



**H&S 001**

# **Health & Safety Policy**

**July 2018**

## Health & safety policy statement

Allard Construction Limited is a construction and roofing contractor operating throughout the United Kingdom. We are committed to maintaining the highest standards, with particular regard to avoiding workplace injuries and ill health.

We recognise that construction is one of the most dangerous industries in the UK; due to its very nature it creates a high-risk working environment and has one of the highest rates of serious or fatal injuries. We also recognise that due to the specific nature of our work as a leading roofing contractor, we are exposed to the leading cause of workplace fatalities; falls from height.

We therefore take our duties to our employees, contractors and all others who may be affected by our works very seriously. We treat the need to prevent accidents, injuries and ill-health as an ongoing business priority.

We shall ensure that adequate resources, commitment and participation is assigned to the continuation and development of a positive health and safety culture.

To support this, we shall maintain an effective health and safety management system in line with the requirements of BS ISO 45001:2018; providing a framework which helps us to achieve our health and safety aims and objectives. These include:

- prevention of injury, ill health and loss of life;
- the provision of safe and healthy working conditions;
- compliance with all relevant health and safety legislation and other requirements;
- taking a zero-tolerance approach to wilful breaches of health and safety requirements;
- identifying, controlling and wherever possible, eliminating hazards and risk;
- increasing awareness of health and safety issues;
- creating and maintaining a strong health and safety culture;
- ensuring that the causes of work related accidents and ill-health are identified, understood, prevented and controlled;
- managing health problems through early recognition and monitoring;
- managing return to work after sickness and supporting rehabilitation;
- consulting with our workforce on matters of health and safety;
- influencing design by offering solutions to reduce health and safety risks;
- providing appropriate health and safety information and guidance, and;
- continually improving our health and safety management system and performance.

This policy shall be communicated to all of our employees and everyone else working on our behalf. It is the responsibility of each and every person to fully comply with the requirements outlined within this policy; in particular, by co-operating and carrying out their work in such a manner that does not endanger their own health and safety or that of those around them.

To continually improve our health and safety management system, we aim to review this policy and its contents as often as required for it to be effectively implemented. In addition, regular management reviews, attended by members of top management, shall take place at intervals of no greater than twelve months.

This policy is accessible to all relevant interested parties through the Allard Construction website, server, noticeboards, reception areas and is available upon request.



**Jerry Sullivan**  
Managing Director

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## **Introduction**

Construction is a major contributor to serious and fatal workplace injuries. Everyone working within the industry therefore has a special and shared responsibility for preventing workplace injury and ill-health.

Allard Construction takes this responsibility very seriously. Caring for our people has been part of our culture for a long time and every day we endeavour to work to the highest health and safety principles.

It is important to understand our primary motivations for maintaining a strong health and safety culture, these include:

### *Moral duty*

We have a moral duty to take reasonable care of our people, their actions and their potential consequences. The consequences of injury or ill-health can affect not only those involved, but also have potentially life-changing effects on their friends, family and society in general. It is our ongoing aim to ensure that each and every person goes home safe every day.

### *Legal consequences*

It is of critical importance that we all comply with all health and safety laws at all times. Failure to comply with any legal requirement can have serious consequences, for both the company and all those who work on our behalf.

It is important to note that it is not only the company that can be prosecuted for breaches in health and safety law, individuals can also be prosecuted. Those found guilty of the most serious offences could even receive an unlimited fine and life imprisonment.

### *Financial costs*

Each year millions of working days are lost due to work-related injury and ill-health, thousands of people die from occupational diseases and many people simply leave for work, never to return home.

An organisation such as ours could incur crippling costs and other uninsured losses following a workplace injury or incident of work-related ill-health. We therefore see the financial benefits of implementing and maintaining a strong health and safety culture. Such benefits include:

- reduced costs associated with work-related accidents or ill-health;
- reduced risk and insurance premiums;
- lower employee absence, turnover rates and recruitment or training costs;
- lessened threat of legal action and legal costs;
- lower risk of fines or fees for intervention;
- improved standing among suppliers, partners and improved credit;
- better reputation among investors, customers and communities, and;
- increased productivity, because our employees are healthier, happier and better motivated.

Allard Construction fully supports the aims and objectives of the Health and Safety at Work etc. Act 1974 and will co-operate fully with the requirements of the Health and Safety Executive (HSE), relevant local authorities, and all other regulatory or enforcement bodies.

This particular policy document also fulfils our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and acts as an introduction to the wider Allard Construction health and safety management system.

This policy should be read in combination with our environmental and quality policies to fully understand our approach to responsible business.

This policy document shall be made available to all employees and any other interested parties. Those with appointed responsibilities for the environmental management system shall ensure that a copy is displayed in a prominent position at all temporary and permanent locations under our control.

## Scope

This policy, in its entirety, applies to all Allard Construction employees, operatives, sub-contracted labour, buildings, vehicles and sites under our control.

## Significant issues or risks

Each day we are faced with several issues or risks specific to our work as a leading construction and roofing contractor. These affect our ability to maintain an effective safety culture and include, but are not limited to:

### *Internal issues or risks*

- health and safety commitment or attitudes;
- financial costs of implementing an effective health and safety culture;
- supervision;
- work at height;
- manual handling;
- provision and use of work equipment;
- lifting operations and lifting equipment;
- control of asbestos, lead or other substances hazardous to health, and;
- occupational road risk.

### *External issues or risks*

- changes in health and safety legislative (or other) requirements;
- intervention or enforcement from the HSE (or similar);
- developments in construction methods, technology, safety equipment or PPE, and;
- concerns from the public, clients, competitors or other interested parties.

## General arrangements for controlling health & safety issues or risks

We employ a dedicated Health & Safety Manager to provide advice on matters of workplace health, safety or wellbeing, monitor changes in health and safety legislative (or other) requirements and keep up to date with developments in construction methods, technology, safety equipment or PPE relevant to our works.

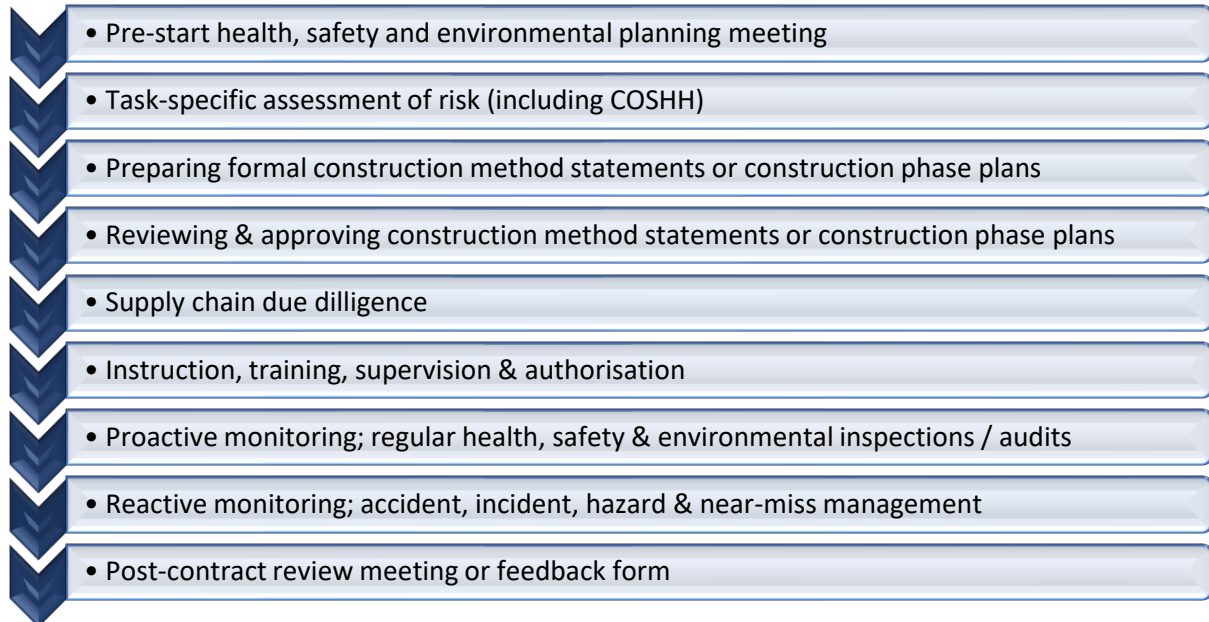
We aim to ensure compliance with all relevant statutory provisions and other requirements. We seek to do this in such a way that we avoid the need for complaints or any issue of enforcement (improvement or prohibition) notice, or prosecution whilst simultaneously developing our strong safety culture.

We will achieve this aim by:

- providing safe systems of work and communicating them in sufficient detail to those affected;
- making financial allowances at the tender stage for the management of health and safety;
- providing adequate information, instruction, training and supervision;
- identifying and eliminating hazards or risk through effective control measures;
- making arrangements for consultation with employees;
- providing appropriate plant and equipment which is tested, certificated and safe to use;
- maintaining high standards of hygiene, cleanliness and housekeeping;
- reporting and investigating accidents and implementing corrective or preventative controls;
- ensuring the occupational health and mental well-being of our employees;
- carrying out appropriate health surveillance;
- monitoring and reviewing performance;
- listening to the concerns of the local and wider communities affected;
- reviewing our policies in line with real-time health and safety concerns, and;
- seeking alternative design solutions to reduce health and safety risks where possible.

## Construction phase health & safety management process

The following process outlines how Allard Construction effectively manages health and safety during the construction phase of our projects; which helps to fulfil our general duties as stated within Section 2(2) of the Health and Safety at Work etc. Act 1974.



### *Pre-start health, safety & environmental planning meeting*

Before any works commence, a health, safety and environmental planning meeting shall be held to discuss matters of health and safety or environmental protection specific to the works to be carried out.

The formality of these meetings shall reflect the scale and complexity of the works being carried out, but as a minimum should include:

- understanding the required outcome or finished product and the programme of works;
- gathering any existing pre-construction information, refurbishment / demolition surveys etc;
- determining safe access and egress routes;
- determining or assessing the appropriate or existing welfare arrangements;
- assessing potential delivery points, access or traffic routes;
- determining any lifting requirements;
- agreeing work at height requirements;
- preparing a list of materials, plant or equipment needed, including substances required under COSHH, and;
- taking photos to aid in the task-specific assessment of risk and preparation of construction method statements or construction phase plans.

These meetings should be attended by a client / principle contractor representative, Contracts Manager and Health & Safety Manager where possible.

### *Task-specific assessment of risk (including COSHH)*

Following the pre-start health, safety and environmental planning meeting, a suitable and sufficient assessment of risk, specific to the works, shall be carried out.

These assessments shall detail the task-specific hazards present, the risks, the severity of these risks and the likeliness of these risks developing. These assessments shall then also detail task-specific control measures which shall be implemented to minimise levels of residual risk.

### *Preparing formal construction method statements or construction phase plans*

In order to comply with the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Construction (Design and Management) Regulations 2015, suitable and sufficient construction method statements (as a contractor) or construction phase plans (as a principle contractor) shall be prepared in order to detail how we will provide a task-specific safe system of work.

These shall include the specific control measures as identified at the risk assessment stage.

### *Reviewing & approving construction method statements or construction phase plans*

No works shall commence until the Contracts Manager, Health & Safety Manager and Client / Principle Contractor have reviewed and approved a construction method statement or construction phase plan.

If necessary, these shall be amended in consultation with all relevant interested parties.

### *Supply chain due diligence*

All reasonable steps shall be taken to ensure that our supply chain subscribes to the same strict standards. In the interests of health and safety, the performance, enforcement or regulatory action, policies, accreditations, insurances etc. of our suppliers shall be thoroughly checked before any orders for materials, plant, equipment or labour are raised.

Preference shall always be given to those pre-approved suppliers with a positive health and safety performance and culture.

### *Instruction, training, supervision & authorisation*

No works shall commence until:

- operatives have completed a site-specific safety induction;
- operatives have also completed an Allard Construction sub-contractor induction;
- all competencies have been checked and deemed valid;
- all risk assessments, COSHH assessments, method statements etc. are signed; if operatives are non-native English speaking, this should be made known and the relevant documents shall be translated;
- all permits to work are signed off, and;
- daily pre-start / safe-start briefings have taken place.

### *Proactive monitoring; regular health, safety & environmental inspections / audits*

Throughout the works regular health, safety and environmental inspections shall take place. Formal reports shall be distributed to relevant interested parties.

The frequency of inspections shall reflect the scope and complexity of the works being carried out as well as any client / principle contractor requirements.

### *Reactive monitoring; accident, incident, hazard & near-miss management*

All accidents or incidents, however minor, shall be reported to site management and the Allard Construction Health & Safety Manager. The Health & Safety Manager shall assess each event in order to determine the need for investigative, corrective or preventative action.

All reportable events shall be notified to the relevant authorities in line the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by the Health & Safety Manager.

Identified hazards and near misses should be recoded and closed out using the H&S 017-02 Hazard / Near-miss Report Card to allow for monitoring and safety trend analysis to take place.



### *Post-contract review meeting or feedback form*

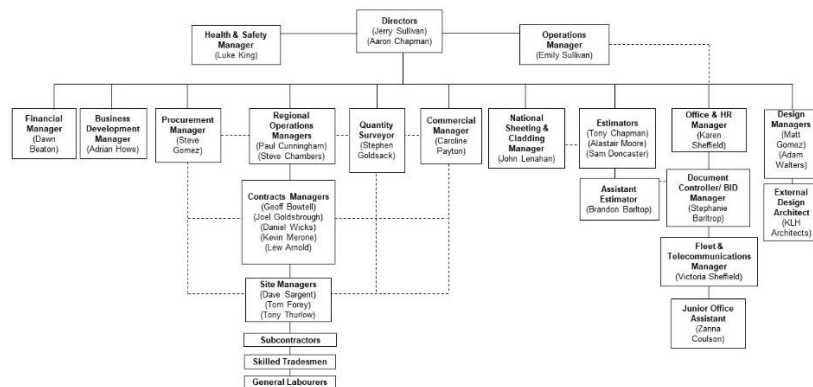
In the interest of continual development of our health and safety management system and relationship management, where possible, a post-contract review meeting shall be held between representatives from Allard Construction and the client / principle contractor. If this is not possible Allard Construction shall request that the client / principle contractor complete a post-contract feedback form.

Amongst other things, this will address any health or safety issues faced throughout the works, lessons learned and corrective or preventative actions taken.

## **Roles and responsibilities**

Allard Construction views that safety is a shared responsibility of all our people, however specific responsibilities for the effective management of the health and safety management system are categorised according to the following roles:

- Managing Director
- Director(s)
- Operations Managers
- Health & Safety Manager
- Contracts and Office Manager(s)
- Site Supervisor(s)
- Operatives and employees



**Figure 1:** Allard Construction Organisational Structure

### *Managing Director*

The Managing Director holds a 'Top Management' position in line with the definitions provided by BS ISO 45001:2018 and has overall responsibility for operations. The Managing Director is ultimately responsible for health and safety issues and ensures that the company objectives and systems are developed, implemented and managed in line with the strategic direction of the organisation.

The Managing Director has overall responsibility for the health and safety management system, and in particular:

- approving the health and safety policy and objectives;
- ensuring that the correct organisational structure and resources are in place to support these objectives;
- promoting the policy and objectives to employees to increase awareness, motivation and involvement;
- periodically reviewing the health and safety management system, and;
- appointing a management representative to monitor and report on the development, performance and improvement of the health and safety management system.

### *Director(s)*

Other Directors also hold a 'Top Management' position in line with the definitions provided by BS ISO 45001:2018 and provide executive direction for daily operations. Regarding the health and safety management system, company directors are responsible for:

- facilitating engagement between the Managing Director and the health and safety management system;
- ensuring that the correct organisational structure and resources are in place to support these objectives;
- providing health and safety leadership and actively participating in the maintenance of the health and safety management system, and;
- directing management under their control to implement the health and safety policy.

### *Operations Managers*

The Operations Managers are responsible for:

- reviewing and approving changes to the health and safety management system which affect daily operations;
- facilitating engagement between the Director(s) and the health and safety management system, and;
- ensuring that those working under their control are aware of the health and safety policy and any specific duties they may hold.

### *Health & Safety Manager*

The Health & Safety Manager is responsible for:

- providing advice and support to the business on health and safety matters or issues;
- development and continual improvement of the health and safety management system;
- carrying out task-specific assessment of risk (including COSHH);
- preparing formal construction method statements or construction phase plans;
- reviewing & approving construction method statements or construction phase plans
- auditing against applicable standards and requirements;
- ensuring that the health and safety management system conforms to the requirements of BS ISO 45001:2018;
- reporting on the performance of the health and safety management system to top management;
- regularly carrying out on-site health, safety and environmental inspections;
- representing Allard Construction in communication with the Health and Safety Executive, local authorities or other external enforcement authorities or organisations;
- ensuring thorough investigations take place following accidents or incidents;
- advising on health and safety training requirements,
- facilitating regular consultation meetings, and;
- controlling, publishing and maintaining health and safety documentation.

### *Procurement Manager*

The Procurement Manager is responsible for:

- reviewing and approving the company procurement policies;
- carrying out due diligence checks of the supply chain, and;
- arranging audits of suppliers and subcontractors with the Health & Safety Manager as necessary.

### *Contracts and Office Managers*

Each Contracts Manager or Office Manager, where applicable, is responsible for:

- ensuring that those working under their control are aware of the health and safety policy and any specific duties they may hold;
- carrying out task-specific assessment of risk (including COSHH);
- preparing formal construction method statements or construction phase plans;
- reviewing & approving construction method statements or construction phase plans;
- ensuring that site supervision effectively implements all necessary health and safety controls;
- ensuring that operatives and site supervision are suitable, competent, trained and authorised to carry out their work;
- arranging pre-start health, safety and environmental planning meetings;
- arranging inspections of sites or offices with the Health & Safety Manager as necessary, and;
- arranging post-contract review meetings or distributing post-contract feedback forms.

### *Site supervision*

It is the responsibility of site supervision to:

- be familiar with health and safety requirements and comply with all relevant legislation;
- ensure that all potentially harmful substances or materials are correctly handled and stored;
- ensure that relevant COSHH assessments are in place and communicated to those at risk;
- ensure that operatives are aware of the company's policy for health and safety management and that they have understood its requirements;
- report all accidents and incidents to site management and the Health & Safety Manager;
- implement any advice given by the company Health & Safety Manager;
- attend any health and safety training arranged by the company;
- brief out weekly toolbox talks on relevant health or safety issues;
- attend any regular health, safety or progress meetings held by the client or principle contractor;
- ensure that operatives are suitable, competent, trained and authorised to carry out their work;
- ensure that operatives have attended a site safety induction provided by the client or principle contractor;
- provide effective front-line supervision on site, and;
- encourage operatives to work in a safe, responsible and tidy manner, and where necessary, disciplining offenders.

### *Operatives and employees*

All operatives and employees, including sub-contractors and any other persons working on our behalf are responsible for:

- being familiar with this policy and co-operating with management and supervision in its implementation;
- understanding the parts of this policy applicable to them and proactively protecting their own health and safety and that of those around them;
- not interfering with any controls implemented in the interest of health and safety;
- following the instructions given regarding the prevention of accidents and ill-health;
- keeping equipment in good order, using the correct equipment for the task and reporting any defects to their manager or supervisor, and;
- contributing to a responsible culture by being aware of, and following, relevant site safety rules.

## General control measures

### *Supervision*

In addition to the responsibilities outlined above, site supervision shall:

- be able to communicate matters of health and safety effectively to all non-native English-speaking operatives;
- be in direct contact with the non-native English-speaking operatives at all times;
- carry out daily briefings to their operatives at the start of the shift on the tasks to be undertaken, location of work, equipment, materials, PPE and safety considerations, and;
- possess a Site Supervisor's Safety Training Scheme (SSSTS) qualification as a minimum.

Lone working, without close or direct supervision shall be designed out where possible and only where necessary is it to be undertaken. Where lone working is necessary, however brief or minor, a specific risk assessment is required to be undertaken and appropriate control measures put in place.

### *Permit to work*

Permit to work requirements shall be determined by the relevant construction method statement. Operatives shall check to see if such a system is in place for the work that they are undertaking before commencing.

All permits to work shall be prepared by an authorised, competent person who is familiar with the relevant work procedures, hazards, and all necessary precautions after a thorough assessment has been carried out.

The person responsible for carrying out the works shall sign the permit prior to work starting, confirming that they are aware of the conditions laid down within it and agree to abide by them. On the completion of the works or expiry of the permit, the person responsible for carrying out the works should either:

- sign the work off as complete and all personnel, materials and equipment withdrawn, or;
- request an extension from the competent person.

In the event of an emergency occurring wherever a permit to work is in operation the permit shall be withdrawn and cancelled immediately. Work shall only recommence when all procedures have again been checked and the permit has been re-issued and signed by the authorised person.

### *Work at height*

Working at height is a high-risk activity which requires care and attention at all times. There is no safe height and anyone who is off the ground or adjacent to an open excavation, basement etc. is at risk of falling. Safe work at height shall be managed through the hierarchy of:

- avoiding the risk by not working at height where it is reasonably practicable;
- preventing falls where it is not reasonably practicable to avoid work at height;
- mitigate the consequences of a fall; e.g. the distance or consequences of such, and;
- give collective protective measures (e.g. guardrails, nets, airbags, etc.) precedence over personal protective measures (e.g. safety harnesses, lanyards etc.).

All scaffolding erected on our projects must be by trained, competent personnel and erected and dismantled in accordance with the UK National Association of Scaffold Contractors (NASC) Guide TG20.

No person shall access any scaffold structure without first ensuring that the structure has been thoroughly inspected by a competent person and gaining a valid handover certificate.

A 'Scafftag' or similar system should be attached to each scaffold or mobile tower access point. Where tower access equipment is in use on site, all personnel erecting, altering or dismantling are to be PASMA trained and certified.

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At times, and where all collective fall prevention measures have first been exhausted, it may be appropriate to work from harnesses and fall restraint / arrest lanyards. Where harnesses and lanyards are being used:

- personnel using these shall have received suitable and sufficient training in their fitting, use and pre-use checks prior to commencing works;
- harnesses, lanyards and connectors must have been thoroughly inspected and recorded by a competent person within the past six months, and;
- in order to minimise suspension trauma, all works using fall arrest type lanyards must be accompanied by a suitable and sufficient rescue plan which facilitates the recovery of any person in a suspended person as soon as possible.

No works shall be carried out from harnesses unless first agreed by the relevant Operations Manager and Health & Safety Manager.

### *Holes, voids & shafts*

Effective measures must be put in place to prevent falls of persons or materials down holes, voids and shafts.

All floor openings, holes, voids and shafts (e.g. stairwells or lift shafts) must be protected with robust, securely fixed (screwed or bolted, not nailed) and clearly marked (e.g. 'Hole below / Do not remove') covers to prevent the fall of materials or persons through them. Covers should be constructed so that they do not present a tripping hazard. Covers shall be regularly inspected and if removed to carry out works, these must be replaced as soon as practical.

### *Manual Handling*

Lifting and moving loads by hand is one of the most common causes of injury at work. Whilst many injuries can occur after repetitive strenuous handling, one poor lift is all it takes to cause permanent and often painful damage. Operatives shall:

- be appropriately trained;
- eliminate the need for manual handling through mechanical means where possible;
- assess the load, weight, distance, route, grip and conditions;
- not lift more than 25kg per person, and;
- work as a team.

### *Provision & use of work equipment*

All plant and equipment used on our works shall comply with the Provision and Use of Work Equipment Regulations 1998, and other equipment-specific legislation as applicable.

All work equipment must be suitable for the purpose for which it is intended.

To be able to work as safely as possible it is essential that work equipment is maintained and inspected by a competent person, in accordance with legal requirements and manufacturers' recommendations.

Any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards shall be reported to site supervision or management for action, which may include taking the item out of use.

Repair, maintenance or cleaning of machinery, plant or equipment shall only be carried out by competent individuals and in accordance with manufacturers' recommendations and relevant risk assessments where appropriate.

Operation of any machine, plant or equipment is not permitted unless employees have been trained, authorised and is under adequate supervision. All machine guarding shall be in use.

No machinery, plant or equipment shall be left in motion, or with the engine running, whilst unattended. Plant and vehicles must be immobilised, and the ignition key removed whilst unattended, keys must be kept in a secure place when not in use.

### *Personal protective equipment (PPE)*

The company recognises its responsibility under the Personal Protective Equipment at Work Regulations 1992 to assess the risk and provide, and train personnel in the use of, suitable PPE. We shall therefore:

- issue suitable protective equipment and undertake to replace such equipment whenever necessary;
- ensure that protective equipment is used, stored and maintained in accordance with manufacturers' instructions and the training provided, and;
- report any damage, loss, fault or unsuitability of protective equipment to management.

### *Lifting operations & lifting equipment*

All lifting operations must follow the Lifting Operations and Lifting Equipment Regulations 1998.

All lifting must therefore be planned, supervised and safely executed. All those involved in the planning, supervision and carrying out of lifting operations must have the appropriate level of competence for the task being undertaken.

Competency checks shall be undertaken to assure that all those undertaking roles within lifting operations have the necessary skills, knowledge and experience to carry out their duties.

Evidence of thorough inspection of lifting equipment shall be made available for all equipment and accessories prior to lifting taking place. Lifting equipment:

- used for lifting materials and equipment shall be thoroughly inspected every twelve months, and;
- used for lifting people shall be thoroughly inspected every six months.

### *Control of asbestos*

Asbestos is a term for a group of minerals made of microscopic fibres. Before its dangers were known, asbestos was often used in buildings for insulation, flooring and roofing and sprayed on ceilings and walls. It is now banned in the UK but buildings constructed before 2000 may still contain asbestos.

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases like:

- mesothelioma (a type of cancer);
- lung cancer;
- asbestosis, or;
- plural thickening (scarring of the lung tissue).

These diseases are chronic or terminal. They will not affect you immediately; they take a long time to develop. Therefore, it is important that you protect yourself now.

Before carrying out any works, a suitable and sufficient assessment, usually in the form of a refurbishment / demolition survey, shall be carried out to determine whether asbestos is present or is liable to be present. Operatives should assume that asbestos may be present until it has been confirmed otherwise.

A detailed written plan shall then be prepared explaining how the works are to be carried out and the controls to be put in place.

Licensed works are to be carried out only by a licensed contractor and notified to the relevant authorities.

Operatives shall ensure that the appropriate, task-specific PPE is worn at all times when working with asbestos or in an area where asbestos is being disturbed.

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A high standard of personal hygiene also plays a crucial role in controlling exposure. Suitable and sufficient hygiene controls shall be provided. All asbestos containing materials shall be handled in accordance with the Control of Asbestos Regulations 2012. All operatives working on projects involving asbestos are to hold a valid asbestos awareness competence.

### *Control of lead*

Lead, including its compounds, is a substance that has long been known to have the potential to damage health. Excessive exposure can cause lead poisoning and other health issues such as:

- anaemia;
- effects on the nervous system;
- reduced kidney function or kidney failure, and;
- infertility.

Before carrying out any works, a suitable and sufficient assessment, usually in the form of refurbishment / demolition survey, shall be carried out to determine whether lead is present or is liable to be present.

Operatives shall ensure that the appropriate, task-specific PPE is worn at all times when working with lead. A high standard of personal hygiene also plays a crucial role in controlling lead absorption. Suitable and sufficient washing facilities shall be provided.

Where exposure is assessed as significant, other control measures, including health surveillance, shall be implemented.

All lead shall be handled in accordance with the Control of Lead at Work Regulations 2002.

### *Control of substances hazardous to health (COSHH)*

The effects to human health of hazardous substances can include:

- allergic reaction, stinging, coughing, sickness;
- blindness, brain damage, cancers or other life changing health conditions, and;
- death.

In line with the requirements of section 6(1)a of The Control of Substances Hazardous to Health Regulations 2002, a suitable and sufficient COSHH assessments shall be carried out prior to the use of potentially hazardous substances.

Operatives shall conform to all control measures highlighted within these assessments to minimise the risk of exposure to harmful substances.

A manufacturers material safety data sheet (MSDS) is not a suitable and sufficient COSHH assessment and under no circumstances shall MSDS's be used as an alternative.

### *Control of vibration*

We recognise that hand arm vibration syndrome (HAVS) is a serious cause of concern for persons using hand held vibratory tools, particularly those of a rotary or percussive nature. It is necessary to limit exposure to vibration using the following methods listed in order of priority:

- eliminating the hazard through substitution (e.g. machine mounted equipment etc.);
- use of low vibration equipment, and;
- reduction in trigger time (e.g. through job rotation).

These preventative measures shall be applied in conjunction with the provision of information and training for workers and their supervisors together with the introduction of health surveillance.

The specific control measures to limit exposure to vibration shall be documented in a task-specific risk assessment which clearly defines measures to reduce or prevent exposure.

### *Control of noise*

Allard Construction will, where practicable, ensure that noise levels are maintained below 80dB. A suitable and sufficient risk assessment for all activities shall be undertaken where there is a risk of noise levels exceeding this.

The following hierarchy of control will be adopted when selecting control measures and at all times collective protection shall be considered before personal protection:

- alternative working methods or equipment that reduce noise levels to below 80dB;
- use of mechanical / physical controls such as acoustic enclosures, baffles or distance guarding;
- ensuring all employees, contractors and visitors obey any instructions and warning notices regarding hearing protection in designated areas;
- ensuring plant and equipment are selected and maintained to minimise noise levels and that employees have been instructed in their use, and;
- ensuring adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.

### *Occupational road risk*

Driving is an essential part of daily working life for millions of people across the UK. For many of us it is the single most dangerous activity we undertake; where we make hundreds of split-second decisions every minute which, if we get wrong, can have potentially fatal consequences.

Far more people are killed or seriously injured each year driving for work than working on construction sites. We therefore take our responsibility to those who drive on our behalf very seriously.

Only those appropriately licensed, trained and fit to do so shall be allowed to drive on our behalf.

The Driving for Work Handbook shall be read by all those who drive for work on our behalf.

### *Welfare*

Where it is our responsibility, we shall provide suitable and sufficient welfare facilities as detailed in The Workplace (Health, Safety and Welfare) Regulations 1992 or The Construction (Design and Management) Regulations 2015 as applicable.

All personnel shall report any faults or damage associated with welfare facilities to management.

### *Young persons*

Where it is intended to employ those being under 18, a specific risk assessment for the type of work they will be involved in shall be carried out in accordance with the Management of Health and Safety at Work Regulations 1999.

Persons under 18 years of age are prohibited from:

- operating lifting equipment or appliances;
- giving signals;
- the use of cutting tools other than hand tools, and;
- driving vehicles in excess of 3.5t.



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### *Fire*

In accordance with the Regulatory Reform (Fire Safety) Order 2005, a fire safety risk assessment shall be carried out for all locations under our control to identify necessary arrangements and control measures.

All fire escape routes, firefighting equipment and fire doors shall be kept free from obstruction and routinely monitored. Any used or missing firefighting equipment shall be reported to management, who will ensure that it is replaced as soon as possible.

Regular tests of the fire alarm (weekly) and evacuation procedures (six monthly) shall take place.

### *First aid*

The company has responsibilities under the Health & Safety (First Aid) Regulations 1981 to provide or ensure that adequate equipment, facilities and trained persons are provided, to provide first aid.

At least one qualified first aider shall be provided at each site. It shall be the first aiders responsibility to ensure that appropriate first aid equipment or facilities are maintained.

### *Accident & incident reporting*

Medical treatment should be sought for all injuries sustained at work, no matter how slight they may seem. An appropriate record must be made in the site or office accident book.

All accidents and incidents, diseases, dangerous occurrences and damage to property shall be reported to site management and the Health & Safety Manager as soon as it is practicable, so, if necessary, they may be thoroughly investigated to prevent a recurrence.

All injuries, diseases or dangerous occurrences suspected of being covered by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall be notified to the HSE (or similar) by the Health and Safety Manager within the required timescales.

A formal internal investigation shall be held for all RIDDOR reportable injuries, serious injuries, fatalities, reportable diseases, reportable dangerous occurrences, significant near misses, or any other event warranting formal investigation due to its scale, nature or impact.

### *Drugs & alcohol*

The Allard Construction policy on drugs and alcohol is designed to ensure safety by placing and enforcing strict limits regarding the misuse of drugs or alcohol. All employees shall lead by example, challenge unsafe attitudes and behaviours to establish a workplace free of injury or incident.

To ensure compliance with this policy you may be required to undergo testing in the following circumstances:

- Pre-employment or new employee screening for drugs and alcohol. We reserve the right to test all new employees for drugs and alcohol;
- Random. We reserve the right to conduct unannounced drugs and alcohol screenings. These could take place at any time and include employees, sub-contractors or agency workers, and;
- For cause screening. We reserve the right to test for drugs or alcohol to find out whether they were a factor in an accident or incident or where the appearance or behaviour of a person gives cause to suspect that person is unfit to work.

All testing shall be undertaken to ensure that a person's confidentiality and dignity are maintained to a high standard at all times.

All personnel shall be aware of the requirements of the Allard Construction Drugs & Alcohol Policy and the consequences of failing to comply.

This policy is available on request.

### *Smoking & vaping*

After research confirmed the harmful effects to health of smoking and second-hand smoke, legislation, introduced on the 1st July 2007, made it illegal to smoke in all public enclosed or substantially enclosed areas and workplaces. The ban includes smoking in vehicles used for work purposes.

Everyone has the right to work in a smoke-free environment, therefore smoking is not permitted in any part of any building, corridor, lift, stairway, toilet, reception area or entrance or company owned or hired commercial vehicle. Smoking is only permitted in a designated smoking area.

Smoking at work or in a works vehicle could, if prosecuted, result in a fine of up to £1000. Failure to maintain a smoke free workplace means that the company could then receive a fine of up to £2500.

Allard Construction treats electronic cigarettes in the same manner as traditional cigarettes and therefore they are only permitted to be used in designated smoking areas.

This policy applies to all employees, contractors, customers and visitors, and all staff are obliged to support the implementation of this policy. Appropriate No Smoking signs will be clearly displayed at all entrances and exits.

For help giving up smoking phone the free helpline on 0300 1231044.

### **Gross misconduct**

Gross misconduct is unacceptable or improper behaviour of a very serious kind. Such behaviour can affect our people, their friends and families, the business's reputation and ultimately our ability to build relationships or win new work.

The following are examples of what constitutes gross misconduct in relation to health and safety:

- A significant or intentional breach of site safety rules.
- Failure to wear mandatory or task-specific PPE.
- Working, or knowingly allowing someone to work, outside of (or without) an approved construction method, statement, construction phase plan, lifting plan, rescue plan or without an appropriate works permit.
- Knowingly working or putting people to work without the required competence or training.
- Knowingly working or putting people to work with plant or equipment which has not been subject to legally required thorough inspection.
- Falsifying documents or forging signatures.
- Unauthorised removal of any first aid or firefighting equipment.
- Misuse or unauthorised use of any work equipment or vehicle.
- Dangerously overloading equipment or vehicles.
- Any use of any handheld mobile phone or other handheld equipment whilst driving.
- Misuse of any chemical, hazardous or flammable material.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised removal of any safety sign, label or warning device.
- Failure of a drugs and alcohol test.
- Smoking or using electronic cigarettes in designated no smoking areas.
- Horseplay or practical jokes which could cause injury or ill-health.
- Making false statements or tampering with evidence following an accident or incident.
- Assault (physical or verbal), bullying or harassment.

Allard Construction takes a zero-tolerance approach to gross misconduct. Employees and operatives found guilty of gross misconduct will be dealt with by company Directors on a case-by-case basis. Consequences of gross misconduct will be proportionate to each case, but in any event may include summary dismissal. For more information, please consult the Allard Construction Disciplinary Policy. This policy is available on request.

## Continual improvement

### *Information & advice*

The Health & Safety Manager is available for information and advice on matters of health or safety on 07943947309. Matters concerning personal health shall be kept in strictest confidence.

### *Audit*

An audit is a systematic, independent, evidence gathering process which aims to evaluate how well audit criteria are being met. In order to effectively manage the health and safety management system, we aim to conduct regular internal, health and safety audits to assess conformance to:

- all relevant health and safety legislation, corporate and other requirements;
- the requirements of BS ISO 45001:2018, and;
- this policy.

### *Non-conformance and corrective action*

A non-conformance is a non-fulfilment of a requirement which identifies a failure or gap in a management system.

Non-conformance can be raised through a variety of means, these include, but are not limited to:

- audits or inspections;
- complaints;
- observations;
- incidents, or;
- enforcement action.

All non-conformance shall be recorded and corrected as soon as reasonably practicable. It may also be necessary to take corrective or preventative action in order to prevent recurrence or prevent a similar non-conformance occurring elsewhere.

### *Consultation*

Employees shall be regularly consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultations shall take place bi annually and whenever there are significant changes in the company's work procedures and arrangements for health, safety and welfare.

### *Management review*

Top management shall attend an annual Management Review meeting which will review the effectiveness of the environmental management system and determine actions for continual improvement. The results of this meeting shall be maintained as documented information.

## Version control

Version Number	What has changed and why?	Date
1	Incorporated into the Allard Construction health and safety management system. Version number reset to 1.	25/04/2018
2	Included reference to hazard & near-miss management. Expanded on work at height to include the use of harness and lanyard control systems.	11/07/2018

## Authorisation

This document has been approved as part of the Allard Construction health and safety management system:



Health & Safety Policy  
July 2018

*P. S. Fletcher*

**Paul Fletcher**  
Health & Safety Manager