



J.L. KNIGHT ROADWORKS LTD HEALTH, SAFETY & WELFARE POLICY

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J.L. KNIGHT ROADWORKS LTD

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KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD

Company Letter from the Board of Directors

This document contains the statement for Health, Safety and Welfare and details of the organisation and arrangements which are necessary to ensure that the policy is effective.

The Board of Directors gives full support to this policy as it regards the health and safety of all people employed by the Company and anybody else who may be affected by our activities as being of paramount importance.

Under this policy no distinction is made between direct employees and those employed as or by labour only and sub-contractors. If you are working with Knights our safety policy applies to you.

You will read, make yourself conversant with, and fully discharge your duties and responsibilities as defined in this policy document in order to ensure that the Company's activities are undertaken with full regard for the health, safety and welfare aspects.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD
PART 1.0 GENERAL POLICY STATEMENT
FOR HEALTH, SAFETY AND WELFARE

The philosophy of Knight Group (J. L. Knight Roadworks Ltd) is an un-equivocal and clear commitment to ensure the Health, Safety and Welfare of its employees, and others that may be affected by its undertakings.

The company will:

- Provide necessary resources to achieve policy implementation ensuring the health,
- Safety and welfare of its own and sub-contractor employees whilst at work.
- Provide adequate information, instruction, training and supervision to all employees to ensure that they properly discharge their responsibilities and duties
- Provide and maintain safe plant, equipment and systems of work.
- Continually improve upon health and safety performance and systems.
- Carry out its activities in compliance with the requirements of current safety legislation.
- Promote a proactive safety culture.
- Ensure safe access and egress.
- Provide adequate and appropriate Personal Protective Equipment.
- Identify hazards, assess and evaluate their risks, and introduce controls throughout all the company's work activities to ensure the health and safety of its employees and others.
- Instruct all wheeled vehicle operators that it is the company policy that no wheeled vehicle is to access any spoil/heap whatsoever.

The Directors give their full support to this Policy.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

It is the duty of every employee to be aware of and conform to the Health and Safety Policy and Codes of Practice and to accept and carry out defined responsibilities.

The Policy, the Health and Safety Responsibilities and Procedures are subject to constant review and periodic publication. Contract and Departmental Managers and the safety department hold copies. Full details are available when requested.

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD
PART 1.1 ENVIRONMENTAL POLICY

Knight Group (J. L. Knight Roadworks Ltd) undertakes a wide range of construction and civil engineering activities, and recognises that protection of the environment is an integral part of its business. The Company endeavours to undertake works in an environmentally responsible manner.

The Company will comply with legislation, customer and other requirements that apply to its activities. The Company is committed to preventing pollution and aims to minimise the environmental impact of its activities by:

- Working closely with stakeholders, including clients, sub-contractors, statutory authorities and local communities
- Minimising noise
- Preventing pollution of water, land and air
- Minimising waste and reusing or recycling materials
- Disposing of waste responsibly
- Protecting wildlife and habitats
- Protecting archaeological remains and heritage buildings

The Company will continually improve environmental performance, including encouraging and recognising contributions from employees. The Company will check compliance with environmental requirements and review performance regularly.

To meet these goals, an Environmental Management System has been instigated. This includes setting objectives and targets, implementing procedures to control activities and providing training to ensure that employees and sub-contractors understand their environmental responsibilities. The Company Environmental Manager is responsible for developing, implementing and maintaining this system.

The Main Board Director for Environment is responsible for ensuring that this policy is implemented, reviewed at least once a year, and that the necessary resources are provided.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.2 QUALITY POLICY

Knight Group (J. L. Knight Roadworks Ltd) has established this quality policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable customers', regulatory and legislative requirements as well as our commitment to continually improve our management system.

Customer focus: As an organisation we have made a commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations.

Leadership: Our Top Management have committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.

Engagement of people: As an organisation we recognise that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit.

Process approach: As an organisation we understand that a desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.

Improvement: We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.

Evidence-based decision making: As an organisation we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.

Relationship management: Knight Group (J.L. Knight Roadworks Ltd) recognises that an organisation and the relationship it has with its external providers are interdependent and a mutually beneficial relationship enhances the ability of both to create value.

Our policy is also to meet the requirements of other interested parties and in meeting our social, environmental, charitable, regulatory and legislative responsibilities.

We have produced quality objectives which relate to this policy and are documented as specific key performance indicators.

This policy is available and communicated to all interested parties as well as being made available to the wider community through publication on our Website, Company Notice board and Intranet.



**Dean Braybrook
Managing Director**

For: Knight Group

Dated: January 2019

Revision Date: January 2020

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD
1.3 SMOKE-FREE POLICY

PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act. Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations for England.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Knight Group (J. L. Knight Roadworks Ltd) that all our workplaces are Smoke-free, and all employees have a right to work in a Smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

IMPLEMENTATION

All staff are obliged to adhere to, and support the implementation of the policy and shall inform all existing employees, consultants and contractors in their charge of the policy and their role in the implementation and monitoring of the policy. They will make all new personnel aware of the policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within all company premises, and in all Smoke-free vehicles.

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.4 WORK RELATED

ROAD SAFETY POLICY STATEMENT

This procedure is applicable to all Knight Group (J. L. Knight Roadworks Ltd) owned/leased vehicles and privately-owned vehicles approved for use on Company business. Where appropriate this procedure is applicable to employees driving hired cars. Under the Road Traffic Act, the driver is responsible for the roadworthiness of the vehicle, the load being carried and the wearing of seat belts by passengers.

DOCUMENTATION

Provision must be made for keeping up to date documentation and records on the following:

- Vehicle Road Tax
- Current MOT if required
- Comprehensive insurance
- Vehicle servicing records
- Tachometer records

MAINTENANCE

Knight group (J. L. Knight Roadworks Ltd) is responsible for the maintenance of the vehicles owned by the company, the responsibility for the maintenance of privately owned vehicles lies with the owners. Vehicles should be serviced in accordance with the manufacturer's instructions.

PRE-USE CHECKS

Before using the vehicle, the driver should make periodic checks to ensure that the vehicle is in a roadworthy condition. The following periodicity of checks is recommended, (Note, the periodicity of checks recommended in the manufacturers handbook takes precedence over any of the following checks.)

- Daily: - Foot and hand brakes, Windscreen and windows (cleanliness and cracks
 Light and indicators, Seat belts, Mirrors, Screenwash and wipers and Fuel
- Weekly: - Tyres including spare: inflation and defects, tread, Coolant and Oil

Personnel using privately owned vehicles must not use their vehicles on Company business with known defects which could cause it to be un-roadworthy. Employees who have been allocated vehicles by the Company must not use the vehicle with known defects which could cause it to be un-roadworthy.

DRIVERS

Drivers must be in possession of a current driving licence and be competent to drive specific vehicles e.g. automatic/manual/lorries and heavy plant.

Drivers must report endorsements/or convictions to the Insurance Department.

USE OF OWN VEHICLES

In the case of employees who use their own private vehicle for work business it is their responsibility to ensure that the vehicle is safe and fit for use has a valid MOT certificate (where applicable) and is properly maintained and roadworthy. Standard car insurance is for 'social, domestic and pleasure' purposes only, which permits travel to and from your normal place of work, but does not cover the use of the vehicle whilst at work. Members of staff that use their own car in connection with work whether only very occasionally or more frequently must ensure that they have 'business use' cover on their personal policy

MEDICAL CONDITIONS AFFECTING THE ABILITY TO DRIVE

Drivers of the company must declare to the company insurance department immediately if they are suffering from any medical condition that would legally prevent them from driving on the public highway or if they have any reason to believe they have any other condition that might adversely affect their ability to drive safely.

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD
PART 1.4 WORK RELATED
ROAD SAFETY POLICY STATEMENT Cont

ACCIDENTS

In the event of an accident the normal civil procedures should be instigated i.e. Minor bump, no injuries incurred-exchange names and addresses and insurance details.

With a more serious incident, in addition to the above, and specifically if injuries are incurred, the Police must be notified. If injuries are incurred by the employee an accident form must be raised.

Always attempt to obtain the name and address of a witness to the accident. All accidents must be reported to the Knight Group (J.L. Knight Roadworks Ltd) Insurance Department immediately.

CARRYING OF GOODS AND/OR EQUIPMENT

Drivers should be aware that the carrying of particular articles or equipment and the carriage of dangerous substances in packages is subject to several special legal requirements or other conditions of safe transportation. It is not anticipated that employees will be required to carry goods in the above categories, however, if in doubt employees should contact the Plant Manager for guidance.

SMOKING

All company vehicles have been designated as No Smoking. All vehicles must clearly display a No Smoking Sign within the vehicle.

MOBILE PHONES/CAR TELEPHONE

Driving whilst using a hand-held mobile phone is a specific road traffic offence. "Mobile phones may only be used when utilised with an approved hands-free kit. The following policy will apply to all employees and subcontractors driving a vehicle or plant on the public highway, or, place of work, while on company business: the use of hand held phone whilst a vehicle is moving is prohibited; it is a disciplinary offence to use a hand held mobile phone while driving on company business;

FOR YOUR SAFETY

If you breakdown, drivers to pull in to side of road as much as possible, keep lights on and put hazard warning lights on. Help should be sought by phone, Plant Department 01376 573737. If on Motorway or other busy road, the driver should leave the cab and remove themselves to a place of safety.

WORKING ALONE

This procedure should be read in conjunction with the company Driving Vehicles at Work Procedure.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.5 ANTI-BRIBERY AND CORRUPTION POLICY

Introduction

The policy establishes the ethical standards of Knight Group (J. L. Knight Roadworks Ltd) and underpins the behaviour we expect of everyone engaged by the company's when conducting business on their behalf. It is a statement of how we strive to ensure we maintain our reputation as a good corporate citizen. That policy reinforces our Vision & Philosophies and enables us to:

- Build and maintain the first-class reputation that our customers, employees and suppliers are entitled to expect of us Our Policy Statement on Bribery and Corruption

Policy Statement

It is Knight Group (J.L. Knight Roadworks Ltd) policy to conduct all of its business in an honest and ethical manner. Knight Group (J. L. Knight Roadworks Ltd) takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all of its business dealings and relationships wherever it operates and implementing and enforcing effective systems to counter bribery. Knight Group (J. L. Knight Roadworks Ltd) is also fully supportive of effective actions to counter bribery and corruption elsewhere in the business community.

When working for the Company, you are agreeing and are obliged to:

- Uphold this commitment;
- Ensure you understand the requirements of Anti-Bribery Policy and the standards, instructions and associated compliance processes; and

Always follow them. Knight Group (J. L. Knight Roadworks Ltd) will uphold all applicable laws relevant to countering bribery and corruption, including the Bribery Act 2010.

Pursuant to this Knight Group (J. L. Knight Roadworks Ltd) will not tolerate 1. bribery or 2. corruption in any form and has a 'zero tolerance' approach to any breach of this policy.

1. Definition: The receiving/offering/giving/providing/requesting/accepting of a financial or other advantage, in order to seek to induce a person or to induce a person to give improper assistance in breach of their duty, or to otherwise influence someone with the underlying purpose of obtaining/retaining business, or an advantage in the course of business. "Bribery" for this purpose includes so-called "facilitation" or "grease" payments, defined as non-discretionary payments made to speed up routine administrative processes, even if such payments are nominal in amount.

2. Definition: The misuse of entrusted power/breach of duty for personal gain.

Gifts and Hospitality

This Code does not prohibit reasonable, proportionate and appropriate gifts or hospitality (given and received in good faith) to or from third parties provided Knight Company's Anti-Bribery and Corruption Policy and code is complied with.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD
PART 1.5 ANTI-BRIBERY AND CORRUPTION POLICY Cont

Introduction

The Knight Group (J.L. Knight Roadworks Ltd) policy withstands that it will not obtain a business advantage with regard to Bribery and Corruption.

Anti-corruption and Bribery Code

Gifts and Hospitality

1. is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
2. does not include cash or a cash equivalent (such as gift certificates or vouchers);
3. is appropriate in the circumstances (for example, it is customary for small gifts to be given at Christmas time);
4. taking into account the reason for the gift, is of an appropriate type and value and given at an appropriate time;
5. is given openly, not secretly; and
6. the test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered gifts and hospitality will not be appropriate if intended to encourage or reward any improper acts or performance by the recipient.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.6 WORK RELATED STRESS POLICY

Introduction

The Knight Group (J.L. Knight Roadworks Ltd) are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

Policy

- The Company will identify and monitor all workplace activities with an aim to eliminate or control the risks from stress.
- The Company will provide help for staff affected by stress caused by either work or external factors.
- The Company will provide resources to enable managers to implement the Company's agreed stress management strategy and good management practices.

Role of the Company

- The Company will perform a pivotal role in ensuring that this policy is implemented.
- The Company will oversee monitoring of the efficiency of the policy and other measures to reduce stress and promote workplace health and safety.
- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing this policy.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.

Role of Management

- Managers will implement Company Management Policy and control the risks from stress within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and patterns to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attending training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.

Employees

- Raise issues of concern with any Senior Manager or Line Manager.
- Accept opportunities for counselling when recommended.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.7 EQUAL OPPORTUNITIES POLICY

The purpose of this policy statement is to proclaim and emphasise the commitment of the Knight Group (J. L. Knight Roadworks Ltd) to afford equal opportunity for all employees. It affirms that both management and staff will rigorously observe the principles and actively pursue the objective set out in this statement.

It is the policy of Knight Group (J. L. Knight Roadworks Ltd) that advancement, employment and training within the organisation will be based on merit subject to the candidates possessing, where required, relevant experience and qualifications. Knight Group (J. L. Knight Roadworks Ltd) will afford equality of treatment regardless of age, colour, and disability, ethnic or national origins, political opinion, race, religious belief, marital status, sex or sexual orientation.

There is a legal framework to protect individuals from unfair discrimination. Discrimination should be taken to be acting in a way, which places an individual, or company of individuals at a disadvantage or treats them unfairly on the basis of the factors exemplified at 1.2 above. Such factors are irrelevant in assessment process. The existence of law cannot of itself ensure workplace equality policies will work effectively. This will only be achieved if staff, at all levels, examine critically their attitudes to people and ensure discriminatory factors do not influence the judgements they make. Staff should be aware of the forms which discrimination can take, guard against them and avoid any action, which might encourage others to treat people unfairly.

Discrimination can be direct or indirect. Direct discrimination occurs where a conscious decision is taken to apply a condition, which excludes people, based on age, colour, disability, religious belief etc. Indirect discrimination occurs where a condition or requirement is applied equally but is of such a nature that it would limit the participation of a particular company of people, i.e., the company would constitute a considerably smaller proportion of those who could comply with that condition or requirement.

Care should always be taken to guard against the more subtle and unconscious varieties of discrimination, which may not easily be perceived. These may result from general assumptions about the capabilities, characteristics and interests of particular company (for example the disabled) which are allowed to influence the treatment of individuals or company. They may also take the form of applying conditions or requirements, without considering whether they operate disproportionately to the disadvantage of particular companies. Unconscious discrimination may show itself in several ways:

- Staff may be directed to particular types of work on the basis of these general assumptions without sufficient regard to the specific experience, knowledge or qualifications of the individual.
- Preconceptions about the ability of any companies of staff to supervise may be allowed to affect recruitment or promotion to supervisory positions.
- The allocation of work, and the recruitment or promotion of individuals into particular posts, may be affected by assumptions about the reactions of other staff and/or members of the public: and
- There is a risk that "double standards" may be used in making judgements of merit, and that different standards may be used for different companies of staff.

These and similar kinds of behaviour may occur without conscious intention to discriminate and without giving rise to complaints by those affected. Line managers should take particular care to be seen to be impartial in their dealings with all staff. When interviewing any individual - whether in job appraisal reviews or in course of day to day business - they should ensure that their own conduct accords with the policy in this statement and take appropriate action to deal with any difficulties which appear to arise from lack of impartiality by any member of staff.

This policy pursues and builds on the statutory position in Great Britain and Northern Ireland. The intention is to comply as much with the spirit as with the letter of the legislation and to establish and pursue an effective policy of promoting equal opportunity

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.7 EQUAL OPPORTUNITIES POLICY Cont

The Knight Group (J.L. Knight Roadworks Ltd) policy should be clearly communicated to all levels of management and staff and it should also be made known to potential applicants. To this end, all existing members of staff and all recruits will receive a copy of this statement and its contents will be reflected as appropriate in training courses, circulars and guidance to recruitment and promotion panels. It will also be made clear to potential applicants through career literature and job advertisements that Knight Group (J. L. Knight Roadworks Ltd) is an Equal Opportunity Employer. For example, advertisements seeking applicants may include a statement that an imbalance in a particular company such as males/females or Protestants/Roman Catholics exists and applications from that company would be particularly welcome.

Implementation

The Chief Executive will ensure that all staff for whom he/she has responsibility is aware of the Knight Group (J.L. Knight Roadworks Ltd) policy on equal opportunity, and that there is no discrimination of any kind. Line managers are responsible to the Chief Executive for ensuring that all staff for whom they have responsibility is aware of the Knight Group (J.L. Knight Roadworks Ltd) policy on equal opportunity and that there is no discrimination of any kind. For the policy to be effective, it must be adopted at all levels throughout the organisation. Employees who act contrary to this policy and who commit acts of illegal discrimination or harassment will be liable to disciplinary action.

Information systems

A comprehensive system will be established to monitor the composition of the workforce and the application of this policy in areas such as recruitment, promotion etc. Accurate and up-to-date information will be provided to NIPSA and the statutory body (Equality Commission) in such a way as to protect the anonymity of individuals.

Recruitment, Promotion and Training

As an Equal Opportunity Employer, it is the aim of Knight Group (J. L. Knight Roadworks Ltd) to tap the entire labour market. Advertisements, whether internal or external, must not indicate, or appear to indicate, an intention to unfairly discriminate in selection for recruitment, promotion, training or transfer. Care must be taken to ensure that nothing is said about KNIGHT Companies policies or activities, which might be interpreted as reflecting any form of discrimination.

Selection - interviewing criteria and any tests will be formulated to ensure that they are related to the requirements, roles and responsibilities of each position being filled and that they are not discriminatory. These criteria should be included in the information sent to prospective candidates about any scheme of recruitment.

Selection and promotion panel decisions and reasons for such decisions should be recorded at each stage of the selection and promotion process. Each panel member will be required to sign and date his or her documentation. All documentation will be retained for a period consistent with advice contained in the Equal Opportunity and Fair Employment Codes of Practice and may be placed in the public domain under judicial proceedings.

Training and information can play a major part in the promotion of equal opportunity. Staff are encouraged to take advantage of relevant training in so far as any budgetary or other limitations will permit. The Chief Executive will ensure that all those with managerial and supervisory responsibilities perform their duties with full knowledge of the implications of the equal opportunities legislation.

KNIGHT GROUP
J. L. KNIGHT ROADWORKS LTD
PART 1.7 EQUAL OPPORTUNITIES POLICY Cont

Career Development

When reporting on staff, line managers should base their assessments solely on an objective assessment of the individual's capabilities, performance and inherent potential. Reports should not reflect any assumptions or prejudices of the line manager about the individuals being reported on, for example, about whether or not they are likely to leave or the fact that they are part-time workers. Such influences would result in discrimination and will not be tolerated by management.

It is in the interest of the COMPANY that they retain trained competent staff. Consistent with justifiable needs of the work and of staff generally, the company will consider what steps can be taken to enable staff to reconcile Knight Group (J. L. Knight Roadworks Ltd) work with domestic responsibilities and to make them fully aware of the provisions of such matters as maternity leave, paternity leave, part-time work etc.

Complaints of Discrimination

All staff should be made aware of the relevant grievance procedures, which are available to them, including the right to request a formal written explanation of treatment they believe to be discriminatory.

Employees who think they have been discriminated against on grounds of sex or marital status and who consider they have failed to secure adequate redress may seek help and advice from the Equality Commission and in the last resort have a legal right to take their case to an Industrial Tribunal. Employees who think they may have been discriminated against on grounds of religious belief may take a complaint to the Commission. It is the policy of Knight Group (J. L. Knight Roadworks Ltd) that staff who make a complaint in good faith in respect of alleged discrimination should be protected against victimisation.

Agreement

The policy and action outlined in this statement will be regularly reviewed so that progress towards the objective of equality of opportunity can be assessed and effective steps taken to remedy any deficiencies in the programme for equality of opportunity which may be identified by this assessment.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019

Revision Date: January 2020

KNIGHT GROUP

J. L. KNIGHT ROADWORKS LTD

PART 1.8 MODERN DAY SLAVERY ACT 2015 POLICY STATEMENT

Introduction

Knight Group (J.L. Knight Roadworks Ltd) recognises that slavery and human trafficking remains a hidden blight on our global society. The aim of the Company is to identify our responsibility by alerting staff to the risks, however small, in our business and in the wider supply chain. Staff are expected and encouraged to report concerns to management, where they are expected to act upon them.

Company activities are varied through multiple disciplined areas and sectors such as: Main Contracting, groundworks, Sub & Superstructure works, Concrete frames.

And likewise, we have a multi-disciplined supply chain to support us through the different aspects and provisions of our business.

We are committed to ensuring that there is no modern-day slavery or human trafficking in our supply chains or in any part of our business.

Our Anti-Slavery Policy Statement reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

This Policy takes into account, and supports, the policies, procedures and requirements documented in our Integrated Management System, compliant with the requirements of ISO 9001:2015. The implementation and operation of this management system underlines our commitment to this policy statement. Formal procedures concerning slavery and human trafficking have been established, including disciplinary procedures where they are breached. Additional procedures ensure that this policy is understood and communicated to all levels of the company, and that it is regularly reviewed by the Directors to ensure its continuing suitability and relevance to the company activities.

The Company will achieve these aims by our initiative to identify and mitigate risk in the following ways (But not limited to) :-

- More stringent vetting and investigation of our supply chain (contractors, sub-contractors, policies, contracts etc.).
- Continually audit & review our practices for checking all employees are paid at least the minimum wage and have the right to work; concerns and the protection of whistle blowers.
- The company will not knowingly support or deal with any business involved in slavery or human trafficking.
- We have zero tolerance to slavery and human trafficking. We expect all those in our supply chain and contractors comply with our values.

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we provide training to relevant members of staff. All Directors have been briefed on the subject.

We measure how effective we have been to ensure that slavery and human trafficking is not taking place in any part of our business or supply chains by means of:

- Inspections by Directors, and Managers;
- Use of labour monitoring and payroll systems; and
- Level of communication and personal contact with next link in the supply chain and their understanding of, and compliance with, our expectations.

This policy is in accordance with Section 54 of the Modern Slavery Act 2015 and constitutes our group's slavery and human trafficking statement. Modern Day Slavery Act 2015 Policy Statement.

For transparency the company will publish the Modern-Day Slavery Act 2015 Policy Statement on its website for the public, consumers, employees, or investors to view.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019 Revision Date: January 2020

This policy applies to all those employed by Knight Group, J. L. Knight Roadworks Ltd

KNIGHT GROUP

J.L. KNIGHT ROADWORKS LTD

PART 1.9 ZERO TOLERANCE PPE/RPE POLICY

INTRODUCTION

The philosophy of Knight Group (J.L. Knight Roadworks Ltd) is an un-equivocal and clear commitment to ensure the Health, Safety and Welfare of its employees, and others that may be affected by its undertakings.

Personal Protective Equipment (PPE) is defined in the Regulations as “all equipment (including clothing for or in protection against weather)” which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety, e.g. safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

PROVISION AND USE OF PERSONAL PROTECTIVE EQUIPMENT

The main requirement of PPE is that personal protective equipment should be supplied and used at work whenever there are risks to health and safety that cannot be adequately controlled in other ways. It should always be considered as a last resort and used only where other precautions cannot adequately reduce the risk of injury.

Where PPE is the only effective means of controlling risks to injury or ill health then the Company is obliged to ensure that it is available for use at work free of charge.

ASSESSING SUITABLE PERSONAL PROTECTIVE EQUIPMENT

The following factors should be considered when assessing the suitability of PPE:-

- Is it appropriate for the risks involved and the conditions at the place where exposure to risk may occur?
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

RESPONSIBILITIES

Notwithstanding the health and safety responsibilities outlined within The Health and Safety Policy the following specific responsibilities apply with regard to the provision and use of PPE.

MANAGERS/ SUPERVISORS

Managers/Supervisors are responsible on a day to day basis for ensuring the implementation of this Code for the staff within their control. In particular they must: Familiarise themselves with the content of this Code, and actively inform staff. Ensure that employees receive suitable and sufficient information, instruction and training with regard to PPE supplied. Take all reasonable steps to ensure the full and proper use, storage, maintenance, cleaning, examination, repair and replacement of PPE.

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP
J.L. KNIGHT ROADWORKS LTD
PART 1.9 ZERO TOLERANCE PPE/RPE POLICY Cont

EMPLOYEES

Employees have personal responsibilities to ensure the effectiveness of any safe system of work provided. In particular they must: Ensure that PPE provided is used, maintained and cleaned in accordance with the training, instruction and information received

IMPLEMENTATION

All existing employees will be advised about this Code through normal channels and the Code will be made available on the Intranet. Health and safety awareness training will include for PPE and the wearing of. Note: FAILURE TO WEAR PPE/RPE AND COMPLY FULLY WITH THIS CODE WILL BE DEEMED GROSS MISCONDUCT AND RESULT IN DISMISSAL. Copies of the Code will be distributed to managers and supervisors for implementation.

The Directors give their full support to this Policy.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019 Revision Date: January 2020

It is the duty of every employee to be aware of and conform to the Policy and Codes of Practice and to accept and carry out defined responsibilities.

THIS STATEMENT IS TO BE PROMINENTLY DISPLAYED AT OFFICE AND ALL WORKSITES

KNIGHT GROUP

J.L. KNIGHT ROADWORKS LTD PART 2.0

TRAINING POLICY

Introduction

Knight Group (J.L. Knight Roadworks Ltd) is committed to employing the right people with the right skills for the duties that they are required to undertake. Where necessary, we will arrange or provide training to ensure that staff are competent and confident to carry out their work responsibilities.

This policy outlines the responsibilities of the company towards its employees and the training that will be provided, as well as the responsibilities of employees who are undertaking training. Individual circumstances vary and it is possible that not all training needs will be met by this policy. If you are unsure how the policy might work in your situation, please seek advice from your Manager. The company maintains records of all training undertaken by those who work here, including training provided by the company (in whole or in part) and, wherever possible, training undertaken independently. This helps us to identify all the skills available within the company, and when a training update may be required and where skills may be lacking (and, therefore, when further training may be required).

NEW RECRUITS

All new recruits to the organisation, are required to complete induction training. The induction programme aims to equip all new recruits with an understanding of:

- the company and the general day-to-day systems that are in place;
- procedures specific to the role of the new employee;
- essential health and safety requirements, including the procedures for foreseeable emergencies;
- the confidentiality of company information; and
- other formal policies.

The induction programme is reviewed regularly and updated in line with current requirements. Induction training may take place over a period of time depending on the nature of the post and the existing skills of the new recruit.

IDENTIFYING TRAINING NEEDS

Individual and company-wide training needs are identified and assessed on a continual basis.

Training may be required to meet the specific needs of an individual or a group of individuals or for the company as a whole.

IN-HOUSE TRAINING

Training should improve or update knowledge and skills. Anyone participating in training must do so fully and make their best effort to complete the training successfully.

Any in-house training will normally take place during working hours, wherever possible. When required, all staff are expected to attend these training sessions. Non-attendance at training may be a disciplinary matter.

EXTERNAL COURSES

The majority of further education courses available offer a number of attendance options (i.e. evenings, Afternoon etc, day release, open learning). You are strongly encouraged to choose an evening option where this is available to ensure that there is the least disruption to your working hours, the work of your department and to your colleagues.

PERSONAL DEVELOPMENT

Individuals may identify other training in which they wish to participate and can request support from the company.

Each request will be considered on its merits. If the training is essential to the requirements of the employee's job, the company may agree to provide support (in whole or in part), subject to the above conditions of participation and fees.

Where training is identified by the employee but is not regarded by the company as essential to the requirements of the employee's job, the company may, at its discretion, contribute towards fees or allow time off for the course, but is under no obligation to do so. All requests for non-essential training will be considered on an individual basis.

USE OF COMPANY EQUIPMENT/RESOURCES

Where necessary, you will be granted permission to utilise company equipment (i.e. computers, photocopiers) where this does not impinge on your own workload and the smooth running of the company. You must discuss your needs with your Manager in advance.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019 Revision Date: January 2020

This policy applies to all those employed by Knight Group, J. L. Knight Roadworks Ltd

KNIGHT GROUP

J.L. KNIGHT ROADWORKS LTD PART 3.0

SUSTAINABLE PROCUREMENT POLICY STATEMENT

Introduction

Knight Group (J.L. Knight Roadworks Ltd) is a privately-owned civil engineering/ Groundworks company. In creating and maintaining the built environment we select and use a large volume of resources. The choices we make have a significant impact on people, organisations and the wider environment.

We have developed a Sustainable Procurement Policy outlining how we and our supply chain will influence procurement choices of goods, works and services to; increase value for money; reduce consumption of primary resources; mitigate impacts on the environment; and deliver a healthier built environment. By operating in line with this policy we will play our part in reducing risks, safeguarding natural resources, delivering value to our Clients, improving resource efficiency, traceability and transparency, as well as leaving a positive legacy on biodiversity and safeguarding natural capital.

Our approach to sustainable procurement is in line with the principles contained within BS8903. This standard was created to help pursue best procurement practice. Our Sustainable Procurement Policy's aims and objectives are to:

- Use fewer resources and less energy through continuous improvement and the use of innovative solutions.
- Procure all timber and timber products from legal and sustainable sources, and procure other construction materials with a preference for recognised responsible sourcing schemes.
- Specify and procure materials and products that strike a responsible balance between social, economic and environmental factors and generate benefits to society and the economy.
- Use resource-efficient products and give due consideration to end-of-life uses.
- Promote, specify and source materials which can be reused, and consider future deconstruction and recovery of resources to embrace the circular economy to leave a sustainable legacy across the built environment.
- Where possible procure locally, providing opportunities for small and medium sized enterprises (SMEs), collaborate with the voluntary sector and increase the use of social enterprises to support local employment, diversity and training.
- Ensure that fair contract prices and terms are applied and respected, and that ethical, human rights and labour standards are met, in line with our Modern Slavery Policy principles.
- Source goods, works and services that embody our environmental policy, health & safety policy
- Enhance the health and wellbeing of the people and communities we work with by promoting materials and products that improve environmental quality.
- Our Sustainable Procurement Policy is one way our company and everyone within can demonstrate social, environmental and economic responsibility.



Dean Braybrook
Managing Director

For: Knight Group

Dated: January 2019 Revision Date: January 2020

This policy applies to all those employed by Knight Group, J. L. Knight Roadworks Ltd

KNIGHT GROUP

J.L KNIGHT ROADWORKS LT PART 5.0

GENERAL RESPONSIBILITIES

All employees, self-employed and contractors are responsible for:

All have primary responsibilities under the Health & Safety at work Act 1974, and the Management of Health & Safety at Work Regulations 1999 to;

- Taking care of their own health and safety and that of others who may be affected by their work.
- Co-operating with management in implementing the Company Policy and complying with legal duties and responsibilities.
- Making themselves familiar with and abiding by the Safety Policy and any method statements, Risk Assessments and written instructions relevant to their work.
- Observing and fully complying with all safety regulations at all times.
- Wearing and maintaining appropriate protective clothing as provided.
- Properly use safety equipment as necessary,
- Reporting any hazards, accidents and incidents, including near-misses, diseases or ill health to their supervisor.
- Carry out the instructions given in any emergency procedures.
- Not misuse or abuse any items provided for health and safety.
- Using any equipment provided in accordance with the training given and supervisor's instruction.
- Never operate any plant or equipment which you are not trained and competent to use
- Never drive any wheeled vehicle onto any spoil/heap whatsoever.
- Report all defects and loss.
- Inform their employer of any shortcomings in the safety policy arrangements.

The following responsibilities below are in addition to those above.

Directors and Associate Directors

- Has responsibility for Health, Safety & Welfare within the company and others that may be affected by the company's undertakings.
- Organise, plan and implement the policy through a structured management system.
- Be conversant with the Company Health and Safety Policy and procedures.
- Monitor implementation and review or revise the policy accordingly.
- Provide information, instruction, supervision and training as may be necessary to enable employees to comply with the Safety Policy.
- Ensure that adequate resources are available to carry out implementation of the policy.

Director for Health & Safety

- Has overall responsibility for Health, Safety & Welfare within the company and others that may be affected by the company's undertakings.
- Coordinate with the safety department on all matter relating to health & safety
- Ensure that the Health & Safety Policy is prepared and maintained.
- Co-ordinate and oversee the management of Health and Safety for the Company's undertakings.
- Provide the Managing Director and board with monthly reports.
- Ensure that the Health and Safety Policy is effective throughout the Company.
- Advise the Managing Director and Board on matters regarding Health and Safety.
- Advise on training needs and assist management with identifying levels of training.

Safety, Health, Quality, & Environmental Manager

- Provide all -management levels with any advice or assistance relating to health, safety, training and welfare matters necessary to discharge their defined responsibilities.
- Regularly report to the board of directors on the performance of the Quality, Safety & Environmental management system and the activities of the company departments
- Ensuring effective liaison with enforcement bodies
- Prepare and circulating to board directors a Monthly Quality, Safety & Environmental report
- Liaise and advise managers on health and safety training requirements
- Aid managers with accident & Incident investigations and advise remedial action whenever necessary
- Ensure policy documents are maintained and annually reviewed

Project/Site Manager/Contracts Managers / Construction Managers

- Be fully conversant with the Company Health and Safety Policy and procedures ensuring they are fully implemented on all sites
- Ensure site records are maintained
- Ensure all accidents and near miss incidents are reported, investigated, and liaise with the enforcing authority on matters reportable under RIDDOR.
- Provide the company safety manager with monthly accident reports.
- Ensure that where applicable legal obligations are met under the Health & Safety At Works Act, Construction, Design and Management Regulations and all other current legislation.
- Assist the managing director in matters regarding Health and Safety ensuring legal obligations are met.
- Ensure that adequate and suitable training is provided.
- To prepare, implement, monitor and maintain as necessary health and safety documentation.
- To ensure that safe working practices and systems are included at the planning stage of the projects and that necessary safety documentation, including method statements, risk assessments are prepared and implemented and to stop any unsafe conditions or practices.
- To undertake regular site safety inspections of sites in their charge.
- To establish adequate site rules and ensure their implementation
- To co-operate with contractors on site and co-ordinate where necessary
- To ensure that all persons allocated company vehicles have a current driving licence and that all defects are reported immediately to the Plant Department

Plant Transport Yard & Workshop Manager

- Understand fully the contents of the company Health & Safety Policy and procedures
- Ensure that all plant and equipment is kept in good working order and state of repair.
- Ensure statutory tests, inspections and examinations are carried out and recorded. Records should be readily available and easily accessed.
- Ensure that all drivers and operators are competent to undertake their work, and receive sufficient instruction and guidance to discharge their duties safely.
- Responsible for the management of the office workshop and yard including all employees ensuring all comply fully with company policies and procedures with regard health & safety.
- Ensure that the workshop is maintained in good order and that adequate procedures and risk assessment are in place for the safe management of the works.
- Instruct all company drivers, workshop and yard personnel on safe systems of work, company policies and associated work-related risk assessments.

Forepersons/Supervisors

- Understand fully the contents of the company Health & Safety Policy and procedures.
- To oversee that the day to day implementation of the safety policy is carried out effectively.
- Set a good example within the workplace.
- Enforce any site rules.
- Allow only trained competent and authorised persons to use safe plant and equipment.
- Carry out 'tool box talks', induction training and task briefing when required.
- Carry out site inductions, Method Statement and Risk Assessment briefings to all company employees within their charge.
- Ensure that no persons working on our behalf commence work on site, until they have received as a minimum, a full site induction, Method Statement, Risk Assessment, briefing.
- Ensure statutory inspections are carried out, are current and recorded, for example scaffold and excavation inspections.
- Report all accidents to head office.
- Ensure safe access and egress on and off worksites.

Engineers

- Understand and comply fully with the contents of the Company Health and Safety Policy and procedures.
- Ensure that they sign in at each site and undertake a site induction and RAMS briefing for their work
- Be conversant with safety and construction methods and attend as required site safety meetings.
- Wear appropriate PPE/RPE as required.
- Ensure that they review all site service drawings before setting out onsite.
- Ensure that they comply with company policy and do not place any steel setting out tools or stakes in close proximity to underground site services
- Immediately report to the site manager or supervisor when attending site to receive instruction with regard health & safety and in particular traffic management and underground services.

Buyer/Buying Department

- Understand the contents of the Company Health and Safety Policy and procedures.
- Ensure that all equipment purchased by the company are to the standards required by legislation and company procedures.
- Ensure that all suppliers provide full information on any hazards associated with the equipment or materials supplied, and any precautions required, and that this information is passed to relevant supervision.
- Ensure that suppliers are supplied with safe working loads of plant used for handling materials and that materials are delivered in suitable size, and loads to enable safe handling.
- Ensure wherever possible that materials are delivered so that they may be unloaded by mechanical means and that where this is not possible that suppliers have advised what control measures they have in place to prevent both theirs and other person from falling from their vehicle.
- Co-ordinate and aid the plant manager in yard activities and in particular deliveries and storage.

Surveyors/Estimators

- Understand the contents of the Company Health and Safety Policy and procedures.
- Ensure adequate finances are allocated to tenders to ensure works may be completed safely
- Assist project managers in matters regarding the Construction, Design and Management Regulations.
- Provide information as may be required to contracts/office managers in matters regarding Health and Safety
- Ensure competence assessments are duly completed and returned by contractors prior to orders being placed and that all health & safety information and documentation is supplied.
- If visiting sites, wear appropriate PPE/RPE and abide by any site rules. Report unsafe practices immediately to the site manager.

Office Managers

- Understand fully the contents of the company Health & Safety Policy and procedures...
- Ensure a copy of the current policy is at hand and easily available within the office location.
- Ensure office inductions are completed for all employees in their charge and awareness training is initiated as required.
- Ensure statutory tests, inspections and examinations are carried out and recorded.
- Ensure high standards of housekeeping are maintained.
- Ensure Display Screen Equipment assessments are carried out for employees in their charge
- Provide monthly accident reports to the safety department.
- Ensure office equipment is maintained.

Operatives

- Understand fully the contents of the company Health & Safety Policy and procedures.
- Set a good example and work safely on site
- Never misuse or damage any plant or equipment
- Co-operate with your employer and others on all matters of Health & Safety
- Ensure you utilise mechanical aids when undertaking manual handling activities. Never attempt to lift anything which could cause injury.
- Use the correct tools and equipment for the job in hand.
- Keep your tools in good condition.

- Report defects to your supervisor immediately.
- Never operate plant and equipment for which you are not trained and competent and have not been authorised to operate.
- Never drive any wheeled vehicle onto any spoil/heap or steep sided embankment whatsoever.
- Wear the appropriate personal protective equipment supplied free from the company at all times.
- Always keep your work area clean and tidy.
- Maintain high personal hygiene standards.
- Leave welfare facilities in good clean, working condition.
- Know the procedures for emergencies, how to raise the alarm, what to do if you hear the alarm raised and where to report to if the alarm is raised.
- Report all accidents and incidents, make sure you know who the site first aider is, and located.
- Follow any information, instructions, supervision or training provided.
- Communicate known Health & Safety issues to others, your supervisor and ultimately your employer.

Consultation

The Knight Group (J. L. Knight Roadworks Ltd) operates an open-door policy to allow any individual to raise any Health & safety concerns. Means are communicated through induction training and are contained and displayed on the law poster located at the office and worksites. Any issues raised will be treated with confidentiality and where necessary appropriate action taken.

Part 6. The Arrangements

6.1 Emergencies

6.2 Accidents & Incidents

All accidents and incidents are to be reported and recorded in the accident book. Accident books are held at head office locations and on all worksites. The accident book is to be completed by a responsible person if the first aider is unavailable. All accident information must be treated with the strictest confidence (Data Protection Act 1998) and placed with a nominated duty holder and be kept within a secure site. A comprehensive Accident procedure has been produced which provides clear guidance on company policy.

6.3 First Aid

Adequate levels of first aid are provided at the head office locations and worksites. Levels will be dictated by assessment of location, nature of the work, and numbers on site. First aid training will be given where a need has been recognised. The first aider will be responsible for ensuring that first aid is organised. This is to include that a first aid kit is available, suitably located; there is a means of contacting emergency services and that all-necessary records are maintained.

6.4 RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences)

The Reporting of Injuries Diseases and Dangerous Occurrences ultimately lies with the managing director for Safety. This being achieved by the following procedures, employees report direct to their contracts/plant or office manager, they in turn pass such information to the managing director for Safety. RIDDOR posters are displayed at office locations and worksites. The managing director for Safety with the assistance of the Company Safety Manager shall report RIDDOR by the appropriate means using the appropriate forms and procedures.

6.5 Fire

Fire procedures are displayed at head office locations and at all worksites. They provide information on the procedures to raise the alarm, what to do in the event that the alarm is raised and state the location of assembly points. Instruction through induction will be given to highlight fire routes and fire exits. Training will be provided where identified by fire risk assessments for fire marshals and wardens. Anyone not trained in the use of fire extinguishers should NOT ATTEMPT to use them. It is Company policy that smoking is only permitted in areas that have been designated as smoking areas. It is also Company policy to operate as part of its safe systems of work, HOT WORK PERMITS. Where practicable sources of ignition and fuels shall be separated and suitably stored in classes.

6.6 Drugs & Alcohol

The company operates a strict policy on drugs and alcohol. Disciplinary procedures shall be involved on any individual found to be under the influence of drugs or alcohol during working hours.

6.7 Plant and Equipment

All plant and equipment must be suitable for its intended use. Its selection must take account of working conditions that may pose risks to health and safety.

Plant and equipment must be maintained in an efficient state, working order and good repair.

In certain cases, plant and equipment are subject to statutory inspections and records must be kept. Any person using any such plant and equipment must be trained and competent to do so.

All wheeled vehicles are prohibited access onto any spoil/heap whatsoever.

Any defects or loss must be reported immediately to the relevant persons.

The following list is not exhaustive by any means but represents a selection of static and mobile plant and equipment used by the Company in its undertakings. As an example reference is given to indicate where some statutory and non-statutory inspections or special training requirements might be anticipated:

Static Plant	
Cement mixers	Maintenance log
Abrasive wheels	Trained and Competent and appointed to operate by employer
Cartridge operated tools employer	Trained and Competent and appointed to operate by employer
Portable hand-held tools	110v PAT every 3 months 240v 12 months
Ladders, steps lightweight stages	Maintenance log, toolbox talk
Aluminium mobile towers	Maintenance log, training
Material and passenger hoists	T/E first use, training to operate
Scaffold work platforms	Statutory Inspections, training specific
Trench Boxes	Maintenance log, training and Inspection records
Bitumen boilers	Hot work permit, training
Safety nets	Maintenance records, training specific
Harnesses/fall arrest	Trained and Competent, Inspection records
PPE/RPE	Some statutory inspections, training
PPE/RPE	Face Fit Testing for RPE masks worn (Minimum FFP3)
Mobile Plant	
Excavator & Back Actor	T/E=Thorough Examination, operators license, training specific
Dumpers	Maintenance log, operators license, training specific
Ride on Rollers	Maintenance log, operator's license, training specific
Rough Terrain Forklift	Statutory T/E, operators license, training specific
Mobile cranes	Statutory T/E, operator's license, Lift Statement
Cherry pickers	Statutory T/E, operator's license
Scissor lifts	Statutory T/E, operator's license
Road Sweeper	Statutory T/E, operator's license
PPE-Personal Protective Equipment	
RPE-Respiratory Protective Equipment	Face Fit Testing for RPE masks worn (Minimum FFP3)

A comprehensive Plant procedure has been produced which provides clear guidance on company policy.

6.8 Hazardous Materials

The employer is to ensure the safe handling, use, storage and transportation of hazardous materials through the provision of information, instruction, supervision and training.

6.9 COSHH (The Control of Substances Hazardous to Health)

Regulations require the employer to:

- Identify all substances used in their undertakings.
- Assess them.
- Eliminate or substitute them.
- If this cannot be achieved then introduce controls.
- Implement such controls.
- Monitor controls.
- Review or revise if assessment if they are no longer valid.
- Record assessment if it is significant.
- Provide Health surveillance if identified as a requirement.
-

COSHH assessments have been produced which provides clear guidance on company policy.

6.10 Lead

Work that may involve working with lead will require a separate assessment to COSHH, but is similar in the procedures stated above. Typical areas where assessment may be required include lead burning in roof-work, significant use in handling and fixing lead, and demolition/refurbishment/renovation work

6.11 Asbestos

The Control of Asbestos Regulations (CAR) 2012

Not unlike Lead Asbestos also requires a separate assessment from COSHH. It may be necessary to carry out the removal of asbestos. A registered company must carry out removal. However, in some circumstances non-notifiable removal can be carried out by competent asbestos awareness trained persons. Should any employee suspect asbestos they must?

- Stop work immediately.
- Close the area off and prevent anyone entering.
- Inform their immediate supervisor.
- Remain at the site and make sure no one enters or disturbs the area.
- A sample may need to be taken by a specialist.
- They will be able to advise what must be done.
- They will advise when it is safe to continue any works or not.
-

A comprehensive asbestos procedure has been produced which provides clear guidance on company policy. Notifiable Non-Licensed Work - A new category of work due to the changes made in CAR (2012), this category of work will be exempt from requirements to; (i) Hold a licence; (ii) Have arrangements to deal with accidents, incidents and emergencies (iii) Designate asbestos areas.

Please note that the requirement for medical examination for the new category of work will not come into force for three years, to allow people to comply. This requirement must be in place by 30th April 2018 and medicals must be repeated every three years after that

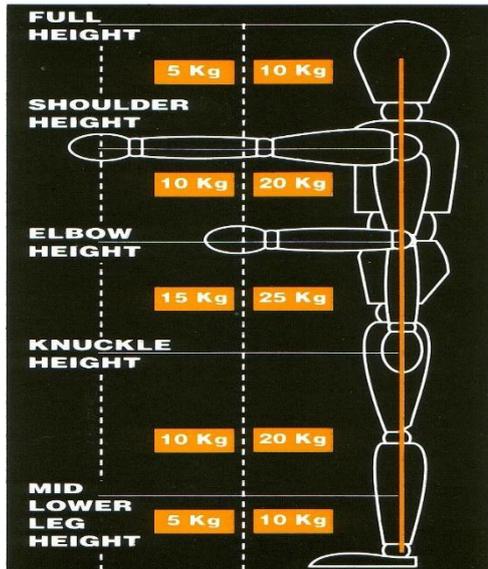
6.12 Manual Handling

Where it is not possible or practicable to avoid manual handling then an assessment must be carried out that is suitable and sufficient. This may require that training is required. An assessment shall identify the following components in considering the whole task;

- The task. The load. The environment. Individual capabilities.
- Mechanical means should be employed as the first option wherever possible
-

All sites managers/employees must utilise the specialist lifting equipment provided for the placement of slabs and kerbs at all times.

A comprehensive manual handling procedure has been produced which provides clear guidance on company policy. All must familiarise themselves and abide by the control measures within.



To prevent accident and injury all company employees or person working on their behalf must;

- Wherever possible, use mechanical means to lift and transport items.
- Where mechanical handling is not possible, sufficient numbers of persons must be available to lift the load as a team lift. Try to arrange work methods to avoid bending, twisting or over-reaching when lifting or lowering the load.
- Ensure that access is clear.
- Ensure the appropriate PPE is worn, i.e. gloves, footwear.
- Protect sharp edges.
- Try to reduce repetitive lifting by changing work patterns.
- Break the load down into smaller loads (see chart opposite for safe lifting).
- Ensure proper storage, on a firm level base, with the heaviest loads stored in the knee to shoulder range.
- Ensure good grip is provided, where possible, by using a carrying device, handles or handholds.
- Subcontractors must carry out their own risk assessments for manual handling operations and provide copies to site management.
- Never lift any load that place you at risk of injury. Stop works ask for assistance and use mechanical aids provided.**

6.13 Other Hazardous Substances

There are numerous risks to health that may be encountered by the company undertakings. Where they are foreseeable every effort will be made to follow the principles and procedures set out under COSHH. This may be achieved by using the HSE's COSHH essentials or through expert advice. Some areas that may require expert advice include the risks posed by;

Anthrax, Legionella, Leptosporosis, Sharps and needles, Tetanus, Humidity fever, Noise, Vibration, Stress in the workplace, and Drugs and alcohol

Well's disease

An organism transmitted in rat urine that causes flu-like symptoms initially, but can damage liver and kidneys and threaten life. Exposures are most likely to occur in sewers, but any standing or slow running water may be rat infested and harbor the organism. The wide spread use of detergents has greatly reduced the incidence of this disease. Avoidance of personal contamination and the avoidance of exposure of any skin cuts and abrasions to the suspect water is the prime method of protection. Avoidance of skin contamination. Adequate and suitable protective clothing including thigh-high boots and long gloves (gauntlet type) for sewer entry. Cleaning of any skins wound and cover with a sterile, antiseptic waterproof dressing. No eating, drinking or smoking until personal hygiene rules observed. Hygiene facilities and cards for employees to give their doctors.

6.14 Noise

All Managers must ensure that suitable noise control measures are implemented for all work activities as described within the Control of Noise at Work Regulations 2005, including:

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

The Control of Noise at Work Regulations 2005

Exposure limit values and action values

N

The lower exposure action values are; A daily or weekly personal noise exposure of **80 dB** (A-weighted); and a peak sound pressure of 135 dB (C-weighted).

The upper exposure action values are;

A daily or weekly personal noise exposure of **85 dB** (A-weighted); and a peak sound pressure of 137 dB (C-weighted).

The exposure limit values are; A daily or weekly **personal noise exposure of 87 dB** (A-weighted); and. **A peak sound pressure of 140 dB** (C-weighted).

Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.

(In applying the exposure limit values account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer in accordance with regulation 7(2).

Assessment of the risk to health and safety created by exposure to noise at the workplace

An employer who carries out work which is liable to expose any employees to noise at or above a lower exposure action value shall make a suitable and sufficient assessment of the risk from that noise to the health and safety of those employees, and the risk assessment shall identify the measures which need to be taken to meet the requirements of these Regulations.

In conducting the risk assessment, the employer shall assess the levels of noise to which workers are exposed by means of observation of specific working practices. Reference to relevant information on the probable levels of noise corresponding to any equipment used in the particular working conditions and if necessary, measurement of the level of noise to which his employees are likely to be exposed.

TYPE OF PLANT/EQUIPMENT	NAME	dB (A) MAX AT SOURCE	ACTION REQUIRED
Breakers	Various	90 - 108	Hearing protection to be worn
Cartridge Guns	Hilti	103	Hearing protection to be worn
Drills	Cordless	87 - 104	Hearing protection to be worn
Drills	110v	90 - 100	Hearing protection to be worn
Diamond Drilling	Various	105	Hearing protection to be worn
Fork lifts	JCB Telescopic	84	Hearing protection to be worn
Grinding & Cutting Tools	125mm Grinder	101	Hearing protection to be worn
Grinding & Cutting Tools	230mm Grinder	85	Hearing protection to be worn
Drum Mixers	Diesel	99	Hearing protection to be worn
Pressure Washers	Diesel	105	Hearing protection to be worn
Grinding & Cutting Tools	Petrol	114	Hearing protection to be worn
Nail Gun	Paslode	97	Hearing protection to be worn
Saws	110v Jigsaw	101	Hearing protection to be worn
Saws	110v Circular	108	Hearing protection to be worn
Saws	Makita	85	Hearing protection to be worn
Table Saw	Various	90	Hearing protection to be worn
Mitre Saw	Various	90	Hearing protection to be worn
Road Sweeper (operational)	Various	87-104	Hearing protection to be worn

6.15 Vibration

Hand-Arm Vibration

As an employer, we must assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration ensuring we protect our employees from risks to their health.

Where the risks are low, the actions we take may be simple and inexpensive, but where the risks are high, we must manage them using a prioritised action plan to control exposure to hand-arm vibration.

Where required, we must ensure that:

- Control measures to reduce vibration are properly applied; and that we provide information, training and health surveillance/checks where necessary.
- Review changes that may affect exposures to vibration where you work.

A comprehensive vibration procedure has been produced which provides clear guidance on company policy.

Whole Body Vibration

The requirements of the Regulations are that we must:

- eliminate or reduce their daily exposure so far as is reasonably practicable;
- reduce their exposure below the limit value;
- provide information and training on health risks and controls to employees at risk;
- keep a record of your risk assessment and control actions;

A comprehensive vibration procedure has been produced which provides clear guidance on company policy.

6.16 Confined Spaces

The term 'confined space' has a wide application throughout industry. Some situations are fairly obviously confined spaces -- e.g. reaction vessels, closed tanks, large ducts sewers, and enclosed drains, but others which are less obvious can be equally dangerous -- e.g. open topped tanks and vats (particularly where heavier-than-air gases or vapours may be present), closed and unventilated rooms, and medium-sized and large furnaces and ovens, in which dangerous accumulation of gases can build up because of the restricted air circulation even though the door is left open.

If an area is suspected as having the potential to be a confined space, you should ensure that:

Work stops immediately

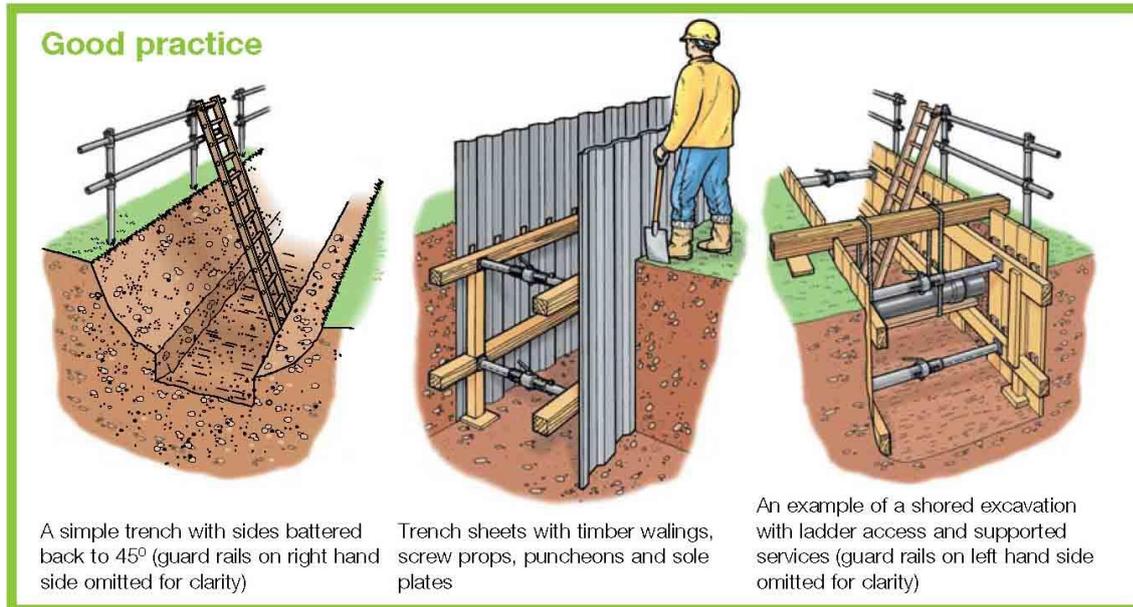
- **Can the works be completed without entering the confined space (always the first Option)**
- A Risk Assessment is carried out on the confined space by a competent person and a Confined Space Permit is completed and issued.
- A method statement is formulated for all works within the confined space
- All air monitoring testing is carried out by a competent person.
- The confined space is entered by competent persons only (trained)
- All work is carried out under the direct supervision of a competent confined space supervisor.
- **DO NOT ENTER ANY AREA YOU SUSPECT IS A CONFINED SPACE**

6.17 Excavations

When working with excavations, you must ensure that:

- A risk assessment is carried out on the work within and around the excavation before work commences.
- **A detailed Method Statement is formulated and all control measures outlined to all persons involved. You MUST understand this and abide by it! Prior to work commencement a statutory excavation inspection must be completed and site permit completed in accordance with site rules.**
- There is clear access and egress to all areas of the excavation, including safe access and egress within the excavation.
- A full survey has been carried out for underground services by a competent person, and is recorded.
- Spoil and materials are stored away from the excavation edge, on suitable stock piles
- It is the company policy that all wheeled vehicles are restricted access to any site spoil/heap.
- Any contamination has been identified and suitable control measure implemented where this has not been removed from site.
- All excavations are fitted with edge protection to prevent falls.

- All deep excavations are fitted with rigid edge protection to prevent falls. Install edge fall protection, handrails / barriers a minimum 950mm in height , Intermediate guard rail positioned so there is no gap exceeding 470mm.
- All excavations close to an existing structure are individually assessed by a competent person before work commences.
- A permit to dig form is completed and issued before work commences.
- Secure the area from other trades
- Install ground support system, including box end plates where required
- Level and compact spoil to sides of ground support system ensuring safe access and egress
- Install safe access and egress, ensuring suitable exits in the event of an emergency



Excavation inspection

- **Report of inspections recorded in the excavation register every day for each excavation**
- Inspected at start of every shift
- Inspected if stability of sides in doubt
- Inspected after any accidental fall of material

Note: A temporary works design may be required, example; sheet piles, timber walings. Always check before starting work.

6.18 Underground Services

A survey must be carried out to locate underground services. This can be done either in-house using the company CAT & GENNY or by an outside specialist company. A survey should be undertaken if there is reasonable chance underground services exist in the vicinity of the works.

Underground services such as electricity, gas, water and telecommunications cables are hazards that in most cases cannot be removed or eliminated. To prevent accidental damage to underground services the following procedures will be followed:

- All works must be completed in accordance with HSG47 Avoiding danger from underground services.
- Obtain plans and drawings from service companies, these drawings are not always accurate and should be used as a guide only
- Use a cable and pipe-locating device (CAT and Genny)
- Hand-dig to locate exact position of services. This should be done at regular intervals within the work area
- Clearly mark the route of the services at ground level using spray paint or signs
- Inform all employees of the location of the services

Excavation Permit to Work' system should be used when required to do so by the Principal Contractor or when there is a HIGH degree of risk eg high-pressure gas mains, cable to hospital etc.

Note: Never use steel road pins, to set out site works in close proximity to site services in particular underground electric services.

6.19 Welfare

Adequate and suitable welfare facilities are to be provided at head office locations and on worksites. In addition facilities should be well ventilated, lit and maintained. Such facilities should include;

- Toilets for male and female employees.
- Separate washing and drying facilities.
- On site this may include drying rooms for clothing.
- Mess room.
- Drinking water signs displayed.
- Provision for changing and storing clothing/PPE.

6.20 Safe Systems

The Company is actively engaged in job safety analysis to meet its requirement to provide safe systems of work. The analysis looks at the following components in achieving an acceptable level of Health and Safety interaction.

- People.
- Machinery, plant and equipment.
- Materials.
- Environment.
- Place of work.
-

An integral part of the safe systems of work is the inclusion of formal written procedures and permits to work.

6.21 Falsework & Temporary Works

Falsework

Falsework is any temporary structure used to support a permanent structure while it is not self-supporting, either in new construction or refurbishment. Any failure of falsework may lead to the collapse of the permanent structure. This could cause injury or death to those working on or near to it, as well as loss of time and money.

Statutory responsibilities

Contractors' responsibilities include:

- preventing the falsework collapsing under load;
- ensuring that those constructing and dismantling it can carry out their work safely, with particular regard to preventing falls from height; and
- minimising risks to the health and safety of others who may be working on, or passing by, the construction activity. Risks could arise, for example, from falling materials, wind-blown plywood or scaffold boards, noise and dust. On sites where there is a principal contractor and a number of contractors, the principal contractor is responsible for the safe co-ordination of all activities on-site (including liaison with specialist proprietary suppliers).

Management

The law requires falsework to be erected and dismantled only under the supervision of a competent person (regulation 9(3) of the Construction (Health, Safety and Welfare) Regulations 1996).

As early as possible, a person should be appointed for each site as a falsework co-ordinator, with responsibility for co-ordinating the various items and stages of use of the falsework.

The falsework co-ordinator is commonly known as the temporary works co-ordinator.

On a large contract, the appointed co-ordinator might be a suitably qualified engineer, whereas on a small building contract the role might be taken on by the site agent or foreman appointed by the contractor.

Whoever it is, the appointed co-ordinator is responsible for ensuring that correct falsework procedures are followed and that operations are carried out safely.

Falsework should be constructed in accordance with BS 5975 Code of practice for falsework (and subsequently to BS EN 12812,

Planning

All concerned should contribute towards the preparation of a design brief, which should serve as the starting point for subsequent decisions, design work, calculations and drawings.

Initial planning should cover: what needs to be supported, and how it should be done; and how long the falsework will be in use.

Design

All falsework should be designed. This will vary from the use of simple standard solution tables and graphs, to site-specific design and supporting drawings. Designs should be checked. The designer of the temporary works and the person interpreting the standard solutions are commonly known as temporary works designers.

The term designer has a broad meaning and includes:

- anyone who specifies or alters a design, or who specifies the use of a particular method of work;
- contractors carrying out design work as part of their contribution to a project; and
- temporary works engineers, including those designing formwork, falsework, scaffolding and sheet piling.

Designers have duties under the Construction (Design and Management) Regulations (CDM) and must:

- identify the hazards;
- eliminate the hazards, if feasible;
- reduce the risk by design; and
- provide the information necessary to identify and manage the remaining risks.

Standard solutions for scaffolding, falsework etc that comply with recognised codes of practice are often used. Such solutions, when used with the recommended procedures, will normally meet the risk control requirements of CDM. However, where such solutions are adapted, consideration needs to be given to whether the risk is still effectively controlled. Particular consideration should be given to the following:

- stability requirements, lateral restraint and wind uplift on untied decking components;
- designing falsework that can be erected, inspected and dismantled safely including how striking will be achieved (it may be craned into position in one piece but could have to be removed piecemeal);
- selecting adequate foundations or providing information to ensure adequate foundations are used; and
- providing the information that the temporary works co-ordinator will need to manage the interface between the falsework and the permanent structure safely.

Materials

Falsework should be constructed, or adapted, so as to be suitable for the purpose for which it is used:

- it should be strong enough and stable in use;
- damaged components should not be used; and
- different proprietary components should not be mixed, unless expressly approved by the designer.

Erecting the falsework

Before erection begins a risk assessment should be carried out and a safe system of work developed. A method statement which includes how all the hazards are to be managed should be prepared. This should be read and understood by those doing the work. To ensure safety, falsework should be stable at all stages of erection and be regularly checked. Only 'Working Drawings' and not 'Preliminary Drawings' should be used. Erectors should know:

- where to start;
- whether the equipment supplied is the same as that ordered;
- at what stage checks or permits are required; and
- whether checks and permits have already been carried out or issued.

Loading

Once complete, all falsework should be inspected and certified as ready for use (a written permit-to-load procedure is strongly recommended). The frequency of subsequent inspections will depend on the nature of the temporary works. They should be carried out frequently enough to enable any faults to be rectified promptly.

Striking and dismantling

The temporary works co-ordinator should agree the time of striking for each section of the falsework (a written permit-to-strike procedure is strongly recommended.) During dismantling, ensure that workers can work safely and cannot be injured by falling objects. A sequence for dismantling should be agreed and detailed. Training Temporary works co-ordinators, and those erecting and dismantling falsework, should be competent and trained in the safety of falsework.)

Temporary Works

Temporary Works Management

The correct design and execution of temporary works is an essential element of risk prevention and mitigation in construction. BS 5975 provides recommendations and guidance on the procedural controls to be applied to all aspects of temporary works in the construction industry and on the design, specification, construction, use and dismantling of falsework.

Temporary works procedures

We must be able to demonstrate that we have in place effective arrangements for controlling risks arising from the use of temporary works;

- Appointment of a Temporary Works Co-ordinator (TWC)
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.

Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works – ie, procedures to:

Check that the temporary works have been erected in accordance with the design, and issue a formal “permit to load” where necessary.

Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works, and issue a formal “permit to dismantle” where necessary.

The procedure should include measures to ensure that the design function, the role of TWC, and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.

Smaller contractors may not have the experience to operate their own temporary works procedure and may need to obtain external expertise. It is also common for large and medium contractors to outsource aspects of temporary works design and management.

Temporary Works Coordinator (TWC)

The TWC is responsible for ensuring that the contractor's procedures for the control of temporary works are implemented on site. The TWC is not normally the designer, but is responsible for ensuring that a suitable temporary works design is prepared, checked and implemented on site in accordance with the relevant drawings and specification.

The principal activities of the TWC are listed in Clause 7.2.5 of BS5975:2008. On some projects, particularly smaller jobs involving lower risk temporary works, it may be appropriate for the TWC and designer roles to be carried out by the same person, provided that he/she is competent to carry out each of the roles

Temporary Works Supervisor (TWS)

A TWS should be responsible to the TWC and assist the TWC in the supervision of temporary works.

Temporary Works Register

It is useful for a temporary works register to be prepared for any project. It should contain a list of all identified temporary works items associated with the project. These can be set out as a table using appropriate headings, which could include:

- Design brief number (for each item) and date issued
- Short description of temporary works
- Date required
- Category of temporary works
- Designer
- Design Checker
- Date design complete
- Date design checked/approved
- Erection complete and checked or "Permit to Load" "Permit to Dismantle"

Design brief

A design brief should be prepared for each item of temporary works to serve as the focus for subsequent decisions, design work calculations and drawings. It should include all data relevant to the design of the temporary works and should be prepared in good time to allow for all subsequent activities. The brief may be relatively simple for the smaller schemes, but for major work, more information will need to be collected and collated before design work can commence. The TWC should ensure that an adequate design brief is provided to the designer and design checker of the temporary works.

Temporary works design

The design of the temporary works should be based on the agreed design brief. Any proposed alteration or modification of the design brief by the designer should be referred back to the TWC. The temporary works should be designed in accordance with recognised engineering principles. The preparation of design calculations, drawings and specification should be undertaken with similar rigour to the procedures applied to the design of the permanent works.

Temporary works designers include; the manufacturers and suppliers of proprietary temporary works equipment and those working in a contractor's temporary works department or office. Temporary works designs are sometimes categorised to indicate the complexity/simplicity of the specific temporary works structure and the potential risk. See below for an example

Simple and/or potentially low risk temporary works

- Standard scaffold
- Formwork less than 1.2m high
- Hoarding and fencing up to 1.2m high
- Simple propping schemes – 1 or 2 props
- Internal hoarding systems and temporary partitions not subject to wind loading
- Shallow excavations less than 1.2m deep/high

More complex and/or potentially medium risk temporary works

- Falsework up to 3m high
- Formwork for columns and walls up to 3m high
- More complex propping schemes – multiple props at single level
- Needling of structures up to 2 storeys high
- Excavations up to 3m deep/high
- net systems not fixed to robust primary members
- Hoarding and fencing up to 3m high
- Simple designed scaffold
- Temporary roofs

Complex and/or potentially high risk temporary works

- Falsework and formwork over 3m high
- Trenchless construction, including headings, thrust bores, mini tunnels
- Working platforms for cranes and piling rigs
- Tower crane bases
- Façade retention schemes
- Flying and raking shores
- Complex propping schemes – multiple props and multiple levels
- Needling of structures greater than 2 storeys high
- Ground support schemes greater than 3m deep
- Complex designed scaffold
- Cofferdams
- Bridge erection schemes
- Jacking schemes
- Complex structural steelwork and precast concrete erection schemes
- Hoarding and fencing over 3m high

In practice, even relatively simple temporary works may require careful consideration in their design, construction, commissioning, inspection and loading. An apparently simple temporary works job could lead to failure and even to fatalities if it is not competently executed. The choice of the appropriate temporary works solution, including the use of “standard solutions,” is discussed in Clause 9.4 of BS5975: 2008. A “standard solution” is an arrangement for which the basic design work has already been carried out and is presented in a tabular or similar form, and for which no further calculations are required.

Design Checks

Before erection commences, the temporary works design should be checked for:

- Design concept
- Strength and structural adequacy (including foundations and lateral stability)
- Compliance with the design brief.

The design check should be carried out by an independent competent person(s) . The ability and independence of the checker should be greater where the temporary works are more complex or where new ideas are incorporated. Recommendations for various categories of design check are given in Table 1 of BS5975:2008, reproduced below:

Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1, 2 or 3 as appropriate.	Because this is a site issue, the check may be carried out by another member of site or design team.
1	For simple designs. These may include: formwork: false work (where top restraint is not assumed): needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications.	The check may be carried out by another member of the design team.
2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundations or excavation support or slope	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgement are involved.	The check should be carried out by another organization

Categories of Design Check (taken from BS 5975)

6.22 Method Statements

Are written procedures that look at all aspects of a work activity, for example,

- Working at height/roof-work Falsework/Structures (**Site manager must ensure that an emergency procedure for all working at height works is completed**).
- Work in excavations, Lifting operations. Work in confined spaces, demolition, buried or hidden services. All employees and contractors to be made aware of the contents of site specific method statements and the briefing to be recorded

6.23 Risk Assessments

Risk assessments are a requirement under the Management of Health & Safety at Work Regulations 1999 and must be carried out where there is significant risk. Where a company employs more than 5 employees the assessment must be recorded. The assessment must be reviewed when the nature of the risk changes or the assessment is no longer valid. Assessments are reviewed annually and remain on file for a minimum of three years. A risk is the likelihood of a potential being realised (hazard). The Company holds a data bank of generic assessments and carries out specific assessment as necessary or required.

All employees and contractors to be made aware of the contents of site-specific Risk Assessments and the briefing is to be recorded.

6.24 Permits

Permits to work are formal written procedures used as part of a safe system of work in particularly high-risk activities requiring extremely high safeguards. Examples of activities where permits are used in the Company's activities include;

▪ Confined spaces	Permit to enter, to work.
▪ Permit to dig/excavate	Permit to Dig/Pile
▪ Certain lifting operations	Lift Statement completed
▪ Where buried services are anticipated	Permit to Dig to be completed
▪ Fire precautions	Hot work permits.
▪ Maintenance/live work	Live work permit.
▪ Testing	Test permit.

Personnel involved in such activities must be trained and competent

6.25 Working at Height

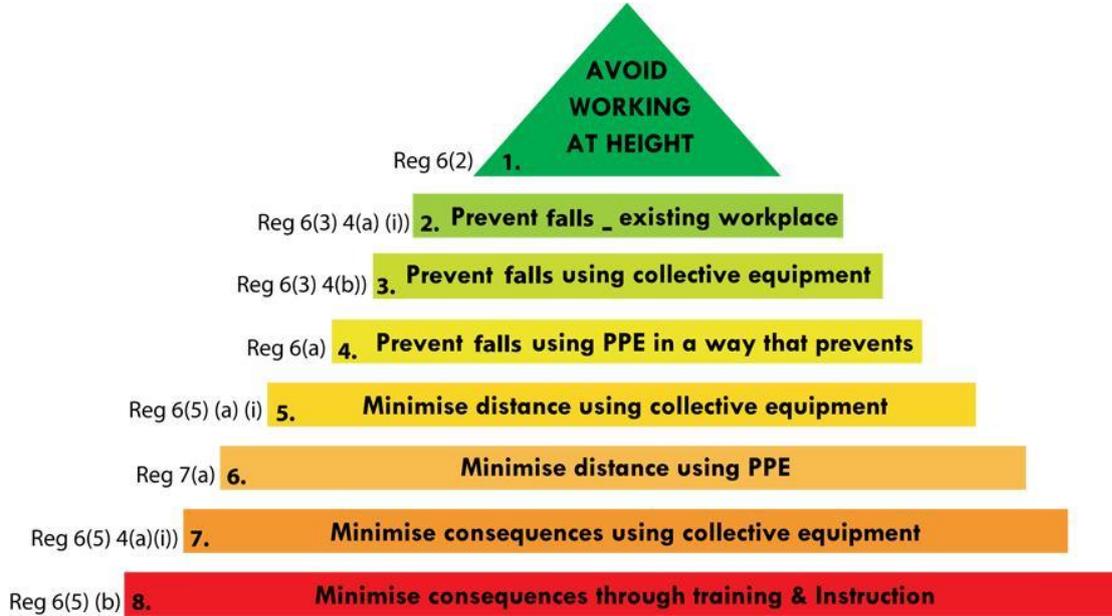
All work at heights must be assessed as to the risks involved, and must be carried out in accordance with the requirements of The Work at Height Regulations 2005.

Interpretation

In these Regulations, unless the context otherwise requires;

- "the 1974 Act" means the Health and Safety at Work etc. Act 1974;
- "access" and "egress" include ascent and descent;
- "fragile surface" means a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it;
- "ladder" includes a fixed ladder and a stepladder;
- "line" includes rope, chain or webbing;
- "the Management Regulations" means the Management of Health and Safety at Work Regulations 1999(2);

WORK AT HEIGHT HIERARCHY



“personal fall protection system” means;

- a fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards; or
- rope access and positioning techniques;
- “suitable” means suitable in any respect which it is reasonably foreseeable will affect the safety of any person;

“work at height” means;

- work in any place, including a place at or below ground level;
- obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace,
- where, if measures required by these Regulations were not taken, a person could fall a distance liable to cause personal injury;
- “work equipment” means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not) and includes anything to which regulation 8 and Schedules 2 to 6 apply

“working platform”;

- means any platform used as a place of work or as a means of access to or egress from a place of work;
includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, gantry and stairway which are so used.

Any reference in these Regulations to the keeping of a report or copy of a report or plan shall include reference to its being kept in a form in which it is capable of being reproduced as a printed copy when required;

which is secure from loss or unauthorised interference.

All work will be planned taking into account the relevant standards, risk assessments and the requirements of any Health and Safety Plan required for the work.

Consideration will be given to ensure that sufficient and suitable material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, risk assessment or method statement.

Training must be provided for operatives required to work at heights in the use of safety belts or harnesses and other equipment before work commences.

Where a risk of falls from heights **cannot be eliminated by the installation of barriers, guard-rails, or other working platforms**, fall arrest equipment may be the best option. Safety nets systems are preferred to the use of safety harnesses and lines, as they protect the whole area and all persons working above them, and do not rely on individual workers wearing a safety harness and connecting it to a sound anchorage point.

Safety nets, air bags and other fall equipment must be erected in accordance with British and Manufacture Standards and be erected by competent persons. The system must be maintained, inspected and supervised to ensure it is used correctly.

A handover certificate must be issued by the riggers for each section of netting as it is completed.

The Site Management & Supervisor will:-

- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments and also that operatives have received instructions in safe working procedures and the use of any safety equipment.
- Inspect weekly, all safety equipment, nets, air bags, stagings, safety belts, harnesses, anchorages, etc. and any defects noted at weekly inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- Ensure all operatives working at heights wear suitable head protection and safety footwear.
- Access to the working area must be prevented after working hours.
- Control measures identified in the appropriate Risk Assessment must also be implemented

Working platforms

A working platform must be protected by two guardrails and a toe board of at least 150mm in height, the main guardrail being fitted at least 950mm from the working platform, the intermediate one being fixed equidistant between the toe board and main guardrail, or so that there is no more than 470mm gap between the intermediate rail and the top rail or the working platform. In addition to this, brick guards should be fitted, where there is a risk of materials falling from the working platform.

Ladders

Every employer shall ensure that a ladder is used for work at height only if a risk assessment under section 3 of

the management regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and the short duration of use or the existing features on site that cannot be altered.

Any surface upon which a ladder rests shall be stable, firm and be sufficient to support the ladder and any loading intended to be placed on it so that its rungs remain horizontal. It must be positioned to remain stable in use. A suspended ladder shall be attached in a secure manner so that it cannot be displaced. A portable ladder shall be prevented from slipping during use by securing the stiles at their upper or lower ends, an effective anti-slip device or any other equivalent effective measure. A ladder used for access shall be long enough to protrude sufficiently above an access point to ensure a firm handhold. No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use and a mobile ladder shall be prevented from moving before it is stepped on.

6.26 Information, Instruction, Supervision and Training

6.27 Law Posters

HSE law posters are displayed in head office locations and on worksites. They outline duties and responsibilities of employees and employer, how and who is responsible for the management of health and safety and identifies the means of consultation for employees. Contact numbers are also displayed for the local HSE office.

6.28 Tool box talks

They are talks given by managers and supervisors. They represent formal training in specific areas. A typical example might be a talk on the safe use of ladders. These are recorded.

6.29 Induction Training

Given prior to commencement of work at office and site locations by their respective manager. They cover areas such as emergency procedures, site rules, work methodology, means of site communication and help identify where specialist training may be required for example operating on site and the use of Display Screen Equipment in office locations.

6.30 Young Workers

Employees over 16 but under 18 will require a separate risk assessment, training and supervision when taking into account their immaturity and lack of experience.

Definitions of young people and children by age:

A young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity
- An employer must consider:
 - the layout of the workplace
 - the physical, biological and chemical agents they will be exposed to
 - how they will handle work equipment
 - how the work and processes are organised
 - the extent of health and safety training needed
 - risks from particular agents, processes and work
-

These considerations should be straightforward in a low-risk workplace, for example an office.

In higher- risk workplaces the risks are likely to be greater and will need more attention to ensure they're properly controlled.

6.31 Monitoring

Monitoring is to be carried out at all levels throughout the Company in order to ensure that the company's undertakings are being implemented in accordance with the Company Health & Safety policy. Areas identified where this is not happening can then be reviewed and the policy amended or revised to reflect good practice

