

g

allglass

Allglass (Anglia) Ltd

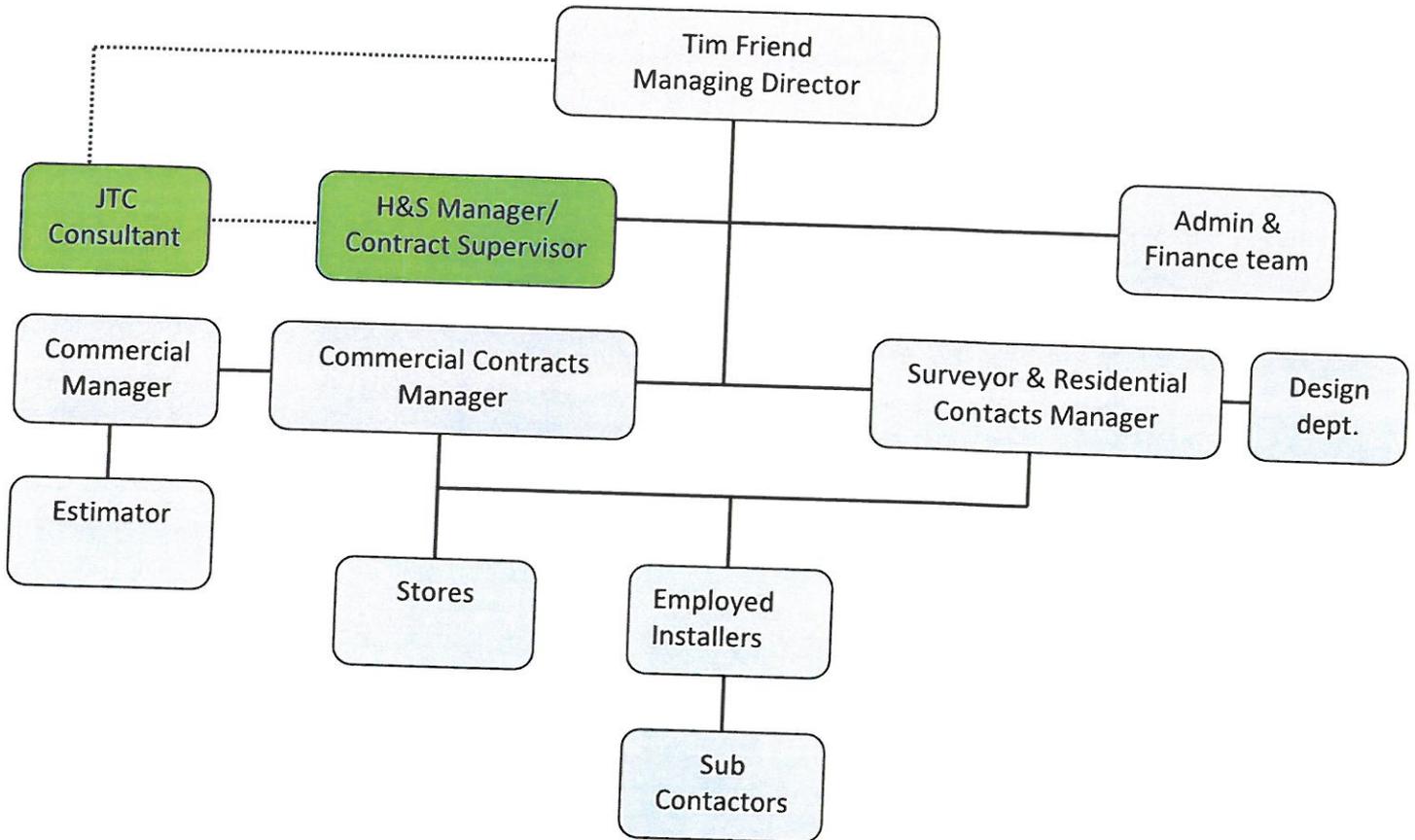
**Quality, Health, Safety and Environmental
Policy**

Version 8 - Reviewed July 2020

Contents

Page 4	Company Structure
Page 5	Quality, Health, Safety and Environmental Policy Statement
Page 7	Application
Page 7	Roles and Responsibilities
Page 11	General Arrangements

Allglass Company QHSE Structure



QHSE Policy Statement

Delivering quality, health and safety, and environmental best practice is an integral part of our business. We promote and encourage extremely high standards of performance and professionalism throughout the whole organisation, providing strong leadership, encouragement and enthusiasm. We are committed to eliminating injury, and minimising the risk to the health, safety and wellbeing of employees and others that may be affected by our activities. We are also committed to reducing the impact our activities may have on the wider environment.

Resources - We provide suitable and sufficient resources to maintain and further develop our quality, safety and environmental performance.

Legal Requirements - We are committed to comply with all relevant health safety and environmental legislation and industry best practice.

Culture - We are committed to developing and maintaining a culture that encourages individuals to take personal responsibility and ownership.

Health - We monitor our employees for physical & mental health conditions that, due to the nature of their work, could put them or others at risk.

Pollution/Nuisance – We are committed to identify and control the potential causes of pollution, in particular protecting people, habitats and watercourses from the effects of oil and chemical contamination. We identify and control the potential causes of nuisance, in particular the effects of noise, vibration, dust, and traffic.

Natural Resources - We promote the efficient use of natural resources and strive to procure sustainable materials. We endeavour to reuse, recycle and segregate waste to minimise the amount we produce, and effectively and responsibly manage its disposal.

Training and Competency - We provide our employees (and sub contract installers) with sufficient training to maintain their competency and skills, and update their quality, safety and environmental awareness.

Emergency Arrangements - Emergency arrangements are developed and reviewed in accordance with clients (where applicable) and are tested periodically to ensure their effectiveness.

Accidents and Incidents - We are committed to minimise injuries and dangerous occurrences, in order to maintain our excellent health, safety and environmental record.

Non-conformances and Complaints - We take timely action to identify and correct any non-conforming work, and deal promptly and fairly with any complaint.

Communication & consultation - We keep employees, sub-contractors, clients and interested parties informed of this policy and our activities maintaining effective and clear lines of communication. We actively consult with employees on all matters affecting their health, safety and wellbeing.

Objectives and Targets - We set realistic objectives and targets, monitor their achievement, and regularly review their continued significance.

Policy Review - We review this policy regularly to ensure it remains compliant, relevant and appropriate and strive to continually improve the effectiveness of our QHSE performance.

All directly employed persons and those employed on a sub contact basis are reminded that they each have an individual responsibility for ensuring their own health and safety, and that of others who may be affected by their work activities.



Tim Friend, Managing Director

July 2020

APPLICATION

All subcontractors and self-employed persons working for or on behalf of the company are required to comply with this QHSE Policy. In addition, all subcontractors must complete the subcontractor approval process.

Employees (and sub- contractors) working on customer's premises, or on sites where another company is the principal or main contractor, must additionally comply with the requirements of any other quality, safety and environmental policies and procedures that are in force locally. Acts or omissions that present a risk to employees or subcontractors of the company, or affect other persons, must immediately be reported verbally and subsequently confirmed in writing (by a supervisor or manager), to whoever is responsible for the site or premises concerned. If necessary the issue should be resolved by referring it to the Managing Director.

ROLES AND RESPONSIBILITIES

Managing Director

Within this policy Allglass has delegated certain functions to particular individuals; however the Managing Director takes ultimate responsibility for ensuring compliance throughout the company in order to protect the health, safety and welfare of employees and of others who may be affected by the company's activities.

The Managing Director shall:

- Take all reasonable steps to be familiar with the hazards and risks associated with Allglass's activities, and implement the measures required to eliminate or control, so far as is reasonably practicable, those risks assisting managers to review and update risk assessments as required;
- Initiate and, in the event of significant changes, review this QHSE Policy and ensure it is promoted to all employees and others working for Allglass;
- Ensure employees and others satisfactorily discharge the health and safety responsibilities allocated to them;
- Be familiar with the broad requirements of the relevant legislation and codes of practice that apply to Allglass's activities;
- Ensure there is competent advice available for health, safety and environmental matters;
- Ensure the necessary health, safety and environmental information and training is provided to cover all Allglass's activities;
- Ensure Managers are adequately trained and competent to carry out their QHSE duties effectively;
- Take into account the competency of employees and others in respect of Health, safety and the environment the tasks entrusted to them;
- Promote proper consultation on health, safety and environmental matters;
- Ensure personal protective equipment (PPE) is provided to and used by employees and others, as identified by risk assessments;
- Provide and maintain suitable offices and welfare facilities;
- Ensure a fire risk assessment is carried out for all places of work under Allglass's control;
- Ensure procedures are in place for actions to be taken in the event of a fire or other emergency;
- Ensure key personnel are provided with basic training in the use of fire fighting and other emergency equipment, and records maintained;
- Ensure appropriate fire extinguishers are provided and regularly serviced, as recommended by the manufacturer, and records maintained;

- Ensure all work equipment is suitable and sufficient for required tasks and that inspection and maintenance (including electrical PAT testing) is carried out and recorded in accordance with relevant legislation and manufacturers guidance
- Set a personal example in health and safety matters at all times.

Health & Safety Manager / Consultant

A Health, Safety & Environment consultant is employed to assist and give specialist advice to the Managing Director and to assist the company health & safety manager. The appointment of an HS&E consultant in no way abrogates the Managing Director from personal responsibility for matters of HS&E. The consultant is however responsible for the quality of advice given to the company.

Where required the Health, Safety & Environment Consultant shall assist the Managing Director and the safety manager in their duties by:

- Conducting a review of this QHSE Policy annually, or at any time that significant changes take place within the organisation;
- Advising the Managing Director on compliance with current Health, Safety & Environmental legislation;
- Assisting the Managing Director in developing and managing Occupational Health Safety & Environmental management systems and assisting in effective implementation of these management system;
- Providing reports on QHSE performance and assisting management to review and to identify possible improvements;
- Assisting in producing, reviewing and updating health, safety and environmental plans, risk assessments and method statements;
- Dealing with health, safety and environmental issues on behalf of the company at the request of the Managing Director or his representatives;
- Liaise with local Authorities, HSE, EA or any other relevant regulatory bodies on Health and Safety matters as necessary (including reporting notifiable incidents in accordance with RIDDOR);
- Carrying out incident, (accident, near miss and dangerous occurrences) investigations and maintain statistics;
- Assisting in the development and delivery of specific health, safety and environmental training requirements and maintaining training and competency records.

Managers

The Managers are responsible to the Managing Director for the implementation of this policy within their area of works.

The Managers shall:

- Take all reasonable steps to be familiar with the hazards and risks associated with company operations, and implement the measures required to eliminate or control those risks assisting directors to review and update risk assessments as required;
- Ensure all others, including new employees (and visitors) are made aware of all particular known hazards and risks;
- Be familiar with the broad requirements of the relevant legislation and codes of practice, ensuring these requirements are implemented and observed;
- Monitor the QHSE performance of their area of responsibility and take action when necessary to remedy any identified deficiencies;

- Seek competent advice where necessary and ensure recommendations are followed;
- Ensure operations are effectively planned to take into account the known and foreseeable health, safety and environmental hazards;
- Provide competent supervision (where required) for all personnel;
- Ensure prospective and current subcontractors comply with the requirements of this policy;
- Liaise with clients in respect of all health, safety and environmental arrangements;
- Ensure safe and healthy methods of work are specified and followed at all times, and where appropriate written method statements are prepared;
- Ensure a safe and healthy working environment is provided and maintained, together with adequate welfare facilities, first aid, fire and emergency arrangements;
- Set a personal example in health, safety and environmental matters at all times.

Site Supervisors (Individual in charge of work)

- Take all reasonable steps to be familiar with the hazards, risks and environmental impacts associated with the work of their respective sites, and implement the measures required to eliminate or control those risks assisting managers to review and update risk assessments as required;
- Warn others, particularly new employees and young and inexperienced people of particular known hazards and risks;
- Be familiar with the broad requirements of relevant legislation and codes of practice, ensuring these requirements are implemented and observed;
- Provide clear instructions and ensure that agreed procedures, site rules and control measures identified in risk assessments are followed;
- Monitor the quality, health, safety and environmental performance of their area of responsibility and take action when necessary to remedy any identified deficiencies;
- Co-ordinate the work of subcontractors;
- Implement quality, health, safety and environmental arrangements made with clients or occupiers;
- Ensure that health, safety and environmental rules are understood and followed by occupiers;
- Maintain a tidy site / working area;
- Ensure all scaffolds, working platforms, etc, are properly erected by competent persons and are safe before being used;
- Carry out inspections of scaffolds, excavations and lifting appliances and record the results;
- Be familiar with the information concerning the safe use of hazardous substances and ensure that control measures identified by COSHH risk assessments are followed ensuring materials are stored safely and, where appropriate, spill kits are readily available;
- Ensure all plant, tools and equipment are safe to use and only operated by competent and authorised persons;
- Ensure materials are stored safely and, where appropriate, suitable fire extinguishers and spill kits are readily available;
- Ensure welfare facilities are well maintained and kept clean at all times;
- Inform employees and subcontractors of first aid arrangements;
- Ensure suitable PPE is provided and used, as identified by risk assessments, and where appropriate, training / instruction is given and records maintained;
- Instruct new employees and subcontractors on quality, health, safety and environmental requirements set out in this policy and the site rules including actions to be taken in the event of emergency;

- Co-operate with findings of the QHSE team and act on their requirements and recommendations;
- Ensure all accidents are securely recorded in the Company Accident Book;
- Immediately inform the Managing Director and the H&S Manager of any significant accident or incident and assist in investigation of circumstances of significant incidents and take appropriate action to prevent a re-occurrence;
- Assist in investigation of circumstances of significant accidents and incidents and take appropriate action to prevent a re-occurrence;
- Make employees and subcontractors aware of actions to be taken in the event of a fire or other emergency;
- Set a personal example in quality, health safety and environmental matters at all times.

Admin Staff

- Be familiar with quality, health safety and environmental requirements set out in this policy and co-operate in its implementation;
- Follow rules, instructions, working methods and other procedures designed to ensure a safe and healthy place of work and promote environmental best practice;
- Assist in identifying ways of eliminating health and safety hazards and reducing risks and environmental impacts;
- Report all hazards, risks or defects regarding the areas in which they work;
- Report any accidents and near misses;
- Develop a personal concern for their own health and safety and for that of others;
- Ensure their working area is maintained in a clean and tidy condition;
- Ensure welfare facilities are well maintained and kept clean at all times;
- Set a personal example in quality, safety and environmental matters at all times.

Operatives and Subcontractors

- Be familiar with quality, health, safety and environmental requirements set out in this policy and co-operate in its implementation;
- Work in a safe and healthy manner at all times;
- Not take any risks and wherever possible remove hazards or report them to their supervisor;
- Not use plant or equipment without authorisation, if not trained or competent to do so or for any purpose for which it is not intended;
- Report to their supervisor any injury resulting from an accident at work, (even if it does not prevent them from working), along with any incident that could have resulted in injury or damage, and any incident or situation (near miss) that could have a negative impact on the environment;
- Abide by the codes of practice, staff handbooks and all other documents issued for their health and safety and to promote environmental best practice.

This policy cannot operate without the full co-operation of all personnel and places a high priority on good health and proactive accident and incident prevention. Management, supervisors and employees must work together to identify, record and monitor those situations that could be a hazard to health or lead to personal injury or injury to other employees, subcontractors, visitors and others who may be affected by the companies activities, and similarly those situations that could lead to environmental non compliance.

Subcontractors working for and on behalf of Allglass must meet the requirements of the subcontractor approval procedure providing (where applicable) a copy of their Health, Safety and Environmental Policies, together with supporting evidence to enable the safety manager to effectively review their competency.

All subcontractors must ensure their employees are familiar with and abide by this QHSE Policy.

GENERAL ARRANGEMENTS

Employees have a legal duty under the Health and Safety at Work Act to:

- Co-operate with Allglass and familiarise themselves with this Quality, Health, Safety and Environmental Policy;
- Take care of their own health & safety and the health & safety of others that may be affected by their activities;
- Not interfere or misuse with anything that is provided by Allglass to ensure a safe and healthy place of work and environment.

In addition employees must advise the company of any disability or medical condition that may affect their health & safety (and the Health & safety of others), eg vertigo, diabetes, etc.

The Company does not discriminate on the basis of nationality, gender, race, faith, or sexual orientation and is fully committed to providing equal opportunities, supporting individuals as required. Full details are contained within the Equal Opportunities Policy

All employees are offered a copy of this QHSE Policy. The Policy is also displayed on notice boards and electronically on public access drives.

On-site induction training (where applicable) is undertaken for all persons prior to them being allowed to work on, or visit site.

Alcohol and Drugs

Allglass is committed to preventing risks to employees and others from the misuse of alcohol and drugs. Full details are contained within the company alcohol & drugs policy.

No person shall undertake any work whilst under the influence of alcohol or drugs (prescribed or otherwise) that may affect their perception, alertness or physical abilities. No person shall consume any alcohol or drugs at work, drive a vehicle for work or operate machinery / equipment whilst in excess of the legal limit for alcohol and drugs.

All persons working in high or special risk areas shall comply with special requirements or controls identified for alcohol and drugs.

Any person, who is believed to be under the influence of alcohol or drugs or affected by medicines, will be removed from the workplace. Breach of this policy and failing a test constitutes gross misconduct and provides the grounds for summary dismissal.

Alcohol and drugs affect safety, performance, conduct and relationships at work. Any employee who voluntarily discloses an alcohol or drug problem to their line manager / relevant company director will be treated both sympathetically and in strict confidence.

Public Safety

Allglass is committed to ensuring the health & safety of all third parties' including other workers engaging work on the same premises or adjacent to the working area and to members of the public and visitors to site.

Sites and working areas are adequately and clearly segregated and signed, and, where applicable, protected with secure fencing or barriers.

All visitors are required to 'sign in' and 'sign out' of Allglass's offices (and where applicable on clients site / premises) in the visitor's book provided and receive a briefing to make them aware of the relevant health and safety requirements, including fire/emergency evacuation procedures and other site rules.

Health & Safety Training

Allglass is committed to ensuring all persons working for or on behalf of the company are competent by providing suitable training to ensure that they can carry out their duties in a healthy, safe and proper manner. Training is ongoing and needs are reviewed on a regular basis. Computer-based records are kept at head office. The Managers are responsible for the day to day training issues.

Training currently undertaken includes (but not limited to):

- Approved courses for First Aiders and Fire Safety;
- CPCS / IPAF or other approved training for plant operators;
- CSCS, MTC and Industry / Occupationally related NVQ;
- Health and safety awareness courses, held periodically to cover changes in legislation and to meet industry best practice
- Site inductions, safety briefings and tool box talks which are carried out for all employees and subcontractors at the start of new contracts or additionally where required;
- Health and Safety Inductions for all new employees or those that significantly change role.

Environmental Training

Employees are given information, training, and supervision necessary to promote environmental best practice. Training is ongoing and needs are reviewed on a regular basis. Computer-based records are kept at head office.

Consultation and Communication with Employees

Allglass operates an open door policy and consults with employees in good time on matters relating to their health and safety at work, paying particular regard to:

- The introduction of any measure at the workplace that may substantially affect the health and safety of the employees;
- Arrangements for nominating competent persons to assist Allglass on health and safety matters and to take charge of measures to combat identified hazards and risks in the workplace;
- Communicating any statutory health and safety information that must be provided;
- Planning and organising any training that is necessary to meet good health and safety standards.

Allglass consults with employees (and sub-contractors) directly by means of recorded tool box talks and safety briefings. Safety bulletins and briefings are posted on notice boards. A nominated employee representative attends the quarterly Health, Safety & environmental management meeting. Should any group employees wish to elect formal representatives of employee safety (ROES), Allglass will duly consider adopting this system of consultation at that time.

First Aid

In accordance with the Health & Safety (First Aid) Regulations, a first aid risk assessment is undertaken to determine the first aid arrangements and level of first aid training appropriate for each site / office.

Details of first aid arrangements are prominently displayed to ensure all persons working in the offices are aware of the identity and location of First Aiders. The names of First Aiders are displayed at strategic positions on site and personnel are informed of the first aid arrangements during their site / visitor inductions.

First Aiders are responsible for maintaining the first aid kits in a clean and tidy condition and replenishing the contents as necessary.

Display Screen Equipment

A risk assessment of workstations is conducted to ensure a safe working environment is provided for users.

Guidance is given to users in the safe use of display screen equipment and the need to maintain the safe ergonomics of their workstations, to take regular breaks and organise their workload accordingly.

Display screen equipment is maintained, ensuring the screen image is stable and all functions are easily adjustable.

Road Safety & Company Transport

In accordance with the Road Traffic Act, Allglass ensures that all company vehicles are maintained in accordance with manufacturer's service schedule and that they are correctly insured and have (where applicable) current MOT certificate. Employees (and where applicable, sub - contractors) may only drive vehicles for which they hold a valid licence and are formally authorised to drive by the relevant manager. The relevant manager verify drivers entitlement to drive when joining the company and at regular intervals thereafter.

Jobs and tasks that involve driving (and associated tasks such as loading) are subject to risk assessments to ensure appropriateness of vehicles and that wherever practicable driving distances and time are reduced. Where practicable driving will be shared within teams and options for overnight accommodation provided. Where identified further driving training / instruction will be given.

Drivers of company vehicles driving on behalf of the company must at all times:

- Drive in accordance with the highway code at all times ensuring their vehicles are loaded safely and do not contravene weight restrictions;
- Consider local traffic routes and restrictions (Site Traffic Management Plans) ensuring where applicable use of a competent vehicle marshal;
- Check vehicle road worthiness (oil, water, tyres, wipers, washers, lights, screen, mirrors etc.) before commencing journey immediately reporting any defects;
- Ensure vehicle is made available for scheduled servicing or repairs;
- Notify the Line Manager of road traffic accidents / traffic violations;
- Not drink alcohol or take medication which could affect driving ability before driving a vehicle;
- Not use hand held mobile phones whilst driving vehicles (including Plant).

Transport/Deliveries

Allglass ensures consideration is given during procurement to reduce environmental impact and ensure maximum efficiency. Deliveries are planned to ensure wherever practicable goods are delivered directly to site to avoid repetitive journeys. Wherever practicable, use of 'car sharing' or public transport is used.

Records

The following records are kept updated and held on site (where applicable):

- Statutory inspections of e.g. scaffolding
- Inspections, examinations and special tests of lifting equipment
- Current plant / equipment inspection certificates
- Site-specific risk assessments and method statements
- Visitor's Book

Notices

The following notices are displayed at the place of work:

- Health and Safety Law – 'What You Must Know' poster
- Current Employers Compulsory Liability' Insurance Certificate
- Safety Bulletins / briefings
- Emergency procedure

Where applicable the following notices will also be displayed:

- Form F10 (Rev)
- Site rules
- Traffic plan

References

Legislative documentation and guidance on best practice is available from the company Health & Safety Manager / Health, Safety & Environment Consultant or from the HSE website: www.hse.gov.uk and www.gov.uk/government/organisations/environmental-agency

Personal Protective Equipment

In accordance with the Personal Protective Equipment at Work Regulations the use of personal protective equipment (PPE) is subject to a risk assessment to firstly identify the need and secondly ensure appropriate level of protection is provided. In accordance with the Principle of Prevention the use of PPE is regarded as a last resort. Wherever reasonably practicable the risk of harm is engineered or manufactured out of the working process.

Site Managers and Supervisors are responsible for issuing and monitoring the use of PPE.

Allglass provides PPE, to all direct employees, free of charge in all cases as required / identified by risk assessments. Where necessary, training / information will be given to users of PPE. Employees are required to use the PPE in accordance with manufacturer's instruction / guidance and must report any defects or failure of any PPE to their line manager.

PPE (including safety helmets and safety footwear) must be worn by all personnel, including subcontractors and visitors, where there is risk of injury except areas clearly designated as non-hazardous.

Welfare Facilities including Site Cabins

Allglass is committed to ensuring all staff are provided with welfare facilities as dictated by the Workplace (Health, Safety and Welfare) Regulations and schedule 2 of CDM Regulations. Every effort is made to ensure (so far as reasonably practicable) that temporary or mobile works have access to adequate facilities, including suitable toilet facilities, hot and cold running water, including drinking water, is provided along with a large sink for washing. Where this is not practicable alcohol hand gels and wipes are made available to all teams

Small tools and other work equipment must not be stored in the welfare facilities.

Emergencies/Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order a fire risk assessment, incorporating an emergency / fire plan is undertaken for each premise's. Where applicable, site specific emergency / fire plans are produced in conjunction with the Construction Phase Health and Safety Plan. The plan is amended as necessary as the work proceeds. The Individual in charge of site is responsible for implementing and monitoring the local fire and emergency arrangements.

Employees working on customers / clients sites are required to familiarise themselves with local emergency procedures attending inductions where applicable. All hot works are monitored and where required a permit system is employed.

Contingency plans will be developed for activities where there is a risk of environmental impact comprising of absorbent spill / containment kits. Details of emergency procedures will be briefed during site inductions and displayed on site notice boards.

Incident Reporting and Investigation

In the event of an accident, near miss or dangerous occurrence the Line Manager and Health & Safety Manager must be immediately notified and the incident recorded in the site accident book. Accident Data must be kept secure in accordance with Data Protection (GDPR) legislation. All incidents shall be investigated to determine both immediate and root cause of incident and to identify any required improvements necessary to prevent a similar reoccurrence.

In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, any over-7-day injury (i.e. the injured person is off work for more than seven consecutive days), specified injury, fatality or dangerous occurrence, the HSE will be notified using form F2508. In the event that an employee notifies the company of a reportable occupational disease the HSE will be notified using form F2508A.

In the event of a serious accident, the Site Manager must take appropriate and immediate action to ensure the safety of employees and third parties and must, wherever practicable, preserve site prior to investigation.

All incidents (including near miss) that have an environmental impact (or the potential of environmental impact) must be reported to the site manager and health & safety manager. All incidents will be investigated to determine immediate and root cause of the incident and to identify any required improvements necessary to prevent similar occurrence.

Risk Assessments

Risk assessments are undertaken by competent persons for all work prior to commencement, with particular consideration given to operations involving work at height, asbestos, lead, hazardous substances (COSHH) and manual handling.

The company undertakes an annual review of its environmental aspects and impacts. Additional environmental risk assessments are completed (where applicable) to ensure that potential environmental impact is identified and that appropriate and specific control measures are put into place. This particularly applies where activities are adjacent to water courses, conservation areas and areas inhabited by wildlife

Risk assessments are issued to the site supervisor who is responsible for making sure all personnel are aware of and understand their contents. Site personnel must ensure that they understand the requirements of the risk assessment and subsequent controls before starting work.

Signed risk assessments are also obtained from third party subcontractors prior to commencing their work.

Where applicable / required Allglass will undertake additional risk assessments to ensure the safety and wellbeing of identified young persons, new and expectant mothers and workers whose first language is not English.

Method Statements and permits

Method statements, where identified as being necessary following a risk assessment, are prepared prior to that work commencing.

Where work is subcontracted, method statements are obtained from the subcontractor for approval by Allglass prior to work commencing.

Copies of method statements are made available to site supervisors and it is their responsibility to ensure that all works are carried out in accordance with the approved methods.

Where identified by risk assessment or in accordance with local site rules, activities may require a permit to work (lifting, hot works, work at height etc.). Site supervisor must ensure (where applicable) the conditions of the permits are fully implemented.

Hazards on Site

Managers and Site Supervisors must be aware of and fully acquainted with all hazards likely to be encountered in their place of work, particularly those involving:

- Work at Height
- Excavations
- Lifting operations (Hoists and cranes)
- Machinery, plant and equipment
- Site traffic / vehicle movements
- Electricity
- Hazardous substances / Asbestos
- Highly flammable liquids and LPG
- Noise / Hand-arm vibration
- Confined Space
- Hot works
- Work on or near deep water
- Dust and fumes
- Lone work

Safe Access

In order to avoid accidents on site involving falls or collisions of personnel, materials or vehicles, it is vital that a safe access to the place of work is provided and maintained.

The company is committed to ensuring that:

- Safe access is provided for personnel to reach their place of work (i.e. good, well planned traffic routes, staircases, clear gangways, unobstructed passageways, secured ladders and soundly constructed scaffolds);
- All scaffolds and work platforms are level and obstruction-free;
- Edge protection is provided or other measures are taken to prevent falls;
- Holes or openings are guarded or covered up;
- Materials are kept tidy and safely stored so as not to cause obstruction;
- Waste materials are cleared and disposed in designated area.

Work At Height

In accordance with the Work at Height Regulations, a work at height hierarchy is followed in which every attempt is made to avoid working at height by using existing places of work or by utilising mechanical means - such as MEWPS. Where this is not practical, all work at height is risk assessed and preference given to collective fall prevention measures over fall arrest. Where fall arrest equipment is used, training will be given to users and procedures (including a rescue plan) put in place to ensure that employees are not left suspended. Where appropriate a permit system will be employed.

Ladders should only be considered for use if there is no reasonably practicable safer alternative. Where a fall from height is possible and likely to cause injury, a risk assessment will be conducted before a ladder or step ladder is used.

Excavations

The company is committed to ensuring that:

- Prior to excavating, all efforts are made to identify presence / location of underground services and that 'safe dig' techniques are employed at all times;
- Adjacent structures (including scaffolding) are not undermined or compromised by excavation;
- The excavation is inspected before any person carries out work at the start of every shift, after any event likely to have affected the strength or stability of the excavation and that details of the inspection are recorded; If there is any doubt whatsoever regarding the integrity of the sides of an excavation, they must be shored up or battered back to an appropriate angle and that shoring materials used are strong enough to support the expected loads;
- There is safe access and egress provided for the excavation;
- Excavation is sufficiently protected in order to prevent persons, equipment or materials falling in and the stability / integrity of the excavation is not affected by adjacent plant operations site plant;

Lifting Equipment / Operations

The company is committed to ensuring that:

- Lifting equipment (including hoists & forklifts) is, tested and used strictly in accordance with manufacturers instructions and Lifting Operations and Lifting Equipment Regulations;

- Equipment and associated accessories are regularly checked (including pre user inspection) and examined 6-monthly by a competent person, and records are kept;
- Lifting operations are suitably planned and permit system employed where required and that lifting equipment is operated only by authorised, trained and competent persons;
- Competent slingers and signallers are employed for lifting operations using established industry method of signalling;
- Lifting operations are sufficiently segregated in order to protect persons from being struck by any moving parts or materials being lifted;
- The controls are arranged to enable lifting equipment (including hoists) to be operated from a safe position;
- The safe working load (SWL) is clearly marked and never exceeded;
- Under no circumstance should lifting equipment (including hoists) intended for materials only be used to lift persons. Where applicable notice to be displayed on the platform or cage prohibiting persons from riding in it.

Machinery, Plant and Equipment

Allglass ensures all plant and equipment is regularly maintained and consideration is given during procurement to reduce environmental impact and ensure maximum efficiency. Additional measures such as drip trays are used as required / identified by risk assessments.

The company is committed to ensuring that:

- All machinery, plant and equipment complies with Provision and Use of Work Equipment Regulations and used (where applicable) strictly in accordance with manufactures guidance;
- All dangerous parts are guarded so far as is reasonably practicable;
- The guards are secure and in a good state of repair;
- Site personnel report any defects to the Site Manager;
- Machinery, plant and equipment are only used by trained, competent and authorised persons and are subject to pre use checks and examinations – completing (where applicable) supplied pre user check form;
- Machinery, plant and equipment are regularly maintained – The health and safety manager arranges for servicing and statutory examinations and tests to be carried out;
- Electrical equipment is visually checked prior to use and is regularly tested by a competent person;
- Forklifts and other applicable equipment in accordance with statutory requirements.

Electricity

The main cause of electrical accidents on sites is from electrical equipment, overhead power lines and underground power cables. ***All electrical equipment must be treated with respect.***

The company is committed to ensuring that:

- Priority is given to the use of battery powered tools where this is not practical; 110v equipment is used in preference to 240v. In event that 240v equipment is unavoidable a RCD unit must be used.
- There are no signs of damage or interference to electrical apparatus with no signs of damage to outer coverings of wires and cables, especially portable equipment and that all connections to power points are properly made;

- Where forklifts, MEWPS, cranes, scaffolding, etc. are used in the vicinity of overhead power lines, the power is cut off, goal posts are erected or other suitable precautions are taken;
- Where work is being carried out in the vicinity of underground cables, the route of the cable is known, located and marked, and all precautions are taken to avoid contact;
- Portable appliance testing (PAT) of electrical equipment (including office equipment) is carried out on a regular basis, by a competent person or electrician depending on its type and use;
- All electrical repairs or modifications are only carried out by an authorised and competent engineer.

Hazardous Substances

Allglass carries out risk assessments of all substances that may be hazardous to health encountered during the course of work in accordance with the COSHH regulations. These assessments are carried out prior to work, briefed out and made readily available to all staff.

Where applicable, workplace exposure limits (WELS) are referenced to EH40 as published by the HSE.

Wherever possible, exposure to substances hazardous to health is prevented, but where this is not reasonably practicable, measures are introduced to control exposure, i.e. increased ventilation, provision of PPE.

All substances are stored in accordance with manufacturer's guidance and COSHH risk assessments. Any substances that could be hazardous to health are stored in appropriate containers ensuring that they are clearly marked with information for safe use and / or in the event of an emergency.

All flammable substances are stored in clearly marked designated lockable containers / cabinets and ignition sources are strictly controlled.

All fuel tanks are stored in bunded tanks wherever practicable a designated refuelling area is provided. The use of funnels / spouts is mandatory. Spill kits (absorbent matting / granules) are provided in the event of spillage.

Allglass ensures that the requirements for the monitoring of exposure, health surveillance, training, etc, are adhered to.

If any substance is found, that is suspected of containing asbestos fibres, work must be stopped immediately, the Site Manager notified, the area closed down and warning notices displayed.

Biological hazards

Biological hazards such as leptospirosis / Weil's disease are identified in risk assessments. Where additional risks are identified further specific arrangements and controls are put in place for hygiene and welfare to ensure the health of the working party and anyone else that may be affected.

In the event of widespread biological hazards such as COVID, the company will conduct specific risk assessments based on current Government, Public Health England HSE and Industry guidance.

Manual Handling

Allglass carries out risk assessments for activities that involve manual handling. In accordance with the Manual handling operations regulations Allglass endeavours to take an ergonomic approach

to manual handling tasks. Wherever reasonably practicable, manual handling is avoided, but where this is not possible, measures are introduced to reduce the risk.

Employees must make proper use of any safe system of work provided for their use in connection with manual handling.

Control of Noise

Wherever possible, noise levels are reduced to below 80 dB(A). Where this cannot be achieved, suitable hearing protection is provided where requested and employees are made aware of the potential risk to their hearing. If a level of 85 dB(A) is present and cannot be reduced, hearing protection and restricted access zones are enforced.

Where it is required, employees must wear hearing protection in accordance with instructions given and manufacturer's guidance and report any defects or damage to enable it to be replaced.

Control of Vibration

Wherever practicable exposure to hand held vibrating tools is avoided by using mechanical means. Where this is not practical a risk assessment is carried out and exposure reduced ensuring equipment is sufficiently maintained and suitable for use, job rotation and mandatory use of PPE.

Safe working time limits are determined using manufacturers data to ensure users do not exceed 5m/s^2

Operators are briefed and informed on safe working limits and the effects of Hand Arm Vibration Syndrome (HAVS) and are required to report any symptoms.

Statutory Nuisance (noise/dust)

Every effort is made to identify and control the potential causes of nuisance in particular the effects of noise, dust, vibration, mud on the road and impact of increased traffic of local community and wildlife.

Control of Asbestos

The Company ensures that work premises under their control have an Asbestos Management Plan in place. This includes a register of all materials containing asbestos found in or on the premises and the controls in place to ensure employees and others are not exposed to asbestos fibres. Upon discovery samples will be taken by an authorised competent person and sent for analysis to an approved testing facility.

All employees (and sub - contractors) likely to encounter asbestos; in accordance with the control of asbestos regulations attend a company approved asbestos awareness course to reduce the likelihood of disturbance of asbestos during works.

Employees are made aware of the contents of the register and must report to the local site management and the company health and safety manager any damage identified or caused to materials containing asbestos.

Where asbestos containing materials are discovered on site work will be stopped and area made safe until a documented safe system of work is developed and where applicable notified to the HSE in accordance with Control of Asbestos Regulations. All works identified as licensable work will only be undertaken by HSE approved licensed specialist contractors.

Waste

Every effort is made to identify sources of waste, where it is not possible to prevent waste the company actively promotes the reuse, recycling and segregation of waste at local level in order to ensure amount of waste is kept to a minimum. Allglass actively engages with suppliers, contractors and clients in order to prevent producing waste and where unavoidable the company recognises its duty of care and ensures that waste is disposed of responsibly. All waste documentation retained as required by the Environmental protection act and associated legislation.

Natural Resources

Allglass is committed to procuring sustainable, recycled and /or low impact materials and will endeavour to work closely with clients and suppliers in order to ensure that wherever practicable that sustainable sources are used.

Energy / Fuel

Allglass is committed to reducing its carbon footprint and actively encourages efficient energy and fuel use, utilising energy efficient lighting, and electrical equipment and fuel efficient vehicles.

Stress and mental wellbeing

The Company is committed to ensuring that an employee's workload does not become excessive and that all targets are reasonably achievable. All employees are encouraged to immediately contact their line manager, health and safety manager or managing director if they consider that they are placed in a stressful situation. Any employee who discloses an issue related to mental health and wellbeing will be treated both sympathetically and in strict confidence. The company has signposted the details of a counselling service that employees can contact direct.

All individuals must be aware of the possible implications of their instructions and the effect on others. The company operates a zero tolerance on bullying, harassment, intimidation.

Lone working

Lone working operations are only permitted for low risk operations following an appropriate assessment. Lone working is only carried out on sites or premises' where there are other persons present or in the vicinity. Direct employees that work alone or remotely are provided a mobile phone (sub- contract teams are required to provide their own phone). All workers that are working remotely are required to regularly telephone line managers to update their position.

Health Surveillance / Occupational Health

The company provides information and guidance on processes / operations that may have potentially detrimental effect on health such as; Hand Arm Vibration, dermatitis, sight, hearing and respiratory conditions and is committed to reducing exposure or harm to operatives.

Where there is a potential or reasonable concern that their health may be adversely affected by their work, employees, at the request of the relevant managing director, may be required to undergo a medical examination / health surveillance program by a company approved industry qualified occupational medical / health practitioner.

Where applicable Health surveillance records will be securely retained for 40 years and action taken where necessary should there be a re-occurrence of work-related illness.

Workplace Monitoring

In order to monitor the success of the health & safety policy and associated procedures, Managing Director, Contract Managers and Contract Supervisors undertake regular inspections of workplaces and activities. In addition the company Health & Safety Manager and HS&E Consultant carries out independent site safety audits in which identified actions are tracked and reviewed with senior management.

Environmental performance is monitored by regular site inspections / audits carried out by the Health & Safety Manager / HS&E Consultant and regularly reviewed in order to gauge performance

Construction, Design Management (Construction H&S Plan)

In accordance with CDM regulations and L153 (HSE Guidance) a Construction Phase Health and safety Plan is developed for all projects. In the event that the role of Principal Contractor is undertaken by Allglass, a more detailed Construction Phase Health & Safety Plan will be developed by the Health & Safety Manager with assistance from the HS&E Consultant. Where required the Construction Health and Safety Plan will be communicated to all other interested parties including designers and sub-contractors.

The company is aware of its duties and responsibilities under the CDM regulations and is committed to cooperating fully with appointed principle contractor and principle designer and assist all other CDM duty holders in ensuring compliance with the CDM regulations

On domestic projects, where the company is the sole (or principle) contractor a site specific survey is undertaken and site specific construction phase plan and risk assessments are completed to ensure full compliance with CDM 2015

QSE Policy Review & Update Record

January 2012 – BT

May 2012 – BT

September 2012 – SN

January 2013 – SN

January 2014 – SN - Aims and objectives & Company structure updates

July 2014 – SN / JC – Approved by TF - Full policy review and issue of version 2

July 2015 – SN / JC – Approved by TF - Full Policy review, including amendment to CDM

August 2016 – SN / JC – Approved by TF - Full policy review, including update to CDM (domestic clients) revised organisational chart

June 2017 – SN / JC – Approved by TF - Full policy review, reference to separate D&A Policy

July 2018 – SN / JC – Approved by TF - Full policy review

August 2019 – SN / JC – Approved by TF - Full policy review

July 2020 – SN / JC – Approved by TF – Full policy review including new section on biological hazards