



# HEALTH AND SAFETY POLICY

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**DATE:** 1st March 2021

## CONTENTS

- 1.0 Introduction**
  - 1.1 Aims and Objectives of the Health and Safety Policy**
  - 1.2 Document Control**
  - 1.3 Policy Review Record**
  
- 2.0 Health and Safety Policy Statement**
  
- 3.0 Organisation and Responsibilities**
  - 3.1 Organisation Chart**
  - 3.2 Responsibilities**
    - 3.2.1 Managing Director
    - 3.2.2 All employees
    - 3.2.3 External Health and Safety Consultant
  
- 4.0 Arrangements**
  - 4.1 Emergency Arrangements**
    - 4.1.1 Accident, Incident and Near Miss Reporting and Investigation
    - 4.1.2 First Aid
    - 4.1.3 Fire
  - 4.2 Construction (Design and Management Regulations) 2015**
    - 4.2.1 Duties of Client
    - 4.2.2 Duties of Designers
    - 4.2.3 Duties of Principal Contractor
    - 4.2.4 Duties of Contractors
    - 4.2.5 Duties of All
  - 4.3 Electrical Safety**
  - 4.4 Hazardous Substances**
  - 4.5 Equipment, Plant and Machinery Safety**
  - 4.6 PPE**
  - 4.7 Control of Contractors**
  - 4.8 Risk Assessments**
  - 4.9 Safe Systems of Work**
  - 4.10 Manual Handling**
  - 4.11 Display Screen Equipment**
  - 4.12 Training**
    - 4.12.1 Induction training
    - 4.12.2 Job specific and refresher training
  - 4.13 Health Surveillance**
  - 4.14 Health and Safety Monitoring**
  - 4.15 Work at Height**
    - 4.15.1 External scaffold
    - 4.15.2 Roof work
    - 4.15.3 Mobile tower scaffold
    - 4.15.4 Ladders
    - 4.15.5 Mobile Elevated Work Platforms (MEWPs)
  - 4.16 Noise**
  - 4.17 Vibration**
  - 4.18 Consultation and Communication**
  - 4.19 Smoking at Work**
  - 4.20 Drugs and Alcohol**
  - 4.21 Stress**
  - 4.22 Driving at Work**

- 4.23 Young Persons at Work**
- 4.24 Welfare**
- 4.25 Protection of the Public**
- 4.26 Asbestos**
- 4.27 Permit to Work Systems**
- 4.28 Individuals with Language Difficulties**
- 4.29 Lone Working**
- 4.30 Temporary Works**

## 1.0 INTRODUCTION

### 1.1 AIMS and OBJECTIVES OF THE HEALTH and SAFETY POLICY

The prevention of accidents and ill-health is one of the most important duties of all our staff because:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the company and demonstrate a lack of efficient management.

This policy document has therefore been prepared and developed to define the way that this company intends to manage health and safety and meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974. This requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisational arrangements set up to carry out that policy.

Successful implementation of this policy should ultimately meet the aims and objectives of Nationwide Construction Solutions Limited to prevent accident, injury or ill health to staff or anyone who may be affected by our activities.

### 1.2 DOCUMENT ISSUE AND CONTROL

A copy of this policy document is provided to all Directors and a copy is available to all staff upon request.

Upon each revision to the policy, a revised copy will be distributed and it is the responsibility of each Director to communicate the implications and requirements of the policy to staff under their supervision and/or control.

### 1.3 POLICY REVIEW RECORD

Revision Status	Date	Review summary
1	01 February 14	Initial issue
2	01 February 15	Annual review
3	28 September 2017	Review – Change of CDM Regulations, organisational chart and CHIP to CLP.
4	04 October 2018	Annual Review – No Significant Changes
5	12 November 2018	Updated Organisational Chart
6	01 September 2019	Updated to include requirements of ISO 45001

## 2.0 HEALTH and SAFETY POLICY STATEMENT

Nationwide Construction Solutions Limited fully acknowledge our statutory and legal responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards throughout our organisation. We will ensure that our premises and work sites are safe and that our employees, our sub-Contractors, customers and any other persons are not exposed to risks arising from our activities.

We are committed to the continual improvement of our health and safety management and will eliminate hazards wherever possible and where not possible these will be reduced to as low as reasonably practicable.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Provide suitable training and information for all employees;
- Ensure sub-contractors are competent to carry out their duties and receive the necessary information;
- Consult with our employees and actively encourage participation in the health and safety management within Nationwide Construction Solutions;
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition;
- Fully assess all risks and ensure that they are adequately controlled;
- Ensure that our work sites are as safe as possible and are adequately supervised at all times.

We expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything that they feel is unsafe and which puts themselves and others at risk.

**Signature**



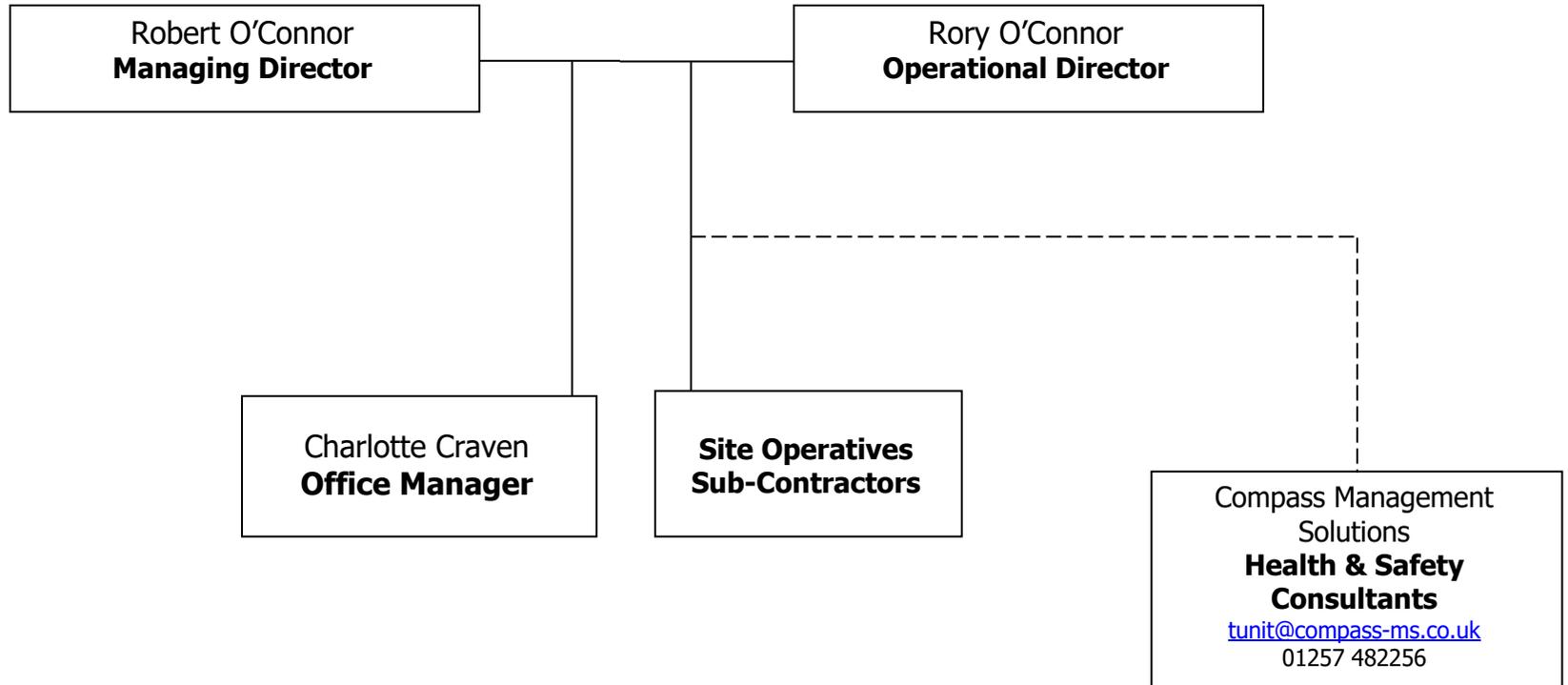
\_\_\_\_\_  
**Mr Robert O'Connor**  
**Managing Director**

**Date** 1<sup>st</sup> March 2020

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## 3.0 ORGANISATION and RESPONSIBILITIES

### 3.1 ORGANISATIONAL CHART



The above chart illustrates the organisational structure within Nationwide Construction Solutions Limited. It defines specific responsibilities for the management of health and safety and the line of command for reporting accidents, incidents and near misses.

## 3.2 RESPONSIBILITIES

### 3.2.1 Managing Director's Responsibilities

The Managing Director has overall responsibility for the health and safety of employees, Subcontractors and members of the public, where they may be affected by the Company's activities. To meet these responsibilities the Managing Director will, so far as is reasonably practicable:

- Ensure that there exists an effective policy for health and safety management, and ensure that this policy is implemented.
- Place on the agenda of any board meeting an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with recommendations where necessary. Health and Safety will be given equal consideration with other company management issues.
- Ensure that where Nationwide Construction Solutions commissions any construction work as the 'Client', the requirements of the Construction (Design and Management) Regulations 2015 are complied with.
- Ensure that adequate insurance cover for both statutory and commercial needs of the company are in place.
- Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.
- Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel.
- Take responsibility for actioning any recommendations arising from any Risk Assessment carried out within the organisation.
- Ensure that all accidents are fully documented, and, where appropriate, investigated with the objective of preventing re-occurrence by improving practices and systems.
- Ensure that all accidents or dangerous occurrences are reported by the Company to the enforcing authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Ensure that health and safety training is provided to new employees as part of the induction training programme.
- Ensure that all employees have been briefed on, and understand, the Health and Safety Policy along with any safe working procedures relevant to their work and also ensure that employees have access to any additional documentation relevant to health and safety at all times.
- Ensure that all management and supervisory staff carry out their duties regarding health and safety.
- Cooperate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety enforcement.
- Ensure that regular health and safety monitoring is undertaken.
- Set a personal example on site by complying with site rules, including the wearing of mandatory Personal Protective Equipment (PPE).
- Arrange and attend quarterly Health and Safety Committee meetings to discuss health and safety performance and possible improvements.
- Appoint a competent person to advise the company on health and safety matters.

### **3.2.2 Employee Responsibilities**

Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to cooperate with the company so far as is necessary to enable any duty or requirement imposed on the company to be complied with. Employees are reminded that breach of this duty could constitute a disciplinary offence. In order to comply with this duty, all employees will be expected to:

- Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety;
- Use protective clothing and equipment recommended for their particular work unless they have a medical condition preventing them from using such equipment and are in receipt of a written dispensation from the Managing Director;
- Seek advice and instruction from their Line Manager or Site Manager when situations arise which may affect the health and safety of themselves or others;
- Report any unsafe plant, tools, equipment, methods of work or any other matters and stop work if there is a risk of injury to persons or damage to plant, taking the equipment out of service and reporting it to the Site Manager;
- Report any incident or accident, however slight and whether or not injury or damage has been sustained, to the Site Manager;
- Assist at all times in maintaining good housekeeping standards on site;
- Attend health and safety training courses as required;
- Cooperate and assist where required in any site audit, Risk Assessment, accident investigation or associated procedures carried out within the workplace.

### **3.2.3 External Health and Safety Consultant Responsibilities**

Compass have been appointed as External Health and Safety Consultants. As such, they will act as Competent Persons to advise on health and safety obligations, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

In order to fulfil this role, Compass will liaise closely with the Managing Director and will assist through provision of the following services:

- Assistance in preparing written policies and safety procedures;
- Telephone and email advice on any safety related matter;
- Advising of significant changes to legislation, Approved Codes of Practice, Guidance Notes or Industry Standards likely to have an effect on the safety management system;
- Assistance in investigating accidents which occur in the workplace;
- Annual audit of the company's safety management system.

## 4.0 ARRANGEMENTS FOR ENSURING HEALTH AND SAFETY AT WORK

This section outlines general arrangements which will be implemented within Nationwide Construction Solutions Limited in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements and the Managing may need to implement further procedures and arrangements appropriate to worksite conditions in order to effectively control specific risks to health and safety.

### 4.1 EMERGENCY ARRANGEMENTS

#### 4.1.1 Accident, Incident and Near Miss Reporting and Investigation

It is the policy of Nationwide Construction Solutions Limited to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All accidents at work to staff members, subcontractors or members of the public, however minor and including near misses, must be reported to the relevant Manager. The Construction Director will be notified immediately following any accident or incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and will be responsible for reporting the accident to the enforcing authority and to the employers' liability insurance company. Accidents will be classified as 'minor', 'seven day reportable', or 'major reportable' in line with the above Regulations, and the appropriate action will be taken should they be reportable to the enforcing authority.

In addition, all incidents which result in first aid treatment being required will be recorded and investigated by the Site Manager in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences immediately after treatment and to ensure that an entry is made in the Accident Report Book, regardless of the severity of the injury. If they are unable to make an immediate entry, then that entry will be should be made by their Manager or representative.

Any injury suffered from a needle or syringe should be reported to the Site Manager immediately and medical advice sought. Upon discovery of needles or syringes, staff should report to the Site Manager who will arrange for sharps to be removed by the Local Authority or other competent body. Where the potential discovery of needles or syringes has been identified, appropriate PPE will be provided and should be worn.

#### 4.1.2 First Aid

It is Nationwide Construction Solutions Limited's policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices, by training and appointing a suitable number of people and providing suitable and sufficient facilities.

Each work site will have, as a minimum, an appointed person provided with appropriate first aid training and first aid equipment. Vehicles used by the company for site visits prior to the beginning of the construction phase will be fitted with a first aid kit and it will be the responsibility of the individual to ensure the kit is adequately stocked.

On sites where Nationwide Construction Solutions are the Principal Contractor there will be a qualified first aider available at all times and sufficient facilities provided. A notice will be displayed prominently on site to inform persons how they can contact the first aider and the location of and directions to the nearest A and E department.

Arrangements made for first aid provision will be communicated to each member of staff and appropriate signage displayed.

### **4.1.3 Fire**

Principal Contractors are responsible for ensuring that fire precautions are sufficient on construction sites. This includes:

- A site specific fire risk assessment and fire plan;
- Sufficient fire detection and warning arrangements;
- Adequate emergency escape routes and muster point;
- Suitable storage of materials and substances;
- Good housekeeping;
- Preventing unauthorised entry to site;
- Provision and maintenance of fire fighting equipment.

Employees or sub-contractors engaged by Nationwide Construction Solutions will comply with site emergency arrangements, including fire drills, training and testing.

All construction sites will be strictly “No Smoking”.

Where buildings are undergoing construction, the ‘Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation’ published by the Loss Prevention Council will be complied with on site.

## **4.2 CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS (CDM) 2015**

### **4.2.1 Duties of Client**

Where Nationwide Construction Solutions are the ‘Client’ as defined by the Construction (Design and Management) Regulations 2015, they will comply with the following duties as required by the CDM Regulations:

- Check the resources and competence of all appointees;
- Ensure there are suitable management arrangements for the project, including welfare facilities;
- Allow sufficient time and resources for all stages of the project;
- Provide pre-construction information to designers and Contractors;
- Notify the HSE

Where the project is notifiable, the following additional duties will also be carried out:

- Appoint a competent Principal Designer;
- Appoint a competent Principal Contractor;
- Make sure the construction phase does not begin unless there are suitable welfare facilities and the construction phase plan is in place;
- Provide information relating to the health and safety file to the Principal Designer;
- Retain and provide access to the health and safety file.

### **4.2.2 Duties of Principal Designers**

Where Nationwide Construction Solutions are appointed as designer for a project, they will comply with the following duties under Construction (Design and Management) Regulations 2015.

- Eliminate hazards and reduce risk during the design process;
- Provide information about any remaining risks;

In addition to the above duties, where a project is notifiable the following duties will also be complied with:

- Advise the Client and assist with their duties;
- Provide any information needed for the health and safety file at the completion of the project.
- Co-ordinate health and safety aspects of design work and cooperate with others involved in the project;
- Facilitate good communication between the Client, Designers and Contractors;

- Liaise with the Principal Contractor regarding ongoing design;
- Identify, collect and pass on pre-construction information;
- Ensure the health and safety file is prepared/updated.

#### **4.2.3 Duties of Principal Contractor**

Where Nationwide Construction Solutions are appointed as the Principal Contractor for a project, they will comply with the following duties:

- Plan, manage and monitor the construction phase in liaison with Contractors;
- Prepare, develop and implement a written construction phase plan and site rules. The initial plan will be completed before the construction phase begins.
- Provide relevant parts of the construction phase plan to Contractors;
- Ensure suitable welfare facilities are provided from the start of, and maintained throughout, the construction phase;
- Ensure the competence of all appointees;
- Provide site inductions for all workers on site and any additional information and training that is needed for the work;
- Consult with the workers;
- Liaise with the Principal Designer regarding ongoing design;
- Secure the site.

#### **4.2.5 Duties of Contractors**

Where Nationwide Construction Solutions appoint Contractors, they will be required to comply with the following duties as required by the Construction (Design and Management) Regulations 2015:

- Plan, manage and monitor their own work and that of their workers;
- Check the competence of all persons appointed by Contractors;
- Train their own employees;
- Provide information to workers;
- Comply with specific requirements as set out in Part 4 of the CDM Regulations, where applicable;
- Cooperate with the Principal Contractor in planning and managing the work, including reasonable directions and site rules;
- Provide details to the Principal Contractor of any Contractor whom he engages in connection with carrying out the work;
- Provide any information needed for the health and safety file;
- Inform the Principal Contractor of any problems with the plan;
- Inform the Principal Contractor of any reportable diseases, accidents or dangerous occurrences.

#### **4.2.6 Duties of All**

All persons involved in construction have duties under the Construction (Design and Management) Regulation 2015, including:

- Ensure their own competence;
- Cooperate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the construction work;
- Report obvious risks;
- Comply with the requirements set out in Schedule 3 and Part 4 of the CDM Regulations for any work under their control;
- Take account of and apply the general principles of prevention when carrying out their duties.

### 4.3 ELECTRICAL SAFETY

Electrical works will only be undertaken by a competent Electrical Contractor. No employee shall undertake any kind of electrical work where specialist knowledge is required. During electrical installation on site, a competent electrician to the latest IEE standards will carry out electrical installation and will provide the test certificate to the Site Manager. All trip devices will be thoroughly checked prior to handover.

All portable electrical equipment is regularly examined by a competent electrical Contractor at intervals of six months, in the case of equipment subject to heavy use, such as power tools used on site, and at yearly intervals in the case of office equipment or equipment subjected to light use. A register of all portable electrical appliances will be kept by the Managing Director and the results of the examination and test of each appliance recorded. Employees own electrical equipment, for example radios, will not be permitted onto site until it has been examined and certificated as being safe for use.

All electrical equipment used for site work will be of 110v supply and will be protected by residual current devices, which will switch off the current in the event of a fault.

The user of each piece of electrical equipment will perform a brief visual inspection each day, paying particular attention to the condition of cables. This visual inspection will be undertaken prior to each use in the case of equipment subject to heavier duties (for example, portable tools used on site). Any faults should be reported to the individual's line manager immediately. The equipment will be taken out of service until being certified as safe to use by a competent person.

### 4.4 HAZARDOUS SUBSTANCES

It is the policy of Nationwide Construction Solutions Limited to comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended). These regulations place a duty on the employer to identify all hazardous substances in use and to assess the risk to their employees and others, from the use or handling of the substance, taking into account the manner in which it is used and the quantities involved.

A 'hazardous substance' includes any substance which is:

- Listed in the current CLP list or carries a hazard warning symbol;
- A substance with a recognised exposure limit, as listed in the HSE document EH40;
- A biological agent;
- Dust when present in substantial quantities;
- Any other substance that has comparable hazards to human health.

There are other hazardous substances that are controlled by specific legislation, i.e. lead and asbestos.

Hazardous substances are stored in a secure location. Storage, use, disposal and transporting of all hazardous substances is in accordance with safety data sheets. COSHH assessments are developed for each substance used and the control measures and safety arrangements detailed in the COSHH assessments are communicated to anyone who may be affected.

Contractors using a hazardous substance on site are required to provide a Material Safety Data Sheet (MSDS) and COSHH assessment for the substance, which will be reviewed by the Site Manager prior to work involving the use of the substance beginning.

The Site Manager maintains a register of hazardous substances. Appropriate spill kits are provided in the vicinity of the stored substances and a suitable number of staff are instructed in the events to be taken following a spillage. All spillages are to be reported to the Managing Director as an incident.

Where there is a potential of contaminated ground, analysis will be undertaken and the contaminants identified. The type and quantity of contamination will determine the action required. A specific Risk Assessment will be carried out which will detail the controls in place, including the methods to prevent persons coming into direct contact with the material, PPE requirements and welfare facilities. Contractors and operatives will be informed of the findings of the Risk Assessment, details of the contamination and the procedures to be followed.

#### **4.5 EQUIPMENT, PLANT AND MACHINERY SAFETY**

All office based mechanical/electrical maintenance works and repairs required are carried out by a competent person.

All cables to machinery/equipment are routed safely and suitable and sufficient instruction, information and training through induction is provided to ensure safe use of all office based work equipment. Portable appliance testing for electrical equipment is carried out annually and recorded.

All site based operated plant or equipment intended for use on site will carry current test certificates. Copies will be available on site, either stored/displayed on the equipment or in files maintained by the Site Manager.

Operators are required to hold current training certification/confirmation of competence for all operated plant and equipment, copies of which are held by the Site Manager. Personnel with no certificated record of training will not be permitted to use any items of plant and equipment. The authorised operator will carry out daily visual checks on all plant. Any defects, actual or suspected, should be reported immediately to the Site Manager who will take the appropriate action.

Cartridge tools will only be operated by trained and competent persons. Where cartridges are stored on site, suitable storage facilities will be provided. Tools and cartridges should not be left unattended and will be returned to the lockable box provided when not in use.

All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 with reference to HSE guidance document '*Safe use of lifting equipment: Lifting Operations and Lifting Equipment Regulations 1998 (Approved Code of Practice and guidance L113)*'. A Safe System of Work and/site and operation specific Risk Assessment will be in place prior to any lifting operations being undertaken. Statutory inspections, service and maintenance records will be held by the Site Manager.

#### **4.6 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where a need for the wearing of PPE is identified through Risk Assessment (whether by legislation or otherwise) all employees, contractors and visitors are required to use, and take care of, such equipment. The Site Manager must ensure that all personnel under their control comply with this requirement.

Each Safe System of Work will detail mandatory PPE required for each operation with additional PPE identified through Risk Assessment, as required.

All staff should ensure the PPE is maintained in the correct manner and the Site Manager will ensure replacements are provided where requested.

All members of staff who visit sites will be provided with PPE, including hard hat, safety boots and high-visibility vest or jacket.

## 4.7 CONTROL OF SUBCONTRACTORS

All contractors working for or on behalf of Nationwide Construction Solutions Limited will be assessed with regards to health and safety prior to works commencing.

This 'pre-qualification' process will include a review of:

- Health and Safety Policy
- Insurance cover
- Competence and training records
- Safe systems of work
- Risk Assessments
- Accident/incident records
- HSE enforcement notices

A register of approved subcontractors is managed by the Managing Director and only approved contractors will be engaged. The register is reviewed annually and additional information requested where necessary.

All sub-contractor's safety performance will be monitored during health and safety inspections and audits and feedback on performance, negative or positive, given during relationship review meetings.

## 4.8 RISK ASSESSMENTS

The Managing Director will identify operations containing significant risks. Wherever possible these hazards will then be eliminated by such means as are reasonably practicable.

When a hazard cannot immediately be removed, all measures necessary to control or reduce that risk will be considered, specified, and recorded. The appropriate action taken as soon as possible. The individual manager will be responsible for ensuring action is taken within his area of control.

Assessment summaries will be communicated to all persons affected, including:

- Other Contractors, or employers, whose work may be affected;
- Employees who will be carrying out the task covered by the Risk Assessment;
- Other employees working in the vicinity.

Records of Risk Assessments will be kept and reviewed on an annual basis in order to establish their continual validity.

Any new process, plant or equipment will have its risks duly assessed before work commences. Any modifications to a process, plant or equipment likely to significantly alter its characteristics will be similarly assessed, before such modifications are carried out.

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, (e.g. Manual Handling, Display Screen Equipment, Noise, Hand Arm Vibration) these will be carried out with advice from the Health and Safety Consultant as required.

Subcontractors also have a responsibility to carry out Risk Assessments for the activities for which they are engaged. The Managing Director will review the Risk Assessments provided by Subcontractors and will seek advice from the Safety Consultant.

## 4.9 SAFE SYSTEMS OF WORK

Once the Risk Assessment has been carried out, a Safe System of Work will be documented as a Method Statement, for activities with a high risk of injury, such as the erection of timber frames, plumbing, groundworks, etc.

The Method Statement will provide the information on the arrangements and the sequence of works. The contents of the Method Statement will be communicated to those involved in or affected by the task.

Subcontractors are required to document the Safe System of Work they will follow when on site. These documents are reviewed by the Site Manager prior to works commencing.

The Method Statement should cover the following:

**Management and control** – name of the person responsible for the task, address of the site and the point of contact on site.

**Description and information** – a description of the work to be carried out, method or sequence of work.

**Lifting plan (if required)** – method of slinging and lifting, information about the load, position of the crane, selection of lifting equipment, proximity hazards (including overhead electric cable), underground services and ground conditions.

**Deliveries and site access** – access requirements, delivery times.

**Personnel** – Manager/Supervisor on site, other operatives.

**Health and safety management and control** – PPE, access arrangements, work at height, welfare facilities, plant and equipment and emergency arrangements.

No work should be undertaken on site unless a Method Statement has been completed and agreed by Nationwide Construction Solutions.

#### 4.10 MANUAL HANDLING

All manual handling operations will be eliminated wherever practicable through automation or mechanical aids. An assessment will be carried out for all remaining tasks which pose significant risk of injury. Suitable control measures will be identified and communicated to those affected. Information, instruction and training will be provided to all employees and information will also be displayed on safety notice boards.

Equipment is provided wherever practicable, to minimise the handling of heavy objects on site, e.g. using a Telehandler to move the majority of construction materials.

Employees involved in manual handling activities, where there is a significant risk of injury, will be provided with instruction and training in safe techniques.

Where there is a significant risk of injury from a manual handling activity, a specific manual handling Risk Assessment will be carried out, taking account of the task, individual, load and environment. The findings of this Risk Assessment will be communicated to persons involved in the operation. Where team lifting is necessary, a lift leader will be appointed who will coordinate the operation.

#### 4.11 DISPLAY SCREEN EQUIPMENT

The main hazards associated with the use of Display Screen Equipment include:

- Work Related Upper Limb Disorders (WRULDs), e.g. fatigue or soreness of the hands, arms, shoulders, occupational cramp, Carpal Tunnel Syndrome.
- Prolonged static posture or awkward positioning;
- Temporary visual fatigue;
- Fatigue or stress;

- Photosensitive epilepsy;
- Environmental factors, e.g. humidity, heating, ventilation, lighting.

Those classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992 will undergo a Display Screen Equipment (DSE) assessment. These assessments will be reviewed with assistance from Health and Safety Consultant, if required. Records of the assessments will be maintained and any subsequent action identified and taken.

All employees classified as a 'user' are required to complete the DSE assessment checklist, the Managing Director will retain the completed assessments and will ensure that any follow-up action is carried out.

Workstations will be designed to meet minimum requirements regarding the equipment, environment and the interface between the computer and user. Work is planned to ensure there are adequate short breaks away from the screen or regular changes of activity.

Employees will be provided with information regarding the equipment, how to use it safely and without risks to health.

#### **4.12 TRAINING**

Every new employee will undergo initial induction training by their Manager. The induction training will contain, but not be limited to:

- Emergency arrangements (location of fire exits, assembly points and extinguishers; first aid points and Appointed Persons)
- Welfare facilities
- Site safety notice board
- Health and Safety Policy
- Company safety rules
- Disciplinary procedures
- Safe handling procedures
- PPE requirements

Records of induction training will be maintained and any additional, specific training needs will also be identified at this time.

Line managers will be responsible for monitoring the performance of employees and for identifying any need for further, refresher or alternative training.

Training needs will also be identified from analysis of accident statistics and safety inspections.

Toolbox talks will be undertaken regularly on site to ensure site rules and issues are regularly discussed with employees and Contractors. Records of these toolbox talks will be maintained by the Site Managers.

#### **4.13 HEALTH SURVEILLANCE**

Health surveillance is the process of systematically looking for signs of work-related ill health in employees exposed to certain health risks. Procedures may include simple methods, such as looking for skin damage on hands from exposure to certain chemicals, technical checks of employees such as hearing tests and occasionally more involved medical examinations.

Any health surveillance identified as necessary by statutory requirements or through Risk Assessment will be carried out as required. The Risk Assessment will identify the person(s) at risk, the particular hazards and any existing control measures. The following health hazards should be considered:

**Noise:** If employees are exposed to noise levels above the Upper Action Value of 85db(A), they will receive an annual hearing test, in accordance with the requirement of Noise at Work Regulations 2005.

**Dermatitis:** Any employee regularly working with cleaning or other hazardous substances will receive health surveillance for dermatitis and will be provided with information on the signs and symptoms of dermatitis.

**Respiratory:** Any employee regularly exposed to concentrations of a hazardous substance above the Workplace Exposure Limit will receive health surveillance in the form of an annual lung function test in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

**Vibration:** Any employee regularly exposed to hand-arm vibration above the action value of 2.5m/s<sup>2</sup>, or employees who are likely to be exposed occasionally above the action value and where Risk Assessment identified that the frequency and severity of the exposure may pose a risk to health, or if an employee has a diagnosis of Hand-Arm Vibration Syndrome (HAVS), even when exposure is below the action value.

Regular assessments of fitness for work, rehabilitation or job adaptation following injury or ill health will take place with return to work interviews. Regular health checks are encouraged to reflect risks to health identified by Risk Assessments. Records of these checks are maintained and medical advice sought where appropriate.

#### 4.14 HEALTH AND SAFETY MONITORING

Regular site inspections are undertaken to help maintain safe standards of work, housekeeping and welfare arrangements. These inspections will be undertaken by an external independent agency. The findings of these inspections will be fed back to the Managing Director and any trends in the main non-conformances will be discussed. Topics included in the health and safety inspection include the following:

- Work at height;
- Fire;
- Access/egress;
- PPE;
- Manual handling;
- Protection of the public;
- Asbestos;
- Noise and vibration;
- Hazardous substances;
- First aid;
- Traffic management;
- Plant and equipment;
- Welfare facilities'
- Electricity;
- Housekeeping;
- Waste management;
- Fire plan;
- Method Statements and Risk Assessments;
- Training;
- Induction process;
- Registers/statutory inspections;
- Accident book;
- Consultation;
- Signing in and out.

Additional monitoring of health and safety standards is carried out on an informal basis by the Managing Director.

## **4.15 WORK AT HEIGHT**

All work at height activities will be in compliance with the Work at Height Regulations 2005. All necessary works at height will be risk assessed and the Safe System of Work will detail the requirements for managing this activity safely.

Training for work at height activities is provided where necessary and all access equipment will be regularly inspected and records will be maintained.

### **4.15.1 External scaffold:**

All scaffold will be erected, altered and dismantled by a competent and trained operative, in accordance with the standards set out in SG4:10. Scaffold will be inspected every 7 days or after high winds or other severe weather conditions by a competent person. A handover certificate will be obtained and retained on site from the scaffold Contractors. The Site Manager will be responsible for informing the scaffolding Contractor regarding the use and loadings of the scaffold. Scaffold being erected, dismantled, altered or not suitable for use by persons, will have a notice warning it is incomplete and not to be used.

### **4.15.2 Roof work:**

All roof work will be carried out by trained and competent persons. Work on roofs will not be carried out in high winds or severe weather conditions. A safe means of access to the roof area will be provided.

### **4.15.3 Mobile tower scaffolds:**

The Site Manager is responsible for making sure that mobile tower scaffolds can be used safely on site, taking into account floors, ceiling heights, roof members and types of work. All mobile towers are erected, dismantled or altered by a trained and competent person. All persons using the mobile tower should receive sufficient training and instruction.

### **4.15.4 Ladders:**

Ladders should only be used for brief, minor work (less than 15 minutes) or as a means of access. All ladders used must be in good condition, securely placed and tied to prevent movement and extend at least five rungs above the upper landing point. The operative must be able to maintain at least three points of contact on the ladder. Ladders will be inspected every 7 days and prior to each use. Defective ladders will be removed from use and repaired or replaced.

### **4.15.5 Mobile Elevated Work Platforms (MEWPs):**

All employees using the equipment will be competent and trained and the equipment used in accordance with the manufacturers' instructions.

A visual inspection of the ground conditions will be made prior to use and a safe working area clearly defined. No work at height from MEWPS will be carried out in windy conditions or within power line exclusion zones. Appropriate work restraint/fall arrest system is to be used and the safe working load clearly marked and observed.

## **4.16 NOISE**

The Control of Noise Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. In accordance with the Noise at Work Regulations, Nationwide Construction Solutions will:

Assess the risks to employees from noisy equipment and machinery;

Take action to reduce the noise exposure;

Provide hearing protection if the noise exposure cannot be reduced by using other methods;

Ensure that legal limits of noise exposure are not exceeded;

Provide employees with information, instruction and training; and

Carry out health surveillance where the upper action level of 85 db.(A) is regularly exceeded.

Where the lower action level (80dBA) is exceeded, staff will be informed of the risk and provided with appropriate hearing protection.

Where the upper action level (85dBA) is exceeded, staff will be informed of the risk and ear protection zones established. The wearing of the ear protection in these zones is compulsory and will be monitored, those not wearing it will be subject to disciplinary procedures.

#### **4.17 VIBRATION**

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It is commonly caused by operating hand-held power tools, such as road breakers, and hand-guided equipment or by holding materials processed by machines.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely to occur when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as Hand-Arm Vibration Syndrome (HAVS), as well as specific diseases such as Vibration White-Finger or Carpal Tunnel Syndrome.

Risk Assessments are carried out to identify any potential risk of exposure to vibration. Where vibration risk cannot be eliminated, it will be reduced to as low as reasonably practicable.

Risk Assessments will include measures to reduce exposure and consider health surveillance where appropriate, and communicated to staff affected.

#### **4.18 CONSULTATION AND COMMUNICATION**

The Managing Director will take reasonable steps to involve employees in health and safety related matters.

Members of staff are actively encouraged to make constructive health and safety suggestions to improve conditions within their own department or worksite.

All employees will be briefed by the Managing Director on any issue which is relevant to their health, safety or welfare.

Other information may also be necessary depending on the site concerned. Each Site Manager is responsible for ensuring that sufficient information is provided for personnel under their control.

#### **4.19 SMOKING AT WORK**

All employees have a right to work in a smoke-free environment. All workplaces and work vehicles are smoke-free. No smoking signs are clearly displayed at office entrances and in work vehicles. Any member of staff not compliant with these arrangements will be subject to disciplinary action. Staff seeking help to stop smoking should contact the NHS Smoking Helpline (0800 1690169).

All Nationwide Construction Solutions construction sites are smoke-free and operatives are not permitted to smoke on site. Designated smoking areas are provided and the location communicated to site personnel during site induction.

## **4.20 DRUGS AND ALCOHOL MISUSE**

Construction activities are safety critical so it is imperative that no-one during working hours is under the influence of alcohol, drugs or solvents or misusing prescription medication. Anyone taking prescription medication should advise their Manager before commencing work and check if their medication could impair performance.

The use of drugs or alcohol during working hours is strictly forbidden and anyone believing that a colleague is working under the influence of drugs or alcohol should report it to the Site Manager immediately to prevent risk of injury. Random testing will be introduced if there is a suspected issue in this area.

Any member of staff with a drugs or alcohol dependency problem should seek help voluntarily and report the matter to their Line Manager or Site Manager. Nationwide Construction Solutions Ltd will support anyone actively obtaining help and all cases will be treated in the strictest confidence. Treatment and rehabilitation will be regarded as sickness. If help is not sought and impaired performance is observed this will result in suspension from work pending further investigations of gross misconduct. If, after further investigations, gross misconduct is confirmed disciplinary action will be taken through dismissal. Any suspected or confirmed illegal activity will be reported to the police.

## **4.21 STRESS**

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. All Managers will identify sources of workplace stress and conduct Risk Assessments to eliminate stress or control the risks from stress. Training will be provided as required and workloads will be monitored to ensure that people are not overworking. Holidays will be monitored to ensure staff are taking their full entitlement.

Individuals who have been off sick with stress will be supported during their absence and upon their return to work. In addition, all Managers will be vigilant and offer support to a member of staff who is experiencing stress outside work e.g., bereavement or separation. All employees will raise issues of concern with their line manager and should seek medical advice where appropriate.

## **4.22 DRIVING AT WORK**

All drivers of company vehicles are required to provide a copy of their current driving licence prior to being granted permission to drive a vehicle. Where employees use their own vehicle for driving at work, they are responsible for ensuring the vehicle is roadworthy and has a valid MOT if over 3 years old.

The individual employee should ensure that the vehicle is insured for business use and provide a copy of the insurance certificate along with their driving licence to the Office Manager each year.

Company vehicles will be maintained and serviced regularly. The driver of the vehicle should carry out a brief visual check of the vehicle prior to using it and report any defects to their line manager.

All employees should be aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver, and is also against the law. Mobile phones should be switched off whilst driving. Voicemail, message service or call diversion arrangements can be used so that messages can be left when the phone is switched off. Provided that a phone can be operated without holding it, then hands-free equipment may be used whilst driving, though the user must retain proper control of the vehicle whilst using the equipment.

#### **4.23 YOUNG PERSONS AT WORK**

In accordance with the Management of Health and Safety at Work Regulations 1999, a Risk Assessment will be carried out for each young person.

A definition of a young person at work is any person between the age of 16 and 18. Managers who have a young person in their control shall ensure all work to be undertaken by the young person is subject to a Risk Assessment which will consider:

- Their physical and psychological capability;
- Exposure to harmful substances and equipment;
- Exposure to conditions that could affect their health (i.e. noise, vibration, extremes of temperatures);
- The young person's lack of experience and possible lack of awareness of safety risks.

Suitable preventative measures will be documented and implemented reflecting the needs of a young person.

Where a Risk Assessment has already been completed for a particular task, these will be reviewed to ensure that the vulnerability of a young person has been adequately addressed. Site based personnel must be made aware of any young people working within the site and remain vigilant and not put the young person at unnecessary risk.

Where a young person is employed (or being given work experience) adequate supervision arrangements must be in place at all times.

#### **4.24 WELFARE**

On construction sites, the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015 will be complied with, including the provision of suitable and sufficient toilets and washing facilities; an adequate supply of drinking water and seating with backs.

It is imperative that all facilities on site, are not misused in any way and are left in a clean and tidy condition.

#### **4.25 PROTECTION OF THE PUBLIC**

Many hazards on construction sites have the potential to cause injury to members of the public and visitors.

All safe systems of work will be developed to ensure there is no risk of members of the public at any time.

Appropriate barriers/signage as detailed within the appropriate risk assessment will be in place before works commence.

#### **4.26 ASBESTOS**

During the tender process, every effort is made to ascertain the potential presence of asbestos through Client information, contract specification and site investigations. There is a statutory requirement on the occupier of premises, to ensure that the presence of asbestos is known, documented in the form of a register and passed onto any Contractor (or other person) likely to work on the premises.

Where there is uncertainty in this matter, we will not commence work until the Client conducts, or instructs, a detailed asbestos survey and the relevant information is issued.

If at any time during the course of the project any suspicious materials, i.e. asbestos materials, are uncovered then work will cease immediately and the Site Manager will be informed

immediately.

All operatives are provided with necessary training as required under Regulation 10 of the Control of Asbestos Regulations 2012 to ensure they recognise potential asbestos material and know the procedure to stop work if suspicious material is found.

#### **4.27 PERMIT TO WORK SYSTEMS**

For high risk activities, e.g. hot works or confined spaces a permit to work system will be utilised. It is the responsibility of the Site Manager to ensure this strict Safe System of Work is managed effectively and copies of permits are retained.

The permit will clearly define the area or place where work is to be carried out under the permit and the dates and times on which the permit is valid. Hazards will be listed on the permit as well as prescribed controls, such as the isolation of electricity or gas testing or special protective equipment. The person issuing the permit must ensure that the prescribed precautions have been carried out and discuss the scope, restrictions and condition with the individual to whom the permit is issued. The person receiving the permit before signing it must ensure he or she fully understands the limits, restrictions and conditions of the permit.

#### **4.28 INDIVIDUALS WITH LANGUAGE DIFFICULTIES**

It is the responsibility of the employer, be it Nationwide Construction Solutions Limited or a Subcontractor, to ensure that individuals who do not have English as their first language are treated as a special group. A Risk Assessment is completed identifying that they are particularly at risk and specifying the control measures that will be introduced to reduce this risk to an acceptable level.

It is the responsibility of the employer to communicate the information contained within the Method Statement and Risk Assessment to their employees and supervise work to ensure their employees comply with the Safe System of Work.

If it is not clear that an individual understands the information given to them and can work safely, they will not be permitted to work on our sites.

#### **4.29 LONE WORKING**

A Risk Assessment for employees who work alone will be carried out. The Risk Assessment will provide information about communication and emergency arrangements while working alone. Communication will be maintained throughout the day and the whereabouts of employees will be monitored and managed by the Managing Director. All lone workers are provided with information and instruction about the risks associated with working alone and actions to take if the employee finds him or herself in a potentially hazardous situation.

#### **4.30 TEMPORARY WORKS**

The correct design and execution of temporary works is an essential element of risk prevention in construction.

Temporary works is defined in BS5975:2008 as “those parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works”. Example of temporary works include:

- Earthworks – trenches, excavations, temporary slopes and stockpiles;
- Structures – formwork, falsework, propping façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams;
- Equipment/plant foundation – tower crane bases, supports, anchors and toes for

construction hoists, groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

During temporary works projects, a Temporary Works Coordinator (TWC) will be appointed, and the TWC will be responsible for ensuring that a suitable temporary works design is prepared, checked and implemented on site, in relation to the complexity of the temporary works and risks involved.

Where necessary, a temporary works register will be developed and list all identified temporary works associated with the project.