

Capital Group London Health & Safety Policy

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PART 1 –GENERAL STATEMENT OF POLICY

In accordance with the duty of care under section 2 (3) of the Health and Safety at Work Act 1974, and in fulfilling our obligations to our employees, visitors and contactors, neighbours and members of the public who may be affected by our activities, we have produced the following statement of policy in respect of health, safety and welfare concerns.

It is the policy of the Company to comply with the terms of Health and Safety at Work Act 1974 and with the safe working practices outlined in associated Health and Safety Regulations and Health & Safety Executive guidelines.

The Company will as far as is reasonably practicable, ensure;

- The provision and maintenance of plant and systems of work that are safe and without risk to health.
- The safety and the absence of risks to health in connection with the use, handling storage and Transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all our employees.
- The maintenance of any place of work under the Company's control in a condition that is safe and without risks to health, and the provision and maintenance of means of access and egress that are safe and without such risks.
- The provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of our employees at work.
- That persons not in our employment who may be affected thereby are not exposed to risks to their health and safety.
- An organisation structure that ensures that this Health and Safety Policy will be implemented in full and updated as appropriate.
- That our management team afford health and safety matters equal priority to other management functions.
- To regularly monitor, inspect and audit our systems and procedures as appropriate.
- Ensure the co-operation of all employees in the operation of this policy.

The Company's Health and Safety objective is to assess all significant risks to its employees, visitors and contractors and to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.

The Company will carry out a regular review of this policy to ensure that these standards of Health and Safety is maintained. This policy has been approved & authorised by the Director of Capital Group London:

Signed: Paul McCreesh

Date: 24th September 2021

PART 2 - ORGANISATION RESPONSIBILITIES AND ACCOUNTABILITIES

2.1 Finance Director – Paul McCreesh

The Director nominated as having primary responsibility for Health & Safety matters and he has overall responsibility for:

- Ensuring that this Health & Safety Policy is implemented in full within the Company and that its contents and philosophy are understood at all levels.
- Ensuring the development of a positive Health & Safety culture within the Company.
- Ensuring that adequate time and resources are allocated by the Company to the health, safety and welfare issues.
- Ensuring the Company's premises and safe working practices do comply with the requirements of the Health & Safety at Work Act and associated health, safety & welfare related Regulations.
- Ensuring that all accidents and incidents are recorded and investigated and the reporting of appropriate accidents to the Health & Safety Executive under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Ensuring health and safety matters are afforded equal priority to other management functions.
- Undertaking regular discussions with the Company's Health & Safety Adviser regarding new legislation and changed guide lines etc.

2.2 Group Health & Safety Manager –

The Health & Safety Manager is responsible for and accountable to the Group Finance Director for the efficient implementation of the Company's Safety Policy at all places of work. He/she will monitor the policy and the means of implementing it and make recommendations for amending as necessary.

The Group Health & Safety Manager is available to assist in achieving a high standard of safety performance.

Responsibilities will include the following:

- Assisting in planning and implementing Health & Safety Programmes and the means of implementing them.
- Providing the Company with up-to-date safety information and advising on the action to be taken arising from Health & Safety Legislation, Codes of Practice, Guidance Notes and other material issued by the Health & Safety Commission and Executive.
- Making periodic inspections of the workplace to ensure that unsafe equipment, working conditions, practices and fire hazards are identified as early as possible, thereafter reporting the results of such inspections to with recommendations to remedy any defects.
- Whenever necessary, investigating the circumstances of an accident or dangerous occurrence, events leading to it, reporting on it and making recommendations to avoid a reoccurrence.
- Promoting consultation between management and employees on risks to safety and health that the workplace and the means of eliminating the risks or reducing them to an acceptable minimum.

- Promoting and taking part in safety educational programmes.

2.3 Managers

In addition to their responsibilities as employees all managers have the following responsibilities with respect to ensuring that their staff work in a healthy and safe environment.

- Regularly checking health & safety standards of the staff and contractors, in all of the workplaces under their control.
- Ensuring that workplaces under their control are maintained in a safe and healthy condition.
- Ensuring that any staff, contractors or visitors under their control adhere to any laid down safe working practices.
- Recording and investigating reporting (internally) any accidents, safety related incidents and staff sickness Involving workplaces or staff under their control.
- Ensuring that all tools, plant and equipment under their control are maintained in a safe condition and receives regular inspection, testing and/or servicing as required by legislation or company policy.
- Ensuring that appropriate Personal Protective Equipment is available and stored and maintained in good condition.
- Enforcing the Company's Disciplinary Code if breaches of safe working practices occur.
- Will afford health and safety matters equal priority to other management functions.
- Ensuring that induction and other training programmes contain appropriate health & safety instruction.
- Monitoring the effectiveness of the Company's Health & Safety Policy.
- Liaising as appropriate with Government and other authorities and bodies on health & safety matters.

2.4 Employees

All employees are held accountable at law not to commit acts in breach of safety legislation and they must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

The responsibilities of employees are:

- Familiarise themselves with the contents of the Health & Safety Policy and arrangements for its implementation and at all times conform to them.
- Observe safety standards at all times whilst engaged on their allocated duties and conduct themselves in a safe manner in order that they or other persons are not put at risk.
- Shall conform to any safety instructions given by a more senior member of staff.
- Shall report all incidents and accidents whether it involves employees, vehicles, plant or other persons and whether or not a person has been injured to their Line Manager and the Group Health & Safety Manager.
- Shall report to their Line Manager & Group Health & Safety Manager any hazard or defect affecting health, safety or welfare that in their view is unsafe.
- Assist in the maintenance of good housekeeping standards.

- Assist as necessary in the investigation of accidents or dangerous occurrences.
- Wear and use protective clothing and equipment as specified in the Company's Rules.
- When using substances in the course of their work, use, handle and store them in the prescribed manner.
- Not use any hazardous substance without prior authorisation from their Departmental Manager.
- To co-operate in order that any legal requirement or obligation imposed by health & safety legislation may be complied with.
- To use properly the facilities and equipment provided for safety and health at work.

Where employees are required to work outdoors or at locations away from their usual place of work, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.

In particular we will ensure that they:

- Are aware of the need to look after their own health & safety and that of others who may be affected by their activities.
- Are instructed to follow such procedures and safe systems of work as they think are appropriate in the circumstances.
- When working on 3rd party sites/premises site safety rules must be observed, including the wearing of such Personal protective clothing as deemed necessary.

2.5 Young Persons

It is our policy to carry out Risk Assessment before we employ young people, to ensure any risks are identified and addressed.

In particular we will take into account:

- The inexperience and immaturity of the young person.
- Their lack of awareness of risk to their health & safety.
- The nature, degree and duration of any exposure to biological, chemical or physical agents.
- The form, range, use and handling of work equipment.
- We are aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.
- We will take all reasonable steps to secure the health & safety of young persons who may be placed with us on work experience programmes. There will be thorough preparations before pupils/students arrive, enabling a Risk Assessment to be undertaken of any hazards to which they may be exposed.

2.6 Temporary and Casual Staff

It is the Company's policy to protect the health & safety of its employees, including those who work for us on relatively short period of time. With regard to temporary or casual workers in particular we will ensure that:

- They are informed of any special skills, qualifications or requirements that are needed to enable them to function safely and without risk to health.
- On arrival shall be provided with an Induction briefing on the general arrangements within the organisation including fire and first aid arrangements and on specific hazards associated with the work they are to carry out.

2.7 Employees at Special Risk

The company recognises that some workers may from time to time be at increased risk of injury or ill-health Resulting from work activities.

The company therefore requires that all employees advise their line manager if they become aware of any change incircumstanceswhichcouldresultintheirbeingatincreasedrisk.This could includemedical conditions, permanent or temporary disability, taking medication and pregnancy.

2.8 Stress

We are aware that some work activities have the potential to cause stress, particularly at busy times. The formal conditions of everybody's contract sets out the number of hours to be worked and lunch time allowable although most employees are expected to work such hours as may be necessary to get the job done. Care will be taken in the recruitment policy to ensure each person's workload is reasonable.

Any individual with clear stress-related problems shall receive appropriate assistance from the company but it is understoodthisisnotanalternativetolookingatthecauseofthestressand, if work related, the company will seek to alter the structure and working arrangements for the job.

If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work where the risks are assessed as tolerable.

If it is not possible to reassign the employee to work they are capable of carrying out, the procedures for long-term illness shall be applied in accordance with the company's policy on such matters and employment law.

2.9 Pregnant and Nursing Mothers

All female staff shall be advised on recruitment that they are required to notify the company in writing should they Become pregnant or a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

On receipt of formal notification the company will review the risk assessment relevant to that person's work.

For any risks to which they are exposed or which represent additional risk because of pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations from the woman's medical advisors (GP or anti-natal/ post-natal).

If the risks remain significant, the woman shall be reassigned to other work for which the risks have been Assessed as not significant.

If this is not possible, she shall be placed on paid leave until she either ceases to be pregnant or new mother or Suitable alternative work may be found.

2.10 Visitors

It is our responsibility to ensure the health & safety of all persons who come into contact, either directly or indirectly, with our work activities and this includes visitors to our premises.

PART 3 – ARRANGEMENTS

3.1 Induction of New Employees

In order to protect the health & safety of our new employees we will provide essential health & safety information and advice incorporated into their initial induction training. This training will commence on the first day of their employment.

In particular we will ensure that new starters are made aware of:

- What to do in an emergency situation - fire for example.
- Where and from whom they may obtain first aid assistance.
- Any hazardous substances which they may encounter during their work.
- The circumstances in which personal protective equipment should be worn and where to obtain it.
- Where to go and who to ask for advice and assistance generally

3.2 Training

It is the Company's policy to provide suitable a sufficient training to all its employees, including those who work for use on a relatively short period of time. In particular we will ensure that:

- General induction training will be provided for all employees.
- Job specific training will be provided by a competent person.
- Specific jobs that require special training under various legislative and regulatory requirements will be identified and the appropriate levels of training provided.
- Documented training records will be completed for each employee, detailing all training received

3.3 Communication

The company has established a comprehensive health, safety and welfare policy in compliance with current legislation. Within the policy all levels of management within the company have general responsibilities and where applicable, specific duties for hazardous activities.

All relevant information for ensuring health and safety will be communicated and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and the issuing of suitable safety equipment.

A copy of the company's general health and safety policy statement will be displayed on official company notice boards together with a copy of the current Certificate of Employers Liability Insurance.

This statement is based on accident prevention and is required for compliance with health and safety legislation and it is therefore important that everybody understand and complies with the statement.

To enable the company to fulfil their legal obligations, everybody's co-operation, assistance and involvement is of the utmost importance.

The Health and Safety At Work Act 1974 is applicable to all persons at work and in addition to duties imposed Upon employers there are duties for employees alike.

For every ones health and safety all employees must follow the code of conduct. Any deviation from it may lead to personal or company prosecution by the enforcing authority and may necessitate appropriate disciplinary proceedings against an individual, by the company.

3.4 Information, Instruction and Supervision

The Health and Safety law poster and other statutory notices will be displayed at each location.

A copy of the 'Health and Safety information for employees' is available within the employee handbook/Induction/Manager.

Managers shall be responsible for ensuring that an adequate level of supervision is maintained for all activities having regard to the age and experience of the colleague(s) in question.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the manager, under whom they will be working.

All relevant employees will be informed of any significant risks associated with their job, role or task as identified Through the Company's risk assessment process.

3.5 Consultation/Communication

We acknowledge that we have a duty to consult with our employees regarding matters affecting their health and Safety whilst at work. We will ensure that there are effective means for communication in place to enable Employees or their representatives to participate fully and effectively in the consultation process.

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all Employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, toolbox talks, e-mails and memo's posted on the staff notice board.

3.6 Risk Assessments / Method Statements

We accept that some of our operations may, unless properly controlled, create risks to our employees or others who may be affected by our activities; to this end we will take all reasonably practicable steps to reduce these risks.

In particular we will:

- Ensure that Risk Assessments are carried out to identify any hazards and associated risks within our business activities.
- Take appropriate steps following Risk Assessment to eliminate or reduce risks as far as is reasonably practicable.
- All relevant employees will be informed of any significant risks associated with their job, role or task as Identified through the Company's risk assessment process.
- Ensure all relevant employees are informed.
- Monitor and review the Risk Assessments as and when circumstances change significantly.
- Prepare formal method statements (safe working procedures) in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site setup, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.7 Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Client site procedures and specific instructions will be followed at all times.

3.8 Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will Comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on the manufacturer's guidance and industry best practice. Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy left on site.

If any faults or damage are found on equipment, stop using the work equipment and report the fault to your Site Supervisor.

3.9 Use of Ladders

Falling off ladders is a common cause of accidents, and we will take particular care to ensure that they are suitable for the task.

In particular we will:

- Carry out an assessment of work activities that involve the use of ladders.
- Ensure that our ladders are properly constructed and properly used.
- Ensure such instruction, training and other information is provided for employees to use ladders safely.
- Ensure a ladder register held at each location, with ladder inspections being completed to the required frequency.

3.10 Personal Protective Equipment (PPE)

We will provide personal protective equipment when the risk represented by a work activity cannot be adequately controlled by other means, in doing so we will acknowledge that health & safety hazards will have already been identified. It is our policy to ensure, through the proper use of PPE, that the hazards are reduced to the lowest level practicable.

In particular we will ensure that:

- Any PPE supplied provides the maximum protection for the particular hazard.
- Employers are given such information instruction as is necessary to enable them to understand the importance of wearing PPE where required.
- Where appropriate, training is given to our employees to enable them to wear and maintain items of PPE correctly.
- Suitable provision shall be provided for the safe storage and maintenance of PPE.
- Employees shall report any defects to their immediate superior.

3.11 Hazardous Substances

We acknowledge that no substance can be considered completely safe and therefore everything practicable will be done to ensure that our employees are not exposed to substances potentially hazardous to their health.

In particular we will ensure that:

- Hazardous substances are used only when safer alternatives are not available or appropriate.
- Engineering solutions are implemented where practicable to minimise the exposure of our employees to the effects of hazardous substances.
- Where exposure cannot be adequately controlled by engineering or other means, appropriate personal protective equipment will be provided to employees and visitors to our premises.
- Information is obtained from suppliers of hazardous substances and that suitable and sufficient Risk Assessments are undertaken with relevant details being made available to our employees to enable them to understand the reasons why precautionary measures are sometimes needed.

3.12 First Aid & Accident Reporting

We are committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries Occurring at work.

In particular we will ensure that:

- Appropriate first aid training is given to those of our employees who agree to become 'First Aiders'.
- Adequate and suitable stocks of first aid equipment is supplied and maintained.
- Anybody who is injured or becomes ill whilst on the premises is taken to the nearest available medical help, by the swiftest means - if necessary an ambulance will be summoned.

In an emergency situation, our trained and appointed First Aiders are empowered to 'take charge' of the situation and decide what is best for the injured or ill person.

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located at reception.

On project sites – whenever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team is nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health & Safety Manager as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.)'

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 3 days;
- Fracture other than to fingers, thumbs or toes
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight(temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury; leading to hypothermia, heat induced illness or unconsciousness; or requiring Resuscitation or requiring admittance to hospital for more than 24 hours.

3.13 Asbestos

Before any work commences on a client's site, all employees are to make a request to view the site –specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health & Safety Co-ordinator for further information.

Due to the nature of works on older buildings, there could be a risk of exposure to asbestos.

If during your works, you see a fibrous material you think may be asbestos, you should:

- Stop work immediately.
- Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc.
- Evacuate the immediate area and prevent access by others e.g. the public.
- Inform those responsible for the premises and the Health & Safety Co-ordinator, so that the necessary sampling can be arranged.
- Do not return to that area until informed that it is safe to do so.

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

3.14 Lifting Operations

We will take all reasonable steps to protect the health and safety of our employees who are involved in or work near lifting operations.

In particular we will ensure that:

- Any new lifting equipment which we may from time to time purchase, is specified, designed and supplied to us in accordance with appropriate standards.
- Before any of the lifting equipment is used appropriate training is to be given to those who will be required to use the equipment
- New and existing lifting equipment will be maintained so far as is necessary, to prevent danger to our employees and others.
- All lifting equipment will be clearly marked to indicate its safe working load and whether it is designed to carry persons or not.

3.15 Electricity at Work

All reasonable steps will be taken to secure the health & safety of employees who use, operate or maintain electrical equipment, we acknowledge that work on electrical equipment can be hazardous and it is therefore our intention to reduce the risks so far as is reasonably practicable.

In particular we will ensure that:

- Only competent people are permitted to maintain electrical equipment.
- Wherever practicable, electrical equipment will be switched off whenever any maintenance work is required.
- Electrical equipment will be periodically inspected by a competent person and any equipment found to be defective will be withdrawn from use for repair or disposal.
- Personal electrical equipment is not to be brought in to the workplace without the prior approval of senior managers.

3.16 Manual Handling

Statistics show that poor manual handling is one of the most common causes of injury at the workplace; these injuries often have long term effects.

Our policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide guidance to our employees on the measures that should be taken to ensure safe lifting and carrying.

In particular we will:

- Carry out a Risk Assessment of manual handling and lifting tasks.
- Ensure that operations that involve manual handling are eliminated, so far as is reasonably practicable, where it is not practicable, appropriate lifting aids will be provided.
- Give thought to the design and layout of the workplace and make changes where appropriate.

3.17 Fire Prevention, Safety & Emergency Procedures

We are committed to ensuring that any risk of fire at our premises is minimised so far as is reasonably practicable.

We acknowledge that despite this commitment it cannot be assumed that fire will never break out and therefore

we will develop and maintain such emergency procedures as are appropriate in the circumstances.

In particular we will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a break out of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Fire Policy and Fire Risk Assessment.
- Planned emergency evacuations are carried out periodically.

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on Discovery of any fire however small.

All employees are empowered to raise the alarm if they believe there is a fire, no authority should be sought from Any other person. We will always support employees who operate the fire alarm in good faith, regardless of whether or not it is ultimately determined that a fire existed.

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

To check our working conditions, and ensure our safe working practices are being followed, we will: Regularly, and independently, audit the Company's safety systems to ensure these are robust and functioning Effectively with actions cascaded via the appropriate means.

Involve employees actively in the safety management systems process by consultation and monitoring of the day today operation of safety and health.

Use the information obtained from legislative and regulatory visits by enforcing authorities to spread best practice throughout the business.

Investigating incidents, and ensuring that any necessary remedial actions are identified and reported to reduce the risk of reoccurrence in the future.

Act on audit, inspection, and / or monitoring findings to achieve compliance with the Company standards.

3.18 Flammable Liquids and Materials

We will take all reasonable steps to ensure the health and safety of employees who work with flammable liquids and materials. We acknowledge that health & safety hazards may arise from the use of these substances and it is our intention to ensure that any risks are reduced to a minimum.

In particular we will ensure that:

- Risk assessments are carried on work activities which involve the use of flammable liquids and materials.
- Storage facilities are adequate and appropriate, with an up to date inventory per site available at all times.

3.19 Noise Control

We take all reasonable steps to ensure that the risk of hearing damage to our employees who work with noise equipment or in a noisy environment is reduced to the lowest practical level.

In particular we will ensure that:

- Noise is reduced by engineering means wherever practicable, where this is not practical employees will be given suitable and appropriate hearing protection.
- Where the noise level is at or above the second action level (defined in the Noise at Work Regulations 2005 as 80 dB) suitable signs will be displayed, hearing protection provided and its use enforced by the Management Team.

3.20 Driving/Mobile Telephones

We will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks to help you relax and reduce tiredness, But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving. The company will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action.
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.

- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.
- Hands-free equipment will be installed by the company in all vehicles driven regularly for our business in accordance with the manufacturer's instructions and this should follow the British Standards Institution's "Guide to in-vehicle information systems"(DD235:1996).
- Drivers must have proper control of their vehicles at all times.

The following precautions should be taken by each employee to minimise the risk:

- Never use a hand-held phone while driving. You are not in full control of your vehicle if you are holding a Mobile phone while driving.
- Only use hand-held phones after you have stopped in a safe place.
- It is best not to use a hands-free phone while driving. Using a hands-free phone while driving will distract you. Although you may think that a hands-free phone will enable you to control the vehicle, your mind will not be fully on your driving. It is not like talking to a passenger who is aware of the traffic conditions and can see what is happening while you are driving.
- Avoid taking calls on hands-free phones. But if you must, say you are driving and end the conversation quickly. Otherwise you will put yourself and other road users at risk.
- For your own safety and that of other road users, use voicemail or divert calls so that messages can be left for you while your phone is switched off.
- Find a safe place to park to make a call or receive messages.
- Alcohol consumption on the premises is prohibited to all staff, visitors, contractors and others, within the site boundary including car parks and other external areas other than being permitted by management in specified places and at specified times as may be agreed in writing by senior staff for example associated with pre-Christmas or other occasions etc.

3.21 Working Alone

We will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable.

In particular we will:

- Ensure that plant used by lone workers is properly maintained.
- Consider any special training which may be required for lone workers.
- Ensure that communication is established with lone workers which is appropriate to the circumstances.

3.22 Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

As site occupiers we will plan, co-ordinate, and control, monitor the activities of contract companies to effectively minimise the risks presented to our employees, other persons on our site and the public.

In particular we will ensure that:

- Only contractors who have proved themselves able to discharge their primary responsibilities -to safeguard their employees and other persons who may be affected by their undertakings - will be employed.

- Contractors will receive a site induction, covering company health, safety and fire procedures.
- Contractors work activities will be monitored by the relevant manager. Managers are authorised to 'stop' any works considered to be unsafe. In certain circumstances contractors may be asked to leave the site.

PART 4 – WELFARE FACILITIES

We are committed to providing a safe place of work and a safe means of access and egress to and from that Place of work. In particular, we will ensure that:

- Articles or substances do not impede safe access and egress in the workplace and objects that may restrict Safe movement within the work place are removed immediately.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately.

4.2 Housekeeping

Poor standards of housekeeping often cause employees to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

In particular we will:

- Inform our visitors of any particular hazards they might expect to encounter during their time on site.
- Inform them of our general arrangements in relation to fire and emergency procedures.

4.3 Temperature

It is our policy to ensure that the temperature in working areas under our control is reasonable and in particular a Temperature of 16°C(minimum)will be considered acceptable for the offices.

Where the temperature cannot be adequately controlled (for example those working outside)the issue of warm Clothing will be considered.

4.4 Lighting

We regard the provision of a safe and well-lit working environment as fundamental to health, safety and well being of our employees. All reasonable steps will be taken to ensure that lighting is adequate for the tasks at all times.

4.5 Display Screen Equipment

We will take all reasonable steps to secure the health & safety of our employees who work with display screen equipment (DSE).

We acknowledge that health & safety hazards may arise from the use of such equipment, and it is our intention to Ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that some employees may have genuine reservations and concerns. We will seek to give information and training to enable a fuller understanding of these issues.

In particular we will:

- Carry out an assessment of DSE activities.
- Take such actions as are appropriate in the circumstances to minimise any identified risks to our employees Who use DSE equipment

4.6 Washroom and Toilet Facilities

It is our policy to provide adequate welfare facilities to our employees.

In particular we will provide:

- Sufficient numbers of conveniences for men and women.
- Readily accessible washing and toilet facilities.
- Hot and cold water, soap or other means of cleaning.
- Towels or other appropriate alternatives.

It is our policy to ensure that all our employees have reasonable access to food and drink during working hours. We will in any case ensure that a wholesome supply of drinking water can be obtained at all times. We acknowledge the hazards associated with food hygiene (such as food contamination by harmful bacteria) and will exercise all reasonable precautions and due diligence in maintaining the highest hygiene standards in canteens, kitchens and rest areas.

4.7 Smoking

The company is committed to providing a safe and comfortable working environment and this applies to tobacco smoking.

Smoking is only permitted outside the building and in the marked area(s) supplied with containers for smoking debris. Smoking "on the premises" in areas which are not designated for smoking is strictly prohibited and will be regarded as a disciplinary matter.

4.8 Alcohol and Drugs

We are committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work.

This policy, which applies to all employees, aims to:

- Promote the health and well-being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.

Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate Source for diagnosis and treatment if necessary.

5.0-STATUTORY INSPECTIONS AND EXAMINATIONS

We are aware of and accept that we have a statutory duty to inspect and examine certain types of equipment that Maybe used in the course of our activities (e.g. Lifting equipment, fork lift trucks, local exhaust ventilation and Pressure vessels). We will arrange for regular inspections and examinations on such equipment at least as Frequently as stipulated in the relevant statutory requirement.

In particular we will:

- Ensure that any inspection or examination is carried out by competent people who are experienced in the use And examination of such equipment.
- Provide any information necessary to assist the inspector/examiner in his work.