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Thundridge Business Park  
Thundridge,  
Ware,  
Herts  
SG12 0SS

## **Health, Safety & Environmental Policy 2024**



Wisteria House  
Back Lane East  
Great Bromley  
Colchester CO7 7UE  
01375 355355

## **Health and Safety Policy Statement**

At A & B Group, we are committed to providing and maintaining a working environment that ensures the Health and Safety of our employees, customers, contractors, and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at A & B Group to actively take part in and support this policy.

Our employees and sub-contractors are of paramount importance. A & B Group recognise that the talent and energy of the men and women, who work for them, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Proprietor, Barry Taylor A & B Group who will keep all personnel advised as to their responsibilities and those of the Company, in respect to health and safety matters.

A & B Group recognise and accept its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities, in particular, the CDM 2015 Regulations. A & B Group in order to comply with the associated regulations will:

- Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work.
- "So far as reasonably practicable" ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- Ensure that effective planning, control, and monitoring of all sites are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.

The support of employees in A & B Group and others is necessary to achieve the objectives of the Health and Safety Policy and A & B Group make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at A & B Group will strive to improve the health and safety culture throughout the Company at all levels.

This policy will be subject of an annual review by A & B Group to ensure its continued effectiveness.

Proprietor Signature:



Date: January 2024

**Signed and dated Copy Held at Head Office**

Review date: January 2025

## **Duties, Roles and Responsibilities**

The overall and final responsibility for Health and Safety is that of Proprietor, Barry Taylor.

The accountability of day-to-day responsibility for ensuring the policy is put into practice is delegated to Commercial /Contracts Manager, Simon Rose and Decorating Contracts Manager, Andy O'Farrell.

Commercial /Contracts Manager, Simon Rose and Decorating Contracts Manager, Andy O'Farrell are responsible for ensuring consultation takes place with Employees as set out in the A & B Group organisation chart and the Policy arrangements and procedures.

It is the responsibilities of the employees to:

- Co-operate with their managers on Health, Safety and Environmental Matters;
- Not interfere with anything provided to safeguard their Health and Safety;
- Take reasonable care of their own Health & Safety; and
- Report all Health & Safety concerns to an appropriate person, as detailed in the organisation structure.

The Proprietor, Barry Taylor, Commercial /Contracts Manager, Simon Rose and Decorating Contracts Manager, Andy O'Farrell are supported by Health and Safety Advisors, currently Source to Safety Ltd.

## Contents

<b>Health and Safety Policy Statement</b> .....	<b>3</b>
<b>Quality, Environment &amp; Occupational Health &amp; Safety Management Systems Policy</b> .....	<b>4</b>
<b>Duties, Roles and Responsibilities</b> .....	<b>5</b>
Organisation - Duties, Roles and Responsibilities .....	6
Organisation chart.....	7
Company Duties .....	8
Proprietor .....	9
Contracts Manager, Supervisors and Health & Safety Advisor.....	10
Employees .....	11
Protection of Young Persons .....	12
Sub-Contractors Duties .....	12
The Principal Contractor’s Duties.....	14
The Contractor’s Duties.....	15
<b>Arrangements and Procedures</b> .....	<b>16</b>
Safety Training.....	16
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 .....	17
The Construction, Design and Management Regulations 2015.....	19
Health and Safety (Consultation with Employees) Regulations 1996.....	23
The Manual Handling Operations Regulation 1992 .....	23
Management of Health and Safety at Work Regulations 1999 .....	23
Control of Substances Hazardous to Health (COSHH) Regulations 2002.....	24
The Health and Safety (Display Screen Equipment) Regulation 1992 .....	25
The Workplace (Health, Safety & Welfare) Regulations 1992 .....	25
Control of Lead at Work Regulations 2002 .....	25
The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998 .....	25
Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998.....	26
First Aiders (Health and Safety (First Aid) Regulations 1981) updated.....	26
Electricity at Work Regulations 1989 .....	27
The Personal Protective Equipment at Work Regulations (P.P.E) (Amended 2022) .....	27
Control of Noise at Work Regulations 2005.....	28
The Control of Vibration at Work Regulations 2005.....	28
Work at Height Regulations 2005 (amended 2007).....	28
The Regulatory Reform (Fire Safety) Order 2005 .....	29
Control of Asbestos Regulations 2012 .....	29
The Health & Safety (Safety Signs & Signals) Regulations 1996 .....	30
The Site Waste Management Plans Regulations 2008.....	30
Sub-Contractors.....	31
<b>The Environmental Policy</b> .....	<b>32</b>
Objectives .....	33



## QUALITY, ENVIRONMENTAL, & OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS POLICY

This policy covers the scope of A & B Group Limited's activities of our staff working at clients' sites and our office-based staff.

We at A & B Group pride ourselves as a company that provides an excellent quality of service and finish, whilst providing a duty of care for the environment and the health and safety of our employees and general public.

Mr Barry Taylor is the owner and ultimately responsible for quality, environmental and occupational health and safety systems.

We are committed to:

- Complying with the requirements of the current versions of Quality Management System ISO 9001, Environmental Management System ISO 14001.
- Continually improving the effectiveness of the IMS.
- Continual improvement of and prevention of pollution.
- Continual improvement in OH&S management and OH&S performance.
- Prevention of injury & ill health.
- Complying with legal & other requirements to which we subscribe, that relates to the quality of our service, OH&S hazards and environmental aspects.

Achieve our key objectives, which are measurable targets for improvement based upon:

### A) QUALITY

Improve Customer Satisfaction Performance Level to 95%  
Ensure return of 90% of Tenders within initially agreed Client timescales  
Achieve 70% of key staff with NVQ Level 2 Training.

### B) HEALTH & SAFETY

Provision of at least 10 Health & Safety Toolbox Talks per week  
Maintain zero RIDDOR reportable accidents/incidents

### C) ENVIRONMENTAL

Re-cycle a minimum of 45% Paint Tins ordered  
Decrease use of Electricity in Company Offices by 5% year on year.  
Reduce company's carbon footprint via transfer of existing company vehicles  
By hybrid/ electric options.

This integrated Policy is reviewed at least annually with the review recorded as part of the HSEQ Management Review Meeting. It is also communicated and explained to our employees.

Approved by:

A blue ink signature, appearing to be 'Barry Taylor', is written over a circular stamp or seal.

Mr Barry Taylor Managing Director Signed copy held at Head Office 2<sup>nd</sup> January 2024

## **Organisation - Duties, Roles and Responsibilities**

A & B Group have identified and included specific responsibilities in relation to health and safety as they relate to each post in their organisation.

The following pages contain a general description of all individual duties, roles and responsibilities which should be read in conjunction with the company organisation chart.

### **Management Organisation for Health and Safety**

**See next page for Organisation chart**

#### **Company Details**

##### **A & B Group**

Unit 2  
Thundridge Business Park  
Thundridge,  
Ware,  
Herts  
SG12 0SS

#### **Health and Safety Advisors**

##### **Source to Safety Limited**

Wisteria House  
Back Lane East  
Great Bromley  
Colchester CO7 7UE

#### **Telephone Numbers:**

Office: 01920 483250  
Fax: 01920 483270

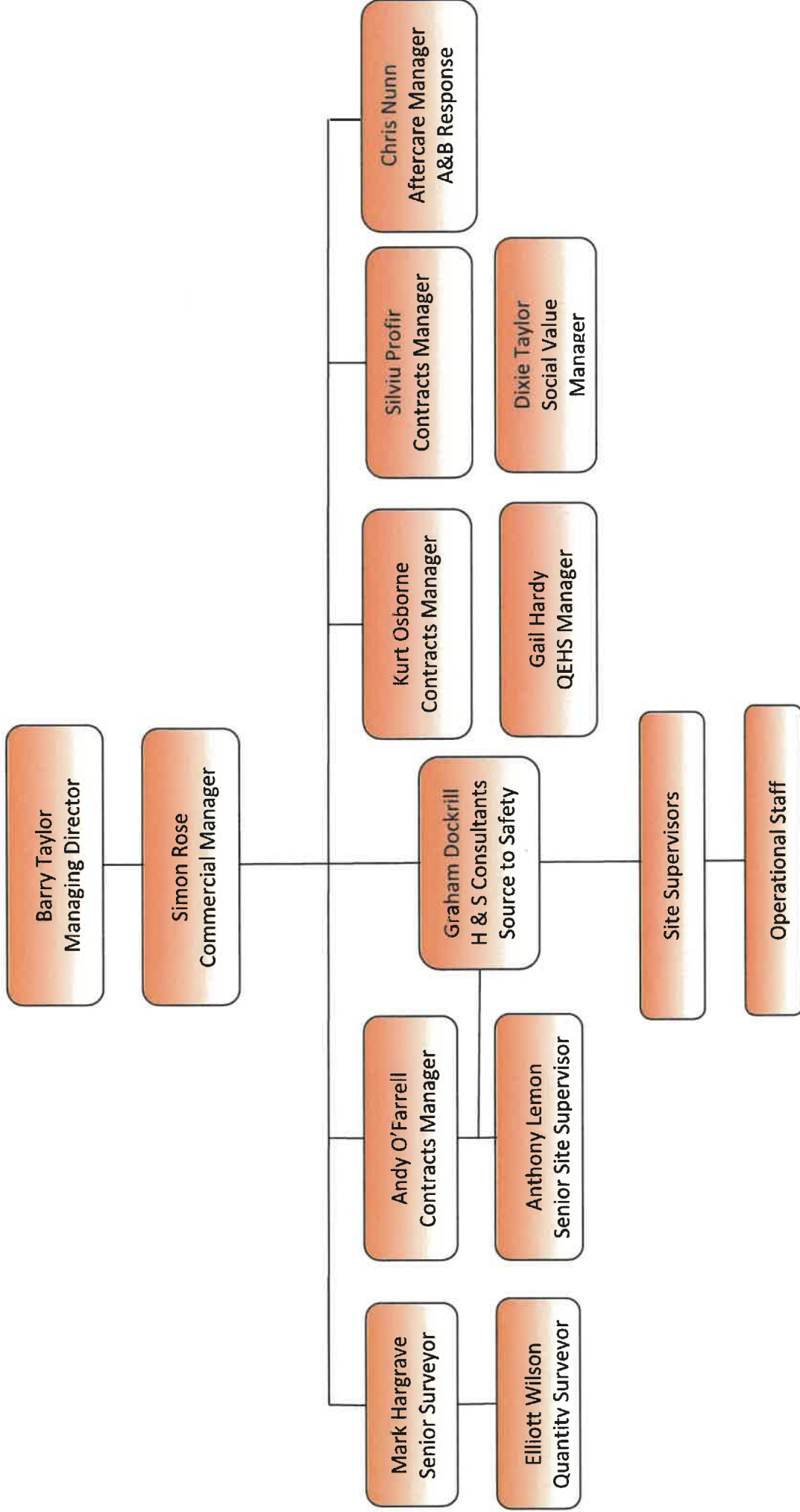
#### **Telephone Numbers:**

Office: 01375 355355  
Fax: 01375 355400

#### **Health & Safety Advisor:**

Graham Dockrill: 07889 178024

**Organisation chart**



## Company Duties

- a) To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers during visits.
- b) The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- c) Ensuring the control of risks to health in handling, storage and the transportation of materials, articles, and substances.
- d) To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence safe systems of work, preparing and providing method statements as required.
- e) The provision of adequate information, instruction, training, and supervision to ensure the health and safety of employees and any other person.
- f) The provision of any necessary Personal Protective Equipment (PPE).
- g) The encouragement of discussion of safety matters between and within our organisation.
- h) To consult with staff and safety representatives on matters relating to Health and Safety at work.
- i) The provision of adequate Welfare and First Aid Facilities as required by the relevant statutory provisions.
- j) To prevent injury or damage to any person and adjacent property affected by their operations.
- k) To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013 and to include where appropriate the investigation and reporting of the same.
- l) To ensure that all site contractors comply with relevant statutory operations.
- m) To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under The Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- n) To company will not permit its employees, sub-contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Any employee found to be under the influence of drugs or alcohol will be subject to the company disciplinary procedure as gross misconduct, others will be removed from site and prevented from working on future projects. Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety
- o) To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.
- p) To monitor and review Health and Safety performance and compliance throughout the year by having safety review meetings, site inspections, audits and site toolbox talks



## Proprietor

The Proprietor, Barry Taylor takes ultimate responsibility for Health, Safety, and Welfare throughout A & B Group. He delegates particular Health and Safety day to day duties to other Managers & Supervisors as detailed in the company organisation chart and arrangements and procedure.

In order to protect the Health and Safety of employees and others affected by A & B Decorator's operations, they will:

- a) Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of A & B Group and with the precautions which need to be taken to eliminate or control those risks.
- b) Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose.
- c) Initiate the timing and review the Health and Safety Policy and Health and safety performance to ensure it is promoted to all employees and others working on behalf of A & B Group.
- d) Continually monitor and review compliance throughout the year by having safety review meetings, site inspections, audits and site toolbox talks organised through the management team.
- e) Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them.
- f) Ensure the availability of expert advice on Health and Safety matters. i.e. Appointed Competent Person, HSE, Approved Codes of Practice, Trade Associations, circulars.
- g) Ensure that the Proprietor, Managers and Supervisors with dedicated day to day responsibilities are adequately trained to carry out their Health and Safety duties effectively.
- h) Ensure the safety performance of A & B Group are monitored, action taken to remedy any identified deficiencies and establish procedures to deal with office and site emergencies.
- i) Before entrusting work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- j) Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
- k) Ensure that all necessary PPE is provided to employees and encourage sub-contractors to obtain and wear PPE (Personal Protective Equipment).
- l) Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
- m) Set personal examples of Health and Safety awareness.

### **Contracts Manager, Supervisors and Health & Safety Advisor**

Responsible to the Proprietor for the implementation of A & B Group Health & Safety Policy in respect of their work activities.

In order to protect the Health and Safety of employees and others affected by A & B Decorator's operations, they will:

- a) When required the Contracts Manager, Supervisors and or the Health & Safety Advisor will assist in carrying out site surveys, site safety inspections and determine the health and safety requirements e.g. risk assessments for Task, Duties, Equipment, Substances, Noise, Manual Handling, etc.
- b) Ensure that the necessary expert advice is sort and that recommendations are followed with regard to Health and Safety hazards.
- c) Prepare Method Statements and Risk Assessments and obtain the same from sub-contractors.
- d) Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards.
- e) Ensure employees and others are capable of carrying out the work tasks allocated to them and before entrusting work tasks to sub-contractors they will take into account their capabilities as regards Health and Safety. They will ensure that suitable risk assessment and method statements are completed for any hazardous activity.
- f) There is limited use of electrical equipment, mainly battery operated cordless tools are used, these are checked prior to use by the operator.
- g) Ensure all electrical work undertaken is carried out by suitably trained and authorised personnel and the equipment used is either battery cordless or 110v equipment which is inspected before use and tested at regular intervals. At times when working on domestic properties some 240volt equipment may be used but only with a RCCD unit.
- h) Ensure that suitable tools and equipment are supplied to all employees, the risks are assessed as to the use of the equipment and personnel are trained and authorised for use. They will ensure equipment is regularly inspected, maintained and implement safe systems of work and through the Plant Manager new and hired equipment will be selected as suitable for the operations.
- i) Ensure that personal protective equipment is only used when there is no other method of reducing the risk and there is a procedure in place to ensure adequate supply, replacement and training for the safe storage and use of all personal protective equipment.
- j) Ensure that health and safety matters are regularly discussed with employees, both on site and in the office.
- k) Ensure a minimum of an 'appointed person' is available at the workplace and that injuries are notified where required by regulations and details entered in the Accident Book.

- l) Ensure there are sufficient and appropriate fire provisions in the offices and ensure that employees are suitably trained in their use. Due to the various sites attended during work activities employees and sub contractors will make themselves familiar with the specific site emergency, first aid, fire evacuation procedures, fire provisions and welfare facilities provided.
- m) To continually monitor and review compliance throughout the year by attending safety review meetings, site inspections, audits and ensuring safety toolbox talks are carried out.
- n) At all times set a personal example in Health and Safety awareness.

## **Employees**

All employees will:

- a) Take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions at work.
- b) Co-operate with the company so far as is necessary to enable them to fulfill any duty or requirement imposed on them by relevant statutory provisions, duty or requirement to be performed or complied with.
- c) Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments have been completed for all tasks and duties and relevant control measures have been identified and included within the assessment.
- d) Not use any tools or equipment for which it is not intended, or they are not trained or experienced to use. Ensure that all portable electrical equipment has been visually inspected before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- e) Warn others, particularly new employees and young people of particular known hazards. E.g. particularly all substances used and the correct use of tools.
- f) Report to the Management any injury to them which results from an accident at work, even if the injury does not stop them working. Report also any incident, which could have resulted in injury or damage i.e. near miss.
- g) Abide by any 'Codes of Practice' etc. issued for their Health and Safety.
- h) All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Management.
- i) Undergo a medical examination (if asked). The circumstances where an examination maybe required include if their health is having an adverse effect on their work, relations with others around them or gives reasonable cause for Management concern,
- j) The use of Personal Protective Equipment will be identified from the Risk Assessments that have been carried out. Do not misuse or interfere with any Health and Safety equipment or personal protective equipment supplied for their safety.

- k) Familiarise themselves with the Fire Evacuation Procedure which will be published on a nominated Notice Board. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.

This Policy cannot operate without the full co-operation of employees and places a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public.

### **Protection of Young Persons**

A & B Group will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience or they have not yet fully mentally and physically matured, therefore a specific risk assessment will be undertaken before work commences as part of the induction process for young persons..

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Accessing Scaffolding at all levels
2. Woodworking machinery
3. Mobile plant
4. Lifting appliances
5. Acting as slinger / banksman in lifting operation

### **Sub-Contractors Duties**

All sub-contractors will be expected to comply with the A & B Group Policy for Health, Safety, and Welfare, Commercial /Contracts Manager, Simon Rose approves all Sub Contractors with the assistance of the Health and Safety Advisor.

Sub-contractors must comply with the A&B Group Limited Sub - Contractors approval procedure by submitting a completed questionnaire and when required a copy of their Health and Safety Policy and other evidence of competency for inspection by the Proprietor assisted by the Health and Safety Advisor.

- a) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on Site.
- b) Assessment of risks associated with substances, processes or work activity on site which may be hazardous to health and safety must be provided to the company management before work commences. Any material or substance brought on Site with health, fire or explosion risks must be used and stored in accordance with regulations, and the information provided to any person who may be affected on site.
- c) Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.

- d) Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- e) All plant or equipment brought onto site by sub-contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment, or operations to be carried out must be provided to the company management before work commences.
- f) No power tools or portable electrical equipment of greater voltage than 110 volts may be brought onto site unless agreed by company management. All transformers, generators, extension leads, plugs and sockets must be in good condition and to the British Standard for Industrial use.
- g) Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to A & B Decorator's management.
- h) A & B Group have appointed a Health and Safety Advisor to report on health and safety matters arising from site visits. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide A & B Group management with names of the person/s they have appointed as their Safety Supervisor/s.
- i) Suitable welfare facilities and First Aid equipment in accordance with regulations must be provided by Sub-contractors for their employees unless arrangements have been made for the Sub-contractor's employees to have the use of this Company's facilities.
- j) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc., to be cleared as work proceeds.
- k) All operatives, sub-contractors, visitors, etc. on A & B Group sites will wear the appropriate Personal Protective Equipment at all times other than in areas specifically designated as 'NO RISK' areas. Signs on site stating specific Personal Protective Equipment to be worn in a particular area must be compiled with by sub-contractors' personnel.

A detailed Method Statement from sub-contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc. The method statement must be agreed with A & B Decorator's management before work begins and copies made available on site so that compliance with agreed method statements can be maintained.

**The Principal Contractor's Duties**  
**The Construction (Design and Management) Regulations 2015**

Where A & B Group are appointed by the Client as Principal Contractor, the following arrangements will apply to the operations/project for which we have been appointed as Principal Contractor. The Proprietor through the Contract managers shall:

- a) before the start of the construction phase, prepare a construction phase plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started so far as is reasonably practicable without risk to health or safety, paying adequate regard to the information provided by the designer under regulations 11(6) and 18(2) and the pre-construction information provided under regulation 20(2)(b);
- b) from time to time and as often as may be appropriate throughout the project update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be carried out so far as is reasonably practicable without risk to health or safety; and
- c) arrange for the construction phase plan to be implemented in a way which will ensure so far as is reasonably practicable the health and safety of all persons carrying out the construction work and all persons who may be affected by the work.
- d) The principal contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any site rules.
- e) Every contractor shall in the case of any of his employees provide those employees with any health and safety training which he is required to provide to them in respect of the construction work by virtue of regulation 13(2)(b) of the Management of Health and Safety at Work Regulations 1999.
- f) No contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- g) Every contractor shall ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with throughout the construction phase in respect of any person at work who is under his control

## **The Contractor's Duties**

### **The Construction (Design and Management) Regulations 2015**

Where A & B Group are to work as a Contractor under the Principal Contractor, it shall ensure that no construction work is carried out in relation to a project unless any client for the project is aware of his duties under these Regulations.

- a) The Proprietor through the Contract managers shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- b) The Proprietor through the Contract managers shall ensure that any contractor whom he appoints or engages in his turn in connection with a project is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.
- c) The Proprietor through the Contract managers shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including—
  - Carrying out a suitable site induction, where not provided by any principal contractor;
  - Make the workers aware of site rules and specific hazards for that particular site.
  - Staff will be given information on the risks to their health and safety during a daily site briefing, copies of the relevant methods of working and risk assessments will be explained to the workers by a responsible person, a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.
  - Staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments written on the reverse side of the relevant risk assessments.
  - Staff are issued with a copy of our company handbook which they and are expected to read to ensure they are conversant with our policy.
  - Tool box talks will be carried out by a responsible person on specific subject matters during the course of construction projects, the number of tool box talks will be dependant on the site and on the requirements of the principal contractor.

## **Arrangements and Procedures**

### **Safety Training**

Preventing accidents and ill health caused by work is a key priority for everyone at A & B Group. The Proprietor recognise that competent employees are valuable and that providing health and safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they do
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- Find out how health and safety could be managed better;
- Meet legislative requirements

The Proprietor will ensure that health and safety issues form an integral part of induction training, new staff have an induction training session within the first week of employment outlining the company Health and safety procedures, e.g. working at height regulations, risk assessments and method statements and safe working practices. Further training forms part of ongoing staff development.

The Health and Safety law poster is situated in main office and is brought to the attention of personnel during their Health and Safety induction training, because of the various sites worked on personnel will undergo site specific induction training provided by the Principal or Main contractor for the project.

The Proprietor is aware that effective training will contribute towards making our employees competent in health and safety and help the business avoid the distress that accidents and ill health cause.

All A & B Group staff will have attended a health and safety awareness course and respective courses relevant to their individual activities.

A & B Group will ensure that staff who attend site will be suitably trained and within three months of their start date have completed the appropriate Health and Safety test to obtain a recognised CSCS or equivalent card.

The QEHS Manager assisted by the Health and Safety Advisor will review personnel training identifying specific requirements on a continual process with an annual review of the competency training matrix to identify any future training requirements, records of all training will be kept on the staff personnel files and held at head office.



## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

An appropriate investigation of any accident, incident or near miss will be carried out by a member of the Company Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the Company to instigate additional control measures to prevent re-occurrence.

The Company recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

From 1 October 2013, new RIDDOR Regulations come into force which introduce significant changes to the existing reporting requirements. The main requirements are highlighted below:

### ***Work-related accidents***

Reportable injuries (including deaths) do not have to be automatically reported, but must be reported if they occur as the result of a work-related accident. For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way in which the work was carried out;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If any of the above factors were related to the cause of the accident, then it is likely that a reportable injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

Examples of incidents that do and do not have to be reported are available at [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm).

### **Types of reportable injury**

#### ***Deaths***

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

#### ***Specified injuries to workers***

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries include (regulation 4):

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### ***Over-seven-day injuries to workers***

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

### ***Injuries to non-workers***

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident, and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.
- 

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **Exemptions**

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved:
  - the loading or unloading of a vehicle;
  - work alongside the road, eg construction or maintenance work;
  - the escape of a substance being conveyed by the vehicle; or
  - a train.

## **The Construction, Design and Management Regulations 2015**

The Company are aware of the specific responsibilities issued to designated duty holders within a construction project. The new CDM 2015 Regulations place responsibility for managing the Health and Safety of a construction project on three (3) main duty holders: The Client, Principal Designer and Principal Contractor. The former A.C.o.P. L144 that accompanied previous regulations will be substituted with L153 and other industry provided guidance.

### **A summary of roles and duties under CDM 2015**

CDM dutyholders: Who are they?	Summary of role/main duties
<p>Clients are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> <li>■ other dutyholders are appointed;</li> <li>■ sufficient time and resources are allocated.</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>■ relevant information is prepared and provided to other dutyholders;</li> <li>■ the principal designer and principal contractor carry out their duties;</li> <li>■ welfare facilities are provided.</li> </ul>
<p>Regulation 4 Client duties in relation to managing projects</p> <p>(1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.</p> <p>(2) Arrangements are suitable if they ensure that—</p> <p>(a) the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and</p> <p>(b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.</p> <p>(3) A client must ensure that these arrangements are maintained and reviewed throughout the project.</p> <p>(4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</p> <p>(5) A client must ensure that—</p> <p>(c) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and</p> <p>(d) the principal designer prepares a health and safety file for the project, which—</p> <p>i. complies with the requirements of regulation 12(5);</p> <p>ii. is revised from time to time as appropriate to incorporate any relevant new information; and</p> <p>iii. is kept available for inspection by any person who may need it to comply with the relevant legal requirements.</p> <p>(6) A client must take reasonable steps to ensure that—</p> <p>(a) the principal designer complies with any other principal designer duties in regulations 11 and 12; and</p> <p>(b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14;</p> <p>(7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and purpose of the file.</p> <p>(8) Where there is more than one client in relation to a project—</p> <p>(a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and</p> <p>(b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations;</p> <p>(c) the duties in the following provisions are owed by all clients—</p> <p>i. regulation 8(4); and</p> <p>ii. paragraph (4) and regulation 8(6) to the extent that those duties relate to information in the possession of the client.</p>	<p>Regulation 4 Client duties in relation to managing projects</p> <p>(1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.</p> <p>(2) Arrangements are suitable if they ensure that—</p> <p>(a) the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and</p> <p>(b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.</p> <p>(3) A client must ensure that these arrangements are maintained and reviewed throughout the project.</p> <p>(4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</p> <p>(5) A client must ensure that—</p> <p>(c) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and</p> <p>(d) the principal designer prepares a health and safety file for the project, which—</p> <p>i. complies with the requirements of regulation 12(5);</p> <p>ii. is revised from time to time as appropriate to incorporate any relevant new information; and</p> <p>iii. is kept available for inspection by any person who may need it to comply with the relevant legal requirements.</p> <p>(6) A client must take reasonable steps to ensure that—</p> <p>(a) the principal designer complies with any other principal designer duties in regulations 11 and 12; and</p> <p>(b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14;</p> <p>(7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and purpose of the file.</p> <p>(8) Where there is more than one client in relation to a project—</p> <p>(a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and</p> <p>(b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations;</p> <p>(c) the duties in the following provisions are owed by all clients—</p> <p>i. regulation 8(4); and</p> <p>ii. paragraph (4) and regulation 8(6) to the extent that those duties relate to information in the possession of the client.</p>
<p><b>Domestic clients</b> are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> <li>■ the contractor, on a single contractor project;</li> </ul> <p>or;</p> <ul style="list-style-type: none"> <li>■ the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</li> </ul>

**Regulation 7 Application to domestic clients**

- (1) Where the client is a domestic client the duties in regulations 4(1) to (7) and 6 must be carried out by—
- (a) the contractor for a project where there is only one contractor;
  - (b) the principal contractor for a project where there is more than one contractor; or
  - (c) the principal designer where there is a written agreement that the principal designer will fulfil those duties.
- (2) If a domestic client fails to make the appointments required by regulation 5—
- (a) the designer in control of the pre-construction phase of the project is the principal designer;
  - (b) the contractor in control of the construction phase of the project is the principal contractor.
- (3) Regulation 5(3) and (4) does not apply to a domestic client

**Designers** are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- construction; and
- the maintenance and use of a building once it is built.

Provide information to other members of the project team to help them fulfil their duties.

**Regulation 9 Duties of designers**

- (1) A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- (2) When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
- (a) carrying out or liable to be affected by construction work;
  - (b) maintaining or cleaning a structure; or
  - (c) using a structure designed as a workplace.
- (3) If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—
- (a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
  - (b) provide information about those risks to the principal designer; and
  - (c) ensure appropriate information is included in the health and safety file
- (4) A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations

**Principal designers\*\*** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project.

This includes:

- identifying, eliminating or controlling foreseeable risks;
- ensuring designers carry out their duties.

Prepare and provide relevant information to other dutyholders.

Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.

**Regulation 11 Duties of a principal designer in relation to health and safety at the pre-construction phase**

- (1) The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- (2) In fulfilling the duties in paragraph (1), and in particular when—
- (a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
  - (b) estimating the period of time required to complete such work or work stages, the principal designer must take into account the general principles of prevention and, where relevant, the content of any construction phase plan and health and safety file.
- (3) In fulfilling the duties in paragraph (1), the principal designer must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
- (a) carrying out or liable to be affected by construction work;
  - (b) maintaining or cleaning a structure; or
  - (c) using a structure designed as a workplace.
- (4) In fulfilling the duties in paragraph (1), the principal designer must ensure all designers comply with their duties in regulation 9.

- (5) In fulfilling the duty to coordinate health and safety matters in paragraph (1), the principal designer must ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.
- (6) The principal designer must—
- (a) assist the client in the provision of the pre-construction information required by regulation 4(4); and
  - (b) so far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
- (7) The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

**Regulation 12 Construction phase plan and health and safety file**

- (1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.
- (2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.
- (3) The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—
- (a) pre-construction information obtained from the client;
  - (b) any information obtained from designers under regulation 9(3)(b).
- (4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.
- (5) During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.
- (6) The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.
- (7) During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.
- (8) If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.
- (9) Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.
- (10) At the end of the project, the principal designer, or where there is no principal designer the principal contractor, must pass the health and safety file to the client.

**Principal contractors** are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:

- liaising with the client and principal designer;
- preparing the construction phase plan;
- organising cooperation between contractors and coordinating their work.

Ensure:

- suitable site inductions are provided;
- reasonable steps are taken to prevent unauthorised access;
- workers are consulted and engaged in securing their health and safety; and
- welfare facilities are provided.

**Regulation 13 Duties of a principal contractor in relation to health and safety at the construction phase**

- (1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;
- (2) In fulfilling the duties in paragraph (1), and in particular when—
- (a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
  - (b) estimating the period of time required to complete the work or work stages; the principal contractor must take into

account the general principles of prevention.

- (3) The principal contractor must—
- (a) organise cooperation between contractors (including successive contractors on the same construction site);
  - (b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and
  - (c) ensure that employers and, if necessary for the protection of workers, self-employed persons—
    - (i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;
    - (ii) where required, follow the construction phase plan.
- (4) The principal contractor must ensure that—
- (a) a suitable site induction is provided;
  - (b) the necessary steps are taken to prevent access by unauthorized persons to the construction site; and
  - (c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- (5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

**Contractors** are those who do the actual construction work and can be either an individual or a company.

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.  
 For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.  
 For single-contractor projects, prepare a construction phase plan.

**Regulation 15 Duties of contractors**

- (1) A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- (2) A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- (3) Where there is more than one contractor working on a project, a contractor must comply with—
- (a) any directions given by the principal designer or the principal contractor; and
  - (b) the parts of the construction phase plan that are relevant to that contractor's work on the project.
- (4) If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when—
- (a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
  - (b) estimating the period of time required to complete the work or work stages.
- (5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- (6) The construction phase plan must fulfil the requirements of regulation 12(2).
- (7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- (8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- (9) The information provided must include—
- (a) a suitable site induction, where not already provided by the principal contractor;
  - (b) the procedures to be followed in the event of serious and imminent danger to health and safety;
  - (c) information on risks to health and safety—
    - (i) identified by the risk assessment under regulation 3 of the Management Regulations, or
    - (ii) arising out of the conduct of another contractor's undertaking and of which the contractor in control of the worker ought reasonably to be aware; and
  - (d) any other information necessary to enable the worker to comply with the relevant statutory provisions.
- (10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- (11) A contractor must ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control.

**Workers** are the people who

They must:

work for or under the control of contractors on a construction site.

- be consulted about matters which affect their health, safety and welfare;
- take care of their own health and safety and others who may be affected by their actions;
- report anything they see which is likely to endanger either their own or others' health and safety;
- cooperate with their employer, fellow workers, contractors and other dutyholders.

### **Health and Safety (Consultation with Employees) Regulations 1996**

A & B Group consults with employees on matters relating to their health, safety, and welfare and issues them with the information which is deemed necessary. This information will be displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets, and verbal safety information during briefings.

The company encourages employees to take part in the spirit of the regulations by actively taking part in discussions with their Supervisor and or Contract Managers assisted by the Health and Safety Advisor during site inspections. It is the responsibility of on site supervisors to ensure that the consultation takes place this is supported by all personnel being issued with a copy of the company Health and Safety handbook.

In association with the Principal and main contractors special provisions will be made for non English speaking personnel, this will be via the use of translation services organised by the Contract Managers and the Health and Safety Advisor.

### **The Manual Handling Operations Regulation 1992**

The Proprietor through the Contract managers assisted by the Health and Safety Advisor will assess manual handling within the work place and take an ergonomic approach to its activities and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Due to the nature of our business materials are often chained progressively up or down the scaffolding, where possible we will ensure gin wheels or other suitable manual handling aids are utilised by staff to reduce manual handling issues. If materials are chained staff will be encouraged to take suitable rest breaks and individuals capabilities will be taken into account.

Contract managers assisted by the Health and Safety Advisor will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and that suitable training and supervision is given. It is management's responsibility, to ensure that the requirements outlined in the regulations are satisfactorily met.

### **Management of Health and Safety at Work Regulations 1999**

This regulation concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Proprietor through his Contract managers supported by the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

Proprietor through his Contract managers assisted by the Health & Safety Advisor will ensure all risk assessments are conducted following the HSE guidance "5 steps to Risk Assessment." This process will include the development of existing standard templates for Method Statements and Risk assessments by the Contract Managers to ensure that the hazards and those people affected can be identified. The existing controls are evaluated for suitability and further additional control measures will be introduced where required. The findings are then recorded and reviewed as appropriate by the site supervisor and personnel.

Project specific method statements and risk assessments will be produced by the Contract Managers reviewed periodically by the Health and Safety Advisor additionally the Health and Safety Advisor will review and update the risk assessments and the process as part of the annual Health, Safety and Environmental Policy review.

A & B Group staff will be given information on the risks to their health and safety during a daily site briefing, copies of the relevant methods of working and risk assessments will be explained to the workers by a site responsible person, a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.

A & B Decorator's staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments will be written on the reverse side of the relevant risk assessments by the responsible person or the persons carrying out the activity.

All A & B Group staff who conduct risk assessments will have undergone suitable and sufficient training to ensure their competence when carryout out the risk assessments, this will enable staff to develop the current risk assessment process to ensure the assessments are suitable and sufficient and compliant with Regulation 3 of Management of Health and Safety at Work Regulations 1999.

### **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

The Contract Managers and supervisors with assistance from the Health and Safety advisor will identify any substances that are used in the day to day activities and ensure suitable risk assessments are carried out with the appropriate control measures introduced, e.g. Personal Protective Equipment being provided with the relevant information being communicated to the users.

New substances before they are introduced will be assessed for their suitability by the Contract Managers reviewed periodically by the Health and Safety Advisor.

A & B Group will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
  1. *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
  2. *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
  3. *Control exposure by measures that are proportionate to the health risk.*
  4. *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
  5. *Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.*
  6. *Check and review regularly all elements of control measures for their continuing effectiveness.*
  7. *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
  8. *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded
- Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.



At A & B Group the substances personnel use are limited to paints and thinners although the sites and locations where they work may expose them to other substances, these will be highlighted by the respective site representative to ensure adequate control measures are in place to minimise the risk to A & B Decorator's personnel.

As part of an ongoing process when new substances are identified these will be assessed and suitable control measures introduced to control the risk to personnel.

### **The Health and Safety (Display Screen Equipment) Regulation 1992**

The Proprietor with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment.

During the assessment process it will identify what requirements are necessary and will take into account the amount of time a person uses a display screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and correction will be available.

### **The Workplace (Health, Safety & Welfare) Regulations 1992**

The Workplace Health, Safety & Welfare Regulations cover a wide range of basic Health and Safety Issues. A & B Group will ensure that workplaces meet the health, safety, and welfare needs of all its employees, contractors and visitors, due to the location of the premises there are very few occasion when members of the public visit the office.

Before starting work managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. Proprietor, will ensure that so far as reasonably practicable workplace facilities are maintained at an acceptable level.

Whilst working on other sites and premises, periodical inspections will be carried out by the Contract Managers and the Health and Safety Advisor to ensure the workplace is monitored to ensure safe working conditions and practices are followed. Any corrective actions are recorded and communicated to the site personnel and site management. The inspection reports are periodically reviewed to identify any trends and future campaigns.

### **Control of Lead at Work Regulations 2002**

A & B Group do not work with Lead although during attendance to sites and premises personnel may come in contact with some lead flashing. Personnel will be provided with personal protective equipment to prevent exposure with safe systems of work and method statements to include procedures how to deal with a situation that may occur.

### **The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998**

It is an A & B Group management responsibility to ensure suitable equipment is provided and an assessment of risk is carried out, this will be completed by Contract Managers assisted by the Health and Safety Advisor, the assessment will consider the current provision of protection and preventative measures.

The Management staff will ensure the equipment and tools are regularly maintained in good working order with suitable records. All users will be suitably trained and made aware to check the equipment and tools prior to use and report any defects to the Plant Manager

On occasions A & B Group may need to hire in equipment due to specialised work or quantity of work. The Management staff will identify suitable equipment and tools which will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Management staff with assistance from the Health and Safety Advisor will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

### **Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998**

A & B Group will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely. i.e. the work is planned, organised and performed by competent trained operatives
- Subject to ongoing thorough examinations and, where appropriate, inspection by a competent person, 6 monthly inspections for the equipment used to move people and 12 monthly inspections for other lifting equipment.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing, or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Records of inspections and test certificates for all lifting equipment are kept at the head office.

### **First Aiders (Health and Safety (First Aid) Regulations 1981) updated**

At head office first aid facilities are provided in the reception kitchen area where the first aid kit, accident book is located and a list of current first aiders, due to the nature of our business i.e. working from numerous locations, employees must ensure they are aware of the site First Aid provisions.

A & B Group utilise the first aid facilities and personnel at each site. Where a site has no existing facility Contract Managers will make suitable arrangements to ensure a minimum of an "appointed person" is included in the site team.

Each Company vehicle is equipped with a first aid kit and an additional kit is also stored at the company office, at least one of which is easily accessible to all employees at any one time during working hours. They are checked and restocked by the company every 3 months, unless the employee notifies the management that supplies have been used up, in which case items will be restocked as required.

As part of the Health and Safety induction process a general health surveillance check list will be completed, if a more detailed health surveillance check is required the Contract Managers assisted by the Health and Safety Advisor will make a arrangement with an appropriate health surveillance organisation. All information will be treated strictly private and confidential and held securely within the administration department.

## **Electricity at Work Regulations 1989**

A & B Group mainly use cordless battery operated electrical equipment although when using 110volt and 240voilt electrical equipment they will ensure it is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. All equipment will be visually checked by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- Cordless Battery operated equipment will be used in preference
- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated more rigorously due to the potentially harsh nature of the working environment.

Tools that use 110 V will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at 3 monthly intervals thereafter.

Where site rules allow the use of 240v tools a suitable RCD MUST be used.

Tools that use 240v will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a weekly basis and a combined inspection/test before first use and then on a monthly basis thereafter.

## **The Personal Protective Equipment at Work Regulations (P.P.E) (Amended 2022)**

A & B Group recognises that this regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

During the initial Health and Safety induction process new personnel are issued with all PPE including hard hat, gloves, goggles, hi-vis clothing, safety footwear, dust mask, ear defenders and safety harness. The company will continually check to ensure that there is a free supply of PPE available from the office. All employees are suitably trained in the safe storage and use of PPE. All PPE issued must be stored as per the manufacturers specification.

It is the employees' duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

### **Control of Noise at Work Regulations 2005**

A & B Group fully accepts the requirements placed upon them by these regulations. To enable A & B Group to fulfil the obligations placed upon them they will:

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

It is A & B Group policy through the Contracts Managers to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

### **The Control of Vibration at Work Regulations 2005**

A & B Group will ensure a suitable risk assessment is carried out by the Health & Safety Advisor to assess the risk of both hand arm and whole body vibration to its employees.

The risk assessment will identify the control measures that A & B Group need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum A & B Group through the Contracts Managers will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).
- Check for and encourage employees to report any signs or symptoms of HAVS/WBVS.
- Provide information and training to avoid unnecessary exposure to vibrations.

### **Work at Height Regulations 2005 (amended 2007)**

A & B Group will avoid working at heights wherever possible however if working at height is unavoidable a specific risk assessment will be carried out for working at height to identify specific hazards and the degree of risk present. They will ensure that:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed
- Appropriate work equipment is identified, selected, and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained by a competent person(s).
- Personnel that work at height will be trained in working at height and in the use of equipment.

## **The Regulatory Reform (Fire Safety) Order 2005**

A & B Group at their own premises will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order.

The Health and Safety Advisor will conduct fire assessments and through The Proprietor implement control measures to reduce the risk. The Fire Action Notice will be published on the office and buildings notice board.

The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the Health and Safety Advisor to keep it up to date, valid and to reflect any significant changes that may have taken place.

Following the risk assessment A & B Group will make and implement all required arrangements for the planning, organising, controlling, monitoring and review of the preventative and protective measures required by the Order. Initially A & B Group will create an emergency plan including the measures for ensuring the effective operation of the plan and for ongoing checks of the appropriateness of the plan and other measures.

The Proprietor will ensure fire procedures and provisions will be under the control of Alex Clark, Surveyor, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire provisions within the premises area. These will include the emergency alarm, escape lighting, escape routes, signage and extinguishers. All checks, inspections and test will be recorded by responsible person within the fire log book held in the reception.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures. All company vehicles will contain either a powder or Co2 extinguisher.

## **Control of Asbestos Regulations 2012**

A & B Group do not undertake any form of work associated with asbestos, if during the course of our work activities we discover the presence of "ACM's" Asbestos Containing Materials that will have an impact on our work, we will make the work place safe and cease work immediately.

The Contract Managers or the office will be informed so that suitable arrangements will be introduced, if required a third party licensed contractor will be contacted to conducted assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure.

If working on a site under the control of a Principal Contractor we will ensure that a member of the project team is notified immediately and a record is made of the incident.

A & B Group will not proceed with their work activity until confirmation can be given in writing that it is safe to carry on working.

All A & B Group staff will take part in a health and safety awareness presentation, with a section of the presentation informing staff of the dangers of asbestos.

The [Control of Asbestos Regulations 2012](#) came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping. **All other requirements remain unchanged.** The new documentation for notification of notifiable work can be found on line on the following Hyperlink:

<https://extranet.hse.gov.uk/lfserver/external/asbnnlw1> (the form cannot be sent through the post)

### **The Health & Safety (Safety Signs & Signals) Regulations 1996**

A & B Group will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work.

A & B Group will ensure:

- Where required or necessary, the use of road traffic signs within workplaces to regulate road traffic.
- Maintenance of any safety signs which have been provided by them,
- Unfamiliar signs are explained to their employees and tell them what they need to do when they see a safety sign.

### **The Site Waste Management Plans Regulations 2008**

A & B Group do not generate excessive amounts of waste from their activities on site, although were possible any general building waste that can be safely cut down or prepared to be reused will be removed from site back to the yard were a competent person will inspect and check the materials and equipment that can be modified then stored within a controlled area of the yard.

Any materials which can not be recycled will be disposed of through licensed waste carries.

In carrying out these activities A & B Group will take all reasonable steps to ensure that—

All waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990(3) and the Environmental Protection (Duty of Care) Regulations 1991(4); and materials will be handled efficiently and waste managed appropriately.

A & B Group will ensure that waste is suitably segregated & where possible waste is

- (i) Re-used (and whether this was on or off site);
- (ii) Recycled (and whether this was on or off site);
- (iii) Sent for another form of recovery (and whether this was on or off site);
- (iv) Sent to landfill.

### **Sub-Contractors**

Sub-contractors will comply with A & B Decorator's approval system and sign a declaration that they understand the Companies Safety Policy, Site Emergency Procedure, and Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

The Proprietor assisted by the Health and Safety Advisor will review the contractors competence by the use of a contractor questionnaire with supporting documentation. A further audit/inspection of their activities will be carried out by the Contract Managers and or the Health and Safety Advisor to ensure site work is in line with supplied information.

If activities are not in compliance further corrective actions will be required and if there is no improvement the Contractor will be removed from the approved list.

Proprietor Signature:



Date: January 2024

**Signed Copy Held at Head Office**

Review date: January 2025

## **The Environmental Policy**

A & B Group is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of A & B Group is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring wherever practical measures are implemented to protect and preserve natural habitats, flora and fauna;
- Considering the effects that our operations may have on the local community;
- Taking action to eliminate or reduce as far as practicable, any potentially adverse environmental impacts;
- Promote environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;
- Seek to work in partnership with the community by behaving in a considerate and socially responsible manner;
- Ensure effective and expedient incident control, investigation and reporting

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

A & B Group will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environmental Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment. This includes co-operating with management on any environmental related matter.

A & B Group will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy.

The Proprietor has overall responsibility for all Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Proprietor who gives his full support to the implementation of the policy.



## **Objectives**

In accordance with its stated Policy, A & B Group has produced the following guide-lines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:-

1. Compliance with Government Legislation and Local Government Regulations
2. Swift response to accidents or incidents that have a potential to threaten the environment
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment
5. To encourage the developments of products, processes and equipment with concern for the future of the environment
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment
8. To carry out environmental audits when required
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public
10. In implementing this formal Environmental Policy, A & B Group will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates
11. A & B Group will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business

Proprietor Signature:



Date: January 2024

**Signed Copy kept at Head Office**

Review date: January 2025