

# HEALTH AND SAFETY AT WORK ACT 1974

## Health and Safety Policy



**Granary Barn  
Drybread Lane  
Out Rawcliffe  
Preston  
PR3 6TD**

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## **GENERAL STATEMENT OF INTENT**

It is the policy of Huck Construction Ltd to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment by ensuring that adequate resources are made available to the relevant managers.

Huck Construction Ltd health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Huck Construction Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary employees, as well as any members of the public who might be affected by our operations.

Whilst the management of Huck Construction Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of Huck Construction Ltd will provide every employee with the training necessary to carry out his or her tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their Manager or the Managing Director. An effective health and safety programme requires continuous communication between employees at all level. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the relevant Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Huck Construction Ltd health and safety policy will be and updated annually.

**Signed:** ..... Mr. David Huck (Managing Director)

**Date:** 30<sup>th</sup> March 2020

## **ORGANISATIONAL ROLES & RESPONSIBILITIES**

### **Managing Director**

The person with overall and final responsibility for health and safety in Huck Construction Ltd is the Managing Director, Mr. David Huck.

The person responsible for overseeing, implementing and monitoring the policy is Mr. David Huck.

Mr. David Huck will be responsible for the supervision of health and safety in all areas.

The Managing Director has the special responsibility for the overall performance of Huck Construction, which includes health and safety activities. This involves ensuring that there is an effective policy and arrangements for health, safety and welfare, covering all the company's activities.

The Managing Director shall ensure that the company's health and safety objectives are achieved and continually developed.

The Managing Director may delegate the day to day responsibilities to Senior Managers.

### **Managing Director / Senior Managers**

The Managing Director or the Senior Managers have the day to day responsibility for implementing Huck Construction Ltd Health & Safety policy and must ensure that:

- Risk Assessments have been carried out.
- Compliance with current safety legislation and safe working procedures.
- Provide leadership in developing a 'safety culture' amongst his/her employees.
- Adequate induction safety training is provided and any other relevant training is provided before the employee carries out the task.
- Suitable Personal Protective Equipment is issued, worn and replaced when necessary and adequate instructions are given regarding its use. The wearing of PPE can ultimately be enforced through the Company Disciplinary Procedure.
- Health & Safety meetings are held as appropriate.
- Electrical equipment is subject to a regular PAT testing schedule
- All accidents at work to employees and non- employees are recorded in the Accident Book (B1510) and are investigated. Huck Construction Ltd accident investigation report is completed for all lost time accidents and the Enforcing Authority notified on Form 2508.
- Fire fighting equipment and alarm systems are fully maintained; means of escape are adequately marked and free from obstruction. Fire alarm test and evacuations are carried out.
- Good Housekeeping has a high priority
- Where applicable, sufficient trained First Aiders are appointed and First Aid supplies are readily available, including travelling first aid kits.
- Employees, including sub-contractors working for Huck Construction Ltd understand their duties under the Health & Safety Policy.
- Employees are instructed in safe systems of work and that these are adhered to.
- Personal Protective Equipment is issued to operatives; properly used and replaced as necessary.
- Unsafe equipment is withdrawn from use and either repaired or disposed of.
- Adequate supervision of employees is provided

## **Employees**

All employees have a duty to ensure the Health & Safety of themselves. In addition they have a duty towards their colleagues and other people not employed by Huck Construction Ltd - e.g. the Public.

In order to fulfil those duties, employees must:

- Comply with this policy.
- Assist in the maintenance of good housekeeping
- Wear and maintain Personal Protective Equipment issued and comply with all its requirements.
- Report immediately any equipment found to be unsafe.
- Report immediately to the managing director, any accidents or near misses and where necessary obtain first aid treatment.
- Assist in the investigation of accidents, near misses and dangerous occurrences.
- Conform to safety rules at all times.

New employees will receive induction training. The objective is to make them familiar with all aspects of health and safety relating to their time in Huck Construction Ltd employment.

Aspects covered include:

- Emergency procedures
- First aid arrangements
- Accident and injury reporting procedures
- Method statements and Risk Assessments
- Control measures in place to control risks
- Health risks involved with substances hazardous to health
- Use and maintenance of personal protective equipment
- Reporting of hazards

## **Sub-Contractors**

Sub-Contractors will be expected to provide proof of their own safety standards and procedures (Health & Safety Policy, risk assessments, method statements, etc) and also complete a contractor questionnaire.

Sub-Contractors will only be employed by Huck Construction Ltd following an appraisal of the Contractor's health and safety standards relating to staff competence, methods of work, equipment and materials, risk assessments and safety policy.

Sub-Contractors will be subject to routine monitoring and will be expected to maintain standards in line with company policy.

All contractors shall comply with all rules and regulations in force throughout Huck Construction Ltd.

No contractors will be permitted to commence work anywhere on Huck Construction Ltd premises or sites without first informing the relevant Site Manager or their delegate.

Contractors shall ensure all equipment brought onto site, including borrowed or hired equipment, is safe and suitable and will only be used in accordance with legal requirements.

No contractor will endanger other persons by their activities and will use the correct equipment safely equipment and work in a safe manner.

Contractors must have adequate insurance to indemnify the company against any or all loss, injury, damage or claim which may arise directly or indirectly as a result of an act or omission on the part of the contractor.

All contractors must report accidents and near misses to the Site Manager or their delegate.

Sub - Contractors will be subject to routine monitoring and will be expected to maintain standards in line with company policy.

## **ARRANGEMENTS**

### **Consultation**

The management of Huck Construction Ltd sees consultation and communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Inductions, toolbox talks and Safety meetings as often as is deemed necessary.

The purpose of Safety meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### **Communication**

Huck Construction Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Huck Construction Ltd communicates with its employees orally, in the form of directions and statements from the managing director, in writing, in the form of directives and this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with management and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

### **Information, Instruction & Training**

It is the policy of Huck Construction Ltd to provide suitable and sufficient information, instruction and training to all our employees, not only to comply with statutory requirements, but to secure a safe and healthy working environment for employees and visitors who may be affected by our activities. To fulfil this duty, we shall:

- Induct all new employees
- Inform employees of updates of this Policy and provide them with a copy of the updates
- Discuss method statements and risk assessments with relevant employees
- Hold Toolbox Talks on a regular basis, keeping record of the date, attendees and topics covered
- Ensure employees receive results of any inspections or audits carried out
- Ensure that employees who have transferred from one task to another receive suitable information, instruction and training in their new task before they undertake the work

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of Huck Construction Ltd that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

Where approved by the Managing Director or a relevant Manager, work procedures may be varied to comply with Client safety requirements.

Employees will be provided with suitable information, instruction and training prior to starting tasks on new work sites.

Relevant information and instructions provided and required by the Client on a work site will form part of the site Induction session.

Huck Construction Ltd will ensure employees are made aware of method statements and risk assessments undertaken for specific projects. Employees will sign the method statement register confirming they have been made aware of, and will follow, the correct safe systems of work.

### **Risk Assessment**

All work activities will be subject to a risk assessment to identify equipment, system and training needs. Assessments will be carried out by Huck Construction Ltd and advice sought from our Health & Safety Consultants where necessary.

Huck Construction Ltd keeps a record of all activities for which assessments have been made, and includes all activities required by statute, (Manual Handling, COSHH, DSE, fire, equipment, workplaces, etc) and all other areas where potential injury or ill health, both mental and physical, might arise.

All work activities will be carried out in accordance with current good practice as a minimum requirement.

### **Monitor & Review**

The Managing Director, Mr. David Huck, has the specific responsibility for monitoring and reviewing Huck Construction Ltd Health & Safety Policy. In order to do this, he will:

- ❑ Liaise with our Health & Safety Advisers as required in order to keep up to date with current health and safety legislation, HSE initiatives and the latest Guidance documentation.
- ❑ Review any significant accidents or incidents to decide whether a procedural change is necessary.
- ❑ Review any criticism from the HSE, Clients, Principal Designer, Principal Contractor or other relevant parties to decide whether any procedural changes are necessary.
- ❑ Review new legislation, guidance notes, HSE initiatives, etc.
- ❑ Review working procedures and training requirements as necessary.
- ❑ Set safety objectives.



## **Disciplinary Rules**

Huck Construction Ltd believes that Health & Safety is a critical factor that needs to be taken into account when running a business. To enable Huck Construction Ltd to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action.

If, after investigation, Huck Construction Ltd believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct:

- Deliberately breaking any safety rules
- Removal or misuse of any piece of equipment, label, sign or warning device which is provided by Huck Construction Ltd for the protection and safety of employees
- Using a naked flame in no smoking areas
- Failure to follow laid down procedures for the use of:
  - flammable or hazardous substances
  - Toxic materials
  - Items of lifting equipment
- Behaviour in any manner that could lead to accidents (horseplay, practical jokes etc)
- Undertaking any action that may interfere with an accident investigation

## **Welfare Facilities**

Welfare facilities are provided at our Granary Barn premises.

Arrangements will be made when applicable, with the Client or Principal Contractor of work sites for the usage of existing or temporary welfare facilities. Details of welfare facilities will be included in the Construction Phase Health & Safety Plan where applicable, and the information will be provided to Huck Construction Ltd employees at the relevant Induction.

If Huck Construction Ltd are the Principal Contractor for a project then suitable welfare facilities will be provided by Huck Construction.

Personnel are expected to treat welfare facilities with due respect and leave them in a suitable condition.

Huck Construction Ltd personnel will be provided with information regarding designated outdoor smoking areas on a work site at the site Induction.

## **CDM**

The CDM Regulations place duties on all parties involved in construction work.

It is the policy of Huck Construction Ltd to comply with the law as set out in the Construction (Design & Management) Regulations 2015 (CDM). Huck Construction Ltd will:

- Comply with the requirements of the Client, Principal Designer and Principal Contractor as applicable
- Co-operate with relevant parties so far as is necessary
- Comply with rules set out in the Construction Phase Health & Safety Plan
- Provide relevant information for inclusion in the Health & Safety File when one is required
- Produce information regarding accidents, incidents or dangerous occurrences occurring on site
- Ensure employees and sub contractors are made aware of sections of the construction phase Health & Safety Plan relevant to them

### ***Principal Contractor***

If Huck Construction Ltd take on the role of Principal Contractor, we shall:

- ❑ Take the Pre-Construction Information and develop it into a management document for controlling health and safety throughout the project.
- ❑ Take reasonable steps to ensure co-operation between all contractors sharing the site.
- ❑ Ensure, so far as is reasonably practicable, all contractors follow the rules set out in the Health & Safety Plan.
- ❑ Take reasonable steps to ensure only authorised persons are admitted on site.
- ❑ Ensure project notification details (F10) are displayed when applicable
- ❑ Liaise and co-operate with the Principal Designer and/or Client
- ❑ Give reasonable directions to contractors regarding health and safety.
- ❑ Ensure written rules are included in the Construction Phase H & S Plan
- ❑ Ensure contractor employees are made aware of site rules contained in the Plan and they have been made aware of the site emergency procedures.
- ❑ Collate relevant information for inclusion in the Health & Safety File when required, and forward to the Principal Designer

### ***Contractor***

Huck Construction Ltd may take on the role of a contractor under CDM, with others taking up the Principal Contractor role. As a contractor we shall fulfill our duties by:

- ❑ Informing our employees and sub-contractors of the Site emergency procedures and any other relevant aspects of the Construction Phase Health & Safety Plan.
- ❑ Co-operating with the Principal contractor on health and safety issues and advising them of any new hazards or shortcomings in existing procedures.
- ❑ Advising the Principal Contractor of any significant risks identified in our own risk assessments.
- ❑ Informing the Principal Contractor of any injuries or dangerous occurrences.

### **Workplace Inspection**

It is the policy of Huck Construction Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Senior Management will conduct regular inspections of the working areas and sites. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Premise inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **Work Equipment**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Huck Construction Ltd will endeavour to ensure that all equipment used in the premise is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the well being of persons in or around the premise will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Employees will not use any equipment not belonging to Huck Construction Ltd unless authorisation has been obtained first.

Suitable risk assessments will be undertaken regarding mobile plant and vehicles on site. The assessor will consider the hazard of mobile equipment tipping over, being struck by falling materials, other site plant, etc.

If mobile work equipment is being purchased, consideration will be given to the requirements of PUWER, especially with regard to the hazards of toppling, rolling over or materials falling onto the equipment. If the equipment is to be used in a site environment where such hazards may be realised, then the equipment must have suitable safeguards provided to protect the plant operator and any passengers (where permitted) from such hazards. Flashing beacons or reversing alarms should be in place. Operators will wear high visibility jacket at all times.

Site planning will take into account the need for mobile work equipment and delivery vehicles being around.

Where practicable, vehicles and people will be segregated by suitable barriers and signage or pedestrian walkways established with clearly marked out crossing points. Suitable storage areas will be designated for the offloading and loading of materials.

### **Plant and Plant Operators**

Mobile plant will have copies of the latest thorough examination certificates available on site.

It is the policy of Huck Construction Ltd to ensure that plant operators are suitably trained and experienced and that records of competence are made available (e.g. CITB operator scheme or similar scheme).

Plant operators carry out weekly inspections of plant and record the results for inclusion in the Huck Construction Ltd site register.

### **Work at Height**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Working at Height Regulations 2005.

Huck Construction Ltd will ensure any work at height is properly planned prior to work being carried out.

- The work shall be appropriately supervised.
- Work at height will be carried out in a safe manner.
- There will be a plan for any emergencies and rescue needed.
- Weather conditions will be taken into account when working externally

Huck Construction Ltd will comply by:

- Assessing the overall risk
- Addressing the findings of the risk assessment.
- Implementing a safe system of work.

For some operations, even though all practical steps have been taken, there may be still be a risk of persons falling from height. In such cases, safety harnesses will be worn by Huck Construction Ltd personnel and clipped to a secure anchor point.

Users will inspect their harness and lanyard before every use.

Site Supervisors will undertake a formal thorough inspection of safety harnesses on a three monthly schedule or as recommended by the manufacturers. The manufacturers provide record cards for inspection reports.

### **Scaffolds**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Working at Height Regulations 2005. Huck Construction Ltd personnel will only work from scaffolds which:

- Have been erected by competent and authorised scaffolding contractors
- Have toeboards and guard rails installed (and brick guards where necessary)
- Are on firm, stable ground
- Are suitable for the conditions likely
- Are stable enough to withstand the likely load
- Have safe access and egress means for personnel (secured ladder or internal ladder)

Huck Construction Ltd personnel will carry out pre-use visual checks of scaffolds, including the inspection of scaff-tags. If faults or defects are noted, personnel will not use the scaffold and the relevant scaffolding company will be notified immediately.

Site Supervisors will inspect scaffolds before use and every 7 days thereafter or if the structure has been exposed to severe weather conditions.

Huck Construction Ltd personnel will never alter any scaffold or remove any components.

Huck Construction Ltd personnel will never overload the working platform of scaffolds and will keep the working platform clear of obstructions and tripping hazards.

Huck Construction Ltd personnel will never throw materials or waste down to the ground. Chutes or hoists will be utilised

### **Mobile Towers**

Huck Construction Ltd will ensure that mobile towers, once erected, are subject to the following pre-use checks:

- Tower is vertical and square and the horizontal braces and platforms are level
- Outriggers and stabilisers are correctly positioned and secured
- Baseplates/caster wheels are in full contact with the ground (including those on stabilisers or outriggers). All castors shall be properly locked.
- Spigot and socket joint locks holding the frame together have been secured

- ❑ Bracing members are located exactly in accordance with instructions in the suppliers manual
- ❑ Guardrails and toeboards are in position as required
- ❑ Access stairways and ladders are in position and secured

Mobile towers will be maintained in good order. A competent person will undertake regular inspections to ensure the tower has not been altered in any way. Any damaged or defective components will be replaced before a tower is used again.

### **Mobile Elevated Platforms**

Huck Construction Ltd will ensure that the correct type of mobile elevating work platform is selected for any work task that is to be undertaken.

Under no circumstances will any employee be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used.

Prior to using any equipment the operator will undertake inspections of the equipment before commencing work to ensure that the equipment is in working order.

### **Ladders & Stepladders**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Working at Height Regulations 2005.

Aluminium and timber ladders that are used by Huck Construction Ltd employees will be at least Class 2 for light work, in accordance with BS EN131.

Ladders will be inspected for any visible damage or undue wear on a daily basis prior to use.

Ladders will only be used for works of short duration or when they are most practicable means of access.

All ladders will be:

- ❑ Of suitable and sufficient strength for the purpose
- ❑ Erected on firm and level ground
- ❑ Supported by the stiles only
- ❑ Secured from slipping
- ❑ If there is no other means of securing the ladder then another employee will foot the ladder at the base when it is being used
- ❑ At all times the operator on the ladder shall keep both feet securely on the rungs and not use parts of buildings such as window sills etc.
- ❑ The operator will never overreach at any time i.e. more than one arm length from the ladder.
- ❑ If used as means of access, there must be a suitable handhold to provide a safe stepping off point

Stepladders will only be used when:

- ❑ They are the most practicable means of access
- ❑ They are the correct type
- ❑ They are in good condition
- ❑ They are stood on firm, level ground
- ❑ There is adequate working space
- ❑ They are positioned so that personnel do not need to overreach

Ladders and stepladders will always be removed from working areas when the area is to be left unattended, e.g. overnight.

### **Lifting Equipment**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

When new lifting equipment is purchased it must have a declaration of conformity issued by the manufacturer or supplier which confirms the equipment satisfies the requirements of the European Union. The declaration will be kept for the life of the lifting equipment. If no declaration is available or it is more than 12 months old, a thorough examination certificate must be issued by a competent person before the equipment is used. This declaration, together with copies of latest thorough examination reports will be kept as long as Huck Construction Ltd owns the lifting equipment. If Huck Construction Ltd sell the equipment the relevant documentation will be passed on with the lifting equipment to the purchasers.

When second hand lifting equipment is purchased, a copy of the original declaration of conformity and any relevant thorough examination reports must be provided by the seller. If no such documentation is available, Huck Construction Ltd will ensure a competent person carries out a thorough examination before the lifting equipment is used.

Lifting equipment designed to carry persons is subject to additional requirements. Thorough examinations must be undertaken at 6 monthly intervals and records kept until replaced by a new report or if the equipment is no longer in use for a period of 2 years from the date of the last thorough examination.

Lifting accessories (slings, shackles, etc) will be thoroughly examined at least once every 6 months. Records of thorough examinations will be retained in the office.

A competent person will carry out a weekly inspection of lifting equipment and accessories and results recorded in the site register.

If lifting equipment is taken out of service and scrapped, the original declaration of conformity and the last thorough examination certificate will be kept for a further period of 2 years.

### **Electrical equipment**

All electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information.

In particular:

- Electrical equipment must never be used with wet hands
- Earth connections and screens must not be interfered with
- Electrical equipment must be positioned safely and securely, e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling
- Conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment
- Electrical equipment and the mains supply must not be overloaded

All electrical equipment and their location shall be recorded in a designated book to enable necessary tests to be made.

All electrical equipment will be visually inspected and tested regularly. The results of testing shall be recorded. Out of date equipment must not be used.

Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults/defects:

- Damage to the insulating sheath around an electrical cable
- Damage to a plug
- Joints in the cable, other than due to proprietary cable connections
- Damage to the external casing of equipment
- Overheating, this may be evidenced by burn marks or discolouration to plugs, casing or cables
- Evidence of inappropriate use, e.g. if equipment is wet
- Any loose connections

Employees must report any defect or fault which they notice in any electrical equipment to their Manager as soon as they discover it. Faulty or defective equipment must not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated.

All equipment shall have a suitable means of isolation which is easily accessible and identifiable. The isolation points must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. "DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary.

Only adequate replacement parts shall be used (e.g. double insulation parts for double insulated equipment).

Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

The use of any electrical equipment which is not owned by Huck Construction Ltd is prohibited, except where the employee has received prior written authorisation from the Managing Director (in which case the equipment must be tested regularly).

Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such equipment should contact their Manager.

Flexible cables shall be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

All flexible cables must be examined frequently to ensure they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables.

Extension cables should be used with caution and must be joined by proper plugs and sockets. In so far as possible, all cables must be:

- Kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them
- Protected where they pass over or round sharp objects or corners
- Kept clear of radiators and pipe work
- Laid so as to avoid being trapped in doors

## **Manual Handling Operations**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Mechanical handling means will be used wherever practicable.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Assessment will include:

- Type of load to be carried/lifted
- Weight of load
- Distance of travel
- Ground conditions
- Fitness and health of personnel
- Lighting of the area

All possible steps will be taken to reduce the risk of injury to the lowest level possible. Any Employee who carries out a manual handling operation is required to:

- Check the area through which and to which the load is carried is clean and tidy
- Wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment
- Stand close to the load and plant feet firmly with legs approximately 30cm apart
- Squat with bent knees, keeping his/her back straight and chin tucked in
- Grip the load firmly and stand up slowly with the load kept near the body – the load should not be lifted above chest height
- Use smooth movement; avoid jerking, twisting, jumping, etc
- Lower the load slowly by bending the knees and letting the legs take the strain
- Take extra care if suffering from a back problem
- Ask for extra help if necessary

In a construction environment, where the workplace can be constantly changing, assessment of manual handling operations will be continually monitored. The Site manager will try to minimise requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessment of a load before carrying out the manual handling task.

## **Personal Protective Equipment**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Huck Construction Ltd will be maintained in good working order.



All employees provided with personal protective equipment by Huck Construction Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Huck Construction Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

All necessary equipment required for the protection of employees and those who may be affected by certain activities will be provided. All such equipment complies with the relevant British Standards or European Community Standard.

Huck Construction Ltd will provide facilities for the storage and cleaning of personal protective equipment.

All personal protective equipment provided by Huck Construction Ltd will be properly assessed prior to its provision. Personal protective equipment provided by Huck Construction Ltd includes:

- Hard hats
- Safety footwear
- Gloves
- High visibility jackets/vests
- Eye protection
- Hearing protection
- Dust/face masks
- Safety harnesses
- Respiratory protection

### **Control of Hazardous Substances**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (as amended).

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Huck Construction Ltd will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases.

All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

All chemical substances (solvents, fluxes, oils, etc) will be assessed for possible health effects or safety requirements by consulting the relevant suppliers/manufacturers hazard information sheets. Storing of chemical substances, flammable materials, liquids and gases will follow current good practice and will comply with any legal requirements

Huck Construction Ltd will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. Appropriate precautions will be taken before use.

All containers used for transporting substances will carry the appropriate warning labels as required by the relevant packaging and labeling regulations.

Huck Construction Ltd produces COSHH assessment of substances in regular use and copies are kept in the health and safety file, which is always available on site.

### **Asbestos**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Control of Asbestos Regulations 2012.

Asbestos was used widely in the UK between the 1950s and 1980s (e.g. asbestos cement, in insulation boards and in paints, paper and floor coverings). Consequently, it is likely that asbestos is present in all buildings erected during this period. All reasonably practicable steps have been taken to prevent, and where not possible, reduce to the lowest level possible, the exposure of employees to asbestos.

Any employee, who uncovers hidden material or dust, which he or she suspects may contain asbestos, must stop work immediately, seal off the area and contact the Site Manager.

Arrangements will then be made for the material or relevant area to be inspected (and, if necessary, closed down) and for asbestos to be removed by authorised asbestos removal contractors.

### **Angle Grinders and Disc Cutting Tools**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Only trained and competent persons will mount abrasive wheels. Certification will be available of training and the date on which training was undertaken.

Suitable steps will be taken to control risks. These include:

- Adequate support and stability for the work piece
- Guards in place and suitably adjusted and secured
- Operative will maintain a firm grip when operating the machines
- Necessary PPE being worn correctly

### **Cartridge Operated Tools**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Employees required to use cartridge operated tools will be:

- Over 18 years of age
- Adequately trained in the of cartridge operated tools
- Tested for colour blindness to ensure correctly coloured cartridges can be identified

Cartridges will be stored in a locked metal box and only the required amount for the job will be issued at any one time.

Unused cartridges will be returned to the store at the end of the task or at the end of the working shift/day.

Adequate personal protective equipment (ear/eye protection, safety helmet) will be worn whilst using cartridge operated tools.

## **Confined Spaces**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Confined Spaces Regulations 1997.

Huck Construction Ltd will ensure employees avoid working in confined spaces wherever possible. If working in a confined space is unavoidable, the relevant Managers will set up a Safe System of Work for the task and apply the Permit to Work system.

All employees who will need to work in confined spaces will receive comprehensive and adequate training and information on the health and safety issues relating to the type of work.

No young person (under 18 years of age) employed by Huck Construction Ltd will be permitted to work in confined spaces.

## **Noise**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Control of Noise at Work Regulations 2005.

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged. Many elderly people experience difficulties with hearing which is quite normal.

Employees will be encouraged to wear personal hearing protection wherever necessary to safeguard their hearing from excessive noise whilst at work.

Wherever possible, noise levels will be reduced as far as practicable by fitting mufflers on tools where appropriate.

In accordance with the Regulations, Huck Construction Ltd will carry out assessments of noise levels to which employees are exposed and reduce the noise levels whenever practicable. Where the levels exceed the First and Second Action levels, 80dB(A) and 85dB(A), warning signs will be prominently displayed telling or advising all personnel to wear ear protection

Quiet plant and equipment will be selected wherever practicable. Operator noise levels will be checked from manufacturers or suppliers information. All non-essential employees will be prohibited from noisy areas and regular breaks arranged for the equipment operators.

Hearing protection will be worn by operatives and persons in the immediate vicinity if any equipment carries a noise warning sign. Huck Construction Ltd employees operating abrasive wheel machines and pneumatic breakers will wear hearing protection at all times whilst using such equipment.

## **Vibration**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Control of Vibration at Work Regulations 2005.

Huck Construction Ltd will assess the vibration risk from tools and plant to our employees and introduce a programme of control to eliminate the risk or reduce it to as low as level as is reasonably practicable.

Management will provide employees with information and training on possible health risks through excessive exposure to vibration. Huck Construction Ltd will keep records of any health surveillance undertaken.

Vibration white finger is a common hazard associated with vibrating tools and equipment. Huck Construction Ltd employees can help reduce the risk to themselves by:

- ❑ Informing their Supervisor about tools or processes which produce high levels of vibration
- ❑ Keeping warm whilst at work (especially the hands) to help maintain good blood flow to the hands and fingers. Wear suitable gloves and warm clothing when working outside or in cold conditions
- ❑ Not smoking (smoking affects the blood flow)
- ❑ Exercising the hands and fingers to improve blood flow
- ❑ Using the correct tool for the job
- ❑ Never applying more force than necessary
- ❑ Avoiding long periods of using vibrating equipment without a break
- ❑ Maintaining tools and equipment in good working order. If tools are in a poor condition then the relevant Supervisor should be informed so that the tool can be repaired or replaced
- ❑ Never ignoring symptoms. If an employee thinks vibration white finger could be affecting their hands or fingers, they must consult a doctor and inform their Supervisor or the Site Manager.

Huck Construction Ltd will eliminate the risk from vibration by applying mechanical means wherever practicable.

Huck Construction Ltd will ensure the best available tools and equipment are selected for particular tasks. This will include ensuring new tools have vibration controls built in.

Huck Construction Ltd will ensure personnel take regular breaks from the task and the task is rotated between personnel. Suitable gloves and clothing will be provided.

### **Road Transport / Company Vehicles**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Road Traffic Act.

All company vehicles will be maintained in good order and regularly inspected and serviced in accordance with manufacturer recommendations and Ministry of Transport requirements. Private vehicles used for company business are subject to the same requirements. Speed limits will be adhered to at all times. This includes site speed limits

All drivers must be familiar with the legal requirements of the legislation regarding road transport. They must be correctly trained and certified as competent to drive and/or operate the particular type of vehicle they are instructed to drive.

No person shall drive or operate any type of vehicle on a Huck Construction Ltd site or on a public highway without a valid licence or without having received the correct training and instruction in the vehicle use.

Any alterations to the validity of a licence, such as penalty points or driving ban, are to be immediately reported to Huck Construction Ltd.

Drivers will visually examine their vehicles prior to use, paying particular attention to tyres, lights, horn, brakes, engine, screen wash, wipers, coolant, oil and fuel levels. Any defect must be immediately reported to enable the necessary actions to be taken.

No driver or operator of a company vehicle shall attempt to drive whilst under the influence of alcohol or drugs. Any such event will result in suitable disciplinary action.

No unauthorised passengers will be carried in company vehicles.

No person shall answer or make a telephone call from a hand held mobile telephone whilst driving a company vehicle. Mobile phones should be switched off whilst driving as their use is prohibited whilst driving a company vehicle.

Smoking is prohibited in company vehicles.

Speed limits will be adhered to at all times. This includes site speed limits

First aid boxes are kept in all company vehicles.

### ***Loads***

The engine of the vehicle will be switched off whilst the vehicle is being loaded or unloaded.

Vehicle drivers will not attempt to move an overloaded vehicle. Huck Construction Ltd employed drivers shall never allow their vehicle to be overloaded. If in doubt, the driver must seek assistance from a Site or Senior Manager.

The vehicle, control and operation, and the security of the load is the responsibility of the driver at all times. This duty applies equally when the vehicle is travelling loaded or unloaded.

Loads shall be placed in such positions that no danger or nuisance is caused to any persons, property or other road users. Special care must be taken to prevent debris falling or blowing onto roadways.

The load should be positioned and secured so that it will not move in relation to the body of the vehicle that may adversely affect the stability and roadworthiness of the vehicle. It is the responsibility of the driver to ensure loads are secured. Straps, etc which may be required to restrain the load must be in the correct position and securely fastened.

### **Violence, harassment and bullying**

All reasonable security precautions have been taken to prevent the risk of violence, abuse or threatening behaviour against employees and of harassment or bullying of employees at work. Where necessary, appropriate, information, instructions and training shall be provided by Huck Construction Ltd.

Except where this cannot be reasonably avoided, no employee should work alone, except in accordance with the safety measures outlined in a risk assessment.

In the event that an employee is subjected to violence, abuse, or threatening behaviour at work, he or she should call for help or raise the alarm, if it is safe to do so. Under no circumstances should employees risk their safety or that of other persons. In all cases, employees who are subject to violence, abuse or threatening behaviour shall report the matter to their manager as soon as reasonably practicable.

Any employee who is subject to bullying or harassment at work, is encouraged to report the matter to their manager at the earliest opportunity, or to any other member of management whom they feel comfortable to address.

All complaints of harassment, bullying, violence, abusive or threatening behaviour shall be taken seriously and shall be investigated fully, promptly and objectively.

If the alleged offender is an employee of Huck Construction Ltd then so far as reasonably practicable, Huck Construction Ltd shall take steps to keep the identity of the employee who made the complaint, the nature of the complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending employee.

### **Disabled Employees**

It is the responsibility of the Managing Director and Managers to be aware of any disabled employees. In the event of an emergency, in addition to following the normal emergency procedure, they shall arrange assistance for disabled employees or visitors, inform or remind them of the guidance contained below and inform the designated employee of the situation.

Disabled with impaired mobility (i.e. anyone who cannot, without the assistance of another, leave a building) who are on a ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building.

If the employee is on another floor, they must inform at least one other person of their location as soon as an emergency occurs and ask them to inform the designated employee or emergency services

The employee should then proceed to a designated protected escape area which will be separated from a fire by fire-resisting construction and await assistance (protection lasts at least 30 minutes). The employee may ask someone to stay with him or her whilst waiting for assistance. Should a disabled employee have to be evacuated, and this is safe, the Employee shall be evacuated through the building or by the stairs by the emergency services.

Employees with impaired hearing and who may not hear a fire or emergency alarm must inform the Managing Director about this at their Induction and avoid working in isolated areas. If such an employee must work alone, he or she must ensure that someone else knows where he or she is and will inform him or her in case of an emergency.

### **Bomb Alert Procedure**

Anyone receiving a bomb threat or discovering a suspicious object/vehicle should inform the relevant Manager immediately and remain in the vicinity and make him/her self known to the first security personnel arriving on the scene.

If a bomb threat is received it is important to try to get answers to the questions:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- Why are you doing it?
- Do you have a codeword?

Access the gender, age group, accent, state of mind (e.g. intoxicated or irrational) of the caller.

Identify any noticeable background noise or distraction, e.g. traffic.

Assess whether the call is from a public, mobile or private telephone.

If a suspicious object or vehicle is identified/found, it is important to note its exact location and easily recognisable identifying features, e.g. registration number, name markings.

Advise those present in the immediate vicinity to clear the area and remain at a safe distance.

Details in one's mind why suspicion was aroused.

Under no circumstances should anyone touch a suspicious object or vehicle.

Mobile phones and radio transmitters must not be used near a suspicious object/vehicle.

### **Lone and after hours working**

As far as reasonably practicable, Huck Construction Ltd shall endeavour to arrange that lone or after hours working shall be carried out only if:

- A second person is within earshot
- A telephone (allowing external and internal connection) is available to the person
- An appropriate and adequate safety procedure is established (e.g. a telephone reporting system / regular security patrols);
- Where the job carries peculiar hazards, at least one other person in the area is competent to deal with such hazard
- Special arrangements are made to ensure the safety of any disabled employee who works alone or after normal hours

Huck Construction Ltd recognises that in the course of their duties, employees may work away from their colleagues depending on the particular project being undertaken. They often do this alone and are exposed to greater risks during this time.

Management shall carry out a risk assessment to determine what risks this entails and implement the necessary controls. As a minimum the lone worker should:

- Always book out when leaving their normal place of work.
- Ensure details of their mobile phone or other means of communication are available.
- Agree an expected return time.
- If delayed or arrangements are changed contact the office and let them know.

Should a lone worker become overdue:

- A member of the Project team should contact them on their mobile phone.
- If they cannot raise them, they should phone another colleague on the site in question and then try their home telephone number
- If still unable to contact them, a senior manager should be informed and they should notify the police.
- A senior member of staff should remain available until the situation is resolved.

### **Visitors**

Visitors to Huck Construction Ltd premises or sites shall be given safety information and instruction as may be necessary and appropriate.

As far as reasonably practicable, a visitor with impaired mobility shall be known to another person throughout the visit. If reasonably practicable, the visitor shall not be taken above or below ground floor level. For the purpose of this Policy, a person has impaired mobility if he or she cannot, without the assistance of someone else, easily use stairs to leave a building.

Every precaution shall be taken to ensure that Visitors do not enter hazardous areas unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing where applicable.

### **Employee's children**

Employees should not bring children to work, except with the prior written authorisation of the Managing Director (which shall be in his absolute discretion). An employee who is authorised to bring a child to work, must keep him or her under close supervision at all times.

### **Young Person's Safety**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Management of Health and Safety at Work Regulations 1999.

All work activities undertaken by any person under the age of 18 years will be risk assessed with respect to the following

- The immaturity and inexperience of the young person
- The required health and safety training
- The types of equipment, chemicals and method of use
- The task undertaken

Wherever the risk assessment identifies the need for supervision, then adequate supervision must be given throughout the work undertaken.

### **The Environment**

It is the policy of Huck Construction Ltd to comply with the current law in respect to the Environment.

Where Huck Construction Ltd produce any waste, Huck Construction Ltd will be solely responsible for its safe control and disposal.

Should Huck Construction Ltd produce any hazardous waste, it will be disposed as per the current legislation.

### **Fire Safety**

It is the policy of Huck Construction Ltd to comply with the law as set out in the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

Huck Construction Ltd fire safety policy and procedures take account of special fire hazards in specific areas.

All employees within the company have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Managing Director and Senior Managers are responsible for keeping areas safe from fire, ensuring that staff are trained in proper fire prevention practices and emergency procedures.

Office and site cleanliness and the removal of rubbish on site is essential.

Facilities will be provided for the storage of flammable materials and these facilities must be used.



Whenever hot work is performed, care must be taken to ensure that flammable materials are removed from the immediate vicinity, or protected, or a permit to work system is used.

### **Fire Procedure**

In the event of the fire the following procedures will apply:

- ❑ Raise the alarm and notify the nearest Manager
- ❑ Telephone the Fire & Rescue Services
- ❑ Without putting yourself at risk, attempt to extinguish the fire using an extinguisher or fire blanket only if it safe to do so and you are trained to do so. Never use water appliances on electrical apparatus or flammable liquids.
- ❑ When the alarm sounds, leave by the nearest exit. Switch off machinery, etc as you leave only if there is sufficient time to do so.
- ❑ Assemble at the designated assembly point and report to the nominated Supervisor.
- ❑ Do not panic or run
- ❑ Do not stop to collect personal belongings.
- ❑ Do not re-enter the premises until given permission by either the Fire & Rescue Services or a designated Director

On hearing the alarm, all operatives will evacuate and assemble at the assembly point where a roll call will be taken. Employees must familiarise themselves with the evacuation procedure when working on other sites (information will be provided at site Induction).

Employees will be provided with the relevant information regarding with a Client's fire procedure when working on other sites.

### **Fire Extinguishers**

Fire extinguishers are provided by Huck Construction Ltd.

Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so and they have been trained to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

### **Fire Exits**

Exit doors and corridors must never be locked, blocked or used as storage space.

### **Smoking**

Smoking is prohibited inside the workplace. Information and instruction regarding designated outdoor smoking areas is provided to all employees at the Induction process.

Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

### **Emergency Procedures**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave by the nearest available exit and assemble at the designated assembly point.

The designated assembly points are:

<b>Department</b>	<b>Assembly Point</b>
Employees / visitors (premises)	Outside Yard
Employees (on site)	Details provided at every site Induction

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures.

### **Procedures for accidents on site**

In the event of an accident, the person should contact the site Supervisor or Manager. If this is not possible, another person should make contact on their behalf.

If the accident is major, arrange for the emergency services to be called and ensure access to the incident is clear. Wait for the emergency services to arrive and direct them to the scene. The accident then has to be reported to the company Safety Officer and the Health and Safety Executive. All accidents are to be recorded in the Site Accident Book.

### **Accident, Incident and Dangerous Occurrence Reporting**

It is the policy of Huck Construction Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All accidents must be reported immediately to a relevant Senior Manager. Where the accident occurs on a Client's premises, notification should also be given to the Client.

Details of injuries and receiving of first aid treatment will be entered into the Accident Book. This now include over three day injuries as reporting of such has now changed to over seven day injuries.

Details of fatal or specified injuries will be notified immediately to the Health & Safety Executive by telephone.

Other incidents will be recorded via the online report forms.

Should an accident investigation be required, this will be done as soon possible after the event and undertaken by the Managing Director, Senior Managers and the external H & S Consultants in order to determine the root cause of the incident so new measures can be implemented (if required) to prevent a re-occurrence.

Huck Construction Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be analysed in an attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

### **Medical, Injury and Occupational Health Provision**

All first aid equipment is clearly marked and easily accessible by all employees during all working hours. First aid kits are stored in all company vans.

A list of emergency telephone numbers of doctors and hospitals available to a site will be displayed on the site notice board.

The Managing Director is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

### **Alcohol and Drugs**

Alcohol and drugs impair an individual's reaction speed and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees report for work in an unfit state due to use of alcohol or drugs.

Under no circumstances will any employees be in the possession of any drugs or alcohol whilst on the premises or work sites.

Medication properly prescribed by a General Practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises or site and the person suspended on full pay pending formal disciplinary action

No employee of Huck Construction Ltd may enter a company vehicle, worksite or perform a service for the company whilst under the influence of alcohol or any controlled substances.

The consumption of alcohol on company premises or on a client's site or premises is specifically forbidden.

The possession of alcohol on company premises or on a client's site or premises with the intent to consume or sell is forbidden.

The sale, illegal possession or illegal use of controlled drugs whether on site or on company premises is strictly forbidden.

Any employee who is caught in possession of, or is suspected to be under the influence of any of the above-mentioned points could be instantly dismissed for gross misconduct.

Each case will be treated on its own merit. The excessive or inappropriate use of drugs or alcohol on a random occasion may be viewed differently from drug or alcohol dependence.

### **Exposure to the sun**

Huck Construction Ltd are aware of the dangers of prolonged exposure to the sun and will ensure personnel are suitably informed, instructed and training in how to avoid over-exposure. This shall include ensuring personnel:

- ❑ Are aware of the dangers of the sun's rays and always wear sun-blocking agents.
- ❑ Cover up as much exposed skin as possible.
- ❑ Only expose skin to the sun's rays for short periods of time.
- ❑ Where possible, wear a hat to prevent the sun burning the head or the back of the neck.
- ❑ Drink plenty of fluids to replace lost body fluids and prevent dehydration.

## General Rules

- ❑ All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- ❑ All employees shall immediately report any unsafe practices or conditions to the relevant authority
- ❑ Any employee under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- ❑ Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
- ❑ Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- ❑ Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- ❑ All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
- ❑ No employee should undertake a job that appears to be unsafe.
- ❑ No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- ❑ All injuries must be reported to the relevant Manager.
- ❑ Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the managing director.
- ❑ Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- ❑ No employees should use chemicals without the knowledge required to work with those chemicals safely.
- ❑ Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

### **Working Environment**

- ❑ Work areas must be kept clean and tidy.
- ❑ Any spillage must be cleaned up immediately.
- ❑ Waste materials and rubbish must be removed routinely.
- ❑ All combustible waste materials must be discarded in sealed metal containers.
- ❑ All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

### **Walkways**

- ❑ Walkways and passageways must be kept clear from obstructions at all times.
- ❑ If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- ❑ Trailing cables are a trip hazard and should not be left in any passageway.
- ❑ Any change in the floor elevation of any walkway/passageway must be clearly marked.
- ❑ Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a hazard.

### **Tools and Equipment Maintenance**

- ❑ Company equipment is only to be used by qualified and authorised personnel. It is the responsibility of the Managing Director to determine who is authorised to use specific equipment.
- ❑ It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must be repaired or replaced.
- ❑ All equipment must be properly and safely stored when not in use.
- ❑ No equipment should be used without the manufacturers recommended shields, guards or attachments.
- ❑ Approved personal protective equipment must be properly used where appropriate.

### **Personal Protective Equipment**

- ❑ Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- ❑ Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to the relevant Manager.

### **Manual Lifting and Moving**

- ❑ Wherever reasonably practicable, lifting and moving of objects should always be done by mechanical devices rather than manual handling.
- ❑ The load to be lifted must be inspected for sharp edges, splinters and wet or greasy patches.
- ❑ When lifting or moving a load with sharp or splintered edge gloves must be worn. Gloves should be free from oil, grease or other agents that might impair grip.
- ❑ The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- ❑ Employees should not attempt to lift or move a load that is too heavy to manage comfortably. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- ❑ When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees and not the back. These steps should be reversed for lowering an object to the ground