that the Principal Designer must:

- Assist the client in identifying, obtaining and collating the pre-construction information;
- Provide pre-construction information to designers, the principal contractor and contractors – identify with the client;
- Ensure that designers comply with their duties and co-operate with each other – including design changes;
- Liaise with the principal contractor for the duration of the appointment;
- Prepare the health and safety file.

#### *Notification of project to the HSE*

The company understands that the Client shall notify the HSE of the project details – using the HSE website facility – where the project lasts 30 days and more than 20 contractors are on site or in total 500 man days.

Further detail on duties and responsibilities shall be obtained from the ACOP produced by the HSE for these Regulations (L144) which is held as an electronic copy on the company server or can be downloaded from the HSE website.

### **3.2 Selection and Control of Contractors**

3.2.1 The company recognises that the use of competent sub-contractors who have appropriate resources and support the company in its health and safety policy commitments is crucial to

the safety performance of the company. A number of contractors are appointed on the basis of acceptable past performance with the company.

- 3.2.2 The site supervisor controls the activities of sub-contractors on site. If considered appropriate and necessary, should any contractor fail to comply with the safety procedures adopted by Atlantix Construction Ltd, the sub-contractor may be asked to leave the site and the contractual arrangements with the sub-contractor may be terminated.

### **3.3 Risk Assessment**

- 3.3.1 The company recognises that the preparation and implementation of risk assessments is a legal requirement.
- 3.3.2 The company carries out risk assessments for all hazardous activities, using external specialist support as necessary. The risk assessments are used to identify appropriate control measures and the site management ensures that the controls are in place.
- 3.3.3 Many of the risks encountered are repeated at each site and the risk assessments are thus regarded as being generic and suitable on each occasion.

However, it is also recognised that unique situations occur and in these circumstances P Tolan, in conjunction with other employees and specialist advice as appropriate, prepares further detailed risk assessments.

Where 'generic risk assessments' require amendment to suit specific site situations, the appropriate amendments are made, recorded on the risk assessment form, and brought to the attention of all employees involved with the work.

- 3.3.4 Risk assessments are supported by a written method statement, particularly for unusual or high-risk activities, or on request from the client or principal contractor. P Tolan, in conjunction with the site supervisors, prepares the method statement, with specialist support as necessary.

### **3.4 The Control of Substances Hazardous to Health (COSHH)**

- 3.4.1 The company recognises that exposure to hazardous substances may cause serious injury or ill-health. In order to minimise this risk, the following matters are observed:
- a) The company maintains an inventory of hazardous products in common use. These have been assessed and appropriate control measures identified. The directors of the company, together with supervisors, employees and contractors are responsible for ensuring the control measures are fully implemented.,
  - b) P Tolan retains copies of the relevant product data sheets which are supplied to each site as necessary. The key areas of control are highlighted and all operatives that use the product are informed.
  - c) New products or procedures that involve potential exposure to hazardous substances will be subject to risk assessments by P Tolan, together with specialist advice as necessary. The safety data sheets for all new products are provided to sites as required.

### **3.5 Moving, handling and lifting loads**

3.5.1 In order to minimise the risks presented by manual handling, the following matters are actioned:

a) Wherever reasonably practicable, the need for manual handling is avoided by the use of handling equipment, which is used to deliver products as close as possible to the area required. Kerb grabs are used as a matter of routine to position kerb stones as close as possible to the final position.

b) Where manual handling cannot be avoided:

i materials are purchased in smaller sizes, where feasible to do so. If this is not possible, materials are reduced in size before handling if practicable.

ii safe manual handling techniques are used, supported by information and training provided to each employee in association with key clients.

iii employees are required to ask for help with heavy or awkward loads and remain comfortable with the manual handling work that they do carry out.

3.5.2 Manual handling activities that cannot be avoided and which are considered to introduce a risk of injury are identified as an integral part of the general risk assessment procedure. Control measures designed to reduce the risk of manual handling injuries are implemented through the site supervisors.

### **3.6 Accidents, incidents and first aid**

The company is committed to reducing the number of accidents, incidents of ill-health and physical losses by implementing a programme of risk assessment, which systematically identifies and controls risks. The control measures and any site-specific issues are identified in the risk assessment records maintained at head office and in each vehicle.

However, it is recognised that incidents may still occur and the following matters are implemented:

#### **3.6.1 Accidents and incidents**

a) All injuries, regardless of their seriousness, are entered in the company accident book kept at the office and in the principal contractor's accident book at site.

b) Any incident that causes, or is suspected of causing, acute or chronic ill-health, damage to plant, equipment or property is reported without delay to P Tolan.

c) All accidents, incidents or dangerous occurrences identified in the provisions of the accident reporting regulations (RIDDOR) are reported without delay to P Tolan and then to the HSE or Local Authority as appropriate. P Tolan investigates any such notifiable event together with any other appropriate support personnel. P Tolan retains completed copies of the notification forms and investigation reports.

d) In order to establish a profile of events that may cause injury, near miss incidents are also reported to P Tolan. A 'near miss' is defined as an incident that may have caused injury or property damage but has not done so, often due to luck.

e) The company accident book is examined as part of the periodic review of safety by P Tolan and the company's safety advisor.

### 3.6.2 First aid

a) A fully stocked first aid box is readily available to each employee. The nominated site supervisor is responsible for ensuring the first aid box is stocked with appropriate supplies.

b) It is recognised that employees will have access to designated first aiders and materials provided by the principal contractor at each site.

c) On the rare occasions when the company works for a domestic client, the supervisor is designated as an 'appointed person' and takes responsibility for all accidents and first aid issues on site.

## 3.7 Plant, machinery and equipment

### 3.7.1 Hired equipment

a) Plant and machinery is hired by the company for use on sites as required.

b) The hire company is responsible for providing equipment that is safe to use and for providing information relating to the safe use by operators. In some cases the hire company supplies an experienced operator with the equipment to help ensure safe operation.

c) When plant and equipment is hired for use by company employees, the site supervisor ensures that the employees have received adequate and appropriate training to use the equipment safely.

### 3.7.2 Company owned equipment

a) Where equipment is used which is not hired, the company ensures that the equipment is safe to use and is only used by trained and authorised employees.

b) Each driver/operator is responsible for the vehicle, including the responsibility to carry out a visual inspection. This inspection is recorded weekly.

c) The inspection, examination, testing and maintenance of company owned equipment is co-ordinated by P Tolan, with servicing and repairs carried out by authorised contractors.

The requirement for statutory inspection, examination and testing (for example with lifting equipment) is co-ordinated by P Tolan, with specialist support as necessary.

Statutory inspection and testing records are kept in the vehicle maintenance files, which are retained by the company's key client and can be accessed when required by P Tolan.

3.7.3 General – all company equipment shall be checked daily by the user and any damage or faults reported and repaired urgently – cables, guards, integrity of fittings, condition of moving components, etc.

## 3.8 Electricity

3.8.1 The company recognises that the use of electrical equipment both on site and in the offices, could present hazards with the potential for serious injury.

3.8.2 In order to minimise the risks of injury from electricity, the following matters are actioned:

- a) All portable appliances are examined:
  - i by the user during normal operations at all company locations
  - ii during routine site inspections
- b) Company owned appliances operating at 240 volts are also examined and tested annually by a competent electrician, or more regularly at the discretion of the directors. P Tolan retains records of these inspections and tests, together with the records of checks on the installations.
- c) Cordless tools or 110v electrical systems are used on site and these are tested every 3 months.
- d) Any electrical equipment that is considered to be unsafe is taken out of use and clearly identified as unsafe until it is effectively repaired or replaced.
- e) The site supervisors are responsible for the safety of electrical equipment used on site.

### **3.9 Personal Protective Equipment (PPE)**

3.9.1 Risks to health and safety are, whenever practicable, eliminated at source or minimised by a range of procedures targeted at reducing the risks for all who may be exposed to the risk.

If the risks cannot be adequately controlled by other means, then PPE is provided for employees and visitors as necessary. It is a condition of appointment that sub-contractors provide and maintain appropriate PPE.

3.9.2 The type of PPE provided is determined by the risks presented. However, the following are normally provided for employees working on sites:

- a) Hard hats
- b) Safety boots
- c) Gloves
- d) Goggles
- e) Ear defenders
- f) Hi-visibility clothing

All PPE that is provided is to the recognised technical and manufacturing standards.

3.9.3 Employees are required to:

- a) Wear/use the PPE provided
- b) Report any defects to PPE to the site manager
- c) Report any circumstances where the PPE provided is considered to be unsuitable

3.9.4 The site supervisor is responsible for monitoring compliance with the company policy on site. Failure to comply with the company's requirements relating to the use of PPE is considered to be a serious offence and disciplinary proceedings may be invoked if the appropriate PPE is not worn.

### **3.10 Public Safety**

3.10.1 The risks to members of the public and others who are not working on site but may be affected by the activities are determined as part of the risk assessment procedure and the appropriate controls are implemented.

3.10.2 The degree of control required to minimise the risk varies, but the following matters are taken into consideration:

- a) Hoarding and barriers – particularly adjacent to excavations and when access equipment is in position, but also in relation to the whole site if appropriate and practicable.
- b) Traffic management schemes including:
  - i delivery vehicles – access and unloading
  - ii construction equipment – use, movement, stability and security

Traffic management schemes are implemented in accordance with recognised standards and under the supervision of appropriately trained staff. This may be done Atlantix Construction staff following advice from and agreement with the principal contractor and/or the Highway Authority.

- c) Storage and stacking of materials:
  - i secure storage facilities provided for site materials
  - ii stable stacking of all materials
- d) Overhead work:
  - i effective barriers
  - ii restricted access
- e) Waste materials storage
  - i regular waste disposal from sites
  - ii good standards of housekeeping on site
  - iii regular collection of bulk waste
- f) Lighting at the site:
  - i the provision of temporary lighting during work as necessary

- ii minimise trip hazards from cabling
- g) Visitor authorisation:
  - i all visitors to report to site supervisor
  - ii all visitors to be accompanied during their visit
- h) Safety signs:
  - i all appropriate signs to be clearly visible and in good repair

### **3.11 Site welfare facilities**

- 3.11.1 It is expected that welfare facilities are provided by the principal contractor at each site and take account of the appropriate legal requirements. Details of the welfare facilities are included in the construction phase health and safety plan.
- 3.11.2 On other sites (i.e. not a notifiable CDM site), welfare facilities are provided in accordance with legal requirements. Temporary facilities may be provided when considered to be reasonably practicable, taking into account the nature, location and duration of the works.
- 3.11.3 Project welfare facilities will generally include – a heated mess room with seating, an area for the storage of clothing (including drying facility), facilities for the preparation of hot food and drink, flush toilets, running water, drinking water, hand/arm washing facilities with hot water. Arrangements shall be made by the site manager to carry out regular housekeeping and facility cleaning. A check on the welfare arrangements shall be carried out by the site manager prior to any site commencing works. No project shall start until the required welfare facilities are in place.

### **3.12 Emergency procedures**

- 3.12.1 Emergency arrangements for site shall be determined by the contract manager and included in the health and safety plan – in conjunction with the Principal Contractor where applicable.
- 3.12.2 For the office area, a fire risk assessment shall be carried out to examine the potential for fire in the area, the severity of the risk and the precautions and mitigating arrangements to be established. An appointed person shall take responsibility for the control of actions in the event of a fire – including summoning the emergency services.
- 3.12.3 A sufficient number of fire extinguishers shall be purchased and routinely checked and tested to address the on-site and office requirements. The fire extinguishers purchased shall be suitable for the conditions in the areas, e.g. powder/CO<sub>2</sub> for electrical fires, foam/water for carbonaceous materials, etc.
- 3.12.4 Fire evacuation procedures shall be developed for individual sites and for the office ensuring that an appropriate warning facility is installed, that an assembly point is established and that responsibilities for actions are identified.
- 3.12.5 Fire control arrangements shall be posted at individual sites and in the office area. All personnel shall be made aware of the fire action by induction training and on-site briefing.

### **3.13 Health and Safety Training**

- 3.13.1 It is recognised that training in the health and safety issues affecting working standards is both a legal and an important aspect of the company's activities. The company works with the Construction Industry Training Board and a number of other training providers to ensure the necessary training is provided for all employees.
- 3.13.2 The directors continually evaluate training needs, particularly in relation to the needs of people who may not be familiar with company procedures.
- 3.13.3 Induction training is provided for all employees, followed by specific training in the part of the operation or site where the individual is to work. Further training is provided as determined by the directors and the employees needs.
- 3.13.4 Training is provided for all employees as necessary, using external resources when required.
- 3.13.5 Training records are maintained for each employee at the company's main office.

### **3.14 Site Safety Rules**

- 3.14.1 Site safety rules are provided to every employee of Atlantix Construction Ltd and to every employee of sub-contractors, who work on site, through inclusion in the risk assessment/method statement pack.
- 3.14.2 A copy of the 'generic' rules is included in Appendix 1 to this policy. These may be amended to suit particular site conditions or enhanced by the principal contractor.

### **3.15 Monitoring of Safety**

- 3.15.1 P Tolan is responsible for ensuring that monitoring safety standards on site is carried out.

Each site is inspected on an informal basis every day by the site supervisor. However, the company's safety advisor, a director of the company or the principal contractor also carries out a formal site inspection on request. P Tolan retains a record of any action taken as a result of the inspection.

- 3.15.2 Any unsatisfactory conditions are rectified as soon as possible.
- 3.15.3 The site supervisors have the authority to stop any work being done, including the work of sub-contractors. They may do this if any conditions are reported to them, or identified by them, which they consider to be in contravention of legal requirements or company policy, or in their opinion are unsafe for any reason.
- 3.15.4 Other company facilities are also inspected by P Tolan and the safety advisor on a regular basis, with records of the inspections and any actions taken retained by P Tolan.

### **3.16 Information for and Consultation with Employees**

- 3.16.1 The company recognises that the provision of information for (communication) and effective consultation with employees contributes significantly to the creation and maintenance of a safe and healthy working environment.



- 3.16.2 All notices, posters, signs and other printed information that is required by law will be provided and displayed as necessary.
- 3.16.3 The company recognises that its employees are not members of a trade union and have not formally appointed health and safety representatives. Consultation with employees is therefore addressed by regular meetings between the company management, supervisors and employees in all parts of the business during day to day activities and during site audits, inspections and tours.
- 3.16.4 It is the responsibility of the site supervisors to consult with employees on site, particularly in connection with the following matters relating to their health and safety at work:
- a) changes in working methods or equipment
  - b) the application of the company's risk assessment programme, and the measures to be taken to eliminate or reduce the identified risks
  - c) what to do in an emergency situation
  - d) requirements for and planning of health and safety training
- 3.16.5 Non-English speaking employees/sub-contractors.

The company does not currently employ any non-English speaking personnel or engage any non-English speaking sub-contractors. However, in the event that non-English speaking persons are engaged or contracted, the company shall provide translated documentation, as appropriate, to ensure that the health and safety requirements on site are fully understood and for specific high risk situations shall utilise the services of translators at site briefings, etc. In addition, appropriate use of internationally accepted warning signs shall be used to give direction on site safety requirements.

### **3.17 Working at Heights/Falls**

- 3.17.1 Work takes place at high levels in a variety of circumstances. It is considered that the normal activities of the company are such that the use of a scaffold system is the most common form of access to high levels. However, ladders may be used as a more practicable means of access for work of short duration or low risk.
- 3.17.2 All the company owned ladders are subject to inspection as part of the site inspection programme. Any defects are repaired or the equipment replaced as necessary. The site supervisor carries out the inspections, using specialist support as necessary.
- If required, hired equipment is provided on the basis that the hire company ensures the equipment is in sound condition and is safe to use. Any defects with hired equipment are referred immediately to the hire company.
- 3.17.3 The use of the ladders and stepladders is in accordance with industry best practice. The key points of this are:
- a) Correct positioning on a firm level base
  - b) Ladders to be set at an angle of 75 degrees (4 up – 1 out)

- c) Ladders to be secured and stable. This includes the use of stabilising equipment where necessary, ties to fixing points at the top where possible or to stakes at the bottom, or the ladder correctly footed.
- d) Correct use of the ladder by employees including:
- Correct overlap on extension ladders;
  - No over-reaching (keep thighs and hips between the stiles);
  - Use of tool belts;
  - Feet to be no higher than 5 rungs from the top of a ladder;
  - Face the work.

### **3.18 Noise and Vibration**

- 3.18.1 The company will buy and/or hire equipment and machinery that is known to produce lower noise levels where possible. Any work that involves the use of equipment which generates noise levels in excess of 80dB(A) will involve supervisors in arranging for operatives to change roles as often as possible (in order to minimise exposure) and also includes the use of ear defenders which are readily available on site.
- 3.18.2 The initial decision as to whether these controls need to be introduced is based on a straightforward judgement. If operatives need to raise their voices to each other at a distance of 2m to hear what is said, then the background noise levels are too loud and the controls need to be introduced.
- 3.18.3 Equipment purchased or hired will be to the latest designs in order to minimise the potential for hand-arm vibration. In addition, the vibration levels for equipment used will be determined and the exposure limits calculated. Job rotation shall be used where necessary to keep exposure levels within the limits. Vibration absorbing gloves shall be worn where appropriate to assist in the minimisation of exposure to vibration.

### **3.19 Alcohol and Drugs**

- 3.19.1 The company is committed to a continuous effort to maintain and improve standards applying to safe operations. As part of these efforts, the following procedures are incorporated into the company safety arrangements in order to increase awareness of the hazards associated with alcohol and drug abuse in the workplace.
- 3.19.2 No employee shall:
- Report for or perform any work service for the company whilst under the influence of alcohol or any controlled substance.
  - Misuse, sell or distribute legitimate drugs prescribed for their own use whilst on company business, company premises or client premises.
  - Use, possess, distribute or sell alcoholic beverages or items containing alcohol whilst on company or client premises.
  - Allow to work, or work with, a person employed by the company or a sub-contractor whom they have reasonable cause to believe is under the influence of alcohol or drugs.

Failure to comply with these arrangements will render the employee subject to disciplinary action.

### 3.19.3 'Over-the-counter' and prescription drugs

Some over the counter medication could affect your ability to undertake duties in a safe and responsible manner. These over the counter medicines include but are not limited to:

- Anti-depressants
  - Painkillers
  - Tranquillisers
  - Cold and flu remedies
  - Sleeping pills
  - Hay fever remedies
- and other anti-histamines

Likewise, prescription medication can affect a person's ability to undertake duties in a safe and responsible manner.

It is an individual's responsibility to understand the medication they are taking and the effects they will have on their performance. If a person is taking medication that may affect their performance they should speak to their immediate Line Manager/Supervisor at the first opportunity. Such persons may have to work under restricted duties until advice is provided and dependent upon the advice received they may have to continue to work under restricted duties until they have stopped taking the medication.

### 3.19.4 'For-cause' testing

'For-cause' drugs and alcohol testing may take place if an employee has been involved in an incident or accident or your Line Manager/Supervisor considers that their actions or behaviour gives reasonable grounds to believe that they are unfit for work due to the effects of drugs or alcohol.

Following 'For-cause' Testing the person will be suspended from safety critical work until the results are known.

Under legislation it is a criminal offence to undertake safety critical work whilst unfit to do so through alcohol or drugs, so the person may also be subject to 'for cause' testing by a Police Officer.

A criminal offence is committed if the person:

- Refuses to give a specimen.
- Has more than 80 milligrams of alcohol in 100ml of blood.
- Has more than 35 micrograms of alcohol in 100ml of breath.
- Has more than 107 milligrams of alcohol in 100ml of urine.
- Is unfit to carry out their duties through drink or drugs.

Conviction of a criminal offence of this nature usually results in a fine and or imprisonment. If a person is hospitalised as a result of an accident or incident they will only be subject to 'for cause' testing with the consent of the medical practitioner in charge of their case.

## 3.20 Health Surveillance

3.20.1 As part of the recruitment process, new employees shall provide information on their state of health using a health questionnaire. Where necessary and appropriate, further

information on individual health condition shall be obtained using a specialist health monitoring service.

- 3.20.2 Senior management shall review the general health of employees as part of the ongoing health and safety monitoring mechanisms asking for concerns to be identified and health problems to be noted. The Managing Director shall maintain records of sickness-absence and observe any trends or concerns.
- 3.20.3 If during ongoing monitoring of health, concerns are raised about individuals' health performance, the Managing Director shall arrange for specific checks to be carried out using and external health monitoring service.

#### *Risk assessment and health surveillance*

- 3.20.4 When compiling risk assessments, consideration shall be given to the potential for damage to health resulting from the construction activities and will include hearing damage from noisy operations (use of Stihl saws/breakers), respiratory damage from the inhalation of harmful substances (excavation dust, cement, fuels, etc), vibration white finger from the use of vibrating equipment (breakers, Stihl saw), skin damage from contact with harmful substances (fuels, cement, etc), muscular skeletal problems associated with manual handling activities, etc, and where necessary appropriate health surveillance shall be carried out using site management monitoring with external professional support as necessary.

The control measures identified in the assessments shall endeavour to address the risk to prevent any damage to health, e.g. control of exposure hours by job rotation, use of appropriate personal protective equipment, segregation of work to limit the exposure of others not involved with the activity, use of up to date/best standard equipment, location of activity to dilute the intensity of the hazard, e.g. well ventilated areas, unconfined work areas, etc.

### **3.21 Asbestos**

- 3.21.1 The company does not expect to work with or discover asbestos in any of its current scope of projects. However, should asbestos be suspected on any product or building, work shall stop immediately, the area be isolated and specialist services be brought on site to investigate. The current office area does not contain any asbestos.
- 3.21.2 The workforce shall be given basic asbestos awareness information as a toolbox talk to provide a general understanding of where they may discover asbestos on site, e.g. pipework, seals.

### **3.22 Lone Working**

- 3.22.1 It is the company's policy that no site personnel shall work alone on any site activity. Site management shall plan the resources and activities such that a minimum of two persons are always in attendance during construction and administration activities on site.

If it becomes necessary for lone working due to extreme or unforeseen circumstances, then a specific risk assessment shall be carried out and controls put in place to address the situation, e.g. regular visits, security cover, CCTV, routine phone calls, etc. The method statement for the work shall also be amended to address these unusual circumstances.

- 3.22.2 Where it is necessary to carry out administration work alone at the company's main office, arrangements shall be made for regular contact with the person by a management team member or other authorised deputy. Wherever possible, work shall be carried out within normal working hours so that support can be obtained from personnel in other businesses within the office block.

## Appendix 1

### GENERAL SAFETY RULES

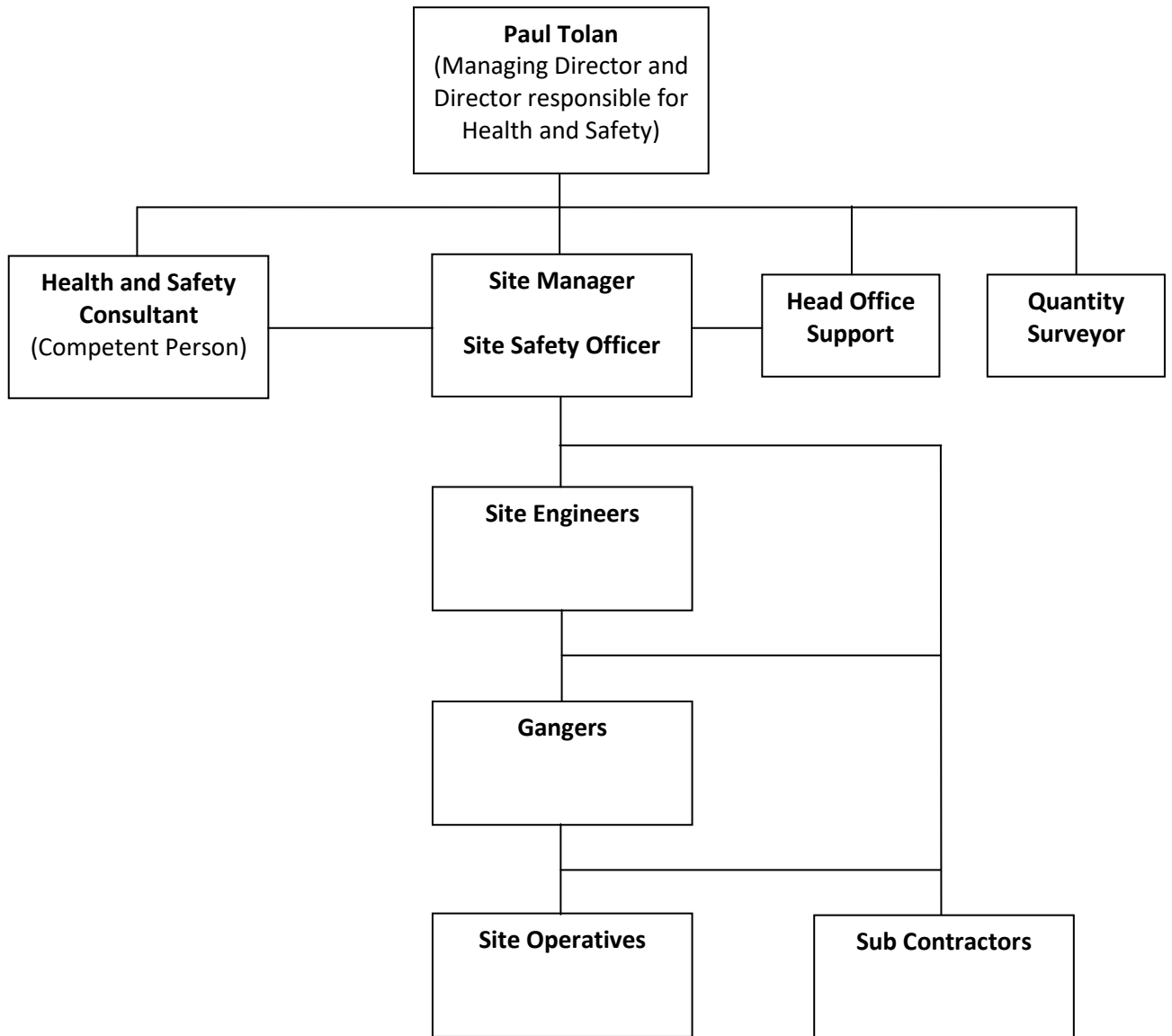
#### Introduction

Please remember that you are responsible for your own safety and you must work in a way that keeps you and your work colleagues safe. We recognise that our work places can be dangerous and therefore the following key points are provided to help you keep the workplace safe.

- 1 **Keep your work area tidy** – slips and trips are a very common cause of injury.
- 2 **Only use plant and equipment if you have been trained** in how to use it properly. Check it out on a daily basis and report any defects to your supervisor.
- 3 **Report anything that you think may cause an accident** to your line manager.
- 4 **Wear the correct protective equipment.** If you feel it is not suitable, tell your supervisor. Keep the equipment in a safe place and in good repair. If it is damaged get a replacement.
- 5 **Look out for visitors** or members of the public who may not be familiar with the site.
- 6 **Make sure you know about the emergency arrangements on site** – especially fire and first aid cover.
- 7 **Do not use hazardous products** unless you know the precautions to be followed.
- 8 **Take particular care when working at high levels** – falls are the biggest cause of fatal and major injuries in the industry.
- 9 **Think carefully about any manual handling that is necessary.**
- 10 **Do not turn up for work under the influence of drugs or alcohol** – working with construction equipment is dangerous enough without complicating the issue with drugs or alcohol.

**Appendix 2**

**Company Organisational Structure**



**Appendix 3****Applicable legislative standards**

<b>Legislation</b>	<b>Year</b>
The Health and Safety at Work, etc Act	1974
The Management of Health and Safety at Work Regulations	1999
The Control of Noise at Work Regulations	2006
The Health and Safety (First Aid) Regulations	1981 (as amended)
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	2013
The Regulatory Reform (Fire Safety) Order	2005
The Electricity at Work Regulations	1989
The Health and Safety (Display Screen Equipment) Regulations	1992 (as amended)
The Corporate Manslaughter and Corporate Homicide Act	2007
The Provision and Use of Work Equipment Regulations (PUWER)	1998
The Lifting Operations and Lifting Equipment Regulations (LOLER)	1998
The Workplace (Health, Safety and Welfare) Regulations	1992
The Personal Protective Equipment at Work Regulations	1992
The Health and Safety (Consultation with Employees) Regulations	1996
The Control of Substances Hazardous to Health Regulations (COSHH)	2002
The Manual Handling Operations Regulations	1992
The Construction (Design and Management) Regulations	2015
Employers' Liability (Compulsory Insurance) Regulations	1998 (as amended)
The Health and Safety (Information for Employees) Regulations	1989
The Health and Safety (Safety Signs and Signals) Regulations	1996
The Working Time Regulations	2003
The Work at Height Regulations	2005
The Control of Vibration at Work Regulations	2005