



Stonecroft House
Ervington Court
Leicester
LE19 1WL

Health & Safety Policy

2025

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Oliveti Group HSP 2025

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Olivetati Group HSP 2025

1.0 HEALTH & SAFETY POLICY STATEMENT

Oliveti Group (incorporating Oliveti Construction Ltd and Oliveti Cubicles Ltd) is committed to achieving continual improvement in performance towards better standards in every aspect of the business, especially in Health and Safety for employees and anyone affected by our work activities. As such, health and safety is recognized as being of primary importance to the success of our business and is equal in importance to all other core business requirements.

The company acknowledges its responsibility to cultivate circumstances under which work can be carried out safely and without risk to health and mental wellbeing. The Company undertakes to provide and maintain safe plant and equipment, safe premises and safe systems of work and provide information, instruction, training, and supervision in safety matters to all employees in order to achieve these objectives.


The Company recognizes the importance of providing a working environment, which is safe and healthy for all employees, contractors and members of the public alike and undertakes as a minimum to comply with **ALL** relevant health and safety legislative requirements. We have the drive and determination to progressively develop safer working practices in all company activities to ensure that **NO** persons are harmed as a result of our working practices. The Company requires that high standards of health and safety are achieved and consistently maintained throughout all of its work locations and offices by all employees, contractors, sub-contractors, and those visiting our work locations.

ALL employees have a legal duty not only to work safely, but also to co-operate with the employer in his/her efforts to create safe working conditions. Employees will therefore be encouraged to participate in all safety matters and identify hazards which may exist in the workplace and to report any condition which may appear dangerous or unhealthy. Each employee must accept his/her own responsibility not to endanger himself/herself or others and actively assist in fulfilling the requirements and spirit of the Health and Safety at Work Act in maintaining safe and healthy working environments and practices for everyone.

Whilst the final responsibility for matters of Health and Safety rests with the Directors of the Company, all employees, and visitors to our work locations (and premises) must clearly understand that they have a duty to ensure the Health and Safety of themselves and others. This includes reporting back to their managers any dangerous or unsatisfactory condition and making suggestions for the improvement of existing facilities and arrangements.

This Policy will be brought to the attention of all employees upon induction and at regular intervals via job appraisals, visually within the workplace and upon annual review.

All members of the Company who authorize work to be carried out by others must ensure the Health and Safety of all persons involved directly or indirectly by assessing adequacy of resources and competency prior to commencement. The Company will give full support to all those who endeavour to carry out the company policy.

Signed  Date January 2025

G Oliveti, Managing Director

1.1 HEALTH & SAFETY POLICY MANAGEMENT

PRIORITY

This Policy is given equal priority with all other Company policies and is the direct concern of Directors, Senior Management and Supervisors who are accountable to the Managing Director for its implementation and specifically for achieving its objectives.

AIMS

It is the Policy of the Oliveti Group to carry out all of its working operations at all times, in such a way as to ensure the continuing health, safety and welfare of all its employees and of all other persons who may be affected by its activities, i.e. sub-contractors, visitors, the public, etc. The overall aim is to achieve the highest standards in safety management and performance by closely observing the key elements of HSG 65.

Policy – setting a clear direction for the company to follow.

Organising – effective management structure and arrangements for delivering the policy.

Planning – a planned and systematic approach to implementing the policy through effective management.

Measuring – measure performance to agreed standards to identify areas of improvement.

Audit & Review – a systematic evaluation of performance based on data gathered from monitoring and lessons learned.

OBJECTIVES

In order for Oliveti Group to achieve its aims, the following objectives have been set:

1. To prevent injury to all persons affected by Oliveti Groups operations, wherever possible reducing injuries, damage and losses to **as low as level as reasonably practicable**.
2. In its pursuance of a positive safety culture, the company shall identify work related hazards, complete suitable and sufficient assessment of risk for all operations completed by Oliveti Group.
3. Adopt, maintain, and devise safe systems of work and methods of control throughout all of its operations in order to prevent injury or ill health of employees, contractors, clients, members of the public including young persons, children, visitors and others who may be affected by the activities of Oliveti Group.
4. Provide and maintain plant, tools and other equipment that is safe and without risk to health, safety & welfare by ensuring such equipment is well maintained, inspected, and tested regularly and minimise damage and loss to plant, tools, other equipment, and materials.
5. All employees and labour only subcontractors will be provided with the necessary information, instruction, training, and supervision to ensure they are competent to discharge their duties safely and effectively.
6. Arrangements for consultation and communication with all employees and labour only subcontractors will be maintained to promote involvement and a sense of personal responsibility for health & safety practices and to assist with the overall continuous improvement of safety performance.
7. Ensure the safety and absence of risks to health in the use, handling, storage and transport of all articles and substances provided or used at work.
8. To assess and make adequate provision to reduce the risks from all new technology, materials, substances and work systems introduced into the workplace.
9. To prevent nuisance and minimise risks to the community and the environment by applying adequate control measures.
10. Adequate resources and competent advice will be available to support the attainment of all Company health & safety objectives.

CO-OPERATION AND PARTICIPATION

Olivet Group expects every employee to actively promote and co-operate with good health and safety practice, in order to achieve the Company's Health & Safety Policy Aims and Objectives. Employees are reminded of their legal responsibilities to co-operate in health and safety matters and that of others who may be affected by their acts or omissions.

Olivet Group actively encourages employees to participate in raising health and safety standards and is receptive to suggestions for improvements. **In effect there is an "Open Door Policy" with regard to raising concerns via Employee Line Managers and the Company Health & Safety Manager.**

All contractors, sub-contractors and visitors to Company premises are required to adhere to the Company Health & Safety Policy requirements and instructions whilst on site.

COMMUNICATION TO EMPLOYEES

A copy of the Company Health & Safety Policy will be given to every employee, together with any Health & Safety information relevant to their work.

Revisions will be brought to the attention of the workforce via Company notice boards, written policy amendments, refresher training and through line management.

ULTIMATE RESPONSIBILITY

The Managing Director is the designated Directors have overall responsibility for the policy objectives being met and implemented by the Management Team and Employees and has prime responsibility for health & safety matters relating to the Company.

The Health & Safety Manager will have responsibility for advising the Managing Director and the Management Team on Health & Safety related matters.

MONITORING

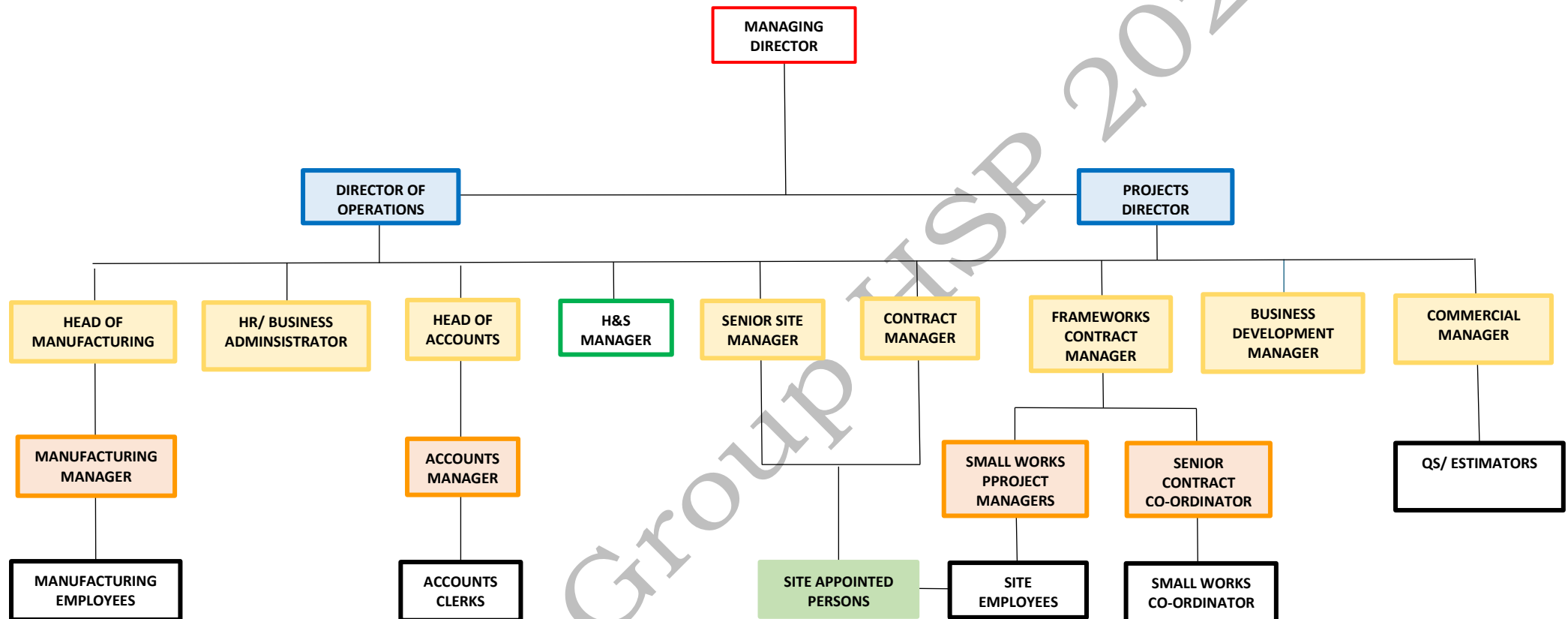
Senior Management, with the guidance of the Health & Safety Manager will make adequate arrangements to monitor the effectiveness of the Policy and its implementation by ensuring that:

- a) A Health & Safety Steering Group is established which includes a Director, Senior Managers, and the Health & Safety Manager. From time to time, it may be necessary for other members of the management team to attend meetings. The Steering Group will meet on a monthly basis.
- b) The Health & Safety Manager, Company Directors, Senior Managers and, on occasion the Managing Director, shall carry out regular audits and inspections in order to ensure compliance with Company and legal requirements.
- c) Accident, ill health and near miss statistics and trends are analysed.
- d) Arrangements are made to involve and consult with the employees and the Safety Committee.

REVISION

The Health & Safety Policy will be periodically reviewed during the year and assessed as a routine at least once a year to revise or update, as required and, in particular, when any legislative, organisational, or technological changes are made.

2.0 HEALTH & SAFETY ORGANISATION CHART



2.1 HEALTH & SAFETY DUTIES AND RESPONSIBILITIES

All employees, are responsible for ensuring, so far as is reasonably practicable their own health safety and welfare and that of others (fellow workers, occupiers, subcontractors, clients, visitors, the general public etc) in accordance with Sections 7 and 3 of the Health & Safety at Work Act 1974.

2.1.1 MANAGING DIRECTOR, G Oliveti

Holds responsibility for overall arrangements and for ensuring that company activities are executed in such a manner as to ensure, so far as is reasonably practicable, the health and safety of all employees and persons who may be affected by the company operations, including contractors and the general public. in particular for;

- Ensuring that management systems exist for the company and comply with the requirements of health, safety, and environmental legislation.
- Ensuring effective communication and co-ordination of health, safety, and environmental matters across all sites.
- Ensuring that Managers understand their specific health, safety and environmental responsibilities and oversee monitoring of their performance.
- Providing adequate resourcing to enable employees to fulfil requirements within their role.
- Promoting a positive health & safety culture and set an example in safety behaviour.

2.1.2 COMPANY DIRECTORS, G Smith & W Armsden

Each Director is ultimately responsible and accountable to the Managing Director for the operations under their control. in particular for;

- Ensuring that **ALL** employees under their control are **competent** and have the **necessary skills, knowledge, training and experience** and are given such **information, instruction, training and supervision**, as may be necessary to enable them to work safely without undue risk to their health, safety and welfare;
- Understanding and implementing the Company OH & S and other related Policies;
- Ensuring that **ALL** persons under their control are aware of their health and safety responsibilities.
- Make themselves familiar with and conform to safety rules and all legal requirements applicable to them or matters within their control;
- **Ensuring, General Fire Precautions (GFP's) in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are applied on ALL Oliveti Group Construction Sites. Report any concerns with General Fire Precautions on site immediately to Department Heads/ Health & Safety Manager**
- Making Employees aware that health and safety performance is a prime function and will be considered when reviewing/assessing personal performance.
- Ensuring that regular safety audits are undertaken.
- Promoting a positive health & safety culture and set an example in safety behaviour.

2.1.3 DEPARTMENT HEADS (Commercial, Cubicles & Accounts)

The Department Heads are ultimately responsible and accountable to the Managing Director for the operations under their control. In particular for;

- Ensuring that **ALL** employees under their control are **competent** and have the **necessary skills, knowledge, training and experience** and are given such **information, instruction, training and supervision**, as may be necessary to enable them to work safely without undue risk to their health, safety and welfare;
- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, including monitoring and the enforcing of safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Making themselves familiar with and conform to applicable Health & Safety Legislative requirements in respect of matters under their control;
- Ensuring employees (and sub-contractors) abide by site rules, including the wearing of Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), use of work equipment, accident/ incident reporting, pre-use equipment checks and fault reporting, Permits to Work and are working in accordance with Risk Assessments, Method Statements, in accordance with Health & Safety practices and applicable legislation;
- **Take necessary corrective/ preventive action where breaches of Site Rules (Safety Practises) are identified.**
- Understanding and implementing the Company OH & S and other related Policies; Ensuring that **ALL** persons under their control are aware of their health and safety responsibilities and shall make themselves familiar with and conform to safety rules and all legal requirements applicable to them or matters within their control;
- **Ensuring, General Fire Precautions (GFP's) in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites. Report any concerns with General Fire Precautions on site immediately to Directors/ Health & Safety Manager;**
- Ensuring that where the Company has sub-contractors working under its control, they have been authorised in accordance with company ISO Management Standards and other applicable company policies and procedures;
- Making employees aware that health and safety performance is a prime function and will be considered when reviewing/assessing personal performance;
- Wearing Personal Protective Equipment (PPE) when working on or visiting site;
- Ensuring that all statutory registers, examination or test certificates, maintenance records or reports (i.e. under **The Provision & Use of Work Equipment Regulations and/ or Lifting Operations and Lifting Equipment Regulations**) i.e. **Telehandler, Forklift, Scaffold etc** are completed and suitable records maintained;
- Making suggestions concerning Health, Safety and Welfare improvements within their workplace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Reporting to the Health & Safety Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assisting the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary;
- Ensuring that all works activities, which fall under the **Construction (Design and Management) Regulations** are managed in compliance with the requirements of these Regulations;
 - a) Ensure that a suitable construction phase plan is prepared before construction work begins;
 - b) Appoint a Site Responsible Person where necessary appropriate to the level of risk and activity;
 - c) Ensure that the construction phase is properly planned, managed and monitored, adequately resourced and suitable welfare facilities are provided as necessary;
 - d) Ensure that all workers are provided with a suitable site-specific health and safety induction;
 - e) Ensure and subcontractors are competent and adequately resourced and trained to complete the works.
 - f) Co-operate with the management of others, having specific safety duties so as to ensure that the Company can comply with statutory obligations and achieve the aims and objectives of its Policy Statement.

2.1.4 HEALTH & SAFETY MANAGER

The Health and Safety Manager is responsible for providing advisory services to all levels of management, the safety committee, employees, contract, and sub-contract labour and will co-ordinate all work aimed at maintaining and improving safety standards. In particular, to:

- Advise Directors, Managers, Employees and Sub-Contractors on their statutory obligations and ensure the company's compliance through adoption of 'best practice';
- Advise on the routine implementation of Company procedures and Safety Management Systems;
- Maintain a dialogue with the HSE, enforcing authorities and all other local organizations, safety groups etc. on matters of common concern and keep abreast of local developments in the field of Health and Safety;
- Wear Personal Protective Equipment (PPE) when working on or visiting site and enforce the wearing of PPE on site by all employees and sub-contractors under Oliveti Groups control. Ensure that any employee or sub-contractors that refuse to comply with Company Policy or site rules regarding the wearing of PPE are expelled from site and report any such instances;
- Ensure employees (and sub-contractors) abide by all site rules, safe systems of work, safe use of work equipment, accident reporting, equipment checks and fault reporting etc including **ALL** Company Health & Safety practices and any legislative requirements;
- **Ensuring General Fire Precautions (GFP's) in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites; Report any concerns with General Fire Precautions on site immediately to Directors/ Department Heads**
- Produce and implement safe systems of work, Risk Assessments, Method Statements, and standard operating procedures, after necessary consultation with Managers and employees. Ensuring the contents therein are suitably maintained, reviewed, and amended as required;
- Ensure that Fire Risk Assessments have been completed for all Company premises and is reviewed and updated on a regular basis;
- Keep the Safety Policy under review and organize its revision, as necessary and that any subsequent revisions are brought to the attention of the Company;
- Identify requirements and ensure that resources are available to implement them effectively i.e. systems, facilities, training etc;
- Develop and maintain the organization of training instruction of staff at all levels in Health and Safety matters;
- Investigate complaints brought by any employee or member of the public concerning Health and Safety;
- Support investigations of any potential hazards, dangerous occurrences etc as necessary;
- Carry out investigations following accidents, injury, diseases and dangerous occurrences, ensuring that correct reporting procedures (RIDDOR) are followed and records are maintained;
- Ensure risk assessments / method statements and other company policies and procedural documentation is reviewed and amended as required following any incident to reduce the likelihood of re-occurrence;
- Ensure the contents of the Construction Phase Health & Safety Plan, required under Construction (Design and Management) Regulations are suitably maintained and amended as required;
- Liaise with the Department Heads to ensure statutory inspections (**Provision & Use of Work Equipment Regulations (PUWER)** and **Lifting Operations and Lifting Equipment Regulations (LOLER)**) are completed and records maintained;
- Prepare reports, departmental audits, accident statistics, environmental reports etc. and provide Management Information (MI) on Health & Safety;
- Carry out routine Health & Safety audits and inspections, at all Company premises and operational sites, completing written reports and detailing findings and recommendations as necessary;
- Maintain the companies Quality, Environmental and Health & Safety Management Systems;

2.1.5 WORKSHOP MANAGER

The Workshop Manager will have authority for the management and supervision of work activities being completed by Oliveti Group employees and any other persons on 'site', in the pursuance of any work activities being completed for and on behalf of the Company, to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of EVERYONE. In particular, for:

- Ensuring that **ALL** employees under their control are competent and have the necessary skills, knowledge, training and experience and are given such **information, instruction, training and supervision**, as may be necessary to enable them to work safely without undue risk to their health, safety and welfare. Ensure only authorised persons operate/ use woodworking machinery or associated equipment within the workshop;
- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, including monitoring and the enforcing of safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Making themselves familiar with and conform to applicable Health & Safety Legislative requirements in respect of matters under their control by observing and implementing health and safety information, including Construction Phase Plans, Method Statements, Risk Assessments, and other obligatory site documentation;
- Ensuring employees wear Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), use of work equipment, accident/ incident reporting, pre-use equipment checks and fault reporting. Work in accordance with Risk Assessments, Method Statements, company Health & Safety practices and applicable legislation statutory maintenance requirements, defect, and fault reporting;
- **Take necessary corrective/ preventive action where breaches of Site Rules (Safety Practises) are identified.**
- Understanding and implementing the Company OH & S and other related Policies; Ensuring that **ALL** persons under their control are aware of their health and safety responsibilities and shall make themselves familiar with and conform to safety rules and all legal requirements applicable to them or matters within their control;
- **Ensuring, General Fire Precautions (GFP's) in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites. Report any concerns with General Fire Precautions on site immediately to Directors/ Health & Safety Manager;**
- Making suggestions concerning Health, Safety and Welfare improvements within their workplace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Ensure that all statutory registers, examination or test certificates, maintenance records or reports (i.e. under **The Provision & Use of Work Equipment Regulations and/ or Lifting Operations and Lifting Equipment Regulations**) **Forklift, Machinery** are completed and suitable records maintained. In addition, Section 8 of HASAW act applies to all persons and allows the Health and Safety Executive to prosecute any person wilfully or intentionally interfering with or misusing safety equipment provided under statutory provisions.
- Where required, wear appropriate protective clothing (spectacles, shoes, helmets, ear defenders, footwear etc.) and use correct safety devices at all times;
- When operating woodworking machinery, ensure such safety devices i.e. push sticks, LEV (Local Exhaust Ventilation) are used as necessary to ensure their safety.
- Where necessary ensure any pre-start, checks are completed on woodworking machinery in accordance with the manufacturers' safe operating procedures. Where any defects are noted and reported, corrective actions are taken and the equipment not used
- Report to the Health & Safety Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assist the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary;
- Co-operate with the management of others, having specific safety duties so as to ensure that the Company can comply with statutory obligations and achieve the aims and objectives of its Policy Statement.

2.1.6 SITE RESPONSIBLE PERSONS (Department Heads, Contract Managers and Supervisors)

Site Responsible Persons will have control and authority for the management and supervision of work activities being completed by Oliveti Group employees, sub-contractors (and their labour), in the pursuance of any work activities being completed for and on behalf of the Company, to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of EVERYONE. In particular, for:

- Ensuring that **ALL** employees under their control are **competent** and have the **necessary skills, knowledge, training and experience** and are given such **information, instruction, training and supervision**, as may be necessary to enable them to work safely without undue risk to their health, safety and welfare;
- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, including monitoring and the enforcing of safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Making themselves familiar with and conform to applicable Health & Safety Legislative requirements in respect of matters under their control by observing and implementing health and safety information, including Construction Phase Plans, Method Statements, Risk Assessments, and other obligatory site documentation;
- Ensuring employees (and sub-contractors) abide by site rules, including the wearing of Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), use of work equipment, accident/ incident reporting, pre-use equipment checks and fault reporting, Permits to Work and are working in accordance with Risk Assessments, Method Statements, in accordance with Health & Safety practices and applicable legislation;
- **Take necessary corrective/ preventive action where breaches of Site Rules (Safety Practises) are identified.**
- Understanding and implementing the Company OH & S and other related Policies; Ensuring that **ALL** persons under their control are aware of their health and safety responsibilities and shall make themselves familiar with and conform to safety rules and all legal requirements applicable to them or matters within their control;
- **Ensuring, General Fire Precautions (GFP's) in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites. Report any concerns with General Fire Precautions on site immediately to Directors/ Health & Safety Manager;**
- Ensuring that where the Company has sub-contractors working under its control, they have been authorised in accordance with company ISO Management Standards and other applicable company policies and procedures;
- Making suggestions concerning Health, Safety and Welfare improvements within their workplace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Wearing Personal Protective Equipment when working on or visiting site.
 - a) Organising the site, where applicable, so that work is carried out to the required safety standards with the minimum of risk to employees, contractors, clients, members of the public including young persons and children, visitors and others who may be affected by the activities of Oliveti Group;
 - b) Ensuring that where the Company has sub-contractors working under its control, they are effectively monitored and compulsory Health & Safety documents have been authorised in accordance with Oliveti Groups policies and procedures;
 - c) Ensuring that any specialist access equipment is only erected, dismantled, altered, or driven by suitably trained competent persons and that any such equipment is checked and maintained on a regular basis in accordance with established industry best practice guidance and that records have been completed and maintained.
 - d) Ensuring Plant is only driven and or operated by suitably trained competent persons in possession of the appropriate license.
 - e) Ensuring suitable and sufficient Risk Assessments have been completed in respect of young person's working on site; Ensure sufficient supervision is maintained and any restrictions in place are observed at all times.
- Reporting to the Health & Safety Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assisting the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary

2.1.6 SITE RESPONSIBLE PERSONS (Department Heads, Contract Managers and Supervisors) Continued

- Ensure that all works activities, which fall under the **Construction (Design and Management) Regulations** are managed in compliance with the requirements of these Regulations;
 - a) Ensure ALL employees, subcontractors and visitors are provided with a suitable Site-Specific Health and Safety Induction prior to commencing works on site;
 - b) Ensure all persons have signed ALL necessary health & safety documents prior to commencing works on site, including the Site Induction (Site Rules), relevant Risk Assessments and Method Statements, ensuring records suitably are maintained;
 - c) Ensure all employees (and sub-contractor labour) are competent and adequately resourced and trained to complete the works;
 - d) Ensure that all statutory registers, examination or test certificates, maintenance records or reports (i.e. under **The Provision & Use of Work Equipment Regulations and/ or Lifting Operations and Lifting Equipment Regulations**) i.e. **Telehandler, Forklift, Scaffold etc** are completed and suitable records maintained on site;
 - e) Issue permits to work (electrical works, hot works etc) and monitor compliance of the permit, taking necessary action when non-compliance of a permit is identified;
 - f) Ensure that arrangements for first aid are provided on site and that employees know the locations for first aid facilities;
 - g) Ensure emergency procedures are in place, including fire precautions, action to take in the event of a fire, escape routes, assembly points and the safe use of any fire-fighting equipment;
 - h) Ensure safe working, co-ordination, and co-operation between contractors;
 - i) Ensure that the workforce is consulted about health and safety matters;
 - j) Ensure the security of the site;
 - k) Continually supervise (particularly in respect of young persons);
 - l) Manage the provision and use of PPE;
 - m) Ensure adequate and suitable welfare facilities are provided during the course of the project.
 - n) Notify the Company of any deficiencies in site documentation, which requires attention as the contract progresses;

2.1.7 SITE APPOINTED PERSONS

Site Appointed Persons will have authority for supporting work activities being completed by Oliveti Group employees, sub-contractors (and their labour) and any other persons on 'site', in the pursuance of any work activities being completed for and on behalf of the Company, to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of EVERYONE. In particular, for:

- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, including monitoring and the enforcing of safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Making themselves familiar with and conform to applicable Health & Safety Legislative requirements in respect of matters under their control by observing and implementing health and safety information, including Construction Phase Plans, Method Statements, Risk Assessments, and other obligatory site documentation;
- Ensuring employees (and sub-contractors) abide by site rules, including the wearing of Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE), use of work equipment, accident/ incident reporting, pre-use equipment checks and fault reporting, Permits to Work and are working in accordance with Risk Assessments, Method Statements, in accordance with Health & Safety practices and applicable legislation;
- **Take necessary corrective/ preventive action where breaches of Site Rules (Safety Practises) are identified.**
- Understanding and implementing the Company OH & S and other related Policies; Ensuring that **ALL** persons under their control are aware of their health and safety responsibilities and shall make themselves familiar with and conform to safety rules and all legal requirements applicable to them or matters within their control;
- **Ensuring, General Fire Precautions (GFP's) in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites. Report any concerns with General Fire Precautions on site immediately to Directors/ Health & Safety Manager;**
- Making suggestions concerning Health, Safety and Welfare improvements within their workplace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Wearing Personal Protective Equipment when working on or visiting site.
- Organising the site, where applicable, so that work is carried out to the required safety standards with the minimum of risk to employees, contractors, clients, members of the public including young persons and children, visitors and others who may be affected by the activities of Oliveti Group.
- Ensuring all employees (and sub-contractor labour) are provided with a suitable site-specific health and safety induction: ensuring all persons have read, understood, and signed all site documentation prior to commencing works on site, including the Site Induction, Site Rules, Risk Assessments and Method Statements.
- Wear Personal Protective Equipment (PPE) when working on or visiting site.
- Ensuring that where the Company has sub-contractors working under its control, they are effectively monitored
- Report to the Health & Safety Manager or Line Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assist the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary;

2.1.8 EMPLOYEES - SITE

All employees, in the course of their employment must act, with due care for the safety and health of themselves, fellow workers, occupiers, contractors, clients, visitors and the general public in accordance with Section 3 and 7 of the Health & Safety at Work Act. In particular for:

- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, and complying with safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Work in a safe manner and avoid putting themselves, or others, at risk. Inform their Line Manager or Health & Safety Manager if they consider performing a particular task will put them at increased risk.
- **Ensure, General Fire Precautions (GFP's) for the site are followed at all times whilst working on or visiting site.**
- **Report any concerns with General Fire Precautions on site immediately to the Site Responsible Person, Site Appointed Person, or Health & Safety Manager**
- Read and comply with the contents of the Health & Safety Policy, Safe Systems of Work, Method Statements, Risk Assessments, instructions, etc. and be self-supervising and compliant with laid down safety standards.
- Avoid lifting heavy objects which you consider are beyond your capacity and may put you at risk (see manual handling assessments) – ask for assistance
- Where required, wear appropriate protective clothing (spectacles, shoes, helmets, ear defenders, footwear etc.) and use correct safety devices at all times;
- Where necessary 'sign in' and 'out' of site each day.
- Where necessary do not complete any work on site without having completed a 'Health and Safety' Induction.
- Read and comply with all site rules at all times whilst on site. This is in conjunction with Oliveti Group's site safety rules as laid down in the **Health & Safety Policy and Employee Handbook, Risk Assessments and Method Statements.**
- Ensure that all work equipment is checked on a daily basis for obvious signs of defects before any work activities commences: any defects noted must be reported immediately to your Line Manager and the equipment should not be used.
- Report any identified hazards or uncontrolled risks to their Line Manager or Health & Safety Manager;
- Report to the Health & Safety Manager or their line Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assist the Health & Safety Manager (and others as required) in the completion of accident investigations where necessary;
- Make suggestions concerning Health, Safety and Welfare improvements within their workspace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Co-operate with the management of others, having specific safety duties so as to ensure that the Company can comply with statutory obligations and achieve the aims and objectives of its Policy Statement.
- Ensure that Company vehicles are checked on a daily basis for obvious signs of defects, reporting immediately any damage or defect to their Line Manager. This should include breaks, lights, oil, fluids etc.
- In addition, Section 8 of the Health & Safety at Work Act (HASAW) applies to all persons and allows the Health and Safety Executive to prosecute any person wilfully or intentionally interfering with or misusing safety equipment provided under statutory provisions.

2.1.9 EMPLOYEES - WORKSHOP

All employees, in the course of their employment must act, with due care for the safety and health of themselves, fellow workers, occupiers, contractors, clients, visitors and the general public in accordance with Section 3 & 7 of the Health & Safety at Work Act. In particular for;

- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, and complying with safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Work in a safe manner and avoid putting themselves, or others, at risk. Inform their Line Manager or Health & Safety Manager if they consider performing a particular task will put them at risk.
- **Ensure, General Fire Precautions (GFP's) for the site are followed at all times whilst working on or visiting site.**
- **Report any concerns with General Fire Precautions on site immediately to the Site Responsible Person, Site Appointed Person, or Health & Safety Manager**
- Read and comply with the contents of the Health & Safety Policy, Safe Systems of Work, Method Statements, Risk Assessments, instructions, etc. and be self-supervising and compliant with laid down safety standards.
- Shall make themselves familiar with and conform to safety rules and all legal requirements applicable to them or matters within their control;
- Where required, wear appropriate protective clothing (spectacles, shoes, helmets, ear defenders, footwear etc.) and use correct safety devices at all times;
- When operating woodworking machinery, ensure such safety devices i.e. push sticks, LEV (Local Exhaust Ventilation) are used as necessary to ensure their safety.
- Where necessary ensure any pre-start, checks are completed on woodworking machinery in accordance with the manufacturers' safe operating procedures. Where any defects are noted, this should be reported immediately to your Line Manager and the equipment should not be used. In addition, Section 8 of HASAW act applies to all persons and allows the Health and Safety Executive to prosecute any person wilfully or intentionally interfering with or misusing safety equipment provided under statutory provisions.
- Only use woodworking machinery for which they have been trained and authorised to use.
- Avoid lifting heavy objects which you consider are beyond your capacity and may put you at risk (see manual handling assessments) – ask for assistance
- Report any identified hazards or uncontrolled risks to their Line Manager or Health & Safety Manager;
- Report to the Health & Safety Manager or Line Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assist the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary;
- Make suggestions concerning Health, Safety and Welfare improvements within their workplace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Read and comply with all site rules at all times whilst on site. This is in conjunction with Oliveti Group's site safety rules as laid down in the **Health & Safety Policy and Employee Handbook, Risk Assessments and Method Statements**. Where necessary 'sign in' and 'out' of site each day.
- Where necessary do not complete any work on site without having completed a 'Health and Safety' Induction.
- Co-operate with the management of others, having specific safety duties so as to ensure that the Company can comply with statutory obligations and achieve the aims and objectives of its Policy Statement.
- Ensure that Company vehicles are checked on a daily basis for obvious signs of defects, reporting immediately any damage or defect to their Line Manager. This should include breaks, lights, oil, fluids etc.

2.1.10 EMPLOYEES - OFFICE & ADMINISTRATION

All employees, in the course of their employment must act, with due care for the safety and health of themselves, fellow workers, occupiers, contractors, clients, visitors and the general public in accordance with Section 3 & 7 of the Health & Safety at Work Act. In particular for;

- Being responsible for, so far as is reasonably practicable, maintaining a safe working environment for employees and 'persons not in our employ' who may be affected by our activities, and complying with safety standards established by Oliveti Group and/or applicable Health & Safety Legislative requirements;
- Work in a safe manner and avoid putting themselves, or others, at risk. Inform their Line Manager or Health & Safety Manager if they consider performing a particular task will put them at risk.
- Read and comply with the contents of the Health & Safety Policy, Safe Systems of Work, Method Statements, Risk Assessments, instructions, etc. and be self-supervising and compliant with laid down safety standards.
- Report to their Line Manager defects in office machines, equipment or fittings. Ensure that you do not attempt to complete any electrical work or modifications on any equipment. Do not improvise or take unnecessary risks.
- Avoid lifting heavy objects which you consider are beyond your capacity and may put you at risk (see manual handling assessments) – ask for assistance
- Report any identified hazards or uncontrolled risks to their Line Manager or Health & Safety Manager;
- Report to the Health & Safety Manager or Line Manager;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assist the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary;
- Make suggestions concerning Health, Safety and Welfare improvements within their workplace to the Health & Safety Manager, Senior Management or Safety Representatives;
- Co-operate with the management of others, having specific safety duties so as to ensure that the Company can comply with statutory obligations and achieve the aims and objectives of its Policy Statement.
- In addition, Section 8 of HASAW act applies to all persons and allows the Health and Safety Executive to prosecute any person wilfully or intentionally interfering with or misusing safety equipment provided under statutory provisions.

2.1.11 SAFETY REPRESENTATIVES

In compliance with S2(4), (6) and (7) of HASAW and the Safety Representatives and Safety Committees Regulations suitable provisions shall be made within the company to enable consultation between employers and the workforce, in the form of a Safety Committee. Suitable provisions will be made to ensure compliance regarding the representational function of Safety Reps namely, input regarding complaints of constituents, attendance at safety committee meetings, consultation in the audit process etc.

For a non-unionized workforce, the Health and Safety (Consultation with Employees) Regulations, state that consultation should take place with nominated Safety Representatives regarding the introduction of any new processes, arrangements for nominating persons under Regulation 7 of the Management of Health & Safety at Work, health and safety information, the planning/ introduction of training etc.

The role of the nominated Safety Representative includes: -

- To take up with employees, concerns about possible risks and dangerous events in the workplace, that may affect the employees they represent;
- To take up with employer's general matters affecting the health and safety of employees they represent;
- To represent the employees who elected them, in consultations with health and safety inspectors;
- Attend routine health and safety committee meetings within the company

2.1.12 CONTRACTORS, VISITORS AND SELF-EMPLOYED PERSONS

It is the intention of the Company to ensure, so as far as reasonably practicable, the health and safety of contractors and members of the public. This includes the provision of safe environment ensuring that premises, plant and substances provided for their use in all premises, where the Company are employed, are safe and without risk to health.

Any contractors of the company will undergo suitable assessment prior to becoming engaged in any works. This shall take the form of the Contractor Assessment Form. Once completed, this shall be checked by Senior Management to ensure that all contractors are adequately resourced and competent for the intended role.

Contractors, visitors, and self-employed persons whilst on company premises must meet statutory requirements and;

- Take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Company employees;
- Comply with the Company Safety Policy and associated safety regulations and Codes of Practice in respect of health and safety matters. For visitors this means observing notices and verbal instructions given by Oliveti Personal.
- **Ensure, General Fire Precautions (GFP's) for the site are followed at all times whilst working on or visiting site.**
- **Report any concerns with General Fire Precautions on site immediately to the Site Responsible Person, Site Appointed Person, or Health & Safety Manager**
- Report any identified hazards or uncontrolled risks to Oliveti Groups Site Responsible Person or Health & Safety Manager;
- Report to Oliveti Group;
 - ✓ **Accidents** – where personal injury is sustained to employee(s) or other person(s) on site, including visitors, members of the public or trespassers
 - ✓ **Incidents** – Where no personal injury has occurred, but damage to property, plant, equipment etc has occurred;
 - ✓ **Near Miss** – where neither personal or property damage has occurred but could have i.e. falling scaffold plank from a scaffold and only hitting the ground.
- Assist the Health & Safety Manager (with others as required) in the completion of accident investigations where necessary;
- Ensure that contractors do not commence work unless they carry out their work in accordance with the Company Policy and conditions laid down in 'Rules for Contractors' and have approved any Safe System of Work and Risk Assessment prior to commencing;
- The contractor should provide evidence of his own Company Safety Policy and insurance;
- Anyone employed by the contractor working on Company premises must have written authorization to be present;
- All contractors present on Company premises must notify the Company on their arrival (by signing the Visitors Book) and also of their departure.
- Where necessary 'sign in' and 'out' of site each day.
- Where necessary do not complete any work on site without having completed a 'Health and Safety' Induction.
- Read and comply with all site rules at all times whilst on site. This is in conjunction with Oliveti Group's site safety rules.
- Read, sign and comply with their employers Health & Safety Policy, Risk Assessments and Method Statements at all times when completing their work activities.

2.1.13 YOUNG PERSONS

Young persons are often exposed to risks to their health and safety when at work as a consequence of their immaturity, lack of experience or absence of awareness of existing or potential risks. Oliveti Groups aim is to safeguard the safety of young persons by ensuring:

- Suitable Risk Assessments are completed prior to any work activity being completed.
- Ensure where necessary any exclusion from completing specific tasks are observed and managed at all times.
- Ensure so far as is reasonably practicable that supervision is maintained at all times.

2.1.14 ALL EMPLOYEES

To assist in security and personal safety the following rules apply to all persons visiting any site, without exception.

- Sign the Attendance Register on all sites.
- Display identification at all times whilst on site.
- Observe the Company Health and Safety Notices and the instructions given by persons enforcing the Company Safety Policy.
- Wear appropriate protective clothing and/or equipment.
- Keep to organized walkways and permitted areas unless otherwise authorized by management to do so.
- Not enter, under any circumstances, a Prohibited Area.
- Inform the Company of any potential risks to their health, safety or welfare.

3.0 HEALTH & SAFETY ARRANGEMENTS

3.1 ACCIDENT/INJURY REPORTING

Key Legislation:

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations

The Health and Safety at Work Act

Company Policy:

Upon commencement of employment within the Company, all Employees shall be inducted and informed of the location of the Accident Book. ALL Accidents, incidents and near misses, however minor, must be reported to the employees Line Manager. Oliveti Group Managers and supervisors must ensure that all accidents which occur within areas under their control are recorded on the standard form and submitted to the designated responsible person without delay. It is an offence to incorrectly report any accident or occurrence.

RIDDOR, imposes a duty on “responsible persons” to report certain injuries and dangerous occurrences to the enforcing authority (HSE). The events which must be reported are:

Work related fatalities

Specified Injuries

Over seven-day injuries

Reportable Occupational Diseases

Reportable Dangerous Occurrence

Fatality:

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified Injury:

The list of ‘specified injuries’ (regulation 4), include:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalping’s (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven Day Injury:

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident)

Injuries to Non-workers:

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’.

ACCIDENT/INJURY REPORTING CONTINUED

Reportable Occupational Diseases:

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent

Reportable Dangerous Occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person

Statutory Obligations to Record Staff Accidents at Work

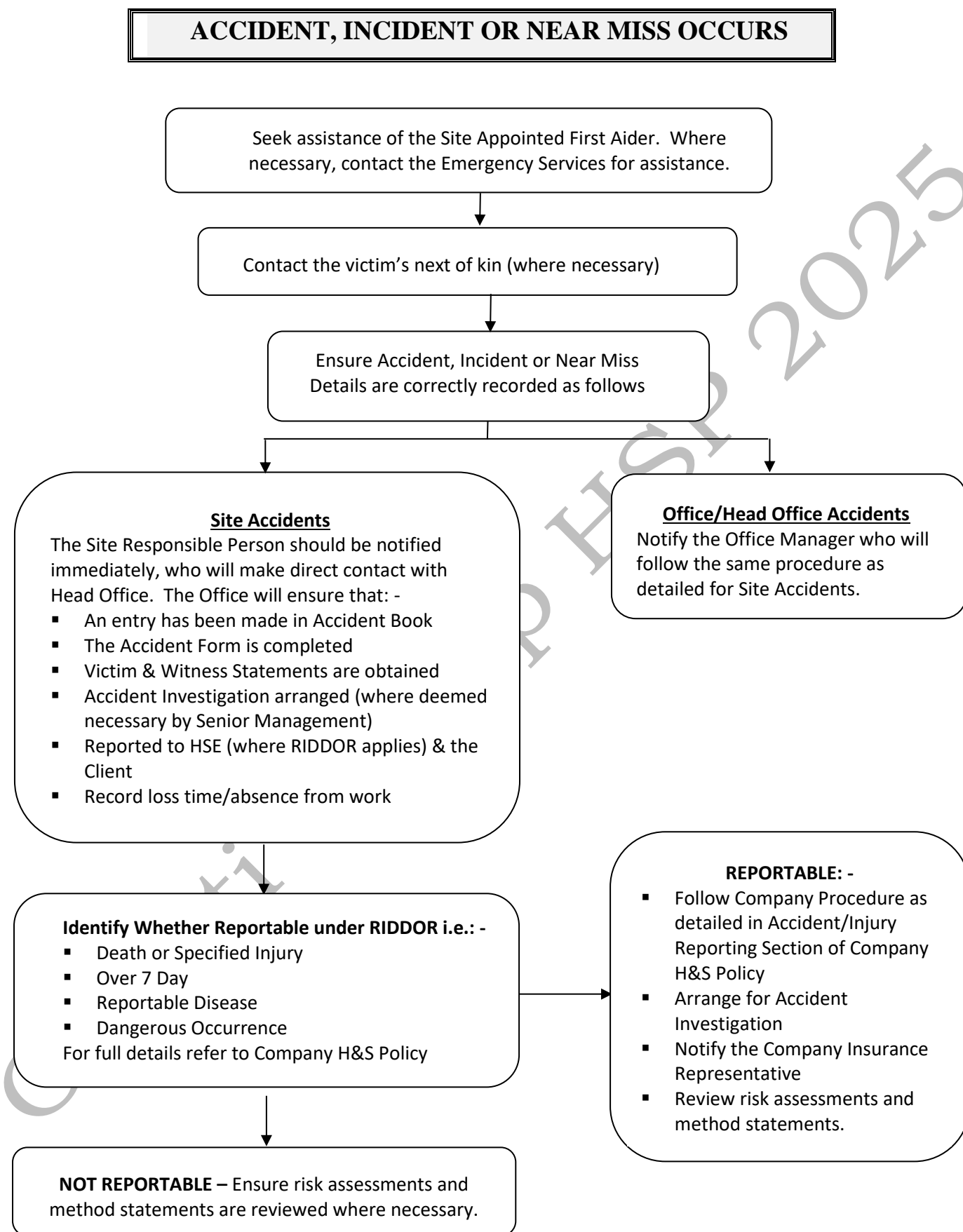
An Accident Register will be kept in the Main Office and will be a record of all staff accidents, even those requiring minor First Aid. The Register will be readily available for inspection on request by any authorized person(s). Where required, accident investigation will be conducted by the Site Responsible Person, Health & Safety Manager and any other person that may be required to provide technical advice and expertise.

Site Accidents: onsite accidents shall be reported where necessary to

Head Office
Clients Representative
The Main Contractor

ACCIDENT/INJURY REPORTING CONTINUED

Accident Reporting Flow Chart: -



3.2 ASBESTOS MANAGEMENT

Key Legislation:

The Control of Asbestos at Work Regulations

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

Company Policy:

All efforts shall be made to ascertain information from the client (The Control of Asbestos at Work Regulations – ‘The Duty to Manage’) of each project to identify the location of any asbestos materials likely to be encountered. In the event of limitations from such information and suspicious materials being encountered during the course of the project, the following procedure shall apply;

1. Upon discovery, (refer to the flow chart) immediately suspend all works within that area and cordon off.
2. Materials should be presumed to contain asbestos unless there is strong evidence they do not.
3. Where the employer is the Site Responsible Contractor or Client, it shall be their responsibility to ensure a report is made in writing to all necessary bodies/persons regarding possible asbestos exposure.
4. Notify the client or their representative, the Contracts Manager and Health & Safety Manager, your employer, and all persons likely to be affected (Refer to Sections 7 & 8 of The Health and Safety at Work Act).
5. Obtain, in writing, confirmation that such suspicions have been notified to the above persons.
6. Await inspection and analysis reports by competent persons confirming the area is safe to resume works.
7. Where necessary, prepare a job specific safe system of work for continuation of works.
8. A precautionary approach should be adopted to such works for the remainder of the project.
9. Prior to the commencement of any future works, initial inspection of the work/site area should be practiced and continual monitoring take place.
10. It is the duty of the employee, working in any such suspicious areas, to ensure that the correct type of personal protective equipment is worn and maintained.
11. Ensure suitable and specific risk assessments are carried out prior to the recommencement of site activities.

Training:

Asbestos Awareness Training will be provided for all employees likely to be exposed to Asbestos Containing Materials during the course of their work, which complies with requirements of the Approved Code of Practice (ACoP) L143 Managing and Working with Asbestos, Paragraph 235.

Working with non-licensed Materials (Asbestos Removal Training) will be provided to all employees likely to be required to complete non-licensed removal works during the course of their works which complies with requirements of ACoP L143 Managing and Working with Asbestos, Paragraph 235.

Refresher training will be completed as necessary and, in some instances, this will be completed annually.

Suitable records of training will be maintained.

Medical Examinations:

Where necessary medical examination will be completed for all employees undertaking non-licensed removal works in accordance with CAR Regulation 22(3).

Medical examinations will be completed at three yearly intervals and suitable records will be maintained.

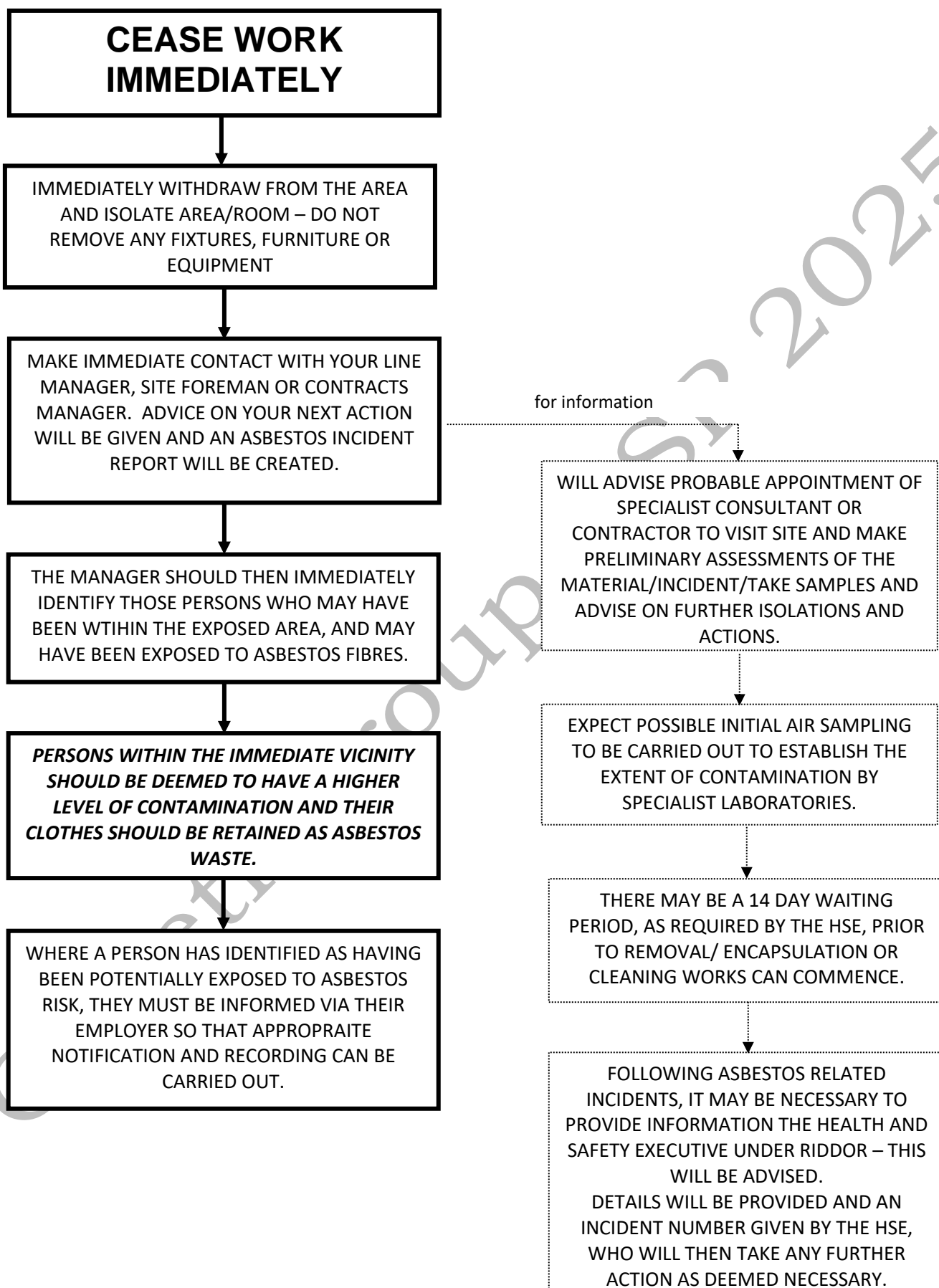
Administrative Procedure:

- Obtain all information possible relevant to the project and circumstances by contact with the Client, the Client's Representative, Site Principal Project Manager and Employee(s).
- Obtain all such information in the form of written and signed statements.
- Record on staff personal records, the events as described.
- Ensure that the above procedure has been adopted.
- Notify Oliveti Groups Health & Safety Manager of the events.
- Ensure a full risk assessment of the works is conducted prior to recommencement of activities.

ASBESTOS MANAGEMENT CONTINUED

Asbestos release flow chart:

IN THE EVENT OF AN UNPLANNED RELEASE OF ASBESTOS FIBRES



3.3 CONFINED SPACES

Key Legislation:

The Confined Spaces Regulations
The Health and Safety at Work Act

Company Policy:

The company recognizes the hazards associated with working in confined spaces and will ensure the safety of its personnel when working in such hazardous areas by continual risk assessment to identify hazards and control risks. Prior to any works being undertaken in a confined space, alternative means should be determined to eliminate the risk altogether.

Working in Confined Spaces requires continual risk assessment by a competent person covering all the areas listed below:

Persons Exposed to the Risk

Risk Assessments will be completed by a competent person, and all significant findings will be recorded, risks will be reduced so far as is reasonably practicable. The people working in the risk area shall be supervised and Safe Systems of Work (SSOW) shall be established to enable people to work safely.

Dangers Associated with Confined Spaces

The Company shall:

- Ensure the structural safety of the area to be entered
- Provide supervision where necessary to restrict access to the area during the works
- Minimize the amount of tools/equipment to ensure maximization of the workspace
- Ensure safe access and egress is maintained at all times.
- Where possible, ensure ventilation is maintained throughout the confined space.
- No smoking or naked flames should be permitted.
- Ensure a responsible person is designated to ensure the safety of all personnel working in confined spaces and to organize emergency procedures where they are required.

3.4 CONSTRUCTION DESIGN AND MANAGEMENT (CDM) REGULATIONS

Key Legislation:

CDM Regulations

The Health and Safety at Work Act

Management of Health & Safety at Work

The company are aware that there are specific requirements under the CDM Regs, which affects the company as we fulfil the different roles of the Principal Contractor and Contractor. Both roles require specific actions to be completed in order to maintain the 'site', the 'works and the safety of all those working on or visiting site.

The company has allocated specific roles and responsibilities for key staff to ensure these requirements can be met, which are detailed below.

Principal contractors* are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. Plan, manage, monitor, and coordinate health and safety in the construction phase of a project. This includes:

Liaising with the client and principal designer;

Preparing the construction phase plan;

Organising cooperation between contractors and coordinating their work. Ensure:

Suitable site inductions are provided;

Reasonable steps are taken to prevent unauthorised access;

Workers are consulted and engaged in securing their health and safety; and

Welfare facilities are provided.

Contractors* are those who do the actual construction work and can be either an individual or a company.

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single-contractor projects, prepare a construction phase plan.

***As listed in L153, Managing Health and Safety in Construction - Construction (Design and Management) Regulations 2015**

3.4.1 HEALTH & SAFETY MANAGER

- Prepare Construction Phase Health & Safety Plans, required under Construction (Design and Management) Regulations and ensure the contents are suitably maintained and amended as required in accordance with information provided by the Client and or Principal Designer.

3.4.2 PROJECTS DIRECTOR

- Ensure that all works activities, which fall under the **Construction (Design and Management) Regulations** are managed in compliance with the requirements of these Regulations;
 - a) Ensure that a suitable construction phase plan is prepared before construction work begins;
 - b) Appoint a Site Responsible Person where necessary appropriate to the level of risk and activity;
 - c) Ensure that the construction phase is properly planned, managed, and monitored, adequately resourced and suitable welfare facilities are provided as necessary;
 - d) Ensure that all workers are provided with a suitable site-specific health and safety induction;
 - e) Ensure all employees (and sub-contractor labour) are competent and adequately resourced and trained to complete the works;

CONSTRUCTION DESIGN AND MANAGEMENT (CDM) REGULATIONS CONTINUED

3.4.3 SITE RESPONSIBLE PERSONS (Department Heads, Contract Managers and Supervisors)

- Ensure that all works activities, which fall under the **Construction (Design and Management) Regulations** are managed in compliance with the requirements of those Regulations;

PART 2 Client duties

PART 3 Health and safety duties and roles

PART 4 General requirements for all construction sites

PART 5 General

SCHEDULE 1 Particulars to be notified under regulation

SCHEDULE 2 Minimum welfare facilities required for construction

SCHEDULE 3 Work involving particular risks

SCHEDULE 4 Transitional and saving provisions

SCHEDULE 5 Amendments

Appendix 1 The general principles of prevention

Appendix 2 Pre-construction information

Appendix 3 The construction phase plan

Appendix 4 The health and safety file

Appendix 5 How different types of information relate to and influence each other in a construction project involving more than one contractor:

Appendix 6 Working for a domestic client

3.5 CONSULTATION WITH EMPLOYEES.

Key Legislation:

The Health and Safety (Consultation with Employees) Regulations

The Safety Representatives and Safety Committees Regulations

The Health and Safety at Work Act

The Company are aware of requirements in compliance with Section 2 (4), (6) and (7) of HASAW and the Safety Representatives and Safety Committees Regulations for suitable provisions to be made to enable consultation between employers and the workforce, in the form of a Safety Committee. This would include compliance with Regulation 4 of SRSCR regarding the representational function of Safety Reps namely, input regarding complaints of constituents, attendance at safety committee meetings, consultation in the audit process etc.

Olivet Group is currently a non-unionized workforce and as such take reference from The Health and Safety (Consultation with Employees) Regulations. As such, consultation formally takes place regarding the introduction of any new processes, arrangements for nominating persons under Regulation 7 of MHASAW, health and safety information, the planning/introduction of training, personal protective equipment etc.

The Company is aware that many key personnel are based on site and may feel outside general day to day undertakings of the business. As part of all Managers and Supervisors roles, active two-way discussion is encouraged to ensure continual liaison and communication to consider on site issues are dealt with promptly.

3.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)

Key Legislation:

The Control of Substances Hazardous to Health Regulations

The Control of Asbestos Regulations

The Health and Safety at Work Act

HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015)

The Landfill Regulations

Company Policy:

The aims of the Company Policy are to ensure strict adherence to these Regulations and to ensure complete awareness of all employees relating to their application. These are to:

- Eliminate the use of any hazardous substances where possible;
- Substitute for non/less dangerous substances where elimination is not possible;
- Use strictly in accordance with manufacturer's guidance and instructions;
- Comply with all regulations which are aimed at controlling hazardous substances;
- Provide guidance and information aimed at protecting workers against substances hazardous to health;
- Require all employers to provide the same control measures and take the same actions,
- Provide protection at work against substances hazardous to health by setting out the objectives to be achieved in all cases,
- Carry out CoSHH assessments which will assess the hazards to employees and control and prevent associated risks,
- All assessments shall be suitable and sufficient and performed by 'competent' persons who have received appropriate training, information, and instruction.
- Issue information to all affected parties detailing the results of all CoSHH assessments and risk assessments relating to hazardous substances,
- Monitor applicable control systems and safe systems of work set in place, and;
- Keep a CoSHH register relating to hazardous substances used during normal working processes and any other relevant records.
- Ensure that no substances shall be used prior to a suitable and sufficient assessment being performed, as detailed above.

Flammable Substances

Ensure compliance with General Fire Precautions (GFP's) as required by HSG 168 on construction sites where the use of Flammable Substances/ Materials is required in order to complete the works;

- Ensure CoSHH Assessments are available on site for all Flammable Substances/ Materials, including those being used by sub-contractors;
- Secure Flammable Substances/ Materials where practical to do so;
- Minimise the amount of Flammable Substances/ Materials stored on site;
- Ensure, so far as is reasonably practicable, Flammable Substances/ Materials are removed from site at the end of each day and are not left overnight, where they are not 'secured'.
- Ensure the handling, transportation of Flammable Substances/ Materials on site is completed so far as is reasonably practicable without increasing the risk of Fire on site.
- Ensure, so far as is reasonably practicable spillages of Flammable Substance are cleaned up without undue delay.

3.7 CONSTRUCTION DUSTS

Key Legislation:

The Health and Safety at Work Act

Management of Health & Safety at Work

The Control of Substances Hazardous to Health Regulations

The Control of Asbestos Regulations

Control of Lead at Work Regulations

EH40/2005 Workplace exposure limits

Construction dust is a general term used to describe different dusts that you may find on a construction site as a result of work activities which could seriously damage health. Repeatedly breathing 'Construction Dusts' can cause life-changing lung diseases such as Chronic Obstructive Pulmonary Disease (COPD), Lung Cancers, Occupational Asthma, Silicosis and others related to exposure to Asbestos and Lead as well as Fumes and Mists created by the use of Hazardous Substances and/ or the work processes.

Construction Dusts include but are not limited to;

Silica Dust – when working on silica containing materials like concrete, mortar and sandstone etc, where the task involves – cutting bricks, blocks, paving, kerbs flags, chasing concrete, raking mortar, Scabbling, Soft strip/ demolition, Dry sweeping, sanding taped and covered plasterboard joints, mixing of cement, plaster or other activities likely to release RCS Dusts.

Hardwood & Mixed Harwood – when working with hardwood, softwood, and wood-based products like MDF and plywood where the task involves cutting, drilling, sanding, or other activities likely to release Hardwood & Mixed Harwood dusts.

Other 'General' Dusts – Asbestos, Lead (surface preparation i.e. sanding of old Lead containing paint)

Olivet Group employees (and sub-contractors working on site) shall implement the following:

- FFP3 Dust Masks must be worn at all times when Construction Dusts are liable to be produced by the work activities onsite.
- Face Fit Training to have been completed.
- The use of dust suppression i.e. water suppression or tool extraction equipment will be used.
- Adequate ventilation, when the task is completed in doors.
- Restriction of access to the working area during the activity, where necessary.
- Workplace Exposure Limits(WEL's) as referenced in EH40 2005, must be adhered to and included as part of the CoSHH assessments and updated as necessary following any revision to WEL's in EH40.

3.8 DISPLAY SCREEN EQUIPMENT REGULATIONS (DSE)

Key Legislation:

Display Screen Equipment Regulations

The Provision and Use of Work Equipment Regulations

The Health and Safety at Work Act

Company Policy:

It is a requirement that;

- An assessment is made of every workstation (refer to DSE Checklist);
- And where there is a change of work patterns for heavy users of VDU's
- If necessary, replace furniture, provide equipment, and re-organize work environments;
- Eye tests (in certain circumstances) are undertaken

This amplifies the existing general duty of care with regard to the use of display screen equipment including VDUs, as set out in the Health and Safety at Work Act. The Company, through its responsible officers will protect those staff that habitually use display screen equipment as a significant part of their normal work, against risks associated with such work.

The Display Screen Equipment Regulations define VDU users, for the purpose of ensuring that people using VDUs as a large part of their job are working in the best way to protect their health and safety. The Company is obliged to provide a safe and comfortable work environment and allow appropriate breaks.

User – definition

You are a 'user' if you:

- Use your VDU for continuous periods of an hour or longer in a day or use DSE for 4 hours or more per day.
- Have to use your VDU to carry out your work, and the ability to use a VDU form an important part of your job

Rest breaks

If your work involves a high content of VDU work, please plan it so that you intersperse periods of inputting or typing with other activities, such as filing and paperwork. You should aim to have not longer than one hour of continuous screen use without a 5-minute break doing other tasks.

The purpose of rest breaks is to eliminate the onset of fatigue. The Company will aim to achieve this for employees whose job does not allow for natural breaks from the use of the screen (i.e. other duties).

Your workstation:

VDU users' workstations and their environment must satisfy the requirements of the DSE Regulations. In order to ensure that workstations comply with the regulations and their standard, Assessors have been selected and trained to assess your workstation if it is moved or changed, and to evaluate any new workstations which might be set up. Such assessors include Line Managers and the Health & Safety Manager

Radiation and Pregnancy

Scientific research has shown that there is no adverse effect on the health of anyone using a display screen. Therefore, anyone who is pregnant or is seeking to become pregnant, need not avoid working with this equipment. If anyone is still apprehensive on this matter, then their Line Manager or Health & Safety Manager to discuss it further with them.

Training:

All users will be given the necessary training in all areas of working with display screen equipment.

DISPLAY SCREEN EQUIPMENT REGULATIONS (DSE) CONTINUED

Eye Test Policy

Most employees are now required to operate Display Screen Equipment (DSE) and under the Display Screen Equipment (DSE) Regulations, employees are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use DSE or become a habitual user for a significant part of their normal work.

- Employees wishing to establish whether or not they are entitled to an eye and eyesight test, should meet the criteria set out in the **User definition** section of this policy to establish their entitlement to free eyesight test. Providing employees remain **'a user'**, the company will be provided free annual eyesight tests, unless more regular tests are recommended by the optician for all **'DSE users'**.
- Employees should contact HR to request an eyesight test and once authorised by HR, employees will receive an eyesight test voucher.
- Employees should book their appointment within 4 weeks of receipt of the eyesight test voucher using the company's preferred optician.

NB Where employees choose to use an alternative optician, the company will contribute up to a maximum of £20 for the eyesight test.

- Upon completion of the test, employees will be required to pay for the test and provide a receipt to the company.
- Following receipt of the eyesight test result and payment receipt, Accounts will be notified to arrange reimbursement for the employee.

NB no reimbursement will be made without the eye test result and payment receipt.

- Employees must ensure on completion of the eyesight test, a prescription is obtained from the optician as confirmation of the test results and whether or not the employee requires corrective spectacles specifically for **'DSE'** use, or for **'wider use'**.
- The company will contribute a maximum of **£50**, toward the cost of **'corrective spectacles'** only in accordance with the current revision of DSE regulations where specifically required for **DSE use, if recommend by the optician.**
- Where corrective spectacles are required for **'wider use'** and not specifically for **'DSE use'**, the company will pay a maximum contribution of **£15** in accordance the DSE regulations and accompanying **ACOP paragraph 88.**
- **No** payments will be made for contact lenses.

3.9 DRUGS, ALCOHOL & OTHER ADDICTIONS

Key Legislation:

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

The Misuse of Drugs Act

The Road Traffic Act 1

Company Policy:

The Company gives due consideration to all appropriate legislation with respect to the use and misuse of drugs and alcohol and has adopted a compassionate attitude towards all employees and realizes the possible effects and consequences of the misuse of drugs and alcohol. As such Oliveti Group will endeavour, so far as is reasonably practicable to provide guidance and support as and where necessary through the Companies Mental Health First Aider.

The Company adopts the approach that any employees who develop alcohol, drug related or other additions, could cause harm to both them and others. In addition to the general requirements of the above legislation, the Misuse of Drugs Act details our obligation to notify the Police if a member of staff is found to be in possession of drugs or be supplying illegal substances

Employers and employees have a duty to comply with this policy and ensure that the details are effectively carried out.

Objectives

The Company recognizes that drug and alcohol dependency is primarily a health problem. It is our policy to offer support for the rehabilitation of affected employees that actively seek to overcome these problems.

The Policy is intended to promote awareness about substance misuse and sets out guidelines on how to identify a problem, and how to deal with it in terms of both treatment and discipline. It applies to all members of staff, regardless of length of service or status.

The Company aims to provide a safe working environment for its employees, contractors and visitors, and an efficient service for its customers and other persons who may be affected. With this in mind, the aims of the policy are as follows: -

- To encourage anyone with a drug, alcohol, or other addition related problem to come forward and seek help. It is the company's policy to ensure that any member of staff, who informs us to any such problem, will be treated in the same way as any member of staff with a medical condition. This means, sensitively, with respect, and in confidence (within the constraints of any legal requirements). We will support the employee in a rehabilitation program that has the key objective of returning them to effective work.
- To provide employees with general information about the effects of drugs, alcohol, and other addictions.
- To eliminate problems at work arising from drug or alcohol misuse by identifying staff or contractors whose performance is impaired by drug or alcohol use, and to take steps to resolve any problem that may arise.
- To make employees and contractors aware that to use, possess, consume, store, or sell drugs and/ or Alcohol on company premises and/ or Construction Sites, or, to report for work under the influence of drugs or Alcohol, will be considered to be gross misconduct and will result in disciplinary action with possible termination of employment and involvement of the Police.
- To make employees and contractors aware that the taking of prescribed drugs or over the counter medications may impair their work performance and safety.
- To make employees aware that, if they have been involved in drug or alcohol offences, which may affect the image of the organization, they may be subject to the organization's disciplinary procedure.

Over the counter drugs used for the treatment of common disorders will not be regarded as 'Drugs' except as described below:

- For the purpose of this Policy, the term substance misuse means the illegal use of drugs, and the problematic or inappropriate use, whether deliberate or unintentional, of prescribed drugs or alcohol.
- In addition to this, the company regards the use of solvents, and 'over the counter medications', in such a way that attitude, behaviour or performance at work is likely to be affected, as falling within this definition.

DRUGS, ALCOHOL & OTHER ADDICTIONS CONTINUED

The possession, use and/or supply of substance of misuse by employees, is prohibited on company premises and on company business, at all times. Any member of staff found in possession of substance of misuse on company premises, or on company business, may be guilty of gross misconduct and could be liable to dismissal. In such circumstances, the company is also required by law to notify the Police.

It should be noted that symptoms that may appear drug related can also be caused by other problems i.e. stress, heat exhaustion, hypothermia, diabetes etc. Therefore, if there is any doubt as to the person's condition or because of their condition, medical advice should be sought immediately.

The role of management:

1. To be responsible for maintaining a safe and healthy working environment.
2. To familiarize themselves with every aspect of this policy and to procedures relating to substance misuse.
3. To ensure that their employees and contractors understand this policy and their responsibility to comply.
4. To be alert and to monitor changes in work performance, attendance, sickness, and accident patterns.
5. To take an objective and non-judgmental approach to counselling, or interviewing, a member of staff suspected of substance misuse.
6. To refer the member of staff for appropriate assistance.
7. To identify any aspect of the working environment (such as stressful work situations), which could possibly lead to substance misuse and take measures to address them.
8. To intervene at the earliest opportunity when there are signs of a problem.
9. To act promptly on information from employees.
10. To refer to the organization disciplinary procedures where appropriate.

The Role of Employees:

1. To be responsible for maintaining a safe and healthy workplace.
2. To familiarize themselves with the company's information about substance misuse and its consequences for health and safety.
3. To avoid covering up for or colluding with colleagues.
4. To urge colleagues affected by substance misuse, to seek help.
5. To seek help if they are personally affected by substance misuse.
6. To alert management of any incidence, or problem, relating to substance misuse.

Help is available by contacting:

- ✓ A Director, the company Mental Health First Aider, Line Manager
- ✓ National Drugs Helpline on **0800 776600** (all calls are confidential and will not show on bills).
- ✓ Alcoholics Anonymous Great Britain **0800 9177 650**
- ✓ National Gambling Helpline **0808 8020 133**
- ✓ Leicester City Alcohol and Drug Service **0330 303 6000**
- ✓ The Lighthouse Charity Construction Industry Helpline **0345 605 1956**
- ✓ MIND **0300 123 3393**

3.10 ELECTRICAL SAFETY

Key Legislation:

Electricity at Work Regulations

The Health and Safety at Work Act

Further HSE Guidance:

Avoiding danger from underground services HS(G)47 ISBN 0 7176 0435 7

Electrical safety on construction sites HS(G) 141 ISBN 0 7176 1000 4

Electricity at work - safe working practices HS(G) 85 ISBN 0 7176 0442 X

Maintaining portable and transportable electrical equipment HS(G)107

Company Policy:

The company recognizes the hazards associated with working with electrical installations and equipment. In particular, the associated risks of electrocution, fire, and explosion. All employees will be adequately trained and competent to perform designated duties

The company will carry out suitable and sufficient risk assessments as defined in Reg. 3 of The Management of Health and Safety at Work Regulations, to identify hazards to its employees and others from electricity and reduce the associated risks, so far as is reasonably practicable.

Wherever possible, Residual Current Devices (RCD's) will be used in association with all portable electrical equipment and only 110v (or battery operated) will be used on site.

The Company will ensure that all reasonable steps are taken to ensure the health and safety of all employees or contractors whom, use, operate, maintain, or install electrical equipment or installations and only use employees or contractors that are deemed competent to carry out the work activity.

All 'portable electrical equipment' i.e. equipment that has a lead (cable) and plug which is normally moved around and/or can easily be moved from place to place e.g. fans, heaters, photocopiers etc. will be maintained by competent persons in accordance with Section 4(2) of The Electricity at Work Regulations 1989. Visual user checks shall be performed routinely by persons using such equipment, however thorough inspections and appliance testing shall be performed annually and only by qualified personnel.

No person shall use any appliance unless it has first been tested by competent personnel i.e. with appropriate qualification, experience and training. Any defective appliance/cabling should immediately be reported to the Site Representative. All testing will be recorded on the equipment with details of the date of inspection, date of next inspection, unique reference number and person performing the inspection. Additional records shall be kept in the Office Maintenance File stored in the Administration office

3.11 EMERGENCY PROCEDURES

Key Legislation:

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

Safe Shut Down of Equipment:

In the event of any accident or emergency involving any plant, equipment or facility using electricity, gas, petrol, diesel, chemical or hydraulic system, personnel using the plant, equipment or facility should be able to safely shut this down in a simple and controlled manner. Employees should be familiar with all emergency shut down procedures associated with any work they are involved with as laid down by the manufacturer in their appropriate guidance manuals.

Assistance Procedures:

Once the alarm has been raised and the relevant emergency services called for, a representative of the Company should await their arrival at the front of the building or premises and direct accordingly.

Counselling Procedures:

In the event of a serious accident, injured or shocked people should be dealt with by the designated First Aiders, whilst the emergency services are summoned. Next of kin details and addresses are kept in the Company's files and the injured persons' relatives should be informed by the most senior person on site. If a death has occurred, the sad news is normally relayed to the victim's family by the Police. In a case of a workplace death, the family of the deceased should be made aware of the Relatives Support Group. This is run by the bereaved relatives of people killed at work and they offer emotional support and counselling.

Selected Responsible Staff:

It will fall upon the most senior member of staff available to notify relatives, or in the case of fatalities, next of kin. Similarly, the informing and enforcing authorities will also fall under his jurisdiction.

Emergency Contact Numbers:

SERVICE	CONTACT NUMBER
Fire & Rescue Service Leicestershire Fire and Rescue Service Anstey Frith Leicester Road Glenfield Leicester LE3 8HD	General enquiries: Tel: 0116 287 2241 Fax: 0116 231 1180 Emergencies: 999
Local Hospital Leicester Royal Infirmary Infirmary Square Leicester LE1 5WW	General Enquiries: Tel: 0300 303 1573 Emergencies: 999

3.12 ENVIRONMENTAL MANAGEMENT

Key Legislation:

The Environmental Protection Act

Waste (England and Wales) Regulations

Controlled Waste (Amendment) Regulations

The Waste Electrical and Electronic Equipment Regulations

The Health and Safety at Work Act

The Control of Asbestos Regulations

Our Commitment:

Oliveti Group recognizes that its products and services may have an impact on the environment and is committed to reducing such impact by following our Environmental Policy. We are committed to the continual improvement of our Environmental Management System (EMS), which includes risk identification, aspects and impacts assessment, safe working conditions, waste minimization, pollution prevention, compliance with relevant global, local environmental and Health & Safety legislation regulations.

Our Objectives:

1. Reduce, reuse and recycle waste and packaging.
2. Improve the efficiency of energy usage.
3. Constantly review aspects and impacts (both positive and or negative) as well as our objectives and targets.
4. Understand the requirements of customers, authorities and agencies.

Communication:

The Company establishes and maintains procedures for adequate communication, both internal and external, in relation to environmental issues, functions and documentation. Lines of communication are defined in applicable procedures.

Seek to reduce the following:

1. Consumption of materials in all operations, reuse rather than dispose wherever possible and to promote recycled materials.
2. Ensure all our vehicles are replaced at economic intervals and regularly undergo maintenance where the key factor is the exhaust emission produced by these vehicles and also ensure they are well below the limits set by the Department of Transport.
3. Noise, visual and other impacts on the local environment.
4. Manage our building(s) and site(s) in an environmentally sensitive manner.

Current Waste Management Support:

The company has committed to a partnership with an approved (environmental permit registered) waste removal/recycling company that provides the correct level of support that the company currently requires to ensure waste management and recycling activities are completed to a satisfactory level to meet our environmental and moral obligations.

Sustainable Strategy:

To achieve this, as a company we will strive to integrate sustainability into all aspects of what we do. This will be considered from the advice we give to clients - to our considerations for resourcing of materials for installations - from being a great place to work - to minimizing our own environmental impact.

Company Policy Statement:

We are committed to complying with accepted environmental practices, including the commitment to meet or exceed applicable legal and other requirements, to strive for continual improvement in our environmental management system, and to minimize the creation of waste and pollution. We will, therefore, manage our processes, our materials and our people in order to reduce the environmental impact on our work.

All employees are encouraged to understand and implement the objectives of this policy in their day-to-day work through regular discussion, communication and training.

ENVIRONMENTAL MANAGEMENT CONTINUED

Regular review and monitoring of environmental performance will be conducted to ensure our environmental objectives and targets as described are maintained at all times.

The strategies detailed below enable us to set objectives towards sustainable environmental improvement, which can be measured and monitored regularly and in turn contribute to the prevention of pollution and future protection of the environment: -

- Continue to develop the company's understanding of the environmental issues associated with the business.
- Liaise with suppliers and customers to promote the best possible environmental practice in the selection, use and ultimate reclamation of the products and materials that pass through the company's hands.
- Operate a thoughtful buying policy selecting wherever practical, materials and services which are less damaging to the environment.
- Make arrangements so that in the event of any accidental spillage of any substance, we will ensure that: -
 - such spillage will be cleaned and removed before it enters into any localised drainage system
 - Recover as far as possible, any such spillage of material(s).
 - any recovered spillage will be disposed of in a manner which is in accordance with the relevant guidance and recognized best practice
- Reduce the environmental impacts of Oliveti Group products (and any packaging used) in their design, manufacture, distribution, use and reuse.
- Reduce waste to a minimum, to ensure its safe disposal and to recycle materials where appropriate.
- Reduce the consumption of energy and to use it wisely.
- Reduce the consumption of raw materials wherever possible.
- Reduce or avoid where possible the pollution of land, air and water.
- Comply with, or exceed, relevant legal requirements.
- Encourage the development of good environmental practice by promoting this policy to staff, customers and suppliers and keeping them informed of progress in environmental performance.
- Record the progress made in the development and implementation of this policy.
- Have systems in place regularly to review progress against the above objectives and adjust targets and actions in the light of such reviews.
- Ensure appropriate resources will continually be made to ensure the environmental policy is implemented in full.

The Environmental Policy Statement will be made available to all interested parties.

3.13 EQUALITY & DIVERSITY POLICY

Key Legislation:

The Equality Act

The Sex Discrimination Act

The Equal Pay Act

The Race Relations Act

The Employment Quality (Age) Regulations

Purpose

Olivet Group is committed to creating and sustaining a positive and supportive working environment for all of our employees, sub-contractors, and clients. We aspire to ensure that ALL employees, sub-contractors, and clients are valued and respected. This policy reflects Oliveti Group's approach to equality and diversity. We recognise the importance of promoting equality and diversity throughout the Group and value individual differences amongst our employees. We understand and appreciate people from different backgrounds and experiences and the value they bring to the organisation.

Scope

Our policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues). You have personal responsibility for the application of this policy. As an employer we value the diversity of our employees, sub-contractors and clients and we are committed to providing a fair, equitable and mutually supportive working environment which is reflected in the core values of the organisation, stating the importance of:

- Valuing, respecting, and promoting the rights, responsibilities, and dignity of individuals within all our professional activities and relationships.
- Equality opportunity based on merit, irrespective of background, beliefs, and socio-economic context.
- Believe that excellence will be achieved through recognising the value of every individual.
- We aim to create an environment that respects the diversity of our employees, sub-contractors, and clients.

Olivet Group's commitment

No individual will be unjustly discriminated against. This includes, but is not limited to, direct or indirect discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated. Our policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues).

Breach of the equality & diversity policy

We perceive bullying, harassment and victimisation of any individual as contradictory to our aspirations for a supportive working environment and will not be tolerated. Any allegations of such behaviour will be treated with the strictest confidence and will be investigated, and ultimately disciplined, in accordance with the Company Disciplinary Policy. False allegations of a breach of this policy which are found to have been made in bad faith will also be dealt with in line with the Company's Disciplinary Policy.

3.14 EQUAL OPPOTUNITIES

Key Legislation:

The Disability Discrimination Act

The Sex Discrimination Act

The Equal Pay Act

The Race Relations Act

The Employment Quality (Age) Regulations

Statement of Intent:

We are an equal opportunities employer. There is no discrimination on the grounds of sex, marital status, colour, race, age or disability. This principal will apply to recruitment, training, promotion, dismissal and all other benefits, terms, and conditions of employment.

Policy Statement:

This organization aims to ensure that no job applicant or employee, whether full or part time, permanent or casual is treated less favourably on the grounds of their gender, marital status, colour, nationality, religion, ethnic or natural origin, age, sexual preference, or disability.

The way we recruit, select and train staff will be solely on the basis of relevant merits and abilities to undertake the advertised job. Jobs of equal value are paid at the same rate and all jobs are open to men and women.

All employees will be given equal access to training to enable them to progress. This organization is committed to eliminating discrimination and promoting equality of opportunity and has a programme of action to make this policy effective

Sex Discrimination:

It is unlawful for employers to discriminate in employment terms on the grounds of gender (with the exception of certain Genuine Occupational Qualifications e.g. where considerations of privacy and decency or authenticity are involved.

Discrimination generally takes two forms:

Direct discrimination, where persons are openly discriminated against or treated less favourably on the grounds of sex.

Indirect discrimination occurs when requirements or conditions may discriminate indirectly because the proportion of one sex which can comply with a particular requirement is much smaller than the proportion of another sex e.g. unjustifiable height requirements.

Positive Action:

Positive action may be used in recruitment to encourage applications from unrepresented groups.

Equal Opportunities Training and Education: All persons employed by the company will be made aware of the equal opportunities policy by their manager and it will be available to them at any reasonable time.

Monitoring:

The Company HR Manager will monitor and review its policies and practices relating to equal treatment of all applicants and employees. Records will be kept of all complaints and equal opportunity progress within the organization.

EQUAL OPPORTUNITIES CONTINUED

Complaints Procedure:

All allegations of harassment, bullying, intimidation, or discrimination will be investigated and dealt with fairly, in accordance with the company complaints procedure. All information is confidential and to be handled with sensitivity: -

The Company HR Manager will interview employees being discriminated against, harassed, intimidated, or bullied.

The Company HR Manager will interview the employee carrying out the discrimination, intimidation, harassment, or bullying.

Records will be kept of the:

- Date,
- Location,
- Nature of the incident,
- Behaviour,
- Statements made,
- Feelings of the complainant,
- Names of all parties concerned, and
- Names of witnesses including the public

3.15 FATIGUE

Key Legislation:

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

Working Time Regulations

Company Policy:

Fatigue can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times, which can ultimately increase the risk of incidents and injuries. The purpose of our '**Fatigue Policy**' is aimed at assisting employees in reducing, controlling and managing their fatigue levels and intended to reduce the overall risk of fatigue-related injuries and incidents and better contribute to employee's mental health and well-being.

Olivet Groups operations can sometimes be undertaken outside ordinary working hours such as emergency call outs/ maintenance and repair works as part of the company's current framework contracts. These working arrangements may contribute to fatigue if not managed appropriately.

Not all employees will respond to fatigue in the same way. It is important for ALL employees to understand fatigue can be caused by both work and non-work-related factors. Non-work factors include family responsibilities, social activities, health issues, such as sleep disorders, childcare, study, and/ or sporting commitments amongst others. Work factors include shift work, especially night shifts and/ or working extended hours.

Employees will not usually be expected to work more than 48 hours a week on average, averaged over a 17-week period.

Olivet Group is committed to providing and maintaining safe systems of work for all its employees, sub-contractors, including those whose work may involve shifts work, extended hours or on-call arrangements.

Directors, Managers and supervisors are responsible for:

- **Providing information, instruction, and training about risks to health, safety or welfare of workers involved with shift work, extended hours and on-call arrangements.**
- Ensuring systems are in place that minimize so far as is reasonably practicable, the risk of fatigue—for example, reasonable adjustments to working times/ patterns, reasonable overtime practices and adequate recuperation between working times following 'call outs' for employees to obtain adequate rest periods from work.
- **Monitor workloads, work patterns to ensure so far as is reasonably practicable the risk from fatigue is reduced to as low level as possible and employees not placed at a higher risk from fatigue.**
- Consulting with employees if new/ additional working hours/ patterns/ out of hours works are necessary.

Employees are responsible for:

- **All company employees have a general responsibility (HASAW Act) to safeguard their own, health safety and welfare and should ensure so far as is reasonably practicable, fatigue does not impact their own health, safety and welfare.**
- Use any time off from work to recuperate to be fit and able for their next shift/ days at work
- **Recognise signs of fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their manager.**
- **Avoid behaviours and practices that contribute to fatigue and which could place themselves and others at risk, following callouts and or extended working hours for example;**
 - secondary employment or
 - not using time off work to fully recuperate i.e. restorative sleep, poor sleep cycles, or
 - use of recreational drugs and/ or alcohol or
 - other addictions such as gambling, eating disorders, dieting, shopping or
 - Video gaming (internet gaming disorder) or
 - Mental Health Issues

3.16 FIRE SAFETY

Key Legislation:

The Regulatory Reform (Fire Safety) Order

The Fire Safety (England) Regulations

HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015)

Construction Design and Management Regulations (CDM 2015)

The Health and Safety at Work Act

The Workplace (Health, Safety and Welfare) Regulations

Company Policy:

As a business, Oliveti Group understand certain construction activities are likely to increase the overall risk of Fire occurring on site, i.e. hot works, grinding (producing sparks), use of oxy acetylene (cutting), use of fuel driven tools (Stihl Saw - Petrol), use of Cartridge Tools (Nail Gun Fuel Cells), use of electrically operated tools & equipment (PAT Tests/ Electrical faults) and the use of flammable substances, such as solvents and adhesives. Oliveti Group takes fire safety on our construction sites very seriously and we aim, so far as is reasonably practicable to ensure the safety of all persons who are in, on or in the vicinity of, any site from which we conduct our business activities.

It is the company's responsibility, to ensure our Offices, Workshop and Construction Sites, comply with any requirements of applicable Fire Safety Legislation. Suitable and Sufficient Fire Risk Assessments will be performed on a regular basis (performed/revised annually and written records maintained) detailing precautions/ instructions to be brought to the attentions of all employees and to ensure that such instructions are complied with. Incorporated within which will be details of fire safety instructions, display of fire notices are prominently, means of extinguishing fire etc.

General Fire Precautions (GFP's) – Construction Sites:

It is the responsibility of the Company to ensure, so far as is reasonably practicable, that, GFP's in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites.

The General Fire Precautions (Site Fire Procedures) apply to all **Oliveti Group Employees, Directly Employed Sub-Contract Labour, Sub- Contractors (appointed by Oliveti Group), sub-contractors directly appointed by the Client (as part of Oliveti Groups Works) and Client visitors (related to Oliveti Groups Works)** and does not apply to all other individuals or businesses that do not relate directly to Oliveti Groups Works.

The Client/ Site are responsible for ensuring where necessary, that 'others' that are not related to Oliveti Groups Works are aware of the 'sites' fire safety and emergency procedures.

We therefore expect all employees, directly employed sub-contract labour and sub-contractors to, so far as is reasonably practicable as a minimum to;

- 1) All employees and visitors should familiarize themselves with the Company Fire Procedures and/ or General Fire Precautions, which are displayed at each construction site
- 2) Comply with general fire precautions whilst, working on and/ or visiting Oliveti Construction Site in accordance with sites Safety and Fire Safety Rules;
- 3) Raise the alarm by use of the in-situ fire alarm & call points, Air Horn, Howler, Rotary Bell, shouting FIRE, FIRE, FIRE etc;
- 4) Comply immediately and responsibly with any fire evacuation, whether practice drills or real evacuations on site;
- 5) Be alert to any fire/ additional hazards as a result of their work activities and actively minimise and/ or manage and/ or avoid and/ or control the specific/ higher fire risks arising as direct result of the works as required by Table 1 (Fire Safety Roles and Responsibilities under CDM 2015) of HSG 168 Fire Safety in Construction (2022 Revision) and any other applicable legislation;
- 6) Immediately report any concerns about fire hazards and/or fire safety to the Site Responsible/ Appointed Person or deputy, Health & Safety Manager, without undue delay;
- 7) Not smoke on site, other than in designated locations and not lighting matches, start fires on site without suitable and sufficient additional controls in place as required by the task i.e. hot works, use of flammable substances, etc;

FIRE SAFETY CONTINUED

- 8) Ensure that Permits to Work are in place and are complied with, including a serviced fire extinguisher present during the works, flammable/ combustible materials removed from the work location, post 'Hot Works' fire watches are completed;
- 9) Not use any electrical tools, leads, transformers etc that are not PAT Tested;
- 10) Not leave electrical appliances plugged in/ on when they are not being used;
- 11) Check ALL electrically operated equipment, before and during use, for damage i.e. leads, plugs, transformers temporary lights and/or lighting equipment;
- 12) Not Block fire escapes/ escape routes with waste, construction materials, tools etc in front of exits and/ or along exit routes by observing GOOD housekeeping practices during their works i.e. tidy as you go;
- 13) Ensure the use, handling, storing of flammable liquids/ chemicals or materials is carried with due diligence and in line with applicable general fire precautions;
- 14) Not tamper with and/ or move any fire equipment i.e. extinguisher, fire blankets, hoses, alarm call points, howlers, air horns etc;
- 15) Have Fire Safety Awareness/ Fire Extinguisher training that may be necessary to comply with legislative duties;
- 16) If/ and where required use any fire safety equipment that they have been trained and authorised to use;

General Fire Evacuation Procedures (Offices & Site):

Upon sighting a fire anywhere on any premises, an employee should take the following action: -

- Raise the alarm.
- Evacuate the building/ site
- Do not stop to collect personal belongings.
- Do not use any lifts in the building.
- Only fight the fire if you think it is safe to do so, using the correct firefighting equipment provided and without placing yourself in any danger.
- Ensure all person's report to a Fire Assembly Point and a roll call is taken.
- The most senior person present should meet the Emergency Services on their arrival and inform them: -
- If all persons are accounted for
- The location of the fire in the building.
- Do not return into the building until the Senior Fire Brigade Officer informs you that it is safe to do so.

Training

Fire safety training will be completed as necessary for all employees and will include fire awareness training (as part of their induction), fire extinguisher training and Fire Marshall training as required.

Testing of Systems:

Fire Alarm System: This shall be tested weekly, using a different call point for each successive test. Suitable records should be maintained.

Exit Doors/Routes:

Inspections should be conducted on a monthly basis to ensure all final exit doors are assessed for correct operation and routes are clear and well maintained. Suitable records should be maintained.

Emergency Lighting:

Internal testing should be conducted at least monthly to confirm in good working order. Suitable records should be maintained.

Fire Evacuation Drills:

A full fire evacuation drill should be conducted at least annually simulating conditions in which one or more of The escape routes from the building is obstructed. Suitable records should be maintained.

FIRE SAFETY CONTINUED

Fire Extinguishers:

These should be tested and inspected by a competent person at least annually to ensure suitable for the working environment and fit for purpose. Suitable records should be maintained. Supplementary fire extinguishers will be provided where require for specific tasks such as hot works on construction site etc. etc.

FIRE EXTINGUISHER BAND COLOUR CODINGS	
RED Water - Can be used on most fires but NEVER on electrical or flammable liquid fires.	BLACK Carbon Dioxide - Can be used on electrical and flammable liquid but should not be used on Wood, Paper or Textiles
BLUE Dry Powder - Can be used on all fires, especially flammable liquid fires.	CREAM Foam - Can be used on all fires, especially flammable liquid fires, but NEVER on electrical equipment.
ENSURE THAT INSTRUCTIONS ARE ALWAYS READ CAREFULLY BEFORE USING ANY FIRE FIGHTING EQUIPMENT.	

3.16 FIRST AID

Key Legislation:

First Aid at Work Regulations

The Health and Safety at Work Act

Company Policy:

A readily accessible First Aid box or cupboard is provided by the Company. The contents of the First Aid box shall meet with the minimum requirements under the Regulations and the name of the First Aiders or Appointed Persons of the aforementioned be clearly displayed.

Checks:

All First Aid Boxes will be checked monthly for those held in vehicles and six-monthly for office located boxes. This will be conducted by the person designated on the front of the box. This will be reviewed where deemed necessary.

Approved First Aiders:

A Hazard Assessment will be performed on an annual basis to identify the needs of the company with reference to the provision of First Aiders and Appointed Persons. The appropriate proportion of First Aiders will be allocated to each project based upon an initial aspect which takes into account the size of the project, duration, types of works and additional facilities available.

Appointed Persons:

In the absence of a qualified First Aider, a member of staff, must be nominated as an Appointed Person, who will take charge of any First Aid emergency and call for an Ambulance if required.

Training:

Arrangements will be made for First Aid qualifications to be taken at a reputable venue and renewed as and when required.

Information:

A First Aid Register will be located alongside the Company Training File in the Administration Office which details the names and qualifications (including dates) of employees within the company.

3.17 FLAMMABLE LIQUIDS

Key Legislation:

HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015)

The Control of Substances Hazardous to Health Regulations

The Management of Health and Safety at Work Regulations

The Dangerous Substances and Explosive Atmospheres Regulations

The Health and Safety at Work Act

Company Policy:

1. Where possible, the storage of flammable liquids will be eliminated. Where this is not possible, the following precautions will be strictly adhered to:
2. All flammable liquids will be stored in a fire-resistant cupboard or bin, and where practical this will be marked
3. 'Flammable Liquid'.
4. Suitable and sufficient firefighting equipment will be provided and maintained at each location.
5. Storage facilities must be securely locked and only accessible when stocks are increased or used.
6. Flammable liquids will be stored in areas located away from sources of ignition and static or electrical discharges.
7. No unauthorized containers will be allowed in the workplace store.
8. Where practical only flammable liquids to be used within the following immediate period will be stored, no excessive storage will be encouraged.

3.18 HOUSEKEEPING

Key legislation:

The Health and Safety at Work Act

The Workplace (Health, Safety and Welfare) Regulations

The Regulatory Reform (Fire Safety) Order

Company Policy:

1. It is essential for the health, safety, and welfare of employees to always maintain a good standard of housekeeping throughout the workshop, offices and site operations.
2. Employees will be trained and encouraged to adopt good housekeeping standards contributing to the general health & safety of both them and their colleagues.
3. A "clean as you go" policy is in operation: items should not be left lying around.
4. Work areas, gangways, aisles, exits and stairways must always be kept clear.
5. Clear access to fire extinguishers must always be maintained.
6. Spilt liquids must be cleaned up immediately.
7. Tools must be put away safely.
8. Trailing extension leads should be kept to a minimum and always kept tidy. Unwanted food must be deposited in the waste bins.
9. Accumulations of combustible materials, paper etc. are a fire risk and should always be avoided.
10. Toilet facilities should always be left in a 'clean' condition.

All premises will be cleaned and maintained to ensure that all work areas, including staircases, floors, and ways in and out, washrooms, etc. are kept in a safe and clean condition. Many accidents happen in the workplace as a result of people experiencing slips, trips or falls. Most of these injuries could be avoided by using common sense and good techniques. In addition to undertaking risk assessments and carrying out training, the following guidelines are given in order to minimise accidents caused in this way:

- Work areas and gangways should be kept clear of obstacles;
- Recognized entrances, exits and gangways only should be used;
- Handrails provided on stairways should be used;
- Always walk up/down the left-hand side of the staircase;
- Do not place obstacles where someone could fall over them;
- Always walk, do not run!
- Do not carry parcels that obscure your vision;
- If you require spectacles, wear them!

3.19 LIFTING EQUIPMENT AND LIFTING OPERATIONS (LOLER)

Key legislation:

The Lifting Operations and Lifting Equipment Regulations

The Provision and Use of Work Equipment Regulations

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

All lifting equipment will be strictly undertaken in compliance with The Lifting Operations and Lifting Equipment Regulations (LOLER). More specifically: -

Only competent persons shall be permitted to operate any lifting equipment with qualifications to recognized standards to include crane drivers; banksman; slingers etc.

Formal inspections shall be conducted at least annually for equipment used for lifting materials/equipment; and every six months for that used for lifting persons- with suitable records maintained.

Site Responsible Persons will supervise all such operations to ensure the absolute safety of persons in the vicinity as well as those operating the equipment

Safe Working Loads (SWL) will be considered prior to commencement to ensure these are not exceeded.

Suitable exclusion zones will be established in the vicinity of all lifting operations.

Suitable and sufficient Safe Systems of Work (Lifting Plan) and associated Method Statements and Risk Assessments will be requested prior to the commencement of any lifting operation.

Defective equipment will be prohibited from future use, until repaired and formally recognized as suitable to continue use.

3.20 LONE WORKING

Key Legislation:

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

The Regulatory Reform (Fire Safety) Order

Company Policy:

So far as reasonably practicable, the company will ensure that employees who are required to work alone or unsupervised shall be protected from risks to their health, safety, and welfare.

Where employees have a medical condition(s) that could jeopardize their health, safety, or welfare, whilst lone working in some or all environments, **they** are responsible for ensuring the Company is made aware of any such condition(s). The company (on an individual basis), will assess the information provided to determine whether lone working can be undertaken with or without additional restrictions or controls to, so far as is reasonably practicable, ensure the safety of the individual concerned.

Solitary working may expose employees and others to certain hazards and as such the following precautions should be adhered to in the event of any potential lone working:

- Lone working should only be permitted if the person is competent and experienced in the performance of the task.
- Employees should be provided with any information, instruction, and training necessary to enable them to recognize the hazards and appreciate the risks involved with working alone
- All employees will be required to co-operate with management effort to ensure safe working and to report any concerns to the senior management.
- The security of the working area should be assessed prior to commencing lone working in that area.
- Safe egress should be ensured to enable exit of lone workers in the event of an emergency i.e. no locked or blocked fire doors/ routes etc.
- Suitable means of communication should be made available to ensure contact can be made available if necessary.
- Suitable means of summoning help/raising the alarm should be known to the lone worker for use in the event of an emergency.
- The lone worker must have received training in what to do if something goes wrong or in the event of an emergency.
- Regular visits to the lone working area should be made by a competent person at suitable intervals.

3.21 MACINERY/ EQUIPMENT

Key Legislation:

The Provision and Use of Work Equipment Regulations

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

Company Policy:

All machinery and equipment must be used in accordance with the operating instruction and all necessary precautions taken to safeguard the health and safety of the operator and other staff in the vicinity. All equipment and tools should be used for its intended purpose only.

Maintenance:

All required plant and equipment will be provided by the Company and meet with all relevant British Standards and legal requirements. Electrical and mechanical safety standards of the equipment provided will be checked periodically (as recommended by the Manufacturer) and any necessary maintenance or repairs to damaged equipment will be carried out immediately.

Records:

Suitable records shall be kept centrally within the business, detailing all tools/equipment available and information regarding any maintenance/repair.

Abrasive Wheels:

All abrasive wheels such as angle grinders; bench grinders, Stihl saws etc. shall only be used for their intended purpose and not modified in any way. Fitted guards shall be maintained to ensure continually effective with correct wheels utilized for each job. Only competent persons shall be permitted to operate abrasive wheels equipment with strictly no use by young persons (under the age of 18). Last resort PPE shall be adopted for any residual risks.

Defective Equipment:

Any defects in the equipment should be reported immediately. Employees must not use equipment which is defective. All defects observed in plant and equipment must be notified to the supervisor responsible as soon as it is discovered.

Hired Equipment:

This shall fall under the policy of in-house equipment in that employees will still require suitable information, training and instruction prior to use and additional supervision by competent persons, where necessary. All other information such as maintenance, vibration/noise emissions will be requested at the initial hiring stage.

New Plant/Equipment:

The Company will ensure that all new equipment conforms to legislative requirements. New plant and equipment will be fully inspected by Management with consultation of the Safety Committee to ensure safety, suitability and a safe system of work prior to its operation.

Training:

All employees shall be suitably trained and instructed regarding the use of such equipment prior to commencing works. Training in addition to apprenticeships etc. shall be conducted in-house by competent persons. This will highlight the characteristics of specific equipment in general use, safety features, PPE required and emergency procedure.

Young Persons:

All young persons and apprentices shall receive additional training, additional/revised risk assessment and supervision as per statutory legislation.

3.22 MANUAL HANDLING

Key Legislation:

The Manual Handling Regulations
The Health and Safety at Work Act

Company Policy:

The aim of the Policy is to avoid the risk of manual handling altogether if possible. Failing this, suitable and sufficient assessments will be performed by competent persons carrying to identify hazards and reduce them, so far as is reasonably practicable. The competent person shall be someone who is deemed as competent with appropriate instruction, training and experience e.g. Site Responsible Person, Line Managers etc.

No task involving manual handling and lifting should be undertaken unless sufficient information, instruction and training has been given to an employee required to undertake such work. If a member of staff has any doubts about their capability to lift an object, they should seek assistance.

All actions involving manual handling shall be in compliance with the applicable statutory regulations. Where any manual handling is imposed or required for the movement of loads regarded to be excessive in weight, it may be necessary to arrange a Safe System of Work for the operation and the aforementioned Safe System of Work, should be submitted to the employee performing the task.

Manual Handling Activities (MHA) should only be conducted when the employee(s) is satisfied that they are capable and able of undertaking the MHA, without undue risk to their Health, Safety and Welfare.

Mechanical lifting aids should always be used where possible and an assessment of the risks involved in lifting such weights shall be conducted by a suitably qualified person as to assess the risks associated with lifting. Revision of risk assessments for specific tasks should be undertaken when there has been a change in process or considering young person's / apprentices and new/ expectant mothers.

Successful lifting is based on six key factors. They are associated to the correct positioning of the following: -

- FEET - Shoulder width apart.
- KNEES - Bend the knees and use the strong leg muscles to lift.
- BACK - Keep rigid and straight.
- ARMS - Do not overstretch whilst lifting and keep the object close to the body
- HANDS - A good, firm grip is essential.
- HEAD - Keep the head upright, look straight ahead.

Manual Handling Risk Assessment Process

Where manual handling activities cannot be avoided and mechanical means are unavailable due to the nature of the task being completed and or the working environment, Safe Manual Handling Lifting Techniques are to be adopted by employees at all times. Employees should undertake a Dynamic Risk Assessment prior to undertaking Manual Handling Activities, using LITE as a basis for their assessment

LOAD - characteristics of the load i.e. Size, Shape, Weight, Grip, Sharp

INDIVIDUAL- capabilities of the individual performing it – i.e. Age, Gender, Medical Conditions

TASK – the nature of the MHA - i.e. Holding loads away from the body? Reaching upwards/ downwards, Twisting, Stooping, Bending? Lifting High to low/ low to high?

ENVIRONMENT - the layout of the environment – i.e. Variations in levels/ Steps/ Slopes? Uneven ground / Poor floors? Wet/ damp/ hot/cold/humid conditions? Obstructions / Barriers? Constraints on posture?

3.23 MENTAL HEALTH & WELLBEING POLICY

Key Legislation:

The Health and Safety (First Aid) Regulations

The Health and Safety at Work Act

Company Policy Statement:

Olivet Group (incorporating Oliveti Construction Ltd and Oliveti Cubicles Ltd) is committed to the protection and promotion of the mental health and wellbeing of all employees (and sub-contractors) and shall continuously strive so far as is reasonably practicable to improve the mental health environment and culture of the organisation.

Olivet Group will aim to identify, eliminate, and minimise all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees (and sub-contractors) in order to promote mental health throughout the company by establishing and maintaining processes that enhance mental health and wellbeing and provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Purpose

Mental ill health conditions are associated with being a major cause of ill health in the workplace and in our society. Mental wellbeing in the workplace is essential to ensure a suitable environment is created and maintained for ALL employees to enable them to contribute to improved mental wellbeing at work for themselves and others. Promoting and protecting mental wellbeing in the workplace is important for individuals' physical health, social wellbeing, and productivity. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.
- Promote and support opportunities to enhance professional development, identified through the appraisal.

To provide support for employees experiencing mental health difficulties.

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, etc
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

The Lighthouse Charity Construction Industry Helpline

0345 605 1956 - info@lighthouseclub.org - <http://www.lighthouseclub.org>

MIND

0300 123 3393 - Text: 86463 - info@mind.org.uk - <http://www.mind.org.uk/information-support/helplines>

MENTAL HEALTH & WELLBEING POLICY CONTINUED

RESPONSIBILITY

Senior Management have the overall responsibility for the implementation and continual improvement of this **Mental Health and Wellbeing Policy and must;**

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads, and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training, and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination, and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation, and adequate facilities for rest breaks.

3.24 MOBILE TELEPHONES

Key Legislation:

The Health and Safety at Work Act (HASAW)

The Road Vehicles (Construction and Use) (Amendment) Regulations

Company Policy:

Mobile telephones shall not be used in company vehicles by employees, this includes the sending and receiving of 'Text Messages' unless appropriate 'hands free' equipment is installed and correctly used. Earpieces connected to mobile telephones do not fall under the definition of 'hands free' and as such will not be permitted.

From 1st December 2003 any motorist found in contravention of The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations shall be liable to a fine of up to £1,000.00 plus three penalty points on their license.

Company recommendations are that a mobile telephone should only be used on the road when the vehicle is suitably parked and safe.

This offence is also applicable to anyone who causes or permits someone to drive whilst using a mobile telephone, such as an employer and those supervising learner drivers.

Use of Mobile Telephones on Site:

Should be used where it is safe to do so, and where it does not pose a risk to the employee or other persons.

3.25 NOISE

Key Legislation:

The Control of Noise at Work Regulations

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

Company Policy:

The Company will endeavour to prevent or reduce risks to health and safety from noise at work. This shall be achieved by:

1. Identifying employees who are, or likely to be, exposed (including persons in the vicinity who are not directly employed but likely to be affected due to the work location or proximity to the noise produced).
2. Assessing the risks to employees from noise at work (It will not always be necessary to produce a detailed assessment for each member of staff doing similar jobs) a single assessment will suffice. Assessments of exposure can be built up from a data bank of typical noise levels from particular tools and machines and from the length of time spent on particular jobs. Managers must review all assessments regularly to ensure that there have been no significant deviations from previous data because of e.g.
 - The installation or removal of machinery;
 - Significant change in workload, work patterns, or machine speeds;
 - Changes in building structures or machine layout;
 - Changes in the working practices affecting the length of time that staff spend in noisy environments
3. Take action to reduce the noise exposure that produces those risks.
4. Provide employees with hearing protection if the noise exposure cannot be reduced via alternative methods
5. Ensure legal limits on noise exposure are not exceeded i.e. provide information and hearing protection made available for noise levels at or above 80 dB(A); and mandatory hearing protection, segregated zones and adequate information for noise level at or above 85dB(A)
6. Provide employees with adequate information, training and instruction carry out health surveillance where there is a risk to health.

3.26 OCCUPATIONAL ILL HEALTH

Key Legislation:

The Control of Vibration at Work Regulations

The Control of Noise at Work Regulations

The Control of Substances Hazardous to Health (CoSHH) Regulations

The Control of Asbestos at Work (CAWR) Regulations

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

The Personal Protective Equipment Regulations

The Provision and Use of Work Equipment Regulations

The Supply of Machinery (Safety) Regulations

Occupational Ill Health are conditions that result from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected and the **health** of the worker is impaired. Where necessary any instances of occupational ill health conditions shall be reported to the HSE as required under RIDDOR. Oliveti Group has occupational health procedures that should be followed in the event of any individual reporting recognised Occupational Ill Health Conditions.

Respirable Crystalline Silica Dust (RCS)

Silica is a natural substance found in most rocks, sand and clay and in products such as bricks and concrete. Some of this **dust** produced by drilling, cutting, or sawing bricks, concrete etc can produce dust fine enough to reach deep inside the lung, this is known as Respirable Crystalline Silica (**RCS**). Breathing in RCS Dust can lead to **Silicosis**, which makes breathing more difficult and subsequently increases the risk of lung infections. Silicosis is a result of sustained exposure over a number of years. Higher exposure can lead to rapid ill health.

RCS Dust is classified as a Carcinogen (EH40 January 2020) and can therefore cause serious ill health effects. Additionally, breathing crystalline **silica dust** can cause silicosis, which in severe cases can be disabling, or even fatal. It is therefore essential that employees follow accepted conventional proactive preventative measures;

- Know which work operations (yours and other trades), produce, and can lead to likely exposure to RCS Dust;
- Do not eat, drink, use tobacco products etc in areas where there is likely to be RCS Dust Particles in the Air as a result of works in the location;
- Always wash your hands and face before eating, drinking, smoking etc;
- Where available use a Class M vacuum with an on-tool attachment to reduce dust;
- Use Water Suppression to reduce dust levels;
- Use FFP3 Dust Mask, whenever there is a risk exposure to RCS Dust, including where dust suppression is used;

NB Dust Masks require a tight-fitting and are less effective where the user has beards or moustaches

Material	Approximate Crystalline Silica content (Reference HSE Publication INDG 463)
Sandstone	70-90%
Concrete/ Mortar	25-70%
Tiles	30-45%
Granite	20-45%, typically 30%
Slate	20-40%
Brick	Up to 30%
Limestone & Marble	2%

Chronic Obstructive Pulmonary Disease (COPD)

Chronic Obstructive Pulmonary Disease is a group of lung diseases that may be caused by breathing any fine dusts. Typical symptoms are severe breathlessness, prolonged coughing and may be chronically disabling. COPD is made worse by smoking and is a leading cause of death.

Hand Arm Vibration Syndrome (HAVS)

Where employees report suspected HAVS, a self-assessment form will be given to the employee for completion which will be followed by an interview with the Health & Safety Manager and Line Manager. A collective decision will be made as to any appropriate course of action to be taken by the Employee or Oliveti Group, which may include;

- A temporary change of tasks or department, for an initial period.
- If the problem settles, this will be followed by a carefully supervised gradual re-introduction to the original activities to ensure that there is no recurrence.
- If, however, there continues to be a problem this period may need to be extended, the task re-assessed or re-deployment takes place.
- Where necessary, employees will be referred to Occupational Health Provider
- A follow up interview will be conducted if required to monitor the effectiveness of any restrictions/ treatment and the current state of the condition that was reported initially.

Noise Induced Hearing Loss (NIHL)/ Tinnitus

Where employees report suspected NIHL/ Tinnitus, an interview with the Health & Safety Manager and Line Manager will be completed. A collective decision will then be made as to any appropriate course of action to be taken by the Employee or Oliveti Group, which may include;

- A temporary change of tasks or department, for an initial period.
- If the problem settles, this will be followed by a carefully supervised gradual re-introduction to the original activities to ensure that there is no recurrence.
- If, however, there continues to be a problem this period may need to be extended, the task re-assessed or re-deployment takes place.
- Where necessary, employees will be referred to Occupational Health Provider
- Where necessary, Hearing tests will be arranged through an Occupational Health Provider
- Alternative hearing protection will be sourced for the employee.

A follow up interview will be conducted if required to monitor the effectiveness of any restriction and the current state of the condition that was reported.

Work Related Upper Limb Disorders (WRULDs)

Where employees report suspected Work-Related Upper Limb, Disorders, an interview with the Health & Safety Manager and Line Manager will be completed. A collective decision will then be made as to any appropriate course of action to be taken by the Employee or Oliveti Group, which may include;

- A temporary change of tasks or department, for an initial period.
- If the problem settles, this will be followed by a carefully supervised gradual re-introduction to the original activities to ensure that there is no recurrence.
- If, however, there continues to be a problem this period may need to be extended, the task re-assessed or re-deployment takes place.
- Where necessary, employees will be referred to Occupational Health Provider
- A follow up interview will be conducted if required to monitor the effectiveness of any restrictions/ treatment and the current state of the condition that was reported initially.

Where WRULDs are reported as a result of the use of DSE;

The Health & Safety Manager will conduct a DSE Assessment in order to identify any possible causational risks to the employee. The assessment will be used to determine;

- The need for adjustments to the Employees working pattern and decreasing the use of DSE.
- Whether additional controls are necessary. i.e. mouse type, gel-pads, seating, keyboard, monitor risers etc

Contact Dermatitis

Contact Dermatitis is inflammation of the skin caused by contact with a wide range of materials. These include detergents, toiletries, chemicals and even food and water (if contact is prolonged or frequent). Certain workers are at a higher risk than others of developing contact dermatitis, hairdressers, cleaners, printers, construction workers etc. However, this condition can occur in any workplace environment. Hygiene initiatives and common-sense should be followed by employees to ensure that they remain healthy.

- Report any instances of rashes, extreme itching or allergic reaction to any substance or material as soon as they become apparent;
- Seek immediate medical attention if pain, itching, swelling persists;
- Ensure that work wear is kept as clean as possible and changed on a regular basis;
- Suitable gloves should be worn at all times when required whilst on site;
- Hands should be washed after visiting the toilet and/or handling potentially hazardous substances;
- Barrier creams should be used as required to reduce contamination from potentially hazardous substances;
- Vehicles should be kept as clean and tidy as possible and any leftover food/ drinks should be removed daily.
- Where necessary, employees will be referred to Occupational Health Provider

Mesothelioma, Asbestosis & Lung Cancer

Asbestos is a naturally occurring fibre that was widely used in construction and other industries until the late 1990s when its use in the UK was banned. However, **ANY** building(s) constructed before the year 2000 should be treated as likely to have hidden Asbestos present within either the fabric or buried within the footprint of the building.

ACMs are either known to contain asbestos or presumed to contain asbestos and in construction have been used for insulation, fireproofing, floor tiles, plastics, roofing sheets, packers, pipe lagging decorative coatings etc.

Asbestos fibres can only be released into the air when the ACM is damaged i.e. drilled, cracked etc and fibres are breathed in as a result of the material being disturbed. In many instances with the ACM being hidden, exposure is not always obvious and the Asbestos Survey should always be referenced prior to undertaking any activity likely to disturb any hidden Asbestos.

Breathing in asbestos fibres may eventually affect the lungs of some people, which can lead to a number of symptoms, including:

Symptoms of Mesothelioma

- Chest pain
- Painful coughing
- Shortness of breath
- Unusual lumps of tissue under the skin on your chest
- Unexplained weight loss

Symptoms of Asbestosis

- shortness of breath – this may only occur after physical activity at first, but it can eventually become a more constant problem.
- a persistent cough.
- Wheezing.
- fatigue (extreme tiredness).
- chest pain.

Symptoms of Lung Cancer

- a cough that doesn't go away after 2 or 3 weeks.
- a long-standing cough that gets worse.
- persistent chest infections.
- coughing up blood.
- an ache or pain when breathing or coughing.
- persistent breathlessness.
- persistent tiredness or lack of energy.
- loss of appetite or unexplained weight loss.

Please refer to section 3.2 for Asbestos Management advice and procedures

3.27 OFFICE SAFETY

Key Legislation:

The Workplace (Health, Safety and Welfare) Regulations

The Display Screen Regulations

The Health and Safety at Work Act

Company Policy:

Because of the requirements of the Health and Safety at Work Act 1974, it is appropriate that a section should be devoted to office safety. Whilst the office is generally considered to be a comparatively safe place in which to work, it would be a mistake to think it is hazard free and that accidents never occur. Because of these latter points and taking into account the increasing use of electrical equipment and chemicals in the modern office, safety standards should be rigorously applied.

Working spaces shall be in accordance with R10 of The Workplace (Health, Safety and Welfare) Regulations i.e. no room shall be so overcrowded as to cause risk to health and safety of any persons at work within it. The number of persons employed at any one time within a work room shall have the recommended minimal 11 cubic metres.

Common cause of Office Accidents

- Trailing cables.
- Drawers left open.
- Filing cabinets top heavy.
- Poor storage of materials.
- Raised/worn floor covering.
- Incorrect lifting techniques
- Obstructed or poorly lit staircase.
- Incorrect posture.
- Overuse of VDU's

Please refer to section 3.14 for Fire Safety advice and procedures

3.28 PERMIT TO WORK SYSTEMS

Key Legislation:

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

The Electricity at Work Regulations

The Provision and Use of Work Equipment Regulations

Company Policy:

It is the policy of the Company that all high hazard operational activities are identified through risk assessment and controlled by a Permit to Work System.

Definition:

A Permit to Work System is a formal, written system used to control and document certain types of work which are identified as potentially hazardous.

Function:

The function of a PTW system is to ensure that sufficient consideration is given to the risks of an activity that is documented, and that a particular job is authorized to take place in a selected period with specific precautions necessary specifically highlighted. The PTW system is generally required when an activity must be carried out which is critical to the health and safety of individuals directly involved, or persons in the vicinity of the works.

Risk Assessment:

A risk assessment must be conducted of all hazardous activities, and where highlighted a PTW process identified and followed.

Responsible Person:

An authorized person is responsible for issuing and managing the PTW system. This person is responsible for ensuring that: -

- All hazards and significant risks relating to the works have been identified.
- The work area has been inspected to ensure that all necessary precautions including necessary isolations have been made prior to the commencement of works.
- The Person in Charge is aware of the precautions required under the Permit and the need for any specific equipment.
- Other activities likely to have an impact on the works or likely to be affected by the works, have been identified.
- Sign and display the PTW prior to commencement.
- Sign off the PTW at the end of the stated work period

Site Work:

When working under the Main Contractor, it may be requested that all subcontractors work under their PTW system. This should be discussed and fully understood prior to use. When working as subcontractor, the Company's own PTW systems should be operated by a competent person only.

Typical Activities Requiring a Permit System: Confined spaces, work on high voltage systems, 'live' working, work at heights hot works etc. This list is not exhaustive.

3.29 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Key Legislation:

The Personal Protective Equipment at Work Regulations

The Health and Safety at Work Act

Company Policy:

The Company have the responsibility for ensuring that appropriate protective clothing is provided where necessary, to those members of staff for whom they are managerially responsible and for ensuring that it is worn on such occasions as are necessary. All employees are required to wear such protective and safety clothing at all appropriate occasions and to take reasonable care of their own health and safety and that of others.

It is also required that employees are to provide Personal Protective Equipment not supplied by the Company as part of their contract, in order to perform their duties.

When the equipment is in use it should adequately control the exposure of the wearer to hazardous substances the wearer encounters or likely to encounter.

Personal Protective Equipment includes: -

Safety helmets (where risks from falls from height or head impact)

Protective clothing (for all works)

Protective footwear (for all works to include sole/steel toe protection)

Eye protection e.g. goggles (for risks of eye contaminants)

Hand protection e.g. gloves (where risks from cuts, abrasions and impact)

Respiratory protection (relevant to specific environments with airborne fibres)

Ear protection e.g. defenders (for noise levels at or above 80Db(A).

Selection of PPE:

In order that it should meet with these requirements, the following points should be considered when protective equipment is being selected;

- The ability of the material used to resist penetration by the substance or object concerned.
- The adequacy of the design and its suitability for the intended use.
- Suitability for the environment in which it is used.
- In the case of dust, the dust release characteristics of the material.
- Comfort and fit

Distribution:

The provision and distribution of PPE shall be the responsibility of Senior Management.

Storage:

Suitable storage and maintenance shall be the responsibility of the wearer and any defects should be reported to line management upon discovery. Under S8 of HSAWA, no employee shall intentionally or recklessly interfere or misuse any equipment provided. All staff should be instructed in the use and care of protective equipment relevant to their job.

Use on Site:

Employees should consult on site method statements for details of PPE to be adopted for specific tasks.

3.30 RISK ASSESSMENTS & METHOD STATEMENTS (RAMS)

Key Legislation

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

Company Policy:

In compliance with The Management of Health and Safety at Work Regulations, the company will carry out risk assessments to assess the risks to the health and safety of employees at work and other persons affected by the company's work. So far as is reasonably practicable, **ALL** eventualities will be considered when performing Risk Assessments i.e. adverse weather/ climate conditions, emergency situations, such as fire or explosion.

The company's aim is to identify hazards before employees or others are exposed to them by assessing the level of risk and eliminating hazards where possible. If unable to eliminate hazards, the company will reduce and control risks, so far as is reasonably practicable. The company will provide personal protective equipment in addition to all their risk control measures.

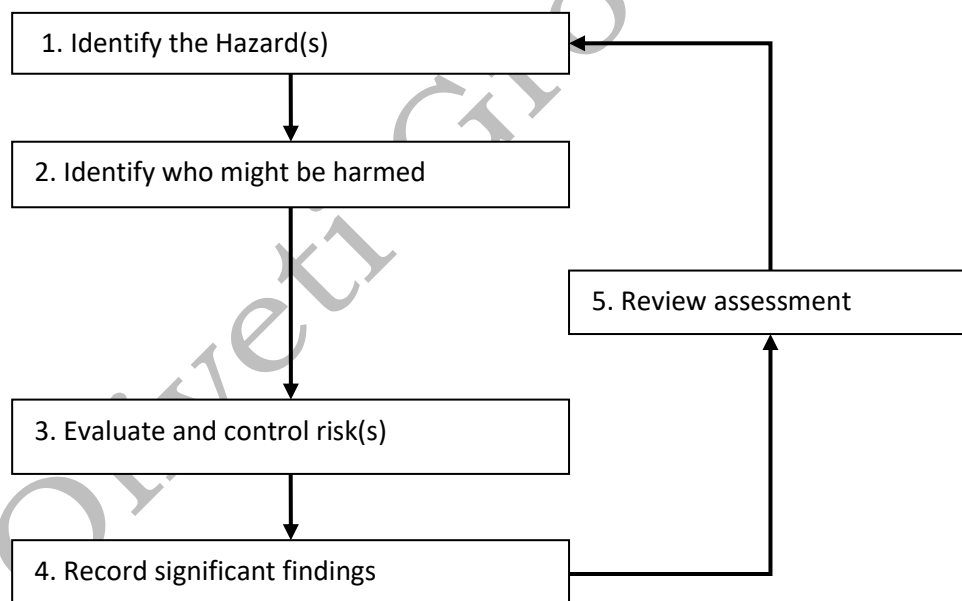
Risk Assessment Process

The principle of Risk Assessment forms the foundation for the company's Safety Management System, which have been developed and maintained to ensure that a Risk Assessment is completed for every business activity, project and task undertaken by the company.

The Health & Safety Manager and other members of the management team (as required) are responsible for producing recorded risk assessments to comply with the Management of Health and Safety at Work Regulations. Risk Assessments will provide the basis for Method Statements, which will be developed as necessary on individual projects and as required by the Construction (Design & Management) Regulations. (Regulation 12 (2) schedule 3)

Risk Assessments will be completed using the basic 'FIVE STEP' model, which are completed on all activities which are known or suspected of being hazardous or when there is a change in working practices or activities, a change in materials, technologies, legislation or following accident and or incident investigations. Any hazards that are identified are written into the Risk Assessments and Method Statements, which state the control measures to be adopted. Subsequent hazards which are identified result in further assessments and revised risk assessments and or method statements being produced.

Five Steps to Risk Assessment



RISK ASSESSMENTS & METHOD STATEMENTS (RAMS) CONTINUED

Training:

All risk assessments shall be performed by competent persons who have received suitable training, information, instruction and where necessary, supervision. Consultation will take place with persons involved in particular tasks/work processes to ensure a full understanding is obtained before completing the risk assessment.

Review:

Risk assessments will be reviewed annually as a minimum, following accidents or incidents as necessary or when there have been significant changes to working practices or there has been an introduction of new technologies.

Records:

Records of all significant findings involving hazards and risk will be maintained.

Provision of Information:

All persons affected persons will be notified of the risk assessment findings and further instruction provided where necessary, including contractors, part time employees, visitors etc.

The company will provide comprehensive and relevant information on health and safety to its employees and will encourage cooperation, communication, and coordination between all staff, relating to health and safety.

Specific Assessments:

Specific assessments will be performed in respect of young persons and new/expectant mothers.

Method Statements

A Method Statement is a document detailing how a particular task or activity will be carried out and provides details of the possible dangers/risks associated with work activities and the **methods** of control to be established, to show how the work will be managed safely. In essence a Method Statement (Safe Systems of Work) is combined 'Work Activity Risk Assessment' and 'Installation Plan' and are another essential tool in the management of Health & Safety.

Method Statements are produced following Risk Assessment and should show how risks will be controlled during the work process. Method Statements are relatively simple documents, which tell the client (and employees) the steps involved when conducting work activities. These 'work instructions' will form a vital part of the Method Statement and should have considered all the relevant details of our work activities.

The following main areas must be present on a Method Statement where applicable.

- a) The description and location of works.
- b) The planned sequence of work.
- c) The Method of work.
- d) Any preparatory work required (not applicable to all activities)
- e) Technical and procedural information (as required).
- f) Plant & equipment information and safety procedures to be adopted whilst the equipment is in use.
- g) Environmental and waste disposal information (as required)
- h) Personnel Protective Equipment (PPE) requirements.
- i) Arrangements for the safety of third parties.
- j) First Aid arrangements.
- k) Emergency procedures.
- l) Site safety
- m) Any further information required as part of the Method Statement not covered above.

3.31 SAFETY SIGNS

Key Legislation:

Health and Safety (Safety Signs and Signals) Regulations
The Health and Safety at Work Act

Company Policy:

Such signs and notices should not be obscured and displayed prominently. Where notices are required to comply with legislation these will be displayed.

Safety Sign Designs

PROHIBITION SIGNS, which are RED! These safety signs indicate that certain behaviour is prohibited: **i.e. you CAN NOT do something?** The features of these signs are in a RED circle and crossbar with a black pictogram on a white background. Any text on the sign must be white in a red box.



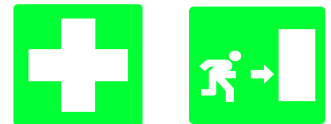
MANDATORY SIGNS, which are BLUE! These safety signs indicate that a specific course of action must be taken: **i.e. you MUST do something?** The features of these signs are a BLUE circle with a white pictogram. Any text must be in white in a blue box.



WARNING SIGNS, which are YELLOW! These warning signs provide general warnings relating to on-site conditions. The features of this signs are a YELLOW triangle with a black border and pictogram. Any text must be black in a yellow box.



SAFE CONDITIONS SIGNS, which are GREEN! These safety signs indicate safe conditions. The features of these signs are a GREEN rectangle or square with a white pictogram or text.



CoSHH (Control of Substances Hazardous to Health) SIGNS, as they are more commonly referred to are warning signs which relate specifically to chemicals, substances, and materials. The features of this signs are a **RED DIAMOND**, with a **WHITE BACKGROUND** and a **BLACK PICTOGRAM**.

The CLP (Classification Labelling and Packaging) Regulations replaced the CHIP (Chemicals (Hazard Information and Packaging for Supply) Regulations and introduced the 'Globally Harmonized System (GHS) for the packaging of hazardous materials to replace the existing CHIP (CoSHH) signage.

Harmful/ Irritant



Flammable



Corrosive



Explosive



Toxic/ Very Toxic



Damaging to the Environment



Longer Term Health Hazards



Gas Under Pressure



3.32 SELECTION OF CONTRACTORS (SUBCONTRACTORS)

Key Legislation:

CDM Regulations

The Health and Safety at Work Act

Management of Health & Safety at Work

Contractors (Subcontractors) carry out many tasks on behalf of the Oliveti Construction Limited, and health and safety law places a duty on the Company to ensure the safety of contractors and people who might be harmed by a contractor's actions: this includes employees, other subcontractors, visitors, and other persons affected by the work activities.

Employees with responsibility for engaging the contractor has the responsibility to ensure that reasonable steps have been taken at both the selection (pre-appointment) stage and at the post-appointment stage to ensure that the contractors activities remain safe and without risk.

Selection of Contractors (pre-appointment)

1. All contractors* must be assessed for their health and safety competency by Oliveti Construction Limited prior to contracts being awarded or orders placed.
2. Dependant on the size of the company and the nature of the works required for the project the appropriate appraisal form should be provided to the contractor.
 - a) OCL SCA 001 – Scaffolder Appraisal
 - b) OCL SCA 002 – General Appraisal
 - c) OCL SCA 003 - Sole Trader
 - d) OCL SCA 004 – NSR Contractor Appraisal
3. Where contractors have been previously assessed through Safety Schemes in Procurement (SSIP) system, they should be asked to provide their certificate confirming approval through SSIP and the assessment process need go no further.
4. Where contractors have not been assessed through the SSIP system, they must complete the relevant Appraisal Questionnaire so an assessment of their competence can be made.
5. Suitable and sufficient information must be provided in order that a proper assessment of competency can be made.
6. Where there is insufficient documentation provided or the Appraisal Questionnaire has not been completed to the necessary standard, the contractor must be informed and approval rejected.
7. Where the contractor has satisfied the Appraisal Questionnaire, they may be accepted as a contractor to be considered for relevant works.
8. Reviews should be carried out at times of significant change and at periods not exceeding one year to ensure that evidence of competence provided is still relevant and acceptable.
 - a) *Smaller, specialist contractors might not have the documented evidence or procedures. In these cases, a decision should be made as to their competence in conjunction with the Health and Safety Manager, taking into account the type of work and associated risks.

SELECTION OF CONTRACTORS (SUBCONTRACTORS) CONTINUED

Management of Contractors

1. Regardless of the method of pre-appointment assessment used, for ALL sites contractors are expected to provide:
 - a) Comprehensive Method Statements
 - b) Suitable and Sufficient Risk Assessments
 - c) Suitable CoSHH assessment where applicable
 - d) Proof of Training for Plant, Tower Scaffolds, MEWPS etc
2. This information must be checked in accordance with Oliveti Constructions RAMS review process using form OCL CDM 021.
NB RAMS must be approved before any works commence.
3. Contractors must be inducted to the Oliveti Construction sites, the induction should highlight the requirements for:
 - a) Site Specific Hazards
 - b) Site Specific Rules
 - c) PPE
 - d) Site Emergency Procedures, including accident reporting, first aid kits and First Aiders.
 - e) Permits to Work
 - f) Welfare Facilities
4. The Site Responsible Person must ensure that the work is monitored and that health and safety standards are maintained (i.e. that the contractor is working in accordance with their Risk Assessments / Method Statements and are managing the risks appropriately).
5. Contractors who consistently fail to maintain adequate health & safety performance should be removed from the approved supplier list.

3.33 SITE HEALTH & SAFETY

Key Legislation:

The Construction (Design & Management) Regulations

The Health and Safety at Work Act

The Regulatory Reform (Fire Safety) Order

The Fire Safety (England) Regulations

HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015)

The Company shall ensure that where all Health and Safety requirements are applicable under the CDM Regulations and whatever role they assume under these Regulations, that the Health and Safety of all those who are to construct, maintain or repair any structure is considered at all times during their involvement in any project i.e.:-

Acting as Principal Designer (PD)

Alert Clients as to their duties.

Consider all hazards and risks which may arise during construction, maintenance, cleaning, and final de-commissioning.

Reduce risks at source.

Design to avoid all risks.

Include sufficient Health and Safety information for any residual risks.

Pass on all relevant information i.e. drawings etc.

Co-operate with all other designers.

Acting as Principal Contractor

Alert Clients as to their duties.

Develop and implement the Construction Phase Plan

Arrange for competent sub-contractors and ensure sufficient resources between all parties.

Ensure co-ordination between all parties.

Obtain and provide adequate Method Statements and Risk Assessments.

Ensure that sufficient information is available.

Provide adequate information as site induction.

Ensure all contractors and workers comply with site rules and the Construction Phase Plan.

Ensure ongoing liaison and communication

Monitor Health and Safety performance.

Ensure only authorized people are allowed on site.

Pass information to the Principal Designer for the Health and Safety file.

Acting as Contractor

Alert Clients as to their duties.

Provide information for the Construction Phase Plan with reference to risk and safety, arising from the work to be undertaken and steps necessary to control and manage those risks

Comply with all rules and references to site and the Construction Phase Plan and all directions from the Principal Contractor.

Ensure ongoing liaison and communication

Provide adequate information for all employees.

Assess all sub-contractors for suitability when working on behalf of or in addition to the Principal Contractor.

Notifiable Projects:

Construction projects that are notifiable to the HSE (F10), must be notified when either of the following criteria will be met as a result of the construction works:

Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project;
or (b) exceed 500 person days.

SITE HEALTH & SAFETY CONTINUED

General Fire Precautions (GFP's) – Construction Sites:

It is the responsibility of the Company to ensure, so far as is reasonably practicable, that, GFP's in accordance with HSG 168 (Fire Safety in Construction) Table1 (Fire Safety Roles and Responsibilities under CDM 2015), Part 3 (Paragraphs 388 & 389) and Appendix 4 are followed by ALL Persons working on or Visiting Oliveti Groups Construction Sites.

Tender Stage:

Adequate consideration will be given at the tender stage for all projects to ensure adequacy of resourcing relevant to the size and complexity of all projects. Confirmation will be requested from the Client to ensure they are fully aware of their duties under CDM Regulations, as well as all other contracted parties.

Site Documentation:

All site documentation shall be made available prior to any commencement of works on site. This will be revised during induction to ensure it is understood by all Employees. Subcontractors will be requested to provide their own documentation to allow acceptance prior to commencement on site, which shall also be reviewed during induction with onsite contractors. Examples of such include:

Construction Phase Plans:

The Principal Contractor's response to the Pre-Construction Information and detailing intended safe working practice relevant to the specific project.

Method Statements:

Site specific documentation will be provided prior to the commencement of any works on site, which is relevant to the size and complexity of each specific task.

Risk Assessments:

Suitable and sufficient risk assessments will be issued to consider any residual risks outlined in aforementioned Method Statements. Ensuring review in the light of significant change.

Permit Systems:

Prior consultation will be undertaken with any client to confirm Permit Systems relevant to each project. Where required, Client managed systems will be adopted with requests made for full presentation prior to commencement to ensure systems are understood. Alternatively, OCL own systems shall be implemented which shall be managed by the Site Foreman responsible for the project.

Site Audits and Inspections:

Company visits being established based upon complexity and duration of each project. All findings to be discussed during routine on site meetings and for final project de-brief.

Asbestos Management:

Requests shall be made at the tender stage for current asbestos survey/register information to enable due consideration for impact during the course of the works. This information shall be passed onto to all contractors; and in addition, any information following removal by authorized contractors will be passed back to the Client to enable updating of their own internal records.

Health & Safety Files:

Information shall be collated during the projects and submitted to the Client/ Principal Designer upon project completion, in the format dictated in the Pre-Construction Information.

Sub-Contractors:

Will be assessed for competency relevant to the size and complexity of the project/task. This will include consideration of individual and company relevant experience as well as suitable training/qualification. Records will be maintained of all such assessments.

3.34 SOCIAL ACCOUNTABILITY

Oliveti Group are committed to the principle of social accountability in business. Our intention is to provide services which in no way derive from the exploitation of labour within our own company, our subcontractors, and suppliers, and in turn, their chain.

Our company shall support and encourage: -

- The protection of international human rights.
- Freedom of association and effective recognition of the right to collective bargaining, only through the AMICUS/AEEU recognised trade union.
- The elimination of all forms of forced and compulsory labour.
- The effective abolition of child labour.
- The elimination of discrimination in respect of employment and occupation.

Further connective documents to this statement are detailed within our Environmental and Equal Opportunities Policies enclosed within the Company Health and Safety Manual.

3.35 STANDARDS, PERFORMANCE AND AUDITING

Health and Safety Audits:

The Company will pledge to monitor its own health and safety performance and highlight potential hazard by undertaking regular departmental audits, inspections. The frequency will depend upon environmental considerations, numbers employed and the degree of hazard, but the normal recommendation is that at least one inspection is undertaken annually. This will be carried out by persons delegated as being responsible for Health and Safety Audits i.e. the Company Health & Safety Manager. Guidelines upon the procedures for undertaking inspections and hazard checklists are available. The checklist should be completed by the appointed person and forwarded after each inspection to the Managing Directors to be kept as a record.

Performance, Measurement and Review:

It is essential to good health and safety management that arrangements and performance standards are measured and our success in complying with the standards/reducing risks is assessed.

Active Monitoring:

Systems to be used are: -

- Systematic inspection of premises and equipment.
- Setting and monitoring of performance objectives for managers.
- Inclusion of health and safety objectives for managers.
- Monitoring of performance standards and employees by managers.
- Formal audit systems.

Reactive Monitoring:

Systems to be used are: -

- Potential risk/non-injury incident reporting to line management.
- Accident reporting to line managers.

Auditing Performance:

Auditing will aim to provide an independent assessment of the validity and reliability of the management planning and control systems. Auditing will be carried out annually on each site and will involve Safety Managers from other sites to integrate a degree of impartiality into the process.

Reviewing Performance:

Auditing will show the degree of compliance with both internal and external standards. The variance between actual and theoretical standards coupled with risk analysis will highlight those areas where further work is needed. This will be incorporated into the following quarterly or yearly objectives.

Actions Being Taken to Minimise Risk:

The Company Health and Safety Policy will be reviewed annually - Next review due in August 2015.

Communication of Policies and Procedures:

This Policy will be brought to the attention of all employees upon induction, posted throughout the premises and reiterated at regular intervals throughout employment.

Organization:

- Individuals given specific safety responsibilities at site levels.
- Safety committees at each site.
- Arrangements made during training sessions with management to put our safety objectives into performance appraisals and job descriptions.
- Provision of safety professional.
- Involvement of employees through e.g. questionnaires and the use of safety training.

STANDARDS, PERFORMANCE AND AUDITING CONTINUED

Measuring Performance:

Reactive systems for monitoring accidents are in place and have been reviewed regularly. These include the production of annual accident statistics and trend analysis. Systems for identifying and dealing with 'near misses' have been instituted. Active systems for inspection of all premises/equipment on a regular basis with results detailed on check lists/reports forms. The achievement of objectives is monitored through staff appraisals, carried out at least annually.

Reviewing Performance:

The Health & Safety Manager will review safety performance with the Main Board, with irregular audits which will be carried out by the Health & Safety Manager

Site Safety Committees will participate in inspections and check the line management and where possible correct sub-standard performance.

Reviews of individual's performance occurs through regular job appraisals.

Accident /incident data and trends are analysed by the Company Health and Safety Officer.

Evidence of the health and safety performance of similar companies will be sought so that comparisons can be made.

3.36 TRAINING

Key Legislation

The Health and Safety at Work Act

The Construction (Design & Management) Regulations

The Management of Health and Safety at Work Regulations

The Control of Asbestos Regulations

Company Policy:

Induction courses for new employees includes a general outline of the legislation and attention is drawn to this Policy. This shall be conducted or organized by the HR Manager and/ or Office Manager. Special attention is given to lifting and handling, fire drills, fire prevention, the availability type and use of firefighting equipment and, where appropriate, in evacuation methods and practices.

The Company recognizes the value and effectiveness of any systematic training and undertakes to ensure that training and development is available, where appropriate, to all employees.

Training is essential to the maintenance and improvement of Company performance. The Policy of the Company is primarily to direct training effort to achieve Company objectives whilst endeavouring to meet the needs of individual employees in their personal development and achievements. The Company training policy is formulated by the Company through consultation and advice. This policy will be published from time to time for the attention of all employees and will be revised annually.

The Company's training policy and the evaluation of training shall be undertaken from time to time.

Categories of Training:

Training will be tailored to individual requirements by possible use of various methods e.g.:-

- On-the-job induction and instruction by Company staff e.g. toolbox talks. Toolbox talks will be undertaken at regular intervals during all projects.
- Off-the-job training and development on the Company's own in-house courses.
- External short courses offered by training organizations.
- Part-time qualification courses for employees below the age of 18 years unless following recognized skill apprenticeship.
- In-company development consistent with job rotation, re-training and 'top-up' training of any kind.

In order to achieve the objectives of this policy, the Company will undertake an annual training audit to determine the future needs of the business and of individual employees. All training undertaken will be recorded appropriately in the Training Register kept in the Main Administration Office. This will be reviewed and updated at regular intervals.

3.37 TRANSPORT

Key Legislation:

The Health and Safety at Work Act

The Management of Health and Safety at Work Regulations

The Provision and Use of Work Equipment Regulations

Company Policy:

All employees driving Company vehicles are responsible for the following: -

1. Before any vehicle sets out on a journey, be it a lorry or a Company car, certain precautions should be taken. First and foremost is to check that the vehicle is fit to be taken out on the road, check that tyres, brakes, lights, windscreen wipers, horns etc. are in proper working order.
2. Formal and valid MOT certificates should be readily available for all vehicles used by employees.
3. Co-operating with the Company in the strict legal limits governing the amount of work drivers may do in a given period and employees are responsible for ensuring that these rules are adhered to.
4. Taking all due care when reversing a vehicle, if a driver cannot see clearly behind him then he should get someone to guide him back. At all times reversing should be taken slowly.
5. Be alert to the dangers of fatigue, concentration can wander with disastrous effects. If a driver does feel tired then he should open his windows and stop for a rest as soon as he can. A walk may help.
6. Report any vehicle defects as soon as practically possible.
7. Wear and use appropriate protection equipment as required.
8. Their passenger(s) and driver should wear safety belts.
9. Competent, licensed persons should obtain authorization before taking any vehicle from the Company.
10. Observe all road laws both in this country and if abroad.
11. Ensure regular eye examinations are conducted with all recommendations made, observed by the employee.

Authorization:

Employees are formally authorized by the designated person or his nominee to use plant provided. No employee shall use any plant or equipment unless authorized to do so. In particular, the following items of plant may only be used, or set to use by employees who have been specifically trained and officially appointed.

3.38 VIBRATION AT WORK

Key Legislation:

The Control of Vibration at Work Regulations

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations

The Personal Protective Equipment Regulations

The Provision and Use of Work Equipment Regulations

The Management of Health and Safety at Work Regulations

The Supply of Machinery (Safety) Regulations

The Health and Safety at Work Act

Company Policy:

The aim of the company is to prevent, as far as is reasonably practicable, employees suffering from work related hand arm vibration syndrome. Hand Arm Vibration Syndrome is a general term used to describe various kinds of health problems including: -

- Vascular disorders (e.g. vibration white finger)
- Neurological and muscular damage causing numbness, tingling, reduced sensitivity, reduced grip, reduced Strength and/or dexterity to the hands and fingers
- Joint problems to the hands, wrists, elbows, and shoulders

Risk Assessment:

Suitable and sufficient risk assessments will be completed by competent persons, for all tasks known to involve the use of hand-held vibrating work equipment. This will include the process of obtaining information from the manufacturer/supplier and assessment of equipment with consideration to vibration frequency, duration of exposure, contact force, environmental issues, and individual susceptibility. Subsequent appropriate actions and control measures will be implemented which will follow the hierarchy of: -

- Elimination of the hazard
- Substitution of the task with one which reduces the amount of exposure to vibration
- Replacement of tools/work equipment with equipment designed to produce less vibration
- Correct routine maintenance for all affected work equipment (as per PUWER 1998)
- Reduction of the amount of grip/strength/force required to operate the equipment
- Training of Employees in correct techniques
- Alternating work routines i.e. job rotation
- Appropriate selection of work equipment for the task being performed
- Selection of appropriate PPE e.g. gloves
- Consideration of environmental influences e.g. cold

Health monitoring:

Where any assessment indicates a 'high risk' then works must not commence until the risk has been reduced by the means of the appropriate control measures.

Risk Assessment Review:

All assessments shall be reviewed if: -

- They are considered to be no longer valid (maximum of 2 yearly).
- There has been a significant change to the task
- There has been an accident, injury or ill health caused by or as a result of the activity
- To take account of individual susceptibility e.g. employees with a history of health problems or young persons.

Additional Requirements:

A regular testing, inspection and maintenance programme is in place with a suitable system for recording results. All employees shall receive appropriate information, instruction, training, and supervision for all tasks assessed, in order to minimize the risk of injury. Continual monitoring shall be performed at a managerial level to ensure that recognized work methods are followed and appropriate training adhered to.

Health Surveillance/Screening:

Health surveillance shall be provided where the risk assessment identifies that there is a risk to the health of Company employees, or those who are likely to be exposed to vibration at or above an exposure action value. Any employee identifying health problems associated with the use of vibration tools/work equipment shall be referred for medical advice and suitable review undertaken of their existing duties to ensure protection from further exposure

3.39 WASTE MANAGEMENT

Key Legislation:

The Environmental Protection Act

The Waste Electrical and Electronic Equipment Regulations

The Health and Safety at Work Act

The Control of Asbestos Regulations

Company Policy:

It is the policy of the Company to employ only authorized waste disposal contractors so as to ensure the highest standards of waste disposal under local authority supervision.

Hazardous Waste:

Responsible nominees are required to monitor the standard which are being achieved in respect of the physical storage and disposal of hazardous waste, especially in respect of sharps and similar waste. They should ensure that all statutory requirements are met and hazardous waste is effectively controlled.

General Waste:

Holders of waste should take all reasonable steps to prevent its release, discharge, escape or movement out of their custody except by transfer to an authorized person. Waste must therefore follow good practice and be placed in the correct container(s) or bag(s) and properly secured. This applies in particular to sharps etc. which should be placed in the proper boxes. Managers MUST ensure that staff deposit waste in designated containers or bags and: -

- Household waste should be placed in black bags and,
- Glass should be placed in brown paper bags and sealed.

Disposal and Coding of Waste:

From the 16th of July 2004, in accordance with the Landfill Regulations 2002, the Company will: -

Code waste streams as hazardous, non-hazardous, or inert, according to their code in the European Waste Catalogue (EWC).

Separate hazardous, non-hazardous, and inert waste types from one another.

Characterise waste streams to access whether they meet the relevant WAC for acceptance at hazardous, non-hazardous, or inert landfills.

The new EWC codes applicable to the Company are: -

20-03-01 - Industrial/Commercial

Waste = Wheelie Bins/REL's/Commercial Skips & Roll-on, Roll-offs and Compaction Waste.

17-09-04 - Mixed construction & Demolition Waste providing the waste does not contain mercury, PCB's and other dangerous substances. Builders Skips/Ro/Ro's.

15-01-01 - Paper & Cardboard Packaging for recycling.

20-01-38 - Clean Wood for Recycling.

N.B. Televisions, computer monitors, fluorescent tubes, paint tins, paints, solvents, asbestos and liquids are now classified as HAZARDOUS WASTE.

3.40 WELFARE

Key Legislation: -

The Workplace (Health, Safety and Welfare) Regulations

The Construction (Design & Management) Regulations

The Health and Safety at Work Act

Sanitary Arrangements:

Office/ Workshop

Suitable and sufficient sanitary conveniences will be provided throughout the offices/workshop. Rooms containing sanitary conveniences will be adequately ventilated, lit and kept in a clean and orderly condition (ref. To R20 of the Workplace (Health, Safety and Welfare) Regulations).

Separate conveniences will be provided for both men and women, unless provided with a lockable facility from the inside.

Construction Sites

On site arrangements will be arranged at the pre-contract stage and with agreement with the Client, Principal Designer and Principal Contractor. More specifically, as a guide, one additional facility will be provided per 12 contractors on site. These shall be fixed facilities where possible with adequate consideration for project durations and locations.

Welfare facilities will comply with the requirements of Schedule 2 of the CDM regulations.

Where necessary, separate conveniences will be provided for both men and women, unless provided with a lockable facility from the inside.

Drinking Water:

Adequate drinking water facilities will be provided at intervals throughout the offices/workshop. These shall be tested and maintained in accordance with applicable guidance (6 monthly). On site arrangements will be made at the pre-contract stage with consideration for supplementary bottled supplies where fresh running water cannot be established.

Traffic Routes:

The exterior car park areas to the offices and workshop are arranged so that pedestrians and vehicles can circulate in a safe manner. This shall be organized for on-site activities on a project specific basis, to ensure account has been taken for environmental factors relevant to each area.

Ventilation/Temperature:

Any enclosed area within the company premises, will be ventilated by sufficient means of fresh or purified air. During working hours, temperatures inside all workplaces within company premises shall be reasonable.

Lighting:

Where possible, natural lighting will be provided to illuminate all working areas.

Emergency lighting shall be provided as an emergency measure. This shall be inspected and maintained as per statutory requirements (regular inspection by competent electrician, with suitable records maintained).

Supplementary facilities will be made available for on-site activities to ensure each task and walkway is adequately lit to allow the safety of all persons in the vicinity.

3.41 WORKING AT HEIGHT

Key Legislation:

The Work at Height Regulations

The Construction (Design & Management) Regulations

The Provision and Use of Work Equipment Regulations

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

Company Policy:

Company Policy and guidelines when undertaking Work at Height, must be continually adhered to at ALL times without exception. The Company will ensure, where practicable, that a safe means of work is continually provided for all persons while working at elevated levels. Any work to be conducted where there is a risk of falling (be it above or below ground level), shall be undertaken in accordance with The Work at Height Regulations. This shall ensure prior assessment and organization to eliminate any such works where possible or provide organizational and collective measures to be established in other instances. The following hierarchy shall be implemented: -

1. Prior assessment shall be undertaken before any work at heights is considered i.e. any place where a person could be injured by falling from it, either at or below ground level.
2. Elimination of any working at heights where alternative arrangements can be made.
3. Where such works cannot be avoided, suitable work equipment or other measures to minimize the distance and consequences of the fall shall be utilized.
4. All works shall be planned and organized to take account of environmental and personnel factors, appropriate equipment, consideration to fragile surfaces and falling objects etc.
5. Where work at height cannot be eliminated, suitable control systems shall be implemented e.g. fall arrest systems, edge protection, guard rails, safety zones marked out at ground level with appropriate robust barriers/segregation and signage, assessment of overhead services/cabling etc.

Ladders/Steps:

Ladders/steps shall be used for short duration only i.e. operations not lasting more than 20-30 minutes and only where alternative means are not reasonably practicable. In addition, any scaffold shall be erected by competent persons only with suitable inspection periods enabling records to be maintained on site. In addition, the following guidelines shall be adopted: -

- The suitability of the access equipment shall be assessed prior to use.
- All steps or ladders shall have been tested and examined and certified as safe for use (three monthly inspections).
- Ensure that the ladder has nothing missing or is not defective and report any defects immediately.
- The ladder shall be of such length to ensure that it extends at least 1.1 metre above landing.
- There shall be available on the ladder, a hand hold for use while stepping from the ladder.
- Steps or ladders shall be positioned securely on a sound footing.
- All ladders or steps shall be secured.
- Where required, ensure that a second person foots the ladder or steps to eliminate movement.
- Ladders shall be angled at 1:4 to ensure safest access.
- Ladders or steps erected near doors shall be identified as a warning to persons entering that area.
- Both hands shall be kept free whilst ascending and descending ladders.
- The storage of ladders shall be in a safe and suitable manner.

WORKING AT HEIGHT CONTINUED

Mobile Elevated Working Platforms (MEWPs):

Prior assessment will be undertaken to ensure MEWP's are the best practicable means of access to height equipment for each individual operation. Examples of MEWP's include scissor lifts; masts; telescopic boom; articulated boom (or a combination thereof). The following guidelines shall be adhered to: -

- All MEWP's will be subject to a thorough examination by a competent person and a written report issued at 6 monthly intervals or after 1000 hours (or as recommended by the Manufacturer).
- No-one will be permitted to operate a MEWP unless trained to operate the specific type of machine in use.
- A MEWP must not be used in wind speeds exceeding that recommended by the Manufacturer.
- MEWP's must never be used as a means of transferring persons from the platform to another place, nor should it be used as a crane.
- Any MEWP hired in, should be supplied with the operator's handbook and maintenance details.

Mobile Tower Scaffolds:

Prior assessment will be undertaken to ensure Tower Scaffolds are the best practicable means of access to height equipment for each individual operation. The following guidelines shall be adhered to: -

- All mobile scaffolds must be erected by a competent person and in accordance with Manufacturer's Guidance.
- The following specific precautions must be undertaken: -
- Outriggers or stabilizers must be used where applicable.
- Towers must not be used or moved on sloping, uneven or obstructed surfaces.
- The tower must be vertical.
- The tower must be secured to ensure stability.
- Towers must only be moved by persons on the ground, when not holding any materials or other persons.
- Bracing members must be fitted.
- Guard rails and toe boards must be fitted where platforms are more than 2m above ground level.
- Wheels must be locked prior to use.
- Access ladders should be sited inside the tower and securely tied.
- The safe working load of the platform should not be exceeded.
- Mobile towers should not be used in adverse weather conditions.
- Suitable inspections should be undertaken, as detailed below.

Scaffolding:

The Company shall ensure that any scaffolding erected or used by its employees conforms to all relevant health and safety regulations, codes of practice and British Standards. The Company Policy on scaffolding relates to any temporary platform or any part of it over 2m in height and includes temporary tower scaffolds and any structural scaffold (including put lock and independent tied scaffolding). This shall only be erected by competent persons/authorized contractors) and shall include: -

- Assembly on firm, level base
- Stability using appropriate horizontal ledgers and diagonal bracings suitably clipped together
- Installation of safe access means
- Handrails and toe boards to provide collective protective measures
- Conditions and rules established to prevent unnecessary stacking of materials
- Regular formal inspections supplemented by visual inspections prior to use

WORKING AT HEIGHT CONTINUED

Competent Persons:

The company will ensure any structural scaffold is erected by a competent scaffolding contractor in accordance with all relevant health and safety regulations, codes of practice and British Standards. ~

Inspection:

The competent Site Responsible Person will inspect the scaffold: -

- On completion,
- Every 7 days,
- After adverse weather conditions,
- After any modifications or changes, and
- When using any shared scaffold.

A general inspection of any scaffold will include at least an inspection of: -

- Ground condition,
- Base plate,
- Ladder,
- Platforms (close boarded),
- Guard rails,
- Safety netting,
- Ties, reveal ties, box ties and lip ties,
- Safety signs,
- Access and egress,

3.42 WORKSHOP

Key Legislation:

The Work at Height Regulations

The Provision and Use of Work Equipment Regulations

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

EH40 Workplace Exposure Limits

General:

Safety in the Workshop area is of paramount importance. Routine inspections will be conducted to ensure all safe working procedures are firmly implemented and considered by all persons authorized to be in this area. All safe working practices and arrangements within this zone, must be strictly adhered to by all persons, at all times.

Lone working:

Shall only be permitted by prior organisation with senior management and only when suitable systems have been established to ensure adequate communication is firmly established.

Safe Working Procedures:

All equipment and machinery provided for use within the workshop shall be operated in accordance with their relevant SWP's. These shall be updated when deemed no longer valid, or in line with significant change in legislation.

Plant and Equipment:

All plant and machinery used and operated by the Company is manufactured to approved safety standards and must be used in accordance with the manufacturer's guidance and instructions. It is the responsibility of the main supervisor in this area to ensure only competent and authorized personnel operate such plant and equipment. Training will be refreshed at reasonable periods to ensure relevant competency is available at all times.

Over two thirds of accidents occur from three main types of machinery, namely circular saws, vertical spindle moulders and surface planers (HSE statistics). Caused of accidents are largely attributed to inadequate guarding and poor systems of work.

Any machine which is fitted with a guard to protect against moving parts, must not be operated if any of the guards have been moved from their designated position.

Machines must not be adjusted whilst in operation unless the manufacturer has made specific provision of adjustment at such times.

The purpose and method of action of all switches must be clearly marked.

All electrical equipment on site and other workplaces will be supplied, installed, maintained, and used in accordance with current regulations. The nominated supervisor/manager will ensure that all power tools are in accordance with recognized British Standards.

All plant and equipment shall be used for its designated purpose only, and not modified in any way that shall cause malfunction or harm.

PPE:

Personal Protective Equipment shall be made available and provided as a last resort of protection. This shall be worn in accordance with requirements of specific equipment/ machinery and stem from the policy detailed within this document.

WORKSHOP

Wood Dust:

The Company are mindful that Hard Wood Dusts, (i.e., European Oak, Ash, Maple, Beech etc), has been reclassified as Carcinogenic in EH40 2005 (Workplace Exposure Limits) (2020). The Workplace Exposure Limit (WEL) for Hardwood is 3mg/m³, and 5mg/m³, for softwood. If softwood dusts are mixed with hardwood dusts, the WEL for hardwood dusts shall apply to all the wood dusts present in that mixture which must not be exceeded in any instance. Exposure to Hardwood/ Mixed Hardwood Dusts and or other dusts can also cause damage to respiratory system, resulting in Chronic Obstructive Pulmonary Disorder (COPD), Asthma etc

Hazardous dust(s) within the workplace will be reduced, so far as reasonably practicable by following controls detailed below: -

General

- If you are unsure, you should seek advice whether the timber is Hard or Soft wood prior to sawing, sanding, drilling etc before starting the work.
- FFP3 Dust Masks are to be worn at all times when undertaking tasks liable to release Hardwood or Mixed Hardwood/ Softwood dusts i.e. sawing, sanding, drilling, sweeping/ clearing surfaces, etc. etc.
NB FFP2 and/ or FFP 1 masks must not be worn where hazardous dusts are likely produced as a result of the works.
- All employees are to have completed Face Fit Training.
- Employees are to ensure dusk masks are replaced as necessary.

Site

- Eliminate any potential airborne wood dust at source, where possible. Ensure adequate natural ventilation and/ or suitable dust suppression (i.e. on tool extraction (Class M Vacuums) and/or damping down) appropriate to the material being cut and the tools/ equipment being used for the task. **Dry sweeping will not be permitted at any time.**

Workshop

- Provision of dust extraction (LEV) over woodworking machines (**workshop**) to eliminate the risk of inhalation.
- Regular maintenance and inspections on any dust extraction system to ensure fully functioning.
- Ensure any LEV is examined by a competent contractor at intervals not exceeding 14 months, with suitable records maintained.
- As last resort protection, Respiratory Protective Equipment will be used to supplement by fixed extraction system.
- Provision of health surveillance for any employee exposed to inhalation of wood dusts with suitable records maintained

3.43 YOUNG PERSONS AT WORK

Key Legislation:

The Management of Health and Safety at Work Regulations

The Health and Safety at Work Act

Any young person in employment shall be under the strict guidance and specification as laid down in statutory Requirements.

Regulation 19 of The Management of Health and Safety at Work Regulations, require Risk Assessments to take into account the risks to the health and safety of young persons. As such, specific risk assessments will be conducted by the Company to take account of the susceptibility of all young persons.

A young person is anyone over school leaving age but under the age of 18.

The following issues will be addressed by their employee: -

- Amend and revise all past Risk Assessment.
- Monitor activities involving risks i.e.
- Extreme cold or heat
- Noise
- Vibration

Prohibition to activities involving any of the above shall not be restricted where: -

It is necessary as part of young person's training when the young person is supervised by a competent person when risks have been reduced to the lowest level

All assessments should take into account: -

- Inexperience of person
- Place where they are to work
- Exposure to hazards
- Equipment that will be used
- Work activities
- Extent of health and safety training provided

The aforementioned guidelines are in compliance with the stated regulations and will be strictly adhered to by management and staff whilst in employment.

All activities will be closely monitored and assistance/supervision given by the person deemed as competent in health and safety.