

Turnkey Aftercare Ltd



Health and Safety Policy

Document Control

The Health & Safety Policy will be reviewed annually and revised as necessary. All amendments will be recorded below.

Issue	Comments/Revised By/Revision Notes	Next Review
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Introduction

Turnkey Aftercare Ltd (hereafter The Company) carries out contracts for clients including supply and installation (equipment and materials). The Company has prepared this policy to manage the health and safety of employees; other persons that may be employed; and persons who may be affected by our activities. This policy intends to demonstrate The Company's positive attitude towards health and safety.

Our policy will be brought to the attention of all persons employed and/or engaged; and will be reviewed annually and revised where necessary.

Statement of Intent

The Company is committed to providing a safe and healthy environment for its personnel and others affected by their work activities. Success will only be achieved with everyone applying the policy requirements and monitoring its effectiveness. Personnel are reminded of their legal obligations to co-operate with the implementation of this safety policy.

We will apply all reasonably practicable measures to comply with all legislation applicable to its activities, including: The Health and Safety at Work, etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Management and Design) Regulations 2015 and all concomitant regulations.

We will provide safe systems of work to prevent accidents and cases of work-related ill-health, and endeavour to achieve these objectives by providing:

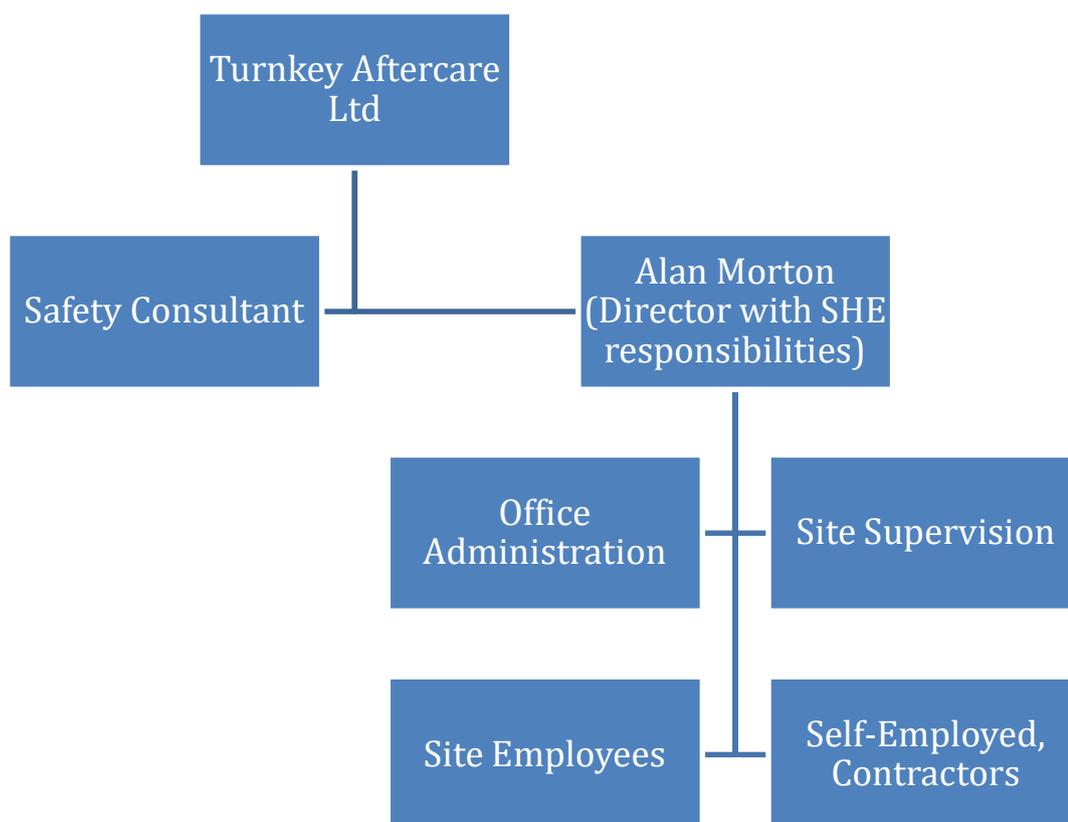
- adequate controls for health and safety risks arising from our work activities
- safe and healthy working conditions
- supervision, instruction, and information for employees
- a suitably competent workforce holding appropriate CSCS qualifications
- all employees with adequate training ensuring they are competent to carry out their tasks
- safe plant and equipment and maintaining it to manufacturer requirements
- information, instruction, training in the safe handling and use of substances
- proper emergency planning
- Personal Protective Equipment (PPE) when necessary

We will use “open door” methods to consult with employees on matters affecting their health & safety.

Alan Morton is the Director responsible for carrying out its Health and Safety management responsibilities and he is advised by our Health and Safety Consultant. They will review this policy and associated documentation including Risk Assessments and other safe systems of work annually and revise all as necessary.

Signed Alan Morton
Director (responsible for Health and Safety)
Date: 9th February 2026

1. Organisation



2. Responsibilities

2.1 Director (Safety Responsibilities)

The Director's responsibilities for Safety, Health and Welfare include:

- allocating sufficient resources within the budget constraints to implement safety procedures and systems
- ensuring resources are available to provide training, as required, for management, supervisors, and personnel
- taking a direct interest in the Health and Safety Policy and positively support any person whose function it is to carry it out
- periodically reviewing the responsibilities of all persons concerned with implementing the Health and Safety Policy and procedures
- ensuring all staff are held accountable for their performance in relation to Occupational Safety and Health

2.2 Directors (General Responsibilities)

Directors will ensure:

- their responsibilities within the Health and Safety Policy are met
- persons under their control are made aware of, and comply with, their responsibilities within the Health and Safety Policy
- suitable and sufficient induction is provided to all persons however employed,
- suitable and sufficient safe systems of work are developed, including Risk Assessments and Safety Method Statements
- the requirements of project Construction Phase Health and Safety Plans are met by all personnel, however employed
- all relevant information included in Health and Safety Plans is communicated to Site Supervisors and personnel as required
- safety training needs are identified, and appropriate training is provided
- all inspections and maintenance are carried out as specified
- any incident involving injury and/or property damage is suitably investigated by the Safety Consultant, with RIDDOR notifications made as required
- the self-employed and any contractors are capable of, and willing to carry out work in a safe manner in accordance with company and client requirements, i.e. Site Safety Plan, Site Safety Rules, Risk Assessments, Method Statements

2.3 Site Supervision

Site Supervisors must implement the Health and Safety Policy Statement in their area of responsibility. They must ensure:

- safety standards laid down in the Health and Safety Policy and project Construction Phase Health and Safety plan are complied with
- all hazards in their area of responsibility are identified and the specific measures to reduce the risks associated with these hazards are complied with
- appropriate safety training, including induction, is provided to personnel under their supervision
- all staff under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available
- good housekeeping standards are maintained
- an Accident Report form is completed thoroughly and promptly for all reported accidents, and the Safety Consultant is notified
- accident investigation reports are carried out for specified injuries by the Safety Consultant, and report copies retained in the Site Safety File
- They participate fully in safety inspections in their area of responsibility,
- the activities of visitors and contractors on site are supervised/monitored to ensure their safety
- Site Safety Files are maintained up to date, including Risk (and COSHH) Assessments and Safety Method Statements, relevant equipment certificates, site safety inspections, training records, Manufacturer Safety Data Sheets (MSDS's) and other relevant health and safety information

2.4 Personnel (including employees, self-employed and sub-contractors)

Personnel have responsibilities to:

- co-operate fully with all provisions taken for ensuring the safety, health and welfare of personnel, other contractors, and clients
- adhere to all safe systems of work, wear any personal protective equipment, and use any safety equipment provided
- discharge their work in a safe manner
- take reasonable care of their own safety, and that of others, who may be affected by their acts or omissions to the workplace
- report all accidents and near miss incidents (dangerous occurrences) immediately to the responsible person on site
- not be under the influence of an "intoxicant", which includes illegal drugs as well as alcohol, and to report any use of prescribed medication

- not work in a situation of serious and imminent danger or engage in harmful conduct

2.5 Safety Consultant

The Safety Consultant will assist directors to achieve their safety and health objectives by:

- ensuring the Health and Safety Policy is continually monitored and revised to comply with all relevant legislation and best safety practices
- advising on legal and insurance implications affecting health and safety within The Company
- advising on legislative changes affecting The Company and their activities
- ensuring The Company appoint responsible persons to exercise general supervision during projects for the day-to-day activities on site
- carrying out site surveys on periodic basis and prepare reports for management
- helping with the investigation into the cause of any accident or dangerous occurrence and the recommendations to prevent a recurrence
- ensuring that, where necessary and following accidents or dangerous occurrences, all statutory notifications are properly completed and submitted to the enforcing authority
- monitoring accident and incidents and preparing a summary report analysing incident trends
- carrying out/assisting with safety training as and when required • assisting with documentation of safety related matters and advise on industry best safety practice
- co-ordinating the efforts of management and staff in matters of Health and safety
- advising on matters relating to safety, health, and welfare • representing The Company by liaising with Governmental and other bodies on matters relevant to health and safety
- considering and, if necessary, acting on representations made by any designated Safety Representative on matters pertaining to the safety, health, and welfare of persons at work
- reviewing and monitoring the activities of contractors and visitors on site in relation to safety

3. Arrangements

3.1 General Safety Precautions and Controls

3.1.1. Tendering

Management must identify all work areas and understand site housekeeping requirements. Therefore, tenders should consider the time and labour required to comply with this standard.

3.1.2. Welfare

Personnel will be expected to maintain welfare facilities and leave them as close to the way they found them as possible.

3.1.3. Bricklaying

Not applicable.

3.1.4. Workplaces

All workplaces will be suitably supervised by an experienced, competent, person.

Plan layout of work area to include;

- safe places of work for personnel
- segregated work areas to prevent interface with other trades
- safe trafficking of mobile plant delivering work equipment and materials

The safety of the public, particularly children, must be considered when workplaces are left open at break times or outside on working hours.

3.1.5 Housekeeping

Maintain a high standard of housekeeping. Personnel are responsible for their own work areas and must ensure they carry out a general clean-up of the site throughout the day and/or upon the completion of work.

Keep all access routes clear, with openings in walkways, driveways, etc. being secure.

Materials should never be stored in positions that could create hazards for workers. This includes storing materials on access routes, in other trades work areas, or in materials storage areas.

3.1.6 Mobile Plant

We depend upon clients or the Principal Contractor to provide mobile plant to move our materials and equipment. We will assist plant movements, where necessary, by providing banksmen to assist manoeuvring vehicles.

3.1.7 Fire Prevention

All personnel will co-operate with clients and PCs to ensure welfare compound areas are maintained with firefighting facilities. All site personnel will be informed, during site induction, of the procedures to be followed in the event of a fire (e.g. means of raising an alarm, assembly points, escape routes, fire extinguisher locations).

3.1.8 PPE

The Company has carried out an assessment for PPE required for working on site in accordance with the Personal Protective Equipment at Work Regulations. As a result, personnel must wear safety helmets, safety footwear and hi visibility clothing and gloves as a minimum requirement. Other PPE, such as respiratory protective equipment (RPE), safety goggles, ear defenders, will be required and issued as necessary, i.e. identified by risk assessment, or as specified by site requirements. The Company will provide self-employed personnel with their required PPE. Bona fide sub-contractors will provide their workforces with PPE. Personnel wearing RPE will be face-fit tested to ensure its suitability.

3.1.9 Protection of the Public

It is essential to protect the public, especially children, from the dangers that can be encountered on a construction site. Measures that can be taken to achieve include:

- Using a secure, rigid barrier to prevent unauthorised access to the site, as well as to any specific hazards on the site such as scaffolds that can be accessed outside working hours, or excavations that are deep or liable to flooding
- Ensuring that all plant and equipment is immobilised and made secure at the end of each working day
- Controlling the movements of plant and vehicles through the access on to and off the site
- Preventing any mobile plant from working outside of the site boundary without adequate supervision
- Keeping any hazardous materials in a securely locked store when not in use
- Tying a scaffold board over the rungs of a ladder to prevent unauthorised access.

HSE guidance HS(G)151 “Protecting the Public – your next move” is available to assist with managing the protection of the public.

3.2 Administration for Project Health and Safety

3.2.1 The Construction (Design & Management) Regulations (2015)

CDM Clients are responsible for ensuring the roles of Principal Designer and Principal

Contractors are competently fulfilled. Typically, they engage the services of a competent Principal Designer (PD) or fulfil the role in-house and take the role of Principal Contractor (PC) themselves. In these situations, the Client is responsible for the provision of the Construction Phase Health & Safety Plan, including all necessary welfare and other arrangements such as the coordination of all contractors on site.

The PC will display the F10 (project information to be notified to the HSE) at a location where it can be read by everyone at work.

3.2.2 Construction Phase

The CDM regulations classify our activities as those being carried out by a contractor, and we will fulfil those duties by:

- only commencing work on site when the F10 notification and Construction Phase Health and Safety Plan (CPHSP) have been received/clearly displayed on site
- attending PC site induction where our personnel will be informed of the Safety Plan and site rules required for the health and safety of all persons working on the project and those parts of the Safety Plan affecting our activities
- developing our safe systems of work incorporating relevant information received from the client or Principal Contractor, i.e. including specific measures for controlling hazards related to work activities listed in CPHSP
- amending our safe systems of work as required considering progress of the work and any changes that occur
- co-ordinating implementation of all applicable elements of the CPHSP • co-operating with other contractors and their activities including the provision of information to personnel on site
- co-ordinating measures to protect the public and only permit authorised persons onto site
- promptly providing the PC with any information brought to our attention or discovered during construction work that affects safety at work, status of the CPHSP, or Health and Safety File.
- reporting details of persons suffering injury or ill-health to our site supervisor and the PC as soon as possible. Dangerous occurrences will also be reported.
- maintaining welfare facilities provided by the PC throughout the period we are on site.
- conducting site inspections, ensuring any noted deficiencies are immediately corrected or work stopped until the situation can be made safe
- maintaining records of any notification of an accident, or dangerous occurrences which occur on site and ensure proper notification has made to the authority where appropriate
- preparing any information required for the Safety File making necessary adjustments as the work progresses, and hand over to our client or the Principal Contractor upon completion of the project

3.3 Risk Assessment and Method Statements

3.3.1 Risk Assessments

The Management of Health & Safety at Work Regulations 1999 and other health and safety legislation require employers and self-employed persons to make suitable and sufficient assessments of the risks to workers and any others who may be affected by their undertakings and to record the significant findings of that assessment.

To comply with the requirement, we will:

- assess the severity of hazards and the risks to the health and safety of personnel and anyone else that may be affected by our activities. This, so that all necessary preventative and protective steps can be identified thus eliminating or reducing risks to a minimum
- appoint competent people to devise and apply the protective steps shown to be necessary by the risk assessment
- set up emergency procedures
- give our personnel information about health and safety hazards associated with the risk assessment and make sure that they fully understand the risks involved
- ensure personnel have adequate health and safety training
- Provide P.P.E. (free of charge) where necessary
- Carry out health surveillance on personnel where appropriate
- Record the findings including any arrangements to be implemented, together with any training, etc. that may be necessary

Risk Assessments will be made, and site supervision will be responsible for their implementation and monitoring. The Safety Consultant will assist with clarification or specialist advice.

The Risk Assessment Form will be used. Template risk assessments have been created for activities carried out by The Company. When used, they will be developed further and made site-specific. Guidance on completing the document is available from the Safety Consultant.

3.3.2 Method Statements

The Health and Safety at Work, etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 require employers to ensure, so far as is reasonably practicable, the provision of a safe system of work. The preparation of a written method statement setting out the proposed scheme work elements is an important part of planning for a safe system of work.

A common misconception assumes the definition is confined to written method statements, and it is for the Director (Responsible for Health and Safety) to demonstrate a working operation has been thought out in advance.

Our activities are repetitive and low risk and typically covered by Risk Assessment. However, formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high or required by clients. Method statements will provide specific information on the task to be undertaken on client premises and will detail a clear sequence of work that would be followed to undertake the given task safely.

The extent of details in the method statement will depend upon the size and/or complexity of the work and will be produced before work commences on client premises.

The whole method statement will be discussed and reviewed with our client and updated as necessary so that it remains current. It will be distributed to all those concerned with supervision of the work.

The Method Statement format will:

- Give a broad description of the work to be undertaken
- Form a single document and include marked up diagrams as necessary
- Be capable of being modified to cater for any plan change in a system of work
- Be indexed for ease of reference
- Follow a logical sequence, have each stage of the sequence clearly titled, and be concise and unambiguous
- Be accompanied by the activity/task Risk Assessment
- Be clearly marked with a date of preparation and revision number or letter where applicable, so that the issue being used at any instant can be readily identified.

Suitable and sufficient resources will be provided in the form of personnel, materials, equipment; the physical conditions that prevail at the place of work, access and egress, and competent supervision.

Work must also be monitored to ensure that the planned sequence of operations is not deviated from in any way. They must be reviewed and updated as necessary.

Remember; Consultation with the workforce is vital and encourages participation, team spirit, feedback, improved morale, and loyalty.

3.4 Training for Safety

3.4.1 Introduction

Management, supervision, and site personnel are required to be in possession of a Construction Skills Certification Scheme (CSCS) card that should be appropriate to their position/trade/skill. SMSTS and SSSTS safety training qualifications must be held by site supervision.

We will provide all training required by law and business obligations to ensure the safeguarding of personnel safety, health, and welfare. Safety/Skills training will be provided for all necessary aspects of construction site safety affecting our activities and include, but will not be limited to, the following:

- Induction Programme
- NVQ's and CSCS
- In-service information, including Toolbox Talks, and Risk Assessment and Method Statement briefings (RAMS)
- In-service training including Manual Handling and Abrasive Wheels, RPE training and RPE face-fit testing
- Emergency Response Training, including First Aid and other training as identified

3.4.2 Induction of New Personnel

All new personnel must have a thorough induction on The Company's safety matters before commencing work. This should include a thorough questioning by the relevant supervisor to discover where there might be gaps in the safety knowledge identified. All personnel will, during induction, be provided with RAMS information to ensure they understand the requirements of the system of work. A record of induction training is to be kept by the site supervisor for all operatives and filed in the Site Safety File.

3.4.3 Site Induction

Principal Contractors have responsibility for ensuring our employees, entering their sites, are informed of all safety issues (including access, emergency arrangements, and welfare facilities) to be employed on the site. A record of induction training will be kept on site by the Principal Contractor.

3.4.4 On-Going Training

So far as is reasonably practicable, we will provide the continued provision of health and safety information, instruction, and training for all personnel, and include the following:

- Induction information for all new starters, including risk assessments and safe systems of work.
- The provision and dissemination of health and safety information in memorandums and other communication methods including the Health and Safety Policy, leaflets, guides, and toolbox talks.
- Attendance at Toolbox talks will be recorded on the Toolbox Talk Attendance Register held within the Site Safety File.
- Appropriate information and/or training on a range of health and safety issues such as manual handling, hand-arm vibration, first aid (including refresher training), RPE training and face-fit testing, excavation safety.

3.4.5 Training Records

Training records will be maintained as required and contain the following information:

- Course Date
- Duration
- Name of Instructor
- Name of person receiving instruction
- Nature and content of instruction
- Expiry/Renewal date

Official training records must be kept, and the assessments and progress of training documented.

Contractors must ensure those they employ hold appropriate CSCS cards and provide suitable evidence to our site supervision.

3.5 Consultation

The Company will arrange suitable “open door” consultation arrangements with personnel and provide appropriate information to any nominated and elected safety representatives on all matter pertaining to safety, health, and welfare. The Company believes it can best address consultation during the Induction process, Toolbox Talks, and Safety Method Statement briefings.

3.6 Non-English-Speaking Personnel

Hazards arising from the employing non-English speaking personnel require us to take a robust position on these persons working for us. Wherever possible, we will avoid the use of non-English speaking personnel working alone on site.

Where this is not possible, any non-English speaking operative must be accompanied by a person capable of translating the provisions of our site induction process, emergency procedures and contents of the Risk Assessments and Method Statements to the non-English speaking operative.

The Site Supervisor must satisfy himself the non-English speaking operative understands the required safety provisions before being put to work. If the Site Supervisor is not satisfied the operative understands the safety provisions, and/or the contents of the RAMS, he is authorised to prevent that operative from beginning work on site: without exception.

Where the Site Supervisor is satisfied the translator has adequately communicated the safety procedures to non-English speaking personnel, and where these persons are authorised to proceed with their operations, a site-based risk assessment may be necessary to determine further required controls, e.g. multi-language safety signage. In these situations, the site supervisor must seek further advice from the Safety Consultant.

3.7 Mechanical Equipment & Portable Tools

3.7.1 Introduction

When operating as a labour-only sub-contractor, all mechanical equipment and

portable tools will be provided by clients. On this type of contract, we will inform our clients of any safety concern regarding equipment, halt its use, and seek a replacement or repair before returning the equipment to use. When working on a supply and install contract, we may be required to provide our own equipment. This will be hired from a reputable source and weekly recorded inspections carried out. We will deal directly with the hire company re. unsuitability, damage, replacement, repair. For both contract types, we have a duty to ensure equipment is well-maintained and suitable for use.

3.7.2 Mechanical Equipment

Machinery, whether power-driven or not, used on construction sites must be suitably guarded. Where guards are removed for maintenance, they must be replaced before the machine is used for normal work again.

Arrangements will be made for regular checks on the condition of mechanical plant, paying attention to guards, casings, and damage to any rotating parts.

For any machine or plant to be used effectively, the operators must be trained and competent.

3.7.3 Portable Tools

Arrangements will be made for regular checks on the condition of portable tools, paying attention to the guards and casing

All portable electrical equipment provided for use on site will be battery powered or operate at 110V. All electrical equipment brought on the site will be of safe design and construction and properly maintained. This includes electrical extension leads. Portable Appliance Testing (PAT) will be carried out every 3-months and records maintained on site. Testing will inspect for electrical insulation, the lead, and damage to any rotating parts,

3.7.4 Abrasive Wheels

The term “abrasive wheels” includes grinding discs and disc-cutters, and the following requirements must be followed:

- Mounting of wheels to only be carried out by appointed persons who are trained to do so
- The maximum speed of the machine must not exceed the maximum speed of the wheel
- The machine must have a guard to provide adequate protection
- Routine checks, regular inspections and preventative maintenance must be carried out
- Dust suppression must always be provided when using disc cutters. Portable pressurised water containers are provided for this purpose
- Suitable PPE (goggles [Class 1F], dust mask [FFP3] and hearing protection) must be worn. Face-fit testing will be carried out for users of Respiratory Protective Equipment (RPE).

3.7.5 Compressed Air Powered Tools

The likelihood is compressed air tools will not be used, but where this occurs, Site Supervisors will ensure any compressors and compressed air tools used on site are selected in accordance with our policy on noise and vibration.

The Site Supervisor will ensure any compressor or compressed air tool provided for use has noise controls fitted and are supplied with all necessary guards and safety devices (jockey wheel, brake, engine cover stays etc.). Also,

- Instructions will be given to the operative in the correct use of the equipment to reduce noise, injuries, damage etc.
- The Site Supervisor will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, RPE, is available and provided for use, as required
- The Site Supervisor will ensure any defects in the compressor, hoses or tools are reported immediately to the plant hire company
- The Site Supervisor will ensure all operatives wear suitable protective footwear when using compressed air equipment, e.g. breakers.
- When moving compressors on site, care must be taken to ensure that the jockey wheel, or towing arm stand, is not damaged
- When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not be folded and held or tied).

3.7.6 Lasers

Under normal circumstances only lasers of Classes 1, 2 or 3a will be used. Typically, rotating lasers used for level control are Class 1.

The use of Class 3a laser products require:

- Adequately trained personnel to install, operate and adjust the equipment
- The area around the laser and its line of sight to be controlled
- Operatives not to look directly into the beam
- The laser to be securely stored when not in use.

3.8 COSHH (Hazardous Substances)

3.8.1 Introduction

The safety requirements pertaining to individual chemicals and hazardous substances used on site will depend on the nature of the substance and how it is used. Common exposure to hazardous substances will be typically restricted to cement-based mortar, brick and block dust containing silica created when cutting, and fuels driving mechanical plant and equipment. The following general requirements will apply to all substances used or stored on site.

3.8.2 Information

Material Safety Data Sheets (MSDS) will be used to form the COSHH

Assessment for any hazardous substance brought onto site. These provide detailed information on each substance used.

3.8.3 Labelling

Containers of dangerous substances must be correctly labelled. Labels contain information on the precautions necessary as well as an orange label with the appropriate hazard symbol. Substances should not be transferred to an unlabelled container at any time. Material must not be stored where they are exposed to damage from traffic movements.

When employed as a labour-only sub-contractor, we will be provided with all materials, including materials that are or can be hazardous to health, e.g. cement (laying mortar beds) and silica dust (from brick/block cutting).

Where The Company is responsible for providing substances that can be hazardous to health, we will:

- Identify all hazardous substances used by personnel
- Maintain a file of relevant Manufacturers Safety Data Sheets
- Carry out an assessment of the proposed handling, storage and use of the hazardous substance and complete an assessment report
- Ensure all substances and materials having hazardous properties are used, stored, and disposed of according to manufacturer instructions
- Ensure all persons using substances potentially hazardous to health are informed and instructed on the control measures outlined in client CoSHH Assessments and Manufacturer Safety Data Sheets.

The following precautions will be taken when handling hazardous substances:

- Avoid all unnecessary or prolonged contact with substances particularly those that are toxic, corrosive or irritant. Always wear the appropriate protective clothing and equipment required for protection. This applies particularly when transferring, decanting or when dealing with a spillage.
- Avoid inhalation of vapour, mist, fumes, or dust (particularly when using aerosol containers).
- Follow normal handling and hygiene procedures to avoid ingestion. It is important, that after using hazardous substances, to remove protective clothing and thoroughly wash hands and face before eating, drinking, or smoking to avoid contamination.

When working with such substances personnel must:

- Follow the instructions on our COSHH assessment or specific hazard information sheet and use PPE as appropriate.
- Ask for a specific written assessment if substances are to be used for prolonged periods or within confined spaces.
 - Be adequately protected from dust/debris as well as limiting and

controlling the emission of smoke, fumes, and odours.

3.9 Occupational Health

3.9.1 Introduction

The Company will carry out Risk Assessments for activities with the potential to cause harm to health. Information, instruction, and training will be provided to personnel wherever necessary.

3.9.2 Pre-existing Medical Conditions

Personnel must report these to Head Office via their supervisor on commencing employment with The Company e.g. back conditions, muscular injuries, or a recent operation. Any suffered later must also be reported. Failure to do so may result in work being allocated to personnel that is beyond their capability, putting them at risk, and may represent a breach of their contract of employment.

3.9.3 Manual Handling and Lifting

Regulation 4 of the Manual Handling Regulations 1992 states “a person shall not be employed to lift, carry or move a load so heavy as to be likely to cause injury to him or her”.

Where mechanical handling equipment is available and personnel are authorised and trained to use it, they must do so.

Risk Assessments will be made as required, and their outcomes fully discussed with personnel involved with manual handling.

The right equipment for the job must be worn, e.g. safety boots, gloves, overalls, safety helmet, eye protection, and any other necessary equipment.

Personnel carrying out manual handling must know their physical capabilities and only tackle jobs they can reasonably handle. The **suggested** maximum weight to be lifted by the **average man is 25 kilos** at waist height close to the body; however, individual assessments will be made.

Training will be given where necessary to ensure persons carrying out manual handling tasks do so in a safe manner.

Before carrying out manual handling, the task must be thought through:

- Can the load be handled alone?
- Is there a clear properly lit walkway to the work location or stacking area?
- Is there a safe stacking area?
- Will timber packing be required between the articles when stacked?
- Seek advice on height restrictions for stacks; remember it is often more dangerous de-stacking than stacking.

- Always check the load before lifting - Is the weight marked on it?
- If a container, check the contents weight and hazards associated with it.
- Be aware of overhead electric lines or moving vehicles if carrying long loads.
- Remove loose objects that are liable to fall whilst moving the load.

For a load to be lifted safely:

- Stand reasonably close to the load, be sure footing is firm, and feet are about 12 inches (300mm) apart.
- Squat down by bending the knees, keep back as straight as possible.

The above steps also apply to the **self-employed**.

If the load is beyond an individual's capabilities or awkward to handle; **they must get help**.

REMEMBER: Help and team lifting dramatically reduce the chances of injury during manual handling operations.

3.9.4 Noise

Where The Company's personnel or others are likely to be exposed to noise levels described in the Noise at Work Regulations 2005, i.e. the First Action Level 80dB (A), the Second Action Level 85dB (A), or the Peak Action Level 200 Pascal's, The Company will ensure a competent person makes an assessment, that identifies personnel or others exposed to noise and applies control measures to reduce the risk of hearing damage to the lowest reasonably practicable level.

The Company will ensure, so far as it is reasonably practicable, that "Noise Protection Zones" are established and identified by means of signs, and where necessary, high visibility tape or similar.

The company will provide all necessary PPE as and when required.

3.9.5 Vibration

Workers whose hands are regularly exposed to high vibration may suffer from several kinds of injury to the hands and arm, including impaired blood circulation and damage to the hand muscles. This is a painful disease and is widespread in the construction and building industries where vibratory tools and machines are used.

Where Vibration White Finger (VWF) is contracted by workers who are involved in certain specific work activities, it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). VWF is a prescribed disease.

Identifying Hazardous Work and Assessing Risk

The following common tools and processes are likely to create hazardous vibration:

- percussive tools used in concrete breaking, trimming and other construction activities
- grinders and other rotary tools (drills, etc.)
- timber and wood machining tools (handheld saws, etc.)
 - pounding machines etc. (Wacker plate, rollers, concrete vibrators, etc.).

They will not always cause injury because the risk also depends on the frequency of use, the way the tools are designed and used, and the working conditions. Risk Assessments will be carried out for tools where they are regularly used for prolonged periods:

Where hazardous jobs are identified, they will be considered in the general Risk Assessment required by this policy document.

Exposure to vibration must be recorded on the appropriate form using equipment information (vibration level) and exposure (“trigger”) time.

Preventative Programme

A preventative programme will control the risk of injury if introduced where there is regular prolonged use of tools likely to be hazardous.

Training and information will be provided for workers and their supervisors

- on:
- the nature of the risk and signs of injury
 - how and why signs of injury should be reported, either to someone who will arrange for them to be investigated, or as part of an established routine health surveillance programme
 - action the workers should take to minimise the risk including
 - o using work practices designed to minimise vibration directed into the hands
 - o maintaining good blood circulation
 - o making sure tools are properly maintained
 - o reporting defects and problems with equipment and obtaining replacements where necessary

Vibration energy directed into the worker's hands must be reduced so far as is reasonably practicable.

Avoid uninterrupted vibration exposure over long periods. It is better for work to be arranged so that periods of exposure are broken by periods of work that do not involve vibration.

Select the proper tools for the task.

Keeping the hands and body warm helps to maintain good blood flow to the fingers and reduce the risk of injury. Gloves are useful for keeping hands warm; they offer at best very limited protection against HAVS/VWF.

Health surveillance may be necessary for some operatives. This will enable

symptoms to be assessed and appropriate information to be given to individuals regarding further exposure to vibration.

Machinery Suppliers and Purchasing New Machines

Suppliers are to be reminded of their responsibilities under Section 6 of The Health and Safety at Work Act and the Provision and Use of Work Equipment Regulations 1998 to supply machines and equipment which are, so far as is reasonably practicable, safe and without risks.

3.9.6 Dust

We will consider the environmental aspects of dust covered by the following regulations:

- The Health and Safety at Work, etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 •
- The Control of Substances Hazardous to Health 2002
- PPE Regulations 1992
- The Environmental Protection Act 1990
- The Control of Pollution Regulations 1991
- Local Byelaws

The Site Supervisor will implement the following dust inhibiting measures:

- Consider other forms of working practices to reduce dust levels.
- Risk assessments will be carried out where excessive amounts of dust are generated.
- Provide training and instruction for all site personnel i.e. toolbox talks, demonstrations etc. on the most effective ways of reducing or controlling dust levels, i.e. pressurised water bottle providing dust suppression.
- Monitoring of dust levels in the working areas may be required.
- Prevent exhaust from entering the working area.
- Damping down of floors prior to sweeping up operations.
- Dampening down of the site access/egress paths or roadways and areas where concentrations of personnel are affected by dust.
- The provision and use of appropriate PPE (FFP3 as a minimum).

Site Supervisors will ensure air pollution: in the form of dust, gas, or smoke, is kept to a minimum. Dust will be controlled at source to prevent the spread of contamination around the workplace. This will be achieved by damping down problem areas, or where possible, avoiding the use of plant and machinery in the areas concerned. When using dampening down methods, we will ensure there is no run-off into local watercourses or sewers.

Waste materials will be disposed in skips placed as near as possible to the working areas.

3.9.7 Silica Dust

Dry cutting of cementitious materials containing silica, e.g. blocks, edgings, is prohibited. Dust suppression must always be used. The Company provides pressurised water bottles and connectors that must be attached directly to the portable abrasive wheel m/c. A mains water feed will supply dust suppression to brick-cutting table saws. FFP3 dust masks must also be worn to prevent silica dust being inhaled. Eye protection (safety goggles - impact) and hearing protection must also be worn when cutting cementitious materials.

3.9.8 Contaminated Ground

The Developer and/or PC will have commissioned a site survey to determine if contamination is present. If found; contamination will have been analysed to identify type, concentration, and distribution of contaminants. Outline details of the precautions required for dealing with these contaminants will be provided to personnel.

The design should reduce the level of contact required with contaminated ground as much as possible. However, typical precautions that can be taken on site are:

- Define the contaminated area by fencing or other means
- Use plant wherever possible to minimise personal contact
- Monitor removal of waste to a tip authorised to accept it
- Prohibit smoking and eating on site
- Achieve a good level of hygiene
- Wear appropriate PPE

If any further or unusual or unexpected contamination is found, notify the Site Supervisor cease all work immediately.

HSE guidance HS (G) 66 - entitled "Protection of Workers and the General Public during the Development of Contaminated Land" is available to assist with managing contaminated ground.

3.9.9 Asbestos

Asbestos is a fibrous mineral commonly added to building materials manufactured from the 1930s to the late 1970s. Exposure to high levels of asbestos and the inhalation of asbestos fibres has been associated with an increased incidence of cancer and respiratory disease. **Asbestos containing material** (ACM) was used in the construction of buildings and the disturbance of ACM needs to be strictly controlled to protect the health of building occupants and company personnel who may be exposed to ACM whilst carrying out their duties.

Due to the nature of works carried out by The Company, i.e. new build brickwork, the risk of exposure to asbestos is insignificant. However, we acknowledge the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising such exposure through proper control measures and work methods, supported by training of employees.

Site Supervisors are responsible for all COSHH matters, including the availability of Risk Assessments, ensuring this information is passed on to all applicable persons.

In certain cases, engineering controls, individual health surveillance or monitoring may be required.

Notify your Site Supervisor or Safety Consultant immediately if you discover asbestos and leave the area.

Training

All staff potentially at risk of exposure to asbestos will undergo suitable training to receive a competent understanding of the health hazards.

The Training Objectives are to:

- Provide management and supervisors with enough information to ensure understanding enabling them to:
 - o Foster the correct response and attitude by employees to asbestos in the workplace
 - o Comply with our Health & Safety Policy and arrangements
 - o Provide a prompt and accurate response to problems
 - o Be aware of their duties in protecting the health and safety of their employees and others regarding asbestos exposure
 - o Ensure an employee can work in a safe way where asbestos is known to be present.
- Enable employees to be aware of health hazards arising from the mishandling of ACM's as well as the relative hazards arising from the different use of ACM's (e.g. sprayed coatings – insulation board – cement products)
- Enable the employees to understand the arrangements for identifying the presence of ACM and maintaining them in a safe condition

Training will include for:

- Correct work methods
- The use of controlled methods
- The use of personal protective equipment and hygiene procedures.

Refresher training will be provided bi-annually.

STOP WORKING IF YOU THINK ASBESTOS IS PRESENT - SEEK ADVICE

3.9.10 Repetitive Strain Injuries (RSI)

Work related upper limb disorders now generally known as Repetitive Strain Injury or (RSI). As many as eight out of ten people are developing early warning signs of this problem. Creating an ergonomically sound working environment, which may include the installation of specially designed equipment, computer software or working environment, will become essential. Some of the RSI problems being experienced are:

- **Carpal Tunnel Syndrome** - This occurs in the wrist when swollen tendon sheaths in the carpal tunnel irritate the median nerve. This is usually caused by repetitive flexing of the wrist or use of vibrating tools.

- **Tenosynovitis** - Like the above but also includes pain, swelling and numbness in the hand, wrist, or forearm. The condition is caused by repetitive motions and is common amongst manual workers.
- **Tendonitis** - Like the above, however it is difficult to move the fingers and hand or arms and results in pain, swelling, tenderness or redness of the hands, wrist, or forearm. Again, caused by repetitive movements.
- **Bursitis** - Known as Beat Elbow or Frozen Shoulder and is caused by pressure at the elbow or repetitive shoulder movement.
- **Epicondylitis** - Commonly known as Tennis Elbow. It occurs when the joint between the tendon and bone becomes inflamed. The site of the injury becomes painful and swollen. This type of RSI is usually caused by strenuous or heavy work such as carpentry and joinery, concreting etc.

High risk, repetitive, monotonous work can result in restrictive movements in the hands and arms and is common among certain types of construction and factory workers, computer operators and typists.

Preventing RSI

Carrying out a Risk Assessment will highlight the areas of hazard/risk, and the control measures needed. Reducing high force exertions is one way to prevent RSI. It is possible to damage muscles and other soft tissues when force is exerted, and the muscle remains in the same position. The use of mechanical assistance, instead of manual handling is another example. Reducing the amount of repetitive movement is also important in reducing the risk of RSI. It is therefore important to look at how your working day is organised. Both employers and employees can work together to improve the working environment. Workplace design and Ergonomics (which is about making sure that there is a good fit between people and the items they use) is another way of reducing the onset of RSI. Training is learning how to do your job correctly as it is easy to fall into bad habits that may put you at risk. It may become necessary to retrain or educate personnel on a continual basis.

If you suspect the symptoms of RSI, you must report it to your Site Supervisor as soon as possible. Most types of RSI are treatable if they are caught early enough. Employees must also co-operate with The Company so that legal obligations can be followed. A strategy for monitoring and review of work practices is needed to check whether it is having the required effect. Remember that if you employ young persons (under the age of 18 years), they must be told of the possible hazards/risks before they commence work.

3.9.11 Exposure to Ultra-Violet (UV) Radiation

Personnel must be aware of the need for protection from the sun. Clothing should be worn under hi-vis clothing, and a high factor sunscreen should also be applied to the skin, to provide a barrier to the sun's harmful rays.

Personnel should regularly check for any unusual spots or moles and consult their GP if they have any concerns.