



Health and Safety Policy

Date of Issue: 01 January 2020

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1. Document Control

Revision Table

Date	Revisions Made	Reviewed by
Mar 2010	Document review and re-write	R Metheringham
Aug 2010	EL Insurance details updated	G. Chandler
Oct 2010	References to "Robin Metheringham" substituted with "Graham Chandler"	N Coy
Nov 2010	Section 2.1 Personnel- updated to current employees	J Davey
Nov 2010	Appendices Updated- Construction Online updated, old certificates removed	J Davey
Mar 2011	A - Annual Review - Appendix documents updated.	G Chandler
Apl 2011	B - Reference to Accident Book replaced with Incident Form	G Chandler
Nov 2011	C - List of Personnel updated	G Chandler
Feb 2012	D - Company structure plan updated	G Chandler
Apl 2012	A - Annual Review - Accreditation scheme Certs updated, CAR 2012 and Asbestos awareness training added	G Chandler
Sept 2012	B - RIDDOR updated, EL Insurance Cert updated	G Chandler
Dec 2012	C - Personnel updated	G Chandler
May 2013	D - SafeContractor and ConstructionLine Certs updated	G Chandler

June 2013	E – Section 3.7.1 updated to include vehicle banksmen	G Chandler
Dec 2013	F – Personnel updated and Section 3.9 Fire, updated	G Chandler
Feb 2014	A – Annual Review – Complete re-write of some sections, deletion of some sections & appendices, update all Legislation references.	G Chandler
May 2015	B – Annual Review – Updated to CDM 2015 and new sections on Temporary Works and Migrant Workers added	G Chandler
July 2016	C - Fulfilment of Duties under CDM section 3,	G Chandler
Sept 2016	D - Roles and responsibilities section 2.2, Senior Management added and Office Administrators. Smoking 3.21 inclusion of E Cigarettes	M Loughnane
Oct 2016	Annual Review, plus - RPE inclusion Face fit testing 3.2, Traffic Marshals 3.6, Health Surveillance 3.1	M Loughnane
Aug 2017	Full Review and update by new SHEQT Director. Policy Statement amended to suit OHSAS 18001 requirements, Roles & Responsibilities section updated, Arrangements section split into Occupational Health section and Safety section	S Manton
Sept 2017	MD review, Amended responsibilities section. Minor alterations to format and grammar. Further guidance on occupational health management within the organisation. Updated communication strategy within the organisation.	S Manton
Nov 2017	MD sign off for recent revisions	N Coy
Oct 2018	Statement amended to include item on participation and non-reprisal or recrimination for raising O,H&S issues	G Chandler
Dec 2018	Annual review and update to reflect legislative and industry changes, inclusion of health and wellbeing policy statement, revised organigram.	S. Manton
Dec 2019	Annual review and update, removal of reference to S. Manton or SHEQT Director	G Chandler

2. Policy Statement

It is the stated policy of Phelan Construction Limited to ensure the Health, Safety and Welfare of its employees, the self-employed and those sub-contractors who are working on any of its premises or sites. Everyone must, so far as is reasonably practicable, ensure their work is carried out safely and without risk or hazard to themselves or others, including clients, visitors and members of the public.

The Managing Director, Neil Coy will be responsible for the overall implementation of this policy and is always committed to ensuring that all levels of management within the company strive to achieve the highest standards of Health & Safety. This will be achieved through an active approach to the prevention of accidents, injury and ill health including the identification of hazards and the elimination, avoidance and reduction of risk.

The company will provide resources, including time, facilities, personnel and finance to ensure this policy is implemented. This includes the provision of a competent person to provide advice and guidance.

In general, the company will:

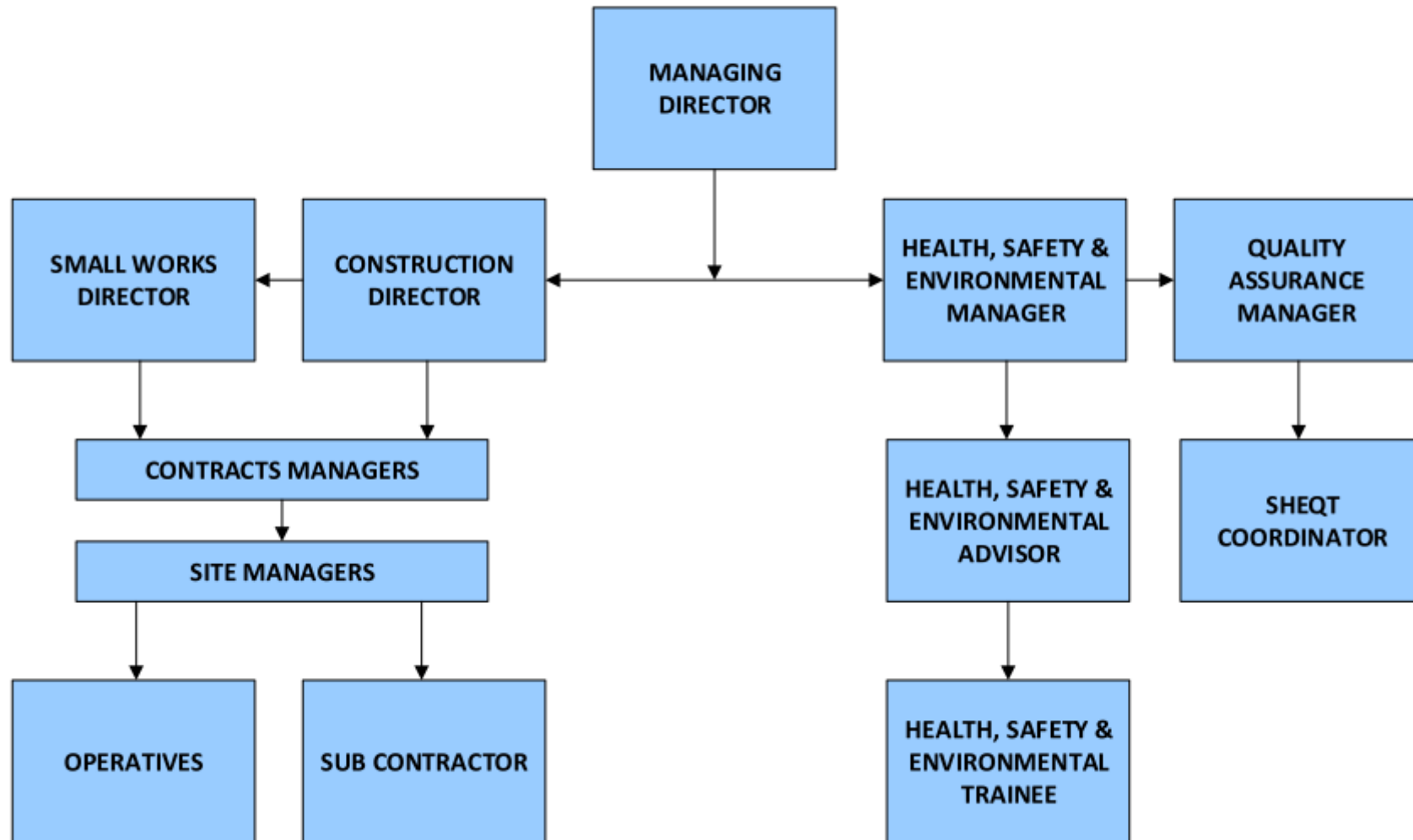
- Provide a safe and healthy place of work with suitable access, egress, and adequate welfare facilities;
- Provide suitable and sufficient information, instruction, training and supervision to and for all employees.
- Make arrangements for the safe use, handling, storage and transport of materials, substances and equipment;
- Ensure that all owned or hired plant and equipment is suitable and sufficient for its intended purpose, has been inspected or tested as required and, where appropriate, only operated by competent and trained personnel;
- Provide Personal Protective Equipment in accordance with and required for the tasks being undertaken.
- Consult with all employees and when necessary allow participation in Policy and Procedure setting, regarding safety, health, welfare and training, without fear of reprisal or recrimination for highlighting deficiencies or failings.
- Continually improve occupational health and safety performance through setting of objectives and targets, with review by top management as part of the management review process.
- The company will comply with all of its obligations as identified in its legal and other registers

Signed..........

Dated.....1/1/2020.....

Managing Director

HEALTH, SAFETY AND ENVIRONMENTAL ORGANISATION CHART



3.

4. Organisation responsibilities for health, safety and welfare

Managing Director

The Managing Director takes ultimate responsibility for Health & Safety throughout the Company in order to protect the health and safety of employees, sub-contractors and others, including the general public. The Managing Director's duties are as follow:

To ensure that sufficient funds, facilities and resources are provided to meet the requirements of this Policy and when necessary make available expert advice on all health and safety matters;

To advise all those employed by the Company on general matters that relate to health and safety and to be aware of changes in health and safety legislation;

To ensure that Company tenders, and those of prospective sub-contractors, make sufficient provision for all foreseeable health and safety requirements;

To take all reasonable steps to familiarise personnel with the risks and hazards associated with the work of the Company and ensure that management procedures are in place to eliminate, avoid or reduce those risks;

Promote systems to ensure that all work places are adequate in respect of health, safety & welfare;

To ensure that all those employed are supervised and have sufficient level of knowledge and training to be aware of the general requirements of health and safety with reference to guidance notes and codes of practice;

All Phelans projects will be delivered in accordance with current CDM regulations and industry best practice. Construction Phase Health & Safety Plan is produced, as appropriate, before work starts;

To ensure the safety performance of the Company is monitored and action taken where necessary;

To ensure the periodic inspection and testing of all vehicles, plant and equipment by competent persons and or authorised by a competent engineer;

To ensure that adequate provision of personal protective clothing, first aid supplies and welfare facilities are available;

To ensure that any requirements of the Health and Safety Executive receive immediate attention; and to set a personal example at all times by wearing any required personal protective clothing or equipment and observing all Health & Safety matters while on site.

Demonstrate leadership from top down by engaging in routine H&S inspections of work sites on a regular basis.

Construction Director

The construction director will be responsible to ensure the safe delivery of all projects delivered by Phelan Construction Ltd. The Construction director will report to the Managing Director and will be tasked to support the Managing Director in carrying out their duties within this policy.

To ensure that Company tenders, and those of prospective sub-contractors, make sufficient provision for all foreseeable health and safety requirements;

To take all reasonable steps to familiarise personnel with the risks and hazards associated with the work of the Company and ensure that management procedures are in place to eliminate, avoid or reduce those risks;

Promote systems to ensure that all work places are adequate in respect of health, safety & welfare;

To ensure that all those employed are supervised and have sufficient level of knowledge and training to be aware of the general requirements of health and safety with reference to guidance notes and codes of practice;

All Phelans projects will be delivered in accordance with current CDM regulations and industry best practice. Construction Phase Health & Safety Plan is produced, as appropriate, before work starts;

To ensure the safety performance of the Company is monitored and action taken where necessary.

To provide support and guidance to the senior contracts managers to ensure they carry out their duties effectively and efficiently. Partake in regular and proactive engagement with H,S&E Manager to better steer cultural shift.

H,S&E Manager

The H,S&E Manager is responsible for the deliverance and effective performance of Safety, Health and Environmental management systems throughout the business. Tasked with assisting the Managing Director in meeting their responsibilities for health & safety within the organisation.

To assist in the development and maintain the ISO:9001, ISO:14001 and ISO:45001 Integrated Management Systems for the business.

To give advice regarding latest health, safety and environmental legislation and best practice to operatives, site management, senior management and directors.

Advise, coach, mentor and support ALL staff and the supply chain with regard to Health, Safety and Environmental performance to ensure everyone affected by the organisations activities remain safe and healthy. Testing and measuring compliance with all necessary Legislation, Guidance and Best Practice to protect the company's legal and financial position.

Promote and support a cultural shift to place Phelan Construction at the vanguard of thinking and action in Health, Safety and Environmental within our industry. To design and implement innovative, pioneering systems and processes to achieve the Company's stated goal of becoming the Market Leading SME Contractor in our Sectors.

Senior Management

The Senior Management Team will be responsible to the Managing Director and will provide advice as and when required.

To make aware through communication to all employee's health, safety and welfare issues.

Promote systems to ensure that all work places are adequate in respect of health, safety & welfare;

To ensure that all those employed are supervised and have sufficient level of knowledge and training to be aware of the general requirements of health and safety with reference to guidance notes and codes of practice;

For all Phelans projects they are to ensure that all the Health & Safety matters are taken into account and a Construction Phase Health & Safety Plan is produced, as appropriate, before work starts;

To ensure the safety performance of the Company is monitored and action taken where necessary;

Liaise with the SHE department and Principal Designers over any problems that may arise outside the scope of management on site.

Considering safe methods of work at planning stages on contracts to ensure the safety of all employees, sub-contractors and anyone else who may be involved in the work being undertaken;

Setting a personal example to all and addressing concerns raised by any staff member or client.

SHE Department

To give guidance, advice and recommendations on all Health and Safety issues to all personnel.

Report, on a regular basis, to the S,H&E Manager with regard to Health and Safety issues.

Obtain additional advice and information where required to comply with existing and or new legislation.

Act on Pre-Construction Information as appropriate. Carry out site visits and assist Contracts Managers with the preparation of Construction Phase Health & Safety Plans.

Issue necessary Health and Safety information at the start of each contract including statutory forms, notices and signs.

To make all employees aware, through communication, any health, safety and welfare issues.

Arrange specific training courses, as appropriate, to suit individuals and groups of employees. Carry out workplace-based training talks as and when required.

Carry out site inspections and note the company's standard in relation to Health & Safety matters. Supply a copy of the report to the appropriate executive in control of the premises inspected. Advise and assist Site Managers on any items that require immediate attention.

Put in place a construction Health & Safety check list to assist Site Managers to review performance and procedures on site.

Investigate incidents, accidents and other matters relating to Health and Safety and report the findings to the appropriate authorities if required.

Consult with and proactively engage Phelan's supply chain.

Contracts Managers

Contracts Managers are responsible to the Construction Director. To ensure compliance with the Company's Health and Safety Policy whilst carrying out its requirements:

Ensuring a program of works is developed and a suitable construction phase plan is drafted with support from the SHE department prior to commencing works.

Ensuring Site Managers and Operatives observe Health and Safety procedures at their workplace and that they are familiar with codes of practice and Health & Safety legislation;

Taking relevant action to be aware of the hazards and risks associated with the company's work together with the precautions needed to eliminate, avoid and reduce risk;

Considering safe methods of work at planning stages on contracts to ensure the safety of all employees, sub-contractors and anyone else who may be involved in the work being undertaken;

Liaise with the SHE department and Principal Designers over any problems that may arise outside the scope of management on site;

To ensure that arrangements for the inspection and testing of any vehicles, plant or equipment used on site is carried out;

To periodically check all registers and records and carry out risk assessments as well as arranging that members of staff are competent to carry out the duties they have been engaged to perform;

Provide a programme of operations that includes obtaining method statements for work that may be unusual or particularly hazardous. Ensuring that new information as it is gathered is included in the CDM Construction Phase Health and Safety Plan;

Providing facilities for individuals and groups to undertake any necessary induction, instruction and training;

Consultation on Health & Safety issues with site management, operatives or sub-contractors while on site; and

Setting a personal example by wearing, as required, personal protective clothing or equipment and addressing those in breach of regulations.

Gathering information, from site and sub-contractors, for inclusion in the Health & Safety File and pass the information back to the office.

Site Managers

Each site will have an appointed person who will manage the day-to-day works. On minor works this may be a Site Supervisor. They will take responsibility for the daily running of Health & Safety in the area under their control. This includes:

The Display of all necessary notices, signs and warnings as required, particularly the Health & Safety at Work Act wall poster and copy of F10 notification of works form if required;

To arrange suitable main access and egress for the site with clear signage and a site visitor book being in place;

Ensuring that new hazards and associated risks that may arise on site are identified and dealt with accordingly and carrying out Risk Assessments and producing Method Statements when required and ensuring they are briefed accordingly.

Updating the Construction Phase Plan, as necessary, regarding any changes to the design or management of the project or site.

Issuing sufficient information and instruction to company employees and sub-contractors so that they can carry out their work safely and without harm to health.

Carrying out a site-specific induction highlighting: key personnel; the layout of the site; significant risks on site; emergency procedures; first aid arrangements; site rules; works requiring permits and welfare facilities.

Ensuring the site is set up and arranged to provide a clean, tidy and safe place of work in a safe environment.

Maintaining emergency procedures, alarm systems, clear exit routes and an assembly point plus a system to alert the emergency services is in place and provides for a head count of personnel.

Ensuring fire-fighting equipment is maintained so that fires may be tackled if safe to do so.

Ensuring that first aid regulations are complied with and as appropriate an appointed person is allocated to the workforce.

Investigating accidents, dangerous occurrences and incidents and recording the findings. All accidents and incidents on site should be notified to the SHE department. Details of major accidents/incidents to be notified as soon as possible by the quickest means (usually telephone).

Assessing the need for personal protective equipment for general and specific use and ensuring it is available, in good condition, issued with a record being kept and is used/worn at all times when required.

Ensuring plant and equipment brought to site has inspection and test records, where appropriate, and will be operated by competent persons.

Ensuring that scaffold erected on site is by competent, certified scaffolders and that an inspection and handover certificate is issued by them prior to use.

Ensuring all lightweight towers or other working platforms are properly erected and have correct handrails & toe-boards if necessary with safe access and egress.

Ensure that inspections of scaffolds, excavations and lifting appliances are carried out, in accordance with Legislation, and the findings recorded. Report any deficiencies immediately and stop work until rectified.

Ensure that temporary works are installed, loaded, un-loaded, maintained and removed strictly in accordance with the design, whilst liaising with the temporary works co-ordinator and supervisor.

Ensuring that hazardous materials are labelled, stored and used correctly in accordance with COSHH regulations.

Carrying out assessments for manual handling activities and ensuring that those involved have received specific training and are of sufficient stature to perform the task.

Providing sufficient and suitable welfare facilities, toilets, washing facilities, rest area, drying room and an area to prepare and eat food. All are to be kept clean and stocked accordingly.

A regular assessment of site conditions including access points, tidiness, storage, operations, plant, equipment plus Health and Safety factors.

Co-operation with visiting SHE department or HSE inspectors, Architects, Engineers or others concerned with utilities and supplies that may have a bearing on Health and Safety matters.

Maintaining all required paperwork on site in the filing system provided. All Site Managers will be issued with a site box containing what is required to maintain their paperwork. At the end of a project all completed forms, folders and the box should be returned to the office.

Setting a personal example by wearing, as required, personal protective clothing or equipment and addressing those in breach of regulations.

Site Operatives

All operatives working on site, whether company employees, agency labour, contractors or sub-contractors have duties under Health & Safety legislation.

These include:

Exercising reasonable care for the health & safety of themselves, others on site, visitors and the public;

Ensuring a safe working method, place and environment;

Co-operating with management in relation to any Health & Safety issues;

Obedying warning signs and notices plus following sites rules and instructions together with any other information provided for the overall safe working of the site;

Following Method Statements and other instructions given, unless unsafe to do so.

Do not remove or interfere with any barrier, guard, cover or temporary works that have been installed for collective safety purposes.

Using any tools or equipment safely and only for its intended purpose. Also reporting any defects or deficiencies in tools and equipment to allow repair or replacement;

Keeping their own working area clean and tidy to avoid trips, slips and falls. This will be helped by the prompt removal of rubbish from the working area to disposal points;

Reporting of any potential hazard or unsafe situation or action of another to the Site Manager or Supervisor;

Reporting all accidents or unsafe incidents to site management. Giving full co-operation in the investigation and record keeping of any accident or incident;

Using the welfare facilities provided and maintaining them fit for others to use. This includes using the washing facilities before consuming food and not eating in the working area.

Wearing and storing all Personal Protective Equipment (PPE) correctly and requesting any replacements or additions in a timely fashion.

Office Staff

All office staff working on site or company headquarters, have duties under Health & Safety legislation.

These include:

Exercising reasonable care for the health & safety of themselves, others on site, visitors and the public;

Ensuring a safe working method, place and environment;

Co-operating with management in relation to any Health & Safety issues;

Obeying warning signs and notices plus following sites rules and instructions together with any other information provided for the overall safe working of the site;

Following Method Statements and other instructions given, unless unsafe to do so. Do not remove or interfere with any work equipment.

Also reporting any defects or deficiencies in tools and equipment to allow repair or replacement;

Keeping their own working area clean and tidy to avoid trips, slips and falls. This will be helped by the prompt removal of rubbish from the working area to disposal points;

Reporting of any potential hazard or unsafe situation or action of another to the Manager or Supervisor;

Reporting all accidents or unsafe incidents to site management. Giving full co-operation in the investigation and record keeping of any accident or incident;

Using the welfare facilities provided and maintaining them fit for others to use. This includes using the washing facilities before consuming food and to encourage not eating at work stations.

5. Arrangements for Occupational Health

Health Surveillance

Health Surveillance to be conducted based on the occupational risks present in the business activities. Individual employee assessments will be carried by a retained occupational health specialist consultant, on a rolling programme of regular assessment.

These occupational health visits will be recorded and maintained by the organisation for future reference.

To promote a positive drive towards health and wellbeing in the organisation, awareness campaigns will be administered.

The health and safety department will instruct and coordinate said surveillance periodically, based on the levels of exposure.

Back ground health surveillance and monitoring will take place as and when required for such areas as sound and vibration monitoring. These will be identified within the project specific construction phase plan.

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 the workforce is important for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations 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 organisation. Mental wellbeing in the workplace is relevant to all employees and everyone 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. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Mental Health & Wellbeing Awareness Policy

Policy Purpose

Phelans Construction Ltd (PCL), Mental health & wellbeing awareness policy compliments the organisations Health & Safety Policy, and outlines provisions to prevent and address mental health & wellbeing issues among the employees.

Mental health is just as important as physical health. Mental illness may be detrimental to a person and their wellbeing, as it impacts happiness, productivity and collaboration. Mental health issues may affect the companies in the form of:

Turnover
Absenteeism
Poor employee performance
Employee substance abuse
Work-related accidents
Workplace violence or harassment

Scope

This policy applies to all Phelan Construction Ltd Employees. Human Resources and The SHE Department is primarily responsible for communicating this policy and overseeing its implementation.

Responsibilities

All of the staff have a number of responsibilities in supporting persons identified and they are:

Managing Director holds ultimate responsibility of the welfare of the company employee welfare. They can provide strategic understanding of how this affects the business as a collective.

The Senior Management team are to ensure that the correct level of support is allocated to the contracts managers and site managers in dealing with mental health wellbeing and undergo relevant training to provide support for the contracts management

The Contracts/Project managers are to provide support to the site management as per the organisational chart in all things concerning the site and raise issues to the HR department if a significant finding has been raised.

The Site Managers are to be expected to identify and support site team regards to their personal dispositions, and communicate to their line manager significant

The SHE Department will provide support with issues flagged by mental health first aiders and communicate to the wider company, campaigns to raise the ~~construction~~ standards in awareness of mental health and reduce significant issues as they arise within the sector.

The HR Department will assist the SHE Department regarding appropriate action to be taken given the nature of any mental health concerns that are brought to the attention of the company.

Mental Health Awareness Champions are to provide support and mentoring to the business at allocated levels, to provide a better understanding of mental health and wellbeing. Way pointing the affected persons to the relevant professional help groups and bodies that are available.

All Staff have the duty to identify and report any significant issues arising from mental health and wellbeing that may affect their time at work and where possible identify any noticeable difference of their colleagues to their line manager should they show any signs of poor mental health.

What are Mental Health Issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that cause Mental Health Issues

Employees may experience mental health issues for various reasons and that an employer cannot control (e.g. Hereditary, Family conflicts, general health.) but, there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.
- Work life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

To every extent possible the Company's Leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

Company Actions

The Company aims to:

- Identify issues proactively
- Support employees who face mental health problems or feel they are in crisis.
- Create pleasant workplace in collaboration with managers, employees and health experts.
- Promote mental health and wellbeing awareness

Internal Policies

To prevent employees' distress, the Company has set up Policies for:

- Anti-retaliation (within the company's Whistleblowing policy)
- Anti-discrimination (within the Company's Equal Opportunities Policy)
- Workplace violence (Disciplinary Policy)
- Open communication (elements throughout all policy)
- Flexible working Policy
- Parental leave/short term disability leave
- **Health** & Safety Policy

This list isn't exhaustive. All these policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. All managers and HR must ensure the company adheres to these policies.

We will also establish an open-door policy where any employee can openly speak to a member of the Company's HR Personnel or to another appointed person with regards to any issues relating to mental health or otherwise, seeking help and support where necessary, which will include being given guidance to seek outside help if the issues cannot be resolve internally.

Professional Services

The company will seek and advise the employees where they can get help from a professional. Employees may reach out to these professional services privately should they need to. Anything they share with these services will not be shared with the company as they are not hired on behalf of the company.

Job-related Issues

Issues related to work, compensation, job insecurity and work -life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our HR Personnel about how to handle their individual situations better. Should a crisis occur on site, the safety department along with the support of HR will conduct a Mental health first aid assessment and provide the relevant information to all concerned.

Additionally, we encourage open communication between employees and managers. If the employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together. We also encourage co-workers to support one another when needed.

Employee Recognition and Development

The Company is committed to prevent employees from excessive stress, in that the company recognizes their employees work and invests in their personal development and growth. For this reason, we have the following programs:

- Training Matrix
- Management trainee programs
- Appraisal and performance reviews
- Peer to peer mentoring

These can all be recognised and requested through the Company's appraisal process.

Compliance with the Law

The protect employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. Schizophrenia) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone.

Also, we will make reasonable accommodations for people with mental health disabilities (e.g. Flexible working hours)

The organisation hold a central legal register that is reviewed at regular intervals to ensure legislative compliance is being adhered to.

Evaluation Outcomes

This policy's provisions are not restrictive. We will test the elements to find out what works and what doesn't, the Company's HR department will continuously research mental health topics and evaluate the results of our policy with managers' help.

To develop, revise and establish this policy we need everyone's help. We can all work to define mental health issues their causes and seek or offer help when needed. We encourage employees to share their ideas and concerns.

Asbestos

Asbestos is widely recognised as a material with a health hazard. Asbestos related diseases kill more people than any other single work-related cause. All types of asbestos can be dangerous if disturbed. Danger arises when asbestos fibres become airborne. They form very fine dust that is invisible. Breathing asbestos dust can cause serious damage to the lungs and can cause cancer. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust at levels well above those found in British Industry. An isolated accidental exposure to asbestos dust for short duration is therefore unlikely to result in the development of an asbestos related disease.

Phelan acknowledges the health hazards arising from exposure to asbestos and will protect the workforce and other persons from being exposed to asbestos as far as is reasonably practicable by minimising exposure through proper control measures and work methods supported by information, instruction and training all in accordance with the Control of Asbestos Regulations 2012 – see below.

In general Phelan Construction will not start any refurbishment or demolition work within or on an existing building unless a full Refurbishment & Demolition Asbestos survey has been carried out in accordance with HSG264.

Phelan's workforce is warned that no work should be carried out which is likely to disturb asbestos and expose people to risk unless adequate assessment of exposure has been conducted.

If asbestos is uncovered or suspected on site work will cease until it can be confirmed, and the appropriate action taken.

A specialist contractor will be used for any asbestos removal or treatment.

All Phelan Construction Ltd site operatives will have attended an Asbestos Awareness training course.

The changes to the Control of Asbestos Regulations brought in on 6th April 2012 introduced a new category of working with (removing) asbestos containing materials called 'Notifiable non-Licensed' work. However, it remains the policy of Phelan Construction Ltd that employees are not allowed to remove ANY type of Asbestos Containing Material and that only fully trained competent contractors (Licensed) are allowed to remove ACM's on our sites.

Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002

The COSHH Regulations cover innumerable materials and substances that have been classified as hazardous. Many are used within the workplace. The regulations are quite involved, so the following five steps are the basis for evaluating health hazards.

- a. Know the product. Be familiar with the substance in advance and obtain Product Health and Data Sheet. Manufacturers and suppliers are required by law to provide these sheets free of charge.
- b. Know the danger. Assess the potential risks to health and the exposure levels.
- c. Control or eliminate the hazard. Decide what action is required.
- d. Instruct operators about the dangers.
- e. Provide the operators with the appropriate personal protection equipment.

The COSHH Regulations require Phelan Construction to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In order to comply with this requirement where practical and in order of preference the following steps will be taken:

- a. Change process or activity so that the hazardous substance is not needed.
- b. Replace the substance with a safer alternative.
- c. Use the substance in a safer form for example using ready mixed rather than mixing components.
- d. Totally enclose the work activity / process.
- e. Partially enclose and use local exhaust ventilation.
- f. Provide general ventilation.
- g. Reduce number of persons exposed, or duration of their exposure.
- h. As a last resort where the exposure cannot be adequately controlled by measures above suitable personal protective equipment will be provided.

Responsibilities

Site Managers, Contracts Managers and SHE department will ensure compliance with the Control of Substance Hazardous to Health Regulations (COSHH). When any toxic or hazardous material or substance is to be used, they will ensure all the requirements of storage; use and disposal are complied with. It is essential that manufacture's/suppliers safety data sheets, together with details of assessment, are available prior to usage, copies of which should be attached to method statements.

Supervisors will before new substances are used on site ensure COSHH assessments have been conducted and that any specific instruction and safety precautions are adhered to.

COSHH Assessments

Work with hazardous substances must not take place unless a COSHH assessment has been conducted. Employees must not work with a hazardous substance unless they have read or been informed of the requirements of the COSHH assessment. Employees using or encountering hazardous substances should be informed of potential risks and trained in the safe use of the substance. Subcontractors must supply COSHH assessments for any substance they intend to use on a Phelan Construction site.

Lead

Any sub-contractors working with lead i.e. plumbers, roofers or painters working on old lead based paint must work strictly in accordance with the Control of Lead at Work Regulations 2002.

Vibration

Phelan Construction is aware that the use of various types of hand-held tools, in particular those which are of a rotary or percussive nature, can cause vibration leading to Health issues for the operative concerned.

The regular and prolonged use of such tools can cause the users to suffer various forms of damage, mainly a condition known as 'hand-arm vibration syndrome'. The most common form of which is the condition known as 'vibration white finger' (VWF). Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

Assessment

Site Managers are to take into account all work activities involving vibration during initial risk assessments as required under the Management of Health and Safety at Work Regulations. The use of various tools and operations can expose operatives to hazards from vibrations such as operating grinders, drills or breakers.

The risk of vibration-related injury depends on a number of issues:

- The amount of vibration.
- How long the equipment is used and the conditions of use.
- The posture of the operative.
- The temperature at which work is carried out.

Each of these will have impact on the long-term effects including bone and muscle damage.

Prevention

Phelan Constructions strategy is to ensure the exposure of employees to the effects of vibration is reduced as far as reasonably practicable. Carrying out a risk assessment on all work tasks and addressing the following issues will achieve this:

- a. Can the job be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?
- b. Ensuring that any new tools have vibration controls built in. All tools, whether supplied by Phelans or hired, will be safe to use and handle, in compliance with the requirements of the Provision and Use of Work Equipment Regulations.
- c. Training employees in the correct use of vibrating tools, they will be helped to recognise the vibration symptoms and the need to report them to their Installation Team Supervisor and subsequently to the HSE under the RIDDOR.
- d. Providing suitable clothing and gloves to reduce the effect of cold on the employees' hands and other parts of the body.
- e. To reduce exposure period for the employee through a job rotation and regular rest periods with records being maintained on daily HAVS record sheets.

Employees

To minimise risk of injury from vibration employees must:

- a. Use safe working practices, which are designed to minimise vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas.
- b. Make sure tools are properly maintained and promptly report defects and problems with the equipment to Site Manager.
- c. At the onset of the first signs of vibration white finger symptoms, stop work and report 'warning-signs' to Site Management of the Health and Safety Manager. Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing pain. Continued work will see the affected area becoming larger.

Further information and guidance can be found in the HSE document L140 'Hand-arm Vibration, a guide to the Control of Vibration at Work Regulations 2005.

Display Screen Equipment

Phelan Construction recognises the hazards associated with the use of display screen equipment. Under the Health and Safety (Display Screen Equipment) Regulations the employer must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of musculoskeletal discomfort, visual disturbance and mental stress. Risks must be remedied, so far as reasonably practicable.

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. It is the intention of the Company to ensure that any risks are reduced to a minimum.

DSE Assessments

The Health and Safety Department in consultation with office staff will carry out an assessment of each office workstation, taking into account the DSE, the furniture, the working environment and the user.

DSE Breaks

DSE operations will be planned so as to ensure work can be periodically interrupted to give Users a break away from the keyboard and screen. Users are advised that short frequent breaks are more satisfactory than occasional long breaks. For example a 5 – 10 minute break after 45 minutes continuous screen / keyboards work is likely to be better than a 15 minute break after 2 hours working. In most cases natural breaks will occur e.g. involving filing, answering telephones, sending fax's, etc., so the work can be planned and interrupted accordingly. Any break will allow the User to:

- a. Vary his/her posture.
- b. Avoid activities require repetitive arm or hand movements.
- c. Provide visual relief from screen.

Eyesight Tests

Users of DSEs and those to become users can request an eye and eyesight test that will be paid for by the Company. If the test shows they need spectacles especially for their visual display unit (VDU) work the Company will pay for a basic pair of frames and lenses. Users are entitled to further tests at regular intervals after the first test, and in between if they are having visual difficulties, which may reasonably be considered to be caused by their VDU work.

Daily Start up Checks

Users of DSEs are to adhere to the following daily start-up checks before operating this equipment:

- a. Sit right back in your chair so that the backrest can support you.
- b. Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position.
- c. Raise or lower your seat until your forearms are horizontal, make sure your wrists are straight when your hands are on the keyboard.
- d. Use a footrest if your feet do not comfortably touch the floor.

- e. Remove any obstacles under your desk that prevents you sitting in an upright position.
- f. Check your workstation has not become disorganised forcing you to sit in an awkward position.
- g. Set your display viewing distance to suit screen characters and copy stand text size.
- h. Position your copy stand close to the screen (e.g. same height and viewing distance and next to display).
- i. Adjust your screen and copy stand angle to suit your sitting position.
- j. Adjust the brightness control to suit the office lighting level.
- k. Adjust the brightness control if the light levels have altered since you started work, lower window blinds if sunlight is causing glare.

Drugs and Alcohol

Employees (including all supervisory and management staff) undertaking, activities on behalf of the company whilst under the influence of alcohol or drugs can adversely affect the safety and health of themselves or other persons that may be affected by those activities. Therefore, it is Phelan Construction's policy that all personnel in our employment shall not be permitted to work on company undertakings whilst under the influence of alcohol or drugs. Any person known to be, or suspected of being under the influence of alcohol or drugs must be referred to Site or Contracts Manager, who will arrange for the person to be removed from the workplace.

Prescribed Drugs

Personnel who are prescribed drugs by their doctor, must advise their Line Manager immediately prior to undertaking any work on the behalf of the company, in order that the implication of such prescription can be evaluated and thereby determine the competency of that person to continue in the undertaking of normal work and driving activities.

Disciplinary Action

Any person contravening company policy will be subject to disciplinary action that may result in the termination of employment.

Phelan Construction recognises that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc. Also, the person may be affected by legitimate medication prescribed by the doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered.

Manual Handling

Assessments

Phelan Construction has a duty to make evaluations and then assessments of manual handling operations. Where it is reasonably practicable there is a need for operatives to carry out manual handling operations, which may involve the risk of injury, this will be avoided. When manual handling is necessary, Phelans will prevent injury by:

- a. Identifying before work begins, operations, which involves either lifting heavy or awkward loads, or repetitive lifting operations. Phelans will, where reasonable practicable, find ways for either avoiding the operation altogether or by using mechanical aids to minimise the amount of manual handling.
- b. Ensuring team lifting is employed for heavy or awkward loads that have to be lifted by hand.
- c. Providing the workforce with information and training to ensure they operate with maximum comfort and hence maximum efficiency. The workforce will be informed about hazards and risks; in the correct use of their own bodies, their tools, equipment and work station; and in safe systems of work. All manual handling risk assessments will be conducted by Site Managers or the SHE department, as will all necessary training.

Training

Training is important and will cover:

- a. How to recognise harmful manual handling.
- b. Appropriate systems of work.
- c. Use of mechanical aids and good handling technique.

Employees

All employees are reminded to always think before they lift. Plan the lift. Where possible use handling aids (wheel barrow, sack trolley, winch, etc.) Get assistance.

When lifting remember the techniques that you have been taught: Position of feet. - Adopt a good posture. - Bend knees, straight back and tuck chin in. - Get a firm grip. - Keep close to the load. - Don't jerk. - Move the feet. - Put down and then adjust.

6. Arrangements for Occupational Safety

Information, Instruction, Training, Supervision.

The company undertakes to provide health and safety information, instruction, training and supervision and health surveillance. This will be achieved by the following: -

The company Health & Safety policy is available on request. It details who has responsibility for various health and safety issues within the company structure. It also details procedures for site safety management including PPE, first aid arrangements, accident reporting and dealing with unsafe situations.

Where necessary, new or existing employees will be given instruction on how to carry out specific tasks in a safe manner. The company undertakes a training programme for staff to supplement existing skills and add new competencies.

Site Inductions

An induction process has been laid down to ensure optimum safety on site by creating awareness and knowledge of the procedures taking place. Operatives, contractors, clients, designers and visitors will be shown the operations being carried out and have explained to them the safety measures in place to prevent accidents. The induction process will be under the supervision of a competent member of the site personnel and will take in aspects of safety including:

- Brief description of the works;
- Details of welfare facilities available;
- Emergency arrangements including alarm, evacuation & assembly point;
- First aid arrangements;
- Site rules and PPE requirements;
- The need to report any unsafe condition, act or near miss;
- Works requiring a permit system;
- Aspects of hazardous work;
- Locations of utility services and isolation points;
- Advice not to interfere with plant, machinery or temporary works;
- Manual handling techniques;
- Safe use of appropriate access equipment;
- Environmental awareness

After the induction, the site manager will ask questions to ascertain the session has been understood. A record sheet will be put forward for signature and confirmation. This record sheet will be kept on site for the duration of the works and then retained in the head office archives for a period of at least 3 years.

Office

New members of staff and contractors will undergo an office induction, which will cover the following items:

- The identity of all other members of staff;
- The shortest route to fire escapes;
- Emergency arrangements including alarm, evacuation & assembly point;
- Location of firefighting appliances;
- First aid arrangements;
- Welfare facilities;
- Display screen equipment and work station position;
- Slips, trips and falls;

A record sheet outlining the induction on site safety awareness will be put forward for signature and confirmation. This record sheet will be kept on site for the duration of the works and then retained in the head office archives for a period of at least 3 years. Visitors to the office do not require an induction but should be escorted at all times.

Training

The Company places great importance on training, particularly in respect of safety aspects. In addition to attendance at CITB and similarly run safety courses, the Company is conscious of the need for continued on-site-safety awareness instruction.

An annual training plan will be developed and maintained. Training needs will be identified and this will act as the basis of that plan.

Regular refresher training will be held to introduce new legislation to discuss new or increased risks and refresh operatives on specific subjects i.e. Asbestos Awareness.

Health and Safety Alerts

Health and Safety Alerts will be created and issued to all relevant people to communicate Health and Safety Information. This will be in response to accident report findings, changes in legislation or guidance, changes in procedures or systems, or at any other time where information needs to be communicated.

Personal Protective Clothing and Equipment (PPE)

The Company provides protective equipment, as deemed necessary by risk assessment, to its employees.

All personnel must ensure that:

- Safety helmets are worn when working within the construction site demise;
- Gloves are worn at all times.

- Appropriate Eye protection is worn when undertaking any breaking, grinding, cutting, chipping, drilling or when there is a risk of eye injury;
- Suitable full-body safety harnesses are worn when working in hazardous positions such as on the platform of a mobile elevated-working platform (MEWP);
- Suitable safety footwear is worn when working within the construction site
- Appropriate ear protection to be worn when breaking, grinding, or as directed by the Supervisor/Manager;
- Face masks/respirators—during work in dusty conditions, cutting stone or concrete, chemical spraying, wood working (sawing), toxic areas, infested areas, etc; Face fit testing will be provided for individual workers.
- Heavy duty or cut resistant gloves when using materials liable to cut or puncture the skin;
- Heat resistant clothing/gloves when hot materials are being used or handled;
- High visibility clothing at all times on site and when working on or near highways.
- All PPE is maintained in good condition and regularly checked.

All PPE must be appropriate and suitable for the purpose for which it is being used and must be compatible with each other.

All sub-contract companies will be required to provide appropriate PPE equipment for their employees.

It is Phelans policy that Head protection, safety foot ware, gloves and high vis vest is worn as a minimum at all times whilst on site.

Safety Helmets

In accordance with The Personal Protective Equipment Regulations 1992, unless rules are issued in writing to the contrary, the following policy on wearing safety helmets applies:

- Any person generally moving around an open site will wear a safety helmet;
- Safety helmets will be worn by operatives working on suspended platforms or in areas where items may fall from suspended platforms, scaffolding or tower scaffolds;
- All personnel required to work with or near to excavators being used as cranes will be required to wear safety helmets;
- All personnel required to enter excavations must wear a safety helmet;
- All personnel working with or near lifting appliances must wear safety helmets;
- All personnel working with or near a hoist will wear safety helmets;
- All personnel working with or near cranes must wear safety helmets;
- All personnel required to work near or below roof operations must wear safety helmets; and

- All operatives erecting, altering, dismantling or working around the base of a mobile tower or scaffold must wear safety helmets.

Disciplinary proceedings will be used against employees not complying with these requirements.

Site Set Up

Phelan Construction will ensure construction sites are set up to provide a healthy and safe working environment. This will include provision of welfare facilities and safety equipment as required, all facilities to enable site managers to effectively manage Health and Safety.

Construction Phase Plans

Before any project starts it will be sufficiently discussed and planned internally and a Construction Phase Plan (CPP) will be drafted by the designated contracts manager with the support of the health and safety department, based on pre-construction information supplied by the Client or Principal Designer, this will be prepared in accordance with CDM 2015

A fire plan will be prepared for the site, to be included in the CPP.

Site Logistics or Traffic Management plans will be prepared, if required.

Welfare Arrangements

Welfare facilities will be provided on Phelan Constructions' sites in order to provide a healthy, safe and comfortable working environment for all operatives. Where required the following will be provided or made available;

- Toilets (sufficient amount for expected numbers on site)
- Hot and cold running water, with basins of sufficient size to wash hands, forearms and face. If required due to dirty nature of the work enhanced washing facilities will be provided or made available, which may include shower facilities.
- A rest area, away from the work area where reasonably practicable, with backed seating and tables, for operatives to take their breaks.
- The ability to heat food and make a hot drink.
- A wholesome supply of drinking water.
- First aid facilities.

Welfare facilities will be sufficiently lit and of a reasonable temperature and will be kept clean and tidy at all times.

Site Start-up Check List

At the start of the project Site Managers will run through this checklist.

- Do you know your contacts with Client, Principal Designers, Designers or and Local Authority?
- Is there gas, water, electric, telephone or other cable services on or adjacent to the site? Enquiries and checks are to be made before commencing on site.
- Is the site boundary agreed between Client, adjoining Owners and the Local Authority?
- Where are the nearest Police, Fire, Ambulance and Hospital facilities?
- Have relevant authorities been notified of a start, i.e. HSE, Local Authority or other enforcing bodies?
- Ensure Plans, Statutory Signs, Notices, Safety Documents, Liability Insurance Certificates, Risk Assessments and other required documents are displayed or available as appropriate.
- Secure boundaries - risks to children and young persons.
- Fire Risk Assessment, Fire Plan, Fire points with extinguishers and clear exit routes, with signage, must all be in place.
- Has site-specific insurance been arranged? For instance, Party wall.
- Is there a possibility of hazardous materials being present on site?
- Are sufficient welfare facilities provided for the numbers on site and the nature of work?

Risk Assessment and Method Statements

Risk Assessments

Under the requirements of the Management of Health & Safety at Work Regulations 1999 the company carry out suitable and sufficient assessment of risks to the health & safety of all employees to which they are exposed whilst at work. Risk assessments will also consider the health & safety risks to 'others' not in the employment of the company i.e. Visitors to site, Members of the Public, Client's staff etc.

Method Statements (Safe System of Work)

Method statements are required on site to outline the way most tasks are to be carried out safely. They should detail and include the control measures detailed in the risk assessment carried out for the task.

During the production of the Construction Phase Plan, the tasks for the project will be categorised under a 'Traffic Light' system. Red activities are High Risk and Method Statements will be approved by the Health and Safety department, Amber activities are Medium Risk and will be controlled on site. Green activities require no Method Statement as they are Low Risk and tasks which are common to those doing them. ALL activities require a Risk Assessment as above.

A Method Statement should record: -

- A brief description of the work to be carried out
- The sequence in which the work will be done safely
- Details of who will be responsible for supervising the work
- Details of first aid and emergency procedures
- Details of any plant or equipment to be used
- Any occupational health issues raised by the works
- Details of any third party issues; and
- Risk and COSHH Assessments applicable

Once written the contents of the Risk Assessment and Method Statement (RAMS) is to be studied or will be briefed to all those involved in the operation and they will be required to sign to confirm their understanding of its contents. Operatives will be given the opportunity to ask questions if they do not understand or suggest changes or improvements to the assessment.

Sub-contractors RAMS must be checked or reviewed by the Site Manager or Contracts Manager to ensure it is suitable and sufficient. This check should be recorded on the appropriate QA document.

Construction Activities

Working at Height

Phelan Construction recognises that falls from height constitute a major portion of the accidents, fatalities and injuries within the construction industry. Phelan Construction will endeavour to eliminate the risks from working at height by following the hierarchy of controls below:

- Avoid work at height where they can
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Site Managers will continually access all work at height and in particular 'leading edges' or voids as work progresses and ensure suitable edge protection is provided at all times.

Scaffolding

Scaffolding provides a working platform for many activities on site. As such it should be safe, regularly inspected and conform to the special rules governing its erection.

All scaffolds must have a design if a TG2013 compliance sheet is not available, by a competent scaffold design engineer with working drawings and calculations produced.

- The platform must be fully boarded, guardrails and toe-boards must be in place all around the working platform. Safety nets, with a fireproof rating, should be fitted where required and appropriate.
- Operatives must not alter or remove any part of a scaffold.
- Brick guardrails must be in position before loading above the height of the toe-board.
- Operatives must never climb up or down any scaffolding - use a ladder.
- Operatives must, when working overhead, never drop tools or materials or throw them down.

Standards required for scaffolding:

- Scaffolding must be erected by trained and competent operatives.
- Handrails are required around any accessible platform on a scaffold. These must be at least 950mm high and must incorporate an intermediate handrail so that no gap greater than 470mm exists. A toe board must be fitted in areas where tools, equipment or materials are to be used or stored.

- No persons other than a competent Scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold.
- All materials will be properly stored and maintained on site.
- Scaffold erected by a specialist contractor will be approved on site and a hand over certificate will be produced and retained on site.
- Access to the scaffold will be via a ladder access or a stair case integrated into the scaffold.
- The scaffold should be properly braced and tied to the structure.
- All scaffolding will be inspected before first use, after any incident likely to affect stability and in any case at intervals not exceeding 7 days, by a person competent to do so.
- Scaffolds must be secured at the end of each working day to prevent access by unauthorised personnel, particularly children. If requested or appropriate a scaffold alarm system may be fitted.

Mobile Tower Scaffolds

Mobile Tower Scaffolds are a flexible option for providing a work platform at height on site. The following precautions must be taken for their erection and use.

- Mobile tower scaffolds must be erected in accordance with manufacturer's instructions.
- Trained operatives will erect mobile towers; otherwise operatives may carry out the task under direct supervision of a competent person.
- No person will be permitted to erect, alter or dismantle any mobile tower scaffold unless competent to do so. Ideally PASMA trained.
- All operatives erecting, altering, dismantling or working around the base of the mobile tower must wear safety helmets.

Ladders and Stepladders

Ladders and stepladders will only be used for access or to work from for work of a light nature and short duration (less than 30 minutes) on Phelans sites. For any other work alternative measures, will be provided.

A risk assessment must be carried out to justify that a ladder or stepladder is the most appropriate means of access, due to the low risk or short duration of the task.

Ladders should be checked before every use and if any defects are found they should be reported to the site management and taken out of service.

Operatives must be trained and competent to use the ladder or stepladder.

Advice and guidance on using ladders safely can be found in HSE guidance document INDG 455 'Safe use of Ladders and Stepladders'.

Hop Ups and Trestles

Hop ups and trestles (Band Stands) will not be a preferred means of access for working at height. Their use must be justified by a risk assessment and this will only be accepted for light, simple, short duration tasks where other forms of access are not reasonably practicable.

If justified the preferred system is one that incorporates an integrated guardrail system as part of the base stand i.e. 'Safe Stand' system.

Roof Work

Any roof work will be planned and carried out to minimise the risk to health and safety. A suitable and sufficient risk assessment must be undertaken and control measures put in place. Only competent operatives will carry out roof works.

Roof work will only be allowed if there is an existing parapet or guardrail system, at least 950mm high, or an external scaffold platform or guardrail system has been installed.

Roof work involving 'man-safe' systems, harnesses or lanyards will not be allowed without consultation with the Health & Safety department first.

Fall Protection Equipment

Only people that have been properly trained and are competent will be allowed to use personal fall protection equipment i.e. harness and lanyard.

Fall protection equipment such as Harnesses, lanyards, anchor points span sets or similar, will be suitable for the purpose for which it is being used and will be inspected before use to ensure serviceability. If there are any defects then the equipment will not be used.

Fall restraint will be used in preference to fall arrest where practicable.

Plant and Equipment

Phelan Construction will act to minimise the risks posed by the use of plant and equipment in the workplace. All plant and equipment will be suitable for the intended use and equipment must only be used for the purposes for which it was designed.

Transport and Mobile Plant Traffic Marshals

The following instructions must be observed by all operatives working on Phelan's sites.

- Do not drive any vehicle / plant unless trained, skilled, experienced and authorised or instructed so to do.
- Never ride as a passenger unless the vehicle has been manufactured and equipped for this purpose.
- Do not leave the vehicle unattended with the engine running or the key in the ignition.

- Do not allow anyone to ride unless he is an authorised passenger and there is a seat provided in or on the vehicle.
- Ensure a safe load before moving off.
- Take special care when reversing and seek assistance if necessary. Any reversing of vehicles whilst on site and on/off site should be accompanied by a vehicle banksman.
- Carry out daily visual checks and report any vehicle defects immediately to your Site Foreman/Contracts Manager.
- Never ride on a hoist designed to only carry materials.
- Beware of overhead cables. If your machine makes contact with an overhead cable and you cannot back off, remain in the cab until the electricity supplier confirms it is safe to move. If you have to leave your cab, jump clear and do not climb down.
- Traffic Marshalls are to be used to keep vehicles and people apart.

Site managers must make themselves familiar with the names and locations of the utility suppliers on their site. The Contracts Manager will have this information.

Powered Hand Tools/Equipment

These tools are subject to regular inspection and, where applicable, certification.

Powered hand tools must be fitted with the guards provided by the manufacturers and used for the purpose for which they were designed.

Special training and authorisation is required for any person using grinding wheels, cutting discs and cartridge fired tools. Never indulge in horseplay when using these tools.

Portable Electrical Tools/Equipment

These tools are subject to regular inspection and, where applicable, certification.

Portable electrical tools and equipment are to have a general check, by a responsible person, usually the user, when the equipment is taken into use and during use.

Regular checks in a formal and more vigorous manner, by a competent person, are to be periodically carried out depending on the conditions and duration of use. Defects are to be reported to the Site Manager and rectified before further use.

110v equipment used on site is to be PAT tested every 3 months. Office equipment is to be PAT tested bi-annually.

Abrasive Wheels

Abrasive wheels may only be mounted and operated by a trained and competent person appointed in writing by the employer. If any operative cannot prove competence, he will not be permitted to use an abrasive wheel tool.

Guidance and advice can be found in the HSE document HSG 17 'Safety in the use of Abrasive Wheels'.

Electricity

Electricity at Work Regulations 1989. All electricity used on site must be 110v single phase with certain exceptions. The Regulations require the appointment of an Electrical Sub-contractor to undertake the 'Duty Holder' role. All temporary electricity installations should be installed by this 'Duty Holder'. A certificate will be required for temporary electrical installations. This will be held on site.

Mains Electricity

Information on underground or overhead services should be obtained from the service utility when working close to their installations. Generally, 110 volt will be used on site but 240v single phase is permissible for site offices etc. and certain special equipment may be served by a 415v three-phase supply. A permit will be required for use of equipment greater than 110v on site. Note the following:

- Report any damaged cables and defective switches or sockets immediately;
- Keep trailing cables away from water and always tie them back in a safe position or suspend them above head height.
- It is preferable to use hand tools in close proximity to any services.

Electrical Equipment

All electrical equipment will be appropriate for the task and will be inspected, formally as required, and visually before use. Individuals must not tamper, modify or repair electrical equipment unless they are competent to do so.

Underground Services

If any excavation, boring or drilling into the ground or below a building floor slab is required, the risk from striking buried services must be considered.

Four main actions must be carried out:

- The location and type of service must be ascertained and then a process to manage the risks put in place. Service drawings should be obtained from the Client, Principal Designer or service provider. A risk assessment must be carried out.
- The work must be properly planned, by a competent person, with a method statement written based upon the risks and control measures identified in the assessment.
- Measures **MUST** be taken to detect, locate and identify all services using equipment such as a 'Cat & Genny'. Careful hand digging should be carried out to physically find and locate the service.
- Safe techniques of excavating adjacent or around services must be used.

Advice and guidance can be found in HSE document HSG 47 'Avoiding Danger from Underground Services'.

Services Overhead

If overhead cables affect the site, it will be highlighted in the specific site risk assessment. There should be warning signs and barrier tapes highlighting the specific area. If work has to take place within 6 metres of overhead power lines, the site management must be informed and a separate detailed and agreed method statement must be produced. This must include requests to the relevant Electricity Company for line isolation and or further advice on working distances and practices.

The main hazards given must be observed.

- Contact with the cables by plant or vehicles, or by operatives handling long objects. E.g. scaffold tube, cladding sheet, ladder etc.
- The fact that electricity can 'arc' across gaps must always be taken into account and never overlooked.
- In certain situations, AC voltages can "leak" to metal fences and pipelines that run parallel to overhead cables with a voltage of more than 33kv presenting an electric shock hazard. Specialist advice must be obtained before work commences.
- Beware of overhead cables. If your machine makes contact with an overhead cable and you cannot back off, remain in the cab until the electricity supplier confirms it is safe to move. If you have to leave your cab, jump clear and do not climb down.

Advice and guidance can be found in the HSE document GS 6 'Avoiding Danger from Overhead Power Lines'.

Fire Prevention and Precautions

JCOP

The Joint Code of a practice is a document produced with consultation of the construction industry and insurance companies. It will be the basis of the fire prevention measures adopted by Phelan Construction. A copy will be issued to all Site Managers which must be kept on site and also made available electronically to them. Further construction specific advice and guidance can be found in the HSE document HSG 168 'Fire Safety in Construction'.

Prevention

Risk Assessment

A fire risk assessment will be carried out for all sites, identifying the fire hazards, including ignition sources, fuel and oxygen availability, those at risk, measures to reduce or control the risk and emergency measures to be taken in the event of a fire i.e. detection, notification, escape, containment and possible control of the fire.

Fire Plan / Means of Escape

For each site a diagrammatic Fire Plan will be drawn up showing, as a minimum,

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Fire points, Fire exits, Escape routes and Assembly point. This will be displayed at the site office, on all fire points and around site as often as required. It will be shown to all operatives at site induction. The Site Manager will be responsible for keeping the Fire Plan up to date as the project progresses; this will be checked by the H&S Manager during visits to site.

Fire Prevention

The emphasis for fire procedures on Phelan Construction Sites will be the prevention of Fires. Good housekeeping and storage of combustible materials or waste, identifying and controlling sources of ignition and close control of flammable substances such as fuels will always be priority. Hot works permits will be the main control measure on site, but everybody must be vigilant for fire risks at all times.

Means of Giving Warning

Any existing fire or heat detection and alarm system that can be retained 'in-use' during the works will be. If necessary for the location temporary detection & alarm systems may be installed.

As a minimum means of raising the alarm will be available at fire points around the site and may take the form of air horns, electronic 'howlers' either stand-alone or wirelessly linked together, depending upon the size and nature of the site/building.

Means of Fighting Fire

A sufficient number of fire points will be provided throughout all work areas. Fire points will include Fire extinguishers; type will be dependent on the risks but will usually include 1 wet (water, AFFF) and 1 dry (Powder, CO2).

Fire extinguishers and other fire protection measures will be inspected annually by a competent person and undergo a visual weekly inspection which will be retained on site.

Persons will only use fire extinguishers to tackle a small fire if they feel confident to do so and ideally have received suitable training.

In general the overriding principal will be to get out of the building to safety and call the relevant fire service.

Fire Marshalls

Phelan Construction sites shall be manned with a sufficient number of trained fire Marshalls / wardens to;

- Check fire provisions on site
- Guide operatives in the event of a fire
- Ensure the emergency evacuation is completed in the event of an emergency

Precautions

Hot Works Permits

Some operations such as welding, cutting, grinding and other hot works will require additional safety measures. If these works are to be carried out on site Phelan Construction Site Manager will issue a hot works permit in order to keep a tight control over the task being performed.

Occasionally the Client or the Client's Landlord will have their own Hot Works Permit System which we will be required to work with. This should cover the implications of the wider environment around our site – i.e. shopping centre, railway station, hospital etc. This will take precedence over the Phelan permit.

The Phelan Hot Works permit will identify:

- The date and time issued for work to start;
- The exact task and location;
- The nature of the works to be carried out;
- The name of the person accepting the permit to carry out the work;
- The details of the person issuing the permit;
- Details of any specialist PPE required;
- Any other special control measures or equipment required; and
- A time limit by which the works should be complete

Special attention will be given to the 'Closing' of the permit to ensure that all persons and equipment have been accounted for and that no potential hazard is evident following the works; i.e. the possibility of fire from sparks or residual heat.

Welding and Burning

These operations are only to be carried out by trained and experienced operatives or fitters and the use of such equipment by any other person is not allowed.

- All equipment must be checked before use and hoses purged to avoid blow back.
- Where oxy-acetylene equipment is in use, flash back arrestors must be fitted.
- If a gas cylinder becomes hot due to excessive backfire, operatives are to shut the valve if possible and contact the local fire service.

Gas Torching

When gas torches are used for laying membranes or for drying off areas of roof they must be used safely and in accordance with the manufacturer's guidance. Phelan Construction will ensure that only those deemed as competent will operate such equipment. The following must be observed:

- Use the minimum valve setting when lighting a torch.
- Never leave a lighted torch unattended.
- Always rest a lighted torch on its support legs when not in use. Keep the head pointing up.
- Remember a flame is hard to see in bright daylight.
- Always have a dry powder fire extinguisher in the work area, in case of emergency.
- Check equipment regularly. If leaking, remedy immediately and replace faulty part.
- Keep the propane supply cylinder at least 3 metres (10 feet) from the open flame.
- When working near the edge of the roof always face in that direction.
- Take extra care when using the roll bar near the roof edge.
- When drying off be careful that the flame does not penetrate to the underside of the deck.
- After drying off do not leave the area unattended before making sure that it is safe. Check that a fire has not been started.

Liquid Propane Gas Cylinders

Those working on Phelan Construction sites must make sure that they are aware of the supplier's instructions. Cylinders must be marked "Flammable". Anybody using LPG must:

- When transporting or storing cylinders keep them in an upright position and fastened securely.
- Make sure that the container valve is closed and the safety cap is in place.
- Not drop cylinders or allow them to strike against each other.
- Move cylinders on a hand truck or roll them on the bottom edge; never drag them.
- Check the pressure regulator prior to use and adjust if necessary.
- Tighten regulators with the correct size spanner.

- Replace damaged hoses and missing hose clips.
- Use proper crimped hose clips, not 'Jubilee' clips.
- Always assume that cylinders are full and handle accordingly.
- When not in use, all cylinders, full or empty should be stored upright in a
- secure ventilated store.

Bitumen Boilers

If bitumen boilers are needed on site for roofing or tanking tasks, they must be used in accordance with the UK LPG Trade Association Guidance 'Code of Practice 4'

Lifting Operations

Lifting operations must be planned and carried out to minimise the risk of injuries. Phelan Construction will ensure that any lifting operations are planned and carried out safely and in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER 98)

Most major lifting operations on Phelan Construction sites will be undertaken on a 'Contract Lift' basis whereby the supplier of the crane will provide the Appointed Person, Lift Plan, Slinger/Signallers and all necessary lifting accessories required.

Lifting Equipment and Lifting Accessories

Lifting Equipment is defined as work equipment used at work for lifting and lowering loads and includes attachments used for anchoring, fixing or supporting the load. Such a definition covers a wide range of equipment such as cranes, vacuum lifting cranes, hoists, scissors lifts, fork lift trucks, passenger lifts, mobile elevating work platforms, vehicle inspection platform hoists, vehicle tail lifts, bath hoists, dumb waiters, pallet trucks, agricultural lifting equipment such as front-end loaders.

Lifting accessories are the associated pieces of equipment such as chains, ropes, slings, pulleys, eyebolts, shackles etc.

All lifting equipment and accessories used by Phelan Construction or on one of Phelan Construction sites will be:

- Suitable for the task for which it is being used.
- Inspected and certificated as required.
- In good condition and without defect
- Operated by a trained and competent operator.
- Used in accordance with the manufacturer's guidance and any relevant guidance.

Lifting Operations Plans

Lifting operations must be planned, supervised and carried out by competent people.

Operations involving cranes will be contract lifts and must be planned by a competent appointed person and lifting operations plan will be produced. This plan will take account of the following:

- The Load
- The environment
- The lifting equipment and accessories
- Ground Conditions
- Any other condition that may affect the safety of the lift.

Additional information and guidance can be found in HSE document L113 'Safe use of Lifting Equipment – LOLER 1998 ACoP and in INDG290 'Lifting equipment at Work: a brief guide.

Excavations

Phelan Construction will properly plan, manage, create and maintain excavations to minimise the risks to safety. Phelan Construction recognises the risks posed by excavations and the work associated with them; such as collapse, toxic gases, access and egress, falling materials and plant, and will conform fully to the requirements of Regulation 22 of the CDM Regulations to control them.

- Excavations should normally be timbered or sheeted and propped to support the sides or the sides battered back to a safe angle (between 25 and 45 degrees depending on ground conditions).
- Such supports must not be removed without authority from the Site supervisor or senior personnel.
- Excavations should be protected by a perimeter barrier based on risk assessment. Insurers may have to be informed.
- Never deposit materials close to the edge of an excavation. Adequately secured stop blocks should be provided to prevent vehicles over-running the edge.
- Ladder requirements are the same as for use with scaffolding.
- Keep the access ladder as close as possible to where you are working and always enter and leave any excavation by the proper access.
- Ensure with the site management toxic gases or other unseen hazards are not present before entering a deep excavation.
- Be cautious not to undermine nearby structures.
- All work in excavations must be under the direct supervision of a competent person.

- Always ensure safety equipment and a banksman are present before entering a deep excavation. Such equipment may include hoists, fire extinguishers and relevant PPE, such as respirators.
- Always plan the precautions that are going to be taken against such incidents as water ingress, contact with underground services, rising gases and the effects of contaminated soil.
- Excavations will be inspected at the start of every shift and again after any event or weather condition likely to affect stability and after any alteration.

Temporary Works

Temporary works are defined in BS5975 as 'parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works.' This could include everything from; a proprietary 'Acrow' prop, falsework & formwork, scaffolding, site hoarding, 'back propping', 'needling' or full façade retention.

Therefore temporary works could be responsible for holding up tons of the old, current or new structure and must be properly designed, installed, maintained and removed.

Temporary works designers have the same design duties as permanent works designers and must be sufficiently competent in their specific field of temporary works design. The designers should; avoid foreseeable risks as reasonably practicable, including risks in relation to the removal of any temporary works once construction is complete and coordinate/communicate with permanent works designers and Phelan Construction to discuss the effects of any temporary work loading and possible disturbances during the construction of the permanent structure.

British Standard 5975 sets out one way of managing temporary works (TW) that involves the appointment of Temporary Works Coordinators (TWC) and Temporary Works Supervisors (TWS). These appointments will in effect be in control to ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers on site or others.

Phelan Construction will have in place a suitable system with procedures to ensure the design of temporary works and allocation of Temporary Works Coordinators / Temporary Works Supervisors have been done in accordance with BS5975.

Young Persons

Phelan Construction will protect the health and safety of any young person working on their sites. Phelan Construction recognises that young people are often at greater risk due to a lack of experience and risk awareness.

Young persons under eighteen years of age must be supervised by responsible persons and must receive instruction in the work that is being carried out.

A young person is not allowed to:

- a) Drive any site vehicle or mobile plant, operate a hoist or winch, or give instructions to a crane unless under training/supervised by a qualified instructor;
- b) Operate any circular sawing machine, planer or thicknesser, which is mechanically powered, or spindle moulder or similar machine, unless having completed a training course or undergoing training and then only under the direct supervision of a fully qualified person;
- c) Handle explosives or work in any blasting areas
- d) Act as a banksman, Slinger/Signaller or Vehicle Marshall.

Lone Working

Phelan Construction will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to health and safety. The Company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce and control them to an acceptable level.

Assessment

Assessments of the risks of working alone carried out under the Management of Health and Safety Regulations will confirm whether one unaccompanied person can actually do the work safely. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:

- a. The remoteness or isolation of workplaces and any problems of communication.
- b. The possibility of interference, such as violence or criminal activity from other persons.
- c. The nature of injury or damage to health and anticipated "worst case" scenario.

Employees

Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to their Line Manager.

Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- a. The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
- b. The lone worker knows what to do if something goes wrong.

c. Site Managers or Health and Safety Department knows the whereabouts of the lone worker and what he or she is doing.

It is the responsibility of all employees' working alone to regularly communicate with Company Office or Site Manager via the telephone.

Migrant Workers

Migrant workers whose first language is not English are an integral part of the UK construction industry. Both Phelan Construction and their supply chain employ a number of these workers.

In general, most have a reasonable understanding and can communicate in English. However, if they struggle or cannot then the following controls will be put in place:

- At site induction they will be asked if they understand and can communicate in English. If they confirm they can understand English a number of questions will be asked by the site manager at the completion of the induction to confirm that they have understood it.
- Any operatives who cannot speak or understand English will need to be working in a 'gang' who have a Foreman or Supervisor who can communicate and who will be in attendance on site full time and will act as translator/interpreter for the gang.
- If there are a large number of 'non-speakers' on site additional signage will be arranged, in their local dialect, to communicate any health & safety or 'risk' issues to them.

Working Near Water

Where sites are situated near to or over water, special arrangements will be made for safety by the provision of life buoys and other aids. These must be used as directed. Operatives must always wear buoyancy aid jackets when working above water.

Each instance of working near water will be individually assessed by the Health & Safety department, they will advise on the provisions to be supplied.

Smoking

Phelan Construction recognises the risks associated with smoking. As well as the well documented negative impacts on health to smokers, second hand tobacco smoke can cause fatal diseases to non smokers. Phelan construction will endeavour to protect those who do not smoke from the tobacco smoke of others this includes the use of E-cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems

In order to preserve the health of non-smokers (and maintain safety in the workplace) the following standards should be observed:

- a. If you wish to smoke, do so in a designated smoking area; do not smoke in the areas of the workplace in which smoking is prohibited.

b. Do not take smoking breaks for longer than allowed or at times not previously agreed with management.

All visitors, temporary staff and sub-contractors will be expected to abide by the terms of the smoking policy. Appropriate no smoking signs are/will be displayed throughout Company buildings and sites, and employees should tactfully remind visitors of the no smoking policy. Any concerns employees may have regarding smoking at work should be reported immediately the Health and Safety Department so that corrective action can be taken if necessary.

Driving

General Statement

It is our policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers on company business, as well as basic guidelines on driver health.

Legal Position

We have a duty under the Health and Safety at Work Act etc. 1974 (HSWA) to take steps, as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work to control and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended).

Where applicable, this policy is also based on the relevant provisions of the Road Traffic Act 1988 and its subsequent amendments. Road traffic accidents that result in a fatality may also lead to action being taken under the Corporate Manslaughter and Corporate Homicide Act 2007.

Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- Where a fleet or company vehicle is provided, employees must always report any suspected mechanical defects to the finance controller. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle.
- If an employee uses their own vehicle for business use, they will be required to maintain it in a roadworthy condition.

- Before embarking on any journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Staff should also follow any instructions given relating to driving hours and in particular, any requirement to record time spent driving.
- Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Staff should always drive within speed limits and according to the prevailing weather conditions.
- Before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

Additional Procedures Regarding Smoking in Vehicles

The law regarding smoking in company vehicles changed in 2007. As a result, smoking is banned in most enclosed company vehicles.

A company vehicle must be smoke-free if it used for work by more than one person, even if the persons who use the vehicle do so at different times, on different days or only intermittently.

Smoke-free company vehicles will be signed accordingly and this rule must be observed.

If the employee uses their own car or a company car for business purposes, the ban does not apply unless it is being used for work by more than one person, either as a driver or passenger (e.g. a pool car). Pool cars therefore will be designated "no smoking" vehicles. Drivers who use their own cars on company business shall prohibit smoking if passengers are carried during that business.

Documentation

In order for us to comply with our legal duties, we will require those using their own vehicle on company business to produce basic documentation. Where this is necessary, The HR department will take responsibility for checking the following on an annual basis:

- The employee's driving licence.
- If the car is more than three years old, the current MOT certificate.
- Insurance documents indicating that the vehicle is insured for business use.

Employee duties

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- Ensure that they have the correct class of insurance for the use of a private vehicle on company business.

- Keep their insurances up-to-date if using their own vehicle on company business.
 - Make available copies of the above documents annually or when requested to do so.
 - Inform the designated manager of any changes in circumstances, e.g. penalty points, new insurance company or vehicle.
 - Keep any private vehicle used on company business in a roadworthy condition.
 - Have regular eye tests and ensure that any necessary glasses for driving are worn.
 - Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.
-
- Ensure that they keep up-to-date with changes to the Highway Code

Ill-health and driving

Employees are responsible for ensuring that they are physically fit to drive. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even over short distances.

As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health.

Confined Spaces

Phelan Construction recognises the inherent hazards associated with working in a confined space, including build up of toxic gases, oxygen depletion, explosive atmospheres, liquids or free flowing solids filling the space and difficulties in egress in an emergency.

Definition

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Training

No individual will enter a confined space on a Phelans site unless they are sufficiently trained and competent and have the necessary equipment to do the job safely. Records of training will be retained on site.

Risk Assessment

A full risk assessment and method statement will be produced for any work involving confined spaces. This assessment will consider:

- The task;
- The working environment;
- Working materials and tools;
- The suitability of those carrying out the task;
- Arrangements for emergency rescue.

Equipment

The required safety equipment will depend upon the nature of the confined space, but the need for the following should be considered;

- Air sampler to check for toxic gases or depletion of oxygen
- Communication equipment
- Respiratory protective equipment
- Harness, retrieval system and A frame
- Lighting equipment

Equipment will always be suitable for the task and will be inspected before every use.

Communication and Consultation

Employees are encouraged to discuss any issue relating to Health and Safety with members of management who will give due regard to information or ideas contained in such discussion.

Every site manager operates an open door policy where employees can speak openly and frankly about Health and Safety matters. Contracts Managers and the Health and Safety Department visit sites regularly and will always take time to discuss with site operatives any Health and Safety concerns. Feedback is encouraged and comments will always be considered.

The company operates a site observation board and comments/ suggestion cards system. This was introduced by the business, to promote 360° communication, in regards to health and safety matters and is open to all employees, sub contractors and visitors alike.

Phelan construction ltd offer the opportunity for their employees to hold an independent health and safety forum should they wish to do so.

Site manager's meetings will take place on a 6 monthly basis. At these meetings, open discussions will take place on Health and Safety issues. Site managers are

encouraged to bring any issues experienced on site to the table for discussion.

Safety bulletins will be created and issued to all site managers and contracts managers if vital health and safety information needs to be passed to sites. This may be as a result of an incident or unsafe condition found on a site, or in light of new guidance, best practice or warnings issued by the HSE or other bodies.

The organisation reports monthly on the site safety performance and this is distributed company wide.

First aid Arrangements

First Aid Kits

First aid equipment will be supplied and maintained on site and usually kept in the site office with clear signage pointing to its location. The most important contents of the first aid box will be materials to stem the flow of blood. The contents of the first aid box will be checked by the site manager during his inspections and any deficiencies will be replaced immediately upon their discovery.

Eye wash stations will also be supplied on site if requested or necessary.

If extra or specialised first aid equipment, such as burns kits or stretchers, is assessed as being required then this shall be provided by Phelans.

First Aiders

Each location where the company conducts its business will have a person in charge of first aid who may be qualified and the holder of a Certificate or be an Emergency first aider. The company undertakes to have on its workforce a sufficient number of employees properly trained in first aid.

If extra or specialized first aid training is assessed as being required then this shall be provided by Phelans.

Head Office

The Head Office will be equipped with at least one First Aid kit with sufficient supplies to take account of the number of persons at work, the size of the site and the nature of the operations taking place. The appointed First Aider will be responsible for ensuring the kit is kept accessible, clean and fully stocked.

Accidents, Incidents and Emergencies

Phelan Construction realises the importance of timely reporting and investigation of all accidents incidents to enable us to learn lessons and prevent reoccurrence.

At times it is also a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013). A flow diagram can be found at Appendix 1 of this document to follow in response to an incident.

Accident and Incident Reporting

The person responsible for the work area MUST complete an Incident/Accident form for every accident to any operative, visitor or member of the public. All Incident forms will be compliant with the data protection act 1998 and the original form shall be sent immediately to the Health & Safety department at head office for secure storage.

All accidents and incidents on site must be notified to the Health and Safety Department immediately by the quickest means (usually telephone).

The Health and Safety Department will then assess whether the incident is reportable under RIDDOR, and look to carry out further investigation.

All reportable incidents from: over 7 days off work, specified major injuries, death or health conditions and dangerous occurrences must be reported to the HSE by:

- Electronic notification via: <http://www.hse.gov.uk/riddor/report.htm>
- Telephone: 0845-300-9923

A major injury or serious condition is described as:

- any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- any burn injury (including scalding) which covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs;
- any degree of scalping requiring hospital treatment;
- loss of consciousness caused by head injury or asphyxia; or
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours,

An initial written report must follow. A full investigation must take place into the circumstances of the incident. A copy of such investigation report may be asked for by the HSE and will be required for insurers. Only the facts must be reported and NO admission of liability should be made. A copy of the written report and outcome of the investigation must be sent to the Company's insurers as soon as possible but within 28 days.

For any 'over 7-day type' accident, the procedure is to be in accordance with the foregoing and a director, or safety officer, will deal with any required report to the HSE.

Any Major Injury or Dangerous Occurrence must be reported to the Health & Safety Department or a Director by the most immediate means (usually telephone).

Reportable Diseases

A form F2508A is required under the same legislation as above.

It must be sent, by the person completing the report, to the appropriate authority, when a registered medical practitioner has diagnosed in writing that an employee is suffering with a scheduled reportable disease;

AND

The person has been employed in a scheduled work activity by the employer.

Diseases are reportable to the HSE only if they are scheduled in the Regulations and if the person suffering is currently employed on work where that disease is a known risk. (Details of scheduled diseases and associated work activities are available from HSE publications)

Dangerous Occurrences

A form F2508 must be sent to the appropriate enforcing authority whenever a dangerous occurrence has taken place.

A list of the specified Dangerous Occurrences can be found in Schedule 2, Part 1 of the Regulations, but includes incidents involving; lifting equipment, pressure systems, overhead electrical lines, electrical explosion or fire, explosives, biological agents, radiation, breathing apparatus, diving, collapse of scaffolding, train collisions, wells and pipelines.

Emergencies

There may be occasions when emergencies occur. These include, for instance, fire, flooding, fuel or chemical spill, structural collapse, bomb threat and extreme weather.

Emergency procedures will account for a system of raising the alert, evacuation, assembly and a head count.

If any special procedures are likely to be required employees and others who may be affected will be advised during site induction. Specialist training, if required, will be provided.

In the event of an emergency situation arising on a site the person responsible for the site should notify, by any means, a Director of the Company and/or the SHE department.

Subcontractor and Supplier Assessment

Contractors and sub-contractors to be appointed for carrying out work on behalf of Phelan Construction Ltd, will be required to demonstrate their employees are competent by way of having the correct Skills, Knowledge and Training.

Prior to appointment, they will be required to complete a pre-qualification questionnaire to demonstrate that they have the procedures and competencies to carry out the work safely. It is an offence to fail to ensure the competency of a sub-

contractor before allowing site access.

The questionnaire known as PQQ, will be sent out at tender stage by the QS department before any order is placed and orders will not be placed until sub-contractors have returned the completed PQQ and this has been through the internal assessment process. This process consists of financial and insurance checks by the QS department and HSE performance and notification checks by the health and safety department. Once a satisfactory review has taken place then the sub contractors will be included on the approved list.

All suppliers of materials delivered to the project will, as part of the order conditions, be required to provide material and safety product data sheets, supplied with the product going to site, from which the necessary assessments will be made by the sub-contractor handling the material, and will ensure a suitable COSHH assessment has taken place for use of the material on site.

7. Monitoring Health and Safety Performance

The company operates a system of monitoring and measuring health & safety performance on site. Each individual site carries out its own monitoring using the 'Health & Safety check sheet'. This must be completed weekly. Immediate problems can be dealt with as they arise. The faults and remedial action taken are recorded on the check sheets that are maintained on site.

Contracts Managers can demonstrate safety awareness during regular visits to site by bringing to the attention of the Site Manager opportunities to improve health, safety and welfare.

Regular site inspections by the SHE department will be recorded with comments and observations on the outcome of the visit. A copy of this inspection report is left with the Site Manager for action and further copies are passed to the relevant Contracts Manager and the SMT. Points for action will be noted and these will be signed off by the site manager when completed, which must be within the time scale given within the report. It is the responsibility of those with actions to complete to sign off the action when it has been done. This will be monitored by the contracts manager during visits, and will be checked by the SHE department on the following visit. Any non-compliance on site that is deemed to be serious in nature will be notified to both the H,S&E Manager and Construction Director, immediately.

Audit scores are recorded and plotted to give a companywide view of health & safety. Based upon the scores an average figure can be calculated at regular intervals providing a "trend" measurement of the company's health and safety performance.

Review and Revision

This document will be revised with changes in legislation, changes in the nature of the work of the company or after any incidents. These revisions will be recorded at the front of this document.

A full review of this document will be carried out, by the H,S&E Manager, bi-annually with changes agreed with the Managing Director.