



Health and Safety Policy Document

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Register of Amendments

Date:	Issue:	Amended By:	Comments/Details:
March 2011	1	Michael Cook (HSQE Manager)	General Review, update and re-issue.
May 2011	2	Michael Cook (HSQE Manager)	Accident Reporting (p30) Additional statement added regarding 3 day absence definition.
June 2011	3	Michael Cook (HSQE Manager)	Company Mobile Phones & Driving Policy added (Section 3, item 43.)
March 2012	4	Michael Cook (HSQE Manager)	Section 15 “Accident Reporting” revised to reflect increase in RIDDOR reporting requirement from 3 days to 7 days
October 2012	5	Michael Cook (HSQE Manager)	Section 3, item 44 “Fee for Intervention” scheme added.
February 2013	6	Michael Cook (HSQE Manager)	The Control of Asbestos Regulations 2012 revoke and re-enact the Control of Asbestos Regulations 2006 with some modifications so that there is a consolidated set of Asbestos Regulations. The regulations ban the import, supply and new use of asbestos. Requires employers to assess risks and limit employees' exposure. Also requires employers to have the correct licence before working with asbestos and to ensure that their employees have proper training.
April 2013	7	Michael Cook (HSQE Manager)	The Construction (Head Protection) Regulations 1989 revoked and the Personal Protective Equipment at Work Regulations 1992 to be relied on to regulate the use of head protection on construction sites.. Sections 28 & 29 revised to delete reference to the revoked legislation.
October 2013	8	Michael Cook (HSQE Manager)	Section 3, item 15 “Accident Reporting” revised to simplify RIDDOR 2013 reporting requirements which came into effect from 1 October 2013.
May 2014	9	Michael Cook (HSQE Manager)	Company Organisation Structure reviewed and updated to reflect new Director appointment. External Health and Safety Consultants responsibilities removed.
June 2014	10	Michael Cook (HSQE Manager)	“Sun Protection for Outdoor Workers” added to Section 3 (Item 45.)
July 2014	11	Michael Cook (HSQE Manager)	“Electronic cigarettes in the workplace” added to section 3 (item 46.)
June 2015	12	Michael Cook (HSQE Manager)	<ol style="list-style-type: none"> 1. Company Organisational Structure revised. 2. Reference to CDM Co-ordinator replaced by Principal Designer throughout document. 3. Section 3, item 31 Reference to CDM 2007 replaced with CDM 2015. Text content reviewed and refreshed. 4. Section 3, item 9 – CDM Notifiable Projects removed (CDM 2015 applies to all projects whether notifiable or not).

			<p>5. Section 3, item 21 Work Equipment – additional statement added. <i>“Only trained and competent persons shall be permitted to use work equipment. Hadden Construction Ltd will provide adequate information, instruction and training for the use of all work equipment”</i></p> <p>6. Sections 12, 17 & 32 updated to reflect CDM 2015.</p> <p>7. Section 3, item 25 COSHH – additional statement added. <i>“Employees shall be made aware from Site Inductions and Site Rules that they must receive a COSHH Briefing from their supervisor before using any hazardous substances.”</i></p> <p>8. COSHH Hazard symbols revised to comply with European regulations on the Classification, Labelling and Packaging of Substances and Mixtures.</p> <p>9. Contents page revised and Section 3 numbering revised following deletion of Section 9 “CDM Notifiable Projects”.</p> <p>10. Date amended on General statement of Health and Safety Policy.</p>
July 2016	13	Michael Cook (HSQE Manager)	<p>1. Company organisation structure revised.</p> <p>2. General Statement revised.</p> <p>3. Construction Director designations changed to Company Chairman. Construction Manager designation removed.</p> <p>4. Project Planner responsibilities added.</p> <p>5. Minor corrections and general review.</p>

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

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Section 1

General Statement of Health & Safety Policy

General Statement of Health and Safety Policy

Hadden Construction Ltd offer a full range of services including building development, design, construction, refurbishment and maintenance for both the public and private sectors. Projects include residential, commercial, industrial, educational and social projects.

In providing the above services Hadden Construction Ltd will comply with the statutory duties placed upon it whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as published by the Health and Safety Executive. Management and supervisory staff have the responsibility for implementing the policy throughout Hadden Construction Ltd and must ensure that health and safety considerations are always given priority in the planning and day-to-day supervision of all work activities. All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or welfare related matter.

Hadden Construction Ltd will take all practical steps to ensure that potential hazards and risks are identified and mitigated by the implementation of effective control measures. The correct safety equipment and personnel protective equipment will be provided to all employees. Where appropriate, employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Company Chairman has overall responsibility for all health, safety and welfare matters and the necessary financial resources will be made available in order for Hadden Construction Ltd to comply with its statutory duties and the requirements of this policy.

The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to our operational activities.

During 2017, Hadden plan to implement a recognized occupational health and safety management system in accordance with the requirements of the ISO 45001:2015 international standard. This objective will encompass all aspects of the company's operations and demonstrates further commitment to improve our management of occupational health and safety and reduce the incidence of workplace accidents and ill health.

This policy statement is communicated to all employees, our supply chain partners and is publicly displayed at our head office, site workplaces and on our website.

Signed:



Scott Hadden (Company Chairman)

Date: July 2016

Section 2

Organisation & Responsibilities

ORGANISATION

The effectiveness of the Health and Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Company Chairman, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by Hadden Construction Ltd are kept fully informed of its content.

All Directors, Senior Managers, Site Managers and Site Supervisors will ensure that this policy is adopted by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist Hadden Construction Ltd in fulfilling its duties and obligations, an in-house competent person has been appointed to provide health and safety advice and assistance to the management and employees of Hadden Construction Ltd. The contact details are clearly displayed on the Safety at Work poster displayed at all Workplaces.

IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with Chairman of Hadden Construction Ltd, responsibility for the day to day application of the policy is delegated to nominated employees and must be carried out.

Induction Training	- Site Managers / Site Supervisors
Generic CoSHH Assessments	- HSQE Manager
Site Specific Risk Assessments	- Site Managers / Site Supervisors
Method Statements	- Site Managers/Contracts Managers
DSE Assessments	- DSE Users
Portable Appliance Testing	- Competent Electrician
Manual Handling Assessments	- Site Managers / Site Supervisors
Fire Warden	- Site Managers / Site Supervisors
First Aid Appointed Person	- Site Managers / Site Supervisors
PPE Inspections	- PPE Users
Scaffold Inspections	- Site Managers / Site Supervisors
Routine Health & Safety Inspections	- Directors / Managers / HSQE Manager
Recorded Health & Safety Inspections	- HSQE Manager

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all safety procedures

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g. programme and profit) are to take proper account of health and safety requirements.

Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times.

High standards are to be applied in complying with legislation regarding the health and safety of members of staff and others affected by our acts and omissions. Proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff.

All accidents, no matter how minor, are to be reported and recorded in an Accident Report. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The accident book/form is located in the following location:

➤ **All Workplace Locations**

All accidents and incidents should be reported in the first instance to:

➤ **HSQE Manager**

Safety training programmes are to be promoted with the object of achieving personal awareness of risks and hazards, and knowledge of personal responsibility.

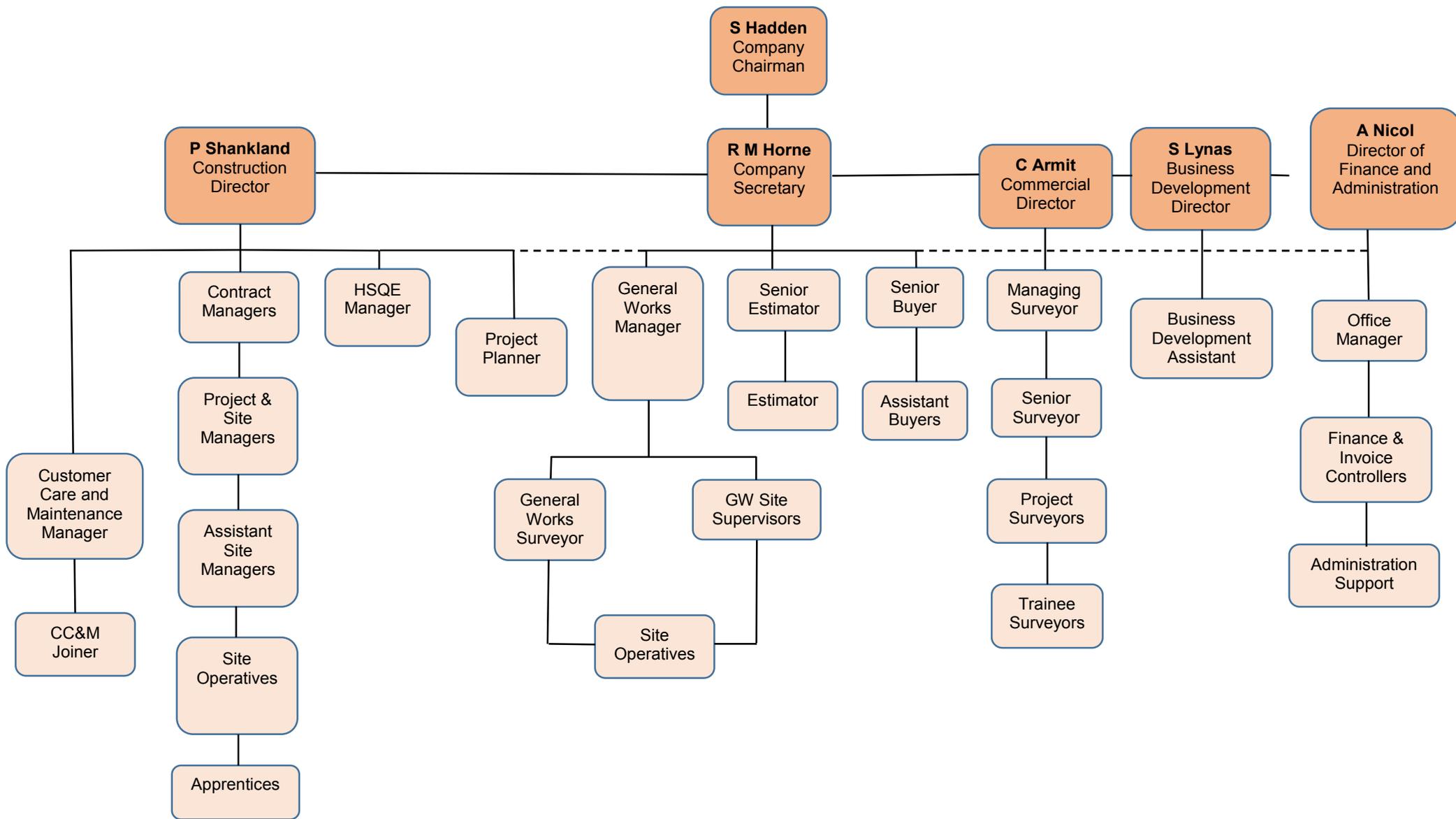
Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health and welfare will be available through Hadden Construction Ltd. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required.

Arrangements for the implementation of the Policy are the responsibility of the Chairman and Directors.

The Policy is to be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff.

Regular reviews of the Health and Safety Policy Document will be carried out in conjunction with our HSQE Manager to ensure that the procedures and controls remain valid and relevant to our work activities. All updates and amendments to the documentation will be made available to Hadden staff via the IMS Document Matrix and copies of this document should be made available upon the request of any site based employee.



Hadden Construction Ltd Organisational Structure

RESPONSIBILITIES

Company Chairman

The Company Chairman has responsibility for:

- The overall implementation of Hadden Construction Ltd's Health and Safety policy for to prevent injury, ill health, damage and wastage.
- Ensuring that adequate financial provisions are made available for the implementation of the policy.
- Agreeing targets for the reduction of accidents.
- Ensuring Company Directors and senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Encouraging training for all levels of employees.
- Ensuring that safety directives (new legislation, etc) are conveyed through all management levels down to site.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.

Directors

The responsibilities of Director's include:

- Knowing the appropriate statutory requirements affecting Hadden Construction Ltd's operations.
- Knowing and promoting Hadden Construction Ltd's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout Hadden Construction Ltd, as laid down within Approved Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on health and safety matters between Hadden Construction Ltd and others working on the site, including the Principal Designer, Principal Contractor, Designers and other Contractors.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.

- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements.

Health, Safety, Quality & Environmental Manager

The responsibilities of the HSQE Manager include:

- Assisting in the monitoring the effectiveness of Hadden Construction Ltd's Health and Safety Policy against the safety performance of Hadden Construction Ltd. Initiating any changes, developments and amendments to the policy as and when necessary.
- Promoting an interest and enthusiasm for health and safety matters throughout Hadden Construction Ltd and fostering, within the firm, an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.
- Ensuring that the directors, managers and employees are aware of their responsibilities and that each administers the requirements of this policy.
- Reporting to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish Hadden Construction Ltd's response. As a result instigate the necessary changes throughout Hadden Construction Ltd.
- Assisting staff with implementation of the policy through:
 1. Obtaining copies of the legislation and any codes of practice for issue to senior management.
 2. Arranging training for employees.
 3. The distribution of safety alerts, memo's, posters, slides, films and other media to promote an awareness of injury prevention and hazards to health.
 4. Regular site inspections to see that only safe methods of working are in operation and that all regulations and procedures are being observed.
- Give advice to management as requested on:
 - a) Legal requirements affecting health, safety and welfare.
 - b) Prevention of injury and damage.
 - c) Provision, selection and use of protective clothing and equipment.
 - d) New working methods, equipment or materials which could reduce risks.
 - e) Proposed changes in legislation.
 - f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, sub contractors.
 - g) Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc.
- Informing the HSE of all notifiable accidents. Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.
- Supervising the recording and analysis of information on injuries and ill-health, assess accident trends and review overall safety performance.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.
- Inspect workplaces on a regular frequency and make reports and recommendations for improving general site safety.

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- Provide advice on training requirements and arrange training courses if requested. Ensure that adequate Safety Training is provided for all grades of Company Employees.
 - Liaison directly with advisors where specialist external advice may be sought on health, safety and welfare matters.
 - Providing general assistance to Hadden Construction Ltd in the fulfillment of its obligations and duties as set out in statutes and by clients/principal contractors
 - Providing assistance in the formulation of safe systems of work and project specific method statements
 - Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation
 - Assisting, where required, with the initial implementation of the changes required by changes to safety legislation
 - Suggesting suitable training for employees, posters, reference texts, films etc to provide awareness of safety management, accident prevention and hazards to health
 - Recommending to senior management ways to improve working conditions
 - Investigating reportable accidents or dangerous occurrences and submit to the Company Chairman a written report, when required.
 - Carry out site inspections in conjunction with Internal Audit Programme.

The contact details for Hadden's HSQE Manager will be displayed on the Health and Safety at Work "What You Need to Know Poster" which is displayed at all workplaces.

Office Staff

The responsibilities of the Office Staff include:

- Reading and understanding Hadden Construction Ltd's Safety Policy and carrying out all work in accordance with its requirements.
- Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to the HSQE Manager.
- Identifying the position of the First Aid Box, fire fighting equipment and emergency exits. Knowing the procedure in the event of a fire.
- Reporting any accident or damage, however minor, to the HSQE Manager. Ensuring that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Co-operating with the employer on all safety matters.
- Suggesting ways of eliminating hazards and improving working methods.

- Warning new employees, particularly young people, of known hazards and office procedures.
- In the event of sustaining an injury at work ensure it is recorded in the Accident book/form and reported to your Supervisor

Contracts Manager; Project Manager; General Works Manager and Customer Care & Maintenance Manager

The responsibilities of the Contracts Manager; Project Manager; General Works Manager and Customer Care & Maintenance Manager include:

- Understanding Hadden Construction Ltd policy document for Health and Safety and ensure that it is readily available on each site. Planning all works in accordance with its requirements and ensuring that working methods are regularly examined to establish if improvements or modifications should be made. Have a wide knowledge of the requirements of the Construction Regulations and other relevant legislation.
- Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
- Determining at planning stage:
 - a) The most appropriate order and method of working
 - b) The provision of adequate lighting and safe method of electrical distribution
 - c) The allocation of responsibilities to each level of staff
 - d) The welfare facilities and basic fire precautions required
 - e) Any particular equipment, training or instruction required for personnel
 - f) Hazards arising from underground and overhead services.
 - g) Temporary works provision (Scaffolding, Excavation support etc.)
 - h) Prepare Construction Phase Plan for projects where Construction (Design and Management) Regulations 2015 apply.
 - i) Arrange for recommendations of Health and Safety Reports/Audits to be reviewed with Site Management and Sub-Contractors and actions implemented.
 - j) A fully detailed Traffic Management Plan to reduce or control risk to members of the public, operatives, staff and visitors.
- Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Site Manager or Site Supervisor and discuss them fully. Ensure, so far as is reasonably practicable that work, once started:
 - ✓ Is carried out as planned and that accounts taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary
 - ✓ Is carried out in accordance with the Construction Regulations and other appropriate statutory requirements
- Ensuring that any electricity supply is installed and maintained in a safe and proper manner. Protecting all overhead services in accordance with the service authority's recommendations and this company policy before work starts.
- Ensuring that any design calculations for unusual scaffolds or working platforms are independently checked.

- Ensuring that Sub-Contractors undertake tool box talks and conduct internal health and safety audits/inspections.
- Ensuring that there is liaison on Health and Safety matters between the Company and others working on the site by regular Safety talks, distribution of Safety Bulletins and where necessary Site Meetings with other Sub-Contractors.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.
- Ensure that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.
- Ensure that First Aid facilities are available.

Site Manager or Site Supervisor

The responsibilities of the Site Manager or Site Supervisor include:

- Understanding Hadden Construction Ltd Health and Safety Policy and ensuring that it is brought to the notice of all employees, particularly new starters. Carrying out all work in accordance with its requirements and bringing to the notice of the Contracts / Project Manager any improvements or additions which may be necessary.
- Knowing the requirements of the Construction (Design and Management) Regulations 2015 and other relevant legislation and ensure that they are observed on site.
- Organising sites so that work is carried out to the required standard with minimum risk to employees, other subcontractors, the public, equipment or materials.
- Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Referring regularly to the prepared written assessments/procedures as required, including:
 - ✓ The Control of Substances Hazardous to Health Regulations
 - ✓ Noise Regulations
 - ✓ Manual Handling and Lifting Regulations
 - ✓ The Management of Health and Safety Regulations
- Making them available to all employees, including sub-contractors and discussing the requirements with them fully.
- Ensuring that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- Planning and maintaining a tidy site. "A safe site is a tidy site".
- Arranging for the delivery and safe stacking of materials to avoid double handling and ensuring that off-loading and stacking is carried out in a safe manner.

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- Implementing arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
 - Ensuring that all information available relating to underground and covered services on the site are obtained and available on site, and that such services are located, marked and plotted accurately before work starts.
 - Protecting all overhead services in accordance with the service authorities' recommendations and company policy before work starts.
 - Satisfying yourself that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary.
 - Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
 - Ensuring that any electricity supply is installed and maintained in a safe and proper manner.
 - Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent electrician. No electrical equipment will be brought on to site, by anyone, including sub-contractors, without the appropriate proof of regular testing.
 - Ensuring all plant and equipment is tested at the statutory intervals and will not be brought onto site by anyone, including sub-contractors, without the appropriate certified proof of regular testing.
 - Checking that all machinery and equipment on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
 - Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.
 - Setting a personal example by wearing the appropriate protective clothing on site.
 - Ensuring that first-aiders or appointed persons and adequate first-aid facilities, as required by Health and Safety (First Aid) Regulations 1981, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
 - Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
 - Accompanying any HSE Inspector on site and acting on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Contracts/Project Manager immediately after complying with any requirements to stop work.
 - Ensuring that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
 - Liaising when necessary with the Fire Brigade on fire prevention.
 - Where applicable cooperate with Hadden Construction Ltd's HSQE Manager and ask for advice before commencing new methods of work or potentially hazardous operations.

- Take notice of high risk activities set out in Construction Phase Plan. In order to reduce risk, plan and co-ordinate contractors, using Risk and Method Statements.
- Carry out Company Site Rules Induction before allowing any operative on site.
- Keep up to date the Construction Phase Plan.
- Keep up to date daily signing in/out register and visitors book. Only site inducted personnel are allowed on site unsupervised.
- Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Participate in Pre-Contract and regular Site Meetings with Sub-Contractors.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other Contractors, the Public, equipment or materials. Ensure that Risk and COSHH Assessments are made available together with GE.700 Site Safety Manual and Guide to Good Safe Working Practices.
- Where necessary, issue written instructions setting out the Method of Work. Check that Sub Contractors engaged in high-risk activities are working in accordance with their agreed Method Statement and Risk Assessment (Demolition, Steel Erection, Asbestos Removal, Roofing, Scaffolding etc.)

Site Forepersons

Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of all operatives under your control. Carry out all work in accordance with its requirements.

Be familiar with the specific requirements of the Construction (Design & Management) Regulations 2015 applicable to the work on which your Operatives are engaged and insist that these regulations are observed. This will also include the Construction Phase Plan where this is applicable.

Incorporate Safety Instructions in routine orders and ensure that they are obeyed.

Do not allow Operatives to take unnecessary risks, and make daily inspections of all work areas.

Ensure that new employees, particularly Apprentices and young people are shown the current method of working and all Safety precautions.

Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.

Report immediately any defects in plant or equipment.

Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

Site Based Employees (Including Labour Only Contractors)

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of him or herself and of other persons who may be affected by his or her acts or omissions at work.
- As regards to any duty or requirement imposed on his or her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him or her so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by Hadden Construction Ltd, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand Hadden Construction Ltd Health and Safety Policy and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools and equipment in good condition.
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, eg safety helmets, respirators, etc.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself, eg remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to plant or equipment.
- Do not play dangerous practical jokes or “horseplay” on site.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

Drivers of Company Vehicles

The responsibilities of drivers of company vehicles:

- Hadden Construction Ltd absolutely prohibits employees from driving, whilst under the influence of alcohol or drugs.
- Any driver taking prescription drugs must inform Hadden Construction Ltd for approval to drive.
- Drivers must inform Hadden Construction Ltd of any accidents, road traffic act offences or bans from driving.
- Drivers must also produce a current driving licence for annual inspection.
- The drivers of company vehicles must ensure that they and all passengers wear seat-belts at all times.
- Seats fitted to rear of vans for passengers must be secured to the chassis, forward facing and have seat belts. A partition/bulkhead must be fitted to stop loose materials flying forward in the event of an accident.
- Drivers must take all due care and consideration whilst driving. As a driver of a company vehicle they are an ambassador of Hadden Construction Ltd and any aggressive behaviour i.e. road rage will directly reflect on Hadden Construction Ltd and will lead to disciplinary action.
- Company vehicles must be kept clean and tidy.
- Drivers require to routinely inspect vehicle tyres, brakes, lights, wipers and horn on a daily basis and report any defect to their supervisor.
- The driver of Hadden Construction Ltd vehicle is responsible for paying any road traffic act fines or parking Tickets incurred.
- Where multiple persons drive vans, cars or trucks (pool vehicles) then a log requires to be kept detailing driver times, dates mileage etc.
- Hadden Construction Ltd prohibits any smoking in company vehicles.
- Mobile Telephones: Hadden Construction Ltd prohibit personnel from answering or using mobile phones (hand held) whilst driving. Drivers should stop at a safe convenient location and use the phone. Where vehicles are fitted with hand free systems, drivers should only answer or use phone when it is safe to do so.
- Towing Trailers with company vehicles:
 - Ensure that the licence allows the towing of trailers
 - Secure all loads.
 - Do not overload axle weight of trailer or tow vehicle

Hadden Homes Sales Staff

Staff should:

- Read and understand Hadden Construction Ltd's Health and Safety Policy and carry out work in accordance with its requirements.
- Ensure that the clothing and particularly the footwear worn at work is suitable from a safety viewpoint. Safety footwear is not considered necessary but sensible shoes should be worn at all times i.e. no high heels or open toe styles should be worn whilst walking on site.
- Not install or maintain any equipment in show houses unless authorised to do so.
- Report any defects in equipment to the management immediately and, where possible, ensure that the hazards are eliminated until repairs are carried out e.g. switch off electricity supply if the appliance is damaged etc.
- Ensure that any hazard to the public in the show house area is dealt with immediately.
- Ensure that the show house area is kept tidy and that all accesses, stairs, etc. are kept clear and free from obstructions.
- Ensure that first aid equipment is kept fully stocked and in a readily accessible place.
- Report all accidents, however minor, to the Site Manager or Site Supervisor.
- Set an example by wearing a safety helmet at all times whilst in the construction area.
- Not allow prospective purchasers to view properties which are at a stage of build, where there is a risk of personal injury.
- Comply with the requirements of the appropriate Risk Assessment which will be issued at the time of Safety Training/Induction or on receipt of Safety information.
- Always be guided by instructions from the Site Manager or Site Supervisor with regard to site health and safety matters.

Surveying Staff

- Understand Hadden Construction Ltd Policy for Health and Safety.
- Ensure that the Contractor's Competence & Resource Questionnaire is issued with tender document, then completed and returned to the HSQE Manager to determine competency of sub-contractor.
- Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities.
- Report any unsafe practices observed when visiting sites.
- Have knowledge of the various statutory requirements governing Hadden Construction Ltd's work.

- Ensure that sub-contractors have been asked to provide a copy of their respective Safety Policy, completed sub contractor Health and Safety Competence Questionnaire and the rates negotiated for work to be carried out include all necessary safety precautions and compliance with The Construction (Design Management) Regulations 2015.
- Set a personal example by wearing appropriate protective clothing when visiting sites.

Project Planner

- Reading and understanding Hadden Construction Ltd's Safety Policy and carrying out all work in accordance with its requirements.
- Ensure sufficient time is allowed for the programming and implementation of health and safety planning for individual projects.
- In conjunction with project staff consider the most appropriate order and method of working during planning stages giving due recognition to the requirements of the Construction (Design and Management) Regulations 2015.
- Set a personal example by wearing appropriate protective clothing when visiting sites.
- Report any unsafe practices observed when visiting sites.
- Report all accidents, however minor, to the Site Manager, Site Supervisor or HSQE Manager.
- Where applicable cooperate with Hadden Construction Ltd's HSQE Manager and ask for advice when planning timescales and resources for safety critical work operations.
- Take notice of high risk activities identified in the Pre-Construction Information in order to mitigate risk when preparing project programmes.

Buying / Estimating Staff

- Read and understand Hadden Construction Ltd Policy for Health and Safety.
- Ensure that all equipment or materials purchased by Company are to the standards required by Company Policy and information is provided from Manufacturers material hazard data sheets for COSHH Assessments to be determined.
- Ensure that all Suppliers provide Material Safety Data Sheets on all materials where there is likely to be a hazard to health.
- Ensure that suppliers are informed of Safe Working Loads of plant used for handling materials on site so that materials are delivered in suitable sized loads.
- When purchasing or hiring plant, obtain manufacturers information on vibration and only purchase or hire equipment which has the lowest vibration figure expressed in meters per second squared (m/s^2)

Sub-Contractors

All sub-contractors will be expected to comply with the company's Health and Safety Policy and submit their own Health and Safety Policy and procedures to Hadden Construction Ltd for verification.

Sub-contractors will receive a copy of this company's Safety Rules and sub-contractors operatives will be expected to be fully aware of what is required of them whilst working on the company's sites.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site including the general public. All sub-contractors employees must comply with any safety instruction given to them by the Site Manager or Site Supervisor.

All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of their competence.

Employees of sub-contractors are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site unless authorised and competent to do so. Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest EN Standards for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by sub-contractors employees must be reported immediately to the Site Manager or Site Supervisor.

Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the Site Manager or Site Supervisor with the name of the Responsible Person they have appointed to manage and control their works.

Suitable welfare facilities and first-aid arrangements in accordance with the Regulations must be provided by subcontractors for their employees, unless arrangements have been made for sub-contractors employees to have the use of shared facilities, in which case notification will be issued detailing the shared facilities provided. Subcontractors will be required to provide, when appropriate, that at least one of their workforce on site is a suitably trained first-aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Site Manager or Site Supervisor and any other person who may be affected on or off the site.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc cleared as work progresses.

It is our policy that all operatives, sub-contractors, visitors, etc on Hadden Construction Ltd's sites will wear safety helmets and protective footwear at all times other than in areas specifically designated "no risk" areas by the Site Manager or Site Supervisor or Principal Contractor. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

Hadden Construction Ltd will only appoint competent contractors; an assessment of each contractor engaged by Hadden Construction Ltd will be carried out before such contractors are employed for the first time and at regular intervals thereafter.

Employee Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, all staff will be encouraged to openly discuss any safety issue with their supervisors or Hadden Construction Ltd directors; to make suggestions for improvements in workplace/site safety issues and to participate in the establishment of a positive safety culture.

Health and safety information will be communicated to staff in a number of ways, including safety alerts, signs and posters, information being displayed on Hadden Construction Ltd's safety notice board; through site safety briefings/toolbox talks and through the issue of memos and procedures to each employee. Wherever necessary, all staff shall be consulted on changes in health and safety arrangements and given the opportunity to discuss any proposals or changes that may be required.

Section 3

General Arrangements & Requirements

GENERAL ARRANGEMENTS & REQUIREMENTS

This section details the arrangements and procedures that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

1. Tendering & Planning

At planning stage the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the Contracts/Project Manager and written procedures defined. If necessary pre-contract meetings will be held and specific safety matters discussed.

Where a Pre-Construction Information Pack or Construction Phase Plan exist, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

2. Sub-Contractors

Prior to the award of any contract or package of works to any sub-contractor, Hadden Construction Ltd will first carry out a full competence and resources assessment to ensure that each organisation appointed has the necessary skills and resources required to successfully carry out the required works. A competence and resources questionnaire will therefore be issued to all such organisations, the contents of which will be reviewed by HSQE Manager. From time to time, checks will be made to ensure that the assessment remains valid.

All sub-contractors shall be issued with a copy of Hadden Construction Ltd Health and Safety Policy Statement and a list of Site Specific Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

"Please refer to the enclosed copy of our Company Health and Safety Policy Statement and list of Site Safety Rules and Requirements. Your acceptance of this contract will be deemed to include acceptance of the requirements of our company policy and those of both our Clients and the Principal Contractor. Please contact the Contracts/Project Manager should you require further information on any matter in connection with health, safety or welfare".

Furthermore no contractor or sub-contractor will be permitted to commence their works until a 'Contractors (Health, Safety & Welfare) Start-up Form' has been completed and returned, with any other required documentation, such as risk assessments and method statements.

3. Suppliers

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

"In accordance with Section 6 of the Health and Safety at Work etc Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health and safety when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998".

All information received from suppliers will be passed to the Site Manager or Site Supervisor for implementation or reference on site.

4. Training

All staff shall receive appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by Hadden Construction Ltd before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

Hadden Construction Ltd will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

5. Notifications

The Contracts/Project Manager will make any necessary notifications to the Fire Service, Ambulance Authority and HSE.

The Contracts/Project Manager will notify relevant authorities as required by specific policy sections, eg Underground and Overhead Services, Demolition, etc.

The Contracts/Project Manager will satisfy himself that the Health and Safety Executive have been informed of all new sites which are notifiable under the Construction (Design & Management) Regulations 2015. Where appropriate, the Contracts/Project Manager will ensure that details of the Client, the Principal Designer and the Principal Contractor are displayed on site using Form F10, as required by the Construction (Design & Management) Regulations 2015.

6. Protection of the Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS 7 - Accidents to Children on Construction Sites.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

7. Documentation

The Contracts/Project Manager will ensure that a complete copy of, or where appropriate, relevant extracts from Hadden Construction Ltd Health and Safety policy are made available at the site/workplace for reference. A copy of the Health and Safety Policy statement, current Employer's Liability Insurance Certificate and Principal Contractor's site rules should also be

issued for display. For CDM Notifiable Projects a copy of Form F10 will also be displayed on site.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Site Manager or Site Supervisor must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Company Chairman is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

8. Monitoring Policy

Employees are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

9. Display Screen Equipment (DSE)

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations 1992 and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Assessment factors considered include:

- i. The identity of persons at risk.
- ii. The duration of exposure to DSE risks.
- iii. Provision of breaks, task rotation and requirement for constant information transfer.
- iv. Ability of the 'user' to dictate the pace of the work.
- v. The physical environment such as: temperature; level of desk clutter; adjustability of furniture/monitors and glare factors.
- vi. Software features such as: ability to recover from errors; colour contrast; size of fonts

- vii. Individual factors such as health, level of training/experience and pre-existing health conditions.

Hadden Construction Ltd does not underestimate the impact of such factors (if adverse) on the health of employees and shall endeavour to control such risks by means as stringent as is reasonably practicable.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person and the findings of the assessment shall be communicated to those affected.

The safe use of Display Screen equipment and workstations in general are covered in the Health and Safety (Display Screen Equipment) Regulations 1992.

Further information is contained in the appropriate Approved Code of Practice.

The use of display screen equipment and workstations should be planned so that there are regular breaks or changes of activity. All display screen equipment and workstations should be subjected to a specific risk assessment and any identified risks should be dealt with appropriately.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. Display screens, seating and workstations should all be fully adjustable to suit the individual.

Hadden Construction Ltd will provide all information and training necessary to comply with the relevant regulations.

Hadden Construction Ltd will provide appropriate eye and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

10. Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions shall be provided and maintained in accordance with the requirements of Fire (Scotland) Act 2005 and where appropriate recommendations given by the Fire Service.

The HSQE Manager, (or alternatively a nominated person), will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer. All fire alarms will be checked monthly and the test recorded. All fire exits will be checked at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

11. Site Offices

Where applicable, site offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction (Design and Management) Regulations 2015 as applicable.

The Site Manager or Site Supervisor will undertake a fire risk assessment as required. All fire precautions in accordance with current best practice shall be supplied and maintained. All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper shall not be allowed to accumulate.

Any liquefied petroleum gas heating appliances shall be used in accordance with the requirements of company policy. Reference should be made to the relevant section on LPG in this policy.

Any electrical installation shall be to the requirements of the IEE Regulations and shall only be installed, tested, altered and maintained by competent qualified electricians.

12. Fire Precautions

Fire precautions will be provided and maintained to the requirements of the Fire (Scotland) Act 2005, the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999.

A fire risk assessment will be completed for each of the companies premises, including any temporary site offices, the fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

Hadden Construction Ltd will where applicable, enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



The most widely used and available fire extinguisher. Used for **SOLIDS** such as paper, wood, plastic etc. NOT suitable for use on electrical or flammable liquids.



More versatile than water extinguishers. Used for **SOLIDS** such as paper, wood, plastic and **FLAMMABLE LIQUIDS** such as paraffin, petrol, oil etc

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



Multi-purpose extinguisher, can be used on: **SOLIDS**; Paper, wood, plastic, and fires. **FLAMMABLE LIQUIDS**: Paraffin, petrol, oil. **FLAMMABLE GASES**; Propane, butane, methane.



Carbon Dioxide Extinguishers are ideal for fires involving **ELECTRICAL APPARATUS**.

Carbon Dioxide will also extinguish **FLAMMABLE LIQUIDS** such as paraffin, petrol and oil.

Safe System of Work – Office

The HSQE Manager, (or alternatively a person nominated by Hadden Construction Ltd), will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Safe System of Work - Site

The Site Manager or Site Supervisor will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

13. Emergency Procedures

On all sites a means of warning of a fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, must be briefed to unlock gates, doors, etc in the event of an alarm.

14. Accident Reporting

The reporting of work-related deaths; serious injuries; cases of diagnosed industrial disease; and certain dangerous occurrences (near miss incidents) is a legal requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.)

Over-seven-day injuries

Any accident which leads to a worker being incapacitated for **more than 7 consecutive days** must be reported to the HSQE Manager. (In such cases it should be noted that the day of the occupational accident or injury is not included in the 7 day period of incapacity. However, weekends and rest days are included.) Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work. The report must be made within 15 days of the accident.

Over-three-day injuries

Over-three-day injuries must be recorded in the Accident Book (BI 510) or Accident Record but do not need to be reported.

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the Contracts Manager/General Works Manager, (or HSQE Manager as appropriate), within the workplace Accident Book (BI 510) and the original tear out form returned to the Main Office. Alternatively, an Accident Record is available from Hadden's IMS Document Matrix (HCL IMS Ref: HS35) which can be used to record accidents. This applies to injuries received by members of the public, visitors, etc as well as company employees and sub-contractors.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Health and Safety Executive must be notified by telephone immediately by the Contracts Manager/General Works Manager, (or HSQE Manager).

Accident Book BI 510 or Accident Record Form (HS35) will be available from Head Office and each Workplace Location to ensure any injured employee can record details of his/her accident.

The individual record sheets contained within the Accident Book are used to record any work-related injuries sustained by the workforce on your individual sites (this includes injuries to sub-contract personnel, site visitors, etc as well as our directly employed employees).

After completion of the individual record sheets, these must be removed from the Accident Book and returned to Head Office for accident investigation purposes and safekeeping under the Data Protection Act.

The Accident Book is intended to be retained by the Site Manager or Site Supervisor and should be retained for use on all projects.

It is a legal requirement to record any work-related injuries and diseases as laid down in the Social Security (Claims and Payments) Regulations 1979; the Social Security Administration Act 1992 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The introductory section of the Accident Book also contains useful reference information

Accident Records are available from the IMS Document Matrix (HS35).

All fatalities, major injuries, dangerous occurrences and other notifiable accidents will be recorded in an Accident Register. These records will be kept permanently by Hadden Construction Ltd in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to Hadden Construction Ltd insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of Hadden Construction Ltd insurers or legal advisers.

All accidents resulting in damage to premises or plant and machinery on site must be investigated by the Contracts/Project Manager and details reported to Hadden Construction Ltd.

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of “specified injuries” in RIDDOR 2013 (regulation 4) includes:

- 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.)
- Scalpings (separation of the 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 injuries to workers

- This is where an **employee, or self-employed person, is away from the 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

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and 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” (see above.)

Reportable occupational diseases

Employers and self-employed people must report diagnosis 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.

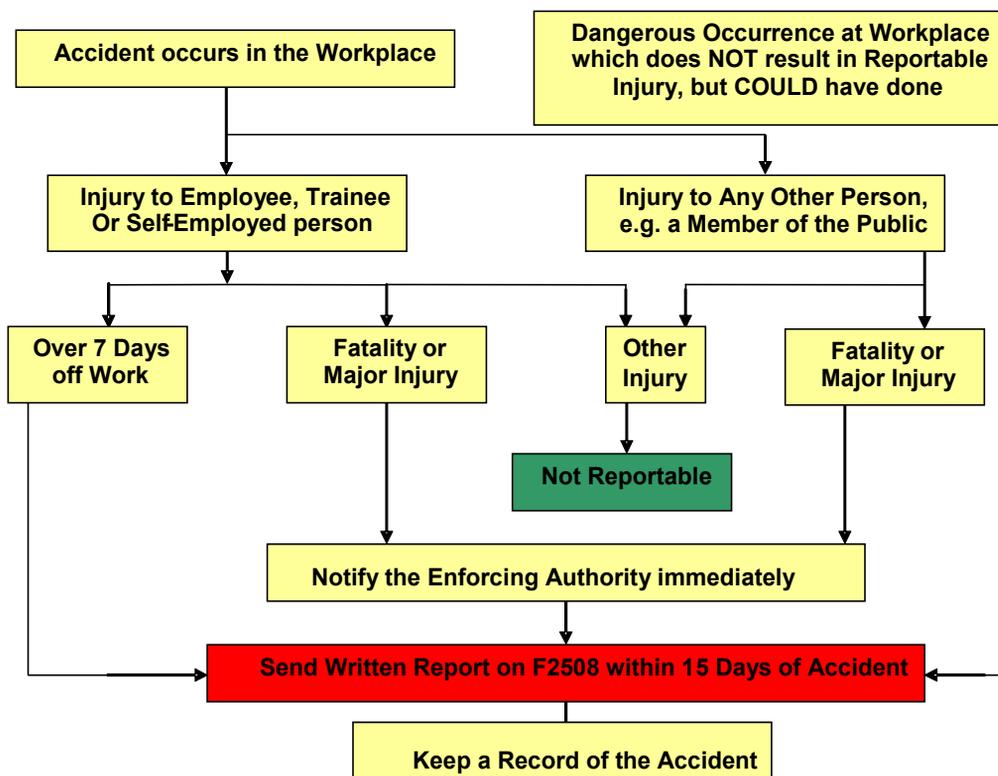
Reportable dangerous occurrences

Dangerous occurrences are certain, specified “near-miss” events (incidents with the potential to cause harm.) 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.
- Explosions or fires causing work to be stopped for more than 24 hours.

For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

15. Accident Reporting Procedures



Internal Procedure

1. Line Manager / Site Manager / Supervisor – to report Accident or near miss to HSQE Manager.
2. HSQE Manager or Line Manager to report to the Company Chairman..
3. The Company Chairman to liaise with HSQE Manager for advice on type of accident / near miss and report procedure.
4. HSQE Manager will investigate the accident and submit a report to the Company Chairman.

Accident investigation report will publish:

1. Immediate cause.
2. Underlying cause.
3. Root cause of incident.
4. Company to conduct review of procedures to prevent recurrence of accident or near miss.

16. Welfare & First Aid

The Construction (Design and Management) Regulations 2015 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Contracts/Project Manager will ensure that the welfare and first-aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities.

The Site Manager or Site Supervisor will ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The Contracts/Project Manager will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

A First Aid box is located at each Workplace Office Location. The contents will be monitored and maintained by Hadden Construction Ltd's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any existing on-site first aid arrangements provided by the Client or Principal Contractor (where applicable) and in such cases all such arrangements will be confirmed prior to starting work.

Hadden Construction Ltd will carry out a first aid risk assessment to determine the number of trained first aiders (in-date HSE approved course) to be employed by Hadden Construction Ltd, additional first aiders will be provided in accordance with HSE guidance and subsequent first aid risk assessments.

First Aid **ONLY** should be given. Under no circumstances should follow up treatment be given, persons should be advised to go to their own doctor for further checks or treatment.

Only the official listed contents for First Aid Boxes must be kept. Under no circumstances should additional items such as stomach potions or headache tablets to be included.

All employees and site operatives shall be advised of the location of the First Aid Box and the names of the Workplace First Aiders.

17. Communal Areas

Where work has to be undertaken in communal areas such as hallways, passageways and staircases, or occupied premises, provision will be made to ensure the safety, including access and egress, of all users.

The Site Manager or Site Supervisor will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot safely be used while work is in progress, the Site Manager or Site Supervisor will make arrangements for alternative access routes, or for such work to be undertaken outside of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area whilst not being allowed to encroach into the area set aside for pedestrian access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs and/or barriers where practical at all times.

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

18. The Workplace (Health Safety and Welfare) Regulations 1992

These regulations do not apply to construction sites, reference should be made to the Construction (Design and Management) Regulations 2015 already referred to within this policy. They do, however, apply to all other workplaces.

The Workplace (Health, Safety and Welfare) Regulations 1992 replace the main requirements of the Factories Act 1961 and the Offices, Shops and Railways Act 1963.

Further information is contained in the appropriate Approved Code of Practice.

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

Hadden Construction Ltd's HSQE Manager will provide advice on the requirements as required.

All work will take into account the requirements of the above regulations.

The HSQE Manager, or person responsible for the offices, will ensure that the welfare and first-aid requirements are provided.

The HSQE Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards through regular inspections.

Hadden Construction Ltd will provide working conditions in accordance with the regulations, in particular:

Temperature

All offices will be maintained at a minimum temperature of 16°C.

Ventilation

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

Suitable and sufficient lighting will be provided and, where possible, this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working Areas

Sufficient space will be provided in the workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved.

Floors and traffic routes will be kept free from obstructions at all times.

Effective measures will be taken to prevent persons being struck by falling objects etc.

Wherever possible regularly used and heavy files, boxes etc, will not be stored at high level.

All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

19. Health And Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g. safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of **road traffic signs** in workplaces to regulate road traffic and pipework markings where **pipework** contains dangerous substances.

Health and Safety Signs normally consist of the follows types of signs:

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
RED	Prohibition/ Danger	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	
YELLOW	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes equipment and facilities Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED	Fire fighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

20. Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

Definitions

- **Young person** – An employee or work placement student who has not attained the age of eighteen.
- **Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees, and require a specific assessment of risks to young persons.

Usually the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However where this is not the case additional measures should be determined and implemented before the young persons commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young person's risk assessment:-

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised

- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

21. Work Equipment

The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, and installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

Further information is contained in the appropriate Approved Code of Practice.

The specific requirements of this legislation cover the following:

- The guarding of dangerous parts of machinery. Protection against specific hazards, ie falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

Hadden Construction Ltd will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

Only trained and competent persons shall be permitted to use work equipment. Hadden Construction Ltd will provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms to the EC product safety directive.

Hadden Construction Ltd will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

22. Management of Health and Safety at Work

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice.

Hadden Construction Ltd will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees:

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.
- This risk assessment will be recorded and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.

- Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.
- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters.

The Site Manager or Site Supervisor will bring to the attention of the workforce all the necessary precautions detailed within the Risk Assessment.

The Site Manager or Site Supervisor will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

Hadden Construction Ltd will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

Hadden Construction Ltd will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Before commencing work on a new site, all employees will receive a site safety induction by a competent person. The competent person will normally be the Site Manager or Site Supervisor or his appointed nominee.

23. Control of Noise

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work etc Act.

British Standard Code of Practice — British Standard 5228 : 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise. The HSE Guidance IND (G) 127 - Noise in Construction and the CITB Construction Site Safety Notes (GE700 Module 8) - Control of Noise both provide useful sources of information on the control and assessment of noise in construction.

All tasks and work activities will be planned and arranged to take the above standards into account.

The Site Manager or Site Supervisor must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts/Project Manager will ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use by site personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Site Manager or Site Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc, and that all equipment and noise reducing doors etc are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the responsible person immediately.

The Site Manager or Site Supervisor will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will not longer be present
- Consider alternative methods of working
- Provide suitable noise control mechanisms and personnel protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

24. Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health eg:

- The Control of Asbestos Regulations 2012
- The Control of Lead at Work Regulations 2002
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- The Chemicals (Hazard Information and Packaging) Regulations 1994

The General Guidelines to be applied are covered in HSE Guidance Notes:

- EH 18 Toxic Substances, a precautionary policy
- EH 26 Occupational Skin Diseases Health and Safety Precautions
- EH 40 Occupational Exposure Limits
- EH 44 Dust in the Workplace : General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

The Site Manager or Site Supervisor will ensure that, before work starts on site, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc, must be planned and in place before any such work commences.

The Site Manager or Site Supervisor must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc, as required before they start using the product.

The Site Manager or Site Supervisor will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc, will be carried out as required and records will be kept on site during the operations.

Ill health effects can be obtained from hazardous or toxic substances through:

- **External contact** — corrosive, skin absorption, dermatitis etc (eg: cement, acids, epoxy resins etc)
- **Inhalation** — gases, fumes, dusts, vapours
- **Ingestion** — swallowing

25. Control of Substances Hazardous to Health (COSHH)

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2002.

General Guidelines to be applied are covered in HSE Guidance Notes of which there are a great variety published. Those more specific to the Construction Industry include:

- EH 7 - Petroleum based adhesives in building operations
- EH 22 - Ventilation of the workplace
- EH 44 - Dust, general principles of protection
- EH 54 - Assessment of exposures to fumes from welding and allied processes
- GS 5 - Entry into confined spaces
- GS 46 - In-situ timber treatment using timber preservatives

No assessment can be carried out without reference to EH 40 — Occupational Exposures Limits. Such limits are constantly reviewed and the latest limits should always be checked when undertaking any assessment. A standard COSHH Risk Assessment Pro Forma is attached within Appendix A.

Other information is contained in the Construction Industry Advisory Committee publications, the HSE Construction Information Sheets and the HSE COSHH Essentials Website.

All work will be planned to take the above standards and guidance into account.

Hadden Construction Ltd will provide COSHH Assessments for all those products that have been assessed as hazardous to health. Before work starts the Site Manager or Site Supervisor will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Site Manager or Site Supervisor will ensure that, before operatives are set to work with hazardous substances, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers instructions. He/she will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He/she will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires Hadden Construction Ltd to take the following steps to comply with the regulations:

1. Identify the problem
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (ie: Alternative product, method of working or personnel protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary equipment is present and precautions are implemented.
5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use, material safety data sheets will be issued for each product and control methods will be devised.

Hadden Construction Ltd will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Hadden Construction Ltd will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

Employees shall be made aware from Site Inductions and Site Rules that they must receive a COSHH Briefing from their supervisor before using any hazardous substances.

COSHH Hazard Labels



Acute Toxicity –

A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve extremely serious or chronic health effects and even death.



Harmful Skin Irritant –

A substance which may lead to skin irritancy/sensitisation.



Corrosive –

A substance which may on contact with living tissue destroy it.



Explosive –

A substance which either may explode under the effect of flame or which is more sensitive to shocks or friction than disturbance.

**Flammable –**

Chemicals and preparations that explode.

**Gases under pressure –**

Compressed, liquefied, refrigerated or dissolved gases which may explode if heated or may cause cryogenic burns or injury.

**Dangerous to the environment -**

Chemicals that may present an immediate or delayed danger to one or more components of the environment.

**Carcinogenic –**

Causes serious longer term health hazards such as carcinogenicity and respiratory sensitisation.

**Oxidising –**

A substance which gives rise to a highly exothermic reaction when in contact with other substances, particularly flammable substances.

26. Asbestos

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

There are three main types of asbestos:

1. Crocidolite
2. Amosite
3. Chrysotile

In the main, laboratory sampling is the only sure method for determining whether a material contains asbestos or not.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out. Warn other workers of the circumstances and display a warning notice and if possible cordon off the area securely.

The Site Manager or Site Supervisor will arrange for samples to be tested by a licensed and accredited asbestos removal company.

If the sample is positive, then removal of the material is required.

Work will not be resumed until air tests show the air is clear of asbestos fibres.

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators.

Under the Control of Asbestos Regulations 2012, all persons involved with building; construction; installation of services and pipe work etc; maintenance; refurbishment; repair of existing structure where asbestos may be present, must be provided with compulsory Asbestos Awareness Training.

27. Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012.
- Noise at Work Regulations 2005
- Control of Lead at Work Regulations 2002

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

All work will be planned to take the above standards into account.

Before work starts, the Site Manager or Site Supervisor will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept. The Site Manager or Site Supervisor will also ensure that satisfactory facilities are provided for the storage and where appropriate, the drying of all protective clothing and equipment.

The Contracts/Project Manager will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide all necessary PPE to all of their employees, and that they are instructed in the requirements of this company's policy.

The Site Manager or Site Supervisor will ensure that when sub-contractors employees are set to work they have been provided with any necessary protective clothing and equipment.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc, and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

The Personal Protective Equipment Record of Issue Sheet must be completed by all employees who are issued with PPE to undertake work duties for and on behalf of Hadden Construction Ltd.

28. Safety Helmets

The Personal Protective Equipment at Work (PPE) Regulations 1992 require the provision and use of head protection on sites where there is a risk of head injuries. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

All work will be negotiated in accordance with the above standards.

The Site Manager or Site Supervisor shall ensure that sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access point to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Site Manager or Site Supervisor will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The Site Manager or Site Supervisors will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The Contracts/Project Manager will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets (together with all other required PPE) to all their employees, and that they are instructed in the requirements of this company's policy.

The Site Manager or Site Supervisor will report any disregard of this policy by sub-contractors employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

29. Eye Protection

All tasks which create the risk of eye injury shall be regularly reviewed to see if the risks may be reduced by using different materials, changing work practices, etc.

All persons at risk of eye injury shall wear approved eye protection. This includes those engaged in (or working alongside those engaged in):

- Use of cartridge tools, disc cutters, abrasive wheels, chipping tools, high pressure water jets.
- Breaking, cutting, dressing etc stone, brick, glass, block work, tiles, concrete and other hard materials.
- Work generating flying fragments and particles including cutting tensioned strapping
- Welding, brazing, cutting
- Handling chemicals liable to splash.
- Any other task or activity which it is reasonably foreseeable may lead to an eye injury requiring first aid.

For each category of work, suitable eye protection shall be selected and issued personally to the operatives exposed. The protection may be impact resistant (BS 2092 Grade 1 or Grade 2), or be goggles or visors suitable for protection against splashes etc. There are 7 main types of eye protection and it is important to select and issue the correct type to give the required protection as outlined in the table below:

TYPE	MARKINGS
General purpose industrial eye protection.	BS EN 166S
Impact goggles: Grade 1	BS EN 166F
Grade 2	BS EN 166B
Molten Metal Goggles.	BS EN 166-9
Chemical Goggles.	BS EN 166-3
Dust Goggles.	BS EN 166-4
Gas Tight Goggles	BS EN 166-5
Lens Filters (For use during welding)	BS 679
Face and Hand Shields; Helmets (for protection during welding)	BS 1642

Operatives shall be instructed and trained in the appropriate use of the eye protection, and to report any defects in the equipment for maintenance or replacement.

Further guidance is available from the HSQE Manager and in BS 7028:1988 *Guidance for Selection, Use and Maintenance of Eye Protection*.

30. Manual Handling And Lifting

The following regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998

The current regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of craneage.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required. Unless the assessment is very simple a written record is required.
3. The general guidance will include some guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem, but will also point to where the problem lies.

The Site Manager or Site Supervisor will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

Hadden Construction Ltd will ensure that all persons on site wear safety footwear and the Site Manager or Site Supervisor will caution any sub-contractor employee's wearing unsuitable footwear; they will be required to cease work immediately and only recommence work with the appropriate safety footwear.

Hadden Construction Ltd does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Hadden Construction Ltd shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- I. Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- II. Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- III. Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- IV. Individual factors such as health, level of training, mobility and pre-existing injuries.

31. The Construction (Design and Management) Regulations 2015

The requirements of CDM 2015 apply whether or not the project is notifiable.

Hadden Construction Ltd will fulfill its duties under the Construction (Design and Management) Regulations 2015 (known as CDM), this may be as the Client (Hadden Homes) or as a Principal Contractor (Hadden Construction Ltd). In most cases it is likely our involvement will be as a Principal Contractor.

A series of HSE guidance notes have been issued for each duty holder. Detailed Guidance on the Regulations has been published by the HSE in (L153) "Managing health and safety in construction".

All work will be tendered for, negotiated and planned in accordance with the Construction (Design & Management) Regulations 2015.

During the pre-construction phase, and before setting up a construction site, Hadden will prepare a **construction phase plan** or make arrangements for a construction phase plan to be drawn up for projects involving more than one contractor. The construction phase plan will set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, include specific measures concerning work which falls within one or more categories set out in Schedule 3 of the regulations.

During the construction phase Hadden shall ensure the construction phase plan is appropriately reviewed, updated and revised, so it remains effective.

For single contractor projects, Hadden shall also ensure the construction phase plan is drawn up.

Pre-construction Information may be required, depending on our role, where required this will be issued to all designers and contractors by the client or client's Principal Designer. All tenders must include sufficient resources and time allocation to carry out the work safely and in accordance with the plan.

Hadden Construction Ltd will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

The Contracts Manager, Project Manager, General Works Manager or Site Manager / Site Supervisor will ensure that any information relevant to the Health and Safety File is compiled throughout the contract and issued to the Principal Designer. Hadden Construction Ltd is responsible for passing any relevant information to the Principal Designer for the Health and Safety file.

Support will be given to the Site Manager or Site Supervisor to ensure that any necessary additions to the Construction Phase Plan and information for the Health and Safety file are passed to the Principal Designer.

All other contractors on site will be informed of the contents of the Construction Phase Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Principal Designer and Principal Contractor etc.

32. Electrical Risks

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

- a) Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within Hadden Construction Ltd's premises.
- b) 5 yearly statutory inspection and testing of fixed installations, Hadden Construction Ltd having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
- c) Any power tools used, including drills etc are to be of low voltage type and must be stringently inspected and maintained.
- d) Prohibition of any employee to access live electrical installations.

VISUAL INSPECTIONS BY THE USER

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of hand held and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!). **Checks must be made for:**

- i) damage, eg cuts, abrasion (apart from light scuffing) to the cable covering;
- ii) damage to plug, eg the casing is cracked or the pins are bent;
- iii) non-standard joints including taped joints in the cable;
- iv) the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- v) equipment that has been used in conditions where it is not suitable, eg a wet or dusty workplace;
- vi) damage to the outer cover of the equipment or obvious loose parts or screws;
- vii) signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to the Site Manager or Site Supervisor and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults eg sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

TESTING OF PORTABLE ELECTRICAL EQUIPMENT

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- a) whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
- b) after any repair, modification or similar work;
- c) at regular intervals.

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

FREQUENCY OF INSPECTION

The initial frequency for inspection/testing suggested by the Health and Safety Executive follows. This frequency can be shortened or lengthened in the light of practical experience i.e. number of faults which appear.

Offices and Other Low-Risk Environments

Equipment/Environment	User checks	Formal visual inspection	Combined inspection & testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment	No	No	No

Information technology: eg desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1) eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
(a) Cables (leads) and plugs connected to the above equipment and	Yes	Yes, 6 months - 4 years	Yes, 1-5 Years
(b) Extension leads mains voltage)		depending on the type of equipment	depending on the type of equipment

Higher Risk Environments

In higher risk environments such as construction sites, the HSE suggests that formal visual inspections need to be carried out every 3 months and combined inspection and electrical tests every 6-12 months.

33. Control of Vibration at Work

Hadden Construction Ltd will comply with its duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:

1. **Hand-arm Vibration (HAV)** – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.
2. **Whole Body Vibration (WBV)** – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

Controlling the Risk

The risk of permanent damage depends on a number of factors including:

For HAV:

- How high the vibration levels are.
- How long the equipment is used for.
- How awkward the equipment is to use.
- How tightly the equipment is gripped.

- How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- Operatives posture.
- The design of the controls.
- The driver visibility.
- Handling and lifting operations associated with machine's operation.
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

Elimination – Seeking alternative ways of carrying out the task **without** using high vibration tools i.e. hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint.

Reduction – several methods should be employed, including:

- making sure that all new tools have vibration control built in;
- modifying existing tools to reduce vibration levels or the grip force needed;
- use of the right tools for the job;
- limiting the usage time to those recommended by the manufacturer or supplier;
- keeping all tools and machines in good working order;
- not using more force than necessary when using tools and machines;
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands and fingers to improve blood flow.

Isolation – Job rotation.

Control – methods include:

- information, instruction and training in the correct use of tools and equipment;
- method statement and safe systems of work briefings;
- recognition of early symptoms of injury;
- arranging advice and routine health checks if the use of high vibration tools is unavoidable;
- assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

34. Work at Height Regulations 2005

Hadden Construction Ltd will comply with its duties under the Work at Height Regulations 2005, as part of its risk assessment procedures. All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders and / or step ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Work at Height Regulations are:

- Avoid work at height
- Prevent any person from falling
- Use an existing place of work which complies with Schedule 1 of the Regulations

- Use work Equipment
- Mitigate falls by using work equipment to minimize the distance and consequences of a fall
- Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the Work at Height Regulations 2005 are established and implemented. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder / step ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 20 minutes.

What are the main rules to follow when working at height?

- First, as a part of the planning of the work, carry out a Risk Assessment
- Plan to do as much of the work as possible at low level.
- Do not work at height unless it is absolutely unavoidable
- Provide a secure platform which will:
 - be securely footed on stable ground
 - support the weight of the personnel and equipment to be used
 - provide a stable access and will not overturn
 - be secured to an existing structure, where necessary and wherever possible
- Take account of the gradient of the ground, especially where mobile platforms are used
- Provide guard rails to any platform
- Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas

What can be done to help prevent falls?

- Plan all instances of working at height
- Think about where and how the work is to be done
- Where possible use an existing structure, which will allow safe access and provide a safe working platform. Where this is not possible, a safe working platform will need to be provided.
- Consider any lifting and handling requirements needed to carry out the work
- Be aware and prevent possible electric shock dangers that may initiate accidents

Remember to allow adequate clearance when equipment is used, particularly near overhead power lines; and around nearby structures when mobile equipment is being used.

Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height. Domestic grade ladders and step ladders should NOT be used, all ladders used are of the correct type for the specific task, should be inspected before use, subject to regular checks and maintenance, and meet appropriate legislative and equipment standards. These are summarised below:

- Keeping wooden ladders free of paint or any other coating which could hide cracks or splits
- Marking of ladders with a unique number to aid recognition
- Securing and footing of ladders as soon as possible after erection
- Use of ladders at the correct angle (75 degree from horizontal)
- Provision of ladder attachments as necessary
- Marking of safe zones around ladders where persons are working above or below ground, plus use of barriers and warning notices

35. Step-Ladders

All step-ladders will be provided and used in accordance with the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used. The information and recommendations in Health and Safety Executive Guidance Notes GS 31 “Safe Use of Ladders, Step-ladders and Trestles” will be applied to the work on site.

All step ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

All work will be planned to take the above standards into account.

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The main hazards associated with step-ladders are:

- Unsuitable base, eg unlevelled, packing pieces, loose material etc
- Unsafe use of equipment (ie: placed onto on scaffold platforms, roofs etc, where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Using defective equipment

Step ladders should only be used for short term work not lasting more than 20 minutes.

36. Ladders

The preferred means of access should be a set of podium steps for low level works and a full access scaffold or mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

Where ladders are to be used, these must be provided and used in accordance with the Work at Height Regulations 2005. Ladders should only be used for short duration, non-repetitive works and only then when subject to a specific Risk Assessment

Only ladders constructed in accordance with current British/European Standards and have been designed specifically for the intended use will be used.

All ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 “Safe use of Ladders, Step-ladders and Trestles” will be applied to all ladder work.

All work will be planned to take the above standards into account.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects, and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately. Hadden Construction Ltd will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (eg carrying large items, work requiring both hands etc).

Methods of use, which will result in damage to the ladder, will not be permitted, eg securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

- The Site Manager / Supervisor and operatives will check that ladders in use are secured, have a solid, level base and are being used correctly.
- Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (e.g. carrying large items, work requiring both hands etc).
- Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder to scaffold clip, placing board on rungs to form working platform, or ramp etc.
- Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.
- Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds, etc by others, particularly children, is prevented.

37. Lone Working

Lone workers are those who work by themselves without close or direct supervision. In our construction operations this may include the following situations:

- People working alone in premises outwith normal working hours at head office and site offices;
- Workers involved in construction or maintenance activities;
- Marketing / Sales Executives working alone at Housing Developments;
- Managers involved in site visits to void properties and virgin sites.

In the event of employees being required to work alone, the following is mandatory:

1. Access to contacting assistance (mobile phone or radio device in areas without signal)
2. The employee is required to inform his immediate line manager of where he is going and for how long.

3. No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
4. No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
5. Employees are required to call the office on a regular basis to confirm their whereabouts.

38. Violence And Harassment

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. Hadden Construction Ltd is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work. The risks of such instances are to be controlled by arrangements including:

- a. Constant supervision by site representatives in high risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health.
- b. Employees being instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
- c. Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible.
- d. Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Directors. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR 2013.
- e. Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary.

39. Health Surveillance

Hadden Construction Ltd will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the employees employment unless the risk to which the worker is exposed and associated health effects are short term. Health surveillance will be recorded on individual records. Surveillance will include:

- Inspections of readily detectable conditions by a competent person
- Enquires about symptoms, inspection and examination by a qualified person
- Medical surveillance, which may include clinical examinations
- Biological effect monitoring

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

40. No Smoking Legislation

In order to comply with The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, Hadden Construction Ltd must take all reasonable precautions to ensure that employees, customers and other visitors do not smoke on their premises.

Any one found to be smoking on company premises shall be informed that he/she is committing an offence and requested to extinguish their smoking material immediately or leave site. It is an offence to smoke or knowingly permit smoking on non-smoking premises.

It is the policy of Hadden Construction Ltd that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members of the public and visitors.

If there are external areas where employees and customers can smoke these should comply with the law.

Appropriate 'No smoking' signs will be clearly displayed at all Workplace Locations.

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

41. Alcohol and Drugs

Hadden Construction Ltd absolutely prohibit the consumption of alcohol and the taking of drugs during the hours of employment. Hadden Construction Ltd also absolutely prohibit the bringing of, or attempting to bring, any alcohol or drug substances to work.

Employees who may have a problem related to alcohol or drugs are encouraged to seek professional help and Hadden Construction Ltd will provide all necessary assistance.

Employees or sub contractors employees under the influence, or suspected of being under influence of alcohol or drugs will be escorted from site. Such employees will be interviewed upon return to work and advised of the consequences of any future occurrence. Depending on the outcome of the Interview the individual may be referred for counselling or dismissed.

42. Company Mobile Phones and Driving Policy

Hadden Construction Ltd is committed to reducing the risks which our staff face and create when driving for work. We ask all our staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

Staff driving for work must never make or receive calls on a mobile phone, whether hand-held or hands-free, while driving. Persistent failure to do so will be regarded as a serious matter.

Directors & Senior Managers must:

Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a mobile phone while driving.

Line Managers must ensure:

- they also lead by personal example;
- they do not expect staff to answer calls when they are driving;
- staff understand their responsibilities not to use a hand-held or hands-free mobile phone while driving;
- staff switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone;
- staff plan journeys to include rest stops which also provide opportunities to check messages and return calls;
- work practices do not pressurise staff to use a mobile phone while driving;
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

Employees who drive for work must:

- never use a hand-held or hands-free phone while driving;
- plan journeys so they include rest stops when messages can be checked and calls returned;
- ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone.

Use of Hands Free Kits and Sat Nav Systems:

If you are using a hands free kit which means you do not have to pick up your phone to operate it, then that is legal, provided you are in proper control of the vehicle. (Important: the existing law requires drivers to be in proper control of their vehicle, or careless or dangerous driving laws can be applied to driving while using a hands-free phone, if the police believe the nature of the driving warrants it.)

Emergency Situations:

If there is a genuine emergency and you need to phone the emergency services (999 or 112) you can do so if it is safe or practicable to stop. You can use your phone if you are parked up safely away from danger.

General Advice:

This policy also applies to anything that may distract the driver from controlling the vehicle to his or her best ability. Drinking and eating while driving, or doing anything with your hands that could distract you from controlling your vehicle will result in police action if they spot you in the process.

43. Fee for Intervention (FFI)

The Health and Safety (Fees) Regulations 2012 have been introduced to facilitate HSE's recovery of its costs from businesses which break health and safety laws. A fee for the time and effort it spends on helping the company to put any material breach right, investigation work and taking enforcement action will be incurred. Before FFI was introduced, the HSE costs were paid from the public purse.

Further information on FFI can be obtained from the HSE's "Guidance on the application of fee for intervention HSE47"

44. Sun Protection for Outdoor Workers

As an employer responsible for people whose work keeps them outside for most of the day, Hadden have a responsibility for reducing the health risks to our employees when they are working in the sun.

Exposure to ultraviolet (UV) radiation from over exposure to the sun can cause heat exhaustion, heat stroke, skin damage including sunburn, blistering, skin ageing and in the long term can lead to skin cancer. Skin cancer is the most common form of cancer in the UK, with over 40,000 new cases diagnosed each year.

Ultra violet radiation should be considered an occupational hazard for people who work outdoors.

People with pale skin are most at risk of skin damage, especially those with fair or red hair, with a lot of freckles or with a family history of skin cancer. People with brown or black skin are at low risk but people of all skin colours can suffer from overheating and dehydration.

All persons working outdoors shall be encouraged to protect themselves by:

- Keeping covered up during the summer months – especially at lunch time when the sun is at its hottest. Clothing forms a barrier to the sun’s harmful rays.
- Wearing long-sleeved shirts and trousers to prevent unnecessary exposure to the sun. *(This also gives you added protection from cuts, grazes, splinters and burns from other work related hazards.)*
- Taking breaks in the shade, if possible, rather than staying out in the sun.
- Using a high factor sunscreen of at least SPF30 on any exposed skin such as the ears, nose and back of the neck.
- Scheduling works to minimise exposure.
- Drinking plenty of water to avoid dehydration.
- Checking their skin regularly for any unusual moles or spots and to seek medical advice if they find anything that is changing in shape, size or colour, itching or bleeding.

By following the above simple advice our employees can reduce the risk from long-term exposure to the sun.

45. Electronic Cigarettes in the Workplace

The recent announcement that electronic cigarettes are to be licenced as a medicine in the UK from 2016 is a response to concern about the lack of regulation surrounding them. Unlike tobacco products, e-cigarettes – devices that vaporise a nicotine solution to replicate smoking without the use of tobacco – are not covered by legislation, which prohibits tobacco smoking from the workplace.

Our current arrangements for complying with current No Smoking legislation can be found in Section 40 above.

Until more specific legislation is introduced governing the use of e –cigarettes in the workplace, Hadden shall not permit the “vaping” of e-cigarettes by staff, visitors or sub-contractors within the Head Office, Site Offices and site working environments.

We would not wish to discourage any of our employees who want to quit smoking and those employees who believe that e-cigarettes are a safer way to smoke without the harmful effects of tobacco can do so. We are mindful that e-cigarettes could upset other workers, particularly if they are trying to give up smoking themselves and as such we would request that any employee using e-cigarettes in the workplace does so in an external location away from tobacco smokers.

For site workplace locations the above requirements are also applicable to sub-contractors who enter sites under our control. The use of e-cigarettes in the workplace and on construction sites is not permitted.

A designated location away from tobacco smokers should be considered by the Workplace Manager and established for each site establishment where such a request is forthcoming.

If Hadden are employed on client premises where an E-cigarettes policy exists then Hadden must respect the rules of that organisation and where necessary implement any such restrictions within our Site Rules/Site Induction process.

Employees who use company vehicles shall not be permitted to use e-cigarettes.