



Health & Safety Policy Manual

Prepared in accordance with section 2(3) of the Health & Safety
at Work etc Act 1974

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UK Landcare is a trading name of 'UK Landcare Ltd' • VAT Reg. No. 939797738 • Company Reg. No. 6461986 (England & Wales)
Registered Office: Little Padfield Barn, Little Padfield Road, Little Padfield, Glossop SK13 8ER

Contents

UK Landcare Limited

Units A&B
Glossop Brook Business Park,
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Name of person with ultimate responsibility for Health & Safety matters within the Company

Heath Rowland, - Director with overall responsibility to Health & Safety

Issue Record:

Copy No	Issued to Party:	Revision				Issued To ✓
		001	002	003		
1 New Policy	Head Office	✓	✓	✓		
2 Revision 001	Head Office	✓	✓	✓		
3 Revision 002	Head Office	✓	✓	✓		
4 Revision 003	Head Office	✓	✓	✓		
Stage		By Whom	Signature		Date	
Developed / Reviewed		Bryony Coram	<i>Bryony Coram</i>		06/09/21	
Approved		Heath Rowland	<i>HR</i>			

Amendments Record:

Revision No.	Amendment:	Page Ref:	Date:
001	Reviewed and signed new Health & Safety Policy Statement	Throughout	22/09/2017
001	All references to HSQE Manager amended to H&S Manager	11	22/09/2017
001	3.4.1 First Aid- Referenced IMS Section 5.4	12	22/09/2017
001	3.4.2 Reporting Procedures- Referenced IMS section 5.5	12	22/09/2017
001	3.5 Fire & Emergency Procedures- Referenced IMS sections 5.3 & 5.4	16	22/09/2017
001	3.6.3 Added- The Health Questionnaires will be completed at least annually and where the need is identified an Occupational Therapist will be engaged to carry out more in depth Health Surveillance.	19	22/09/2017
001	3.6.8 Ladders- changed SWP to 07 & added The hierarchy of control for working at height is to be adhered to and the ladder permits are to be completed at the position of work. Ladders are only to be used for short duration works and when 3 points of contact can be maintained	27	22/09/2017
001	3.8- Construction (Design & Management) Regulations 2015- Added further information – Managing Health & safety in Construction L153	30	22/09/2017
001	3.8.1 Fall of Persons – Added further information - RA002 SWP Working at Height	30	22/09/2017
001	3.8.3 Mobile Tower Scaffolds - Towers are to be tagged following inspection which is to be done at least every 7 days, if altered or if adverse where located outside	24	22/09/2017
001	3.8.7 Scaffolds to be tagged and inspected at least 7 days or if amended or adverse weather.	26	22/09/2017
001	3.9.4 Procedures & arrangements -Amended requirement to have landline installed- require mobile phone connection or other means of communication	30	22/09/2017
001	Director responsible for Health & Safety amended to be Heath Rowland	4	03/10/2017
002	Added position description of Contract Manager/ Project Manager to include Site Agent as that is the position often referred to by all personnel / Clients- roles remain the same.	Throughout	21/09/2018
002	Inclusion that UK Landcare Ltd now gave an internal Health & Safety Advisor / Manager – Kim Hunter having attained her NEBOSH in Construction – also Company Structure.	26	21/08/2018
002	Information added to PPE – reference to RPE including face fit testing	59	21/08/2018

002	Inclusion of the Companies plans for mental health wellbeing	60	21/08/2018
002	Amended Company Organisational Chart to include recently appointed Director – Nigel Rose.	8	21/09/2018
002	All Directors Responsibilities to mirror Contract Managers	8	21/09/2018
003	Amended Company Organisational Chart to include recently appointed Contracts Manager / Site Agent. Amended Contract Managers Position to Contract Managers / Site Agent to reflect their role	8	18/09/2019
003	Further Guidance Reviewed throughout the document references to GE 700 removed and replaced as an addendum to utilise the GE700 for reference as responsibility of All Directors /Contract Managers / Projects Manager / Site Agents.	Throughout / 11	18/09/2019
003	Responsibilities for Directors / Contract Managers / Site Agents regarding temporary / agency workers	11	18/09/2019
004	Responsibilities of health & safety Manager to be upheld by Directors / Contract Managers / Site Agents as currently no in-house person holds this position. Introduction of a Compliance Manager.	17	18/09/2020
004	Inclusion of Covid-19 within the Policy Manual	61	18/09/2020
004	Insertion of Index	5	18/09/2020
005	Section 2.2.8 Sub-Contractors General Requirements- information added regarding pre-qualification questionnaires / assessment	21	06/09/2021
005	3.6.2 Health and Safety Arrangement sub-contract questionnaires sent to compliance manager (previously Director responsible for H&S)	28	06/09/2021
005	3.6.4 Health and Safety Assistance removed in house Health & Safety Manage	29	06/09/2021
005	3.21.2 Asbestos Procedure additional information added regarding surveys	58	06/09/2021
005	3.30 UK left the European Union	64	06/09/2021

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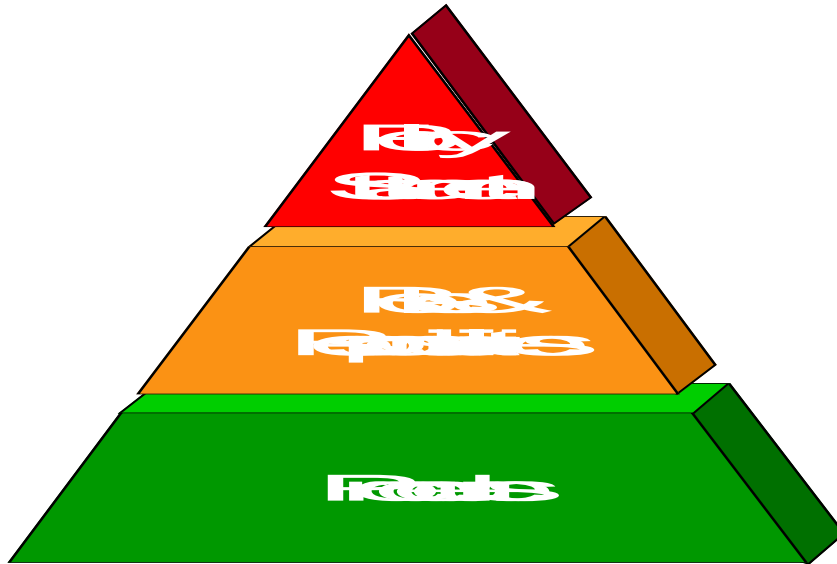
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i Introduction

In accordance with the Health and Safety at Work etc. Act 1974, UK Landcare Ltd has produced a Health and Safety policy statement, together with an Environmental policy statement. These policies apply to the entire operations of UK Landcare Ltd.

ii Policy Structure

The Policy provides a documented, structured approach detailing UK Landcare Ltd's commitment to preventing injury and protecting the environment. The Policy comprises of three main elements:



iii Policy Statement

This details the Company's aims and objectives for health & safety and the environment. In other words what UK Landcare Ltd wants to achieve.

iv Roles and Responsibilities

The successful implementation of the Policy relies upon the commitment and actions of every employee within the Company. This part of the Policy details the various roles and minimum responsibilities that individuals have in order to help deliver the aims and objectives of the Policy. Every employee is accountable for ensuring delivery of the responsibilities appropriate to their role.

The generic titles for the roles within the Policy are:

- ◆ Employee;
- ◆ Supervisor;
- ◆ Project Manager / Contracts Manager/ Site Agents
- ◆ Company Owner/Director.
- ◆ Skilled Site Operatives
- ◆ Health & Safety Advisor

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v Procedures

These document the practical standards and procedures to follow when implementing the Policy. They set the health, safety and environmental operating standards of UK Landcare Ltd.

vi Distribution of Policy Statements

The Companies Compliance shall communicate the content and ensure that each member of staff has a personal copy of the Policy Statements and responsibilities. The issue of these documents will be formally recorded by a Director. They shall also ensure that members of staff are aware of, and have access to, the relevant standards and procedures for the work they carry out.

Where third parties request a copy of any policy statement they shall be copied in their entirety with the staff and management responsibilities together with the appropriate cover sheet.

1.0 Statement of General Intent

UK Landcare Ltd recognise the requirement to conduct the business in such a way as to ensure, so far as reasonably practicable, that employees and others who may be affected by our operations are not exposed to risks to their health and safety. Health and Safety is a core value in our business, as a minimum we will strive to fulfill both the spirit and letter of the law but in addition take a proactive approach to achieve continual improvement in performance.

We believe all injuries are preventable and we are committed to sending everyone home in the same condition as when they arrived at work.

We believe that achieving high standards of health and safety contributes to business performance and that the way we manage health & safety and quality of service go together.

To achieve our health and safety objectives we will:

- ◆ Provide adequate resources to successfully manage health and safety at work.

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- ◆ Promote joint consultation and co-operation on matters concerning health, safety and welfare to ensure opportunities for effective participation by all employees, their representatives and contractors.
- ◆ Promote the development of a positive health and safety culture based on fairness, trust and co-operation, where all accidents and incidents are reported and we learn from our mistakes to prevent recurrence.
- ◆ Ensure that the level of risk from all significant health and safety hazards is assessed and, so far as reasonably practicable, eliminated or adequately controlled.
- ◆ Ensure that the level of risk from significant work-related driving hazards is assessed and, so far as reasonably practicable, eliminated or adequately controlled.
- ◆ Provide appropriate instruction, training, retraining and supervision in health and safety to maintain the competence levels of all employees.
- ◆ Provide employees with safe plant and equipment along with safe systems of work.
- ◆ Ensure that all employees are aware of and carry out their health & safety roles and responsibilities.
- ◆ Ensure effective communication of health and safety information.
- ◆ Continually monitor health and safety performance to ensure the implementation and adequacy of this Policy
- ◆ Ensure contractors meet the Company's health and safety standards.

The overall responsibility for health and safety management throughout the Company is vested with the Director responsible for Health & Safety who will ensure this Policy is implemented. The Director will receive regular performance reports and the Policy will be reviewed at regular intervals and at least every 12 months..

Heath Rowland



Date: 06/09/2021

Director with overall responsibility for Health & Safety

2.0 Organisation and Responsibilities

This section of the Health and Safety Policy deals with the Company's organisation for the Health and Safety of all staff and the responsibilities allocated to each member of staff, to ensure that the Company operates effectively.

2.1 Organisation

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health.

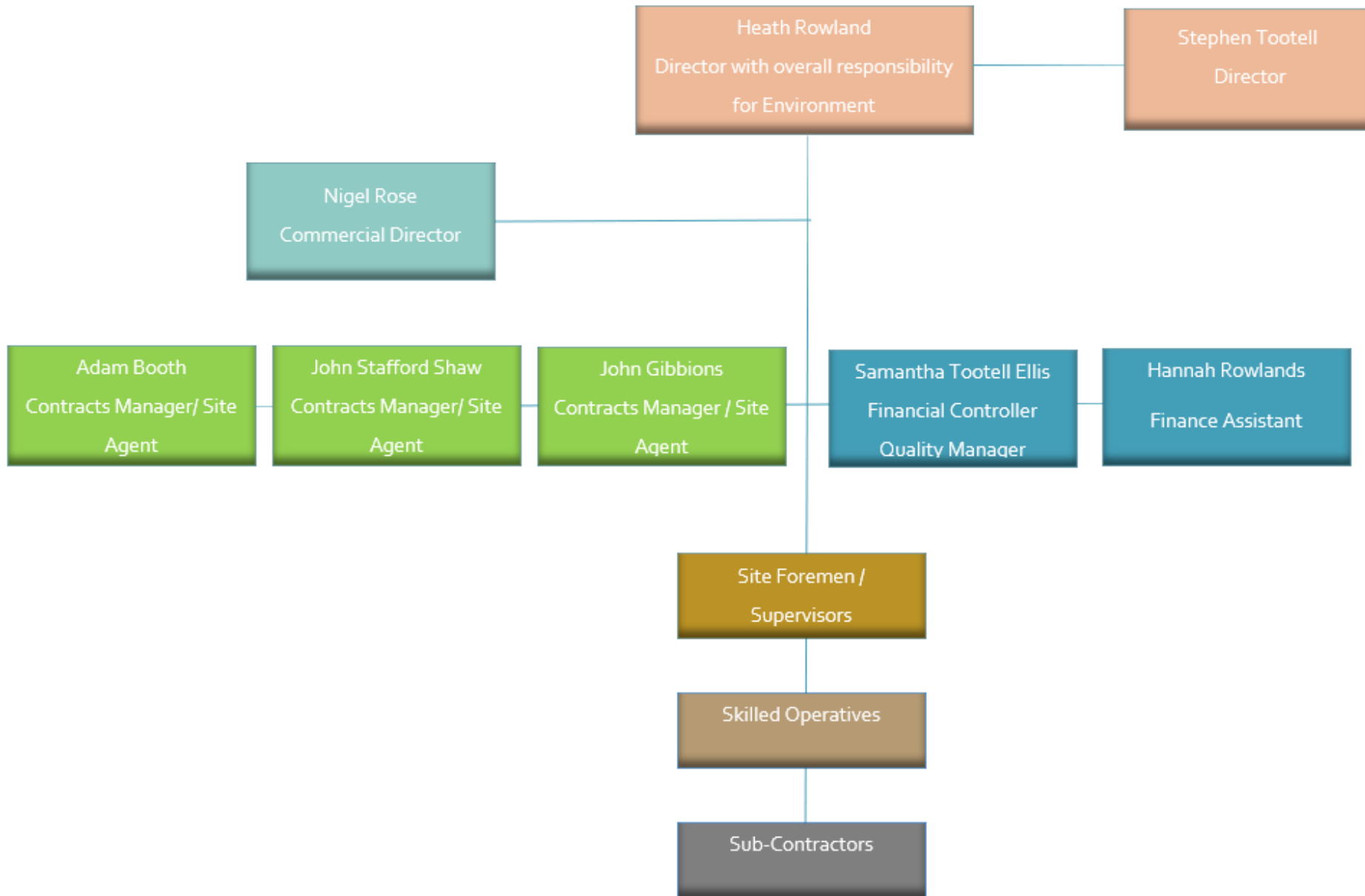
Ultimate responsibility lies with the Compliance of UK Landcare Ltd; however specific duties are delegated to others according to their position, experience and training.

As Health and Safety is a matter of concern for all company employees, it is the Company's aim to encourage employees to participate and to willingly take ownership for their specific responsibilities, not only in the proper enforcement of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development.

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Policy No: 002
Issue No: 05
Issue Date: 06/09/2021



2.2 Responsibilities

2.2.1 Director responsible for Health & Safety

The responsibilities of the Director responsible for Health & Safety are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that each senior manager/manager administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure information relating to accidents is reviewed and targets are set for accident reduction.
- Sanction the necessary resources for adequate equipment, training and all other matters of Health and Safety to meet the requirements of the Company Policy.
- Ensure that appropriate training is given to all staff as necessary.
- Promote liaison on Health and Safety matters between the Company and any third party working for, or on behalf of, the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Insist that sound working practices are observed throughout all company activities, as laid down by relevant Codes of Practice and ensure that work is planned and carried out in accordance with the statutory provisions.
- Support arrangements for resources and facilities to meet the requirements of the Company Policy.

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- Ensure that each manager administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Ensure that appropriate training & instruction is given to all staff as necessary.
- Undertake Annual appraisals and in conjunction with the Health & Safety Manager identify training needs

2.2.2 All Directors /Contract Managers / Projects Manager / Site Agents

The responsibilities of the Contracts Manager(s) are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Advise the H&S Manager of any Health, Safety and Welfare issues of which they have been made aware.
- Ensure that site supervisors administer and promote with enthusiasm the requirements of this Policy throughout the entire Company.
- Carry out regular inspections of the workplace on an ongoing basis to ensure a safe working environment is maintained.
- Promote liaison on Health and Safety matters between the Company and any third party working for or on behalf of the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Attend regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Ensure that Site Supervisors are provided with sufficient resources to enable them to complete works in a safe manner.
- Ensure that company employees (inc labour only sub-contractors) are aware of any clients' safety requirements and that such requirements are complied with.

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- Ensure that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are reported in accordance with this Policy.
- Ensure that all management/staff and sub-contractors receive Company Safety Induction and Site Safety Induction where appropriate. This is to include Temporary / Agency Workers where it is recognised that inductions, training needs analysis is to be more thorough, checking of training and higher levels of supervision are required. It is the responsibility to ensure that they are to be supplied all PPE required, this is to be recorded that this has been given and training given on use, maintenance and storage.
- Ensure that Risk Assessments and where necessary Safety Method Statements are in place for all works that are undertaken on construction sites. Where necessary referring to HSE Health & Safety Guidance and GE700 or requesting advice from the Health & Safety Manager or external sources if required.
- Ensure that Company personnel are competent to undertake the work required of them by ensuring that they have received relevant training, instruction and have the relevant experience.
- Support the Managing Director, Director(s) and Senior Managers in the implementation of this policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.

2.2.3 Site Supervisor/Foreman

The responsibilities of the Site Supervisor/Foremen are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage and know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.

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- Ensure that all staff/employees/self-employed/sub-contractors working on construction sites, receive site safety induction before works commence on site and are given tool box talks as works progress.
- Ensure that Risk Assessments and where necessary Safety Method Statements for works are undertaken on construction sites.
- Ensure that, in accordance with the Manual Handling Regulations, risk assessments are completed on loads required to be lifted and where reasonably practicable provide mechanical handling aids or reduce the loads required to be lifted manually.
- Ensure all visitors to construction sites receive site safety induction, have the appropriate PPE and are escorted where appropriate.
- Ensure that all site operatives under their supervision wear all appropriate safety clothing and equipment and are competent to undertake the work required of them
- Instruct Company personnel on any Risk Assessment and Safety Method Statement prepared on their behalf for the works to be undertaken and ensure they are understood and fully complied with.
- Ensure that any plant equipment supplied to operatives is in date for any statutory inspections or tests and that the operative is competent to use the equipment supplied.
- Ensure that all electrical equipment used on site is reduced voltage (110v)
- Support the Managing Director, Director(s) and Senior Managers in the implementation of this policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.
- Ensure that arrangements for first-aid, as required by the Health and Safety First Aid Regulations, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept complete. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Liase with the fire and rescue service on fire prevention and rescue procedures, especially when hazardous situations are foreseen, e.g. confined space entry.
- Ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations.

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- Ensure that details of accidents that may occur are recorded in the Company Accident Book and that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are reported in accordance with this Policy.
- **In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the Health & Safety Director, Health and Safety Manager & the External Competent Health & Safety Advisor must be advised without delay**

For guidance on action to be taken in the event of an accident, contact the UK Landcare Ltd's Director responsible for Health & Safety

2.2.4 Health & Safety Manager- this position is temporarily not filled and the duties are being fulfilled by the Directors and Contract Managers / Site Agents when required advice sort from external competent Health & safety advice.

The responsibilities of the Health & Safety Manager are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that they administer and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure regular inspections of the workplace are undertaken on an ongoing basis, to ensure a safe working environment is maintained and that a record of the inspection is kept for reference.
- Promote liaison on Health and Safety matters between the Company and any third party working for or on behalf of the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.

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- Attend regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Responsible for monitoring materials/substances that come under the Control of Substances Hazardous to Health Regulations that the Company uses or which Company employees may be subjected to.
- Ensure that Company employees are aware of any client's safety requirements and that such requirements are complied with.
- Ensure that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are reported in accordance with this Policy.
- Ensure that all management/staff and sub-contractors receive Company Safety Induction and Site Safety Induction where appropriate.
- Ensure that any required Risk Assessments, and where necessary Safety Method Statements for works, are undertaken by site management on construction sites.
- Ensure the IMS is regularly audited and suitable actions are taken to remedy any findings
- In conjunction with the Director undertaking the Employee Appraisals identify training needs.
- Support the Managing Director and Director(s) in the implementation of this Policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.

Generally

- The person receiving the instruction has been inducted (Company staff only) and is aware of the Company's Health and Safety Policy. They should also ensure that the person is capable and competent having undertaken relevant training and has the experience to complete the task.
- They are aware of the requirements of any risk assessment completed for the work and if necessary either complete or ensure a specific risk assessment is completed before the work commences.
- A visual inspection of electrical or mechanical equipment has been completed prior to its use.
- Staff required to use Company equipment are trained in its use and do not attempt to carry out any repairs.
- The necessary fire-fighting equipment is available.

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- First aid facilities are available.
- All accidents and incidents are reported in accordance with this Policy.
- All staff work safely and do not take unnecessary risks.
- All necessary welfare provisions are provided and maintained.
- Any third party acting for or on behalf of the Company does so in accordance with the Company Health and Safety Policy and does not put themselves or any other person at risk by their actions or omissions.

2.2.7 All Employees – General Requirements

The attention of all employees is drawn to their responsibilities under the **Health & Safety at Work etc. Act 1974**. These include the following in particular: -

- It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could result in disciplinary action being taken by the Company, and that provision is made in the **Health & Safety at Work etc. Act 1974** for certain breaches to be actioned by the Health & Safety Executive.

Employees shall: -

- Read and understand the Company's Health and Safety Policy and carry out their work in accordance with its requirements.
- Abide by all of the requirements of the Company driving policy, if driving a vehicle on Company business.

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- Use the correct equipment for their job and not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training. Further, any defects in office equipment or machinery must be reported immediately to their supervisor.
- Wear protective clothing and safety equipment where required and as instructed.
- Report immediately to their Supervisor any defective equipment.
- Work in a safe manner at all times.
- Not take unnecessary risks that could endanger themselves or others.
- If possible, remove any hazards themselves or report them immediately to their supervisor.
- Not use equipment for work for which it was not intended, or if they are not trained or experienced in its use.
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury, nor attempt to reach items on high shelves unless using steps or a properly designed hop-up. Do not improvise or climb.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Not play dangerous practical jokes or indulge in "horseplay" in the work place.
- Report to their Supervisor any person seen abusing welfare facilities.
- Find out from their supervisor the location of the First Aid Box and who the First Aiders are. Report any injury they receive as a result of an accident at work, even if the injury does not stop them working.
- Suggest safer methods of working.

2.2.8 Sub-Contractors General Requirements

UK Landcare Ltd requires all sub-contractors to meet their statutory obligations. Sub-contractors are to carry out their work efficiently and strictly in accordance with the **Health and Safety at Work Act 1974** and all other associated regulations and approved codes of practice. Sub-contractors are to implement a safety management system and must employ, retain or have access to competent personnel who can produce, when necessary or applicable, the following documentation:-

- Company Health and Safety Policy.
- Risk assessment including:-
 - General Work Risk Assessment
 - Manual Handling Assessments

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- COSHH Assessments
 - Noise Assessments
- Safety Method Statements which demonstrate a safe system of work.

In addition, all sub-contractors are to:-

- Appoint or have access to a Safety Supervisor who will ensure that all works carried out on behalf of UK Landcare Ltd is carried out safely and in accordance with current legislation and any site-specific rules.
- Set up and maintain welfare and first aid facilities for their employees commensurate with the works being undertaken unless shared welfare and first aid facilities are provided by others.
- Maintain good working relations with UK Landcare Ltd clients' and fellow sub-contractors. Sub-contractors are to liaise with each other or the contractor fulfilling the role of principal contractor under the Construction (Design and Management) Regulations 2015 to ensure that their works do not have an adverse effect in regards to safety of other contractors on site.
- Ensure that all personnel have the skills, knowledge and experience to carry out their duties, undertake the works and are properly supervised during the works.
- Ensure that all personnel have received site safety induction training prior to commencing works on site.
- Have procedures in place to reprimand and discipline any of their employees who are careless in regard to their safety or the safety of others. UK Landcare Ltd will not hesitate to instruct the removal from site of personnel who are a danger to themselves or others.
- Ensure that all their employees have been provided with, and wear when necessary, appropriate personal protective clothing and equipment in accordance with the Personnel Protective Equipment Regulations.
- Ensure that all accidents and incidents of near misses whether reportable to the HSE under the Reporting of Diseases and Dangerous Occurrences Regulation (RIDDOR) or not, must be reported to UK Landcare Ltd' HSQE Manager. All reportable incidents under RIDDOR are to be reported to the relevant Enforcing Authority via the Incident Contact Centre by UK Landcare Ltd' HSQE Manager. UK Landcare Ltd will investigate all reportable accidents to assist in determining the cause and allow the implementation of preventative measures.
- Ensure co-operation at all times with UK Landcare Ltd's and the client's personnel in the furtherance of their duties.

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- Ensure that all statutory registers and forms are completed and statutory signage displayed.

UK Landcare require all sub-contractors to complete a Sub-Contractor Pre-Qualification Questionnaire and supply supporting evidence of their health & safety management within the company. This is then assessed prior to their inclusion on UK Landcare's approved contractor list.

2.2.8 Compliance Manager Requirements

- The compliance manager is an external consultant assisting with our Health & Safety requirements available to give competent advice and assist with our ISO9001 Management System and to retain the accreditation.

3.0 General Arrangements

3.1 Consultation with Employees

The Company recognises its duties and responsibilities under various legislation to consult with its employees on matters regarding health, safety and welfare. This will be achieved via regular site one to one or group discussions with the Director responsible for Health & Safety, open forums following tool box talks, an observation / suggestion card system and an open door policy.

3.1.1 Staff Meetings

Directors, Managers and Supervisors are to ensure that health and safety is regularly included in Departmental Meetings; any employee can request to include a specific health and safety related item in a Departmental Meeting.

3.2 Provision of Information

Information will be provided to employees and sub-contractors in the most appropriate format including Safe systems of work, risk assessments, tool box talks, training; statutory and any other useful posters; staff notice boards, email and Internet bulletin boards; this Policy; meeting minutes etc. A minimum of a bi-annual core safety brief will be made available to all employees and sub-contractors.

3.3 Training

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require. All training will be mandatory with records of any training being kept. Employees are encouraged to

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inquire about suitable training where they feel it would be beneficial and will be discussed during appraisals.

The Company believes that effective training is essential to the maintenance and improvement of the Company and individual performance.

The Company aims: -

- To ensure that personnel are trained to the agreed standard of performance required to meet the business needs of the Company.
- To improve the level of individual performance in the current position.
- To enable individuals to acquire additional knowledge and learn new skills to enable them to develop their careers and to adapt to changing circumstances.

3.3.1 Induction Training

- Induction training shall be arranged for individuals employed by, or working under the control of, the Company as follows:
- On commencement of employment - a general guide to the controls and procedures in force at that time, including the Company Safety Policy, emergency procedures, means of sounding the alarm, lines of communication and disciplinary procedures.
- On commencement of every new construction sites in addition to any Clients inductions required.
- Safety inductions are in addition to any other health and safety related training and records will be maintained of all inductions and attendees.

3.3.2 Job Specific Training

- Training requirements will be identified on initial employment and will be reviewed after the completion of the individual's first three months of employment. Training is also discussed during the employee appraisal which is completed at least annually.
- Where employees are required to carry out specific tasks (e.g. manual handling, working with display screen equipment, etc.) they will be provided with the necessary training.

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- First Aid Training is to be provided to sufficient personnel to ensure adequate First Aid Provision can be provided on all site and in the offices.
- Fire Warden Training will be provided to sufficient personnel to ensure that adequate Fire Warden / Marshall Provision can be provided on site or in the offices.
- Asbestos Awareness Training will be provided for all site personnel annually
- The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.
- SMSTS or SSSTS will be provided for Contract Managers / Projects Managers/ Site Agents, Site Managers / Supervisors.

3.4 Accident and Ill Health

Further information

- HSE – INDG453 Reporting accidents and incidents at work

3.4.1 First Aid

Further information

- HSE – INDG214 (Rev2)

First aid at work

- HSE – L74 (3rd Edition) First aid at Work
- HSE – INDG 347 Basic advice on first aid at work
- IMS Section 5.4
- The Health and Safety (First Aid) Regulations, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each workplace.
- To allow for holidays, sickness, etc. the Company will take all reasonable measures to ensure that there are at least two trained first aiders (one will be present at all times)
- Adequate First Aid boxes will be kept within the office & on site. The First Aiders will ensure that the First Aid box is adequately maintained at all times.

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- The Company recognises that there are differences in the first aid provision it can reasonably provide for office and construction site based staff, dependent on the works and the size of the construction site. The Company will ensure that an assessment of the first aid requirements on construction sites is assessed on a site-by-site basis and provide appropriate first aid facilities. This meets the requirements of the Company's general assessment but if for any reason a Site Manager requires additional/specific first aid equipment, they should inform UK Landcare Ltd's Contract Managers. (Project Manager / Site Agent)

3.4.2 Reporting Procedure

Further information

- IMS Section 5.5
- All injuries to employees resulting from an accident whilst at work, however minor, will be reported to the employee's Line Manager, who will ensure that a record is made in the Accident Report Book. This also applies to injuries received by members of the public/visitors whilst on Company-controlled premises.
- Accidents involving Contractors carrying out works on the Company's behalf must be reported to ensure the Company can take any necessary action and where required put preventative measures in place.
- All fatalities, major injuries, dangerous occurrences, reportable diseases and other accidents notifiable under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the relevant Enforcing Authority via the incident contact centre by UK Landcare Ltd's HSQE Manager. Form 2508 will be completed and sent within 15 days.
- The UK Landcare Ltd HSQE Manager is to ensure that all notifiable accidents on construction sites and within the office are reported in the appropriate manner.
- The Director responsible for Health & Safety will delegate this duty to a competent person.
- The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures.

3.5 Fire and Emergency Procedures

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- HSE – HSG168 rev 2 Fire safety in construction work
- IMS Sections 5.3 & 5.4

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005

The Construction (Design and Management) Regulations 2015 impose duties with regard to the safe operation of construction sites on designers, the principal contractor and other contractors.

These duties extend to minimising the risk of fires and ensuring that, if a fire should occur, it can be correctly dealt with. Fire should be one of the hazards covered in a fire safety plan that will form a part of the construction phase health and safety plan.

Key points

- The risk of fire is greater during the construction, refurbishment or demolition of buildings than at any other time
- The Regulatory Reform (Fire Safety) Order 2005 is the prime piece of fire safety legislation in England and Wales and the Fire (Scotland) Act 2005 in Scotland.
- Fire extinguishers, emergency lighting, fire alarms and fire signs must comply with current British Standards.
- The 'responsible person' must ensure that the premises and site comply with all legislation to ensure the safety of 'relevant persons'. The HSQE Manger will fulfil this position and seek advice if required.
- Fire risk assessments must be carried out, reviewed and acted upon
- Sources of fuels, such as LPG cylinders and building materials, should be identified.
- In addition to the usual sources of ignition, such as smoking, cooking and heating appliances, operations involving welding and cutting should be supervised and security risks such as trespassers, vandals and waste disposal should be monitored.
- Fire alarms, emergency lighting, fire-fighting equipment, signage, fire safety procedures, emergency plans and staff training should keep in step with the progress of building works so that all areas are adequately covered throughout all stages of development.
- The simplest fire procedure is as easy as A B C =
 - Raise the **alarm**
 - Call the fire **brigade** (fire and rescue service)
 - Evacuate **clients** and **colleagues**.

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Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Field-based staff such as Construction Managers, Contracts Managers, Site Operatives etc, must ensure they are aware of any fire and emergency procedures that are in place for premises they visit on behalf of the Company.

3.5.1 Emergency Evacuation Procedures

The Company will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Carry out a fire risk assessment.
- Instigate procedures for the safe evacuation of all offices in the event of emergency.
- Ensure this procedure is executed in such an event.
- Ensure the emergency services are summoned when an incident is reported.
- Check all emergency exits daily.
- Check fire alarms weekly and record the results.
- Ensure access and exit routes are kept free of obstruction.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all on site and within the offices.

Access and egress routes must be kept free of obstruction at all times. Clear signage must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of emergency firefighting equipment.

3.5.1 Assessments

The Company will arrange for the necessary "Fire Risk Assessments" to be carried out on their Company premises. Appropriate actions will be instigated as a result of these assessments and a record of all significant findings of these assessments will be kept and made available as required.

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3.6 The Management of Health and Safety at Work

The regulations cover the management of health and safety and apply to everyone at work, regardless of what the work is. They require employers to plan, control, organise, monitor, and review their work. They have specific requirements for items/activities such as:-

- Risk Assessment
- Principals of prevention
- Health and safety arrangements
- Health surveillance
- Health and safety assistance
- Procedures for serious and imminent danger and for danger areas
- Contacts with external services
- Information for employees
- Co-operation and co-ordination
- Capabilities and training
- Employees duties
- Temporary workers
- Risk assessment in respect of new or expectant mothers
- Health and safety of non-English speaking personnel on construction sites
- Protection of young persons
- Provisions as to liability

The Company takes seriously its obligations under these regulations and will ensure that the regulations are fully complied with.

3.6.1 Risk Assessment

The regulations require employers and self-employed persons to make suitable and sufficient assessment of the risks to workers and any others who may be affected by their undertakings and to record the significant findings of that assessment. Other regulations e.g. COSHH, Asbestos, Lead etc

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also contain requirements for risk assessment which are addressed specifically to the hazards and risks that are covered by those regulations.

An assessment made for the purpose of such regulations will cover in part the obligation to make assessments under this regulation.

UK Landcare will carry out suitable and sufficient risk assessments for all of their work activities.

3.6.2 Health and Safety Arrangement

This regulation requires employers to have arrangements in place to cover Health and Safety.

To assist UK Landcare Ltd in implementing the requirements of the policy it has produced a full H&S Policy and SSOW (Site Specific) UK Landcare Ltd has also identified responsible persons and ensured sufficient organisational arrangements for implementing the policy is in place.

Performance monitoring for continual improvement is done by the Directors by analysing data from accidents / incidents, interrogating site audits and feedback from site operatives, site managers & our clients. Findings from this will then be presented in the management meeting for suitable actions / objectives to be set.

UK Landcare Ltd requires the same standards of Health and Safety from its contractors. Our approved suppliers / contractors list must be referred to when issuing work purchase orders.

Contractors are placed on the list once they complete a supplier / contractors' questionnaire. The questionnaire must then be sent to the compliance manager (external consultant) who will either defer for re-submission, ask for clarification or approve them and place them on the list.

3.6.3 Health Surveillance

Further information

Risk assessment will identify circumstances in which health surveillance is required by specific regulations (e.g. COSHH, Asbestos) or because works activities undertaken by the Company require health surveillance. UK Landcare Ltd have initiated a health surveillance programme on its operatives for Occupational HAVS, Asthma, Dermatitis and work related hearing loss using specific Health surveillance forms and questionnaires. The Questionnaires will be completed at least annually and where the need is identified an Occupational Therapist will be engaged to carry out more in depth Health Surveillance.

3.6.4 Health and Safety Assistance

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Employers must have access to competent help in applying the provisions of health and safety law, including these regulations and in particular in devising and applying protective measures. In order to comply with the requirements of this regulation UK Landcare Ltd has appointed Safety Advisor to assist the Company in complying with all statutory requirements under health and safety legislation. Contact Number: 01457 512700/ Mobile: 07930 624198/ E-Mail: bryony@hchas.co.uk ..

3.6.5 Procedure for Serious and Imminent Danger and for Danger Areas

Employers need to establish procedures to be followed by any worker if situations presenting serious and imminent danger were to arise. The aim is to set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases, particularly on construction sites, it might mean some of, or the entire, workforce moving to a safer part of the workplace. UK Landcare Ltd' emergency procedures meet the requirements of this regulation.

3.6.6 Contacts with External Services

Employers must ensure any necessary contacts with external services are arranged, particularly as regards to first aid, emergency medical care and rescue work. UK Landcare Ltd ensures that contact is made with external services as and when necessary in order to fully comply with the requirements of this regulation.

3.6.7 Co-operation and Co-ordination

Employers and the self-employed have obligations under the **Health and Safety at Work Act** towards anyone who may be put at risk by their activities. Where the activities of different employers and self-employed persons interact they may need to co-operate with each other to ensure their respective obligations are met, UK Landcare Ltd will fully comply with the requirements of the regulation.

3.6.8 Capabilities and Training

When allocating work to employees, employers should ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. Employers should take account of the employees' capabilities and the level of their training, knowledge and experience. If additional training is required, it should be provided.

3.6.9 Risk Assessment in Respect of New or Expectant Mothers

Employers are required to assess the risk to the health and safety of women who are pregnant, have recently given birth, or who are breast feeding. They are to ensure workers are not exposed to the risks identified by the risk assessment, which could present a danger to their health and safety.

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If a new or expectant mother works at night and has a medical certificate stating that night work could damage her health or safety, the employer must either offer her daytime work if any is available or, if that is not reasonable, give her paid leave for as long as necessary to protect her health and safety.

Employers are required to fulfil the above duties only where the employee has notified them in writing that she is pregnant, has given birth in the last six months, or is breast feeding.

3.6.10 Health and Safety of Non-English Speaking Personnel on Construction Sites

Employers are required to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information should be provided that takes into account any language difficulties or disabilities. It can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone.

For employees or workers with little or no understanding of spoken or written English, employers and those in control may need to make special arrangements. Ultimately, if a contractor decides to engage workers who cannot speak and/or understand English the situation will have to be managed.

This could be achieved by the employment of a bilingual supervisor who, in the appropriate language, can give information, instructions, training and supervision. If a contractor is responsible for engaging workers who cannot speak English then the principal/main contractor should ensure that the contractor provides suitable translators. Equally, the same criteria will need to be implemented on other smaller sites.

3.6.11 Protection of Young Persons (See 3.17)

Further information

- HSE – INDG364 Young people and work experience

Employers are called upon to consider the special nature of young persons, due to their lack of experience, lack of knowledge of risk and the fact they are not fully mature. To that end young persons are normally prohibited from work:-

- Which they cannot cope with physically, or psychologically
- Involving harmful exposure to hazardous substances including radiation
- Involving the risks of accidents resulting from insufficient attention to safety or lack of experience or training
- Where their health is at risk from cold, heat, noise or vibration

These regulations require specific risk assessments for young persons under the age of 18 years. UK Landcare Ltd will complete a specific risk assessment in the event that they employ a young person.

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These restrictions are not intended to prevent the employment of young persons on work which is necessary for their training, provided he/she is supervised by a competent person and any risk has been reduced to the lowest level which is reasonably safe.

3.7 The Workplace (Health, Safety & Welfare)

Further information

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The Company will ensure that necessary facilities are provided within their office and on our construction sites and will instigate a procedure that ensures that all the facilities and equipment are maintained to the required standards, through regular inspections. (e.g. testing of electrical equipment, pressure vessels, etc.)

All employees are reminded that Health and Safety is everyone's responsibility and everyone has a duty of care to themselves and to those with whom they work, to keep the working environment in a clean, tidy and safe state.

The Company will provide working conditions in accordance with guidance to the regulations.

3.8 Construction (Design and Management) Regulations 2015

Further information

- *Managing Health & safety in Construction L153*

These Regulations concern occupational health, safety and welfare in construction. They place duties in relation to management arrangements and practical measures on a range of construction project participants, including clients, principal designers, designers, principal contractors and contractors.

The Construction (Design and Management) Regulations 2015 is the cornerstone of construction design and management from a health, safety and welfare standpoint and they came into force on 6 April 2015. It

replaces The Construction (Design and Management) Regulations 2007, The Construction (Design and Management) Regulations 1994 (as amended) and The Construction (Health, Safety and Welfare) Regulations 1996 (as amended) it also amended The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) with the effect that some of those regulations also now apply to construction sites;

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NOTE: The regulations introduce some significant changes when compared with what was previously required under The Construction (Design and Management) Regulations 2007. These include:

- Removing the role of a 'CDM co-ordinator';
- Introducing the new key duty holder of Principal Designer
- Including domestic projects within the regulations which were previously exempt
- Removing the concept of competence per se, replacing it with a legal obligation for those who appoint duty holders to ensure they have the skills, knowledge and experience to carry out their duties.
- Clients will now have a number of new responsibilities. If there is more than one contractor on site, the client will be responsible for appointing a Principal Designer and Principal Contractor. Clients will then be responsible for ensuring that the Principal Designer and Contractor are compliant with their responsibilities. In addition, the new regulations stipulate that it will be the client's responsibility to notify the HSE of a project by providing the F10 notification
- The changes to the threshold for notification the CDM 2015 (reg 6) notification by F10 states that if the construction work on site is scheduled to last 30 construction days with 20 or more workers working simultaneously or if the project exceeds 500 person days it will require notification.

If a project is notifiable, work must not start until a F10 (Rev) document has been applied for and can be displayed on site.

Summary of Duties under the CDM Regulations 2015

CDM Dutyholders* – Who are they?	Main duties – What they need to do
<p>Commercial Clients</p> <p>-Organisations or individuals for whom a construction project is carried out that is done as part of a business.</p>	<p>Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> • other dutyholders are appointed as appropriate • sufficient time and resources are allocated <p>Make sure:</p>

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	<ul style="list-style-type: none"> • relevant information is prepared and provided to other dutyholders • the principal designer and principal contractor carry out their duties • welfare facilities are provided
<p>Domestic Clients</p> <p>-People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business</p>	<p>Though in scope of CDM 2015, their client duties are normally transferred to:</p> <ul style="list-style-type: none"> • the contractor for single contractor projects • the principal contractor for projects with more than one contractor • <p>However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.</p>
<p>Designers</p> <p>- Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction • the maintenance and use of a building once it is built <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal Designers</p> <p>-Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks • ensuring designers carry out their duties

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<p>sufficient knowledge, experience and ability to carry out the role.</p>	<p>Prepare and provide relevant information to other duty-holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<p>Principal Contractors</p> <p>-Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • liaising with the client and principal designer • preparing the construction phase plan PDF • organising cooperation between contractors and coordinating their work <p>Make sure:</p> <ul style="list-style-type: none"> • suitable site inductions are provided • reasonable steps are taken to prevent unauthorised access • workers are consulted and engaged in securing their health and safety • welfare facilities are provided
<p>Contractors</p> <p>-Those who carry out the actual construction work, contractors can be an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single contractor projects, prepare a construction phase plan</p>

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Workers – Those working for or under the control of contractors on a construction site.

Workers must:

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

3.8.1 Falls of Persons

Further information

- *HSE – HSG 33 Health and safety in roof work (5th edition)*
- *L153 – Managing health & Safety in Construction*
- *HSG 150-Health & Safety in Construction (3rd Edition)*
- *INDG 401 Working at Height – a Brief Guide (rev 2)*
- *RA002 Working at Height*

Either when a risk assessment identifies work at height or where work is over water, liquid or dangerous materials, edge protection consisting of the following will be provided:-

- Guardrail at a height of not less than 950mm
- An intermediate guardrail
- The space between the toe-board and guardrail or between any two guardrails must not exceed 470mm
- A toe-board that is at least 150mm high.

Safety nets, belts and harnesses must be used where it is impracticable to provide standard working platforms with guardrails and toe-boards.

3.8.2 Falling Objects

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Where necessary to protect people at work and others, take steps to prevent materials or objects from falling. Where it is not reasonably practicable to prevent falling materials, take precautions to prevent people from being struck, e.g. covered walkways. Do not throw any materials or objects down from height if they could strike someone and ensure equipment and materials are stored safely.

3.8.3 Mobile Scaffold Towers

All mobile tower structures should be properly constructed and safely used. The Company will ensure that any person erecting a scaffold tower will be competent, with the correct skills, knowledge and experience in its erection and have received adequate training or, if not fully competent, be under the supervision of an experienced competent person. Towers are to be tagged following inspection which is to be done at least every 7 days, if altered or if adverse weather conditions if the tower located outside.

3.8.4 Mobile Elevated Work Platforms

Further information

- HSEGeis6 the selection, management and use of mobile elevated work platforms

Operators should have familiarisation training on the specific equipment they are using and if material handling attachments are required then they should have received additional training in accordance with the attachment manufacturer's recommendations.

Assessing the risk

MEWPs are increasingly being used as temporary working platforms that provide a safe place of work at height. It is important for those responsible for selecting, specifying and managing MEWP's on site to understand the risks associated with the use of a MEWP and take adequate precautions to eliminate or control those risks. Planning and managing is crucial to their safe operation and the stages below are designed to help with planning.

Managing the risk

Once the most suitable type and size of MEWP has been chosen for the job it is essential to look at the hazards associated with using it, assess the risks and identify control measures to develop a safe working method. .

Selection criteria

The selection of equipment is key. The following list suggests some of the considerations that should be made when selecting a MEWP:

- What work needs to be done?
- Who is going to operate the MEWP? (competence)
- What stage in the job will the MEWP be needed and what will the ground conditions be like?
- What access is there to the site and is it suitable?
- How much base area is available at the work position?

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- What terrain and gradient will the MEWP have to cross to get to the work position and is visibility and segregation adequate for the manoeuvre?
- What is the maximum ground bearing capacity at the work area and along the route to and from the work positions?
- Have you got the foam anti-nox to protect against damage to finished works?
- How many people need to be lifted?
- What height/outreach is required?
- If required are there white wheels or wheel covers on all machines operating within the building?
- Are barriers available to cordon off the base of the MEWP?
- Have you considered the special attachment for securing materials .e.g. Ductwork, M&E and Cladding Panels?
- Are the works appropriately segregated from third parties e.g. Client employees/public, and have communications taken place with the appropriate people prior to any works commencing?
- Will the MEWP be expected to move in the elevated position?
- Are there any overhead power lines on site?
- Are there likely to be any overhead structures which the operator could be crushed against?
- Are there any materials to be lifted and if so how heavy/long are they?
- Have material handling attachments been considered?
- Are there any manual handling issues?
- What interface is there with other vehicles and pedestrians and are there any unusual issues?
- What fuel type is allowed on site and where will refuelling take place?
- If working outside what wind loads can be expected?
- Have you considered rescue procedures within your risk assessment?

Thinking about the points above should help to select the most suitable MEWP, the safe system of work for the job and what precautions should be implemented.

Segregation.

As part of the planning process consideration **must** be allowed for segregation, the use of physical barriers around the base of the MEWP are the preferred option. The provision of the barriers provide a safe place for the machine to operate, it provides adequate warning to other plant or machine operators and any third parties. The provision of barriers also provides an exclusion zone around the base of the MEWP, which manages the risk in the event that materials or tools may be dropped when working at height.

Safety Harnesses

Some MEWP's e.g. cherry pickers / boom lifts require the mandatory use of a full body safety harness with the appropriate restraint lanyard attached to the appropriate anchorage point within the basket. Scissor lift platforms do not require the operator to wear a full body harness unless via a specific risk assessment it is deemed necessary.

Transport and delivery to site

- The sizes of delivery vehicles will be considered whilst undertaking the work with discussions with suppliers prior to arrival on site. Considering reversing, turning circles required and parking.

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- Delivery is to be during normal working hours – neighbours will be consulted to have minimum of disruption. Restricted parking is in force.

Storage/charging area

Wherever possible, keep MEWP's in a secure compound or in a designated area with the engine or motor switched off, the working platform lowered to its parking position and the brakes applied. If it has to be parked on a gradient, the wheels should be chocked. When not in use, all keys should be removed from the MEWP to make sure it cannot be used by unauthorised persons

3.8.5 Fragile Materials

Fragile roofing materials including asbestos, glass, plastic, cement sheets and other similar brittle surfaces. Surface coatings or dirt may conceal the fragile nature of any roof covering, thereby giving a false appearance of solidity to glass, plastic, asbestos, etc. When working on, or passing over, fragile roofing materials, Company employees must use crawling boards so that the person's weight is on the board, never on fragile sheeting. At least two crawling boards should be used, one to support the person whilst the other is moved to a new position.

3.8.6 Excavations

Further information

- HSE – HSG47 avoiding dangers near underground services
- HSE – HSG185 Health and safety in excavations
- HSE- CIS47 – Inspection and Reports Excavations

Before digging any excavations it is the Company policy to ensure planning against the following is completed:-

- Collapse of the sides
- Materials falling onto people working in excavations
- People and vehicles falling into excavations
- People being struck by plant
- Undermining nearby structures
- Underground services
- Access and egress to the excavation
- Fumes

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All necessary equipment needed such as trench sheets, props, baulks etc will be made available to employees working on excavations. Temporary Works designs will be completed as are necessary to carry out the works safely.

3.8.7 Scaffolding

Further information

All scaffolding will be erected by competent scaffolders and designed for purpose. On completion a handover certificate will be obtained from the scaffolding company; all statutory inspections will be completed in accordance with the regulations. Scaffolds also to be tagged once inspected- at least every 7 days or if amended or adverse weather.

3.8.8 Ladders, Steps, and Trestles etc

Further information

- HSE – HSG150 Health and safety in construction (3rd Edition)
- HSE –INDG455 – Safe use of ladders and step ladders

Ladders, steps and trestles will not be taken into use until the person in charge or other competent person has inspected them and is satisfied they are serviceable. They will also carry out a risk assessment of the work and if the work is of short duration and if the work can be carried out using one hand the other being used to hold onto the ladder. All ladders will be secured or footed and positioned at an angle of 1 in 4. The hierarchy of control for working at height is to be adhered to and the ladder permits are to be completed at the position of work. Ladders are only to be used for short duration works and when 3 points of contact can be maintained. Ladders are to be inspected by a competent person at least 3 monthly in addition to the pre-use inspections.

3.8.9 Welfare Facilities

Further information

- HSE – CIS59 Provision of welfare facilities on construction sites
- MAN003 – Site Welfare & First Aid Guidance

Ensure that all toilets, washing, changing, personal storage, and rest areas are accessible and have adequate heating, lighting, and ventilation. Make sure that an adequate number of toilets are provided at all times; whenever possible connect toilets to the mains drainage system and ensure they are water flushing. If this is not possible use facilities with built-in supply and drainage tanks or

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portable chemical toilets. Chemical toilets must be regularly serviced. Toilets used by female workers should have effective means for disposal of sanitary waste.

Ensure sink(s) or basin(s) large enough for people to wash their face, hands and forearms (must be able to fit forearm in to the sink) are provided with a supply of hot and cold or warm running water. Soap and towels (either cloth or paper) or dryers are to be provided.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (eg development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc), will need to be separate from the main facilities.

Ensure there is a supply of wholesome drinking water readily available. Where possible it should be supplied direct from the mains.

Rest facilities are to be provided for taking breaks and meal breaks. The facilities should provide shelter from the wind and rain and be heated as necessary. The rest facilities should have:-

- Table and chairs
- A kettle or urn for boiling water
- A means of heating food, (for example an electrical ring or microwave oven)
- Food storage

Provide adequate and suitable accommodation for employees' clothing and protective equipment-changing rooms and lockers.

3.9 Setting up Site

Certain key matters must be taken into account when planning and physically setting up site in order to ensure a well laid out, safe site. The key points are considered in two stages, these being the preliminary appraisal and the administrative arrangements.

3.9.1 Preliminary Appraisal

Prior to starting work on site the following key points are to be considered; the Pre-construction information provided and the principal contractor's construction phase Health and Safety Plan must be taken into consideration.

- Contract documents, specifications, and drawings should be examined to establish any constraints which may affect the site layout or method of construction, such as:-
 - The location of site in relation to physical features such as roads, railways, flight paths, water areas, overhead/underground services, industrial or residential buildings.

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- Environmental matters such as ground water, noise, dust or fumes
- The nature of the site in relation to existing buildings and their past and present use, ground contamination, ground water levels, natural underground water sources, old mining activity and physical boundaries.
- Identifying matters affecting site layout such as access roads for site clearance and construction operations.
- Determine the type and capacity of plant and equipment required and the need for adequately trained operators, i.e.
 - Access equipment - general access scaffold, tower scaffold, mobile work platforms etc.
 - Lifting appliances – cranes, hoists, excavators etc.
 - Lifting gear – slings, shackles, proprietary equipment etc.
 - Site transport and mobile plant – Lorries, dumpers etc.
 - Power supplies – provision of 110v supply, compressed air and LPG etc.
- Determine the need for temporary accommodation such as office, first aid facilities etc.
- Determine storage requirements, i.e. for steel, formwork, falsework, scaffolding, bricks, blocks, sand, ballast, cement, flammable liquids, LPG, timber etc.
- Define areas of the site for:-
 - Access for plant, materials and emergency services - arrange, where possible, to avoid the need for vehicles to reverse.
 - Fixed plant, i.e. batching plant etc.
 - Mobile plant i.e. cranes, dumpers, fork lifts, concrete pumps etc.
 - Pre-fabrication areas where appropriate.
 - Temporary accommodation.
 - Material storage.
- Determine measures for site security and protection of the public, particularly children. Establish liaison with local schools when appropriate. Two metre secure fencing is considered normal for construction operations in residential areas.

3.9.2 Administrative Arrangements

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The following written notifications may be required:-

- To the area office of the Health and Safety Executive:
 - Where the construction phase will be last longer than 30 working days and have more than 20 [workers](#) working simultaneously at any point in the project, or exceed 500 person days, a form F10 (rev) is to be forwarded to the HSE prior to works commencing by the contractor. On all notifiable projects Regulation 6 of the [CDM regulations](#) requires that the [client](#) must give notice in writing to the [HSE](#) as soon as is practicable before the construction phase begins, or arrange for someone else to do this on their behalf. (using form F10 (rev))
 - For works with asbestos, a licence may be required and works must be notified in accordance with the licence. Alternatively if this type of work is being done for the first time, 14 days' notice may be required under the Control of Asbestos Regulations. If additional asbestos is discovered it may be necessary to submit a further 14 days' notice.
- To the Local Authority:-
 - Notification of intended demolition.
 - Noise – application of prior consent under the Control of Pollution Act 1974.
 - Notification of intention to dispose of waste, in particular specified waste under the Control of Pollution (Special Waste) Regulations.
 - Application to erect scaffolding or other obstructions on the public highway.
- To public utility suppliers:-
 - Requests for location of underground services.
 - Requests for isolation of overhead or underground services.
 - Requests for temporary supplies for site operations.

3.9.3 Site Documentation

Arrangements are to be made to ensure the following documentation is in place:-

- Statutory documentation such as Health and Safety Law poster, F10 rev (if a notifiable project) and employer's liability insurance which must be displayed.
- Company documentation including accident book, records of thorough examination and inspection of lifting equipment, scaffolds, excavations, work equipment etc.

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- Copy of the notifiable particulars to be displayed on site.
- The Construction Phase Health and Safety Plan, copies of the principal contractor's Safety Policy with the name of the safety advisor should be given to all contractors; likewise sub-contractors should provide the principal contractor with relevant safety information as requested by the principal contractor, with the name of their safety advisor or other competent persons.

3.9.4 Procedures and Arrangements

UK Landcare Ltd, when acting as the main or principal contractor will agree with clients, direct and sub-contractors the following:-

- Relevant codes of practice and standards to be agreed.
- Injuries, diseases and dangerous occurrences procedures for reporting to site management and the enforcing authority.
- Ensure adequate welfare and first aid facilities that are commensurate with the proposed works.
- Requirements for the provision of protective clothing and equipment to be agreed with arrangements for storage, inspection and any necessary training required to use the equipment.
- Safe access and places of work – agree responsibilities and procedures for dealing with access problems common to all contractors such as scaffolds, unfenced holes etc.
- Fire precautions and the adequate provision of appropriate firefighting equipment for work processes, stores, offices and workshops.
- Emergency procedures - agree any requirements for emergency routes and making contact with emergency services. Ensure arrangements are promulgated and tested.
- Housekeeping – arrangements for the storing of materials and the clearing of waste on a regular basis. Provision should be made for UK Landcare Ltd to contra-charge other contractors where these arrangements are not followed.
- Telephones –ensure that a mobile phone signal can be utilised from site. Other means of communication must be made is there is no signal i.e. fixed landline to be available or installed, for both business and safety reasons. Telephone numbers to be used in the event of an emergency are to be prominently displayed.

3.10 Working at Height Including Roof Works

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Further information

- HSE – HSG33 Health and safety in roof work (5th Edition)
- HSE – HSG150 Health and safety in construction (3rd Edition)

Working at heights and on roofs is a high risk activity and as such these works must be pre-planned as falls from height is a major cause of injury. Under the Working at Height Regulations all falls from height which could result in injury must be prevented and risk assessed and the hierarchy of controls implemented.

3.10.1 Protection against Falls

Where persons are liable to fall from a height which could result in injury, or where work is over water, liquid or dangerous materials, edge protection consisting of the following must be provided:-

- A guardrail at a height not less than 950mm.
- An intermediate guardrail.
- Space between the toe-board and guardrail or between any two guardrails must not exceed 470mm

Suitable and sufficient fall protection must be provided, regardless of any height, a person or materials could fall.

All holes in floors, etc. must be similarly guarded or securely covered. The covering must be of a suitable material, securely fixed and clearly marked 'Hole Below'. Open joists through which a person could fall two metres or more must be boarded over to provide safe access to a working place. Guardrails, toe-boards and covers may be removed to allow access for persons and materials, but must be replaced as soon as possible.

3.10.2 Hoisting of Materials

When working at heights, various lifting appliances and lifting gear will probably be required. These may include block and tackle, winches, wire ropes, chains, slings etc. The Site Manager must ensure that any sub-contractor using any such equipment has been suitably trained in their use and the equipment has been inspected. Each contractor must make an assessment of the suitability of such lifting equipment to the work being carried out.

3.10.3 Lifting Appliances

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Further information

- HSE – INDG290 Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 (Rev1)
- HSE – L113 Safe use of lifting equipment (2nd Edition)

Where a small lifting appliance, such as a gin wheel or scaffold crane, is mounted near the edge of a roof, suitable guardrails and toe-boards must be placed at the edge of the roof to protect those using the appliance. Lifting appliance must be within date of last inspection.

Ideally this protection should be kept in place when materials are being raised or lowered. If it has to be removed for any reason, any person needing to approach the edge (e.g. for signalling, or to assist in moving the load) should wear a safety harness or belt attached to a suitable anchorage.

3.10.4 Safety Nets, Belts and Harnesses

Further information

- HSE – HSG150 Health and safety in construction (3rd Edition)

Safety nets, belts and harnesses must be used where it is impracticable to provide standard working platforms with guardrails and toe-boards. Even when safety nets are installed, every effort must be made to provide a working platform above the net. In situations where pedestrians and traffic pass beneath people working, a safety net used in combination with fine mesh debris net will protect those below from falling tools and materials and hold a person if they should fall. A further advantage is that a net offers far less resistance to wind than a solid structure or a sheet and will impose less strain on the supporting structure.

Where safety nets cannot be erected, safety belts or harnesses can be used instead, providing the equipment is always worn and a safe anchorage is available. Safety nets can be removed for access of persons and movement of materials, but must be replaced as soon as is practicable by a competent person and reinspected.

3.10.5 Working on Roofs

Safe access to the roof must be provided and maintained. If there is no parapet or similar barrier to stop anyone from falling, edge protection must be provided. This may take the form of standard guardrails and toe-boards or, providing nobody will approach the edge, a barrier set back from the edge will be satisfactory.

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Where work on the leading edge is actually in progress, guardrails may be removed or left off, subject to: -

- A safe system of working being in place and maintained, which will prevent falls.
- Barriers being erected or re-erected as soon as the work ceases.

In some cases, a working platform, fitted with guardrails and toe-boards, situated on the roof, may be used as an alternative to a barrier or platform at the roof edge. This applies particularly where the steepness of the slope or the type of surface could give risk to an insecure foothold. Proprietary systems to provide working platforms for chimney work, etc, are available.

When working on a curved roof, short sections of a roof ladder or crawling boards should be used, so that the shape of the roof is closely followed and only the shortest length of ladder or board is left unsupported at any point. Sections of ladders or boards must be fastened together and the whole assembly securely anchored. On some shaped roofs, traditional tube and fitting scaffolding may be the only means of following the roof contours.

Where skylights are present on a roof, double guardrails or protection covers should be provided to all skylights in the work area. Additionally, provision must be made to prevent access to skylights out of the work area. This must be by a rigid barrier.

The effects of adverse weather conditions must be anticipated and suitable precautions taken. Rain, ice, snow and wind can obviously increase the risk of slips, trips and falls. A daily risk assessment of the hazards of working at height is to be made; if adverse weather conditions increase the risks significantly, works should be suspended. Work areas and work platforms should be inspected after adverse weather conditions prior to works commencing.

3.10.6 Working on or near Fragile Roofing Materials

Fragile roofing materials include asbestos, glass, plastic, cement sheets and other similar brittle surfaces. Surface coatings or dirt may conceal the fragile nature of any roof covering, thereby giving a false appearance of solidity to glass, plastic, asbestos, etc. When working on, or passing across, fragile roofing materials, crawling boards must be used so that the person's weight is on the board, never on the fragile roof sheeting. At least two crawling boards should be used, one to support the person whilst the other is moved to a new position.

Asbestos and various plastic materials are particularly brittle and will shatter without warning. The practice of walking the line of the bolts is not to be relied upon as a sound path to follow. Where walkways are not provided, a safe system of work such as that described above must be employed. Work involving the handling of sheeting and cladding requires extra care in windy conditions, when a sheet may act like a 'sail' causing the person holding it to lose their balance.

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3.10.7 Stacking Materials on Roofs

Care must be taken at all times when stacking materials on or at roof level. Attention should be given to the following:

- The size of the load involved.
- The type of materials involved.
- The methods of raising the load, whether manually or mechanically.
- The means of communication (signals) and the competence of the slingers or signaller.
- The position authorised for the stacking of materials.
- The distribution of the loads (loading plan).
- The maximum load or stack size.
- Any limitations.
- Adequate support or packing to truss.
- The protection of the existing roof surface and any weather proofing.
- The prevention of the displacement of loads, which should be secured against the wind, especially split bundles, sheets and against sliding down sloping roofs, etc. (sheet stop).

3.10.8 Working over Water

Where there is a risk of persons falling from a structure into water, a secure form of fencing or barrier must be provided. This can be removed for access and movement of materials, but must be replaced as soon as possible. Other points to be considered are: -

- Safety nets, if used, must be properly erected.
- Warning notices must be placed near to all edges.
- Adequate lighting must be provided as necessary.
- Special care must be taken in inclement weather such as fog, frost, snow and rain, etc.
- Buoyancy aids to be provided as necessary and worn by all operatives involved in working over water.
- Suitable rescue equipment must be provided and maintained.
- Frequent checks to be carried out to ensure that the correct number of personnel can be accounted for.
- All persons are to work in pairs, or in larger groups as necessary.
- All persons must be trained in the procedures for raising alarms and in rescue drills.

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3.11 Confined Space

Further information

- HSE – INDG258 (rev1) Safe work in confined spaces

A Confined Space in legislation is defined as:-

- A place which is substantially, though not always, entirely closed.
- A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

UK Landcare Ltd recognises that for the purpose of safety, the term “Confined Space” covers a great variety of work places which have limited access and inadequate ventilation. UK Landcare Ltd may require works to be carried out in premises which have areas that can be considered as confined spaces. These are likely to include the obvious such as lift pits, manholes, sewers, sewage tanks but also the less obvious such as cellars, roof voids, and plant/boiler rooms.

The expression “Confined Spaces” could also refer to the following examples:-

- Ducts
- Vessels
- Bore holes
- Building voids
- Enclosures for the purpose of asbestos removal.

It is important that contractors are aware of what constitutes a “Confined Space”, that they may be required to work in a confined space within premises, the hazards associated with confined space work and the methods of carrying out these works safely. Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of toxic or flammable gasses or vapour. Confined spaces are also liable to become deficient in oxygen due to a build up of gas or vapour which itself is not toxic but which replaces the breathable air (a leakage of CO₂ or nitrogen gasses, which are commonly in use in cellars may have this effect). Very often, the dangerous atmosphere is a result of the work being done – for instance welding, painting, flame cutting, the use of adhesives and solvents.

UK Landcare Ltd requires the safety of the contractor’s personnel and any other person who may be affected by the works, to be the first consideration when planning and carrying out the works.

UK Landcare Ltd requires all Contractors to ensure all persons who are required to work in confined spaces within the premises are:

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- Trained to ensure they understand the hazards involved in working in a confined space and have the competence to work in a confined space safely.
- Capable of assessing the risk involved and empowered with making a decision not to proceed with the works if, as a result of the assessment, they believe it is not safe to do so.
- Provided with all necessary information and equipment to carry out the works safely.
- Prohibited from lone working.

Prior to the commencement of works, UK Landcare Ltd requires the following:

- A risk assessment of the works to be carried out.
- The personnel who will be carrying out the works must report to the tenant and ensure the works and risk involved are explained and understood.

For the purpose of this assessment, confined spaces are divided into two categories:

- Areas that can be considered available for normal every day type use and are therefore easily accessible. This would include cellars, boiler / plant rooms etc.
- Areas that are not normally available for use, access is not easy (it may require the removal of a panel or hatch). This would include: lift pit / shafts, sewers, sewage tanks etc.

In the event an area of the premises becomes a “Confined Space” due to the nature of the work required to be undertaken within it (e.g. painting of cellars etc.), the following procedure must be observed:

- Written risk assessment to be produced.
- A written safe system of work produced and adhered to.
- Adequate ventilation to be provided (this may include the provision of local exhaust ventilation if identified via risk assessment).
- Whenever practicable, withdraw the space from service.
- Isolate any live services that may be affected by the work.
- Avoid the use of naked flames.
- No smoking to be permitted.
- Suitable warning signage is posted.
- Any necessary PPE / RPE are available and worn.
- Any third party that may be affected by the work is informed.
- No lone working is permitted.
- Regular breaks are taken.

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If there is any doubt whether or not a particular workplace presents the hazard and associated risks of working within confined spaces, the Safety Coordinator/Contracts Manager or Health and Safety Consultant should be contacted immediately for further advice

3.11.1 Confined Spaces Regulations

The Confined Spaces Regulations require employers to avoid entry into confined spaces, for example by doing the work from outside. In the event of entry into an area not normally available for access, the following procedure must be observed:

- Risk assessments produced relevant to the work.
- A written safe system of work produced and adhered to.
- Adopt a Permit to Work procedure.
- Withdraw the space from service.
- Isolate the workplace from electrical, mechanical, chemical, heat and all other sources.
- Check that no inward leakage of gas, steam, liquids etc. is possible.
- Undertake atmospheric tests for flammable gas, toxic gas, oxygen etc. if deemed necessary.
- Identify any requirement for the provision of local exhaust ventilation.
- Identify any requirement for the wearing of breathing apparatus and ensure that any operative required to use it is adequately trained.
- Check the PPE requirements are relative to the work.
- Ensure an adequate communication system is available.
- Ensure that anyone working within the confined space is never left unattended.
- Ensure all necessary emergency arrangements are in place prior to commencement.

UK Landcare Ltd will comply with the requirements of the Confined Spaces Regulations whenever undertaking such works.

3.12 Electricity at Work

Further information

- HSE – GS6 Avoidance of danger from overhead electrical lines (4th Edition)
- HSE – HSG47 Avoiding danger from underground services (3rd Edition)

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The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. The regulations also place duties on employers, employees, and self employed persons to comply with the requirements as are within their control. Employees have an additional duty to cooperate with their employers. The Company will fully comply with these requirements.

3.12.1 Standards and Codes of Practice

Temporary site supplies and permanent installations will be installed in accordance with BS 7671 (latest edition) *Requirements for electrical installations (the IEE Wiring Regulations)*.

3.12.2 Safe Method of Work

Work on live conductors, or on electrical equipment which has been made dead must only be carried out under an appropriate Permit to Work procedure. Records of permit issue, cancellation, etc must be maintained.

Reduced voltage equipment (110v) only is to be used on site unless specifically authorised by the Site Foreman/Supervisor. Authorisation will only be given when it is not reasonably practicable to use reduced voltage equipment and only after a risk assessment and where necessary, a Safety Method Statement has been produced.

3.12.3 Instruction, Training and Supervision

The installation, operation, maintenance and testing of electrical systems and equipment will be carried out only by persons who are competent for the particular class of work. Employees will be trained and instructed to ensure that they understand the safety procedures which are relevant to their work and will work in accordance with the Company safety rules and this Policy.

3.12.4 Testing and Commissioning

All completed electrical installations will be inspected, tested and commissioned before being made available for use. The inspections and tests necessary are listed in the *IEE Wiring Regulations*.

Portable appliance testing will comply with the company PAT Policy and be done by a suitably trained and competent person. The test must be logged and a visible label placed on the equipment. UK LANDCARE LTD have identified all site equipment must be tested every 3 months.

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Further information

- HSE – HSG85 Electricity at Work: safe working practices

3.13 Temporary Works

For smaller projects where using the principles of BS5975 for temporary works and only Category 0 Design Checks require to be in place this classifies restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution this will be addressed giving information in the Construction Phase Plan and Risk Assessments. No formal appointments will be made.

For medium and larger projects a formal temporary works procedure will be adopted:

- Appointment of a Temporary Works Co-ordinator (TWC)
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.

Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works – ie, procedures to:

- Check that the temporary works have been erected in accordance with the design, and issue a formal “permit to load” where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works, and issue a formal “permit to dismantle” where necessary.
- The procedure should include measures to ensure that the design function, the role of TWC, and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.

3.14 Display Screen Equipment

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It is the Company's policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Eyesight tests will be provided for VDU screen users on request.
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

3.15 Alcohol and Drug Abuse

Further information

The Company recognises its duty to protect its employees, and others who may be affected by the Company's activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug-related problem which may affect their work is encouraged to approach their Functional Director/Line Manager. The Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company's employees is working whilst under the influence of excess alcohol or affected by drugs to report this to their Functional Director/Line Manager.

The Company reserves the right to put into place, if considered necessary or required to comply with any local authority or client's policy, a programme of screening. This could include procedures to:-

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1. Detect the use of drugs by both existing and potential employees.
2. Detect the use of alcohol and/or drugs by a person(s) involved in a workplace accident/incident where there are grounds to suspect that the actions of the person(s) led to or caused the accident/incident.
3. Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt management intervention (this may include a test for screening).

3.16 New Employees

The Company will ensure that the following procedure is carried out for all new personnel:

- Explain to new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Show new employees where the Company Safety Policy is kept, explain its purpose and ensure that employee is aware of his/her responsibility.
- Ascertain if the new employee has any disability or illness that could prevent him/ her carrying out certain operations safely or require additional protective measures.
- Show new employee the location of the First-Aid Box and explain the procedure in the event of an accident, including the necessity to record all accidents however trivial they may appear at the time.
- Establish if there is any training or instruction required and ensure that the new employee's supervisor or other relevant person organises the necessary training.

Where a new employee is required to work or visit construction sites or undertake lone working, the Company will ensure that suitable instruction is given including the following: -

- Warn new employees of any potentially dangerous areas of operations in the workplace.
- Warn new employees of any prohibited actions on site or in the workplace, e.g. entering specific areas without required PPE, operating equipment unless authorised, etc.
- Issue to new employee any protective clothing or equipment necessary.

3.17 Working Time

The Company has a general duty under s.2 (1) of the Health and Safety at Work Act, to ensure "so far as reasonably practicable" the safety of its employees. This implies a restriction on the employment of any employee for excessively long hours, or on unsuitable shifts likely to cause physical or mental ill health, or precipitate fatigue-induced accidents. Specific requirements concerning hours of work are contained in the Working Time Regulations. The Company recognises that working excessive hours can affect the health and safety of individuals.

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Working time

- A limit on the average working week to 48 hours per week over a 17-week period.

Rest periods

- The right to a daily rest period of 11 hours between each working day.
- A weekly rest period of not less than 24 hours in each seven-day period, but this may be averaged over two weeks.
- A limit of eight hours for a night worker's normal working time averaged over a 17-week period.
- The night worker must be offered:
 - health assessments
 - rest breaks at work
 - paid annual leave.

Rest breaks

Where an adult worker's daily working time is more than six hours, they are entitled to a rest break of not less than 20 minutes. Whilst an employer has to make arrangements so that workers are able to take the statutory rest period, they are not required to ensure that the rest break is taken.

Where a young person's ([See 6.3.11](#)) daily working time is more than 4½ hours, they are entitled to a rest break of at least 30 minutes. In addition, young workers, who may be identified as being of statutory school-leaving age but not yet 18 years of age, are entitled to:

- a 12-hour rest period in each 24-hour period
- two days' rest in each week.

The employer must take all reasonable steps to ensure that these limits are adhered to and not exceeded, and keep adequate records to show that they have complied with the weekly working time limit.

3.18 Work Equipment

Further information

- HSE – HSG150 (3rd Edition) Health and safety in construction
- HSE – L114 (2nd edition) Safe use of woodworking machinery
- HSE – INDG317Rev2) Chainsaws at work
- HSE – INDG362(Rev2) Noise at work

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- HSE – INDG175(Rev3) Control the risks from hand-arm vibration
- HSE – INDG296 (Rev2) Hand-arm vibration – advice for employees
- HSE – INDG242 (Rev1) Control back-pain risks from whole body vibration

It is the Company's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

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

The use of any work equipment, which could pose a risk to the well-being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. All other equipment will comply with either any statutory inspections or within the requirements of the PUWER Regulations. For example scaffolds every seven days, ladders and steps every seven days, pre use checks by the user (not documented), Daily pre start checklist for any plant used (Operator). Routine maintenance on any plant as stipulated by the qualified maintainer)

All workers will be provided with such protection as is required 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.

3.18.1 Construction/Field Based Staff - IT Electrical Equipment

- The Company recognises that a separate procedure is necessary to ensure the continuing safety of portable electrical IT equipment used by construction/field based staff (e.g. laptops, fax etc).
- The Company will supply all equipment in good condition. Equipment will be inspected prior to issue and at least annually by a person trained to do so.
- The Company requires its employees to only use portable electrical equipment for its intended use. The user must visually inspect the equipment and any accessories before use. Faulty or damaged equipment must not be used; it must be returned to the office for replacement or repair.
- Under no circumstances are employees to attempt to repair portable electrical equipment.

Driving on Company Business

The Company requires all employees who have to drive to carry out their work, to read, understand and sign the Driving Policy

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3.19 Noise / Vibration

Further information

- HSE – INDG362 (Rev2) Noise at work
- HSE – INDG175(Rev3) Control the risks from hand-arm vibration
- HSE – INDG296 (Rev 2) Hand-arm vibration – advice for employees
- HSE – INDG242 (rev1) Control back-pain risks from whole body vibration

The Company will comply with the requirements of relevant legislation including The Control of Noise at Work Regulations, The Control of Vibration at Work Regulations and also the Health and Safety at Work Act.

The day-to-day operation of the Company within the office does not expose employees to levels of noise above action levels. However, some activities on construction sites will exceed noise action levels. All employees will ensure that ear protection is worn as recommended by the Site Manager. Health monitoring will be undertaken as recommended in the HSE document L140 for users of vibrating equipment.

Employees who feel they are experiencing any effects from excessive noise/vibration while at work are expected and advised to raise the matter with their supervisor/HSE Manger

3.20 COSHH

Further information

- HSE – HSG COSHH essentials

The Company will comply with the requirements of relevant legislation including the Control of Substances Hazardous to Health Regulations.

In most instances the substances/products in use by the Company within the office environment are general house-hold or office supplies - the hazard information and instructions for use provided on the packaging are adequate. All staff must use these substances in accordance with the instructions for use; substances must not be decanted into alternative containers.

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The majority of products used by the Company to which COSHH regulations apply will be found on construction sites. Wherever possible the Company will endeavour to use an alternative product which is not hazardous; however it is recognised that this may not be practical in all cases.

Staff will be made aware of the hazards of any materials they will be asked to use. The Company will provide written assessments for all those products that have been assessed as hazardous to health.

The Company will keep records of all assessments, data sheets, and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

3.21 Asbestos

Further information

- HSE – HSG210 (4th Edition) Asbestos essentials task manual
- HSE – HSE Asbestos Web App
- HSE – L143 Approved Code of Practice
<http://www.hse.gov.uk/asbestos/essentials/>

All works in connection with asbestos or asbestos containing materials must be completed in accordance with the Control of Asbestos Regulations 2012 and its associated approved code of practice.

Asbestos is the name given to six fibrous minerals found naturally in many parts of the world. The basic unit of asbestos minerals is the silicate group, formed from oxygen and silicon. There are two classes of asbestos minerals:

- Amphibole class, consisting of a polymeric structure of the silicates silicon-oxygen bonds forming long, thin straight fibres. Members of this group are:-
 - Crocidolite, more commonly known as blue asbestos
 - Amosite, more commonly known as brown asbestos
 - Anthophyllite
 - Tremolite
 - Actinolite
- Serpentine class where the polymetric form is an extended sheet, wrapped around itself that is usually curved (serpentine). The only member of this group is Chrysotile, more commonly known as white asbestos.

The three types of asbestos that have been widely used in the past within the UK are Crocidolite (blue), Amosite (Brown) and Chrysotile (white). It should be noted **colour cannot be used as a means of identification, only analysis of suspect material can be used to provide positive identification.**

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3.21.1 Asbestos-Related Diseases

Inhaled asbestos fibres in the lungs can cause, (in order of increasing seriousness):

- Pleural effusion – a build up of liquid in the pleural space causing breathlessness and discomfort
- Pleural plaques – collections of fibrous tissue which generally form on the parietal, outer skin of the pleura
- Diffuse pleural thickening – thickening of the parietal, outer skin of the pleura on both lungs which prevents the lungs from expanding, causing breathlessness.
- Asbestosis – scarring and thickening of scare tissue on the alveoli (air sacks within the lung) making it difficult to inhale, exhale and provide oxygen to the blood stream causing “clubbing” of fingers and toes, enlargement of the right side of the heart increasing the risk of heart attack, difficulty in breathing. There is no known cure for Asbestosis.
- Lung (bronchial) Cancer – it is not possible to differentiate between asbestos-related lung cancer from one caused by smoking or any other cancer-causing agent. Lung cancer can cause “clubbing” of the finger and toes and severe weight loss. 80% of lung cancer patients die within five years of diagnosis.
- Mesothelioma – a malignant tumour of the pleura. Many patients suffer serious weight loss and pain as the disease develops. In the later stages pain killers often become ineffective. Most malignant mesothelioma patients die within 12 months of diagnosis.

3.21.2 Asbestos Procedure

It is the policy and procedure of UK Landcare Ltd to request from clients, or their agents, appointed CDM C or project management team, a copy of the asbestos register for the premises in which work is proposed to take place. A refurbishment / demolition survey must be obtained for projects where intrusive works or demolition work is to be undertaken. Work must not commence until the survey has been reviewed and it is clarified that no asbestos is present in the areas where the intrusive / demolition work is to be undertaken.

Prior to commencing work on a building, UK Landcare Ltd will ensure that a demolition/ refurbishment asbestos has been undertaken and that the contents are acted upon.

If a Company employee, in the course of his/her works sees or disturbs material which he/she believe is asbestos or asbestos-containing material, he/she is to cease works immediately and immediately inform his/her line manager, preventing access to the area. The Line Manager will then ensure that signage warning of suspected asbestos is in the area, create temporary encapsulation to the area and

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report to the Project Manager who will arrange for an asbestos surveyor to take the relevant sampling urgently until the analysis is available keep the area sealed off. UK Landcare Ltd will supply asbestos awareness training if a risk of exposure has been identified within either the projects general risk assessments or projects documentation. (Training is mandatory for all site based personnel prior to being permitted to work on site)

3.21.3 Working with Asbestos

Depending on the types of asbestos found, the quantities and condition will determine if any works such as encapsulation or removal has to be completed by a HSE licensed contractor or whether a competent contractor can complete the works.

Prior to working with asbestos, a written risk assessment and a detailed safety method statement will be required which must comply with the requirements of the Control of Asbestos Regulations 2012. If the work is notifiable to the HSE and has to be completed by a licensed contractor, a minimum of 14 days' notice must be given to the HSE by the licensed contractor on behalf of UK Landcare Ltd.

3.22 Manual Handling

Further information

- HSE – HSG60 Upper limb disorders in the workplace
- HSE – INDG143 (rev 3) Getting to grips with manual handling
- HSE – L23 (4th Edition) Manual handling

The Manual Handling Operations Regulations apply to the manual handling or lifting of materials and require the following three steps to be taken: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, e.g. the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.
- The provision of simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

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The Company will provide written assessments for all lifting operations that have been assessed as significantly hazardous to health.

The Company will ensure that the employees for whom they are responsible are instructed in the correct handling and lifting of loads.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that safe access is available is especially important.

The Company does not require any employee to lift, without assistance, a load that may cause injury.

3.23 General Risk Assessment

Further information

- HSE – HSG268 How to control risks at work

Various Health and Safety legislation requires employers to complete risk assessments for Company employees or others who may be affected by the Company activities. UK Landcare Ltd requires managers and supervisory staff to complete written risk assessments for work activities when appropriate. These assessments will include:

- Identifying the hazards
- Assessing the risks taking into account the severity of the hazard, numbers of people exposed and the possible consequences.
- Confirm the adequacy of existing control measures or precautions; verify compliance with legislation
- Record the findings including any arrangements to be implemented, together with any training, etc that may be necessary.

As required, the Company will assess the risk, taking into account the special circumstances for expectant or new mothers, mothers who are breast feeding and young persons.

3.24 Covid-19

From early 2020 Covid-19 has had a dramatic effect on the health and wellbeing of not just the UK but the world being declared a Pandemic on March 11th 2020.

UKLC will follow the UK Government Guidance as it changes including local lockdown requirements. A risk assessment has been produced for the business which will be regularly reviewed.

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The main recognised symptoms (NHS/ UK Government) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The simple guidance is:

- **Wash hands** -keep washing your hands regularly
- **Cover face** - wear a face covering in enclosed spaces
- **Make space** -stay at least 2 metres apart - or 1 metre with a face covering or other precautions (see risk assessment)

If you show symptoms get a test and self-isolate, if anyone your household has symptoms self-isolate and get tested if you have symptoms.

3.25 Personal Protective Equipment (PPE)

Further information

- HSE – HSG150 (third edition) Health and safety in construction
- HSE – L25 (third edition) Personal protective equipment at work

The Company will fully comply with the Personal Protective Equipment Regulations and the Construction (Head Protection) Regulations.

All Company employees will be issued free of charge the PPE required to safely complete the works they undertake. Specialist safety equipment such as safety harnesses, breathing apparatus, Cat scanners and gas detectors etc will be provided where necessary.

All employees that require to wear Respiratory Protective Equipment (RPE) are to be Face Fit Tested where possible at their Company Induction or as soon after as possible on during the Company. It is the Policy of UK Landcare that all employees are to be clean shaven when requiring to wear RPE and that along with all other PPE they take good care of it, storing and maintaining it as per the instructions given.

All employees must wear the PPE that is stated within the Risk Assessments / Method Statements and must request new if found to be damaged in any way. Employees must not deface or wilfully damage PPE.

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It is the Company policy that on all construction sites, employees, all sub-contract employees, suppliers and all visitors must wear safety helmets, safety footwear, high visibility vests and other PPE as deemed appropriate as a result of risk assessment. The exception to this rule is turban-wearing Sikhs. However, it should be noted that as a consequence of not wearing a safety helmet, a turban wearing Sikh suffers death or serious injury, the employer (or other person required to provide head protection) shall not be held liable.

The Site Foreman/Supervisor may designate the inside of site offices and huts as being 'non-safety helmet areas' so long as no works are being conducted in those areas which could result in head injury other than by falling.

3.26 Visitors and Third Parties

The Company has an obligation not to put people at risk; this includes Company employees, client employees, sub-contractor employees, members of the public and visitors i.e. suppliers representatives, delivery personnel, self-employed etc.

The Company must take reasonable precautions necessary to prevent unauthorised access to the Company offices and construction sites for which the company is responsible; this includes preventing access to trespassers and children who may be "attracted" to a building site after working hours. Precautions that may be necessary on construction sites are:-

- Two metre high secure fencing.
- Appropriate signage denoting the area as a work site and highlighting personal protective equipment required and the site hazards.
- Anti-climbing measures on scaffold and scaffold access points.
- Hoarding with a lockable access/egress points.
- All plant and equipment electrically isolated and left in a safe condition with cabs locked and boarded if required.
- Covered skips.
- Security personnel.

Where visitors are invited on to site, they are to receive site induction training, sign in/out of site, wear the appropriate PPE and where possible be escorted during their visit. If visitors do not have the appropriate PPE, and none is available on site, the Site Manager, if it is safe to do so, can at his/her discretion escort the visitor around the site, after stopping any works in the area of the site being visited that may present a hazard to the visitor. Dependent on the nature of the site it may be the case that it is not safe for any visitor to enter the site without the appropriate PPE and in these circumstances the Site Manager will refuse access to visitors, irrespective if they are the client's representative, designers, engineers etc.

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3.27 Stress

The Company recognises that it has a duty to ensure employees are not made ill by their work. The Company understands that work related stress can be a cause of ill health and will take all reasonable practicable measures to ensure none of its employees suffer from work-related stress.

Employees will work best when they are working at a level for which their talents and training equips them. Should this not be the case, or should the employee be suffering from stress, whether work or private life induced, the Company encourages employees to raise the issue with their Line Manager so that they can work with the employee to provide such assistance as both parties think would be beneficial.

The Company will monitor for the symptoms of stress. Where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out in accordance with the guidance provided in HSE INDG 281 'Help on Work-Related Stress'.

The Company recognises that mental health conditions are a major cause of illness within the Construction Industry and as such aim to provide training, knowledge and a safe environment to discuss mental health whilst at work, aiming to remove the stigma around the topic.

3.28 Corporate Manslaughter

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on 6 April 2008, across the UK. The Act sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organised results in a person's death. This will apply to a wide range of organisations across the public and private sectors.

In England and Wales and Northern Ireland, the new offence will be called corporate manslaughter. Under a new approach, courts will look at management systems and practices across the organisation, providing a more effective means for prosecuting the worst corporate failures to manage health and safety properly.

3.29 Fee for Intervention

Fee for Intervention (FFI) came into force on 1st October 2012, under regulations 23 to 25 of the Health and Safety (Fees) Regulations 2012. These Regulations put a duty on HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of health and safety law.

This guidance is issued by the Health and Safety Executive. (Guidance on the application of Fee for Intervention (FFI) HSE47) The guidance will assist the company in it's understand what Fee for Intervention means for them and how it fits with HSE's existing approach to enforcement. It sets out the general principles and approach of the Fee For Intervention Scheme. The guide includes

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examples of material breaches but does not cover every scenario where Fee For Intervention might apply. Inspectors will apply this guidance and their enforcement decisions will be made in accordance with the principles of HSE's existing enforcement decision-making frameworks – the Enforcement Management Model (EMM) and the Enforcement Policy Statement (EPS).

3.30 UK left the European Union

On the 31st January 2020 the United Kingdom left the European Union. The UK has passed legislation transferring EU Law in to UK whilst it is recognised that there is some legislation regarding Health & Safety that has changed currently none of this will impact upon our Company. Legislative changes will be monitored and where necessary changes to this policy, risk assessments and safe systems of work will be changed as required.

3.30 Policy Review

This policy and arrangements will be reviewed on at least an annual basis. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing, legislation, codes of practice or guidance notes.