

# Esh Construction Health, Safety & Wellbeing Policy

UPDATED MAY 2023

## Family Tree



## **Esh Construction Ltd**

Esh Construction Ltd carries out works in the Civil Engineering, Commercial Build, Social Housing and Facilities Management fields of the construction industry and our scope of works includes the following, which are undertaken by specific trading divisions, namely:

### **Lumsden and Carroll Civil Engineering**

Civil engineering works involving highway infrastructure, bridges and associated works, public realm, foul and surface water sewers, shaft sinking, and sewage treatment works, reclamation schemes, hard landscaping, environmental engineering and supportive services, water supply and associated works.

### **Esh Build**

Esh Build is a leading provider of building projects across a wide range of sectors from large-scale corporate headquarters to general upgrade of commercial units. The specialist team at this Esh Group company delivers outstanding construction developments for emergency services, educational, historical, office and industrial, leisure and retail end users.

### **Esh Living**

Esh Living works with local housing providers across the North of England to build strong, sustainable communities. Delivering new build housing for rent, sale and shared ownership as well as refurbishing existing homes for rent.

### **Esh Facilities**

Esh Facilities delivers reactive and planned facilities maintenance services across the UK. The company also provides soft and hard FM solutions, as well as carrying out minor works and projects.

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# Section A

## Health, Safety & Wellbeing Policy

## Health, Safety & Wellbeing Policy

### **Section A – HEALTH, SAFETY AND WELLBEING POLICY STATEMENT OF INTENT – (PAGE 06)**

Outlines Esh Construction’s intentions and commitment to Health, Safety and Wellbeing.

### **Section B – HEALTH, SAFETY AND WELLBEING POLICY ARRANGEMENTS – (PAGE 23)**

Provides further detail on the arrangements in place to support delivery of the commitments made in the Health, Safety and Wellbeing Policy Statement of Intent under each of the bullet point statements.

### **Section C – H&S OFFICE ARRANGEMENTS – (PAGE 57)**

Outlines Health, Safety & Wellbeing matters and information in the office.

### **Section D – INDIVIDUAL RESPONSIBILITIES – (PAGE 64)**

Outlines who will be involved, who has responsibilities for Health, Safety and Wellbeing matters and what controls are in place to manage the main hazards and risks identified within our activities.

## Management Systems

This document fully supports the Esh Construction management systems which are certified to BS EN ISO 9001, 14001, ISO 50001 and ISO 45001.

The ISO 45001 obtained in Dec 2020 provides a more detailed focus on strong leadership and behavioural safety.

## Our Philosophy



*We aim to create a culture where our people, partners and supply chain are healthy and safe at work through the understanding that nothing that we do is so important that we put people, property or the environment at risk.”*

### **Actively demonstrate commitment to continually improving health, safety and wellbeing performance.**

The company directors are committed to continually improving Health, Safety and Wellbeing performance through their strong and active leadership, effective communication systems, management structures and the integration of good Health, Safety and Wellbeing management as a part of their day to day business decisions.

### **Creating a positive health, safety & wellbeing culture through effective leadership.**

The Esh Construction Board Directors will deliver effective leadership and create a positive Health, Safety and Wellbeing culture through their actions of:

**Inspiring** - providing a clear strategy and vision for the highest standard of Health, Safety and Wellbeing performance

**Influencing** - positively affecting the performance of the people working on behalf of Esh Construction by adopting the right attitudes and behaviours.

**Challenging** - positively reinforcing good Health, Safety and Wellbeing practices and helping people to adopt the right behaviours

**Engaging** - acting as a coach and mentor within the company, helping our people to successfully deliver a positive Health, Safety and Wellbeing culture

**Maintaining a through monitoring and review programme against company objectives and targets to drive continual improvement.**

The company objectives and targets are reviewed on an annual basis and are retained within the ISO 45001 Management System

H:\Management Systems\03-Health & Safety 45001 - Esh Construction\6 - HSM001 & HSM002 Objectives and Targets

Main focus remains on the high risk activities including Work at Height, Fire Prevention and Occupational health (incl COVID).

The monitoring, measuring and review of the company Safety, Environmental and Health performance is carried out through the Esh Group Safety Department HSEQ Inspections, subsequent compilation of a set of Key Performance Indicators (KPI's) which will be reviewed each month and provides the Board of Directors with factual performance information on which to make business decisions, allowing the company to work in an efficient and effective manner whilst systematically managing both personal and business risk.

**Ensuring that all relevant health, safety and wellbeing information, instruction and training is undertaken to carry out a task or tasks safely.**

The company has business specific policies and objectives in place to ensure that all relevant Health, Safety and Wellbeing information, instruction and training is undertaken to carry out a task or tasks safely. The Board has identified Health, Safety and Wellbeing training as a KPI and will monitor and measure performance, against the individual companies (Lumsden and Carroll, Esh Living etc) internal set training requirements, within their monthly review meeting.

## **Document References**

See Section D – Managing Director and Divisional Directors, Main Duties and Responsibilities

## **Achieving and Exceeding Compliance**

### **Achieving the highest standards of health, safety and wellbeing which meets or exceeds compliance with legal and other requirements.**

Esh Construction have a management system that is certified to the ISO 45001:2018 standard. The standard specifies the management system requirements and enables our businesses to develop and implement policies and objectives for identifying and accessing legal and other requirements that are applicable to our activities and occupational Health and Safety risks. Gaining information, knowledge and understanding of the legal and other requirements is gained through a number of external sources which includes, but not limited to industry and trade associations, H&S bodies, technical libraries, and regulators.

### **Benchmarking and comparing health, safety and wellbeing performance against others in the relevant sector.**

Esh Construction benchmark and compare Health, Safety and Wellbeing through various external advisory and verification bodies which include, but are not limited to: Achilles UVDB Verify, Considerate Constructors scheme, and HSE Working Well Together.

The implementation of training to recognised standards e.g. CITB, CSCS, CPCs, SMSTS, IOSH, APS and APM provides Esh Construction with an opportunity to set a defined standard for Health, Safety and Wellbeing performance which can be benchmarked against others in the relevant sector.

## **General Statement of Intent**



It is the policy of Esh Construction Ltd (the Company) that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the Health, Safety and Wellbeing of all its employees, subcontractors and site visitors and that its activities will not adversely affect the Health and Safety of others i.e. members of the public, children and any other interested parties.

We believe there is no conflict between our requirement to keep our workforce and members of the public safe and our long-term financial success. Nothing that we do is so important that we put people, property or the environment at risk, which includes commitment to minimise hazards and reduce risk.

The Board holds the appointed Director for specific projects responsible for the Health and Safety of all aspects of those projects.

In the field of Health and Safety we seek to achieve the highest standards. We do not pursue this aim simply to achieve compliance with current legislation, but because it is in our best interests. The effective management of Health and Safety, leading to fewer accidents involving injury and time off work is an investment which helps us to achieve our purposes.

We aim to adhere to our belief of “Esh Safe – Everyone Safely Home” and are committed to ensuring that all Health and Safety legislation and regulations are complied with. All new and proposed legislation, codes of practice and other requirements to which the company subscribes will be considered and any significant changes will be made to the policy to ensure a continuous reflection of legal compliance in all working practices, as a minimum standard.

The Health, Safety and Welfare Policy will be reviewed at least annually and monitored to ensure compliance with current and any future legal requirements.

We require that high standards of Health, Safety and Welfare shall be achieved and maintained at all our sites and offices.

The policy and all measures of it will be brought to the attention of all employees by their line manager in compliance with Company procedures. We will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If we feel that any part of the policy is not effective, we will take

whenever steps are required to rectify the problem. All matters concerning Health and Safety will be implemented only after full consultation with the employees. Regular safety meetings are held to ensure compliance with current legal requirements. We also recognise that there is a requirement to consult with employees and will therefore encourage full employee participation in all matters relating to Health and Safety.

We will ensure that all relevant Health and Safety training will be undertaken and that all the necessary information required to carry out a task or to ensure safety will be forwarded to the appropriate parties.

We are committed to arranging and carrying out our work in such a manner as to be as safe as is reasonably practicable. The exposure of employees or others to injury or ill health as a result of these works.

We will also ensure that sufficient resources are available to meet all reasonable health and safety requirements.

We seek improvement in all matters concerning Health, Safety and Wellbeing and firmly believe that all accidents and instances of ill health are preventable.

We will continue to promote mental health through the organisation by establishing and monitoring processes that enhance mental health and well-being.

It is the function of management to provide all the necessary resources in order to carry out work in a safe manner. We recognise however, that a safety policy cannot function properly without the support and cooperation of all employees. We have a legal duty to not only to work in a safe manner, but also to cooperate with efforts to create safe and healthy working conditions.

A HSEQ Director and team of safety champions are employed to advise and assist the company in the implementation of procedures to meet its statutory obligations and the objectives set out in this policy document.

Andy Shadbottle  
Director  
Reviewed 4th May 2023

It is the policy of Esh Construction Ltd (the Company) that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the Health, Safety and Wellbeing of all its employees, subcontractors and site visitors and that its activities will not adversely affect the Health and Safety of others i.e. members of the public, children and any other interested parties. We believe there is no conflict between our requirement to keep our workforce and members of the public safe and our long-term financial success. Nothing that we do is so important that we put people, property or the environment at risk.

The Board holds the appointed Director for specific projects responsible for the Health and Safety of all aspects of those projects.

In the field of Health and Safety we seek to achieve the highest standards. We do not pursue this aim simply to achieve compliance with current legislation, but because it is in our best interests. The effective management of Health and Safety, leading to fewer accidents involving injury and time off work is an investment which helps us to achieve our purposes.

We aim to adhere to our belief of “**Esh Safe – Everyone Safely Home**” and are committed to ensuring that all Health and Safety legislation and regulations are complied with. All new and proposed legislation, codes of practice and other requirements to which the company may subscribe will be considered and any significant changes will be made to the policy to ensure it continues to reflect legal compliance in all working practices, as a minimum standard.

The Health, Safety and Wellbeing Policy will be reviewed at least annually and monitored to ensure compliance with current and any future legal requirements.

We require that high standards of Health, Safety and Wellbeing shall be achieved and maintained at all our sites and offices. The COVID- 19 pandemic during 2020/21 introduced a number of controlling measures which will continue to be reviewed for their applicability to protect the Health of all personnel.

This policy and all revisions of it will be brought to the attention of all employees by their line manager in compliance with Company procedures.

We will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If we feel that any part of the policy is not effective, we will take whatever steps are required to rectify the problem.

All matters concerning Health and Safety will be implemented only after full consultation with the employees. Monthly Safety meetings are held to ensure compliance with current legal requirements. We also recognise that there is a requirement to consult with employees and will therefore encourage full employee participation in all matters relating to Health and Safety.

We will ensure that all relevant Health and Safety training will be undertaken and that all the necessary information required to carry out a task or tasks safely will be forwarded to the appropriate parties.

We are committed to arranging and carrying out our works in such a manner so as to prevent as far as reasonably possible the exposure of employees or others to injury or ill health as a result of those works. We will also ensure that sufficient resources are available to meet all reasonable Health and Safety requirements. Working from Home issues will be addressed through consultation and regular communications with the workforce.

We seek continual improvement in all matters concerning Health, Safety and Wellbeing and firmly believe that all accidents and instances of ill health are preventable.

It is the function of management to provide all the necessary resources in order to carry out work in a safe manner. We recognise however, that a safety policy cannot function properly without the support and co-operation of all employees. We therefore remind all employees that they have a legal duty not only to work in a safe manner, but also to co-operate with efforts to create safe and healthy working conditions.

A HSEQ Director and team of HSEQ Advisors are employed to advise and assist the company in the implementation of procedures to meet its statutory obligations and the objectives set out in this policy document.



**Andy Radcliffe**, Director  
May 2023

### **Chain of Responsibility**

No Safety Policy can work without the full co-operation of all the employees of the Company and the co-operation of all those working on behalf of the Company. The Safety Policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the contents.

In order to achieve an effective Safety Policy that can work in practice with the full approval of everyone concerned, Esh Construction regards employer/employee consultation and co-operation as essential. If there are any areas of disputes within the delegation of responsibilities, then this should be resolved by discussion with the appropriate line manager and reference to the Esh Group Employee handbook.

### **Everyone Safely Home – Esh Puts Safety First**

The safety culture at Esh Group has developed over a number of years mainly due to the high standards implemented by our existing staff and it is as part of a team that we can progress with encouraging people to engage in taking personal responsibility for their actions and to help others. One of the challenges we have today is to move Esh Group from good safety performance to excellent performance.

Esh Safe is a single Health and Safety “brand” encompassing all the Group policies, procedures, visions, targets, goals and objectives for Health, Safety and Environmental issues.



Esh Safe ensures not only that we meet our legal and moral Health and Safety duties, but we strive to go above and beyond these standards. Our Health and Safety belief, Everyone Safely Home is achieved through Esh Safe.

As part of our Safety Culture we aim to ensure that “we care” and are committed to ensuring that all personnel arrive safely, work safely and return home without any Safety or Health concerns.

At Esh Group we have “One Goal” of focussing on a healthy worker in a safe workplace which will ensure that Everyone Safely Home is achievable.

Underpinning this aspiration are our Safety, Health & Wellbeing aims:

- › **Leadership:** Everyone takes an active role in communicating, promoting and championing Everyone Safely Home for and on behalf of Esh Construction and keeps themselves and others safe and healthy
- › **Competence:** Everyone has the skills to do their job in a safe and healthy way, has been adequately trained and briefed about how to carry out their job safely in accordance with the minimum standards set out by the organisation
- › **Health & Wellbeing:** Everyone is committed to creating a working environment that protects people's health and enhances their wellbeing
- › **Communication:** Everyone has the information and empowerment to look after their own Health and Safety through effective and regular communication
- › **Performance & Improvement:** Everyone has the opportunity to be fully engaged and contribute to continually improving Safety, Health & Wellbeing performance.

## Health & Wellbeing

Health and Wellbeing impacts positively on our people's attitudes towards their work making them more productive and focussed. This promotes a healthier, happier and safer workforce.

Together we will ensure that:

- › We eliminate health risks at design stage wherever possible by coordinating with the Principal Designer/Design Teams.
- › Our project supervisors are trained in Health & Wellbeing principles and that they seek to ensure these principles are upheld.
- › Our wellbeing activities enhance our people's awareness and involvement in beneficial activities which make a positive contribution to their lives.
- › Health Surveillance and Fitness for Work Assessments are provided as required to all employees.
- › Everyone is fit and able to undertake their daily activities
- › We set the highest standards during construction activities and provide support, advice and encourage discussion on risk reduction, whilst running programmes on minimising health risks.
- › We promote good practice in both physical and Mental Health and Wellbeing activities and share learning's across the organisation.

## **Mental Health, Wellbeing, Fatigue, Stress & Resilience**

*“Promoting the mental well-being of our employees is a vital element of our Health, Safety and Wellbeing programme, which recognises that mental health is especially important in times of change or uncertainty. By listening and responding to the emotional needs of our employees, we give people a better chance of fulfilling their potential.”*

Esh Construction have in place processes to manage & monitor mental health issues in-line with the HSE’s six management standards:

- › Demands
- › Control
- › Support
- › Relationships
- › Role
- › Change

The management standards represent a set of conditions that, if present, reflect a high level of health well-being & organisational performance.

Esh Construction manage & monitor issues via:

- › An anonymous “whistle blowing” system managed externally by SafeCall
- › The appointment & training of Mental Health First Aiders within all sectors of the business
- › Completion of a Stress Risk Assessment led by management throughout their teams.

### **Relevant Supporting Documentation**

- › Fatigue Management Policy
- › Fleet Policy
- › Stress Risk Assessment

## **COVID 19/Pandemic/Business Disruption**

The COVID 19 pandemic affected Business Operations during 2021 and it is anticipated that the general withdrawal of mandatory rules and regulations will ease the burden during 2022. The company will continue to monitor the situation, and as part of a Business Continuity Arrangements procedures will be regularly renewed.

- › Work at Home has been introduced in certain areas of operation

## **Smoking**

Esh Construction understands its responsibilities under the Health Act 2006 to ensure suitable smoke-free working facilities. Under this responsibility, smoking on all Esh Construction sites is restricted to identified "smoking areas" which are communicated during initial site induction & displayed on sites via clear signage.

Persons found smoking within general/occupied working areas shall be educated & instructed on the correct procedure for the protection of everyone's health & control of a potential ignition source on site.

The Health Act 2006 detailed three duties, requiring:

- › Smoke free premises to display a no smoking sign.
- › Any person in control of the management of smoke-free premises "to cause a person smoking there to stop smoking".
- › All persons not to smoke on smoke-free premises.

The regulations apply to enclosed 'premises', which are those, that have a ceiling or roof and, except for doors; windows or passageways are wholly enclosed whether on a permanent or temporary basis. Substantially enclosed premises are those that have a ceiling or roof, but there are openings in the walls that are less than half of the total area of the walls.

The regulations also apply to vehicles, when the vehicle is used by one or more person (even if they do not work there at the same time).

No smoking signs will be placed at all public entrances to no smoking premises so that employees, visitors and customers are aware of the ban. The Company will implement the following smoking policy across all its workplaces and vehicles.

- › All offices and workplaces will be designated as no smoking.
- › All vehicles used for Company business will be designated as no smoking.

Suitable signs will be displayed in all premises and vehicles owned and operated by the Company. Employees are expected to adhere to this policy in all other premises regardless of whether or not signs are displayed.

### **Relevant Supporting Documentation**

- › Site Specific Induction
- › Esh Group No Smoking Policy
- › Esh Group Employee Handbook

### **Performance & Improvement**

The focus will be on leading indicators rather than lagging indicators of performance. We will support operational decision making via the provision of timely and relevant

performance reporting to the business focussing on leading performance measures to motivate “more of what we want” (e.g. Esh Safe Standards, What Good Looks Like). We are committed to being a learning organisation that listens and takes consistent action to eliminate the potential of harm or loss. Openness with respect to reporting incidents and non-compliance issues will be encouraged and potential negative interventions and consequences from leaders discouraged.

Where incidents occur, we are committed to investigating these thoroughly to establish the root cause ensuring that incident investigations are completed in a timely manner and that any resulting learning and recommendations are escalated, shared and closed by the required target date. Any lessons learnt will be embedded in our standards and guidance where relevant.

Together we will ensure:

- › Our HSEQ Department safety professionals will drive continual improvement by identifying preventive action and sharing best practices.
- › Regular Director Safety Inspections to encourage best practice.

#### **Incident Review**

Esh Construction will implement an Executive Incident Review (EIR) process for all lost time, major injuries, high potential incidents and all Health, Safety & Wellbeing incidents resulting in lost time. The purpose of which is to ensure that incident investigations are effective and that sensible recommendations are made and closed out. Operational management will be invited to the EIR to present the findings from the investigation.

Where a sub-contracting organisation is involved, they shall also be invited to the EIR and expected to participate in the presentation of the findings. The operational employees involved in the incident may also attend these review meetings.

#### **Monthly Employee ‘Team Talk’ Meetings**

The Esh Construction Director of Health & Safety shall identify a schedule of planned toolbox talks and team talks incorporating the Esh Safe News team brief material for delivery on sites. All operational personnel shall receive a minimum of two planned toolbox talks/team talks per month covering two separate subjects. These are usually identified in the “Targets for the year.”

The delivery of the toolbox talks / team talks shall be the responsibility of the operational management who shall identify persons competent in the briefing of information. Each briefing shall be recorded, and records kept of briefings for the life of the project. Records shall be maintained. The briefing record shall include the facility for feedback.



### General Safety Update

Welcome to the latest Esh Safe News (Site Managers use the appropriate information on the slides in tool box talks to your site teams). Obviously COVID 19 controls have been the main distribution of documentation to Esh Group sites in 2020, but this document is primarily focused on Temporary Works (TW) on sites. In addition to usual procedures, forms this was produced to provide an easy to understand description of how TW are operated on sites. There have been relatively few incidents in relation to TW on Esh Group sites but as always appropriate controls need to be applied and understood by the Site Teams.

**Environmental/Energy issues are also highlighted within the document**

The HSEQ team has seen a restructure and personnel within the department are featured on the following page. Any queries /concerns you may have on Safety/ Health/ Insurance/ Training/ Environmental/ Quality/ Energy issues please contact members of the HSEQ department or email or call:

William.stobbe@esh.uk.com  
Mobile 07589 548927

### Mental Health First Aiders

These are difficult times at present for all of us and our families but a reminder that **"you are not alone"** Esh Group have a number of Mental Health First Aiders who are a point of contact if you, or a work colleague you are concerned about, are experiencing a mental health issue or emotional distress. The MHFA are not therapists but they can give you initial support and signpost you to appropriate help if required.

Because of the stigma attached to mental health concerns, it's often hard for those struggling and their families and friends to talk about what they're going through. But help is available, and it works.

For an informal chat with one of our team initially contact by email on [mhfa@esh.uk.com](mailto:mhfa@esh.uk.com) and you will be contacted direct to establish a 1-2-1 meeting which can be held privately on Microsoft Teams / Telephone call or subject to social distancing physically at another location.

Useful reference material is available from the following sources:  
<https://www.mentalhealth.org.uk/concerns/looking-after-home>  
<https://www.rh.uh.ac.uk/everyday/every-mind-matters/>



### Temporary Works

As most of you will be aware, we had a serious accident in July, when an operative received serious injuries while climbing down from a platform on a formwork system. This has highlighted the need for a renewed focus on temporary works and remind everyone of the procedure.

The British Standard for Temporary works, **BS 5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework** was updated at the end of last year (2018) These changes have been incorporated into the Esh Construction procedure and will be covered in the coming slides. (the changes will have a minimal impact on general activities)

A working group has been established to develop guidance for selection of formwork systems and access points, this will be an ongoing forum and guidance documentation will be released as the works progress.

**Remember:** failure to properly manage temporary works can lead to prosecution, fines and in the worst-case scenario serious injury or death.

As part of our future safety audits where applicable the safety department will be focusing on temporary works for the realistic accident scenario.

### Appointments

All temporary works roles must be appointed in writing at the start of any project.

Once these roles are appointed, the named individuals will have a responsibility to maintain temporary works controls on site.

The Coordinator and Supervisors will be appointed by the Designated individual, this person is usually their Director/Contracts Manager.

## Safety Alert

The Esh Group HSEQ Director shall ensure that Safety Alerts are identified and produced for all serious incidents and significant near misses. Safety Alerts shall be pictorial and contain photographic as well as a written explanation of the incident to ensure briefing of the alert is as easy and effective as possible.

## Regulatory Liaison

Esh Construction and supply community partners are required to provide proper and lawful access to regulatory enforcement staff and other related parties such as representatives of insurers. All subcontractors shall ensure that Esh Construction is advised of all action by regulators in connection with the works, including:

- › Site visits and comments made during such visits
- › Site inspections and comments made during such inspections
- › Written communication, and enforcement notices or other formal action.

All visits must be notified to the HSEQ Director at the earliest opportunity.

## Training and Information (ECQPO19)

Appropriate and adequate training is the key to the effective and efficient operation of Esh Construction Ltd. The Company does not regard Health and Safety training as an activity undertaken just to meet the minimum requirements of Health and Safety law; nor does it see Health and Safety training as a "bolt- on extra" to skill or professional training. The Company views Health and Safety training as an integral part of vocational skill training for the safe and effective undertaking of any work activity.

The Company has therefore set out the following aims:

- › Training that is suitable, sufficient and cost effective.

The cost of training and the degree of risk to be countered by the training will be considered when deciding if the training is justified.

Training will be prioritised to ensure that information, instruction and training for high-risk activities is undertaken before general skill training.

The Company objective is to ensure that all employees are able to carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

- › The more information, instruction and training received by employees the greater their level of competence and therefore the greater the opportunity for them to act as supervisors of their own work.
- › The Company maintains detailed training records and a regular review of training needs is carried out in order to establish an effective training plan.

All new employees are inducted to the Company at which time the details of this Health, Safety & Wellbeing Policy are highlighted. Copies are provided at each main office location and are available on the Esh Group SharePoint.

All personnel attending sites, including visitors must report to the Site Manager or his representative where they will be made aware of the specific site rules for the project and any unusual associated risks.

### **Vehicles/Driving for Work**

Esh Construction understands its responsibilities to ensure the safety of its employees whilst utilising Company vehicles to carry out their duties. Esh Construction recognises its responsibilities to assess & control the total time employees spend operating vehicles. Additionally, the Company recognises the requirement to assess vehicle ergonomics, provide instruction on the prohibition of smoking in vehicles & the requirements of the FORS accreditation held by the Company.

Subsequent vehicle policies have been produced detailing requirements & control measures in greater detail which are communicated to all authorised Company vehicle drivers.

### **Relevant Supporting Documentation**

- › Esh Group Fleet Policy
- › HGV Driver's Handbook

## Drones

Esh Construction have in place an SUA Operational Drone Safety Policy to assist in managing operations involving small unmanned aircraft/drones. General operations involve aerial surveying large open areas ready for development & specifically areas in to mitigate/preparation for work at height (i.e. inspections of guttering, roof condition & evidence for traffic management plans etc).

Suitable information, instruction & training is provided to nominated persons within the Company responsible for the management/operation of Company-owned equipment.

Esh Construction recognises its responsibilities in conjunction with the CAA (Civil Aviation Authority) incl. minimum/maximum distance, altitude & line of sight during operation of SUAs. In addition, Esh Construction shall ensure drones in use for its benefit shall be subject to the required inspection regime (applicable every 50 operational hours).

### Relevant Supporting Documentation

- › SUA Operator's Manual/Safety Policy
- › SUA Emergency Checklists
- › SUA On-site Procedures & Checklists
- › On-site Drone Pre-flight Checks
- › SUA Drone Initial Job Sheet
- › SUA Drone Detailed Site Assessment
- › SUA Incident Investigation Report Form

### Employment of Young Persons

- › The Company may from time to time employ "young persons". These are defined as persons under the age of 18 years old.
- › In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk.
- › to young persons, such as: harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, are of particular relevance and Supervisors are to ensure a suitable and appropriate risk assessment is compiled before allocating work tasks.
- › to employed young persons. A higher standard of supervision will also be required to ensure young persons cannot endanger themselves or others.

- › To meet the requirements of The Management of Health and Safety at Work Regulations the Company will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.

### **Disabled Persons Summary of Duties**

- › The Health and Safety at Work Act requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the workforce generally. The Company will consult with the Employment Medical Advisory Service of the Health and Safety Executive for advice on Health and Safety concerns relating to individual employees where complex problems arise.
- › In practice, the Company's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).
- › The Company will therefore give special attention to the integration of a disabled employee within the overall workforce. Although Health and Safety standards.
- › are never compromised by employing disabled people, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.
- › Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and workplace adaptations as necessary which facilitate the work undertaken.

### **Working Alone**

- › The Company will, so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their Health and Safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.
- › An assessment of the risks will be undertaken, by virtue of the Management of Health and Safety at Work Regulations, to identify the hazards and to determine whether or not the work can be carried out safely by unaccompanied persons.

Consideration will be given to:

- › The remoteness or isolation of the place of work.
- › Means of communication e.g. two-way radio, portable telephone, regular visits by a competent person, other means of summoning assistance or raising the alarm.
- › Violence or criminal activity by third parties and other interference.
- › Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.

- › Employee suitability, including training requirements, experience, medical fitness, etc.
- › Suitability and quality of tools, plant and equipment.
- › Availability and quality of personal protective equipment required.
- › Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and level of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and must report any concerns to their supervisor immediately.

### **New Employee Induction Procedure**

The Health and Safety at Work etc. Act, The Management of Health and Safety at Work Regulations and The Construction (Design and Management) Regulations require the company to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure new employees, including those with experience in the industry, are properly inducted on matters of Health, Safety and Wellbeing and that this induction is conducted on a formal basis.

When the new employee arrives at his place of work for the first time, the person in charge of the place of work must ensure the employee is informed and instructed on all aspects detailed in the induction form before being given any work task Any previous safety training undertaken by the employee, i.e. cartridge tools, forklifts, abrasive wheels, etc. should be recorded along with the induction form and details forwarded to Esh Training Solutions. The form is to be signed and dated by both the person carrying out induction and the new employee and sent to the Company Head Office.

### **Company Vehicles**

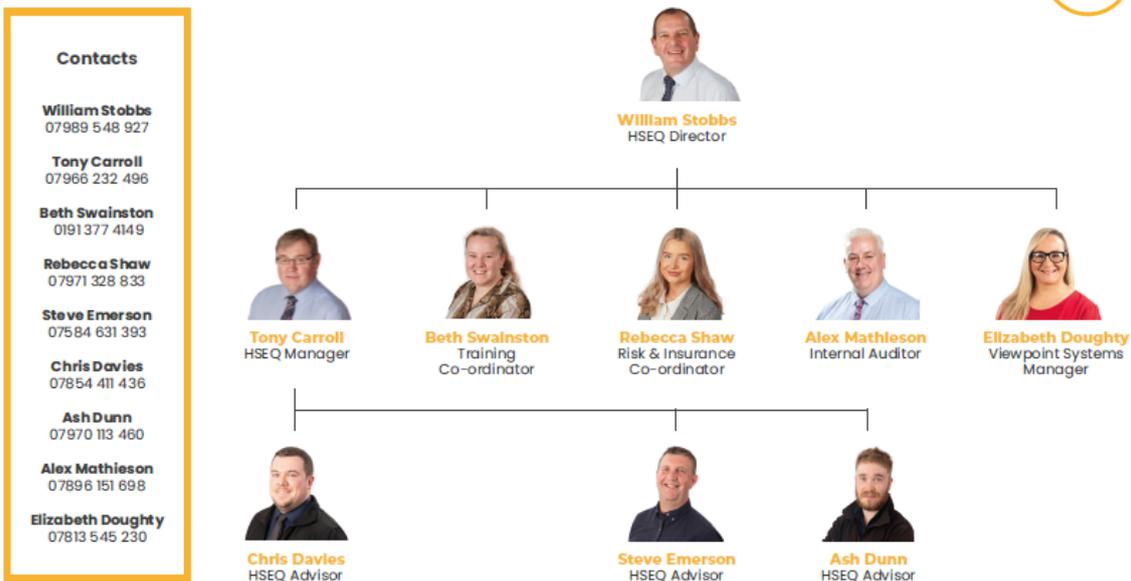
(see separate Company Vehicle Policies)

# Section B

## Health & Safety Construction Site Arrangements

The company's approach to Health and Safety is underpinned by strong leadership. The HSEQ Director heads up an established in-house team including HSEQ Manager and Advisors who hold NEBOSH accreditation as a minimum requirement. Membership of Safety Groups including Newcastle Construction Safety Group, IOSH, IIRSM, Northumbria Water, Environmental Agency Forums affords a wide network of contacts and knowledge to ensure that industry best practice is adopted in all operations.

## HSEQ Overview



The Esh Construction staff work to manage hazards in line with the Principles of Prevention contained in both the Management of Health & Safety at Work & CDM Regulations. This philosophy is enshrined within our documented procedural controls.

The Esh Group HSEQ Department have identified high risk activities which require additional focus in ensuring not only legal compliance but ensuring a safe & healthy working environment.

Specific arrangements are documented within the ISO 45001 Management System detailing the safe working practices & control measures required during all foreseeable operations. All documentation including procedures, generic risk assessment templates, H&S forms & internal guidance are regularly reviewed & updated in-line with legislative updates & industry guidance derived from HSE-issued ACoPs & best practice. To assist in complying with these arrangements, all Managers & Supervisors are to note that the Company expects the minimum standards set out in the "Company Procedures Arrangements" sections are to be achieved. These are supported by written procedures within the accredited management system.

In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be included in the site documentation & adequate resources will be made available to meet the requirements of the Plan & Policy objectives.

It is essential that a high level of housekeeping be maintained on all sites & at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Additionally, there is a requirement to maintain safe access & egress to & from the site or premises. There must be adequate areas on site to provide safe walkways, away from vehicular traffic, & these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked & kept free from obstruction.

Employees must not operate any plant, machinery or equipment unless he or she: a) Is fully conversant with all the safety requirements, has reached the minimum statutory age & been fully trained on the working of the machine. b) Is certified to operate that machine.

Safety inspections of sites & premises will be undertaken by a number of persons, i.e.:

- › By Directors & Contract/Project Managers on visits to sites or premises – they will report their findings directly to the person responsible for the site or premises
- › By Site Agents, Managers, Engineers, & Foremen – this will form a vital part of any site or premises inspection

Regular inspections will be undertaken by members of the Safety Department – an emailed report of the significant findings will be left with the Supervisor of the site or premises & a copy will be retained within the Company head office.

Work operations may be suspended where there is serious or imminent danger to company personnel, members of the public or any property.

Further information is located within the ISO 45001 Management System detailed above (accessible via all Esh Construction computers on the internal intranet & operational systems). Common operations & the required supporting documentation are listed below:

- › Successful implementation of safety controls on sites is relevant to the supporting documented procedures, key documents for this process and which highlight specific operational controls are the Management System procedures, e.g. ECEP005 – Planning for Safety (Operational Control) and how the current CDM regulations affect our work ECP036 – CDM 2015

## Welfare

As is set out within the Construction (Design & Management) Regulations, Esh Construction understands its responsibilities in relation to providing or ensuring that sufficient Health & Welfare facilities to its employees & workers are available. As such, Esh Construction shall ensure that the following facilities are available for use on sites at minimum:

<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Appropriate water flushing facilities.</li> <li>• Adequate supply of toilet paper.</li> <li>• Well ventilated and lit.</li> <li>• Cleaned at least daily.</li> </ul>
<b>Washing Facilities</b>	<ul style="list-style-type: none"> <li>• Should be available next to both toilet and changing areas.</li> <li>• Basins should be large enough for people to wash their faces, hands and forearms.</li> <li>• Shall include a supply of hot and cold or warm water (running where possible), soap and towels or dryers.</li> <li>• Non-alcoholic wipes can only be used as a temporary measure or to supplement the above.</li> </ul>
<b>Female Facilities</b>	<ul style="list-style-type: none"> <li>• Sufficient facilities shall be provided that meets the needs of women working on site. Separate access shall be provided and the following shall be addressed;</li> <li>• Provision (including maintenance and filling) of sanitary towel/tampon dispensers.</li> <li>• Provision (including maintenance and emptying).</li> </ul>
<b>Storage and Changing of Clothing</b>	<ul style="list-style-type: none"> <li>• Provision for storing personal and protective clothing.</li> <li>• Facilities for drying clothes.</li> <li>• Lockers to be provided for securing personal items (site office may be used if kept secure).</li> </ul>
<b>Rest Facilities</b>	<ul style="list-style-type: none"> <li>• Provision shall be made for personnel to take breaks and shelter from the weather.</li> <li>• To be clean and tidy with bins emptied at least daily.</li> <li>• Rest areas shall be heated.</li> <li>• Seating with backs shall be provided.</li> <li>• A means of heating water for drinks and heating up food.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• Adequate supply of drinking water shall be provided either from mains supply of suitable containers. Drinking water shall be clearly marked and regularly changed to prevent it from becoming stale or contaminated.</li> </ul>
<b>Shower Facilities</b>	<ul style="list-style-type: none"> <li>• Fully operational showers shall be considered where work includes contracts with sewage and sludge, contaminated ground, tunnelling operations, heavy and/or dirty work etc.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Arrangements shall be made for the maintenance and cleaning of the above facilities.</li> </ul>

### Relevant Supporting Documentation

- › ECP020 Health & Welfare Procedure
- › OH&SF 059 PC/SC Site Setup Checklist

		Section: OH&ME 06 Reference: OH&SF 020 Page No: Page 1 of 2 Issue 1: Revision 8	
<b>Check list for site set up as PRINCIPAL CONTRACTOR</b>			
<b>Welfare facilities</b>			
• Means to heat food – microwaves most suitable with PAT testing, cleaning regime	ALL	Y	N
• Hot & Cold or warm running water	ALL		
• Drinking water to be stored separately and marked with date filled (or running tap)	ALL		
• Hand cleaner & means of drying	ALL		
• Toilet facilities & Toiletries include regular cleaning regime	ALL		
<b>Cabin items to display</b>			
• Everyone Safety Home Health and Safety Notice board (where space allows), complete with: <ul style="list-style-type: none"> <li>• Notification of reconstruction project (Form 10)</li> <li>• Health and safety law poster – complete with local HSE office address</li> <li>• Current insurance certificate</li> <li>• First aid poster – updated with mobile first aider (if including photos)</li> <li>• Nearest A&amp;E and routes displayed</li> </ul>	ALL		
• Other notifications as relevant (e.g. asbestos removal, demolition, environmental)	ALL		
• Hazard of the day board (updated regularly & relevant to site)	ALL		
• Information posters (relevant to location, work carried out and time of year)	ALL		
• Signs to route clearly identified	ALL		
• Up to date traffic management plan, including pedestrian routes	ALL		
<b>General office items</b>			
• First aid box (suitable for number of workers)	ALL		
• Eye wash bottles (running water preferred)	ALL		
• Fire extinguishers – changed and tested within 12 months	ALL		
• Dust bins	ALL		
<b>Documentation</b>			
• Construction Phase Plan – required on ALL projects (prior to job starting, regularly updated, reviewed and revised) which includes Communication Coordination arrangements with all parties (and Client CDD sub-Contractors)	ALL		
• Asbestos surveys (prior to intrusive works)	ALL		
• Service plans (details of buried services, disconnections etc)	ALL		
• Risk Assessments, COSHH assessments & Method Statements	ALL		
• Subcontractors' used on site approved, use of Form50 and 61	ALL		
• Details of all training certificates (including site management)	ALL		
• Plant certificates	ALL		
• Weekly inspections (up to date and relevant)	ALL		
• Toolbox talks (up to date & relevant)	ALL		
• Arrangements in place for Liaison with PD on Health and Safety File compilation	ALL		
• Site Specific Induction, Organograms & contact details, clearly defining supervisor	ALL		
<b>Site requirements</b>			
• Site rules displayed at entrance	ALL		
• Pedestrian routes clearly defined	ALL		
• Material storage area identified	ALL		
• Site tidy	ALL		
• Suitable PPE supplies on site & being worn	ALL		
• Site security fenced (where applicable) access complete with company logo boards	ALL		
• Designated areas for waste disposal, bucket changing, smoking, fire assembly	ALL		
<b>If your site does not meet these requirements, or you are unsure, then contact your contracts manager or a member of the Health and Safety Department.</b>			
Name	Position		
Signature	Date		

		Section: OH&ME 05 Reference: OH&SF 020 Page No: Page 2 of 2 Issue 1: Revision 8	
<b>Check list for site set up as SUB-CONTRACTOR</b>			
<b>Welfare facilities</b>			
• Shared welfare with Principal Contractor – AGREEMENT FORM SIGNED	ALL		
• Means to heat food	ALL		
• Hot & Cold / warm running water	ALL		
• Drinking water – to be stored separately and marked with date filled or running tap alternative	ALL		
• Drinking utensils, w. cups etc.	ALL		
• Hand cleaner and means of drying, in paper towels etc.	ALL		
• Toilet facilities and toiletries	ALL		
<b>Cabin items to display</b>			
<b>Only applicable where we supply our own cabins</b>			
• Everyone Safety Home Health and Safety Notice board (where space allows), complete with: <ul style="list-style-type: none"> <li>• Health and safety law poster – complete with local HSE office</li> <li>• Current insurance certificate</li> <li>• First aid poster – updated with mobile first aider</li> <li>• Nearest A&amp;E centre with routes displayed</li> </ul>			
• Other notifications as relevant (e.g. asbestos removal, demolition, environmental)			
• Hazard of the day board (updated regularly and relevant to site operations)			
• Information posters (relevant to site location, operations and current climate, i.e. weather / season)	ALL		
• Signs location clearly identified	ALL		
• Up to date traffic management plan including pedestrian routes	ALL		
<b>General office items</b>			
• First aid box (suitable for number of workers)	ALL		
• Eye wash bottles (running water preferred)	ALL		
• Fire extinguishers – changed and tested within 12 months	ALL		
• Dust bin	ALL		
<b>Documentation</b>			
• Asbestos surveys (prior to intrusive works)	ALL		
• Service plans (details of buried services, disconnections etc)	ALL		
• Risk assessments, COSHH assessments and method statements	ALL		
• Subcontractors' used on site approved	ALL		
• Details of all training certificates (including site management)	ALL		
• Plant certificates	ALL		
• Weekly inspections (up to date and relevant)	ALL		
• Toolbox talks (up to date and relevant)	ALL		
• Guidance documents as required, i.e. HSG47, OSE, asbestos essentials etc	ALL		
• Organogram and contact details (supervisor clearly defined)	ALL		
<b>Site requirements</b>			
• Site rules displayed at entrance	ALL		
• Pedestrian routes clearly defined	ALL		
• Material storage area clearly defined	ALL		
• Good standard of housekeeping – site kept clean and tidy	ALL		
• Suitable PPE supplies available on site and being worn by personnel	ALL		
• Site security fenced off, complete with company logo boards	ALL		
• Designated waste disposal / bucket changing / smoking / fire assembly areas all clearly defined	ALL		
<b>If your site does not meet these requirements, or you are unsure, then contact your contracts manager or a member of the Health and Safety Department.</b>			
Name	Position		
Signature	Date		

## Communication

Esh Construction understands its responsibilities to provide suitable information & instruction to its employees & workers under the Health & Safety at Work Act 1974 & the Management of Health & Safety at Work Regulations 1999. The implementation & communication of Health & Safety is led with a ‘top-down’ approach from management level to the site teams.

The communication of foreseeable hazards, risks & control measures (documented within categorical risk assessments) shall be held with all relevant persons attending Esh Construction sites upon first arrival in the form of a specific induction carried out by site management. Additional means of communication shall be provided in the form of guidance documents, toolbox talks & safety alerts issued by the HSEQ Dept or members of the Esh Construction management teams throughout the duration of each project. A library of relevant toolbox talk content & safety alerts are maintained by the HSEQ Dept within the ISO 45001 Management System.

## Relevant Supporting Documentation

- › ECEP001 Communication Procedure
- › Site Specific Induction
- › HSM009 Toolbox Talk List
- › OH&SF 020 Toolbox Talk Register
- › OH&SF 028 Induction Register
- › HSM004 Procedure Register
- › Safety Alerts

	Section:	OH&SM 05																																													
	Reference:	OH&S 000																																													
	Page No:	Page 1 of 2																																													
	Issue:	Revision: C																																													
<b>Record of Toolbox Talk/Daily Site Briefing</b>																																															
Site Name:	Contract No:																																														
Topic:	Date:																																														
Name of Person Giving Talk:																																															
Main Points of Discussion:																																															
Engagement (Comments):																																															
Recommendations/Process Change:																																															
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## Accidents, Incidents & Emergencies

Esh Construction understands its responsibilities to accurately record & report details of incidents & injuries incurred as part of its operations under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013, whether:

Reportable:

- › A worker was killed due to an accident, not incl. suicide
- › The accident resulted in a worker receiving a “specified injury”
- › A worker became diagnosed with an occupational disease
- › A worker sustained an injury resulting in over-seven-day incapacitation from work
- › Non-fatal injuries to non-workers, i.e. members of the public
- › An incident was due to a “specified dangerous occurrence.”

### Relevant Supporting Documentation

- › ECEP003 Emergency Procedure
- › ECEF007 Emergency Preparedness Procedure
- › TBT 002 Emergency Procedures
- › OH&SF 001A Accident/Incident Report
- › OH&SF 001B Employee/Sub-contractor Accident/Incident Report
- › OH&SF 001C Site Observation Sheet
- › OH&SF 069 Theft/Malicious Damage Report
- › OH&SF 080 Service Strike Report

**OH&SF 069 Theft / Malicious Damage Report**

Form reference: F151546-134  
 Created by: Mark Ware (YMAKire Social Housing)  
 Date: 3/10/2021 9:00:19 AM  
 Status: Closed  
 Project Name: C1272 - H&L City Council Small Sites Housing Ph  
 Project Address: C1272  
 Client/Project Reference: C1272  
 Location: C1272 - H&L City Council Small Sites Housing Ph

Form Location: C1272 - H&L City Council Small Sites Housing Ph  
 Created By: Mark Ware (YMAKire Social Housing)  
 Date: 3/10/2021 9:00:19 AM

Southam Close project  
 Mark Ware (YMAKire Social Housing)  
 3/10/2021 9:00:19 AM

Group company: East Living NI

#	Check item	Name	Contact number
1	Site manager	Mark Ware	0757462227
2	Contract manager	Simon Woodhead	0170826187
3	Quantity surveyor	Ned Widdowson	07561128547

**Incident details**

The and date incident was discovered: 3/10/2021 7:40:00 AM  
 Who discovered / reported the incident: Local neighbour reported by police on 01/03/21 @ 18:50  
 Theft / damage type: Incident on site/damage to property etc  
 Incident description: H&L's boundary fencing pulled down, scaffolds on site, malicious damage to BS Enclosure windows identified. Theft noted and security guard on site compound please note the enclosures are not fitted with lock guards. H&L Construction left to replace windows.  
 Details of site security: CCTV cameras supplied by Protector Group installed around site, site boundary completed. Check the security...

Photography of security set up

3/10/2021 10:26:26 AM 3/10/2021 10:26:26 AM 3/10/2021 10:26:26 AM  
 3/10/2021 10:26:26 AM 3/10/2021 10:26:26 AM 3/10/2021 10:26:26 AM

**Sign-off**

Mark Ware (YMAKire Social Housing)  
 3/10/2021 10:00:02 AM

F151546-134 OH&SF 069 Theft / Malicious Damage Report (version 8) Page 1 of 3

**Incident details**

Who was the last person to use the stolen item or have access to the area: H&L Construction Operative  
 Date and time the site was searched or looked: 3/10/2021 4:45:00 PM  
 Who searched or looked the site: Mark Ware  
 What was the stolen item(s) owner: H&L  
 If related to plant, where are keys stored over night: H&L Construction remove all plant keys from site at the end of the working day  
 Were the cameras facing onto the location of the stolen item(s): Yes  
 Was there an activation of the security company control room: Yes  
 Details of activation if applicable: Waiting on email from Protector Group to confirm a activation details  
 Is CCTV footage available: Yes

Document Name	Type	Created By	Date
inf_1.docx	Unknown	Mark Ware (BS Constructor)	3/10/2021 10:26:26 AM
inf_2.docx	Unknown	Mark Ware (BS Constructor)	3/10/2021 10:26:26 AM
inf_3.docx	Unknown	Mark Ware (BS Constructor)	3/10/2021 10:26:26 AM

Photography of the area / location

3/10/2021 10:26:26 AM 3/10/2021 10:26:26 AM 3/10/2021 10:26:26 AM

Document Name	Type	Created By	Date
inf_1.docx	Unknown	Mark Ware (BS Constructor)	3/10/2021 10:26:26 AM
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inf_3.docx	Unknown	Mark Ware (BS Constructor)	3/10/2021 10:26:26 AM

Details of items stolen or damaged: 1) Two Cab windows smashed to BS Enclosure

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**Photos of items / damage**

3/10/2021 10:31:41 AM 3/10/2021 10:31:41 AM 3/10/2021 10:31:41 AM  
 3/10/2021 10:31:41 AM 3/10/2021 10:31:41 AM 3/10/2021 10:31:41 AM

Agenda: value of items damaged: 200  
 Please confirm whether the items are owned or leased. If leased, please provide the lessor company details.  
 In the event of malicious damage please provide a description of - windows and window frames  
 Further comments: H&L's boundary fencing pulled down, windows smashed to BS Enclosure  
 Photographs and report from Protector Group to follow

**Sign-off**

Mark Ware (YMAKire Social Housing)  
 3/10/2021 10:00:02 AM

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**Management of Risk** – Our BS: OHSAS 45001 system provides a foundation for our risk management. Relevant procedures and forms include:

- › Procedure ECP007 – Identifies the criteria for identifying hazards and how to assess against a standard matrix by determining the relevant severity and likelihood.
- › Form OH&SF (058) – This document requires the subcontractor to identify perceived risks from their work activities. This H&S information is reviewed by the Project Team, requiring approval prior to their commencement on site. Where additional risks are highlighted by suppliers, we will incorporate them within the main project risk register
- › Form OH&SF (061) – Subcontractor Pre-Start H&S Meeting Record provides an agenda item to discuss and agree project risks before the subcontractor is permitted to start works.

**Tender Stage** – At an early stage of the tender we set up a Project Risk Register to record and track the identification, management and mitigation proposals for risks. The risks are updated through project team risk workshops. Examples of current tender risks have been provided at the end of this response covering the Preconstruction, Construction and maintenance phases.

**Tender Award** – During the formal handover of a successful tender the proposed project team commence any specialist subcontract negotiations whereby the risk register will be reviewed to cater for any issues raised or closed off by our supply chain input.

**Prestart Meeting (Client)** – At the pre-start meeting with the client, the risk register will be tabled for discussion and a review held of the risks currently identified. The register is a live document and may be amended at this meeting as new risks are brought to the table.

**Construction Phase Plan** – Our Construction Phase Plan (CPP) will develop Preconstruction Information as the foundation for our risk review together with information generated in

the risk register during the tender process. The CPP will incorporate all project specific risks which will generate specific risk assessments and method statements to meet the requirements of CDM Regulations 2015.

We employ a detailed risk spreadsheet for all schemes whereby risks are scored before and after mitigation measures have been proposed. The system is based on best practise in the industry, using a RAG traffic light system so if resultant risks are flagged as red additional measures are required before a task can commence.

**Weekly Reviews** – Our project teams hold informal review meetings weekly to monitor key management procedures and plan for upcoming activities, e.g. Risk Register.

## Fire

Esh Construction understands its duties in relation to general Health & Safety of both its employees & non-employees & subsequent responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to ensure reasonable steps are taken to reduce the risk of fire due its site operations & ensure that all persons can safely escape should a fire occur. General operations with the highest risk of fire outbreak include:

- › Control of housekeeping, waste segregation & material storage
- › Internal & external hot works (welding, grinding, cutting)
- › Building refurbishment incl. timber frame projects
- › Storage of fuel & LPG cylinders
- › Use of flammable, combustible & oxidising substances during construction activities
- › Additional control of ignition sources within fire risk areas, incl. smoking.

## Relevant Supporting Documentation

- › OH&SF 022 Hot Work Permit
- › OH&SF 025 Fuel Storage Risk Assessment
- › OH&SF 054 Security & Fire Plan – initially compiled prior to commencement of works

	Section:	EMU Form	
	Reference:	OC21007	
	Page No:	Page 1 of 4	
	Issue:	Revision: N	

**Principal Contractor Emergency Preparedness & Security Procedure**

Prepared by:			Title:	
Signature:			Date:	
Site Name:				
Site Address:				
	Postcode:			
Directions from main road/ landmark:	e.g. Leave the A1 at junction 61 and take the 4 <sup>th</sup> exit, turn right at the Co-op and follow the road for half a mile, the site compound will be on the left-hand side.			
what3words:				
Client:		PC:		PD:

Revision Record				
Rev	Reason	Revised by	Date	Signature
001				
002				
003				

Prior to works commencing reference must be made to any Pre-contract information supplied by the client which may detail emergency procedure compliance with their own systems  
Reference should also be made to ensure that any specific hazards identified can be appropriately managed

<b>Internal:</b>	
Project Manager / Site Manager / Site Agent	
Site Foreman / Site Supervisor	
<b>Internal:</b>	
Health, Safety, Environmental & Quality Director	William Stobbs 0789548927
Health, Safety, Environmental & Quality Manager	Tony Carroll 0796522496
Health, Safety, Environmental & Quality Advisor	Chris Davies 0785411436
Health, Safety, Environmental & Quality Advisor	Steve Emerson 0758481393
Health, Safety, Environmental & Quality Advisor	Ash Dunn 0797013360

## Operational Management on Sites

Esh Construction understands its duties under CDM 2015 to plan, manage, monitor & co-ordinate health & safety during the construction phase of any project, whether appointed as Principal Contractor or a Contractor.

In order to actively comply with these duties, Esh Construction management shall ensure that all suitable arrangements are available for use throughout a project, where required, including:

- › Liaison with other duty holders incl. Client, Principal Designer & Workers
- › Compilation of the Construction Phase Plan
- › Communication of significant hazards, risks & control measures between all relevant parties
- › Availability of suitable office & welfare facilities
- › Induction arrangements & communication of relevant information/guidance
- › Availability of suitable risk assessments, method statements & a safe system of work
- › Provision of plant, equipment & materials
- › Arrangements for relevant statutory workplace & equipment inspections incl. scaffolding, access equipment, excavation/shoring, plant & equipment inspections
- › Arrangements for safe access & egress incl. implementation of traffic & pedestrian routes
- › Installation of suitable security measures & pedestrian segregation
- › Periodic reviews of site operations & implementation of any required improvements.

Where Esh Construction are Principal Contractor & any of the above arrangements are to be delegated to competent Contractors, the responsibility for provision shall be communicated to individual Contractors & monitored by Esh Construction.

## Arrangements for Managing CDM Regulation 13

### Duties of Principal Contractor

Under CDM 2015 Regulation 13 sets out the duties for the Principal Contractor, our main duty is to plan, manage, monitor and coordinate the construction phase taking into account the general principals of prevention. Other duties include making sure suitable site inductions and welfare facilities are provided.

To ensure that we comply with these absolute duties we use our "Check List for Principal Contractors" which although primarily focussed on our site activities also reminds Site Management of key communication /coordination issues.

To achieve this obligation, initially we review the risk assessments and method statements produced by the various contractors engaged on the project to ensure that:

- › They are safe and comply with health and safety law and standards;
- › Adequately describe the safe method of working; and
- › Will not cause additional risk to themselves or others due to interactions with other activities being performed in the same place at the same time. It is an essential part of our site programming that "start of work" discussions are held on sites – to confirm our requirements we assess the submitted documents using our Form 058 RAMS checklist and Pre-Start Meeting Agenda Form 061.

High risk activities include a Subcontract pre-start meeting with one of our Health and Safety managers in attendance to ensure that suitable precautions are prescribed which are effective in the elimination, reduction and control of risk.

As part of our arrangements for managing site health and safety, we ensure that suitable documents are compiled and relevant to include fire risk assessment and fire safety plan and the site traffic & pedestrian management plan.

An essential control mechanism we have on sites is recognition by Site Supervisors of their Health and Safety Responsibilities on site (arranged initially through competence) this is supplemented as mentioned previously by regular unannounced inspections by our dedicated Esh Group HSEQ Advisors who monitor actual site conditions and report to Site Management and Senior Directors. Very experienced team who proactively promote good health and safety practice by informal discussion with all parties on site during the visit including sub-contractors.

The company encourages regular communication with all the workforce and have a "no blame" near miss reporting scheme which allows open honest appraisal of site activities

with subsequent continued improvement. This is exemplified through our distribution of our in-house safety update “Esh Safe News” which highlights good and bad practices observed on sites the preceding month. Consequently, sites are actively promoting “best practice” in order to achieve not only legal compliance with CDM 2015 but also to raise general safety standards on the site. Our general guidance regarding welfare is that the facilities must be suitable for a member of your own family to enter, rest and eat in.

We are aware of the issues associated with poor site security not only with thefts but with unauthorised access, site compounds, working areas are secured with particular focus in high risk areas e.g. in residential areas. In town centre sites, the proximity of members of the public is clear and hoardings and site security can be used to keep unauthorised persons out of the site. As with most high-risk activities we refer to not only in-house expertise but also to external advice e.g. HSE documentation.

Other areas of key focus include suitable site-specific site inductions and the checking the competence of individuals, such as checking the training and qualifications of such persons as scaffolders, plant operatives, electricians, etc. Site rules and any non-compliance actions are also included within CDM 2015 requirements – we tend to discuss, advise prior to any disciplinary action but the “Everyone Safely Home” Safety Culture is led from the initial Pre-Start meeting, induction stage and through to the contractual work.

Other duties that we address as Principal Contractor will also work with the client to ensure there is cooperation with others outside the construction site who may be affected by the activities on-site and liaison with the Principal Designer for any design undertaken during the construction phase and provide the requested information for the health and safety file. During the project Esh will employ a dedicated Liaison Officer who will hold a specific role in ensuring the engagement with construction activities and 3rd parties are clear and that methods, procedures, constraints are adhered to.

### **Relevant Supporting Documentation**

- › ECEP005 Planning for Safety (Operational Control) Procedure
- › ECP010 Monitoring & Measurement Procedure
- › ECP036 CDM 2015 Procedure
- › Site Managers Guidance
- › Construction Phase Plan
- › Minor Works Construction Phase Plan
- › OH&SF 014 Risk Assessment List
- › OH&SF 019 COSHH Assessment List
- › ECEF002 Method Statement Template
- › SDR 001 Site Document Register

### **Sub-Contractor Specific Documentation**

- › Sub-contractor Minimum Standards Document
- › OH&SF 013 Sub-contractor HSE Assessment
- › OH&SF 013a Sub-contractor HSE Assessment Evaluation
- › OH&SF 058 Sub-contractor RA/MS Review
- › OH&SF 061 Sub-contractor Pre-start Meeting Agenda

### **Excavation & Services**

Identified as a common high-risk activity undertaken as part of its general operations, Esh Construction understands its responsibilities to effectively plan & control excavation work.

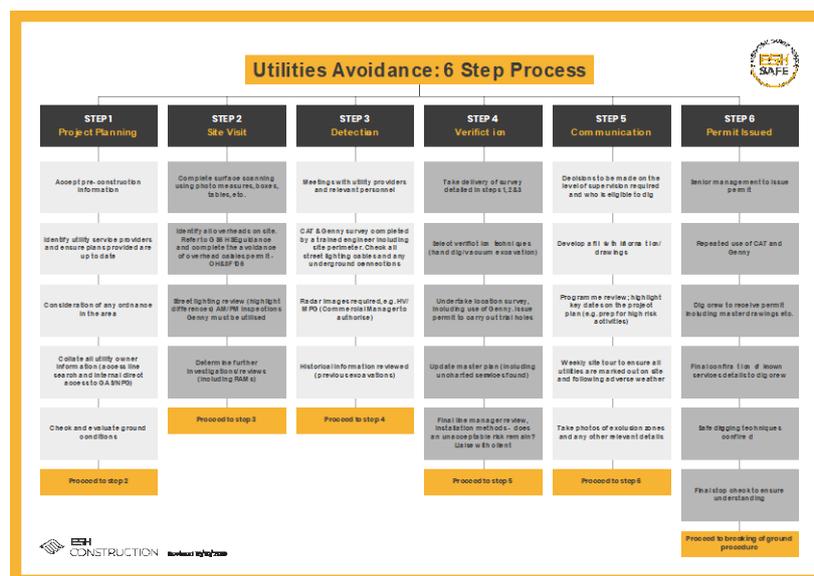
Esh Construction site management shall ensure that all required control measures are implemented prior to any instance of breaking ground (all detailed within procedures & documentation within the ISO 45001 Management System) including:

- › Assessment of provided pre-construction information (previous land use, ground contamination surveys etc)
- › Initial plan of works (purpose of excavation) & risk assessment of the operation
- › Acquisition of up-to-date utility drawings (use of Linesearchbeforeudig system & renewal of gas drawings every 28 days)
- › Initial CAT & Genny/GPR survey undertaken prior & repeated throughout excavations
- › Issue of a trial hole permit to confirm the presence of services detailed on utility drawings & any additional hazards along the route of proposed excavations followed by recording of findings onto the masterplan
- › Assessment of excavation technique (hand-dig only within 1m of known services utilising insulated hand tools/prioritisation of excavators fitted with toothless buckets)
- › Issue of a permit to break ground authorising excavation work to continue once all precautions have been taken in preparation.

### **Relevant Supporting Documentation**

- › ECP013 Excavations Procedure
- › ECP028 Breaking of Ground Procedure
- › ECP041 6 Step Service Avoidance Procedure
- › Hand Digging Procedure
- › OH&SF 026A Trial Hole Permit

- › OH&SF 026B Trial Hole Findings
- › OH&SF 026C Permit to Break Ground
- › OH&SF 106 Avoidance of Overhead Apparatus Permit
- › HSG47 Avoiding Danger from Underground Services
- › GS6 Avoiding Danger from Overhead Power Lines



## Confined Spaces

As another high-risk activity undertaken as part of the Company's wider operations, Esh Construction understands its responsibilities under the Confined Spaces Regulations 1997 & related Health & Safety legislation.

Esh Construction site management shall ensure that all suitable precautions are taken to provide safe access/egress & a safe system of work in relation to work within confined spaces including:

- › Initial plan of works & risk assessment of the operation
- › Provision of suitable access training (L2 Medium Risk/L3 High Risk) relevant to classification of the confined space
- › Provision of a suitable number of persons incl. a trained & competent top man/sentry
- › Availability of suitable access/egress equipment
- › Provision of suitable PPE relevant to the classification of confined space & present/presumed hazards (head protection, overalls, gloves, safety boots, portable torches, portable gas detectors, BA sets & portable radios)

- › Arrangements for emergency rescue & a documented rescue plan incl. details of first aid training & method of contacting emergency services.

**Relevant Supporting Documentation**

- › ECP033 Confined Space Procedure
- › OH&SF 107 Confined Space Permit for Build Projects



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<b>PERMIT TO WORK – CONFINED SPACE ONLY</b> TO BE COMPLETED BY THE AUTHORIZED PERSON (TOP MAN)			
DATE:	SITE:		
DURATION OF WORKS: (dependent on the scope of the works) (Circle) Daily Weekly State duration:			
ENTRY AREA:			
WORKS DESCRIPTION:			
<b>CONFINED SPACE CHECKS</b>			
	YES	NO	N/A
1. Has the operative undergone confined space training?			
2. Is there safe access and egress into the confined area?			
3. Is ventilation sufficient?			
4. Have you carried out a gas test prior to entry?			
5. Has asbestos been identified and highlighted with signage and deterrents?			
6. Can the fire alarm be heard from within the confined area?			
7. Is the walkway stable enough for a man entry?			
8. Are there any legal areas?			
9. Do you have communications equipment and emergency contact numbers available?			
10. Is the confined area adequately lit?			
11. CAN THE MAN ENTRY BE CARRIED OUT SAFELY AT THIS LOCATION?			
12. Is an emergency procedure in place and has it been communicated to operatives?			
13. Has use of gas heavy combustion engines within the confined space?			
14. Hazardous materials removed or identified?			
15. Electrical circuits isolated and locked?			
16. Has contact with the local emergency services been made (depending on duration of works)			
17. Is there a potential for contact with rat or pigeon faeces/urine? (Enhance Welfare and PPE is required)			
<b>TICK AS REQUIRED</b>			
Equipment / Info	Req?	Comments	Reference / ID (if applicable)
10 Minute escape set			
Gas test			
Gas monitor			
Asbestos survey			
Ventilation			
Emergency procedures			
Breathing Apparatus			
Communication (radio)			
Statutory Safety Personnel			
Available fire alarm			
Lighting			
Any additional PPE requirements?			
Any other specific work information that needs to be communicated?			

**Plant & Equipment**

Esh Construction understands its responsibilities under the Health & Safety at Work Act 1974 & subsequent Provision & Use of Work Equipment Regulations 1998 & Lifting Equipment & Lifting Operations Regulations 1998 to provide suitable, fit for purpose & maintained plant & equipment for use during its operations. Esh Construction shall also ensure that sub-contractors providing their own plant & equipment meet the same standards owing to Esh Construction's responsibilities under CDM 2015.

Esh Construction has in place a mandatory standards regime (detailing minimum condition, function & inspection requirements) to ensure a consistent approach to the selection of suitable & sufficient items for use across its operations. This document shall be utilised in conjunction with specific risk assessments & inspection records relating to their intended use.

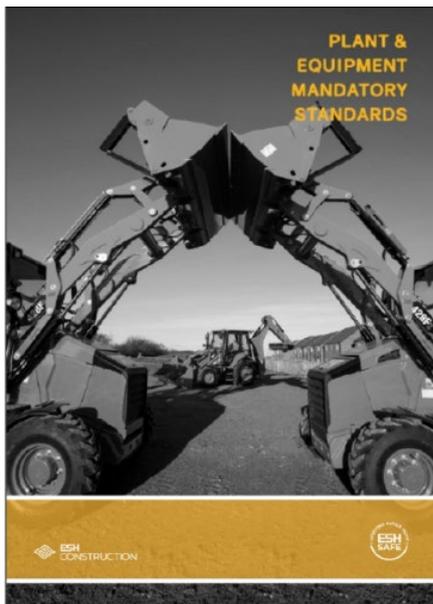
All plant & equipment shall be subjected to daily/pre-use conditional inspections alongside statutory thorough examinations where required (i.e. 6/12-month examinations under LOLER 1998).

Esh Construction shall ensure that suitable information, instruction & supervision is provided for all operators of machinery alongside enforcing a minimum standard of training required.

The operation of inherently higher-risk plant shall be authorised via the issue of a permit to work, the completion of a specific risk assessment & permission from a senior member of the HSEQ Dept – this applies to 1 tonne, 1.5 tonne, 9 tonne & above 9 tonne dumpers at present.

**Relevant Supporting Documentation**

- › ECP012 Plant & Equipment Procedure
- › ECP015 Portable Appliance Testing Procedure
- › ECP042/043 Lifting Procedures
- › Plant & Equipment Mandatory Standards
- › OH&SF 003 Daily Plant Inspection
- › OH&SF 051 Trailer Inspection
- › OH&SF 062 Telescopic Forklift Inspection
- › OH&SF 074 Operator Familiarisation Briefing
- › OH&SF 083 Operator Daily Plant Checklist
- › OH&SF 098 Weekly LOLER Inspection
- › OH&SF 101 1, 9 & Above 9 Tonne Dumper Permit



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**Operator Familiarisation Briefing**

**Type of Machine:**  
 Please note: the above does not constitute formal training and it is understood that the Operator has the correct training, certification & experience & therefore deemed competent to operate the equipment as specified.

Supplier & Site location:	Machine Make & Model:	Date:	Undertaken By-:
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Please tick  as appropriate

Item	Yes/NO/NA	Comment	Item	Yes/NO/NA	Comment
Is the Operator familiar with this type of machine?			Horn location		
Engine start			Type pressure - refer to manual		
Engine stop			Working lights switch location		
Location of isolator switch			SWL - roller operator		
Instruments & controls including warning lights			to above manual SWL indicator		
Checking engine oil level			Button location		
Checking coolant level			Machine key code		
Fuel filler cap location			Number		
Operation manuals			Safety Check Mast lever		
Incl Quick Hitch			Boom view operating pedal		
Flashing beacon switch location					
Stable rear view e.g. mirror, camera (switch)			Dozer blade lever		
Location identified					

Should further information or clarification be required, please contact the equipment provider before attempting to operate.

**Additional comments / requests for further information:**

Operator sign: \_\_\_\_\_  
 Operator print: \_\_\_\_\_ Date: \_\_\_\_\_

**Work at Height**

Esh Construction recognises that work at height remains a major concern within the construction industry & a primary cause of accident & injury amongst workers.

Esh Construction shall plan all work at height operations in conjunction with its specific responsibilities under the Work at Height Regulations 2005 & apply the hierarchy of control:

- › Avoid work at height if possible
- › Use an existing safe place of work
- › Provide work equipment to prevent falls
- › Mitigate distance & consequences of a fall
- › Provide instruction, training &/or other means.

Esh Construction site management shall ensure that all suitable precautions are taken to provide a safe system of work incl. means of access/egress, material loading, material storage, fall prevention & fall arrest measures. The use of equipment shall be identified via risk assessment of the planned works, surrounding area/available space, duration of the works & additional risks once working at height in conjunction with the 2019 improvement plan & hierarchy of access for all Esh Construction operations.

Competent persons trained to industry standards (i.e. IPAF, PASMA, CISRS) shall be appointed to erect/install & inspect working platforms, temporary structures & fall prevention/arrest equipment in line with statutory requirements.

#### **Relevant Supporting Documentation**

- › ECP008 Working at Height Procedure
- › ECP016 Scaffolding & Working Places Procedure
- › ECP017 Ladders Procedure
- › Esh Construction Work at Height Plan
- › Managers' Scaffold Guidance
- › OH&SF 023 Fall Arrest Equipment Inspection
- › OH&SF 055 Scaffold Inspection
- › OH&SF 056 Tower Scaffold Inspection
- › OH&SF 090 Step Ladder Control Permit
- › OH&SF 091 Roof Works Control Permit



## Occupational Health

Esh Construction recognises the increase in workers contracting an occupational disease & the additional focus by the HSE into suitable & sufficient control measures. Alongside its specific responsibilities under various legislation incl. the Control of Substances Hazardous to Health Regulations 2002, Control of Noise at Work Regulations 2005 & Control of Vibration at Work Regulations 2005, Esh Construction shall ensure that suitable control measures are implemented in its operations as is set out within the General Principles of Prevention, with an emphasis on controlling at source (i.e. preventing airborne dust generation, sourcing low noise/vibration output equipment etc).

Esh Construction shall ensure that all suitable precautions are taken to minimise & control the ill-health risks to worker including:

- › Risk assessment of operations to determine potential exposure to hazardous substances/airborne contaminants
- › Compilation of specific COSHH risk assessments & study of MSDS available for substances
- › Assessment of existing ventilation to determine the need for additional extraction units
- › Assessment of vibration output of equipment to determine maximum operation “trigger time” for workers to stay below the Exposure Limit Value of 5.0m/s<sup>2</sup>
- › Assessment of noise output of equipment to determine the need for dampeners, isolation or hearing protection to keep exposure below the Exposure Limit Value of 87dB (A)
- › Assessment of duration of the works to ensure individual exposure to hazardous substances is within figures detailed within the Workplace Exposure Limit
- › Provision of suitable PPE/RPE in conjunction with specific risk assessments & MSDS to provide sufficient protection as a last resort.

## Relevant Supporting Documentation

- › ECP020 Health & Welfare Procedure
- › ECP026 COSHH Regulations Procedure
- › ECP027 Issue & Use of PPE Procedure
- › ECP032 Face Fit Testing Procedure
- › Occupational Health Procedure
- › Esh Group Dust Control Strategy
- › OH&SF 015 PPE Issue
- › OH&SF 036 Hand-Arm Vibration Table
- › OH&SF 037/038 Vibration Record of Exposure
- › OH&SF 057 Noise Exposure Record of Exposure
- › OH&SF 109 Respirable Dust Checklist

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RESPIRABLE DUST CHECKLIST			
Site:	Date:		
Issued by:	Valid from (Time & Date):		
ID Number:	Valid to (Time & Date):		
Control	Yes (✓)	No (✗)	Comments
<b>All Respirable dust activities</b>			
Do the Risk Assessment/Method Statements cover the works to be completed? (COSHH/SSS)			
Does the operative have face fit testing?			Does the certificate cover the mask to be used?
Is the dust mask a minimum of FFP3 rated?			
Is the operative clean shaven? (The operative must have a clean shaven face prior to the works commencing)			Can one person be appointed who can complete all dust crediting work?
Does an extraction device need to be used? (Should dust cabs need to be utilised to filter the surrounding air?)			
<b>Wood Working Equipment</b>			
Is the vacuum unit rated at least M or H class?			
Is the vacuum unit hose in good working order and free of any visible damage?			Is the low air flow alarm activated? If so, the unit will need to be taken out of use until serviced
<b>Cut off Saw</b>			
Is the cut off saw and water bottle in good working order?			Ensure no blockages in the water feed and that water is flowing freely before commencing
Is there enough water within the bottle to complete the work?			
<b>IF FOR ANY REASON THERE IS A FAILURE OF DUST SUPPRESSION AND DUST IS RELEASED, WORKS MUST STOP IMMEDIATELY</b>			
Works Supervisor: I confirm that the criteria listed above has been fulfilled and the works can progress.			
Name:	Signature:		
Date:	Position:		
Operative: I confirm that I fully understand the criteria listed above and will stop works if there are any unexpected changes that may affect the safe completion of the works. I will also ensure that I am always clean shaven as per the requirements above.			
Name:	Signature:		
Date:	Position:		

## Temporary Works

Esh Construction recognises the important of suitable & sufficient planning of works, assessment of works areas & selection of appropriate temporary works relevant to the works (i.e. temporary propping, scaffolding & excavation shoring).

In addition to competent persons undertaking statutory inspections on all items of temporary works on its sites, Esh Construction shall also ensure the appointment of competent Temporary Works Supervisors & Temporary Works Co-ordinators across relevant sectors/projects. A register of all temporary works & classifications shall be maintained on sites alongside a permit to work issued to Contractors appointed to erect,

load & dismantle all forms of temporary works throughout a project’s lifespan (i.e. erecting/modifying/dismantling scaffolding).

### Relevant Supporting Documentation

- › OH&SF 027 Temporary Works Permit to Work/Load/Dismantle
- › OH&SF 094 Temporary Works Design Brief
- › OH&SF 095 Temporary Works Appointment of TWS/TWC
- › OH&SF 096 Temporary Works Register

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**Temporary Works Permit to Work/Load/Dismantle**

Contract Name:		Contract No:	
Location / Section:		TW Item Number:	
Description of Temporary Works:			
Temporary works drawings/Calcs associated with the works:			

Checks prior to installation:	Yes/No:	If No, please state the reason here and whether the activity can still commence:
Has a design brief been completed?		
Are temporary works design drawings checked and available?		
Has the temporary works design been approved by the TW coordinator?		
Have all staff/operatives involved in the operation been briefed on the temporary works involved?		
Are the materials/systems to be installed free from visible defects?		
Does the area of work have sufficient & safe access/egress?		
Are the required RAMS completed and satisfactory?		
Are you, as the TWC or TWS happy that all of the above are completed to the required standard and the work can commence?		

<b>Erection / Installation Permit:</b>	
Having checked the temporary works installed / erected, I certify that to the best of my knowledge and experience the temporary works have been erected / installed in accordance with the design and method statement.	
Name:	Signed:
Position:	Date:

<b>Permit to load temporary works:</b>	
The temporary works have been checked and are erected / installed in accordance with the design. Therefore, permission is granted to load / work within the temporary works as per the temporary works design.	
Name:	Signed:
Position:	Date:

<b>Permit to dismantle and TW also off:</b>	
The permanent works, which have been constructed using the temporary works as described above, are now sufficiently advanced and have achieved the required strength / stability. Permission is now granted for the dismantling / removal of the temporary works, as per the agreed design and method statement. This permit is now signed off as complete.	
Name:	Signed:
Position:	Date:

### Drugs & Alcohol

Esh Construction is committed to maintaining a safe, healthy & productive working environment & seeks not just to prevent harm, but to enhance wellbeing. All sector companies within Esh Construction recognise that the inappropriate use of alcohol, drugs & substances (both within & outside the workplace) can adversely affect judgement, behaviour, capability, productivity, safety & health & understand that it may also affect family, work colleagues & the general public.

Esh Construction will seek to provide education & guidance on the symptoms & effects of alcohol, drug & substance abuse as part of its commitment to the Health, Safety & Wellbeing of both its employees & non-employees. All those working with Esh Construction are asked to follow the below rules when working on Esh Construction activities, regardless of home company employer or location, in line with our Drugs & Alcohol Policy on SharePoint.

## Relevant Supporting Documentation

- › Esh Group Drugs & Alcohol Policy



### Asbestos

Esh Construction recognises that exposure to asbestos is a primary cause of ill-health within the construction industry, in addition to occupational health hazards such as noise, dust, vibration, chemicals & biological agents. Esh Construction understands its responsibilities to manage asbestos & protect its workers from exposure as is set out within the Control of Asbestos Regulations 2012.

For detailed information on appropriate control measures for potential asbestos exposure, reference must be made to the Esh Construction asbestos procedure. On projects where the presence of asbestos is known, the Company will advise an independent third-party to assess the scope of works in relation to the Refurbishment & Demolition Survey. This ensures that a sufficient assessment is carried out & all necessary notifications are made & controls established prior to work commencing.

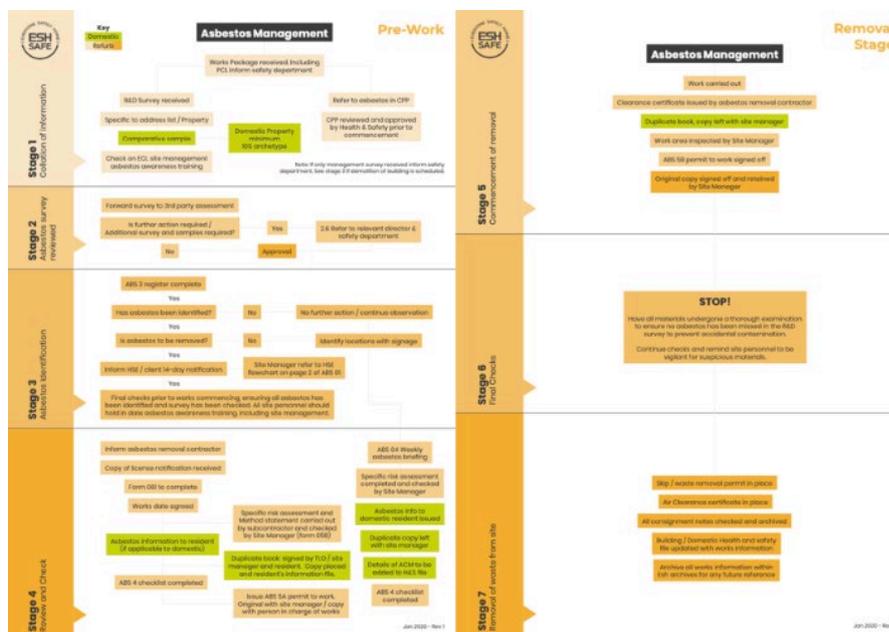
On projects where the presence of asbestos has not been confirmed, but where the nature of the work could give rise to uncharted asbestos finds (i.e. refurbishment work or excavating on brownfield sites), compliance to the asbestos procedures must be undertaken to allow site management to advise all personnel of the possibility of encountering uncharted asbestos & the immediate action to be taken. This will include stopping work, advising Client/Principal Designers, sealing/identifying the area & arranging for additional samples to be taken for analysis.

Everyone working on refurbishment/demolition projects or where there is a foreseeable risk of encountering asbestos must have received asbestos awareness training undertaken within the previous 12 months. The use of on-line (e-learning) is suited to meet the

requirement of annual refresher training in the 2nd year when supported by face to face initial training & subsequent face to face training every other year.

**Relevant Supporting Documentation**

- › ABS 01 Asbestos Management on Sites Procedure
- › ABS 02 Asbestos Management Flowchart
- › ABS 03 Asbestos Register
- › ABS 04 Weekly Asbestos Briefing
- › ABS 05 Asbestos Permit to Work
- › ABS 06 Asbestos Checklist



**PPE**

Esh Construction understands that PPE is always a last resort & never a first option in regard to implementing control measures on its sites. Esh Construction shall ensure that the hierarchy of control is adhered to when implementing control measures on its sites with the provision of PPE the fifth & final form of control.

Standard PPE required on all Esh Construction sites are:

- › Head protection
- › Hi-Viz vest/clothing
- › Safety boots

Task-specific PPE shall be provided & its use enforced for all operations where the results of risk assessment have identified the need (i.e. hearing protection, eye protection, respiratory protection, gloves, flame-retardant clothing etc).

Additionally, Esh Construction understands the requirement under the Health & Safety at Work Act 1974 that all PPE provided for use to its workers cannot be subject to monetary value/cost on its workers' part; all PPE must be issued free of charge. Esh Construction also recognises that PPE & its effectiveness degrades over time/due to damage & must be regularly maintained & replaced where necessary.

### **Relevant Supporting Documentation**

- › Esh Group branding guidelines
- › OH&SF 015 PPE Issue Register

### **Control of Substances Hazardous to Health (COSHH) Regulations**

As the Company undertakes operations that involve the use of substances that may be hazardous to health these regulations are of particular relevance. The Company will do all that it can reasonably do to comply with the above regulations.

Any arrangements will include:

1. Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
2. Adequate control of exposure which must be achieved by means other than the use of personal protective equipment (PPE) so far as is reasonably practicable.
3. Provision of approved respiratory protective equipment (RPE) when necessary.
4. Provision of suitable protective clothing and equipment when necessary.
5. Control measures to be properly used and maintained.
6. Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
7. The provision of the necessary instruction, information and training.
8. Monitoring and health surveillance procedures where necessary for protecting the health of workers.
9. Provision of suitable approved hygiene facilities.
10. Provision of practical means to prevent exposure of the public to hazardous substances.
11. Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European and British Standards, etc.

The company will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments which will be made available to all employees.

### **Purchasing Personnel**

Purchasing personnel shall be responsible for obtaining all relevant information relating to the Safety and Health requirements of any product. This information is normally in the form of a Material or Product Safety Data Sheet, or Hazard Data Sheet. These information sheets are to be passed on to the relevant Department Managers, Contract/Project Managers and the HSEQ Director.

### **Department and Contract/Project Managers**

To assess the information provided by suppliers and to assist in the production of the COSHH assessments on appropriate forms.

### **Site Managers and Supervisors**

To assist with the production of COSHH assessments and ensure their availability and correct use on sites and in workshops etc.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.

To ensure any PPE being used is of the correct type and being used correctly.

### **Noise at Work Regulations**

The company is involved with many operations which are likely to expose employees and others to high noise levels. In recognising its duties under the above legislation, the Company will implement the following procedures:

- › Assess the risks to employees from noise at work;
- › Take action to reduce the noise exposure that produces those risks;
- › Provide employees with hearing protection if the noise exposure cannot be reduced enough by using other methods;
- › Make sure the legal limits on noise exposure are not exceeded;
- › Provide employees with information, instruction and training;
- › Carry out health surveillance where there is a risk to health.

### **Exposure Values**

Lower exposure action values: daily or weekly exposure of 80dB; peak sound pressure of 135dB. Upper exposure action values: daily or weekly exposure of 85dB; peak sound pressure of 137dB.

Exposure limit values: (these are levels of noise exposure which must not be exceeded) daily or weekly exposure of 87dB, peak sound pressure of 140dB. These exposure limit values take account of any reduction in exposure provided by hearing protection i.e. personal protective equipment.

### **Noise Risk Assessments**

The Regulations require an assessment of the risks to Health and Safety from work which is liable to expose employees to noise at or above the lower exposure action value.

The following table highlights test that can be applied as a rough estimate of whether a risk assessment is required:

- › Test probable noise level

A risk assessment will be needed if the noise is like this for more than:

- › The noise is intrusive but normal conversation is possible
- › 80 dB
- › 6 hours
- › You have to shout to talk to someone 2 metres away - the 2m rule
- › 85 dB
- › 2 hours
- › You have to shout to talk to someone 1 metre away
- › 90 dB
- › 45 minutes
- › Where required a noise meter can be used to monitor site noise levels

### **Hearing Protection and Hearing Protection Zones**

Hearing protection, a form of personal protective equipment, should not be used as an alternative to controlling noise by technical or organisational means. However, where there is a need to provide additional protection beyond what has been achieved through noise control measures then hearing protection must be:

- › Made available between the lower and upper exposure action value (80 dB); and
- › Must be worn at or above the upper exposure action value (85 dB).

Hearing protection such as earmuffs (which fit over and surround the ears) and earplugs (which fit into or cover the ear canal) come in various forms. Such protection should be made available to employees at 80 dB; and at 85 dB or above it is mandatory, therefore hearing protection must be worn by employees.

Hearing protection zones should be demarcated, and signage displayed where:

- › Work is carried out requiring individuals to wear hearing protection;
- › Where the upper exposure limit is likely to be exceeded if individuals spend a significant portion of the working day therein.

No-one should enter a hearing protection zone unless it is necessary to carry out their work and suitable hearing protection must be put on before entering the zone.

## **Electrical Safety**

### **Permanent Installations and Temporary Installations**

The Company recognises its duties under the Health and Safety at Work etc. Act, the Electricity at Work Regulations and the Provision and Use of Work Equipment Regulations to maintain plant and equipment so that it is safe to use, when used correctly.

Many factors can affect and influence electrical installations and equipment therefore it is vital to ensure they are adequately maintained by inspection and testing as and when necessary.

### **Site Installations and Portable Electrical Apparatus**

Temporary installations into cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. The Site Supervisor should request a completion handover certificate once the installation is complete. Regular annual re-inspections and testing will be programmed if the cabin or office is still in use after this time.

The use of reduced voltage supply operating at 110v is generally accepted throughout the construction industry, to this end the Company will continue to accept the best practices and only use such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available however additional safety precautions will be taken e.g. armoured cables, residual current circuit breakers (RCCB's and RCD's) etc.

All Company owned equipment will be regularly inspected by the appointed person and any repairs necessary will be carried out by a competent person. Where necessary portable equipment will undergo electrical testing to verify continued safe use.

### **Damaged or Defective Electrical Equipment**

Employees must report faulty equipment to their supervisor as soon as the fault is noted with the equipment immediately removed from use and repaired accordingly.

PAT testing frequency to be determined by risk assessment but generally all site-based tools to be checked every three months and office equipment on an annual or bi-annual basis.

### **Overhead Electric Cables**

Overhead electric cables and line conductors may not be insulated and if contact, or near contact, is made with them by a person, item of plant, scaffold pole or other metal object, an electric current will discharge through the person or object with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, Senior Contract staff must carefully note the position of all- overhead cables and power lines in the working area, and regard every overhead conductor as being electrically charged. They should also check with the Electricity Authority to see whether they can:

- › Re-route the lines.
- › Put the lines underground.
- › Have the lines made dead.

Prior to commencement of construction work Site Supervisors must ensure that the following actions are implemented:

1. Refer to GS6 "Avoiding danger from Overhead Lines"
2. Erect adequate and suitably placed barriers to prevent plant from passing beneath overhead lines except at pre-selected points, where "goal posts" should be erected.
3. Fix large notices on the barriers and goal posts reading "DANGER HIGH VOLTAGE OVERHEAD POWER LINES".
4. DO NOT tip soil or stack material underneath overhead lines.
5. Ensure that scaffold poles, metal-bound ladders and materials, which are wet or damp, are kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.
6. AS A GUIDE goal posts must be at least 9.0 metres from the overhead line when the line is carried on wood poles, and 15.0 metres when the line is on pylons. However, always check with the electrical distribution company before carrying out any work.

### **Underground Services**

The Esh Construction Six Step Service Avoidance Procedure must be followed:

Many dangers can be avoided by careful planning before work starts. Buried services are widespread and it should be assumed they are present unless it has been shown otherwise.

Before commencing work all the utility service providers must be contacted and plans obtained. It is not sufficient to rely upon plans provided by our client or their representative. Where applicable services such as "Dial Before You Dig" must be used. Plans can give an indication of the location, configuration and number of underground services at a particular site and should help subsequent tracing by locating devices. The exact position of all underground services must be found and marked on the ground and on all relevant site drawings.

Some services may be out of position from where they are shown on existing drawings and therefore all service locations will have to be determined by the aid of locating devices and hand digging of trial holes to expose the services.

Account should be taken of any indications that buried services exist, such as the presence of lamp posts, illuminated traffic signs, gas service pipes entering buildings, evidence of reinstated trenches etc.

1. Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to.
2. Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is 1 metre but could be much further if instructed by the utility company.

Points to be brought to the attention of plant operators, drivers and operatives:

- › Every cable must be regarded as being electrically charged
- › No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should have reduced the risk of making contact with services.
- › If a machine exposes a cable but does not remain in contact with it, the machine will be withdrawn from the area so that proper safeguards can be introduced.
- › Some older cable and gas services do not resemble modern services. Old lead "pipe" could turn out to be electrical cable conduit. So, treat all services as high risk.
- › Cables are not to be used as "steppingstones".
- › Personnel must never use pointed implements near known cable routes while searching for other services.

N.B. Where it is not possible to obtain information e.g. when emergency work has to be undertaken, then the work should be carried out as though there are buried services in the area.

## Demolition

Demolition operations, as listed below, must only be carried out under the immediate supervision of a person with experience of the work or by those who have the experience and have been told specifically what methods to adopt by their supervisor:

- › Demolition of the whole or part of a structure.
- › Demolition of part of a structure where there is a special risk of a collapse – arches, floors, etc.
- › Cutting of reinforced concrete, steel or cast iron which forms part of a structure.

Esh Construction appoint specialist contractors for notifiable projects, but minor demolition works may be included within general site works e.g. removal of internal non supporting walls.

1. The precise methods to be adopted, the timing and sequence should have been decided before any work commences.
2. Make sure that you have been properly instructed in these items, and never deviate from the sequence laid down.
3. Before starting work and while working, take precautions, or check that they have already been taken, to ensure that all services have been cut off and that there is no risk of flooding, electric shock, explosion from leakage or accumulation of gas.
4. The plan of work must include such precautions as are necessary to prevent inadvertent collapse during demolition. Be aware of the need for shoring or temporary support at any stage of the work. If in doubt, check with the supervisor.
5. Never remove any part of a structure unless you have been instructed to do so.
6. Do not enter obstinate parts of a structure which refuse to collapse - they may do so unexpectedly.
7. Do not enter enclosed or confined spaces without proper authority and adequate precautions (see section "Confined Spaces" for work procedure).
8. Report any unforeseen hazard to your supervisor immediately and warn your work colleagues.
9. Always wear a safety helmet and boots - and any other safety equipment that may be specified by management.
10. NEVER try to take chances or short cuts and be aware of the hazards presented by waste left behind by previous users e.g. needles etc.

## Risk Assessments and Safety Method Statements

1. The Management of Health and Safety at Work Regulations require all employers to assess the risks to workers and any others who may be affected by their undertaking.
2. The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account.

3. Generic risk assessments for sites and workplaces are provided for use by all Supervisors (including Workshop and Plant Managers). A more specific assessment, or site-specific assessment may be required and it is intended these be carried out by the Supervisors, with assistance from the Contract/Project Manager and HSEQ Director as necessary.
4. Specific, separate assessments for particular hazardous operations are drawn up as appropriate, before the operation begins. Where circumstances change (e.g. site conditions, design changes etc) which result in a variation to works the relevant Risk Assessments must be reviewed, any amendments to Method Statements recorded and discussed with operational personnel.
5. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures by the Supervisor in charge of the site or works
6. The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the Supervisors, assisted by their respective Contract/Project Manager, where the Company is undertaking the work activity; and by the appropriate Sub-Contractor where the work activity is being undertaken by them.

### **Safe System of Work (Safety Method Statement)**

The method statement will form part of the overall safe system of work which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for all concerned to consider the following elements of the system of work:

- › Task Assessment
- › Hazard Identification
- › Safe Methods of Work Defined
- › System Implementation
- › System Monitoring

Each element will further sub-divide and expand, e.g. What? Who? -Where? and How?

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, ASK -

- › Who does this?
- › What do they do?
- › What hazards exist for them and others?
- › Is the risk significant?

- › What precautions must be taken?
- › Are there checks needed for precautions?
- › Who provides these?
- › Is training required?

All safety method statements for high risk activities, such as demolition, deep excavations, confined spaces work, etc, should, where appropriate, be submitted to the HSEQ Director for vetting at least 7 days prior to the planned start of the work activity.

### **Manual Handling**

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

As an employer we have a duty to:

- › Avoid the need for hazardous manual handling, so far as is reasonably practicable.
- › Assess the risk of injury from any hazardous manual handling that can't be avoided.
- › Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- › Follow appropriate systems of work laid down for their safety. Make proper use of equipment provided for their safety.
- › Co-operate with their employer on Health and Safety matters. Inform the employer if they identify hazardous handling activities. Take care to ensure that their activities do not put others at risk.

The following will be adopted across all the company's activities;

- › Tasks will be identified which involve any lifting, lowering, pushing, pulling or carrying. The manager/supervisor will decide if the task can be avoided.
- › Where the task cannot be avoided then the manager/supervisor will undertake an assessment of the risk of injury.
- › Wherever possible the risk will be minimised by providing mechanical assistance. Where mechanical assistance cannot be provided then those undertaking the task will be informed of safe lifting techniques (training).

### **Risk Assessment**

Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.

For loads over 20kg and where there is a foreseeable risk of any injury to employees, the responsible Supervisor must carry out an assessment of any risk.

Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

## **Leptospirosis and Bacterial Infection**

### **General**

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own GP surgery and employees should make their GP aware of the nature of their work.

High-risk operations include work in foul sewers where the risk of contact with infected waste is highly probable, particularly fould and combined systems from hospitals, nursing homes, etc. where sluice rooms may be involved.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's disease) and the preventative measures to be adopted. At risk personnel will be issued with the Leptospirosis guidance card, which gives further advice, and which can be presented to an employees' doctor in the event of symptoms arising.

### **Leptospirosis (Weil's Disease)**

1. This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals or water contaminated with their urine.
2. The bacteria, icterohaemorrhagia, carried by rats, enter the body through contaminated cuts and scratches causing Weil's disease.
3. The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.
4. The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.
5. Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.
6. Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings (sticking plasters),

washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.

7. Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned in item 3 above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water in the preceding 14 days, you must consult your own doctor as soon as possible

### Safe Working Procedure for Dealing with Hypodermic Needles

Hypodermic needles have, over recent years, become an increasing hazard to employees in a number of different working environments.

All employees must therefore follow the safe working procedure detailed below.

- › Be aware that hypodermic needles could be found almost anywhere.
- › If you come across hypodermic needles in your work area **STOP WORK IMMEDIATELY**.
- › Assess the situation to see if the needles create a hazard to anyone else, not just other workers but members of the public, visitors, etc. as well and warn them of the potential danger.
- › Cover the hypodermic needle with a heavy object e.g. a brick or stone.
- › Immediately advise the Site Supervisor of the presence of needles, giving the precise location and how many have been found.
- › The site supervisor should then inform the local authority to arrange disposal.
- › Never touch a hypodermic needle.

What to do if your skin is punctured by a hypodermic needle:

- › If your skin is punctured by a hypodermic needle, **STOP WORK IMMEDIATELY**.
- › Apply pressure to the area surrounding the wound to encourage bleeding, (this will assist in preventing foreign material being carried around the body in the blood stream).
- › Clean the wound with soap and water if possible, if this is not available use antiseptic wipes from the first-aid container. Apply a dressing to keep the wound clean.
- › Inform your immediate supervisor, who should then follow the "Procedure for dealing with hypodermic needles".
- › Immediately attend the nearest hospital accident and emergency department. Give the exact address of where the incident occurred.
- › Once treatment has been received ensure the full details are recorded in the accident book as per the accident reporting procedures.

## Work in Confined Spaces

Before ANY work is carried out in a confined space, a proper assessment must be made by a competent person to establish whether there may be a health or other risk and to determine whether, or not, access to the confined space is essential. This assessment will cover work in basements, tanks, ducts, bore-holes, man-holes, inspection pits, sewers, pipe-lines, etc. where the person needing to enter the confined space will be working below the level of the surface when standing upright, and can include work on drums which may contain an explosive substance.

The hazards may be limited access or egress, lack of oxygen, presence of toxic or flammable gases, flash floods or possible injury to persons involved.

The risks involved in carrying out work in confined spaces are serious and can include:

### Physical Injury

Generally caused by tools or other articles being dropped onto men working below or men tripping or falling in the workplaces. To reduce these possibilities, it may be necessary for lifelines and harnesses to be worn. Care must be taken so that lines do not become entangled with machinery.

### Dangerous Atmospheres

These can arise from lack of oxygen or when flammable or toxic gases are present, due to the decomposition of sludge, leaks from gas mains, etc. Lack of oxygen will cause unconsciousness and toxic gases will cause dizziness and a feeling of sickness. Flammable gases are explosive and gas detection meters MUST be used continuously when it is suspected that the atmosphere is lacking in oxygen or that gas is present.

### Sewers

A sudden rise in water level or a sudden breeze can result in a hazardous situation arising, which will require immediate action to minimise any danger. The safe system of work may have to include for the sudden in-rush of storm water, emergency escape, or toxic gas.

### Bacterial Infection

Weil's Disease is a type of jaundice and is always a possibility in situations where rats may inhabit sewers, etc. The infection is caused by bacteria from rats' urine entering through the skin. Any feeling of influenza with a severe headache should receive attention from a doctor, who should be informed of the type of work being carried out by the operative.

Where entry into confined spaces is planned a safe system of work must be devised which includes training and equipment requirements.

The following system of work will be adopted whenever any work is carried out in a confined space:

1. A Supervisor will be on site at all times to direct the activity, and no operative will be left to work alone.
2. The atmosphere in the confined space must be tested to assess whether there is an oxygen deficiency or enrichment, or whether toxic or flammable gases are present. A suitable gas monitor must be readily available for lowering into or otherwise placing in the work area.
3. The work area must be constantly tested and be purged with compressed filtered air or fresh air to sustain a breathable atmosphere.
4. No smoking is to be permitted in the work area.

To provide for an emergency arising which will require evacuation, the following equipment must be readily available and used where necessary:

- › A tripod with a winch capable of raising an operative.
- › Sufficient safety harnesses and rope.
- › Intrinsically safe hand torches or cap lamps.
- › At least one emergency escape set - breathing apparatus (Training required)
- › An audible alarm for summoning help, i.e. an aerosol alarm.
- › Adequate first aid facilities, including a resuscitator. (Trained first aider)

Other matters which must be considered when work is to be undertaken in confined spaces are:

- › The suitability of the persons who will undertake the work, with regard to claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.
- › The degree of training necessary to cover atmospheric testing and rescue procedure,
- › e.g. using breathing apparatus and gas detection equipment.
- › Precautions to cope with flash flood conditions.
- › Precautions to be taken to avoid infection from Weil's Disease, from putrefying solids or from general discharges during epidemics of contagious diseases.

#### **IF YOU NEED ASSISTANCE - ASK.**

#### **Record Keeping**

The Company will keep records of disabled persons in the workforce and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons. Any training provided to disabled persons will also be recorded.

#### **Customer Care**

The Company employs Customer Care Advisors (CCA's) to deal specifically with refurbishment of traditional housing and the occupiers of such. This important role ensures

that when work is being undertaken in occupied properties the occupier's Health, Safety and Wellbeing is suitably and sufficiently controlled. To this effect the following procedures must be adopted:

**Prior to Work Commencing**

Client to provide relevant information as to any known problems with residents.

**Initial Technical Survey**

Appointment made by letter. CCA, Site Manager and any supplier attend together. General notes are made by the CCA as to any potential problems e.g. disabled persons, children, elderly/infirm, etc.

**Video Survey**

Appointment made by letter for CCA to carry out a video survey of the property. The initial paperwork is checked to ensure no problems have been previously noted as the CCA will be alone. The CCA will advise the Site Manager or other responsible person as to their whereabouts. A mobile phone and personal attack alarm are carried at all times. If at any time the CCA feels uneasy they must leave the property immediately and telephone their supervisor (number on speed dial).

**Continuing Liaison**

Resident refuge's will be established on site where refreshments and TV will be made available, where residents chose to remain in their property then, dependent on their wellbeing, frequent checks will be made to ensure their continuing comfort.

At all times the CCA must ensure that a responsible person (e.g. the Site Manager) knows of their whereabouts.

# Section C

## Health & Safety Office Arrangements

### The Accident Book

- › All accidents resulting in personal injury must be recorded in the company accident book. This is located in the reception and contains information, which must be recorded by law.
- › The accident book will be regularly reviewed by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation by the supervisor of the circumstances surrounding each incident.
- › All near misses must also be reported to the HSEQ Director as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- › If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident.

The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.

### Accident Reporting Procedure

All accidents, however minor, will be recorded in the **ACCIDENT BOOK**.

If the accident causes DEATH or MAJOR INJURY, the latter as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the following procedures must be followed:

1. The Supervisor, or senior employee, will telephone the Department or Contract Manager giving all relevant details available at the time the call is made.
2. The Manager will contact the Company HSEQ Director who in turn will contact the local office of the Health and Safety Executive and report the incident.
  
3. In the case of death, amputation or serious fractures, the supervisor, or senior employee, must ensure that nothing is touched at the scene of the accident before a full investigation is undertaken. With other accidents causing major injury the

Supervisor, or senior employee, must obtain authority from the Department or Contract Manager before continuing to work at the site of the accident.

- › If any employee is absent from work for more than seven days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the supervisor must inform the HSEQ Director.
- › The HSEQ Director will forward the appropriate F2508 form to the Health and Safety Executive for any accident causing death, major injury or an accident which results in an employee being absent from work for more than seven days. The report is to be sent to the HSE area office where the work is taking place.
- › The HSEQ Director will investigate ANY accident, dangerous occurrence or “near miss” and will provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, must be relayed to the Health & Safety Manager who will complete and forward the appropriate F2508 form to the Health and Safety Executive.

- › From April 6th, 2012 Employers must keep a record of all over-three day-injuries the deadline by which the over-seven-day injury must be reported increased to fifteen days from the day of the accident.

### **First Aid**

- › The company will make adequate assessments of the first aid requirements for offices. The assessment will assist the company in deciding the number of first aiders and the amount of first aid equipment required. In addition, the assessment will assess if first aid kits to BS-8599-1 are required
- › At the office there will be at least one first aid box, which conforms to the requirements of the Health and Safety (First Aid) Regulations, kept readily available for every person employed there.
- › The box will be clearly identifiable and is located at reception. The manager, or supervisor, when carrying out safety induction training, shall ensure the location of the box and the person being inducted knows the names of the first aiders.
- › Every box will be checked frequently and replenished as necessary to ensure that they are fully stocked. The appointed first-aiders or emergency first-aiders shall be given the responsibility of checking the box contents on a weekly basis, and for arranging the replenishment of the contents.

### **First Aid Containers**

Suggested minimum contents:

- › One guidance card.
- › Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- › Two sterile eye pads, with attachments.

- › Six individually wrapped, sterile, unmedicated wound dressings. (Medium)
- › Two individually wrapped, sterile, unmedicated wound dressings. (Large)
- › Three individually wrapped, sterile, unmedicated wound dressings. (Extra-large)
- › Six individually wrapped triangular bandages.
- › Six safety pins.
- › Disposable Rubber Gloves.

### **Additional First Aid Material and Equipment**

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape, etc. these items may also be kept in the first aid container.

**Under no circumstances must medication of any description be kept in the First Aid containers.**

### **Fire Precautions**

This section of the Health & Safety Policy deals with avoiding fire within offices and premises, and how to ensure people's safety if a fire does start, as required by the Regulatory Reform (Fire Safety) Order. The local fire and rescue authority have responsibility for enforcing the Order.

The company will comply with the Order in the following ways:

- › Appointment of one or more competent persons (depending on the size and use of the premises) and arrange for a fire risk assessment of the premises to be undertaken and recorded;
- › Provide employees with clear and relevant information relating to the findings of the fire risk assessment.
- › Consult with employees and seek volunteers to be trained as fire marshals and wardens.
- › Clearly define the duties and responsibilities of the fire marshals and wardens and provide support and assistance so they can undertake their duties effectively.
- › Provide non-employees (including their employer where there is one) with information relating to the relevant risks they may be subject to, details of the fire marshals and wardens and the fire safety procedures for the premises.
- › Co-operate and co-ordinate with other responsible persons in multi occupancy premises.
- › Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.

- › Establish a means of contacting the emergency services and provide information relating to any dangerous substances.
- › Provide appropriate information, instruction and training to employees at initial induction and by way of toolbox talk from time to time.
- › Establish a maintenance regime for the periodic inspection and testing of equipment provided for firefighting and fire detection. This will include ensuring emergency routes and exits are kept clear and in efficient working order and in good repair.

It should be noted that employees also have a duty to co-operate in ensuring the workplace is kept safe from fire and its effects and must not do anything that will place themselves or other people at risk.

### **Display Screen Equipment**

The company recognises its duties under the Health and Safety (Display Screen Equipment) Regulations. The regulations apply to habitual users of display screen equipment, typically those people who make significant use of a screen most days (i.e. more than an hour most days, and occasionally 2 or 3 hours).

Assessments will be made of workstations to ensure adequate provision to obtain the minimum standards required by the legislation i.e.

- › Good display.
- › Separate keyboard.
- › Adjustable brightness and contrast.
- › Desk large enough for the flow of work.
- › Screen at a comfortable height.
- › Adjustable chair – height and back.
- › Footrests and document holders where appropriate.
- › Users should have activities arranged so as to provide regular breaks from screen and keyboard work, typically 5 minutes every hour.
- › Users are reminded of the risks of fatigue and of upper limb disorder (for frequent, heavy users) if workstations are not properly set up and rest breaks taken.
- › The assessments are to be reviewed annually or whenever there is a significant change to the office layout.

### **Manual Handling**

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

As an employer we have a duty to:

- › Avoid the need for hazardous manual handling, so far as is reasonably practicable.
- › Assess the risk of injury from any hazardous manual handling that can't be avoided.
- › Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees have duties too. They should:

- › Follow appropriate systems of work laid down for their safety.
- › Make proper use of equipment provided for their safety.
- › Co-operate with their employer on Health and Safety matters.
- › Inform the employer if they identify hazardous handling activities.
- › Take care to ensure that their activities do not put others at risk.

The following will be adopted across all the company's activities:

- › Tasks will be identified which involve any lifting, lowering, pushing, pulling or carrying.
- › The Manager/Supervisor will decide if the task can be avoided.
- › Where the task cannot be avoided then the Manager/Supervisor will undertake an assessment of the risk of injury.
- › Wherever possible the risk will be minimised by providing mechanical assistance.

Where mechanical assistance cannot be provided then those undertaking the task will be informed of safe lifting techniques (training).

### **Risk Assessment**

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG (44lbs) or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the responsible Supervisor must carry out an assessment of any risk.
3. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

### **Smoking**

The Health Act 2006 lays down three duties, requiring:

- › Smoke free premises to display a no smoking sign.
- › Any person in control of the management of smoke-free premises "to cause a person smoking there to stop smoking".
- › All persons not to smoke on smoke-free premises.

The regulations apply to enclosed 'premises', which are those, that have a ceiling or roof and, except for doors; windows or passageways are wholly enclosed whether on a permanent or temporary basis. Substantially enclosed premises are those that have a ceiling or roof, but there are openings in the walls that are less than half of the total area of the walls.

The regulations also apply to vehicles, when the vehicle is used by one or more person (even if they do not work there at the same time).

No smoking signs to be placed at all public entrances to no smoking premises so that employees, visitors and customers are aware of the ban.

The Company will implement the following smoking policy across all its workplaces and vehicles.

- › All offices and workplaces will be designated as no smoking.
- › All vehicles used for Company business will be designated as no smoking.

Suitable signs will be displayed in all premises and vehicles owned and operated by the Company. Employees are expected to adhere to this policy in all other premises regardless of whether or not signs are displayed.

Smoking Shelters will be available in a suitable location.

# Section D

## Individual Responsibilities

## Managing Director and Divisional Directors

Main Duties and Responsibilities:

1. To help formulate the Esh Construction Health, Safety and Wellbeing Policy and organise all revisions to it.
2. To ensure that the contents of the Policy are notified as appropriate to all employees.
3. To arrange for sufficient funds and resources to meet the requirements of the Policy.
4. To monitor the effectiveness of this Policy at all levels and to bring into effect any changes which are considered necessary.
5. To understand the main principles of the Company Safety Policy and appreciate the duties and responsibilities given to each employee level.
6. To ensure that all employees receive appropriate and adequate training and each employee has the opportunity to contribute to discussions on Health and Safety.
7. To ensure that Health and Safety issues are co-ordinated between the Company and all other relevant parties i.e. Clients, Subcontractors, etc. to ensure safe working practices are adopted in accordance with the Health and Safety plan for the project.
8. To ensure that all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
9. To ensure that the risk of injury and the damage to health of all persons affected by the Company's operations is minimised by arranging procedures for risk assessments to be carried out and by effective management of Health and Safety.
10. To ensure that preventative maintenance of plant, equipment and places of work is provided and that these are safe when in use.
11. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulation of safe working methods; the recording of these assessments and methods and to ensure that relevant employees are made aware of them. Furthermore, to take whatever steps may be necessary to comply with these assessments and methods, including bringing the requirements of the health and safety plan to the attention of the employees.
12. To ensure the provision in tenders and other preparatory documents for adequate safe working methods, welfare facilities, storage of materials (including hazardous substances), waste disposal, safe access, etc.
13. To ensure that procedures are implemented which ensure that employees' exposure to harmful substances is reduced or eliminated in line with the Control of Substances Hazardous to Health Regulations (COSHH).
14. The observance of, and to encourage others to observe, the requirements of the Personal Protective Equipment at Work Regulations and the Construction (Head Protection) Regulations.
15. To encourage all employees to work in a safe manner and at all times to set a good personal example.

## Health & Safety Director and Advisors

Main responsibilities to Esh Construction:

1. To provide specialist Health and Safety advice on all aspects of the Company's activities.
2. To identify hazards and risks during site visits. To advise and assist in the preparation of risk assessments, method statements and the development of preventative and protective measures to combat the risks.
3. To advise the Company of all new legislation and any changes to current legislation and assist in the implementation of the same.
4. To advise and assist the Directors in keeping the Health, Safety and Wellbeing policy under review and to recommend changes that may be required to the policy as and when necessary.
5. To take control, where required, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise or assist the Divisional/Construction Director and Contract/Project Managers and site management in any remedial action required following recommendations to prevent a recurrence.
6. To liaise with the Enforcing Authority, Client and/or Client's Representative on matters of Health and Safety.
7. To recommend and monitor safety training requirements.
8. Monitor the development of construction phase plans to ensure the Company complies with the Construction (Design and Management) Regulations.
9. Prepare reports on the Company's Health and Safety performance and make available such reports for management review.
10. Liaise with the Directors of the Company on all matters concerning Health, Safety and Wellbeing.
11. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Purchasing Director (Office Safety)**

Reports to the Managing Director. Main duties:

1. Ensuring that the Company Health, Safety and Wellbeing policy is effectively implemented by all employees within the Company offices.
2. To ensure that the office welfare facilities are kept up to the required standards.
3. To ensure that arrangements for first aid, as required by the Health and Safety (First Aid) Regulations are in place and that the location of equipment is known to employees. To ensure that such equipment and provisions are kept as complete as possible and that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
4. To ensure firefighting equipment is in place and in good working order and the fire/emergency procedure is made known to all employees.
5. To ensure that sufficient Fire Marshals and Fire Wardens are appointed and trained in their duties as identified by the fire risk assessment.
6. To ensure that the building and external premises are adequately lit and are in a safe state of repair.

7. To ensure office-based employees are aware of the correct kinetic or manual handling techniques where applicable and receive training in such techniques where required.
8. To ensure good housekeeping is maintained in all areas and that fire escapes and emergency evacuation routes are kept clear at all times.
9. Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.
10. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Health & Safety Manager as soon as possible after the occurrence. Assist in establishing the cause of such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
11. Ensure that assessments of workstations are reviewed as necessary and that the agreed control measures are implemented to ensure employees are not put at risk.
12. Set a good personal example at all times and follow safe working practices and encourage others to observe the same.

### **Construction Directors**

Reports to the Managing Director for implementing the Company Safety Policy on sites.

Main duties are:

1. To be aware and observe the requirements of the Company Safety Policy, the Construction Phase Plan, the Health and Safety at Work Act, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Managing Director and HSEQ Advisor as deemed necessary.
2. To ensure the site management understands their duties and responsibilities under the Company Safety Policy and to take all steps to ensure these are carried out.
3. To determine, at the planning stage (seeking advice from the HSEQ Advisor where necessary):
  - › The most appropriate order and method of working.
  - › Allocation of responsibilities.
  - › Consideration of all potential and existing hazards to determine suitable methods to overcome these hazards.
  - › Facilities for welfare and sanitation.
  - › Ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of these assessments.
  - › Check over work method statements and safety precautions prior to work commencing and monitor the effectiveness.

- › The development (where appropriate) of the Construction Phase Plan and Site Waste Management Plans to ensure legal compliance.
  - › Ensure subcontractors are registered on the approved list and introduce arrangements for the receipt of Health and Safety information from the subcontractor in adequate time prior to the commencement of the work.
4. Carry out regular site inspections of operations under their control with particular reference to safety procedures, ensuring that statutory records and registers etc. are being completed accurately and arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the Client or the Company's appointed HSEQ Advisor and to see that action has been, or will be, taken to correct any failings or shortcomings. Record any safety deficiencies on the appropriate form that are observed during these visits and discuss with site management.
  5. To ensure that once work has commenced, it is carried out as planned to follow the Construction Phase Plan where appropriate, complying with the requirements of the Health and Safety at Work Act, regulations made by virtue of the Act, construction regulations and any other relevant legislation, codes of practice etc.
  6. To ensure that during the construction phase of a project the required information is passed on to relevant parties including Clients, Principal Designer and all site personnel.
  7. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulation of safe working procedures as required by the COSHH Regulations and the Management of Health and Safety at Work Regulations. Assist the site management in the preparation and implementation of assessments and safe working procedures.
  8. To co-operate with the Company in identifying training needs of individuals under their immediate control and ensure the individuals are given the opportunity to undertake training.
  9. To monitor the work activities against the policy standards and Construction Phase Health and Safety Plan and bring into effect any changes necessary that are within your immediate control. Liaise with Clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
  10. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the Managing Director and the HSEQ Advisor as soon as possible after the occurrence. Assist the HSEQ Advisor to establish the cause of all such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.

11. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on Health and Safety.
12. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
13. To ensure Health and Safety issues are co-ordinated between the Company and all contractors to ensure safe working in accordance with the Construction Phase Plan for the project.
14. Ensure that personal Protective Equipment (PPE) and clothing is available and issued where appropriate and that such equipment and clothing is used and maintained in a proper manner and as required by the Personal Protective Equipment at Work Regulations.
15. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Contract/Project Managers**

Reports to the Operations/Construction Directors for implementing the Company safety policy on designated sites. Main duties are:

1. To be aware and observe the requirements of the Company Safety Policy, the Construction Phase Plan, the Health and Safety at Work etc. Act, relevant regulations, associated Approved Codes of Practice, Guidance Notes and other statutory requirements appropriate to the operations under their control, seeking guidance and assistance from the Construction Director and Health & Safety Manager as deemed necessary.
2. To ensure the site management understands their duties and responsibilities under the company safety policy and to take all steps to ensure these are carried out.
3. To determine at the planning stage (seeking advice from the Health & Safety Team where necessary):
  - › The most appropriate order and method of working
  - › Allocation of responsibilities
  - › Consideration of all potential and existing hazards to determine suitable methods to overcome these hazards
  - › Facilities for welfare and sanitation
  - › Ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of these assessments and their effectiveness
  - › Check work method statements and safety precautions prior to work commencing and monitor the effectiveness
  - › The development (where appropriate) of the Health and Safety plan and ensure this is instigated.

4. Carry out regular site inspections of operations under their control with particular reference to safety procedures, ensuring that statutory records and registers etc. are being completed accurately and arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by the Client or the Company's Health & Safety Director/advisor and to see that action has been, or will be, taken to correct any failings or shortcomings.
5. To ensure that once work has commenced, it is carried out as planned following the Health and Safety plan where appropriate, complying with the requirements of the Health and Safety at Work Act; regulations made by virtue of the Act, construction regulations and any other relevant legislation, codes of practice etc.
6. To ensure that during the construction phase of a project the required information is passed on to relevant parties.
7. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulation of safe working procedures as required by the COSHH Regulations and the Management of Health and Safety at Work Regulations. Assist the site management in the preparation and implementation of assessments and safe working procedures.
8. To co-operate with the Company in identifying training needs of individuals under their immediate control and ensure the individuals are given the opportunity to undertake training.
9. To monitor the work activities against the policy standards and construction phase plan (where required) and bring into effect any changes necessary that are within your immediate control. Liaise with Clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
10. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the Divisional/Construction Director and the Safety Department as soon as possible after the occurrence. Assist the HSEQ Director establish the cause of all such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
11. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on Health and Safety.
12. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
13. To ensure Health and Safety issues are co-ordinated between the Company and all contractors to ensure safe working in accordance with the Health and Safety plan for the project.
14. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Site Managers, Supervisors & Engineers**

Reports to the Contract/Project Managers under the Health, Safety and Wellbeing policy.  
Main duties:

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards, with minimum risk to all persons, property, equipment and materials.
2. To be aware and observe the requirements of the Esh Construction Health, Safety and Wellbeing Policy, the various accredited management systems adopted by the company, the construction phase plan, the Health and Safety at Work etc. Act, Regulations, Approved Codes of Practice, Guidance Notes, other statutory requirements and safety procedures contained within the management system appropriate to operations under their control seeking guidance and assistance from Senior Management and the Company Health & Safety Director when necessary.
3. Implement the Company risk assessment procedure. Carry out additional site-specific risk assessments as necessary and formulate safe working procedures required by the
4. COSHH Regulations and the Management of Health and Safety at Work Regulations. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps are necessary to comply with them.
5. Carry out regular inspections of operations under their control as required by legislation and Company policy with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.
6. Ensure that at places of work under their control employees and others authorised to
7. be at that place, or in connection with it, receive adequate working instructions in particular to arrangements for safe working, the prevention of accidents, risk avoidance or reduction and that these are carried out.
8. Liaise with Clients or their representatives to ensure the safety of any person affected by the works or for the security of the premises.
9. To arrange for fixed and mobile plant and equipment to be positioned safely and to ensure that all machinery etc, including power and hand tools, are maintained in good condition, are suitable for the work being carried out and operated in a safe manner only by persons competent to do so.
10. Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of the Company. Identify or designate the location of emergency assembly points, where applicable, and ensure these locations are made known to all appropriate personnel.
11. Ensure that Personal Protective Equipment (PPE) and clothing is available and issued where appropriate and that such equipment and clothing is used and maintained in a proper manner and as required by the Personal Protective Equipment at Work Regulations.
12. To ensure that arrangements for first aid, as required by the Health and Safety (First Aid) Regulations, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept as complete as possible. To ensure that proper

13. care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.
14. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the Contract/Project Manager as soon as possible after
15. the occurrence. Assist in establishing the cause of any such incidents and thereafter carry out any recommendations to prevent recurrence.
16. Establish a site procedure to enable consultation with the work force, to receive safety queries raised by employees or others under his control, and to respond in the most appropriate way to meet the policy objectives.
17. Accompany HM Factory Inspectors on site visits and act upon their reasonable recommendations. Report all such visits to the Contract/Project Manager and HSEQ Director noting any observations made, as soon as possible after the visit. In the event of an improvement or prohibition notice being imposed or any indication of legal proceedings are to be initiated, the Divisional/Construction Director and Company HSEQ Director must be notified without delay.
18. Co-operate with the Company and Clients safety personnel and act upon their reasonable recommendations. Accompany Clients safety personnel and report all observations made to Contract/Project Managers and act upon any reasonable recommendations.
19. Encourage the observance of safety procedures by personal example and ensure that arrangements for the Health and Safety of persons and property are carried out.
20. Conduct personnel and visitors Health and Safety induction's and ensure that subcontractors personnel are aware of the requirements of this policy, any site-specific documents and the requirements for safe working. Ensure all subcontractors' information (risk and COSHH assessments, method statements etc.) are provided before work starts.
21. Comply with the Company policy on COSHH, vibration and noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.
22. Where necessary, implement changes to working practices to ensure safe working and maintenance of standards.
23. Maintain in a proper and orderly state all reference documents issued by the Company to assist in compliance with this policy.
24. Ensure that adequate firefighting equipment is available and that appropriate fire precautions have been taken.
25. Ensure all welfare arrangements are provided and maintained in accordance with the Construction (Design and Management) Regulations and the requirements of the safety policy.
26. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Commercial Managers and Quantity Surveyors**

Reports to the Operations or Commercial Director. Main duties:

1. To understand the Company policy and appreciate the responsibilities allocated to each grade of employee.
2. Put in place arrangements for the issue of Health and Safety information to all subcontractors and other interested parties prior to award of orders.
3. Ensure subcontractors are informed of:
  - A. The requirement to fully co-operate on all matters of Health and Safety and respond immediately to any reasonable request or direction.
  - B. The requirement to inform the Company of; Training provision and/or requirements, Risk assessments, COSHH assessments, Safety and work method statements.
4. Ensure subcontractors are registered on the approved list and introduce arrangements for the receipt of Health and Safety information from the subcontractor in adequate time prior to the commencement of the work.
5. Ensure Health and Safety information is passed to the relevant department where vetting of the information is required.
6. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Estimators**

Reports to the Managing Director and Operations Directors. Main duties:

1. To understand the Company policy and appreciate the responsibilities allocated to each grade.
2. Introduce arrangements to ensure Health and Safety information is issued with tender enquiries.
3. Ensure that adequate allowance for Health and Safety issues is made within the tender.
4. Ensure that the site team is adequately advised of all Health and Safety issues that have been raised during the tender period.
5. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Customer Care Manager and Advisors**

Reports to the Operations Director. Main duties:

1. To develop a personal concern for the Health, Safety and Wellbeing of themselves, the home occupiers/neighbours and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the Health and Safety at Work etc. Act, other applicable legislation and this policy.
2. To ensure at all times the safety of themselves and adhere to the procedures developed for this purpose.
3. Ensure office furniture, cables, etc do not obstruct access routes, corridors and escape doors.

4. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc
5. Report **ALL** accidents involving injury to persons or damage to property and other dangerous occurrences and “near misses” to the Divisional Director as soon as possible after the occurrence.
6. Report to the Divisional Director any change in your personal situation that will need to be taken into account by the Company when assessing the risks associated with the work activities e.g. illness, allergy, pregnancy, etc.
7. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### Plant Manager

Reports to the Plant Yard Director under Company policy. Main duties:

1. To establish and organise operations within the plant yard to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, plant, equipment and materials.
2. To be aware and observe the requirements of the Company Safety Policy, the Health and Safety at Work etc. Act, the Provision and Use of Work Equipment Regulations (PUWER), the Lifting Operations and Lifting Equipment Regulations (LOLER) and safety procedures appropriate to the operations, seeking guidance and assistance as deemed necessary.
3. To ensure that all plant and equipment supplied for use meet the requirements of relevant legislation, is suitable for its intended purpose and is fitted with the necessary guards and safety devices.
4. Ensure that all preventative maintenance, repair and inspections are carried out in accordance with PUWER, LOLER and the manufacturers and suppliers recommendations, and that all necessary documentation, logs, etc. are up to date and accurately maintained.
5. When plant and equipment is supplied to site ensure that a copy of any relevant documentation (e.g. certificates of thorough examination, etc.) accompanies the plant and equipment.
6. To ensure suitable Personal Protective Equipment (PPE) and clothing is readily available and worn correctly.
7. To ensure the plant yard is kept clean and tidy and that adequate heating and lighting is provided where necessary.
8. To ensure all statutory and other necessary notices are prominently displayed.
9. To ensure smoking is only permitted in designated areas and that “No Smoking” notices are displayed appropriately.
10. To ensure the Fire Action Plan is clearly understood by all personnel and the means of escape are maintained, fire-fighting equipment is readily available and in good working order and that testing of the emergency procedures is organised.
11. To ensure all employees under your control are adequately trained and competent to carry out the work and, where necessary, adequately supervised.

12. When visiting construction sites, always report to the Site Manager or Supervisor in charge and wear the correct PPE and clothing.
13. Ensure all hired plant and equipment meets the order specification and complies with all relevant statutory requirements, including any certificates of thorough examination. Where the plant or equipment is hired with an operator ensure the operator carries his certificate of competence and any certificates of thorough examination required.
14. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.

### **Plant Operators**

Main duties and responsibilities are to:

1. Inspect their machine and equipment daily, carry out any agreed maintenance and maintain records of inspection.
2. Report any defects to the Plant Manager.
3. Carry out the duties of a plant operator following the training received.
4. Clarify the weight of any load to be lifted, taking into account the weight of any lifting gear required and never exceed safe working loads.
5. Before attempting to lift or move any load ensure that it is properly secured and that you have an unobstructed view.
6. Ensure that when a banksman/signaller is involved in the operation he can be seen clearly at all times and that he understands and gives clear and proper signals.
7. Co-operate with the Company in meeting the policy objectives and specific site requirements as appropriate to the work circumstances.
8. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.
9. All relevant Breaking of Ground Procedures must be followed including participation in completion of permit to excavate.
10. Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.

### **Plant Fitter/Driver**

Reports to the Plant Manager. Main duties:

1. To be aware of and observe the requirements of the Company safety policy, the Health and Safety at Work etc. Act, the Provision and Use of Work Equipment Regulations, the Lifting Operations and Lifting Equipment Regulations (LOLER), and safety procedures appropriate to the work.
2. To ensure all plant and equipment is fitted with the necessary guards and safety devices, meets the requirements of relevant legislation and is suitable for its intended purpose.
3. When visiting construction sites always report to the Site Manager or Supervisor in charge and wear the correct PPE and clothing.

4. Ensure all maintenance and repair work carried out on site is performed in a safe and proper manner.
5. Ensure all emergency repairs are carried out safely and satisfactorily as soon as practically possible.
6. Set a good personal example onsite at all times and follow safe working practices and encourage others to observe the same.
7. Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.

### **Wagon Drivers**

Main duties and responsibilities are to:

1. Inspect their vehicle and equipment daily, carry out any agreed maintenance and maintain records of inspection.
2. Report any defects to the Plant Manager.
3. Carry out the duties of a wagon driver following the training received.
4. Clarify the weight of any load to be carried and never exceed the vehicles capacity.
5. Before attempting to move any load ensure that it is properly secured and sheeted if applicable.
6. Ensure that when a banksman/signaller is involved in the operation he can be seen clearly at all times and that he understands and gives clear and proper signals.
7. Adhere to all site rules applicable to the circumstances (including wearing of PPE).
8. Co-operate with the Company in meeting the policy objectives and the safe working practices as appropriate to the work circumstances.
9. Set a good personal example onsite at all times and encourage others to observe the same.
10. Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.

### **Office Based Employees**

Reports to the Individual Line Manager. Main duties:

1. Develop a personal concern for the Health, Safety and Wellbeing of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the Health and Safety at Work etc. Act, other applicable legislation and this policy.
2. To be familiar with the Fire/Emergency Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
3. To comply with the Company's no smoking policy within the offices.
4. Ensure office furniture, cables, etc do not obstruct access routes, corridors and escape doors.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles.

7. Use equipment only after being instructed by another competent employee. Ensure electrical equipment is switched off and plugs removed when not required, left unattended and on leaving the office.
8. Seek assistance when lifting heavy, awkward items or when items are beyond your own personal ability; ensure that you are aware of the correct methods of lifting.
9. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" as soon as possible after the occurrence.
10. Use workstations as instructed to ensure you are not put at risk of injury or ill health.
11. Report to the Line Manager any change in your personal situation that will need to be taken into account by the Company when assessing the risks associated with the work activity e.g. illness, allergy, pregnancy, etc.
12. Any office activity that involves work at height e.g. use of stepladders etc ensure relevant risk assessment RA09 and RA14 are checked prior to work commencing.

### Site Operatives

Directly reports to the Site Manager, Foreman, Engineer or Supervisor in charge. All site operatives must:

1. Develop a personal concern for the Health and Safety of themselves and for others, to co-operate with others in the provision of safe working conditions and the observance of the requirements of the Construction Phase plan, safe working procedures, the Health and Safety at Work etc. Act and this policy.
2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
3. Use and take care of any Personal Protective Equipment or clothing provided by way of statutory regulations or as detailed in a risk assessment. Report any defect or loss of the equipment or clothing to your immediate supervisor.
4. Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
5. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to you, other persons or damage to property and equipment. Report to your immediate supervisor any defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the site supervisor or other person in charge.
7. Ensure that reference is made to the Company's COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill health. Any substance or material not included in the COSHH manual must be referred to your supervisor.

8. Bring to the attention of your supervisor any deficiencies in personal ability e.g. untrained to operate plant and equipment.
9. Refrain from misusing or abusing welfare facilities.
10. Take an active part in promoting the Company Safety Policy and safe systems of work.
11. Carry out work activities in compliance with risk assessments, safety method statements, Health and Safety Plan requirements including site rules.
12. Ensure all relevant Environmental controls are followed with particular emphasis on refuelling operations to prevent spillage.
13. Ensure that the company's commitment to Fairness, Inclusion and Respect is adhered to.
14. Be Aware that the company can undertake random Drug and Alcohol testing.
15. Set a good personal example on site at all times, follow safe working practices and encourage others to observe the same.

### **Sub-Contractors**

Where sub-contractors are used by the Company they are expected:

1. To comply with the provisions of this policy, or their own policy where one is available, and to comply with the conditions of the Construction Phase Plan developed under requirements of the CDM Regulations; and rules made under the plan.
2. To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate Health and Safety training is provided.
3. To ensure that operatives under their control do not alter, modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the Company Contract/Project Manager or Site Supervisor.
4. To report accidents and incidents that caused, or had the potential to cause, injury or damage, whether such injury or damage was caused or not, to the Site Supervisor. Enter the details of all accidents into the site accident record book.
5. To arrange for adequate welfare facilities and first aid provision to be provided for their own employees, unless the arrangements have been provided by the Company under the contract. Ensure such facilities are not misused or abused.
6. To comply with any statutory provision applicable to their work activities.
7. To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning, at least daily, of waste or excess materials as work progresses.
8. To provide and ensure the use of all Personal Protective Equipment and clothing identified under either COSHH or risk assessments.
9. To make available for inspection, certificates of training and completed risk and COSHH assessments.
10. To make themselves familiar with any guidance document issued by the Company and carry out their work in compliance with best industry standards and practices.
11. Co-operate with the Principal Contractor and follow any reasonable Health and Safety instruction issued by him.
12. To be aware of and comply to the Esh Construction Sub Contract minimum requirements document.

