



## **GRK Civils Ltd HEALTH AND SAFETY POLICY**

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## **Introduction**

This policy document has been prepared to define the way that GRK Civils Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work Act 1974. This section of the act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

## General Health and Safety Policy Statement

GRK Civils Ltd is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected by its activities. The company's ultimate objective is to create a positive health and safety culture which is embedded in all areas of the business to ensure that all risks are adequately controlled. The Company is committed to complying fully with the requirements of the Health and Safety at Work etc. Act 1974 and the legislation subordinate to it, including the Management of Health and Safety at Work Regulations 1999.

Effective health and safety management is an integral part of our company culture and is recognised as a key driver in respect to achieving success in our business objectives. GRK Civils Ltd will conduct their activities with the following aims in order to achieve our policy objectives:

- Ensure our business operations are undertaken in accordance with best practice procedures which reflect compliance with current statutory health and safety legislation.
- Meet our responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Ensure the necessary resources are provided in relation to health and safety, including finance, equipment, personnel and time.
- Provide and maintain safe working environments that are, so far as reasonably practicable, without risks to health, safety and welfare.
- Ensure all employees play an active part in the health and safety of the company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the company and ensure they are competent to fulfil that role.
- Prepare and record risk assessments for all significant risks within the business.
- Ensure that all plant and equipment is provided and maintained in a safe condition, and is subject to routine and statutory inspections and examinations.

**Simon Hill** is the Construction Director of GRK Civils Ltd and has overall responsibility for Health Safety and Welfare. This is underpinned by other managers and colleagues who also have responsibilities in various areas of Health and Safety throughout the business. While the Directors and Managers of GRK Civils Ltd will do all that is within their powers to ensure the health, safety and welfare of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. As a condition of our employment GRK Civils Ltd require our employees to co-operate with us to ensure that we meet with our objectives. In particular we require our employees to:

- Take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a threat to the well-being of themselves or any other person.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

The Company will communicate this Health and Safety Policy to all employees, and it will be freely available to customers and the general public. This policy will be reviewed and updated annually or more frequently if necessary, particularly when changes in the scale and nature of our operations occur, or there are changes in health and safety legislation which affect our operations or activities.

Signed:



Date: 10<sup>th</sup> July 2018

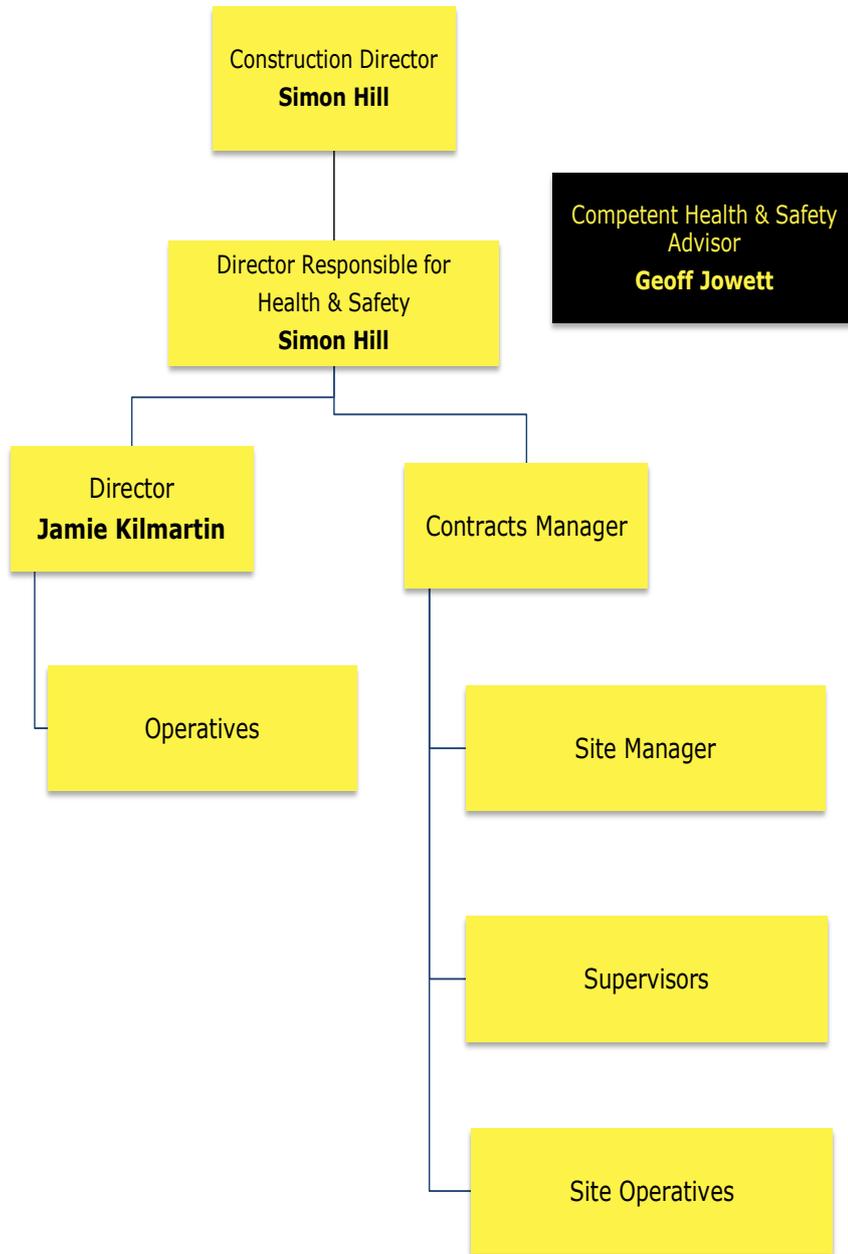
Simon Hill, **Construction Director**  
For and on behalf of GRK Civils Ltd

## **1.0 Organisation**

The person with overall and final responsibility for health and safety within GRK Civils Ltd is the Construction Director.

The management of GRK Civils Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. GRK Civils Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

**1.1 Management Organogram**



## **2.0 Responsibilities**

The ultimate responsibility for Health and Safety within GRK Civils Ltd lies with the Construction Director.

GRK Civils Ltd recognises that safety is the responsibility of everyone and is not just a function of management. All employees have specific duties and responsibilities to comply with the letter and spirit of this policy. Employees have a legal obligation to take reasonable care for themselves and others who may be affected by their activities, and to co-operate fully with the company. All employees are expected to co-operate with management and are responsible for understanding and carrying out the responsibilities and duties as outlined below. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

### **2.1 Construction Director**

Has overall responsibility for health and safety within the company.

Review, sign and date the Health and Safety Statement annually, and ensure that necessary alterations are made to the policy to reflect changes in legislation or company development.

Appoint competent person(s) to manage health, safety and the environment within the company, and liaise with the competent person(s) when necessary to seek advice or additional resources.

Ensure sufficient resources and facilities are made available to meet the requirements of the health and safety policy.

Reprimand any member of staff failing to satisfactorily discharge the responsibilities allocated to them.

Ensure tenders are adequate to cover safe methods of work and the provision of adequate welfare facilities.

Set a personal example.

### **2.2 Partners**

Initiate and administer the company's health and safety policy, bring it to the attention of all staff, and ensure that all levels of management and employees understand the requirements placed upon them by this Policy.

Ensure that the objectives outlined within the health and safety policy are fully understood and observed by persons under their control.

Monitor the effective implementation of the company's Health and Safety policy and periodically review the company's health and safety performance.

Annually review training needs and ensure adequate and appropriate training is provided and maintained in accordance with the training matrix.

Monitor the necessary resources within their control and ensure that appropriate equipment and PPE is available to all employees.

Institute proper reporting and investigation of injury, ill health, damage and loss; promote action to prevent recurrence.

Ensure that appropriate insurance cover is provided and maintained for all liabilities.

Monitor all contractors and ensure they are assessed for competence prior to appointment using control document No 1).

Initiate disciplinary or other action against all employees/contractors who do not comply with the requirements as detailed in the policy documents.

Set a personal example.

### **2.3 Managers**

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Ensure that the objectives outlined within the health and safety policy are fully understood and observed by persons under their control.

Ensure that all persons under their control are competent to fulfil their duties/roles, have received adequate and appropriate training, and are fully aware of any hazards that may affect them.

Monitor the allocation of the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by all persons under their control.

Ensure that all plant and equipment is maintained in good working order and safe condition, and has the required certificates of inspection or examination where applicable.

Ensure suitable and sufficient risk assessments are undertaken, and where applicable written instruction is provided in the form of a comprehensive method statement, for any work activity entailing significant risk. The purpose of the Risk Assessment is to establish working methods, to explain the sequence of operations, and outline potential hazards at each stage and identify the precautions to be adopted. These risk assessments/method statements should taking into consideration the following:

- Pre-construction information from the Client;
- Access equipment needed for work at height, and any other tools and equipment required;
- Any site-specific hazards, for example asbestos or electrical hazards;
- Facilities for sanitation and welfare;
- The provision of basic fire precautions and firefighting arrangements;
- The necessary emergency arrangements, including first aid provision;
- Arrangements for management and supervision.

Ensure good standards of housekeeping are maintained within their departments.

Ensure that accidents and near-misses are recorded, reported and investigated in accordance with company procedures using (Control Document No 2 – Accident Flow Chart) and statutory requirements, and all relevant records are kept.

Set a personal example.

### **2.4 Contracts Managers/Site Managers**

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Ensure suitable and sufficient risk assessments are undertaken, and where applicable written instruction is provided in the form of a comprehensive method statement, for any work activity entailing significant risk.

The purpose of the Risk Assessment is to establish working methods, to explain the sequence of operations, and outline potential hazards at each stage and identify the precautions to be adopted. These risk assessments/method statements should take into consideration the following:

- Pre-construction information from the Client;
- Access equipment needed for work at height, and any other tools and equipment required;
- Any site-specific hazards, for example asbestos or electrical hazards;
- Facilities for sanitation and welfare;
- The provision of basic fire precautions and firefighting arrangements;
- The necessary emergency arrangements, including first aid provision;
- Arrangements for management and supervision.

Ensure work programmes are realistic and achievable, and that tenders are budgeted to include adequate health and safety arrangements.

Ensure that all company activities within their control are carried out in accordance with the company Health and Safety Policy.

Ensure that all persons in their team are competent to fulfil their duties/roles, have received adequate and appropriate training, and are fully aware of any hazards that may affect them.

Carry out periodic site visits to ensure that once work has started that it is carried out as planned, good standards of housekeeping are being maintained, and that relevant legislation and site rules are observed on site. A minimum of one site visit will be undertaken per month, each visits findings will be recorded (Control Document 3 – Site Managers Inspection Report) and actions closed out within 7 days.

Ensure that all plant and equipment is maintained in good working order and safe condition, and has the required certificates of inspection or examination where applicable. Ensure that the required statutory checks and inspections are carried out in accordance with the PUWER Regulations 1998, LOLER Regulations 1998 and Working at Height Regulations 2005.

Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by the persons under their control.

Ensure that all sub-contractors are assessed in accordance with company procedures before commencement of site operations.

Set a personal example.

## **2.5 Supervisors**

Familiarise themselves with the company Health and Safety Policy and comply with it at all times.

Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised.

Ensure all workers are familiar with the content of the risk assessment and method statement, where applicable, and the health and safety precautions to be taken before at the start of each job.

Ensure all GRK Civils Ltd workers and sub-contractors on site attend site inductions as required by the Principal Contractor.

Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by operatives on site.

Ensure all machinery and plant, including hand tools, are maintained in good working order and safe condition, and are only operated by trained and authorised personnel.

Ensure any necessary permits are in place to enable high risk activities to be undertaken in accordance with a safe system of work.

Ensure all hazardous materials are correctly marked, stored, handled and used.

Ensure that good standards of housekeeping are maintained within their area/areas of responsibility and that the site is left safe and secure at the end of each day.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Ensure that all defects, hazards or any health and safety matters reported to them are promptly reported to the appropriate person and rectified.

Report any employee contravening the requirements of health and safety legislation or the Company's health and safety Policy to the appropriate person.

Ensure details of any accident/incident reported to them are recorded in the company accident form and reported in accordance with company procedures.

Set a personal example.

## **2.6 Operatives/Employees:**

Co-operate with the Company on all aspects of health, safety and welfare.

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work.

Use the correct tools and equipment for the job; only use work equipment as authorised, instructed and trained.

Use safety equipment and PPE supplied, e.g. safety helmets, safety footwear, gloves, goggles etc.

Maintain all work equipment and PPE in good working order and safe condition.

Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Report any defects (Control Document 4 - Plant Damage Report) of plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or

omissions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

Need to be aware of and understand the emergency procedures in the event of a fire or an accident.

Attend toolbox talks as required by the Principal Contractor.

Operatives are responsible to report all accidents, incidents and near misses to their supervisor/foreman or other responsible person.

Set a personal example.

## **2.7 Designers under CDM 2015**

Operatives are obliged to read and understand the company's Health and Safety Policy and comply with the prescribed arrangements.

Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.

To ensure that the requirements of health, safety and environmental legislation, e.g., CDM 2015, are complied with as they apply to the company's activities.

Ensure that the Client is aware of their duties under CDM 2015.

Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them following the principles of prevention.

Where it is not possible to avoid the hazards, pass on information in relation to the residual risk to the contractor or Principal Designer.

To promote safe working methods by providing detailed information and instruction to all employees.

Provide adequate information, as required, to the relevant parties to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.

When designing any structure for use as a workplace, ensure that the completed structure will comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Provide information in relation to the design to the Client or Principal Designer for inclusion in the Health and Safety File.

Report any unsafe situation observed whilst on site.

## **2.8 Labour only Sub-contractors**

Familiarise themselves with the company Health and Safety Policy and comply with it at all times.

Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work.

Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition (PAT every 3 months).

Use safety equipment and PPE as required by the risk assessment and site rules.

Maintain all work equipment and PPE in good working order and safe condition.

Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

Sub-contractor operatives need to be aware of and understand the emergency procedures in the event of a fire or an accident.

Sub-contractor operatives are to report all accidents, incidents and near misses to the supervisor/foreman or other responsible person.

Attend toolbox talks and induction procedures as required by the Principal Contractor

Co-operate with the Company on all aspects of health, safety and welfare, and comply with all aspects of the Company's health and safety policy.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Set a personal example.

## **2.9 Contractors**

Sub-contractors are to comply with all the requirements of this health and safety policy and are to provide copies of their own health and safety policies and any other documentation appertaining to health and safety that may be requested by the company.

A detailed method statement must be provided where requested. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained and checked.

Ensure all workers are familiar with the content of any risk assessments and method statement, where applicable, and the health and safety precautions to be taken before at the start of each job.

Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work, statutory requirements, and site rules.

Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised. Any YPs are to be notified to the company and copies of the YPs risk assessment are to be provided on request.

All plant or equipment brought on to site by contractors must be maintained in good working order and safe condition, fitted with any necessary guards and safety devices, and have the required certificates of examination or inspection available for checking, where applicable.

Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition (PAT every 3 months).

Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this company's site representative.

The contractor's employees must comply with any safety instructions given by the company's site representative and or the Principal Contractor.

Any materials or substances brought on site which has health, fire or explosion risks must be used and stored in accordance with appropriate Regulations and current recommendations and that information must be provided to any other persons who may be affected on site. A risk assessment for any substance or process hazardous to health which will be used on the site must be provided to this company before any such work commences on site.

Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

Contractors shall attend site inductions, meetings and tool box talks as required by the Principal Contractor.

Need to be made aware of and understand the emergency procedures in the event of a fire or an accident.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Set a personal example.

## **2.10 Drivers of Company Vehicles**

To ensure that the driver holds a full UK driving licence and this fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use.

To ensure that the relevant business car insurance is obtained for use of any vehicle used for company use and that it covers for the transfer of passengers and theft of company articles.

For non-company cars, to ensure that all required Road Tax, MOT's (if applicable) are in date and ready for inspection if so requested by the company.

Carry out regular checks on their vehicles to ensure that they are safe and roadworthy, and check oil, water, tyre pressures etc. in accordance with manufacturer's instructions.

Comply with the Road Traffic Act and any subordinate regulations at all times.

Ensure that vehicle is periodically serviced in accordance with the manufacturer's instructions, and maintained a roadworthy condition.

Check all internal and external loads they are carrying to ensure that they are secure and that the vehicle is not loaded in excess of the legal maximum weight permitted.

Report any defect on vehicles or any ancillary equipment and ensure any additional maintenance is carried out as and when required.

To only park in designated parking areas

Be responsible for paying any parking tickets or fixed penalty notices served on the vehicle whilst under their control, and notify the company of all driving convictions/offences and accidents that occur whilst carrying out company business.

Provide information to management of any legal impediment to their driving licence or any pending prosecutions.

Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

Not drive any company vehicle whilst under the influence of alcohol or any controlled substance (controlled drugs as detailed in the Misuse of Drugs Act 1971).

## **2.11 First Aiders**

Give immediate assistance for the emergency treatment of injuries or illness without endangering themselves.

Arrange for emergency services to be called, and/or prompt and appropriate referral of casualties to medical aid as required.

Provide treatment for minor injuries which do not require referral to a medical practitioner.

Maintain first aid facilities, including first aid equipment, and periodically check and restock first aid kits.

Make records of all cases treated, including the name of person injured, date and time of the accident, circumstances and injuries and treatment given.

Record all injuries on the company accident form (Control Document No 5 – Accident Report Form), and report all accidents and incidents in accordance with company procedures.

## **2.12 Responsible Person (RRFSO 2005)**

The responsible person will:

- Carry out a fire risk assessment and identify possible dangers and risks
- Think about who might be particularly at risk - for example disabled employees, or people who work with hazardous chemicals

- Remove or reduce the risk from fire, as far as reasonably possible
- Put in place fire precautions to deal with any risks that remain
- Make sure there is protection for any flammable or explosive materials used or stored on or near the premises
- Prepare a fire management plan to deal with emergencies including evacuation procedures, and appoint a suitable number of competent persons to help implement it
- Record their findings and review them regularly

### **2.12 Geoff Jowett CMIOSH**

Advise GRK Civils Ltd on the preparation, promulgation and review of a company Health, Safety and Environmental Policy.

To provide advice on the following:

- Legal requirements affecting health, safety, welfare and the environment.
- Personal protective clothing and equipment.
- Working methods, equipment or materials, which could reduce risks.
- Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment etc.
- Specialist services including substances hazardous to health, noise, asbestos

When requested by GRK Civils Ltd undertake site audit/inspection visits to each operational site on a monthly or more frequent basis as specified by GRK Civils Ltd. ARMS will leave a copy of the audit / inspection report with the GRK Civils Ltd site manager for close out of any actions detailed in the report. A copy of the report will be forwarded by electronic means to GRK Civils Ltd with one working day of the reports completion.

### **3.0 Arrangements**

The general details of GRK Civils Ltd arrangements for the management of health, safety and welfare are provided within this section.

#### **3.1 Abrasive wheels/Cut off Discs**

Abrasive wheels are at risk of bursting if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed. Every abrasive wheel, which is large enough, must be clearly marked with its maximum rotation speed. The machine must also be clearly marked with the (RPM) of the power-driven spindle. Lower speed rated wheels must not be mounted on a faster speed rated spindle.

Workers who use abrasive wheels must be provided with adequate information, instruction and training in their correct handling and mounting (including pre-mounting and storage procedures) and be certificated as proof of training.

Persons operating an abrasive wheel machine must wear the recommended form of protection, as determined by the risk assessment and depending upon the circumstances, box goggles or face-shield to (BS EN 166,167 & 168) Grade 1 impact, and suitable hearing protection.

Equipment checks are to be undertaken on a weekly basis and recorded both on the plant operator checklist (Control Document 6) (completed by each individual operator) and in the PUWER inspection register (Control Document 7).

#### **3.2 Accident Investigation and Incident Reporting**

All accidents, cases of industrial ill-health, and dangerous occurrences will be investigated to identify the origins and underlying causes and record, report and document any failures in the H&S management system (with a view to improving health & safety and to be able to manage potential legal action both criminal and civil).

All personnel on our premises and other work sites must report accidents and near-miss incidents whilst carrying out work activities on behalf of the Company. The four most important steps are to:

- Make sure that all the relevant details are reported as soon as possible, in accordance with company procedures.
- Remove residual hazards that may pose a risk for other people in the area.
- Notify management of any injury or damage resulting from a work activity.
- Review existing systems of work to prevent a recurrence.

##### **3.2.1 Procedure to be followed in the event of an accident:**

The following procedures must be followed for all accidents, incidents and near misses.

Accident Form must be completed for ALL injuries, no matter how minor (Control Document 5).

Notice of Incident Accident or Near Miss form must be completed by the supervisor responsible for that particular work place or activity.

Managing Director and Partners must be informed by telephone of all RIDDOR reportable injuries and incidents.

The Incident Reporting Flow Chart (Control Document 2) outlines the procedure to be followed if an accident occurs.

### 3.2.2 Reporting under RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), management must report serious injuries, incidents or diseases to the Enforcing Authority in the following circumstances:

- Any person dies as a result of or in connection with work.
- Any person suffers a major injury or disease, as specified in the Schedules to the RIDDOR Regulations, a result of or in connection with a work activity.
- A person is incapacitated for work for more than 7 consecutive days due to an accident as a result of or in connection with a work activity.

Any person not at work (Visitor, member of public, etc.) who is injured as a result of an accident at a workplace and is taken straight from the scene for treatment at a hospital.

The procedure for reporting Major injuries and fatalities is to contact the Incident Contact Centre by any of the following means:

- Telephone the RIDDOR National ICC Reporting Line on 0845 300 9923 (8.30am - 5.00pm Monday - Friday).
- Perhaps the most convenient way to report an accident or incident is online via <http://www.riddor.gov.uk>, or via E-mail to [riddor@natbrit.com](mailto:riddor@natbrit.com).
- Once contacted the ICC will pass the details that you have given regarding the incident to the relevant enforcing authority (HSE or Local Authority Environmental Health Department).
- Reports or online submissions should be made within 10 days of the date of the accident for all reportable accidents other than Over 7 Day accidents which must be reported within 15 days.

All other reportable work-related injuries should be reported using the online system found on the HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk)

We will record and store accident information for any employee who is not able to perform their normal duties for over 3 days, but less than 7 days due to an accident at work. These types of accident are not reportable under RIDDOR 2013, but we have a duty to record these types of accident.

- Once contacted the ICC will pass the details that you have given regarding the incident to the relevant enforcing authority (HSE or Local Authority Environmental Health Department).

If in doubt please seek the advice of our health and safety advisor, Geoff Jowett, telephone 071561795389.

### 3.2.3 Accident investigation procedure

GRK Civils Ltd view accident investigation as a valuable tool in the prevention of future incidents. The investigation procedure should begin at the earliest opportunity, if necessary with assistance from Geoff Jowett.

The prime purpose of an incident investigation is to establish the causes of the hazard or incident so as to identify actions necessary to prevent a recurrence.

The investigation should begin as soon as possible after the hazard or incident is reported and the medical needs of any injured people have been met. For this to happen, incidents must be reported as soon as possible after they occur.

Nothing at the accident site should be disturbed until after the completion of the investigation, other than what is necessary to prevent further injury, loss or contamination, until the investigating officer has authorised clearing away.

Where necessary, photographs or video footage should be taken and equipment held for subsequent examination or test.

It is desirable to take statements from witnesses as soon as possible after the incident. Witnesses should be interviewed separately so that facts and opinions are not confused.

It should be emphasised that the purpose of investigation is not to assign blame for the incident but to establish the causes so as to identify actions necessary to prevent a recurrence.

The investigation should be sufficiently broad to identify the immediate and underlying causes, and should include an assessment of the full range of technical, human and administrative factors involved in the hazard or incident.

Following an incident, it is the responsibility of senior management to take steps to prevent a recurrence. This will generally be achieved by implementing the recommendations arising out of the investigation.

### **3.3 Alcohol and Drug Abuse**

Alcohol or drug abuse by employees and contractors can adversely affect the health and safety of themselves or others in the workplace due to impaired judgment and co-ordination, and effectively being semi-detached from reality. This is particularly relevant where plant, equipment and machinery are concerned and could easily lead to serious accidents.

Therefore, it is the policy of GRK Civils Ltd that alcohol or drugs are prohibited in the workplace. All employees are informed of the Company Health and Safety Policy on alcohol and drug abuse during induction - no employee, agent or sub-contractor may enter any company vehicle or site or perform any service for GRK Civils Ltd while under the influence of alcohol or any controlled substance. These are listed in the "The Misuse of Drugs Act 1971". As a consequence, anyone considered to be under the influence of alcohol or illegal substances whilst at work (whether consumed during working hours or not) will be subject to disciplinary proceedings.

If GRK Civils Ltd reasonably believes that anyone is under the influence of drugs or alcohol at work as a result of a drug abuse or drinking problem, then the outcome of any disciplinary procedure will generally include suggesting that the person seek professional help. As part of the disciplinary proceedings GRK Civils Ltd will consider the extent to which the individual has sought such professional help.

All operatives are required to notify their supervisor or line manager of any prescription or other legally available drugs they are taking which may affect their capacity to carry out their day to day work activities, for example antibiotics or strong painkillers which may cause drowsiness and affect their ability to drive or operate machinery safely.

### **3.4 Asbestos**

All work in customers'/clients' premises will be suitably assessed for the risk of asbestos. A copy of the Asbestos Register will be requested from the Principal Contractor / building owner, to ensure that our employees are not put at risk. If parts of the building are identified in a Management survey as either

having or strongly suspected of having asbestos containing materials (ACMs), and these areas are likely to be disturbed within the scope of the proposed construction works, then GRK Civils Ltd will **NOT** allow employees to repair, remove or disturb asbestos or products likely to contain asbestos, and will request a Refurbishment/Demolition asbestos survey from the client.

Any employees who are likely to disturb ACMs during their normal work will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with inhalation of airborne fibre, they will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered (Asbestos Awareness Training).

Should suspected ACMs be discovered during works then all works will be stopped and only resumed following sampling and analysis by an accredited laboratory which returns a negative result, or on receipt of a suitable certificate of reoccupation following specialist removal.

A Management Survey (previously known as a Type 2) has been carried out at GRK Civils Ltd.'s own premises which have identified minimal ACMs. These ACMs have been clearly marked, and are subject to a periodic condition inspection. Information on the location of known or suspected ACMS will be provided to maintenance contractors as required, and should any of these ACMs need to be disturbed for any reason then a localised Refurbishment/Demo survey will be carried out.

### **3.5 Changes to Legislation**

GRK Civils Ltd is kept up to date on changes in legislations and other health and safety issues by regular advice from our health and safety advisor. Issues which relate to the business operations are brought to the attention of all staff via management health and safety committee meetings, and appropriate actions are implemented. Other sources may be used at appropriate times such as seminars and the internet.

### **3.6 Communication and Consultation**

GRK Civils Ltd undertakes to consult with staff over issues related to health, safety and welfare and to provide the information staff require, in order for them to carry out their duties. Constructive suggestions to improve health, safety, welfare and environmental awareness in the company are welcomed from any employee.

Open communication systems will encourage comments and ideas from individuals in the workplace, and will include:

- Any proposed change which may substantially affect their health and safety at work e.g. changing a work procedure, equipment or ways of working;
- When introducing new technology, tools or working processes;
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger;

The following information will be displayed at head office:

- Health and Safety Policy Statement;
- HSE Law poster;
- Employer's Liability insurance certificate;
- Fire safety instructions;
- Names of Fire Wardens and First Aiders; and
- A copy of the most recent minutes of the Health and Safety Committee Meeting.

The company will use various methods to communicate the health and safety message to staff, including but not limited to the following:

- All staff will be asked to read a copy of the company Health and Safety Policy and Company Handbook (Control Document No 8), and are required to sign and return the declaration issued with the Policy stating that they have read the Policy and understand the Company's and their own responsibilities with respect to safety.
- Health and safety will be on the agenda of all management meetings, and all persons attending are invited to put forward any ideas, concerns or observations. In addition, Health and Safety Committee meetings representing all areas of the business will be held on a quarterly basis. Items on the agenda may include:
  - review of accidents, near misses and unsafe acts that have occurred since the last meeting and any control measures taken;
  - new hazards (these may have just been noticed or may be due to a change in work method, location or new equipment) and actions to be taken to reduce the risk associated with the hazard;
  - progress on action items from previous meetings;
  - current health and safety issues; new regulations, health and safety standards or operator requirements;
  - safety objectives for next period;
  - and any other matters relating to health and safety.

These meetings are minuted, including a rolling plan of actions which are prioritised and delegated accordingly. Everyone with responsibilities for health and safety receives copies of these minutes, and a copy is displayed on the workplace notice board.

Information on specific topics or general issues via ongoing dialogue, inductions, briefings, tool box talks, posters, notice boards, bulletin boards, memos, risk assessments, housekeeping checklist inspections, fire drills, and any other means as appropriate.

### **3.7 Confined Spaces**

The Confined Spaces Regulations 1997 cover work associated with confined spaces. For the purpose of safety, the term 'confined spaces' covers a great variety of work places which, because of their enclosed nature, have associated reasonably foreseeable 'specified risks' to a worker, including:

- Serious injury due to a fire or explosion.
- Loss of consciousness due to excessive heat.
- Loss of consciousness because of exposure to gas, fumes, vapour or lack of oxygen.
- Drowning because an increase in the level of liquid.
- Asphyxiation because of the presence of a free flowing solid.

Where reasonably practicable to do so, entry into a confined space will be avoided. Where entry into a confined space is unavoidable, a risk assessment will be carried out to identify a safe working method that eliminates or reduces the risks to an acceptable level. The control measures will include arrangements for emergencies and rescue, and may include atmospheric testing and monitoring. The work may be controlled via a permit to work system.

### **3.8 Compliance with CDM Regulations 2015**

GRK Civils Ltd shall liaise with other contractors, so far as reasonably practicable, to facilitate compliance with the general principles of Part 2 of The Construction (Design and Management) Regulations 2015 (CDM) relating to co-ordination, co-operation and competence.

GRK Civils Ltd will ensure that they comply with the requirements of the CDM 2015 Regulations dependant on what role they are undertaking in pursuance of their activities:

#### **General Management Duties:**

- All Duty holders under the regulations shall ensure that:
- They and all personnel appointed are competent to carry out their duties or under the direct supervision of a competent person.
- That effective cooperation is both sought and given to all parties involved in construction work and that all matters likely to affect the health and safety of all involved.
- That effective coordination between all parties to ensure, so far as is reasonably practicable the health and safety of persons carrying out, or affected by the construction work.
- To take account of the "General Principals of Prevention" i.e., elimination, reduction and control for all duties during all stages of the project.
- If GRK Civils Ltd takes on the role of any of the duty holders below they will ensure that they comply with the duties placed on them as specified in the regulations.

#### **Principal Contractor Duties:**

- We will plan, manage and monitor the Construction phase in liaison with all contractors.
- We will prepare, develop and implement a written plan of work, and site rules before any construction works commences.
- We will ensure that contractors are provided with the relevant parts of the plan to enable them to plan and coordinate their works.
- We will ensure that adequate welfare arrangements are in place throughout the project.
- We will ensure that we check the competence of all contractors on the project.
- Ensure that site inductions are carried out for all workers and provide them with any further information and training needed for their work. We will also consult with them on matters of health and safety.
- We will ensure that the site is secured.

### **Designers Duties:**

- To ensure before they commence work that the Client is aware of his duties under the regulations.
- When preparing or modifying a design to ensure that foreseeable risks to the health and safety of any person are avoided during construction work, and cleaning or maintaining the structure.
- To eliminate hazards which may give rise to risk or reduce risks from any residual hazards to the lowest level reasonably practicable, and pass any relevant information with regard to significant residual risks to the Contractor or Principal Designer.
- To provide design information in relation to the design, construction and maintenance of the structure to adequately assist the Client, other Designers and Contractors to comply with their duties under the regulations.
- When designing any structure for use as a workplace, to ensure that the completed structure will comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- To provide information in relation to the design to the Client or Principal Designer for inclusion in the Health & Safety File.

### **Notifiable Projects:**

- Where the project is notifiable the Designer will:
- Not commence work (other than initial design work) unless a Principal Designer has been appointed.
- Take reasonable steps to provide the Principal Designer with sufficient information about the design to assist the Principal Designer to comply with his duties.

### **Contractor Duties:**

- We will not commence construction work until we are satisfied that the Client is aware of their duties under the regulations.
- We will manage and monitor construction work under our control, without risks to health and safety, so far as is reasonably practicable.
- We will ensure that any worker under our control is provided with any information and training required to enable them to complete their works safely.
- We will ensure that welfare arrangements are provided in compliance with Schedule 2.

### **Notifiable Projects**

Where the project is notifiable we will:

- Not undertake any construction work until we have been provided with the names of the Principal Designer and Principal Contractor for the project, and have been given access to such parts of the construction phase plan as is relevant to our works.

Suggested Construction Phase Health and Safety Plan Contents:

A description of the project	
A statement regarding health and safety on the project	
Information about the site and location	
The Management structure and responsibilities for the project	
System of communication/co-ordination with other contractors, and those arrangements	
Safety standards required	
Information to contractors re risks, risk identification and management	
Emergency procedures and fire precautions	
Arrangements for RIDDOR	
Arrangements for welfare	
Arrangements for training and informing people on site	
health and safety information/project specific and the display of statutory notices etc.	
toolbox talks	
health and safety training, job and project specific	
Arrangements for consulting with the workforce on matters of health and safety	
Site rules	
Arrangements for collecting information for the health and safety file	
Arrangements for monitoring health and safety to achieve legal compliance and compliance with the safety plan	
Arrangements for monitoring contractor selection and contractor management	
Project review	

On all notifiable construction projects for which GRK Civils Ltd are not the Principal Contractor but have been appointed as a sub-contractor, we will:

- Co-operate and liaise with the Principal Contractor and other duty holders.
- Ensure that any defects or risks not addressed by the health and safety plan are brought to the attention of the Principal Contractor.
- Monitor the day to day on-site GRK Civils Ltd work activities.
- Provide information for the health and safety plan as necessary (this will probably involve risk assessments and method statements).
- Provide information for the health and safety file as necessary (this will probably involve as built drawing and operation and maintenance manuals).
- Ensure compliance with the health and safety plan, any site rules, and relevant health and safety legislation.
- Notify any sub-contractors appointed to the Principal Contractor.

- Comply with any directions issued by the Principal Contractor including site rules.
- Provide accident and incident information to the Principal Contractor in accordance with Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Carry out works in accordance with the construction phase plan, if this is not possible then notify the Principal Contractor to enable the plan to be altered.

**CDM Part 4:** - Duties relating to Health and Safety on Construction Sites.

GRK Civils Ltd will liaise with the Principal Contractor to ensure that the requirements of Part 4 are complied with in regard to matters under their control, as appropriate to the work activities undertaken by GRK Civils Ltd:

It is the duty of all persons at work on the site to report any defect that may endanger the health and safety of themselves or others.

**Regulation 17 – Safe places of work**

GRK Civils Ltd will provide and maintain suitable and sufficient safe access to and egress from every place of work, and ensure that every place of work is made and kept safe for any person at work there. Each place of work shall have sufficient space for the person(s) working, their activity and any work equipment necessary to undertake their works.

**Regulation 18 – Good Order and Site Security**

Every part of the construction site shall be maintained in good order and work areas kept in a reasonable state of cleanliness.

Where necessary according to the level of risk, the site perimeter will be identified by suitable signage or is fenced off, or both.

No timber or materials with projecting nails (or similar sharp object) will be used in any work or allowed to remain in place if the nails present a danger to any person.

**Regulation 19 - Stability of Structures**

All steps must be taken where necessary to prevent danger to any person to ensure that any new or existing structure which may become unstable, or in a state of temporary weakness or instability as a result of construction work, does not collapse.

Any temporary support or structure must be adequately designed, installed and maintained so as to perform under the loads imposed and is only used for the purpose of its design.

No structure should be loaded so as to make it unsafe to any person.

**Regulation 20 – Demolition or Dismantling**

GRK Civils Ltd will expect information provided from the Client to be sufficiently detailed to allow identification of any hazards and problems associated with the proposed demolition works. Access across the whole site (where possible) must be permitted to GRK Civils Ltd to allow an initial survey to be conducted, upon which an outline Method of Work Statement will be produced, covering the precautions to combat any hazards identified and their preferred demolition procedures.

## **Regulation 22 – Excavations**

Excavations can impose risks not only to persons working in an excavation, but also to persons nearby. All excavation sides must be adequately supported or the sides of the excavation battered to a safe angle. The type of supports and method of support will vary depending on the ground condition, nature of work to be carried out in and around the excavation and the environmental conditions etc.

Spoil heaps must be kept at a safe distance from the edges of excavations so that they do not impose additional loading on the excavation sides and so that unobstructed safe access can be maintained on all sides of excavations.

A competent person should inspect the excavations at the start of each shift. Excavations should also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth. Any faults found should be rectified immediately. A record should be kept of all inspections (Control Document 9).

## **Regulation 25 – Energy and distribution installations**

Where necessary energy and distribution systems will be located, checked and clearly indicated.

Where there is a risk from electric power cables they shall be directed away from the area of risk or the power isolated. If this is not practicable then suitable warning notices and barriers will be erected and safe systems of work implemented.

Vehicles, plant and equipment must not be allowed to be in a position within 15m of overhead lines from steel towers, or 9m in the case of wooden poles. Consultation with the local Electricity Company should take place at the earliest opportunity to divert the line if possible. If the overhead lines cannot be diverted or made dead, then a risk assessment will be carried out to identify relevant precautions to be taken, depending on the nature of work.

Where no work has to be carried out or plant to pass under the overhead lines, 'goalpost' barriers should be erected parallel to the overhead line and not less than 6m distance from it. The possibility of mobile cranes etc encroaching on the minimum distance must be taken into account and where necessary the 6m distance increased. These distances are subject to agreement with the local Electricity Company and may be dependent upon the voltage of the overhead line. The goalposts should be of rigid construction and of a non-conducting material, distinctly marked in order that they may be clearly identified, and should be surmounted by coloured bunting which forms an additional warning. If access is only possible from one side, then a barrier on that side will be sufficient.

To give crane drivers sufficient time to lower the jib before reaching the goalposts, it is advisable to position advance warning notices as far from the goalposts as is required by the length of the jib on the machine.

If it is essential for work to be carried out beneath the overhead lines and they cannot be diverted or made dead, it will be necessary to take precautions in addition to those noted above. The Electricity Company, Safety Officer and the Health and Safety Executive should be consulted for advice on what additional precautions will be required (also see HSE Guidance Note GS6).

GRK Civils Ltd will expect information provided from the Client or Principal Designer to include appropriate service drawings. All known underground services in the vicinity of the works should be located via use of underground cable location equipment and hand dug trial holes in advance of the works and clearly marked up. Safe digging practices will be used in accordance with HSE guidance HSG47, and may be controlled by a Permit to Dig.

Should any electrical cables be damaged, everyone in the vicinity must evacuate the area immediately to a place of safety and no-one should approach the damaged cable. Management should then be notified so that they can inform the Local Electricity Company to deal with the matter.

In the event of the presence of gas being detected during operations, either as a result of damage to gas mains or for any other reason, the following emergency action must be taken immediately:

- The person in charge must order immediate cessation of work and clear all personnel from the area of possible danger.
- Employees should be stationed at a safe distance to prevent the general public from entering the affected area and to warn against smoking and the presence of naked lights. Barriers and signs should be erected whenever possible.
- All machines, excavators, compressors, dumpers, pumps, etc., in the area, must be switched off immediately and left standing. Naked lights and fires must be extinguished.
- Notification of an escape of gas and precise details of the location must be conveyed immediately to the Management who will arrange for the local Gas Company to be informed.
- The Site Manager/Contract Supervisor should remain on the scene in order to ensure that the area is kept clear until the arrival of the Gas Company officials.
- The Gas Company will make arrangements if Police assistance is required but this should not deter Site Management from requesting Police assistance at the outset if the situation is considered sufficiently serious.

### **Regulation 27 – Traffic Routes**

Every construction site to be organised so far as is reasonably practicable to enable pedestrians and vehicles to move safely.

Traffic routes should be suitable for their intended use and sufficient in number and size by ensuring that persons or vehicles can use it without causing danger to other persons near it.

If it is not reasonably practicable to separate pedestrians and vehicles then other means of protection for pedestrians are in place and that there are effective arrangements in place for warning any person liable to be crushed or trapped by an approaching vehicle.

All employees must comply with side rules and follow traffic routes as instructed and indicated by signage.

### **Regulation 28 – Vehicles**

Any construction vehicle being used for the purposes of construction work will be driven, operated or towed in safe manner and loaded in such a way that it can be driven, operated or towed safely.

No person shall ride on any vehicle used for construction work other than in a safe place provided for that purpose.

No person shall remain on any vehicle during the loading or unloading of any loose material unless a safe place of work has been provided.

### **Regulation 30 – Emergency Procedures**

Suitable and sufficient arrangements for dealing with a foreseeable emergency, including arrangements for evacuation, will be implemented and maintained. Such arrangements will take account of:

- The type of work being undertaken.
- The characteristics and size of the construction site.
- The work equipment being used.
- The numbers of persons on site that could be affected.
- The physical and chemical properties of any substances or materials being used on site.

The arrangements will be communicated and should be familiar to all personnel on site and tested by being put into effect at suitable intervals.

### **Regulation 31 – Emergency Routes and Exits**

A suitable number of emergency routes leading to a place of safety will be provided and maintained. Any routes provide must be kept free from obstruction and where necessary fitted with emergency lighting and adequate signage.

### **Regulation 32 – Fire Detection and Fire Fighting**

Suitable and sufficient fire-fighting equipment, fire detection and alarm systems will be provided, maintained, and tested at suitable intervals and maintained. Signage will be displayed indicating the location of any fire-fighting equipment provided.

Adequate instructions will be given to any person carrying out work which could give rise to a particular risk of fire, and a safe system of work implemented.

### **Regulation 34 – Temperature and Weather Protection**

So far as is reasonably practicable, a reasonable temperature will be maintained in any workplace during working hours. Persons will be provided with adequate protection from adverse weather.

### **Regulation 35 - Lighting**

Every place of work or approach and every traffic route will be provided with suitable and sufficient lighting.

## **3.9 Display Screen Equipment**

GRK Civils Ltd will implement arrangements and procedures for the assessment of risks from the use of Display Screen Equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Workstations will be set up using appropriate ergonomic principles and equipment, and we will encourage staff using screen and keyboard equipment to adopt good practice in relation to work posture.

The Office Manager will ensure that the following arrangements are carried out in connection with the use of DSE equipment:

- Identify the equipment which is classed as a workstation and provide a DSE Self-Assessment Checklist (Control Document No 10) for completion by the user (a 'user' as defined in the DSE

Regulations means an Employee who habitually uses DSE as a significant part of their normal work). Where this identifies any issues related to DSE or the Workstation review these in conjunction with the Health and Safety Consultants and produce an action plan where necessary to resolve the issues.

- Plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.
- Organise eye/eyesight tests at the request of the users and ensure the provision of suitable basic spectacles etc, where these are required for the display screen work concerned.
- Arrange for relevant health and safety training of users, and provide adequate information regarding these aspects.
- Instruction will be provided for those persons defined as users of display screen equipment, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

Eyesight tests will be available to all users or potential users at the expense of the Company, as required by law. Eyesight tests will be repeated at a frequency recommended by the optician/optometrist (usually every 2 or 3 years). We will reimburse the DSE user for the eyesight test and for any corrective appliances where solely required for DSE use, as follows:

- The cost of spectacles with corrective lenses solely for DSE use is limited to the basic cost of prescription spectacles and lenses (the cost of tinted lenses, special coatings or designer frames will not be reimbursed).
- Users who already wear spectacles for normal use, and who need additional special spectacles solely for DSE use may opt to combine the two requirements (e.g. by purchasing variable focal type lenses) but will only be entitled to claim the cost of a basic pair of spectacles which would otherwise have been necessary. Such claimants will be required to produce evidence of what the lenses and frames solely for DSE use would have cost had they been purchased as a separate pair of spectacles.

### **3.10 Driving**

GRK Civils Ltd recognises the potentially fatal risks to drivers when at work. GRK Civils Ltd.'s policy is that all drivers must be in full control of their vehicle at all times. This means no electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are only to be used if the vehicle has stopped in a safe place and the hand brake is applied, unless a hands-free kit is fitted to the car to enable the phone to be used safely and in accordance with current legislation.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. All employees must inform their Manager or Supervisor immediately of any change to their state of health, either temporary or permanent, or any medication they are taking, which might affect their driving ability.

Only those employees who hold a current valid driving licence and appropriate insurance for business use of the vehicle type they plan to drive are permitted to do so.

Only authorised drivers are permitted to drive company vehicles. All driving licences will be checked on an annual basis by GRK Civils Ltd management with reference to the DVLA database. A record will be kept on file for all authorised drivers, and with a copy of the DVLA licence information.

Drivers will be made aware of their responsibilities under the "Responsibilities" Section of this Policy.

Road tax and MOT's (if applicable) will be maintained in date for all company vehicles and a register kept and held on file.

All company vehicles will be periodically serviced in accordance with the manufacturer's instructions, and maintained a roadworthy condition. Suitable provisions will be made for times when vehicles are off the road due to repairs, breakdowns etc.

### **3.11 Electrical Safety**

The fixed electrical installation will be inspected and tested in accordance with BS7671 (the IEE "Wiring Regulations") every 5 years. Office based portable electrical appliances will be PAT tested at appropriate frequencies (see below for further details).

No work will be undertaken by any GRK Civils Ltd employee on or in the vicinity of live electrics. Managers and Supervisors are responsible for obtaining certification to ensure that any permanent electrics have been disconnected or isolated before allowing work on the system to commence.

Only battery operated or 110V equipment (or less) will be used on site for power tools.

Inspection and PAT testing of portable and transportable equipment will be undertaken at appropriate intervals, and records maintained. The frequency will depend on the environment in which the equipment is used and the conditions of usage, but will not normally exceed every 3 months for equipment used on site and every 12 months for equipment used in an office environment.

Further to this all employees are responsible for carrying out a visual inspection of any electrical equipment before use.

#### **Portable Electrical Appliances**

Portable electrical equipment is defined as any item of electrical equipment that is not fixed in position and is not permanently connected to the hard wiring of the electrical system.

Inspection and testing of portable and transportable equipment will be undertaken at appropriate intervals, and recorded on the Portable Appliance Register (Control Document No 11). The table below gives guidance on suggested frequencies of user checks planned formal visual inspections and combined visual inspection and testing (PAT testing) of portable electrical equipment:

Further to this all employees are responsible for carrying out a visual inspection of any electrical equipment before use to check the following:

- Bare wires are not visible, the cable covering is not damaged and there are no taped or other non-standard joints in the cable.
- The plug is in good condition and the cable covering is gripped where it enters the plug or equipment.
- The outer casing of the equipment is not damaged or loose.
- There are no signs of overheating on the plug, cable or equipment.
- Residual Current Devices (RCDs) are working correctly (the test button should be pressed daily).

Portable Appliance Testing records will be held at head office.

Equipment/application	Voltage	User check	Formal visual inspection	Combined inspection and test
Battery operated power tools and torches	Less than 25v	No check	No check	No
25v Portable hand lamps (confined or damp situations)	25v Secondary winding from transformer	No check	No check	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25v)	No check	No check	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (25v)	Weekly	Monthly	Before first use on site and then 3 Monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v Supply fuses or MCB's	Weekly	Monthly	Before first use on site and then 3 Monthly
RCD's	Fixed**	Daily/every shift	Weekly	*Before first use on site and then 3 Monthly
Equipment in site offices	230v office equipment	Monthly	6 Monthly	Before first use on site and then yearly
* Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.				

### 3.12 Emergency Procedures

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces. All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practiced regularly and records will be maintained. Appointed persons will be identified to take control in the event of an emergency incident.

### 3.13 Fire Precautions

The main legislation relating specifically to fire safety is the Regulatory Reform (Fire Safety) Order 2005. Under the Order, a nominated "Responsible Person" will carry out a Fire Safety Risk Assessment (Control Document No 12) and implement and maintain a fire management plan, to include the following:

- Ensure there are adequate means of escape from the premises and that they are maintained and inspected monthly (as part of Managers Monthly Health and Safety Inspection Checklist (Control Document No 13)).
- Carry out emergency evacuation drills on a periodic basis (suggested frequency 6 monthly).

- Ensure there are an adequate number of firefighting appliances, i.e. extinguishers, and that they are checked monthly as part of the Fire Safety Log Book Checks (Control Document No 14) and serviced annually.
- Inform Staff of the Company fire safety policy and procedures in the event of a fire.
- Post the appropriate fire safety signs - fire exits, fire exit direction signs, and fire action procedures.
- If fire exit routes or other means of escape are to be altered in any way, make sure this is acceptable to the fire authority before making any alterations.
- Carry out a weekly check of the Fire Alarm.
- Ensure all sections of the Fire Safety Log Book (Control Document No 14) are kept up to date.

Information on what to do in the event of a fire is presented to all employees on induction and displayed in all areas of the business premises. The outcomes of the quarterly fire drills are discussed at the next health and safety committee meeting; remedial actions are taken as necessary to improve standards.

The fire safety risk assessment will be reviewed periodically, or if circumstances change.

### **3.14 First Aid**

GRK Civils Ltd will endeavour to provide an appropriate number of qualified First Aid staff and first aid facilities at each workplace, taking into consideration the nature of the hazards and the number of employees at that workplace.

It is the Company's intention to try ensure that at least one person trained in first aid is present on each site. On sites for which there is a Principal Contractor, by prior arrangement we may agree that it is their responsibility to provide adequate first aid provision for that site.

Trained First Aiders will be available at all workplaces, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid procedures.

The selection of personnel to undergo first aid training will consider their willingness for the role, capacity to deal with injury and illness and ability to act calmly in an emergency.

Training will be provided by a trainer accredited by HSE. Records of training will be carefully maintained and refresher training will be arranged as necessary.

In addition, records of all cases treated will be kept for a minimum of 3 years, including information as the name of person injured, date and time of the accident, circumstances and injuries and treatment given.

List of qualified First Aiders:

Name	First Aider / Appointed Person	Expiry Date
Simon Clarkson	First Aider	19.11.2018
Site (Agreed at pre-start)		

### 3.15 Hand Arm Vibration Syndrome (HAVS)

The regular and prolonged use of vibrating tools can cause the users to suffer damage to the blood vessels or blood supply, causing a condition known as 'hand-arm vibration syndrome' (HAVS). The most common form of damage caused is vibration white finger. Damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

It is possible that GRK Civils Ltd.'s employees are likely to carry out tasks where they are likely to be exposed above the exposure action value ( $2.5 \text{ m/s}^2 \text{ A}(8)$ ) of the Control of Vibration at Work Regulations. If they are then the task will be subject to a risk assessment process (Control Document 28 and control measures will be implemented to reduce likely exposures to below the daily exposure action value (Control Document 15 - HAVs Register). Please contact our health and safety advisor for further advice if necessary.

When selecting and purchasing power tools and equipment, consideration must be given to procurement of equipment which is the least harmful in terms of vibration generated. In addition, operatives will receive information and instruction on the correct use of vibrating tools, the recognition vibration symptoms and the need to report them to the supervisor.

All GRK Civils Ltd Operatives will be required to complete the Company Medical Questionnaire (Control Document No 16) (see Section 3.17), and to promptly report any work related health conditions. Any person who is medically confirmed as suffering from HAVS must not be permitted to use power tools which have damaging vibration emissions.

### 3.16 Health Surveillance

It is the policy of GRK Civils Ltd to avoid and control exposure of employees to hazardous agents to preclude the necessity for statutory health surveillance. For example, exposure to noise and vibration will be controlled so that personal exposures are not likely to be above the first action level of the Control of Noise at Work Regulations or the exposure action value of the Control of Vibration at Work Regulations.

Similarly, it is our policy that exposure of workers to hazardous substances is avoided where practicable, or minimised and adequately controlled in all other cases. Where workers may be exposed to chemicals or wet products which may cause dermatitis then it is the company policy that suitable personal protective gloves be worn, and to encourage the use of skin care creams if necessary to reduce the risk of dermatitis to the lowest level reasonably practicable.

The Company's COSHH and risk assessments should identify where additional health surveillance may become necessary and what type should be implemented.

All employees are required to complete the Company Medical Health Questionnaire (Control Document No 16) and should advise their supervisor or line manager if they have any work related health issues, or any concerns related to their health which may affect or be affected by any work activity.

### **3.17 Housekeeping**

It is the responsibility of all persons to maintain their working area in a tidy and safe condition, and to report any unsafe conditions which may endanger themselves or others.

A periodic inspection of housekeeping will be carried out as part of the Managers Monthly - Health and Safety Inspection Checklist (Control Document No 13). All identified unsatisfactory conditions shall be recorded, reported, and remedial actions taken where appropriate. A formal record of these Inspections will be maintained.

### **3.18 Hazardous Substances**

GRK Civils Ltd will ensure that exposure of workers to hazardous substances is avoided or minimised, and adequately controlled in all cases. So far as reasonably practicable the use of hazardous substances will be eliminated or substituted with less harmful alternatives.

A risk assessment will be conducted of all work involving exposure to hazardous substances using the COSHH Assessment Form (Control Document No 17). The assessment will be undertaken by a member of the Management team and will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Hazardous substances will only be released to site on completion of this COSHH assessment, which should identify the safe working practices, any control measures required, and the appropriate personal protective equipment (PPE).

All workers who will come into contact with hazardous substances will receive appropriate training and information on the health and safety issues relating to that type of work before the work commences.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **3.19 Lifting Equipment and Lifting Operations**

There are many different types of lifting appliances, for example, tower cranes, telescopic jib mobile cranes, hoists, forklifts, gin wheels and pulley blocks, etc.

Lifting equipment must be suitable for the task (including consideration of environmental conditions), and adequate information should be obtained from the installer on the safe and proper use of the equipment. Careful consideration must be given when selecting suitable lifting appliances, including the weight and nature of the items to be lifted, ground conditions, potential obstructions, and weather conditions. All lifting appliances must conform to all current Regulations, Approved Codes of Practices and British Standards.

Operation of lifting equipment and slinging of loads should only be carried out by trained and competent persons.

There are occasions where operatives may use lifting equipment on site. If this is the case then the lifting operation will be covered by the risk assessment and/or method statement, and the lifting equipment will be subject to statutory test and examination. Certificates must be provided by the hire company for lifting appliances and lifting gear which they have supplied to customers. This equipment will normally fall into the category of Mobile Elevating Work Platforms (MEWP's), typically these will be cherry pickers/scissor lifts.

MEWPs must only be operated by competent employees holding a competency (IPAF) card and have undergone familiarisation training by the machine supplier.

When Cherry Picker type, MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard. Fall Arrest lanyards are not to be used.

Whilst operating Scissor Lift type MEWPs harnesses should be fixed to the attachment point whilst operating the machine over rough ground to prevent being thrown out. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the basket.

A register of lifting equipment will be maintained onsite (Control Document No 18)

Adequate pre-use checks, maintenance, examinations, and tests of lifting equipment should be carried out at appropriate intervals (Weekly by operator/6 monthly for Lifting Accessories and 12 monthly for Lifting Equipment) (Control Document No 19 – Weekly Inspections)) in accordance with statutory requirements and the manufacturer’s instructions. Suitable records must be kept.

The safe working load of any lifting equipment must not be exceeded, and the equipment must not be used in a way or for a purpose for which it is not intended.

Where conventional tower cranes are used on site GRK Civils Ltd will ensure that the crane is notified to the HSE within 14 days of its thorough inspection to include all information required as set out in the notification of conventional Tower Crane Regulations 2010.

### **3.20 Lone Working**

It is the policy of GRK Civils Ltd for lone working to be the exception rather than the norm. If lone working is required, a specific risk assessment will be undertaken and control measures will be put in place prior to work commencing to avoid or control those risks identified. Any significant findings of the risk assessment will be recorded.

In certain cases, the risk assessment may identify that more than one person should be involved in the operations or activity and that lone working is not permissible. In particular, young persons and persons undergoing training must be supervised at all times and should not work alone.

### **3.21 Management of Sub-Contractors**

It is the company's policy to minimise the use of subcontractors, however due to location and workloads it is sometimes necessary to employ them. Before sub-contractors are appointed, GRK Civils Ltd shall assess them on their health and safety competence prior to starting work on site and there shall be a pre-start meeting to discuss health and safety issues and assess whether a contractor has allocated adequate resource to fulfil his health and safety obligations in terms of health and safety law before the commencement of any contract. The responses obtained from the contractor and thorough evaluation of the contractor’s responses will also serve to gauge their commitment to health and safety and adherence to recognised standards of competence. A Competency Questionnaire (Control Document No 1) is completed for all contractors before appointment, and reviewed on an annual basis.

Once appointed, the ongoing performance of GRK Civils Ltd sub-contractors on site shall be monitored by the manager responsible to ensure that all works are carried in accordance with the statutory requirements and best practice and any unsafe acts or unsafe conditions caused or created by the sub-contractor shall be formally brought to the sub contractor’s attention.

### **3.22 Manual Handling Operations**

It is the Company’s policy to prevent injury and ill-health to the workforce engaged in manual handling and it is important that management and Employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

Manual handling operations will be avoided, so far as is reasonably practicable, where there is a risk of injury. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Risk assessments are carried out and recorded, including a Generic Risk Assessment for common manual handling activities.

Training has been given to all employees, information is included in the code of conduct and posters reminding employees of safe manual handling techniques are placed around the business premises. Co-operation and assistance of all staff is of the utmost importance and the recommendations of employees undertaking the tasks form an important part of the assessments.

For lifting activities not covered by the generic assessments, the Manual Handling Assessment Chart (MAC Tool) (Control Document No 20) can be used to decide if the operation you are assessing involves a significant risk (remember to take into account not just the potential load but also the capabilities of the individual who may be carrying out such an operation and the working environment). If the risk is deemed to be insubstantial, a detailed assessment is not required. If the MAC tool identifies medium/high risk of injury then further consideration should be given as to whether the operation can be avoided, or how the risk can be reduced to the lowest level reasonably practicable, for example by:

- Redesigning the task to eliminate manual handling.
- Provision of mechanical aids, (trolleys, hoists, etc.).
- Provision of proper handles, handholds.
- Secure items, to prevent load shifting.
- Breaking down of the load into smaller components to reduce the size of load to be lifted.
- Provision of manual handling training.
- Provision of sufficient persons to undertake a team lift.

If in doubt please seek the advice of your health and safety advisor, Geoff Jowett.

Employees must notify their Manager immediately should they suffer any acute injury or develop health problems related to manual handling operations.

### **3.23 Monitoring and Review of Safety Performance**

The Construction Director has a specific responsibility to monitor the implementation of the Company's Health and Safety policy and to review the company's performance. Monitoring will include both proactive and reactive monitoring, and will provide:

- Feedback on H&S performance.
- Information to determine whether the day-to-day arrangements for hazard and risk identification, prevention and control are in place and operating effectively.
- The basis for decisions about improvement in hazard identification and risk control, and the health and safety management system.

Proactive monitoring will be undertaken by Surveyors and Managers and may include:

- Periodic inspection of work systems, premises, plant and equipment using the /Monthly Health and Safety Inspection Checklist (Control Document No 13); the PUWER Plant and Equipment Inspection Checklist (Control Document No 7) and LOLER Lifting Equipment/Accessories Inspection Checklist (Control Document No 19) as a guide. All identified unsatisfactory conditions shall be recorded, reported, and remedial actions taken where appropriate. A formal record of these Inspections will be maintained.
- Day to day supervision and surveillance to ensure a safe working environment and safe systems of work are provided and maintained.
- Where appropriate or required, periodic site health and safety inspections may be carried out by Surveyors, Managers, GRK Civils Ltd Safety Advisors (Control Document 3) and/or external health and safety advisors (Control Document No 33) to ensure that work is being carried out as planned and that relevant legislation and site rules are observed on site.
- Measurement against any safety objectives which may be set at periodic management meetings and annual health and safety review meetings.

Reactive monitoring will include the identification, reporting, investigation and trend analysis for:

- Work-related injuries, ill health (including monitoring of aggregate sickness absence records), diseases and incidents;
- Other losses, such as insurance claims or damage to property;
- Any deficiencies in safety and health performance, and Health & Safety management system failures.

Periodic reviews of the health and safety management system will be carried out at a frequency and scope according to our needs and conditions; this will generally be annually, or more frequently if required due to changes in legislation, and will generally cover the following:

- The overall strategy of the health and safety management system to determine whether it meets planned performance objectives.
- Evaluation of the H&S management system's ability to meet the overall needs of the Company and its stakeholders, including its workers and the regulatory authorities;
- Identify what action is necessary to remedy any deficiencies in a timely manner.
- The results of work-related injuries, ill health, diseases and incident investigations and trend analysis; performance monitoring and measurement.
- Review of any new legislation, guidance notes, HSE initiatives, or other internal or external inputs which may affect the health and safety management system.
- Review the Safety Management System, working procedures and training requirements, as appropriate.
- Any changes will be communicated to all employees.

### **3.24 New and Expectant Mothers**

GRK Civils Ltd will endeavour to ensure that women of child bearing age are not put at any risk and that new or expectant mother needs are taken into consideration with respect to their working conditions, the type of work in which they are involved and their working environment conditions. A Risk Assessment for New and Expectant Mothers will be carried out using the risk assessment template (Control Document No 28) for all pregnant and breastfeeding workers and determine whether the existing control measures in place provide adequate protection. Where significant risks are present, we will alter working conditions, or introduce control measures. So far as practicable we will ensure that adequate rest facilities are provided for pregnant workers and new mothers.

### **3.25 Noise**

Damage to a person's hearing can occur when that person is constantly subjected to a noisy environment. All work tasks where employees are likely to be exposed above the first action value (80 dB(A)) of the Noise at Work Regulations 2005 will be subject to a risk assessment process (Control Document 21) and all reasonably practicable control measures will be implemented to reduce likely exposures to below the first action value. Where the daily noise dose reaches the second action value of 85 dB (A) ear protection becomes compulsory, and it is the responsibility of the supervisor to ensure that employees make use of it within designated ear protection zones. GRK Civils Ltd will do everything that is reasonably practicable to lower the daily noise dose to below 85 dB (A).

When selecting and purchasing power tools and equipment, consideration must be given to procurement of equipment which is the least harmful in terms of noise generated. In addition, operatives will receive information and instruction on the damage caused by noise, and how to use and maintain hearing protection.

All employees, contractors and visitors will obey any site instructions and warning notices with regard to wearing of hearing protection in designated areas.

Plant and equipment is to be selected and maintained to minimise noise levels, employees will be instructed in their safe and efficient use to minimise noise levels.

All GRK Civils Ltd Operatives will be required to complete the Company Medical Questionnaire (See Control Document No 16) (see Section 3.17), and to promptly report any work related health conditions. Any person who is medically confirmed as suffering from noise induced hearing loss may not be permitted to use power tools which cause damaging noise exposures.

### **3.26 Office Safety**

GRK Civils Ltd will ensure that all offices are maintained in a clean, orderly and safe condition, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, and are laid out and maintained to minimise slip and trip hazards. A safe means of access and egress from all workplaces will be provided and maintained, so far as reasonably practicable. All workplaces will have appropriate arrangements for the storage and use of hazardous substances, without risk to health.

### **3.27 Operatives whose first language is not English**

GRK Civils Ltd will ensure that operatives who do not have a good understanding of or are unable to speak English as a first language will be identified at job interview/induction stage and the following measures taken:

- Carry out a specific risk assessment for that individual (Control Document 28).
- Ensure that all safe systems of work are briefed by an interpreter.
- Safety signage to be provided in the first language of the operative.

- An English-speaking interpreter will be provided for every 5 operatives employed.

### **3.28 Permit to Work Systems**

A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated. For high-risk or non-routine works, or entry into a hazardous area, a Permit to Work system may be established and implemented to control the health, safety and environmental hazards.

Activities for which implementation of a Permit to Work system should be considered to ensure that the necessary controls are in place include:

- Hot Works (See Control Document No 22)
- Confined Space Entry (See Control Document No 23)
- Permit to Load/Strike Temporary Works. (See Control Document No 24)
- Permit to Dig/Drill (See Control Document No 25)

### **3.29 Personal Protective Equipment (PPE)**

All workers who may be exposed to a risk to their health & safety while at work will be provided with suitable, properly fitting and compatible personal protective equipment. This must be worn correctly when the applicable risk assessment identifies that it is required.

All personal protective equipment provided by GRK Civils Ltd will be properly assessed prior to its provision, and all employees will be provided with appropriate information, instruction and training on the correct use and maintenance of PPE.

Individuals will be asked to sign a declaration to confirm that they understand the need for PPE and agree to use it correctly in accordance with the training/instruction they have been given, and to report any defects or losses.

Supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately and maintained in good working order. A PPE Log (See Control Document 26) will be maintained of PPE issued.

All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on site, including safety helmets, high visibility jackets/ waistcoats, safety footwear and other PPE as directed or required by site rules.

Operatives must inform their foreman/supervisor/ person in charge immediately of any loss of or damage to their PPE, and obtain replacements.

Where safety harnesses are issued all operatives will ensure that a visual daily inspection is carried out and that any issues are reported to the site manager. Formal inspections will be carried out by the site manager weekly and recorded (See Control Document No 27). A 6 monthly thorough inspection will be carried out by a competent person/company.

Standards of PPE provided will be in compliance with the following standards:

- Hard hats – BSEN397
- Foot wear – BSEN345
- Hi Vis – EN471 Class 2 double hoop as standard, any road/highways work will be Class 3
- Light Eye Protection – BSEN 166 ...
- Impact Eye Protection – BSEN 166 ...
- RPE – FFP2 face fitted to operatives
- Gloves – BSEN...different standards
- Harnesses & lanyards – BSEN361...

### **3.30 Protection of the Public**

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to significant risks to their health and safety as a result of GRK Civils Ltd activities.

General public areas must be kept free from any unsafe obstructions and activities that could be a hazard. Where general necessary temporary safeguards must be provided and adequate control measures put in place to keep members of the public away from hazardous work activities.

Every reasonable precaution must be taken to keep unauthorised persons, especially children, out of Company premises and sites. Considerations must be given to safeguard trespassers should they gain entry, plant and equipment should be left immobilised (disconnected/locked off) and in a safe condition.

Where third parties or visitors are allowed onto Company Premises or site locations, they should be made aware of safety standards and any special hazards. They should be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

### **3.31 Risk Assessments and Method Statements**

Risk assessments are a key part of the arrangements for health and safety. Employees will be actively encouraged to participate in the risk assessment process. Management and supervisory staff are required to ensure that risk assessments are carried out for all work activities which entail a significant risk to health and safety. Significant findings will be recorded, and where applicable the risk assessments will be used to inform written instructions in the form of safety method statements. These documents are a key part of the health and safety management system, the purpose being to ensure hazards are identified and eliminated or reduced to the lowest level reasonably practicable by implementing appropriate control measures and safe systems of work. The method statement should outline working methods, explain the sequence of operations, and identify the precautions to be adopted. These risk assessments/method statements should take into consideration the following:

- Pre-construction information from the Client.
- Competency and training requirements.
- Access equipment needed for work at height, and any other tools and equipment required.
- Any site-specific hazards, for example asbestos or electrical hazards.
- The provision of basic fire precautions and firefighting arrangements.
- The necessary emergency arrangements, including first aid provision.
- Arrangements for management and supervision.

A copy of the risk assessment and method statement will be available at the workplace, and the findings will be brought to the attention of all employees affected by it, this will be undertaken by way of site briefings by supervisors, so that those undertaking the activity understand what they have to do and the control measures to be implemented.

All managers and supervisors are trained in carrying out risk assessments, and will use the Risk Assessment Template (Control Document No 28) and/or Method Statement Template (Control Document No 29) as necessary to record any site-specific risk assessment or method statement. Any significant changes to the safe system of work which deviate from either the risk assessment or method statement should be recorded by the named responsible person(s) and the changes communicated to all employees and others affected.

The Principal Contractor is to be requested to ensure that the requirements of the method statement are met, where the PC has control over these.

For potentially hazardous tasks, (e.g. hot works, entry into a confined space) a Permit to Work system may be established and implemented.

### **3.32 Vulnerable Persons**

The Company has an obligation to take extra precautions for vulnerable persons in our employment, if the risk of injury to particular individuals is greater than other individuals who are not at the same risk. Accordingly, additional risk assessments will be carried out for the following persons:

- Lone workers. (See Section 3.22)
- New and expectant mothers. (See Section 3.26)
- Young persons. (See Section 3.39)
- Operatives whose first language is not English. (See Section 3.29)

### **3.33 Smoking**

Smoking is prohibited at all times in all enclosed and substantially enclosed public or private areas in the workplace. Employees are only permitted to smoke whilst off duty (in official break times only) and in unenclosed designated areas.

Smoking is prohibited in vehicles belonging to or leased by the company and in staff private vehicles if ever used to transport members of staff or members of the public whilst carrying out their duties as an employee.

Any member of staff who does not comply with this policy shall be liable to disciplinary action in accordance with the company's Disciplinary Procedure.

### **3.34 Stress**

It is not envisaged that employees of GRK Civils Ltd are likely to be adversely affected by stress due to work related factors, such as workload or excessive working hours. However, the company recognises its responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

All employees are encouraged to report any concerns they may have regarding the impact or effect of work related stress. Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate Manager who will arrange for appropriate measures to be taken, including reviewing their workload and encouraging them to visit their G.P.

### 3.35 Temporary Works

“Temporary Works” is a widely used expression in the construction industry for an “engineered solution” used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation, or to provide access. The construction of most types of permanent works will require the use of some form of temporary works.

As a responsible company, we have interpreted BS5975 and will ensure that Temporary Works coordinators (TWC) and if necessary, a Temporary Works Supervisors (TWS) are formally appointed for each project. GRK Civils Ltd will ensure compliance with BS5975 by ensuring all employees have the required competencies and have been briefed on company procedures and documents relating to Temporary Works.

Examples of Temporary Works include, but are not limited to:

- 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 foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

### 3.36 Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

GRK Civils Ltd will carry out an annual review of health and safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review particular attention will be given to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. We recognise that employees taking on board additional responsibility may need additional training.

Records of training provided will be maintained. The training needs will be agreed by the management team and budgets allocated. The Managing Director will monitor that the training is carried out and maintained in accordance with the training schedule.

Each new employee will receive a Safety Induction at the start of their employment, where any additional training needs maybe identified. The induction will cover:

- The Company Health and Safety Policy and Company Health and Safety Employee Handbook, and general health and safety policies, rules and procedures.
- Site Health and Safety Environmental Induction Booklet.
- Emergency procedures including action to take in the event of a fire, and first aid arrangements;
- The significant risks, safe systems of work, and precautions to be taken. Method statements and risk assessments where applicable;

- The PPE requirements. Where/how to obtain additional PPE as required;
- Procedures for reporting accidents, injuries and property damage.

Further training needs may also be identified via other means, such as via site inspections or management meetings or annual health and safety review.

Ongoing and informal training and supervision will also be provided by all managers and team leaders within the business.

Plant and machinery must only be operated by trained and authorised personnel, in accordance with the written safe operating procedures. The safe operating procedure and list of authorised personnel is displayed alongside each piece of equipment within the workshops.

Where requested by the Principal Contractor, Tool Box Talks will be conducted on site. Records of TBT's will be kept (Control Document 30).

### **3.37 Site Induction Training**

All site based staff must comply with site induction procedures as required by the Principal Contractor. In addition, the Company site supervisor will ensure that all operatives are given a Company Site Health and Safety Environmental Induction (Control Document No 31 and must ensure that all operatives are aware of the content of any relevant method statements and risk assessments etc, site specific rules, specific hazards related to their working area, and emergency arrangements. No operative will be permitted to work on site without attending both a Principal Contractor and Company induction.

Where appropriate a GRK Civils Ltd representative shall attend site meetings as necessary to ensure that any relevant information discussed in the meeting that may have an effect on health and safety of the site personnel can be passed on to the workforce.

### **3.38 Welfare Facilities**

Suitable and sufficient welfare facilities for all notifiable construction projects will be available to all employees, contractors and visitors, including:

- Toilet facilities, including separate facilities for men and women, and special facilities for the disabled where reasonably practicable.
- Washing facilities, including sink(s) large enough to get forearms in, a supply of warm or hot running water, soap and towels or other means of drying hands.
- Accommodation for clothing, with drying facilities if necessary.
- Facilities for rest and to eat meals where necessary.
- Drinking water.

All facilities will be maintained to a satisfactory standard, with regard to accessibility, ventilation, lighting, and cleanliness/hygiene.

The Welfare Facilities for a site will be detailed in the Health and Safety Plan and be compliant with Schedule 2 of CDM 2015.

### 3.39 Work at Height

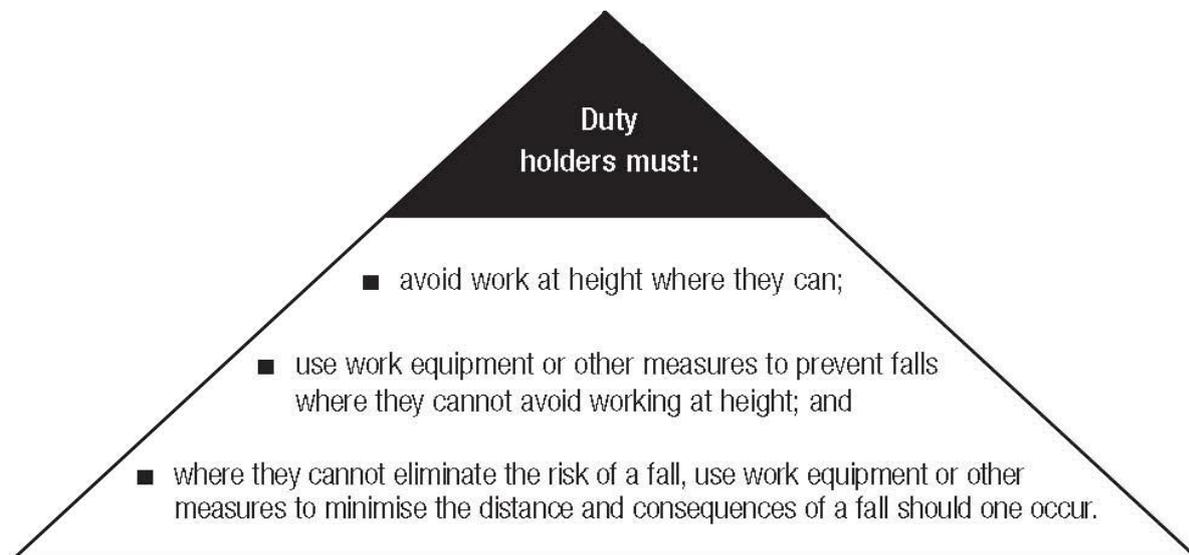
As working at height access equipment is used every day by our operatives this is an area which we take very seriously. GRK Civils Ltd will make sure that all work at height is planned and carried out in accordance with the relevant risk assessment, and in accordance with the Work at Height Regulations 2005.

The most suitable access equipment will be provided for the work activity, giving priority to collective measures (e.g. guard rails) over personal measures (e.g. harnesses). Regular inspection of all equipment required for working at height, will be carried out, particularly where there is a statutory requirement to do so.

Employees must inspect any work at height access equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.

GRK Civils Ltd will ensure that all working at height operations follow the Hierarchy as shown below, and also ensure the following:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent (or, if being trained, is supervised by a competent person).
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.



### MEWPS

There are occasions where operatives may use lifting equipment on site. If this is the case then the lifting operation will be covered by the risk assessment and/or method statement, and the lifting equipment will be subject to statutory test and examination. Certificates must be provided by the hire company for lifting appliances and lifting gear which they have supplied to customers. This equipment will normally fall into

the category of Mobile Elevating Work Platforms (MEWP's), typically these will be cherry pickers/scissor lifts.

MEWPs must only be operated by competent employees holding a competency (IPAF) card and have undergone familiarisation training by the machine supplier.

When Cherry Picker type MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard. Fall Arrest lanyards are not to be used.

Whilst operating Scissor Lift type MEWPs harnesses should be fixed to the attachment point whilst operating the machine over rough ground to prevent being thrown out. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the basket.

Adequate pre-use checks, maintenance, examinations, and tests of lifting equipment should be carried out at appropriate interval, weekly by the User (see Control Document No 31) and 6 monthly thorough examinations by a competent person\_ in accordance with statutory requirements and the manufacturer's instructions. Suitable records must be kept.

### **Scaffolding and Mobile Towers**

All reasonable steps will be taken by GRK Civils Ltd to provide a safe working environment for employees required to use scaffolding and mobile scaffold towers during their working day.

The company will liaise with any other persons involved in the work activity. Scaffolding will normally be provided by the Principal Contractor, in which case the Company's on-site supervisor should check that a handover certificate has been issued confirming that the scaffold has been erected by a competent person in accordance with a generally recognised scaffolding standard, and that it has been inspected by a competent person within the last 7 days before using it.

Mobile tower scaffolds will only be erected or dismantled by or under the direct supervision of a suitably trained and competent person. All operatives and supervisors involved in the erection of mobile tower scaffolds are required to attend a training course (PASMA) on the erection of prefabricated aluminium scaffolding.

All equipment is clearly identified, registered and is inspected at regular Intervals (Control Document 31). As with all work at height access equipment, the user is responsible for carrying out a visual inspection of the equipment prior to use, and must inform the relevant supervisor about any item of scaffold equipment that is found faulty when used on site.

In addition, all users of mobile towers and supervisors are to ensure that:

- Outriggers and stabilisers are used when required.
- All bracing members, guardrails and toe boards are fitted in accordance with the instructions.
- The castors are locked, before anyone works from the platform.
- The tower is clear of overhead obstructions, before moving.
- Access to the working platform is gained in the correct manner.
- Personnel do not to remain on the platform whilst the tower is moved.

## **Ladders**

Ladders and platforms owned by the company are included in a Work at Height Equipment Register and inspected Weekly (See Control Document No 31). All operatives and supervisors are trained in the safe use and inspection of ladders. As such they understand that they must carry out a visual inspection before use, and report any faults or defects in the equipment immediately.

Ladders, steps and trestles are not to be used on clients' premises unless it has been agreed that there is no other alternative but to use this type of equipment to complete the job.

Ladders, steps and trestles are not to be used:

- If they are found to be defective in any way.
- On sloping ground.
- On top of moveable objects.
- In front of a door which may be opened.
- Against a slippery or unstable surface.
- At a shallow angle, or used horizontally as a plank.
- At too steep an angle.
- Leaning to one side.

### **3.40 Work Equipment (Machinery/Plant)**

GRK Civils Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used, and is maintained in good working order and safe condition in accordance with the Provision and Use of Work Equipment Regulations 1998 and the manufacturers' instructions.

All workers will be provided with adequate information, instruction and training, and appropriate personal protective equipment, to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons

It is the responsibility of all persons using work equipment to use the correct tools and equipment for the job, and to carry out a visual check before use to ensure that it is in a safe condition. Anything which they find to be defective must be immediately taken out of use and reported to the supervisor or other relevant person for the appropriate action to be taken. In addition, users must not use unsafe defective equipment until it has been put back in good safe condition and must not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

Any safety critical work equipment which may be subject to conditions likely to cause deterioration over time will be subject to formal monthly safety inspections which will be recorded on the PUWER Monthly Equipment Inspection Register (See Control Document No 7). Suitable records of maintenance and test will be kept.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

### 3.41 Young Persons

GRK Civils Ltd does not directly employ young persons under the age of 18 years.

GRK Civils Ltd does provide training places for apprentices employed by Apprentice Training Agencies. Where Apprenticeship Training Agency (ATA) services are used to source, arrange and find a host for an apprenticeship, the Agency is the apprentice's employer.

GRK Civils Ltd will interview prospective apprentices to ensure that the company is satisfied the young person is suitable for a site position.

GRK Civils Ltd will work with the ATA to ensure risks are effectively controlled.

GRK Civils will ensure the same level of health and safety protection is provided in the workplace for apprentices hosted via this arrangement as for GRK Civils Ltd employees.

GRK Civils will comply with their responsibilities under the Management of Health and Safety at Work Regulations 1999, to ensure that young people employed by them are not exposed to risk due to:

- Lack of experience
- Being unaware of existing or potential risks and/or
- Lack of maturity

GRK Civils will provide instruction and training on:

- The hazards and risks in the workplace
- The health and safety precautions that are in place.

Construction work is high risk, therefore any assessments of risk will consider:

- The layout of the workplace
- The physical, biological and chemical agents they will be exposed to
- How they will handle work equipment
- How the work and processes are organised
- The extent of health and safety training needed
- Risks from particular agents, processes and work

GRK Civils Ltd will also check that young people have understood the instruction and training which has been given.

GRK Civils Ltd will provide clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk.

The apprentice will be overseen by the Site Manager, and when appropriate GRK Civils Ltd will provide a dedicated Supervisor to oversee and monitor the young person's work practice. Opportunity will be given for the apprentice to raise concerns and provide feedback to his Site Supervisor.

GRK Civils Ltd will provide to the relevant training agency details of the young person's site work and safety performance.

**ACKNOWLEDGEMENT**

Return to:

**GRK Civils Ltd, Suite 21 Metro House, 57 Pepper Road, Hunslet, Leeds LS10 2RU**

I confirm that I am in receipt of GRK Civils Ltd Health and Safety Policy.

Signature .....

Full Name (in capitals) .....

Date .....

**NEXT OF KIN DETAILS**

These are needed in case of accident or emergency at work.

Name ..... Relationship .....

Address .....

.....  
.....

Telephone ..... Mobile .....

Name of person to be contacted in case of emergency if different from above:

Name ..... Relationship .....

Address .....

.....  
.....

Telephone ..... Mobile .....