

Church & Gooderham

Health & Safety Policy

**Reviewed July 2020**

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# Company Structure

**Marcus Church**

**Director**

H&S Consultant

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Admin’ Manager

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Workshop Manager

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Contract Manager

Bench Joiners Sprayers

**Health and Safety Policy Statement**

Delivering health and safety, and environmental best practice is an integral part of our business. 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 acknowledge our legal responsibilities and endeavour to comply with all relevant safety and environmental legislation, in particular the Health & Safety at Work Act 1974 and subsequent regulations.

We ensure suitable and sufficient resources including time, finance, equipment and personnel are provided to maintain and further develop our health and safety performance and set realistic objectives and targets, monitor their achievement, and regularly review their continued significance.

**Policy development and review** - We review this policy regularly to ensure it remains compliant, relevant and appropriate. We endeavour to continually improve the effectiveness of our health and safety performance.

**Communication & consultation** - We ensure that employees, sub-contractors, clients and all other interested parties are informed of this policy and our activities and maintain effective and clear lines of communication. We actively consult with employees on all matters affecting their health, safety and wellbeing. We are committed to developing and maintaining a positive and inclusive culture that encourages and promotes individuals to take personal responsibility.

**Training and Competency** - We ensure our employees (including sub-contractors) have sufficient information, instruction and training to maintain their competency and skills regarding health and safety awareness.

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

**Accidents and Incidents** -We strive to eliminate injuries and dangerous occurrences and ensure procedures are in place to review all incidents, near misses to prevent reoccurrence.

**Safe systems of work** - We develop procedures to ensure safe systems of work are in place and that suitable plant, equipment, materials and substances are provided.

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.

Signed

Marcus Church, Managing Director Date:

# Application

All subcontractors and self-employed persons working for or on behalf the company are required to comply with this Policy.

Employees working on customer’s premises or on sites where another company is the principal contractor, must additionally comply with the requirements of any other health and safety policies and procedures that are in force locally.

Acts or omissions that present a risk to employees or subcontractors, 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.

# Roles and Responsibilities

## Director

* Take overall responsibility for the implementation of health and safety management and take a lead role in the implementation of health and safety management within the company;
* Establish and implement the health and safety policies;
* Understand the requirements of and demonstrate commitment to the health and safety management standards;
* Ensure adequate resources are provided at tender, planning and construction stages to ensure good health and safety standards;
* Understand and ensure compliance with health and safety legislation requirements;
* Provide personnel with adequate and appropriate training, ensuring they are competent to fulfil their roles and responsibilities;
* Promote action to eliminate the causes of potential accidents and incidents to prevent their occurrence and establish procedures for the reporting and investigation of accidents and incidents;
* Consult with personnel on health and safety matters and promote effective lines of communication throughout the company;
* Ensure disciplinary procedures are followed for personnel failing to discharge their health and safety responsibilities;
* Set a personal example and promote a culture of health and safety best practice throughout the company;

## Managers

* Take all reasonable steps to be familiar with the hazards and risks associated with designs, method statements, etc. and implement the measures required to eliminate or control those risks and update risk assessments as required;
* Warn others, particularly new employees and young people of 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 health and safety 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 contracts are effectively planned to take into account the known and foreseeable health and safety hazards;
* Provide competent supervision for all personnel;
* Ensure company tenders, and those of prospective subcontractors cater for all foreseeable health and safety requirements;
* Liaise with clients, principle designers, designers and building occupiers in respect of all health and safety arrangements;
* Ensure safe methods of work are specified and followed at all times, and where appropriate written method statements are prepared;
* Ensure a safe working environment is provided and maintained, together with adequate welfare facilities, and first aid, fire and emergency arrangements;
* Set a personal example in health and safety matters at all times.

## Supervisors (Individual in charge of work)

* Take all reasonable steps to be familiar with the hazards and risks 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 people of 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;
* Provide clear instructions on how to achieve safe working practices ensuring that agreed procedures, site rules and control measures identified in risk assessments are followed;
* Monitor the health and safety performance of their area of responsibility and take action when necessary to remedy any identified deficiencies;
* Co-ordinate the work of subcontractors;
* Implement health and safety arrangements made with clients or occupiers;
* Ensure that safety rules are understood and followed by others including 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 plant, equipment, tools and materials recording (where applicable) 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 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 health and safety 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 Senior Management (and where applicable H&S Consultant) act on their requirements and recommendations;
* Ensure all accidents are recorded in the Accident Book;
* Immediately inform the Directors 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 health and safety matters at all times.

## All employees and subcontractors

* Be familiar with health and safety requirements set out in this policy and co-operate in its implementation;
* Work in a safe manner at all times, not taking 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.
* Abide by the codes of practice, staff handbooks and all other documents issued for their health and safety.

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, employees and sub-contractors 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

company’s activities.

# General Arrangements

## Introduction

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

* + Co-operate with C&G in pursuit of safety and familiarise themselves with this health and safety policy;
  + Take care of their own safety and the safety of others working with them;
  + Not interfere with anything that is provided by C&G to ensure a safe place of work.

In addition employees must advise the company of any disability or medical condition that may affect their safety, e.g. vertigo, diabetes, etc. All employees are offered a copy of this H&S Policy. The Policy is also displayed on notice boards. On-site induction training (where applicable) is undertaken for all persons prior to them being allowed to work on, or visit site.

## References

Legislative documentation and guidance on best practice is available from the H&S consultant or from the Health and Safety Executive websites: [www.hse.gov.uk](http://www.hse.gov.uk/)

## Public Safety

C&G is committed to ensuring the 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 are adequately and clearly signed and where applicable protected with secure fencing. All visitors are required to ‘sign in’ and ‘sign out’ of C&G sites and offices in the visitor’s book provided and receive a briefing to make them aware of the relevant H&S requirements, including fire/emergency evacuation procedures and other site rules, and acknowledge their understanding of the briefing by signing the visitor’s book.

## Alcohol and Drugs

C&G is committed to preventing risks to employees and others from the misuse of alcohol and drugs. No person shall undertake any work whilst under the influence of alcohol or drugs including abused substances (Prescribed or otherwise) that may affect their perception, alertness or physical abilities. No person shall consume any alcohol or drugs at work or drive a vehicle for work whilst in excess of the legal limit for alcohol.

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/ company director will be treated both sympathetically and in strict confidence.

## Training and Competence

C&G is committed to ensuring all employees are given sufficient information, training, and supervision necessary to ensure competence in order that they can carry out their duties in

a safe and proper manner and to promote environmental best practice. Training is ongoing and needs are reviewed on a regular basis. Computer-based records are kept in the office.

Training currently undertaken includes (but not limited to):

* + HSE approved first aid courses;
  + CSCS, and Industry/Occupationally related NVQ;
  + H&S awareness courses, held periodically to cover changes in legislation;
  + H&S Inductions for all new employees or those that significantly change role.

## Consultation and Communication with Employees

C&G consults directly with employees in good time on matters relating to H&S at work by means of recorded H&S briefings/bulletins, paying particular regard to:

* + The introduction of any measure at the workplace that may substantially affect the welfare of the employees;
  + Arrangements for nominating competent persons to assist the company on H&S matters and to take charge of measures to control identified hazards and risks in the workplace;
  + Communicating any statutory H&S information that must be provided;
  + Planning and organising any training that is necessary to meet good H&S standards.

Should any group employees wish to elect representatives of employee safety (ROES), C&G 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 required. The names of First Aiders are displayed and personnel are informed of the first aid arrangements during their sit /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. Training is given to users in the safe use of display screen equipment and the need to maintain the safe ergonomics of their workstations. It is ensured that users understand the need 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 the Company 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 may only drive vehicles for which they hold a valid licence and are formally authorised to drive by a company director. The directors 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 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 banksman;
  + Check vehicle road worthiness (oil, water, tyres, wipers, washers, lights, etc.) before commencing journey immediately reporting any defects;
  + Ensure vehicle is made available for scheduled servicing;
  + 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.

## Records

The following records are kept updated and held in the office site:

* + Accidents and incident records
  + Inspections of scaffolding and excavations
  + Inspections, examinations and test details for machinery and equipment
  + Site-specific risk assessments
  + 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
  + Emergency procedure

## Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipment at Work Regulations the use of PPE must be subject to a risk assessment to firstly identify the need and secondly ensure appropriate level of protection is provided. The emphasis must; however be that the use of PPE is regarded as a last resort whereby risk of harm cannot reasonably be engineered or manufactured out of the working process.

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

The Company is committed to ensuring all employees are provided with welfare facilities as dictated by the Workplace (Health, Safety and Welfare) Regulations. Every effort will be made to ensure that temporary works have access to adequate facilities.

In compliance with CDM regulations, fixed sites (wherever practicable) are provided with suitable welfare facilities and must be maintained in a clean and tidy condition.

Hot and cold running water, including drinking water, is provided. Microwave ovens and kettles are provided for heating food. Tools and other work equipment must not be stored in the mess facilities.

## Emergencies/Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order a fire risk assessment, incorporating an emergency/fire plan is conducted. 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 sites are required to familiarise themselves with local emergency procedures attending inductions where applicable. 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 Directors must be immediately notified and incident recorded in the accident book. All incidents shall be investigated to determine 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 must be notified using form F2508. In the event of a serious accident, the Manager/Supervisor must take appropriate and immediate action to ensure the safety of employees and third parties and must wherever practicable preserve site prior to investigation.

## Risk Assessments

Risk assessments are undertaken by competent persons for all work prior to commencement, with particular consideration given to operations involving work equipment, work at height, asbestos, lead, hazardous substances (COSHH) and manual handling. Risk assessments are issued to the Supervisors (Individual in charge of work) who are 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 must also be obtained from subcontractors prior to commencing their work.

Specific risk assessments will be undertaken for the following

* + Young persons
  + Pregnant women or nursing mothers
  + Disability that may impact or effect an individual’s health, safety or welfare

Risk assessments are regularly reviewed and updated, subject to change of activities, new equipment, revised legislation or site specific hazards or conditions.

## Method Statements

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

## Operational Hazards

Managers, supervisors and operatives 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
  + Lifting operations
  + Machinery, plant and equipment
  + Site traffic / vehicle movements
  + Electricity
  + Hazardous substances
  + Highly flammable liquids and LPG
  + Noise / Hand-arm vibration
  + Hot works
  + Dust and fumes

## Safe Access (and Egress)

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.

It must be ensured 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, the work at height hierarchy will be followed in which every attempt will be made to avoid working at height by using existing places of work or by utilising mechanical means - such as scissor lifts or cherry pickers.

Where this is not practical, all work at height will be risk assessed and preference will be given to collective fall prevention measures over fall arrest. Where fall arrest equipment is used, training will be given to users and procedures (including as rescue plan) put in place to

ensure that employees are not left suspended. Where appropriate a permit system will be employed.

## Lifting Equipment / Operations

In accordance with the lifting operations and lifting equipment regulations In the event that lifting operations are required the company ensures that:

* + Lifting equipment (including hoists & Forklifts) is, tested and used in accordance with manufacturer’s 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 trained and competent persons;
  + Competent slingers and signallers are employed for lifting operations using established industry method of signalling;
  + Lifting operations are sufficiently enclosed in order to protect persons from being struck by any moving parts or materials being lifted;
  + Enclosures housing hoists are fitted with gates where access is required and that gates are provided at all landings and are kept closed when not in use;
  + 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 (including LEV)

The Company ensures all plant and equipment is regularly inspected and maintained. It must be ensured that:

* + All machinery, plant and equipment complies with Provision and Use of Work Equipment Regulations;
  + All dangerous parts are guarded so far as is reasonably practicable;
  + The guards are secure and in a good state of repair;
  + Lifting machines are checked weekly and the findings recorded;
  + Site personnel report any defects to the Workshop Manager;
  + Machinery, plant and equipment are only used by trained, competent and authorised persons;
  + Machinery, plant and equipment are regularly checked by the Workshop Manager, who 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;

## Electricity

***All electrical equipment must be treated with respect.***

In accordance with the Electricity at work regulations the company ensures:

* + There are no signs of damage or interference to electrical apparatus, especially portable equipment;
  + There are no signs of damage to outer coverings of wires and cables;
  + All connections to power points are properly made;
  + Where work is carried out 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 or cables within structures, 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

The Company 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 must be carried out prior to work and also 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. provision of PPE. 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 substances are stored in accordance with manufacturer’s guidance and COSHH risk assessments. All flammable substances are stored in clearly marked designated lockable containers/cabinets and ignition sources are strictly controlled. The use of funnels/spouts is mandatory. Spill kits (absorbent matting / granules) are provided in the event of spillage.

The above controls also exist for bio hazards such as leptospirosis / Weil’s disease The Company 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.**

## Manual Handling

C&G carries out risk assessments for activities that involve manual handling. Wherever practicable, manual handling is avoided, but where this is not reasonably practicable, measures are introduced to control the risk. Employees must follow guidance detailed in provided training and make proper use of any safe system of work provided for their use in connection with manual handling.

## Control of Noise & Vibration

Wherever practicable, noise levels are reduced to below 80 dB(A). Where this cannot be achieved, suitable hearing protection is provided where requested. If a level of 85 dB(A) is present and cannot be reduced, hearing protection and restricted access zones are enforced. Employees must wear hearing protection where it is required and report any defects to enable it to be replaced.

Wherever practicable exposure to hand held vibrating tools are reduced to a minimum 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. Operators are briefed on the effects of Hand Arm Vibration Syndrome (HAVS) and are required to report any symptoms.

## Control of Asbestos

The Company ensures that work premises under their control have an Asbestos Survey and 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 a competent person and sent for analysis to an approved testing facility.

Employees likely to encounter asbestos attend an 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 Senior Management any damage caused to materials containing asbestos.

Should asbestos containing materials be discovered (or suspected) 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.

## Stress

The Company endeavours to ensure that employees do not become mentally stressed due to excessive workloads. All employees are encouraged to immediately contact their Line Manager or Director if they consider that they are placed in a stressful situation. Supervisors must be aware of the possible implications of their instructions and the effect on individuals.

## 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. Employees working alone are all issued company mobile phones and 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; HAV, dermatitis, sight, hearing and respiratory conditions and actively aims to reduce 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 a company director, may be required to

undergo a medical examination / health surveillance program by a company approved occupational medical / health practitioner.

Where applicable Health surveillance records will be 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, The Directors undertakes regular inspections of workplaces and activities. In addition the company employs (from time to time) the services of an independent H&S Consultant to carry out independent site safety audits in which identified actions are tracked and reviewed with senior management.

## Construction, Design Management (Construction H&S Plan)

In accordance with CDM regulations where the role of Principal Contractor is undertaken a Construction Health & Safety Plan is developed by the relevant Manager with assistance from the H&S Consultant. This follows submission of Pre-construction Health & Safety information from the client, Principle Designer and design team to ensure co-operation and co-ordination of all interested parties and trades (including sub-contractors).

The effectiveness of the Construction H&S Plan is monitored by site audits / inspections and reviewed in regular site progress meetings.

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| Version | Details of updates | Review date |
| V1 – June 2016 | Full policy review | 16/06/16 |
| V2 – June 2017 | Full policy review  Updated D&A section | 30/06/17 |
| V3 – July 2018 | Full Policy review  Change of Directors | 03/07/18 |
| V4 – June 2019 | Full policy review  Change of admin staff | 25/07/19 |
| V5 – July 2020 | Full policy review | 17/07/20 |
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