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HEALTH AND SAFETY POLICY

JULY 2020

HEALTH AND SAFETY POLICY

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Introduction

Brenmar are fully committed to providing the highest standards of health and safety and have adopted the Safety Management System provided by our Health and Safety Consultants – HCS Safety Ltd to ensure this is achieved.

This Policy has been prepared as required by Section 2(3) of the Health and Safety at Work Etc. Act 1974 and is in three parts. Part 1 (General Statement) affirms the Directors commitment to the prevention of both accidents and ill-health to employees, non-employees and members of the public and Part 2 (Organisation & Responsibilities) and Part 3 (Arrangements) describe how this is to be achieved.

This policy is published for the benefit of all Company employees, who should ensure they are familiar with the contents. With all employees committed to health and safety, this will ensure that all Company work locations provide a safe and healthy working environment.

Policy Amendment History

Version No.:	Date:	Amendment Details:
7.0	22nd February 2018	Pg. 3 Added introduction, amendment history. Pg. 4 Reworded Statement of intent. Pg. 8/9 Added Contractors on Company Premises/Sites and Visitors to Company Premises. Pg. 15 Reworded Management of Contractors and self-employed. Pg. 17 Reworded PPE and removed images. Pg. 22 Reworded Noise and Vibration, removed pictures.
8.0	September 2018	Pg.5 Organisational flow chart Health and Safety Officer added Pg.6 Compliance Manager responsibilities changed Pg.7 Health and Safety Manager responsibilities added. Pg.9 Section 3 wording changed Pg.10 Section 4.1 wording changed Pg.20 Section 4.18 wording changed Pg.22/23 Asbestos Changed.
01 Rev00	July 2019	Converted to new SDRPOL008 & New company logo
01 Rev01	July 2020	Annual Review Change Health and Safety Officer to Health and Safety Manager Pg.5 Organisational flow chart Health and Safety Manager added Pg. 7 Reworded Health and Safety Manager Responsibilities Pg. 25. Inclusion of Wood Dust arrangement Pg. 32. Inclusion of Stress Management arrangement Pg.33. Inclusion of Mental Health arrangement

Version:	Author:	Date:	Checked by:	Date:
7.0	John Brookes	11/01/18	Louise Hinckley	22/02/18
8.0	David Taylor	19/09/18	Louise Hinckley	19/09/18
01 00	Louise Hinckley	14/07/19	Louise Hinckley	14/07/19
01 01	Toby Brookes	15/07/20	Louise Hinckley	21/07/20

1. Statement of Intent

It is the stated intention of Brenmar to manage our affairs in such a manner that the safety and health of our workforce is ensured to the greatest extent possible. We encourage a culture of openness and cooperation within our workforce at all levels to ensure that practical, achievable safety standards are agreed to and maintained by everyone within the organisation.

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

It is our commitment that when making changes, that these changes will be for the better and will result in improved standards of safety and health for our workforce. This commitment extends to the procurement of new plant and equipment, new chemicals or products, new means of access or egress and new training for personnel at all levels within the company.

It is, therefore, the Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable risks, including the general public, insofar as they interface with the Company or its activities.

The Company will:

- Provide and maintain a safe and healthy working environment at each of its locations, in accordance with the relevant statutory requirements.
- Provide sufficient information, instruction, and training for all its employees, as is necessary for them to conduct their work activities in a safe manner.
- Provide and maintain machinery, equipment etc. and systems of work that are safe and without risks to health.
- Provide and maintain means of access to and from the workplace that are safe and without risks to health.
- Provide and maintain adequate facilities and arrangements for the welfare of its employees whilst at work.
- Arrange safe and healthy systems for use, handling, storage, and transport of hazardous materials.

Senior management accept that keeping up to date on matters of health and safety is an essential part of their role.

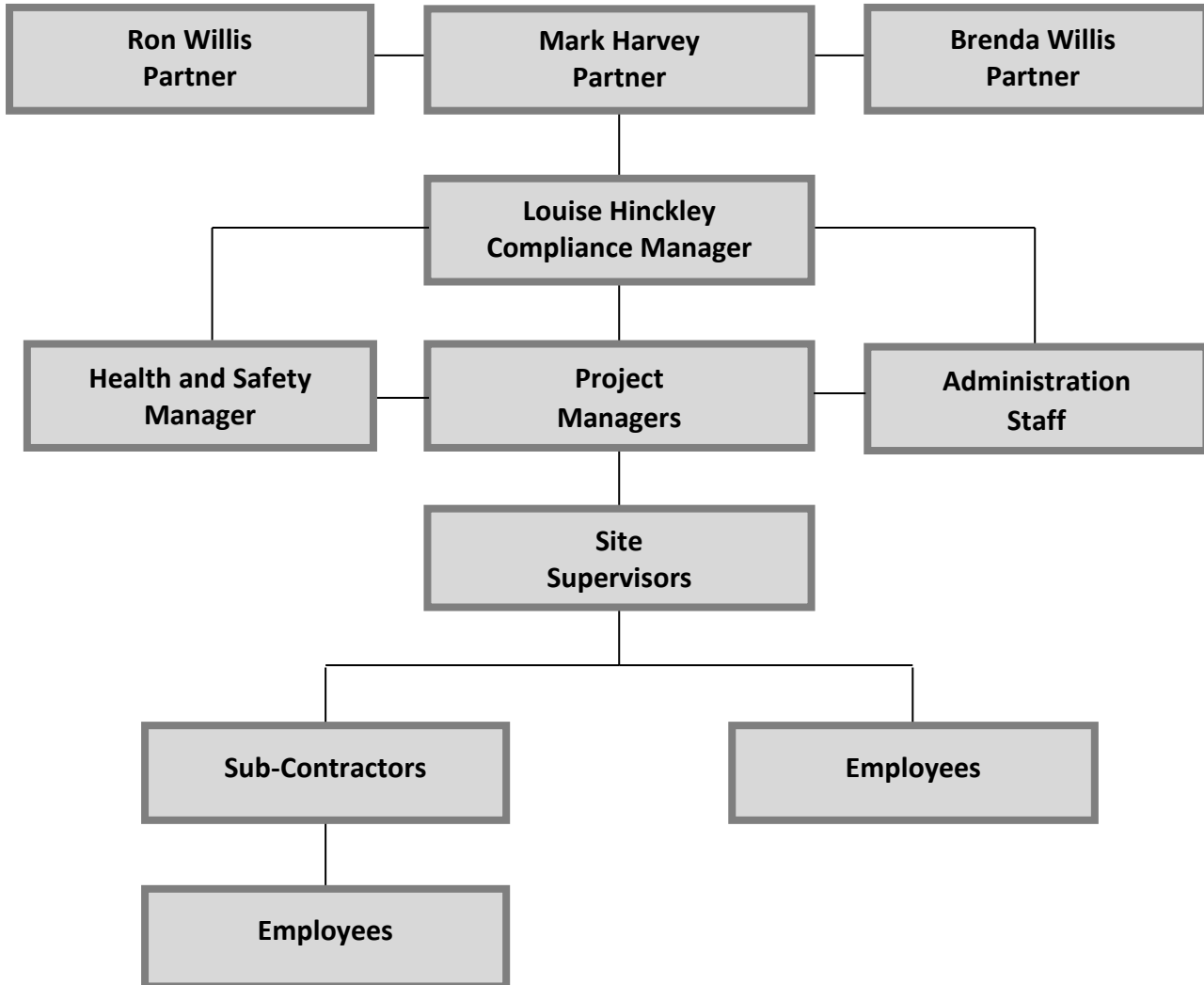
The person within the organisation with overall responsibility for Health & Safety is Mark Harvey.



Mark Harvey
Partner

July 2020

2. Health & Safety Organisational Structure Chart



3. Health and Safety Responsibilities

1) Partners

- To have full knowledge of all parts of this policy and how it relates to the management system
- To provide adequate resources to secure compliance with the policy
- To fully support Louise Hinckley in carrying out her responsibilities
- To set a personal example in safety matters and acknowledge suggestions for improvement
- To implement required training for staff at all levels
- To initiate disciplinary action against staff who do not comply with their duties under the policy or statutory requirements
- To ensure that all employees have knowledge of this policy and that they are updated when any changes are made
- To seek the advice of the safety consultants whenever needed and heed the advice given
- To inform the consultants in good time of work that they are required to do
- To consult with the workforce over any changes that may affect their health or safety
- To ensure that any contractor appointed or self-employed person working on behalf of Brenmar is competent to carry out the work
- To ensure that plant and machinery used by the company is to a suitable standard
- To keep records as required by legislation and retain documents for the appropriate time periods
- To liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015

2) Compliance Manager

Louise Hinckley has been named as the Compliance Manager for Brenmar. Her duties are as follows:

- To have full knowledge of all parts of this policy and how it relates to the management system
- To fully use the services of the safety consultants within the scope of the membership agreement
- To read the monthly newsletter and any other correspondence received and to distribute this to appropriate personnel
- To seek the advice of the safety consultants over any queries that may arise
- To report to the Partners any matters of concern
- To implement the advice given in the Annual Safety Review Report within the agreed timescales
- To attend seminars if they are relevant or to allow other representatives of the company to attend if appropriate
- To ensure that all of the workforce have received a copy of the policy and have signed to indicate that they have read and understood it
- To ensure the training matrix remains up to date and accurate
- To organise training that is required before expiry and to give attendees sufficient notice to attend
- To ensure that health questionnaires are completed by employees as required and that regular inspections of tools and equipment are carried out, including Portable Appliance Testing
- To report serious accidents immediately to the safety consultants and the Partners and to heed advice given in investigation reports produced

3) Health and Safety Manager

- The Health and Safety Manager has a responsibility to provide, assistance and support to all staff in all parts of the business this is achieved by:
- Closely integrating Health & Safety into normal business practices so that it is not only given due prominence at all times, but also forms part of the organisations normal processes and methods of operation
- Providing suitable training and information to all staff at all levels within the organisation so that they have the knowledge and confidence to manage routine Health & Safety issues as a normal part of their duties
- The provision and review of suitable Health & Safety systems and procedures that meet the needs of the business and functions of the business and the respective departments.
- Review and update the Health and Safety Management System as required and monitor for compliance at both site level and within the office.
- Actively measure the Health & Safety performance of the different parts of the business and provide feedback and guidance on levels of compliance.
- To ensure that effective safety meetings are held regularly, that minutes are taken and that the points raised are actioned by the appropriate personnel within an agreed timescale
- To ensure that toolbox talks, or other in-house training is carried out as required and that records are kept
- To ensure that records are kept of competency checks on subcontractors and self-employed persons who work for Brenmar
- To ensure that documentation related to safe working practices is produced and distributed to the appropriate personnel
- To ensure that workplace safety inspections are carried out regularly by competent persons
- To report to the Compliance Manager and Partners any matters of concern
- To implement the advice given in the Annual Safety Review Report within the agreed timescales
- To attend seminars if they are relevant or to allow other representatives of the company to attend if appropriate
- To ensure that all of the workforce have received a copy of the policy and have signed to indicate that they have read and understood it
- To ensure the training matrix remains up to date and accurate
- Liaise with external organisations; both those in the Health & Safety field and those affected by Brenmar

4) Project Managers

- Ensure that all operatives have signed into the site office and received a site-specific induction
- Take note of and enforce any site rules including ensuring that all operatives are wearing the appropriate PPE, following security procedures, and using access routes as designed
- Liaise with operatives, senior management and the Principal Contractor over adaptations required to scaffolding
- Be familiar with the Client's health and safety policy; especially procedures for fire, first aid facilities and accident reporting
- Report any defects in health and safety systems to the Site Manager or Client Project Manager as appropriate
- Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary
- Be aware of responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions
- Take note of any comments on health and safety matters raised by Site Operatives and pass these on to the Partners and Louise Hinckley as appropriate
- Oversee the hiring of safe plant and machinery suitable for the task required, from a competent supplier/hire company

- Liaise with the Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015
- To report all accidents or near misses whether persons are injured, or property is damaged, to the Health and Safety Manager or in their absence the office staff on 01489 891196

5) Site Supervisors

- Ensure that all operatives have signed into the site office and received a site-specific induction
- Take note of and enforce any site rules, including ensuring that all operatives are wearing the appropriate PPE, following security procedures, and using access routes as designed
- Liaise with operatives, senior management and the Principal Contractor over adaptations required to scaffolding
- Be familiar with the Client's health and safety policy, especially procedures for fire, first aid facilities and accident reporting
- Report any defects in health and safety systems to the Site Manager or Project Manager as appropriate
- Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary
- Be aware of responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions
- Ensure that operatives under their control tidy away any debris, packaging materials, off cuts etc. that could cause a slipping or tripping hazard to themselves or other trades
- Ensure that tools are checked before use and that they are used only by those trained to do so
- Take note of any comments on health and safety matters raised by Site Operatives and pass these on to Louise Hinckley as appropriate
- To report all accidents or near misses whether persons are injured, or property is damaged, to the Health and Safety Manager or in their absence the office staff on 01489 891196

6) Site Operatives

- Sign into the site office and receive a site-specific safety induction
- Be familiar with the site procedures for fire, first aid facilities, welfare, and accident reporting
- Comply with all site rules, including the wearing of Personal Protective Equipment, security arrangements and prescribed access routes
- Read and follow the appropriate risk assessment for the task
- Report any defects in health and safety systems to the Site Supervisor and Louise Hinckley
- Do not interfere with or operate any equipment unless competent to do so
- Never interfere with scaffolding, particularly scaffold ties. If the scaffold needs to be adapted, this is to be discussed with a Supervisor who will make appropriate arrangements
- Be aware of responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions
- Keep work area tidy and free from trip hazards. Clear up any packaging materials and dispose of properly in order to minimise fire risk
- Check tools before use and ensure that they are used only by those trained to do so
- To report all accidents or near misses whether persons are injured, or property is damaged, to the Health and Safety Manager or in their absence the office staff on 01489 891196

7) Office Staff

- Ensure that their work area is clean and tidy
- To be familiar with company policy and to cooperate in its implementation at all times
- To carry out instructions given by managers and supervisors and to observe safety regulations at all times
- To take reasonable care for the safety and health of themselves, fellow team members and anyone else who may be affected by their acts or omissions and to cooperate with others in the discharge and execution of their duties
- To wear the appropriate and approved protective clothing at all times or as otherwise instructed

- To report all hazards to their immediate supervisor
- To attend safety meetings at the company office as required
- To report all accidents or near misses whether persons are injured, or property is damaged, to the Health and Safety Manager or in their absence the compliance manager.

8) Contractors on Company Premises/Site

All contractors working on Company premises or on any site where Brenmar have been appointed Principal Contractor will at all times cooperate with the Company's rules and procedures.

In particular, they will:

- provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken.
- ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation.
- ensure all work activities comply with the specific requirements of the Company's Clients, where applicable.
- ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to the Company management team.
- ensure that any near –miss incidents are reported to the Company management team.
- provide trained and competent operatives, and ensure their attendance at any training course arranged by the Company.
- ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.
- cooperate with the health and safety advisor during inspections and audits.
- set a personal example of safe behaviour.

9) Visitors to Company Premises

- The Company management ensures safe access/egress for all visitors to all Company managed premises. In order to ensure their safety and well-being, all visitors to Company premises must:
- sign into the visitor's book and read the Company safety rules.
- not enter any working areas unless accompanied by a Company representative.
- observe at all times Company safety rules and safety procedures.
- wear any personal protective equipment (PPE) as instructed.

4. Health & Safety Arrangements

1) Health & Safety Assistance

Brenmar have appointed a Health and Safety Manager to ensure that health and safety is given due prominence at all times. To assist with this role where necessary Brenmar will use the services of HCS Safety Ltd.

HCS Safety has provided a safety management system (SMS) which consists of a folder containing the elements as listed below.



2) Reviews and Updates:

Brenmar will undertake an Annual Safety Review. The review will be attended by the Health and Safety Manager and at least one member of senior management. The review will involve discussion of the previous year's safety performance, including a check on compliance with the management system, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The Policy will be updated within a month of the policy review taking place.

Brenmar will stay up to date on matters of health and safety by receiving a monthly newsletter from the consultants and attending an Annual Safety Forum with other member clients. In addition to these mandatory updates, seminars will be available to Brenmar through the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

3) Monitoring

Day to day safety of on-site works will be monitored by the Health and Safety Manager, Site Supervisors and the Project Managers. Any problems that cannot be dealt with by the Site Supervisors should be referred to the Health and Safety Manager.

The Health and Safety Manager will ensure that each work site is visited regularly and will liaise with the Supervisors and Project Managers over any safety issues that may arise.

Health and Safety inspections will be carried out on all sites with a report issued to the Project Managers, Site supervisors and Louise Hinckley. The Project managers and site supervisors will ensure that any actions that are required from the Health and Safety reports are completed and that they inform that the actions are completed to both the Health and Safety Manager and Louise Hinckley

4) **Health Surveillance:**

It is the aim of Brenmar that all employees are able to carry out their working duties without risks to their health. In order to monitor the effectiveness of health protection systems surveillance will be undertaken.

All employees of Brenmar will be provided with a questionnaire which should be completed and returned to Louise Hinckley.

All answers provided in the questionnaire will be held in confidence under the requirements of GDPR 2018

Any issues identified during the surveillance process will be discussed with the employee in question and Louise Hinckley. Appropriate action will be taken to protect employees from further risk and where possible to arrange support services and medical care.

Completed health surveillance forms will be kept in employee's personnel folders for Data Protection reasons.

5) **Consultation with the Workforce**

Feedback from employees and subcontractors is welcomed by Brenmar management as it displays good interest and awareness of Health and Safety. Regular safety meetings with Site Supervisors and Administration staff will be held, during which any points raised by employees and subcontractors will be discussed. Site Supervisors will be responsible for gathering points that persons wish to make; although by arrangement, any person may attend the safety meetings in order to promote an open and healthy safety culture.

A guide of discussion will be:

- Accident records including near misses, ill health and sickness absence
- Results of any accident investigations and subsequent action
- Results of inspections of the workplace
- Matters of interest raised by the consultants
- Risk assessments and method statements - feedback
- Health and safety training requirements
- Issues arising from working for different clients
- Any changes affecting the health, safety and welfare of employees and subcontractors

Regular toolbox talks are carried out on site as and when necessary.

6) **CDM Responsibilities**

Duties as a Contractor under CDM 2015

When undertaking the role of Contractor under the Construction (Design & Management) Regulations 2015, the Company will comply with their duties under Regulations 15 and 8 as follows:

For all projects:

The Company will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely
- Only undertake construction work once they are satisfied that the client is aware of their duties
- Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety
- Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely
- Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely
- Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety
- Ensure that information is provided in a comprehensible form and as soon as is practicable
- Cooperate with others involved in all projects in order to promote health and safety standards
- Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others
- Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site
- Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations

For multiple contractor projects where the Company is NOT Principal Contractor

The Company will:

- Comply with any directions given by the Principal Designer or the Principal Contractor
- Adhere to relevant parts of the Construction Phase Plan.

For projects when the Company is the only contractor:

They will:

- Take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages
- Draw up, or make arrangements for a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer

Duties as Principal Contractor under CDM 2015

On projects with more than one contractor, the company may be appointed by the Client to undertake the role of Principal Contractor under the Construction (Design & Management) Regulations 2015.

The Company will comply with their duties as Principal Contractor under Regulations 8, 13 and 14 as follows. Project specific details on how these duties will be achieved will be found within their Construction Phase Plans.

Regulation 8 duties

- The Company will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely
- Not appoint a Designer or Contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely
- Cooperate with others involved in all projects in order to promote health and safety standards
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others
- Ensure that information is provided in a comprehensible form and as soon as is practicable
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer

Regulation 13 duties

The Company will:

- Plan, manage, monitor and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety
- Take into account the General Principles of Prevention when making decisions regarding the design, technical and organisational aspects of a project, when estimating time required and when programming work
- Organise cooperation between contractors (including successive contractors on the same construction site)
- Coordinate implementation by the contractors of applicable legal requirements for health and safety
- Ensure that employers and self-employed persons apply the general principles of prevention when undertaking their work
- Ensure that employers and self-employed persons follow the construction phase plan
- Provide a suitable site induction
- Take the necessary steps to prevent access by unauthorised persons to the construction site
- Provide suitable and sufficient welfare facilities throughout the construction phase
- Liaise with the Principal Designer for the duration of his/her appointment and share information with the Principal Designer relevant to the planning, management and monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase

Regulation 14 duties

The Company will:

- Make the necessary arrangements for cooperation between themselves and all others involved in the work
- Make the necessary arrangements to consult with the workforce on site in good time
- Provide the facilities necessary to enable workers to take copies of relevant information

Duties as a Designer under CDM 2015

When undertaking the role of Designer under the Construction (Design and Management) Regulations 2015, The Company will comply with their duties under Regulations 8 and 9 as follows:

Project specific details will be found in their individual contributions to Pre-Construction Information and Health and Safety Files, the nature of which will vary depending on the project.

Regulation 8 duties

The Company will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely
- Only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely
- Provide the necessary evidence to prove their abilities as above when requested by those that may appoint them
- Cooperate with others involved in all projects in order to promote health and safety standards
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others
- Ensure that information is provided in a comprehensible form and as soon as is practicable

Regulation 9 duties

The Company will:

- Not begin work on any project unless satisfied that the Client is aware of their duties
- Take into account both the Pre-Construction Information and the general principles of prevention, as set out in the Management of Health & Safety at Work Regulations 1999, when efforts are made to eliminate and reduce risks that may be created by their designs
- Consider the future safety and health of those involved in constructing, maintaining and using the buildings over which they have an influence through their designs
- Provide information to the Principal Designer concerning the residual risk where the Company is unable to eliminate risks
- Provide information on residual risks for the Health & Safety File
- Along with designs, provide sufficient information to assist the Client, other Designers and Contractors to comply with their own duties under CDM
- Ensure that should they ever require to engage the services of another Designer from outside the UK to work on their behalf that that Designer will comply with the duties specified above

Duties as a Principal Designer under CDM 2015

On projects with more than one contractor, the Company may be appointed by the Client to undertake the role of Principal Designer under the Construction (Design & Management) Regulations 2015. These duties will be in addition to the duties that the Company holds as Designers.

The Company will comply with their additional duties as Principal Designer under Regulations 11 and 12 as follows. Project specific details on how these duties will be achieved will be found within the site-specific documentation.

The Company will:

- Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase, to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety
- Take into account the general principles of prevention and information provided within health and safety plans or files when making decisions regarding the design, organisational or technical aspects of the work and when estimating the time required to complete the work
- Do what is reasonable practicable to identify, eliminate and control foreseeable risks to those who construct, maintain or use a structure for which the Company holds the role of Principal Designer
- Ensure that other Designers involved in the project comply with their duties as Designers (see above)
- Ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other, in order to fulfil their duty to coordinate health and safety matters
- Assist the client in the provision of the Pre-Construction Information
- Do their utmost to provide Pre-Construction Information promptly and in a convenient form to every Designer and Contractor appointed, or being considered for appointment on each project
- Liaise with the Principal Contractor for the duration of the Principal Designer's appointment and share with the Principal Contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase
-

7) Cooperation and Coordination

A representative of Brenmar will attend design meetings, pre-start meetings and any other meetings during the construction phase in order to aid the coordination of the project.

8) Management of Contractors

Brenmar acknowledges its duty to control, coordinate and monitor the activities of all other contractors under their control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013. The Company will satisfy themselves that contractors are competent (sufficient skills, knowledge and experience) to do the job safely and without risks to health and safety. To achieve this, the contractor will need complete a health and safety questionnaire before they are considered for work on the Company's behalf. A health and safety appraisal of the contractor's procedures and health and safety documentation will then be carried out, which in some cases may involve an audit of the contractor. Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP); this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting taken. Work instructions will then be issued and a plan of work detailing the frequency of co-ordination meetings, toolbox talks, etc.

All contractors are expected to cooperate fully on health and safety issues and conform to specific rules and procedures. The Managing Director ensures the exchange of information necessary for the safe coordination of work activities.

Any designers employed by the Company, or on the Company's behalf, will be subject to the same contractor appraisal procedure as above.

9) Self-Employed Labour

The Company will ensure the competence of self-employed subcontractors by ensuring the following:

Each self-employed subcontractor engaged to work on site on behalf of the Company must hold a current CSCS/ ECS card or an equivalent at an appropriate level and have the appropriate experience necessary to carry out the work. This will be established by the compliance manager and project manager before allowing the worker to start on site.

Each self-employed subcontractor will be assessed by the Compliance manager and project manager during the first 2 weeks to see if they are a suitable worker. The findings will be discussed with the Site Manager/Supervisor before a final decision is made as to whether to continue with the engagement. Self-employed subcontractors will be expected to comply with all requirements of this policy when working on behalf of Company.

Self-employed subcontract labour will be expected to work to the Company risk assessment/method statement when working on the Company's behalf.

10) Welfare

As an employer, Brenmar are required to ensure that welfare facilities exist for the use of their operatives. These may well be provided by the Principal Contractor, if Brenmar are working on a sub-contractor basis, but it is the employer's duty under both S2(2)e of the Health and Safety at Work Act and under CDM 2015 to ensure that work is not carried out in the absence of these facilities.

Schedule 2 of the CDM Regulations 2015 requires the following facilities to be in place, and maintained in a reasonable state:

- Sanitary conveniences
- Chairs with backs
- Washing facilities
- Drinking water
- Facilities for rest and eating food

Brenmar's operatives are expected to play their part in keeping the welfare facilities tidy and shall report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Principal Contractor (if on a sub-contractor basis) and/or Brenmar Project Manager's as soon as possible.

11) Safety Training

A training matrix reflecting training already carried out and training planned for the future is in place. Induction Training into Brenmar includes:

- The Company's statement of Intent held within the Health and Safety Policy
- Procedures for reporting of accidents and near misses
- Risk assessments
- First aid arrangements
- Sources of health and safety information
- Correct use of personal protective equipment where provided
- The role and function of the company health and safety consultant
- The consultation procedures
- Induction training will be provided to all those working for or on behalf of Brenmar
- Safety Awareness Training

The company has adopted the CITB Site Safety Plus scheme for the provision of safety awareness training for employees at all levels.

1 day	Directing Safely	for Partners
1 day	Health and Safety Awareness	for Operatives
2 day	Site Supervisors Safety Training Scheme	for Supervisors
5 day	Site Management Safety Training Scheme	for Project Managers

11a) Specialist Training

Specific training will be given to those who require it. This may include:

- First Aid (Approved by HSE)
- Manual Handling
- Asbestos Awareness (UKATA or equivalent)
- PASMA scaffold tower training
- IPAF training in use of MEWPs
- Abrasive wheels

12) Personal Protective Equipment

Following risk assessment there will be times where not all risks can be avoided. These are dealt with by the provision of personal protective equipment (PPE). The Company will ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work.

PPE must be;

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other PPE, if more than one item is required.
- regarded as the last resort in risk control.

13) Fire Procedures

The fire risk assessment for Brenmar’s head office is to be found displayed on the notice board in the main office. Louise Hinckley is responsible for ensuring that a sufficient number of trained staff are available within the building to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

Information regarding the position of fire extinguishers and routes of escape is to be found on the safety notice board.

Operatives working on construction sites should be made aware of the fire plan for that site at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit / permit to work.

Operatives of Brenmar will co-operate with the Principal Contractors and clients on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the Site Manager if any fire exit signs need to be removed as part of preparation work.

Employees must only ever tackle a fire if it is safe to do so. The colour of labels on extinguishers refers to the contents. These are as follows:

Label Colour	What can it be used for and how does it work?
Water	Paper, wood, textiles – carbon-based material Cools the fire
Powder	Any type of fire including electrical up to 10,000v Blocks Oxygen
Carbon Dioxide	Electrical fires, can be used on any fire Blasts Oxygen out of the way
Foam	Flammable Liquids Blocks Oxygen

14) First Aid

The name of the First Aiders within the office will be displayed on the safety notice board. The First Aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Louise Hinckley and the Health and Safety Manager.

A qualified First Aider to Emergency First Aid Level is required to be present on all construction sites. If no operatives of Brenmar are present on site who has received first aid training, then the Project manager must ensure that a qualified First Aider is present on the site. The location of any first aid equipment should be brought to the attention of operatives by the Site Supervisor at the time of their site induction.

Where Brenmar provide a First Aider it will be that individual's responsibility to ensure that boxes are checked regularly and replenished, as necessary.

15) Hot Works

Nature of Hot Working

Application of heat by means of electric oxyacetylene or other welding or cutting equipment, including angle grinders, blow lamps, blow torches, hot air guns or hot air strippers.

Procedures and Precautions

The following precautions must be taken with all hot works, if a hot works permit is required, this must also be adhered to:

- The area in the immediate vicinity of the work (including in the case of work carried out on one side of a wall or partition, the opposite side of the wall or partition) must be cleared of all loose combustible material; other combustible material must be covered by non-combustible material
- All necessary fire fighting equipment must be available and must have been checked and deemed suitable extinguishing media
- A telephone available for emergency must be readily accessible from the work area
- All unnecessary materials must be cleared away
- Those carrying out hot works will cease not less than one hour before the end of each day and a thorough inspection must be carried out in vicinity of the work to ensure there is no risk of fire
- Gas bottles will be stored overnight only in designated areas or transported daily. Storage facilities and/or vehicles carrying the equipment will have suitable warning notices displayed advising of the presence of flammable gases, as will all vehicles used for transporting bottles to and from site. When in use gas bottles will be situated on a firm and level surface and hoses and nozzles routed to the point of welding
- Blow lamps and blow torches must be filled in the open and must not be lit until immediately before use and must be extinguished immediately after use. A person must be appointed to act as an observer to watch for signs of smoke, smouldering or flames
- Use of asphalt, bitumen, tar, pitch or lead heaters – The heating must be carried out in the open in a vessel designed for the purpose and, if carried out on a roof, the vessel must be placed on a non-combustible heat insulating base

16) COSHH Procedures

Brenmar operatives will use various substances, including but not limited to:

- Plasterboard
- Gymsum Plaster
- Lime plaster
- Wall jointing compound
- Insulation products

COSHH Assessments will be provided to users of these substances to inform them of hazards and how to use, handle and store them safely. Where information is available in the document EH40, the Workplace Exposure Limits will be stated on the COSHH Assessment.

Hazard warning markings on containers must also be heeded. An explanation of the common warning signs follows:

	Acute toxicity, Very toxic (fatal), Toxic etc.		Harmful to the environment
	Gasses under pressure		Oxidising gases, oxidising liquids, oxidising solids
	Harmful skin irritation, serious eye irritation		Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Corrosive (causes severe skin burns and eye damage), serious eye damage		Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas
	Explosive, self-reactive, organic peroxide		

17) Disease Hazards

In addition to manufactured substances, there are a number of diseases that can be contracted when working in affected areas. This is a site-specific matter and attention should ALWAYS be drawn to these matters within the Construction Phase Plan.

Disease	Causes of potential exposure
Anthrax	Contact with horsehair plaster, work with contaminated ground (e.g. former abattoirs)
Avian Chlamydiosis (including psittacosis)	Contact with pigeon faeces

Legionellosis	Contact with stored water such as tanks
Leptospirosis	Contact with rat urine
Lyme Disease	Work where ticks can inhabit (such as long grass)
Tetanus	Potential for cuts in areas where animal contamination may be present
Aspergillus (extrinsic alveolitis)	Work with plaster showing black mould

18) Accidents

All accidents on site must be reported immediately to the Health and Safety Manager or Compliance Manager.

The office number is 01489 891196.

Major Injuries or fatalities must be reported to the HSE immediately and may be notified by phone on 0845 3009923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained via the internet at www.hse.gov.uk

Louise Hinckley will be responsible for informing the HSE of all reportable incidents.

Accidents will be discussed at regular safety meetings and publicised to other employees if appropriate so that others can learn from these events.

On the following page is an outline of what injuries and Dangerous Occurrences are Reportable under RIDDOR.

19) Reportable Injuries Diseases and Dangerous Occurrences

Reportable Injuries/Diseases:	Dangerous Occurrences
<p>Deaths: All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.</p> <p>Specified injuries to workers:</p> <ul style="list-style-type: none"> • a fracture, other than to fingers, thumbs and toes. • amputation of an arm, hand, finger, thumb, leg, foot or toe. • permanent loss of sight or reduction of sight. • crush injuries leading to internal organ damage. • serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs). 	<p>Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:</p> <ul style="list-style-type: none"> • The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. • Plant or equipment coming into contact with over Manager power lines. • Explosions or fires causing work to be stopped for more than 24 hours. • The complete or partial collapse (including falling, buckling or overturning) of (a) a substantial part of any scaffold more than 5 metres in height; (b) any supporting part of any slung or suspended scaffold which causes a working platform to fall

<ul style="list-style-type: none"> • scalping's (separation of skin from the head) which require hospital treatment. • unconsciousness caused by Major injury or asphyxia. • Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. <p>Over-seven-day injuries to workers:</p> <p>This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</p> <p>Reportable occupational diseases:</p> <ul style="list-style-type: none"> • carpal tunnel syndrome. • severe cramp of the hand or forearm. • occupational dermatitis. • hand-arm vibration syndrome. • occupational asthma. • tendonitis or tenosynovitis of the hand or forearm. • any occupational cancer. • any disease attributed to an occupational exposure to a biological agent. 	<p>(whether or not in use); or (c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.</p> <ul style="list-style-type: none"> • Structural collapse- The collapse or partial collapse of any building involving over 5 tonnes of material, or a collapse of any false-work. • Failure of a pressure vessel. • Electrical incidents causing explosion or fire. • Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either- (a) results in the stoppage of the plant involved for more than 24 hours; or (b) causes a significant risk of death. • Explosion or fire - Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.
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20) Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, some of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

Brenmar will take steps to reduce risks by carrying out the following:

- Highlighting the specification of heavy items at pre-contract stage if possible
- The provision of mechanical means will need to be agreed with the Client. If at all possible, materials must be loaded out to the correct floor mechanically, and trolleys provided to transport individual boards and other materials to their place of use
- Making maximum use of mechanical handling aids, including:
 - Telehandlers
 - Pallet trucks
 - Sack trucks
- If manual handling cannot be avoided, an assessment must be made and included with the risk assessment for the task
- Providing training to operatives and admin staff in safe handling techniques

21) Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life.

Where noise levels exceed the exposure limits, personnel must wear their hearing protection. They will be provided with the protection that is the most comfortable to them and will be shown how they are to be worn correctly to ensure their effectiveness.

Exposure Limit Values:

- lower exposure action values are, 80db(A) or peak sound pressure of 135 dB(C).
- upper exposure action values are, 85db(A) or peak sound pressure of 137 dB(C).
- daily/weekly exposure limit values are, 87db(A) or peak sound pressure of 140 dB(C).

If the noise levels are excessive and for long periods of time, then noise assessments may need to be carried out. As a guide:

- if conversation at 2 metres is possible but challenging, the noise level is probably 80 dB or more. Assessment will be required if noise level is like this for more than about six hours per day in total.
- if employees are exposed to noise which makes it necessary to shout to talk to someone 2 metres away, the noise level is probably 85 dB or more. Assessment will be required if noise level is like this for more than about two hours per day in total.
- if employees are exposed to noise which makes it necessary to shout to talk to someone 1 metres away, the noise level is probably 90 dB or more. Assessment will be required if noise level is like this for any length of time.

At 85 dB(A), employers are required to provide hearing protection, ensure it is worn and attempt to reduce noise levels.

When selecting work equipment, the information on the noise (and vibration) output of the machine will be sought from the manufacturer or Hire Company. Quieter machines will be selected over inferior equipment.

Employees will be provided with noise awareness training, and this will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing ear defenders.
- estimating noise levels.

22) Vibration

Hand - Arm Vibration Syndrome (HAVS) is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist, and arm. The syndrome can become severely disabling if ignored. A common form of HAVS is Vibration White Finger (V.W.F.) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system (see below). If the daily exposure exceeds 100 points (the Exposure Action value), the Company will endeavour to reduce exposure, keep records of exposure, and carry out health monitoring for those affected.

Tools and machinery vary enormously in vibration magnitude, depending on the quality, design and how well maintained it is. This means that the tool will need to be assessed to give the time duration that they can be used.

If using hired equipment, information on vibration magnitude will be sought from the hire company, and the table below used to determine safe exposure times for employees.

In all cases, vibration exposure will be minimised so far as is reasonably practicable.

23) Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980s; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.

Brenmar Head Office does have asbestos containing materials within the plant room and window boards. The asbestos is entered on the building asbestos register and is regularly inspected to check for signs of degradation. Please refer to the Asbestos Register/Report held in the main office.

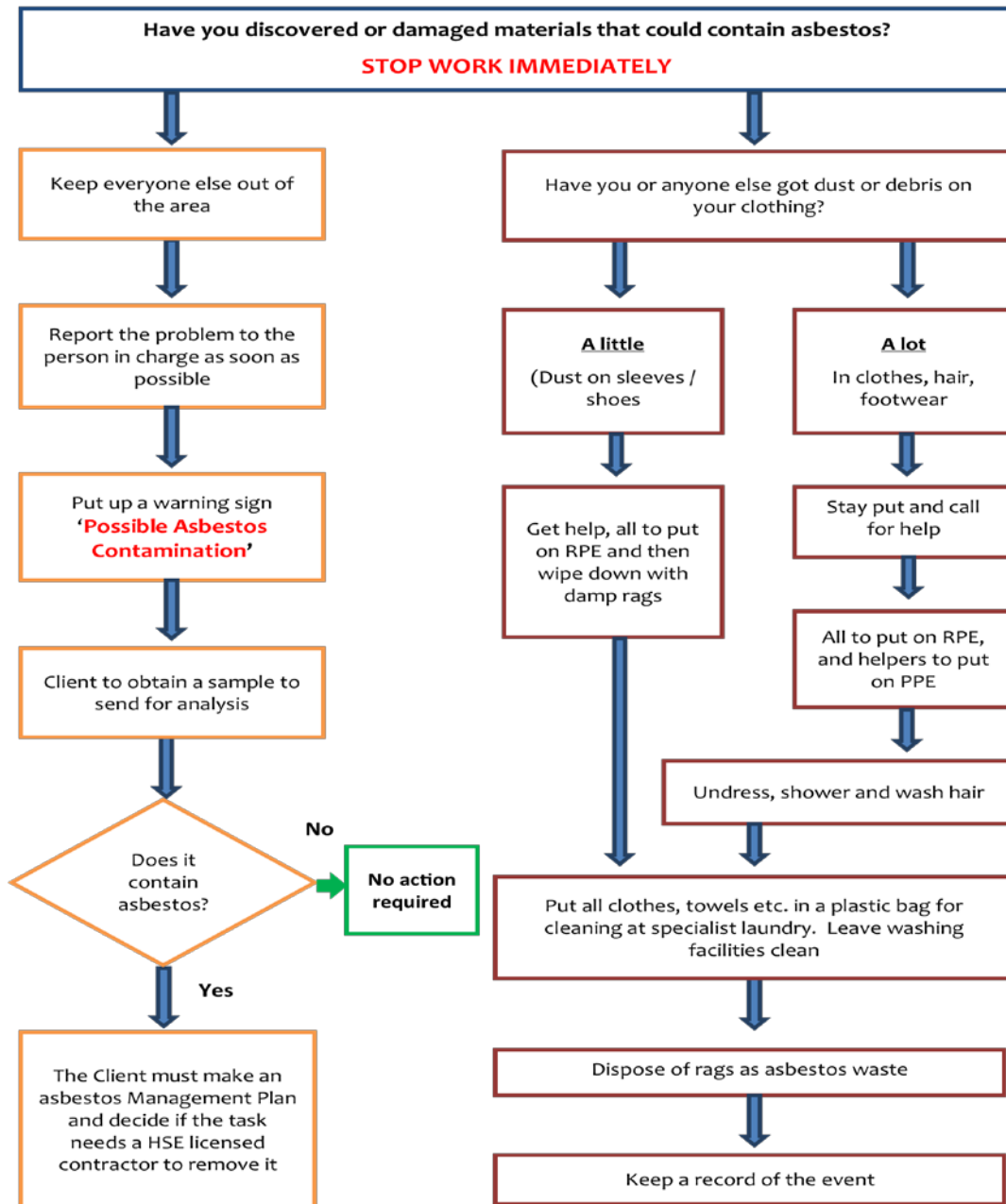
When working on refurbishment projects, it is important to be aware of the potential presence of asbestos

Before starting construction work the Client has a duty to provide information on the project. This will include having a survey carried out to identify any asbestos containing materials.

There is a chance that asbestos may remain within the building, however and so all operatives must be aware of the risks and of how to act on discovering the substance.

All operatives that could potentially disturb asbestos during their work must have training in Asbestos Awareness. Brenmar will be carrying out non-licensed work with asbestos. However, it will only be those operatives that are specifically trained to do so.

Procedure if asbestos is disturbed on site:



24) Silica

Silica is otherwise known as quartz, the principal component of sand. It is an ingredient in many building products. The products and processes that would cause most concern for Brenmar are:

- Bricks – when cut with a disc cutter or chasing out
- Blocks – when cut with a disc cutter or chasing out
- Mortars – when chasing out
- Ceramic tiles – when cutting with abrasives such as angle grinders
- Joint filling compounds – when sanding down

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing risk of a number of serious lung diseases including:

- Silicosis
- COPD (Chronic Obstructive Pulmonary Disease)
- Tuberculosis
- Lung Cancer

The Maximum Exposure Limit for Silica dust is 0.1mg per m³ over an 8-hour period. In order to reduce exposure below this limit, the following precautions will need to be taken:

- Avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials
- Reduce the dust at source – by wetting down the cutting operation
- Issue the correct RPE – (Filtering Facepiece Particulate) FFP3 masks will filter out 95% of the particulate
- Make sure it is worn – by providing training and supervision
- Make sure it works properly – by fit testing individuals

25) Wood Dust

Wood dust is released into the atmosphere during cutting activity. The processes that would cause most concern for the Company's work activities include:

- sanding.
- cutting.
- routeing.
- planing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- asthma.
- nasal cancer.
- lung cancer.

The Workplace Exposure Limit for soft wood dust is 5 mg per m³ over an 8-hour period. In order to reduce exposure below this limit, the Company will ensure the following precautions are taken:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable on-tool extraction equipment.
- issue the correct RPE – (Filtering Face-piece Particulate) FFP3 masks will filter out 95% of the particulate.
- make sure the RPE is worn – by providing training and supervision.
- make sure it works properly – by fit testing individuals with the issued PRE.

always clean up using a suitable industrial HEPA vacuum cleaner that at least meets 'M' classification.

26) Preventing Falls from Vehicles:

Many people are injured each year after falling from vehicles. For persons involved in lifting operations, the fact that they are also working at height is sometimes overlooked.

The following aspects of vehicles safety must be considered by operatives and management in order to control the risks:

- Planning loading and unloading
- Plan to avoid work at height where possible – operatives should not climb up on to the vehicle unless absolutely necessary. Work should be planned to reduce the number of times required for an operative to get up and down. Where this is not possible, work equipment should be used to prevent falls:
 - first choice – vehicle-based systems such as handrails
 - second choice – on-site systems such as drive in bays
 - Where the risk of a fall can't be eliminated, use work equipment to minimise the distance and consequences of a fall, such as soft landing systems and harnesses
- Always consider measures that protect everyone at risk (e.g. platforms and guardrails) before measures that only protect the individual (e.g. safety harness)

Surfaces & Footwear

The materials used for vehicle load beds (in rigid, curtain-sided and flatbed vehicles) generally present a low-slip risk when dry, but it is likely that they will become wet during normal use. They may then become slippery.

Footwear needs to be suitable for the job. It should have non slip soles and fit comfortably.

Getting on and off a vehicle to carry out loading/unloading operations and working at height on the vehicle are often viewed as incidental to the main job. Because of this, the risks involved may not be properly considered by both operatives and their managers.

Environment

Weather conditions can make the driver's job more difficult and hazardous when loading and unloading. An important part of the planning process is to make sure that the effects of bad weather conditions are considered. For example, very high winds may cause people to fall, and rain, ice and snow will make surfaces more slippery.

Housekeeping

Brenmar recognises that housekeeping is important in preventing accidents, and so will ensure the following:

- Provide convenient disposal facilities for waste packaging, broken pallets etc
- Carry out periodic checks to ensure vehicles are kept in a good and clean condition
- Provide drivers with safety footwear which is slip resistant on the surfaces they will be walking on
- Provide Site Supervisors with emergency spill response equipment to remove contamination from areas where a vehicle may leak fluids

Maintenance

Each driver will be responsible for the maintenance of their own vehicle and will be expected to make checks on a daily and weekly basis.

Any issues that arise in between regular services must be reported immediately to the office.

27) Lone Working

Brenmar needs to ensure the safety of their employees who are working alone. To enable them to do this, all lone workers must:

- Ensure that the office knows where they are working and that they are working alone
- Telephone the office when finished or delayed
- Ensure that a mobile phone is on their person at all times
- Do not attempt to move anything that is too heavy
- Ensure that the client knows exactly who they are and where they are working, letting them know how long they expect to be and what they will be doing

If they feel in danger or threatened in any way by anything that they see on the premises, they must phone to inform the office and leave the premises.

28) Driving at Work

Brenmar understands that it has responsibilities to ensure the safety of operatives while they are driving on company business. Brenmar understands the advice given in the HSE / Department of Transport document “Driving at Work – Managing Work Related Road Safety”. The following are factors to be considered when assessing risks to drivers at work:

The driver

- Drivers must hold a current UK Drivers’ Licence that covers the vehicle being driven (HGV, PSV if required)
- Drivers must also understand the policy on work related road safety and what is expected of them
- High risk drivers (e.g. those with high annual mileage, poor accident records, or young drivers) need to be prepared to undergo further training
- Drivers should know how to carry out routine safety checks such as those on lights, tyres and wheel fixings
- Drivers should know how to correctly adjust safety equipment, eg seat belts and head restraints
- Drivers should know how to use anti-lock brakes (ABS) properly
- Drivers should know how to check washer fluid levels before starting a journey
- Drivers should know how to ensure safe load distribution, e.g. when delivering materials to site
- Drivers should know what actions to take to ensure their own safety following the breakdown of their vehicle
- Drivers should hold the safety handbook within their vehicles so that it is available when needed
- Drivers should be aware of the dangers of fatigue and should know what they should do if they start to feel sleepy
- Drivers must be able satisfy the eyesight requirements set out in the Highway Code
- Drivers should not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt they should seek the view of their GP

The Vehicle:

- Vehicles must be fit for the purpose for which they are used
- Privately owned vehicles should not be used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate
- Adequate maintenance arrangements should be in place and maintenance and repairs should be carried out to an acceptable standard
- Planned/preventative maintenance should be carried out in accordance with manufacturers’ recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle
- Drivers should know how to carry out basic safety checks
- Vehicles should not exceed maximum load weight

- Goods and equipment which are to be carried in a vehicle must be properly secured, e.g. loose tools can distract the driver's attention if allowed to move around freely
- Windscreen wipers must be inspected regularly and replaced as necessary
- Safety equipment must be appropriate and in good working order
- Seatbelts and head restraints must be fitted correctly and function properly

Users should be aware of:

- recommended tyre pressures
- how to adjust headlamp beam to compensate for load weight

The Journey:

- Employees should plan routes to use the safest roads. Motorways are the safest routes and should be used where possible
- Employees should take into account any overhead or width restrictions when planning their journey
- Employees should never drive when they are tired. Sleep related accidents are most likely to occur between 2am – 6am and also 2pm and 4pm
- Employees should not be driving for excessive periods of time or excessive distances without a break
- Employees should not drive in dangerous weather conditions

29) Drugs and Alcohol

The consumption of illegal or non-medicinal drugs and alcohol is not permitted on company premises or other sites where work is being undertaken by Brenmar.

Company vehicles must not be driven whilst under the influence of illegal drugs or non-medicinal drugs or alcohol.

Any operative attending work whilst suffering from, or suspected of suffering from, the effects of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the work/site.

Operatives taking prescribed or other medicinal drugs that may cause drowsiness or other side effects that may affect their ability to undertake work must inform their Site Supervisor.

Persons taking prescribed or medicinal drugs that cause drowsiness must not operate plant or machinery.

Employees are not permitted to bring illegal or non-medicinal drugs and alcohol on to the company premises or other sites where work is being undertaken by the company. Any employee found in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the work/site.

30) Work at Height

Scaffolding

Scaffolding provided for use by Brenmar should be of an appropriate standard. Before working on any scaffold provided by a subcontractor, Supervisors should check that the scaffold has been regularly inspected and that the scaffold register is up to date.

A competent person should regularly inspect the scaffold in order to comply with the Work at Height Regulations 2005. This inspection will take place:

- Following completion of any section of scaffold

- Following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant
- Following any addition or adaptation
- At periods not exceeding every 7 days

Agreements should be made at pre-start meetings regarding lift heights and required adaptations, as Brenmar will need to factor these into their programme.

If a Principal Contractor is providing shared access (Scaffolding) for a number of trades, it must be adapted so that it is safe for each trade to use.

If the scaffolding is deemed to be unsafe or incomplete in any way, it should not be used. The supervisor should report to the site office immediately and ensure that the scaffold structure is made safe before use. This includes the clearance of debris left by other contractors, incorrect lift heights, missing toe-boards, brick-guards etc.

Other access equipment

When work at height is to be carried out from any other form of access equipment, a risk assessment must be carried out to determine what is suitable. The risk assessment for the work must state what access equipment is to be used.

Access equipment for working at height will include:

- Scaffold towers
- Podium steps
- Stairsafe Systems
- Oxford Landing Systems
- Step ladders

The task risk assessment will state what has been deemed to be the most suitable equipment for the job. Where feasible, falls will be prevented by the use of working platforms with handrails.

Scaffold towers, Podium steps, Stairsafe systems and Oxford Landing systems must be in good order and used in accordance with the manufacturer's instructions. As these items are safety critical and are designed to prevent serious injury, the instructions for their use should be on site and available for inspection.

Different clients have varying policies with regard to working at height. The access equipment to be used must be agreed before starting work.

Stepladders will be used where...

- They are the best means of access for the task
- The overall risk will be increased by using other access equipment
- The Principal Contractor or client's policy does not prohibit their use
- They are in good order and are erected correctly
- The user does not need to gain height so that the top step is below waist height

31) Use of Power tools

The person within the company with responsibility to oversee the safety of tools is Louise Hinckley; however, the owners/users of the tools directly must ensure the safe use, care and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are to be found in section 5c of the SMS.

Electrical Tools

- Only battery powered or 110v electrical tools are to be used on site

- All tools must be inspected before use, and regularly whilst in use
- All electrical tools should be tested and examined by a competent person every 3-6 months (depending on their usage) and will issue a certificate of safety
- Louise Hinckley is responsible for ensuring that Portable Appliance testing is carried out on a regular basis
- All tools, other than Double Insulated or All Insulated, must be properly earthed
- All cables, plugs and socket connections must be maintained in good condition
- No unauthorised tampering with tools is to be permitted
- Repairs must only be carried out by a qualified person familiar with that type of appliance

Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They must take responsibility and ensure the following:

- Tools must always be kept in good working condition
- Defective tools must be fixed or not used
- Tools should be kept clean and ready for use and stored appropriately in toolboxes or racks with cutting edges protected
- Always use the correct tool for the job. Never use substitutes
- Check condition of tools frequently, handles secure, guards and covers in place
- Always wear the appropriate PPE when using, sharpening or maintaining tools

Compressed Air

The following rules must be followed to avoid injury from compressed air.

- Air hoses should be of the correct quality, regularly inspected and tested (including connections)
- Air hoses should be protected from damage, e.g. by vehicles, preferably by running them off the ground
- They must be suitably supported. They must not be subjected to extremes of heat
- Always ensure that the hose is tightly secured to the tool before operating
- When an in-line oiler is required ensure that it is operative
- Ensure that the work piece is secure
- Blow the air line out for 2-3 second before use. Extreme caution is to be exercised to ensure that this is done in a controlled manner
- Always insert the bit or tool before connecting. Do not rely on the operating switch. Always isolate from air supply. The same applies when carrying out adjustments
- When the job is finished shut the air supply valve then operates the tool to bleed the air pressure before disconnecting
- Always clean the tool and accessories after use and store in the correct fashion

32) Office Safety

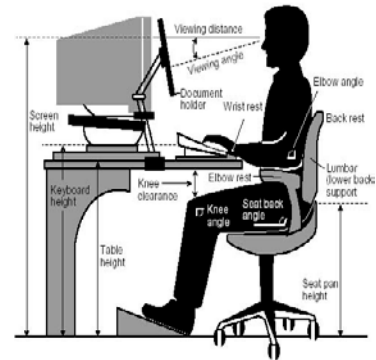
Brenmar is fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means: -

- Waste paper bins and packing materials should be removed daily
- Management of cables to defined routes, so that they do not present a trip hazard or an over-load to a circuit
- Training of employees in the correct use of fire extinguishers
- Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken
- Shelves and storage areas are to be such that stretching and awkward lifting is avoided
- Cleaning chemicals kept away from foodstuffs in the kitchen area

33) Display Screen Equipment

Brenmar complies with the provision of the Display Screen Equipment Regulations 1992 by ensuring the following:

- Work Stations will be analysed and assessed to reduce risks to health. Records of DSE assessments can be found in section 4d of the SMS
- Workstations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items
- The daily work routine of users allows for breaks away from the screen and/or changes in activity
- Eyesight tests carried out by a competent person are provided on a reimbursement basis for employees who use Display Screen Equipment
- If deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the company, if this is required under the regulations
- Training in the use of Display Screen Equipment will be provided to users



34) Risk Assessments and Method Statements:

Risk assessments will be carried out by the Project Manager for tasks that involve significant risks to operatives or others. Self-employed persons are responsible for carrying out their own risk assessments, but Brenmar requires that self-employed tradesmen adhere to the Company's risk assessments when working on their behalf.

The person within Brenmar responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is The Health and Safety Manager.

Principal Contractors need the information in risk assessments to enable them to co-ordinate other contractors. Risk assessments will be communicated to labour by means of toolbox talks and by distributing copies to individuals.

Method statements may be required in addition to risk assessments; method statements outline safe working procedures.

The following procedure will be used to write risk assessments:

- Identify hazards and who is affected
- Evaluate risks taking into account the likelihood and severity
- Control the risk using the hierarchy of risk control (see below)
- Monitor the effectiveness of the above
- Review periodically and as necessary

Methods of controlling risk will follow the hierarchy below:

- Avoiding risks at source
- Evaluating those risks which cannot be avoided
- Combating risks at source
- Adapting the work to the individual, especially with regard to the design of workplaces, and the choice of work equipment
- Adapting to technical progress
- Replacing the dangerous by the non-dangerous or less dangerous
- Developing a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment

- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

35) Young Persons Risk Assessments

Young Persons are those who have left school but are under the age of 18. They are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Brenmar need to assess the risks that young people face, as there are special issues that can affect them as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Young persons risk assessments will be undertaken on a personal basis with each young person that is employed. The assessment will identify particular hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

36) Stress Management

The definition of stress is an adverse reaction experienced by some people as a result of excessive pressure. Stress can occur when work demands exceed the person's capacity and capability to cope. If stress is intense and/or prolonged it can lead to poor mental and physical health (e.g. depression, nervous breakdown, heart disease).

All new starters will be required attend the Company induction which includes how the Company manages stress. The induction reinforces the open culture that Brenmar aspire to and that it is OK to raise issues or concerns with your Contracts Manager if things become overwhelming. The company encourages an open culture to demonstrate that it is 'safe' for employees to communicate any concerns to their Project Manager and/or Health and Safety Manager.

It is the Project Manager's responsibility to design the workplace, job tasks and demands to ensure that employees are not subject to prolonged and/or excessive pressure. The line manager is responsible for assessing the risks associated with stress within their departments and taking adequate steps to prevent stress occurring.

Brenmar will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

37) Mental Health

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of our workforce is important for individuals' physical health, social wellbeing, and productivity.

Brenmar's vision is to help normalise society's attitudes and behaviours around mental health, by developing the skills needed to look after our own and others' wellbeing.

Many factors in the workplace influence the mental wellbeing of individual employees, or the company as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the company.

Mental wellbeing in the workplace is relevant to everyone and they can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.

Coping with stress in the workplace starts with being able to have a conversation with your manager, and in a mentally healthy organisation everyone should feel comfortable talking about stress.

As a company our long-term aim is to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect peoples' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

To achieve those aims we will endeavour to:

- give employees information on and increase their awareness of mental wellbeing.
- give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.
- set employees realistic targets that do not require them to work unreasonable hours.
- ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

38) Safety Policy Communication:

It is the duty of every employer to prepare and update as necessary a policy for Health, Safety and Welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety on site, both employees and subcontractors will be expected to read, understand, and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on company safety procedures and safe systems of work. It also contains responsibilities for you to undertake and comply with.

If you have any questions about the Safety Policy, please ask Brenmar. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign and date it and pass it back to Brenmar.

Name _____

Date _____

Occupation _____

I have read and understood the Health, Safety and Welfare Policy of Brenmar.

Signature of Employee _____