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HEALTH, SAFETY AND ENVIRONMENTAL POLICY

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HEALTH, SAFETY AND ENVIRONMENTAL POLICY

STATEMENT OF INTENT

Stevens Construction Ltd accepts the requirement to operate under the broad health and safety framework of the organisation policy. In doing so we reaffirm and acknowledge the health, safety and environmental policy statement prepared thereby:

Stevens Construction Ltd is legally and morally responsible for health and safety of its employees and for the impact of work activities and business operations as it affects others, including the general public, and the environment. The Management are committed to continual improvement of health and safety performance.

The Management will:

- Prepare, communicate and regularly review and revise as necessary the Health, Safety and Environmental Policy and Procedures for their business;
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented;
- Ensure that employees receive training in order to competently carry out their duties as commensurate with their post;
- Ensure that management systems provide for effective monitoring and reporting of health, safety and environmental performance;
- Prepare and implement aims & objectives with measurable improvement targets;

The management recognises that such policy and measures are advantageous to employees and the company by minimising the likelihood of injury or ill health to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

To achieve our above aims and to uphold compliance with legislation through the implementation of this policy, Stevens Construction Ltd will consult with and seek the co-operation and support of all personnel (directly and indirectly employed).



Director-----

Shaun Stevens – Managing Director

Date -----8th June 2020 -----

Objectives:

The following objectives will be met prior to the next annual review of our health, safety and environmental policy:

We shall:

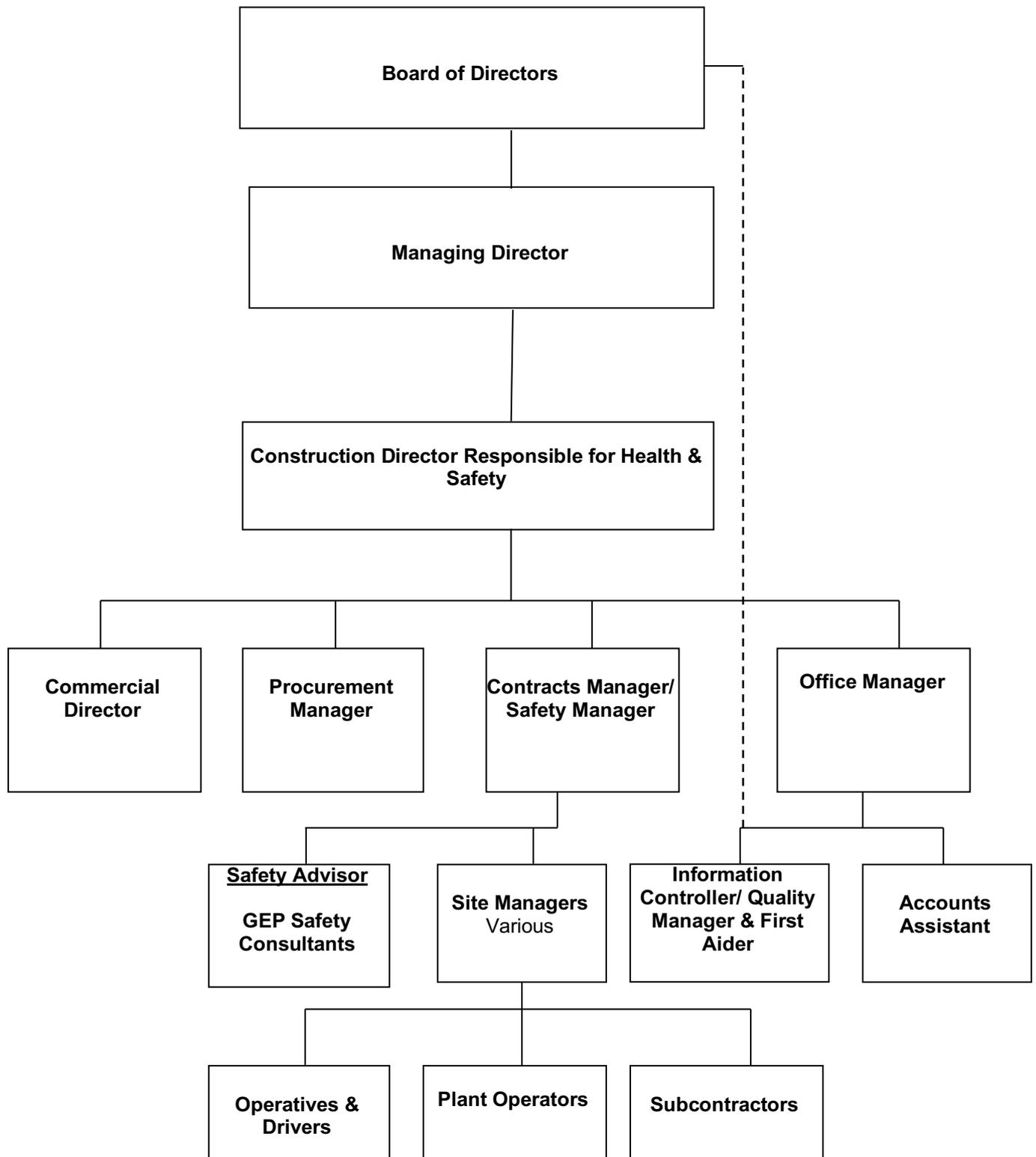
- Ensure Managing Director & Contracts Manager are being trained to IOSH Managing Safely standard or equivalent.
- Ensure Site Managers are trained to CITB Site Managers safety standard (or equivalent Site Supervision standard).
- Review our current risk assessment process and determine a suitable system for use.
- Ensure Site Managers receive specific training in our determined risk assessment procedures; work at height, excavation inspection techniques and particularly our safe digging practice.
- We shall ensure that the relevant sections of this health, safety and environmental policy are brought to the attention of all employees.
- Implementation of a sub contractor competence evaluation system.
- Assessment and evaluation of our environmental performance in order to set targets for the subsequent twelve-month period.

HEALTH, SAFETY AND ENVIRONMENTAL POLICY

INDEX

RESPONSIBILITIES	PAGE(S)
Board of Directors	6
Director responsible for Safety	7
Commercial Director	8
Safety Advisors	9
Contract Supervisor and Safety Manager	10
Office Manager and Company First Aider	11
Site Manager / Foremen	12
Information Controller / Quality Manager	13
Procurement Manager	14
Subcontractors	15
Operatives	16
ARRANGEMENTS	
1.0 CDM 2015 & Competent advice	17
2.0 Consultation and communication	18
3.0 Co-operation and co-ordination	18
4.0 Information and records	18
5.0 Induction and training	19
6.0 Supervision and inspection	19
7.0 Monitoring, measurement and review	19/20
8.0 Contractor and agency selection and control	20
9.0 Risk assessment, safe system of work and control hierarchy	20/21
10.0 Control of substances hazardous to health	21
11.0 Personal Protective Equipment	21
12.0 Asbestos	22
13.0 Hand-Arm and whole body vibration	22
14.0 Noise	22
15.0 Manual handling operations	22/23
16.0 Stress management	23
17.0 Working time	24
18.0 Display screen equipment	24
19.0 Health surveillance	24
20.0 First aid	24
21.0 Welfare	25
22.0 Fire safety and emergency procedures	25
23.0 Incident reporting and investigation	25
24.0 Work at height	26
25.0 Work equipment	26
26.0 Mechanical lifting activities	26
27.0 Services policy	27
28.0 Project planning	27/28
29.0 Traffic management	28
30.0 Company vehicles, personal vehicles used for company business	28
31.0 Mobile telephones	28
32.0 Housekeeping and waste control	28
33.0 Disputes and discipline	29
34.0 Confined Spaces	29
Drugs and Alcohol Policy	- Appendix A 30/31
Asbestos Policy	- Appendix B 32

MANAGEMENT STRUCTURE



RESPONSIBILITIES

Board of Directors

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Have overall responsibility for the implementation, monitoring and review of the health, safety and environmental policy and ensure relevant parts are brought to the attention of employees (and others) as appropriate.
- 6) Ensure that all levels of staff receive adequate and appropriate training.
- 7) Reprimand members of staff failing to discharge satisfactorily the responsibilities reasonably allocated to them under this policy.
- 8) Will ensure allocation of sufficient resources to enable the policy to be operated effectively.
- 9) Will ensure the setting of specific aims and objectives and measurement of overall performance.
- 10) Ensure that where consultants and contractors are engaged they have the relevant competencies.
- 11) Maintain an open-door access policy

Managing Director (Director responsible for health and safety)

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Have overall responsibility for the implementation, monitoring and review of the health, safety and environmental policy and ensure relevant parts are brought to the attention of employees (and others) as appropriate.
- 6) Will chair health & safety meetings and attend group meetings reporting on health and safety issues reflecting Stevens Construction Ltd.
- 7) Ensure that all levels of staff receive adequate and appropriate training.
- 8) Will monitor the performance of senior management in discharging their responsibilities under this policy.
- 9) Reprimand members of staff failing to discharge satisfactorily the responsibilities reasonably allocated to them under this policy.
- 10) Will ensure allocation of sufficient resources to enable the policy to be operated effectively.
- 11) Will ensure the setting of specific aims and objectives and measurement of overall performance.
- 12) Liaise with external health and safety advisors and other relevant bodies, evaluating site inspection reports and audit reports provided and take appropriate actions on recommendations.
- 13) Will include health and safety issues in any staff appraisal system.
- 14) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 15) Ensure that where consultants and contractors are engaged they have the relevant competencies.
- 16) Maintain an open-door access policy

Commercial Director

- 1) Will understand the requirements of this policy and actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation, but have a more detailed understanding of the requirements placed upon office environments.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and will bring to the attention of the Managing Director any noted defects in company health and safety policy.
- 5) Liaise with the Managing Director with regards necessary resources to adequately comply with health, safety and environmental legislation and with the requirements of this policy.
- 6) Will ensure that staff under their operational sphere have received induction training and been made aware of risk assessments appropriate to their activities.
- 7) Will determine and arrange necessary training for staff under his operational sphere.
- 8) Will include health and safety issues in any staff appraisal system
- 9) Maintain an open-door access policy

Safety Advisor / Consultants (external)

Our external Safety Advisors will assist the Managing Director in the implementation of the Company Safety Policy when requested by:

- 1) Advising the company on all matters relating to health, safety and welfare.
- 2) Ensuring, where reasonably practical, that the company are kept up to date with current and proposed legislation.
- 3) Carry out training of management staff and operatives when requested.
- 4) Carry out site and premises inspections in order to monitor working practises when requested to do so.
- 5) When required carry out accident investigations, prepare reports and recommend measures to prevent re-occurrence.
- 6) Offer consultancy services applicable to the development of the company health & safety arrangements.
- 7)The Safety Advisor will stop work activities where an observed mal practise leads to a hazardous situation.

Contracts Supervisor & Safety Manager

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Be specifically responsible for ensuring the requirements of health, safety and environmental legislation and the requirements of this policy, as far as it relates to construction projects, to formulate and revise as required site specific Method Statements and Risk Assessments and to monitor the implement and performance monitor.
- 6) Specifically monitor the performance where practicable of operatives and contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirements.
- 7) Make representation to the Managing Director in respect of required resources and ensure allocated resources are suitably used.
- 8) Ensure our sites are properly set up with adequate welfare and first aid facilities from the first day of use until the last day on site.
- 9) Liaise closely with clients, site management and health and safety professionals on all health, safety and environmental issues.
- 10) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 11) Maintain an open-door access policy

Office Manager and Company First Aider

The office manager is responsible to the Managing Director for ensuring safe and healthy working conditions and the provision of adequate fire precautions and first aid arrangements at head office. In particular they will: -

1) Ensure that in offices:

A reasonable temperature of 16°c is maintained and that working areas, corridors and stairs are adequately lit.

Cleaning is carried out at the end of each working day and rubbish disposed of.

Adequate washing and toilet facilities are maintained.

Electrical installations are properly maintained and that electrical equipment is periodically checked. (Portable Appliance Testing) and fixed installations.

Flooring is maintained in safe condition.

Regularly arrange for the practice of fire drills to be carried out, make a record of all training given.

2) Ensure that maintenance and repair work, and window cleaning is carried out safely and without risks to employees or members of the public.

3) Liaise with the Local Fire Authority over necessary precautions and, where appropriate, the issue of a Fire Certificate. Ensure that any recommendations are implemented, that adequate fire precautions are maintained and that all office staff are familiar with action to be taken in the event of fire.

4) Ensure the provision of adequate first aid facilities and that all office staff are aware of the arrangements. First aid equipment is regularly checked to ensure it complies with potential needs. To ensure site based staff company vehicles first aid facilities are up to date and records of inspections recorded for review.

5) Ensure that all office staff are familiar with and understand the Company Health and Safety Policy.

6) Report all accidents and enter all injuries into the accident book. Investigate all accidents and take appropriate action to prevent a recurrence. Notify the responsible Director of any reportable injury.

7) **COSHH** Ensure that necessary Assessments for substances and processes carried out in the office are made by the Director responsible.

8) Will ensure arrangements are in place for the maintenance and servicing of company vehicles and for ensuring that vehicles are properly operated as far as is reasonably practicable

9) Ensure that all staff is aware of their responsibilities under current regulations i.e. Display Screen Equipment, Workplace Health & Safety & Welfare.

- i. Regularly inspect and make record of the working of fire doors, posting of fire exit signs
- ii. Positioning of fire extinguishers. Note the general condition, identify hazards and report all to the Directors.

9) Set a personal example.

Site Managers / Foremen

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the Managing Director any noted defects within the company health and safety policy.
- 5) Be specifically responsible for ensuring the requirements of health, safety and environmental legislation and the requirements of this policy, as far as it relates to construction projects, is implemented and performance monitored.
- 6) Specifically monitor the performance of operatives and sub contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirements.
- 7) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 8) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.
- 9) Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.

Information Controller & Quality Manger

- 1) Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- 2) Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
- 3) Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
- 4) Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.
- 6) Report any incidents, accidents or unsafe conditions to their line manager.
- 7) Do not remove, tamper or interfere with, any items of safety equipment.
- 8) Co-operate with the requirements of this policy and associated safe systems of work.
- 9) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management, to record and maintain the company training matrix and report the findings to the Office Manager / Line Manager for review and action.
- 10) Specifically fulfil all applicable requirements of the arrangements section.
- 11) Implement and Control Quality Assurance standards, NCR's & Audits.

Procurement Manager

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture throughout.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will ensure the maintenance and servicing of company vehicles, are completed in a timely manner and record the findings for review.
- 4) Will ensure copies of plant driving licenses are submitted before commencing driving duties with the Company and then annually thereafter.
- 5) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 6) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 7) Arrange for materials to be delivered in reasonable sized units or undertake adequate mechanical handling to enable safe off loading and distribution.
- 8) Advising when appropriate, any known alternative materials, which could be used that are less hazardous in their usage.
- 9) Ensure they follow fully detailed operating and lifting instructions as requested when items of plant, equipment, scaffold towers and site welfare facilities are delivered to site.
- 10) Ensure that material safety data sheets are supplied for all hazardous substances.
- 11) Specifically fulfil all applicable requirements of the arrangements section.

Sub Contractors

The sub-contractors safety arrangements will be checked by the Director against the requirements of this document and the specific procedures contained in the general management procedures and project safety plan for the job.

Any shortcomings on the part of the sub-contractor brought to his attention and eliminated.

Sub-contractors have specific and direct responsibility to their own employees and others that may be affected by their work with regard to health & safety, they should:

- a) Identify the hazards of their work and inform the site manager where there is a risk, to develop and submit working site specific MS/RA/COSHH assessments prior to the works, and to ensure this information is briefed to the operatives and record the findings for review.
- b) Ensure their own systems of work, plant and workplaces under their control are safe.
- c) Co-operate with the site manager and other sub-contractors to co-ordinate the work by liaison and consultation.
- d) Comply with the Site Safety Rules and conditions for the project.
- e) Sub-contractors should not deviate from planned procedures and programmes without the agreement of the Director.
- f) If sub-contractors employ their own sub-contractors, they should ensure that equivalent safety standards are achieved.
- g) Provide necessary training and supervision of activities.
- h) Make due allowance on price for health and safety and welfare facilities.
- i) Shared welfare facilities, including water, sewage disposal and an agreed power supply are to be discussed and agreed at the pre-commencement meeting. It is expected that sub-contractors will either supply their own First Aid facilities or negotiate with the Company to share certain facilities with them.

Operatives

Operatives are responsible to their site manager for:-

- a) Co-operating in the implementation of the Company Safety Policy.
- b) Observing site rules and following instructions laid down working methods, risk assessments or other procedures designed to ensure safe and healthy working.
- c) Using the appropriate protective clothing and safety equipment, as instructed.
- d) Not operating tools, plant or equipment unless authorised competent to do so.
- e) Reporting hazards, or defects in plant or equipment.
- f) Developing a personal concern for the safety of themselves and others.
- g) Keeping their work area tidy.
- h) Maintaining the standard of welfare facilities that are provided.
- i) Suggesting ways of eliminating hazards.
- j) Reporting any injuries or dangerous occurrences incurred at work and ensuring that all injuries are entered into the accident book.
- k) **COSHH** the regulations are designed to make your working environment safe. It is essential that you are properly instructed and you understand the safe methods of working. Be aware that some processes can be hazardous to your health if the assessed precautions are not maintained.
- l) **NOISE** certain work processes produce noise levels above 80db and at this level you are required to wear ear protectors. Your site Manager will assess the risk and provide you with suitable equipment, and inform you of the safe exposure time allowed.
- m) **Manual Handling** the regulations are designed to make the work process safer. It is essential that safe methods of manual handling of heavy or awkward items be carried out in a way that will lessen the risk of damage to yourself. Training will be given and constant reminders will be given.
- n) **Workplace Equipment** the regulations require all plant equipment to be properly regularly tested and certified as being fit for use.

ARRANGEMENTS

1.0 CDM 2015 and Competent Person

When we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. In particular:

For all projects we shall:

- check clients are aware of their duties;
- We shall seek to ensure that anyone we employ or engage are competent and adequately resourced;
- plan, manage and monitor their own work to make sure that workers under our control are safe from the start of their work on site;
- ensure that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- ensure that any design work we do complies with Reg. 11 of the CDM2015 Regulations;
- co-operate with others and co-ordinate with others working on the project;
- ensure our workforce is properly consulted on matters affecting their health and safety; and
- obtain specialist advice where necessary when planning high-risk work — for example alterations that could result in structural collapse or work on contaminated land;
- provide the Principal Contractor with evidence of all training our employees have received;
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File;
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place. .
- Ensure that our workforce is properly consulted on health and safety matters.
- Ensure that all near misses, injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 2013, are promptly reported to the Principal Contractors site management.

It shall be company policy to employ a competent person with regards to health and safety and to utilise the services of external health and safety consultants where determined appropriate. We shall determine competency as a person or group with sufficient knowledge, training and experience in health and safety matters relating to our undertakings, or specific tasks.

The **Managing Director** shall be responsible for ensuring competent advice is provided and maintained.

2.0 Consultation and communication

The company will consult with employees through representation of a cross section of the workforce.

The **Managing Director** shall ensure meetings are formed and the consultation and communication process maintained.

All Management members shall operate an open-door access policy throughout.

Contractor consultation shall be afforded through project specific meetings, determined and chaired by the **contracts supervisor or site manager**.

Communication chains shall generally follow the company hierarchy (see organisation chart). We shall operate a policy whereby where non or poor English speaking labour is employed, they will either speak English as a second language being able to understand simple instructions adequately, or an interpreter will be required at all times.

All employees are required to contribute to the consultation process and communicate effectively through the identified communication chains.

3.0 Co-operation and Co-ordination

Where the company is involved in the joint occupancy of premises on any particular project, all risks and necessary control procedures shall be jointly shared. Joint arrangements shall be agreed to meet regulatory obligations.

Co-operation with other employers will involve taking reasonable steps to inform all site personnel where there are risks to health and safety.

The company and all self employed people will satisfy themselves that arrangements adopted are adequate and that other employers should assist in assessing the shared risks and co-ordinate any necessary control measures.

4.0 Information and records

Information relating to health and safety matters shall be obtained through a variety of mediums including the HSE website, external advisors, through professional bodies such as IOSH and via the CIP health and safety information series and a central file of such information will be maintained, being the responsibility of the **office manager**.

Line management shall determine dissemination and mode of communication of relevant information (any potential barriers such as language differences).

General update information shall also be provided at site level through our external health and safety consultants visits. Specific information will be communicated through this policy, assessment briefing, health and safety plans and training.

It shall be company policy not to rely solely on poster campaigns or signage as a means of communicating information.

Where records are generated or required throughout sections of this policy, they shall be kept in-line with our company system and in accordance with our data protection policy.

5.0 Induction and Training

Line management shall determine training requirements appropriate to task and roles and requirements imposed upon our employees through their employment and via this policy.

It is company policy to ensure, as a minimum that senior managers are to be trained to the IOSH / NEBOSH Managing Safely standard and that site management personnel are trained to or in the process of obtaining the CITB Site Supervisors Safety Certificate standard.

Training programmes shall be developed and monitored with training providers selected following our contractor selection system. Records of training shall be maintained through the central group record system. The **Managing Director** shall ensure that all relevant records are passed through this system, and up dated by the Office Manager.

Company induction training shall be given on the first day of employment to new employees. Site-specific induction training will be given to all site personnel on the first day of their commencement on site. **Line management** (persons employing or responsible for supervision of new starters) will be responsible for ensuring the requirements of this arrangement are carried out.

Tool-box-talk refresher training requirements shall be determined on a project-specific basis by the **contracts supervisor or site manager** as applicable to project.

Training levels of contractor personnel shall be determined prior to commencement on site and verified at site level on a project-specific basis. **Those engaging the contractor** shall be responsible for initial determination and **site managers and foremen** at site level for secondary verification.

6.0 Supervision and inspection

It is company policy to determine adequate supervision levels through project specific risk assessment, taking into consideration such factors as difficulty of tasks, risks involved, operative experience, client requirements, contractor employment etc. Where contractors are engaged they will be required to provide their own supervision regardless of our own provision. The **site manager or contracts supervisor** will be responsible for ensuring this arrangement is adhered to.

The **Director** shall ensure that our offices are regularly inspected and the **Managing Director** shall have responsibility to ensure the yard area is regularly inspected, and that projects are formally inspected through both internal and external means as appropriate to project (contracts or project manager responsibility to determine, arrange and monitor). All written reports of external inspections are to be evaluated by the **Managing Director and manager** relevant to the project with remedial actions determined. Internal reports are to be evaluated by the relevant **line manager** and necessary remedial actions determined.

7.0 Monitoring, measurement and review

It shall be company policy to place emphasis on active monitoring systems. The requirements and related health and safety performance of this policy shall be monitored through a range of mediums, including inspections and safety tours of premises and sites, where key-performance indicators are determined and operation evaluated. The **Managing Director and line management** shall be responsible for determination of monitoring modes and for ensuring this arrangement is followed.

It shall be company policy not to rely on accident, ill health and incident statistics as a measurement of performance, though these shall be evaluated with a near-miss reporting system being maintained. **Line management** are responsible for ensuring the relevant information is collected and passed to the **Managing Director**, who shall ensure statistics are evaluated.

The **Managing Director** shall measure performance in relation to set aims and objectives on an annual basis.

It shall be company policy to undertake an audit of management systems every three-years and regular testing of safe systems of work shall be undertaken through mock incident analysis. The **Managing Director** shall be responsible for ensuring this arrangement is followed.

We shall review policy and performance on an annual basis, having access to the findings of the above processes.

8.0 Contractor and agency selection and control

We shall select contractors from our current database of preferred contractors, of whose health and safety performance is already known to us and broadly compatible with our own standards. One central database shall be determined and maintained by the **office manager**.

All other contractors will be subject to competency checks prior to appointment through a variety of methods including questionnaire response evaluation, document evaluation, references and interview. This process shall include all client determined contractor use. **Line management** shall be responsible for ensuring this process is adhered to and the selection of competence check method.

Secondary vetting shall be undertaken through evaluation of site-based documentation. The **Managing Director** shall be responsible for vetting of contractors engaged for work and shall be responsible for secondary vetting of projects. **Contracts supervisor and site managers** shall determine final vetting responsibility in relation to their own projects.

Contractor performance shall be monitored via internal supervision and both internal health and safety managers and external consultant's ad-hoc health and safety site inspection visits. On larger projects, **site managers** will provide information on contractor performance during regular site meetings. **Contracts supervisor and site managers** will be responsible for collection and evaluation of information gathered and for passing comment for database maintenance.

Where contractors consistently fail to perform to expected standards they will be removed from the preferred contractors database lists and be subject to re-vetting of competency prior to any further appointment. Removal and re-engagement shall be the decision of the **Managing Director**.

Agency workers shall only be engaged from reputable agencies where relevant documented evidence of the person's competencies has been provided. **Those that engage** such labour will be responsible for ensuring compliance with company policy.

9.0 Risk assessment, safe system of work and control hierarchy

It shall be the company policy to assess all aspects of company undertakings to determine significant risks. All significant risks shall be recorded and communicated to those who may be exposed to that risk. Risk assessment shall be reviewed regularly to ensure that they remain suitable and sufficient with any changes being communicated to those affected.

The **office manager** shall ensure that generic company risk assessments are maintained in the office file and computer system.

Contractors employed shall be expected to provide assessments and a system of reviewing those risks of their activities and these shall be evaluated and accepted by us through the **contracts supervisor or site managers** prior to allowing commencement on any given task (where a significant risk arises).

The risk assessment process shall be used to identify adequate measures to control that risk and to develop a safe system of work that shall be written and follow the company expected hierarchy of:

- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress

- Substitution of the dangerous for the less dangerous
- Giving collective protective measures priority over individual protection measures
- Giving appropriate, instruction, information and training to employees.

In addition where a specific hierarchy has been determined by regulation, then these shall be followed.

We shall seek specific advice where special risks arise from circumstances of which we are unfamiliar or do not have relevant competencies to properly evaluate or control.

With particular reference to young persons and pregnant women, it is the company policy to take specific account of the vulnerability of these groups and to make assessment of the potential impact of company undertakings upon them to determine adequate controls.

All Directors and management are responsible for ensuring risk assessment is undertaken as applicable for matters under their direct control. They shall also be responsible for ensuring that safe systems of work are developed and all findings notified to those affected. **Site managers** shall be responsible for further site based evaluation to ensure the findings remain suitable or adjust as necessary to ensure they remain task specific. They shall also be responsible for ensuring the safe systems of work are followed on site.

10.0 Control of substances hazardous to health

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about all such substances shall be obtained from the manufacturer or supplier (hazard data sheets – not product information sheets) to enable assessment to be undertaken. Assessments to be completed as per item 8.0 of this policy. **Those ordering materials** shall be responsible for obtaining the safety data sheet and for passing it to the relevant person(s) as appropriate.

The findings of the assessment, control measures and necessary precautions and emergency procedures will be made clear to all affected prior to use by the **site manager**.

The company PPE policy shall be followed.

The company health surveillance policy shall be followed.

The following hierarchy of controls will be followed:

- Avoid use of hazardous substances where practicably possible
- Protection through design of work processes and engineering controls and use of work equipment.
- Control of exposure at source, including adequate ventilation systems.
- Use of PPE

11.0 Personal Protective Equipment

It shall be company policy not to rely on the use of Personal Protective Equipment, but to make assessment of the task and determine controls following our hierarchy in items 8.0 and 9.0 in particular.

Where it is deemed that PPE is necessary, it shall be considered for ergonomic design and shall be assessed for the relevant BS or EN standard applicable to the task by **contracts supervisor** and re-evaluated at site level by the **site manager** for adequacy.

We shall ensure people are trained in the use, storage and maintenance of PPE.

Any site specific PPE identified in our risk assessments and method statements will be issued free of charge to our site managers for distribution to operatives.

12.0 Asbestos

The **Managing Director** shall ensure that an asbestos survey has been undertaken in respect of the head office premises and that a management programme is in place for any Asbestos Containing Materials identified. No work will take place to the fabric of our premises unless these documents have been evaluated in the first instance.

No work relating to asbestos containing materials will be undertaken unless the work is covered by a risk assessment and written control plan. All works will be undertaken by licensed **Site supervisor will enforce this at site level and the Managing Director throughout the organisation.**

It will be company policy to ensure **those evaluating tenders** have considered asbestos issues in all projects at planning stage and/or when preparing health and safety plans or assessments.

Only trained operatives will work with asbestos containing materials.

Where we do not have sufficient expertise in asbestos related activities, we shall employ the services of specialist contractors (**as determined by those managing the project**).

13.0 Hand-Arm and Whole Body Vibration

It is company policy to avoid as far as is reasonably practicable, exposure to vibration through job-design alterations or automated processes.

Where this is not reasonably practicable to achieve, we shall operate a low-level emission policy whereby all equipment purchased or hired shall be evaluated for vibration emissions. Equipment relative to the task with the lowest emission rate shall be selected. **Those responsible for purchase or hire of vibrating equipment** shall ensure company policy is followed.

All activities shall be assessed for potential exposure (as assessment policy) with Job-rotation techniques and relevant PPE provision being considered on a hierarchical basis.

14.0 Noise

The company policy regarding noise is broadly as identified as for vibration, with intent to implement a hierarchy of combating exposure at source, providing enclosures, barriers and distance between source and operatives prior to reliance upon setting and marking of hearing protection zones and use of PPE. We shall ensure use of ear protection when 85dBA is reached and provision of hearing protection in accordance with the Noise at Work Regulations 2005. **Responsibility is as item 13.0 above.**

15.0 Manual Handling Operations

It shall be the company policy to avoid manual handling where practicably possible through use of mechanical lifting aids. Risk assessments shall be undertaken in line with company policy where manual handling operations are necessary with consideration given to the task, the individual, the environment and the load.

Staff will be provided with relevant training and instruction relevant to tasks performed.

Hazards

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains, etc.

Monitoring and Control

Designers will ensure that Manual Handling will be considered at the Design Stage and designed out when practicable.

The **site manager** will ensure that:

Wherever possible use mechanical means to lift and transport items:

- Where use of mechanical means is impracticable, sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load. HSE guidance suggests that any dimension exceeding 75cm will increase risks and the risks will be even greater if it exceeded in more than one dimension
- Instruction has been given to any operative in the correct handling and lifting of loads
- A supply of suitable protective equipment is available for issue as required for the handling of materials which could cause injuries to operatives
- The wearing of safety equipment, as identified in risk assessments, for employees or sub-contractor is enforced
- No operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury
- The path the load must follow and the immediate environment is free from obstructions and adequately lit
- Sharp edges are protected, before considering the use of personal protective equipment
- Avoid long lifts and if necessary change grip when the load is at waist height
- Storage is arranged such that the heaviest loads are in the most convenient position
- Proper handles, handholds or carrying devices are used to avoid the possibility of trapping fingers/hands
- Secure items which are loose to prevent the load shifting when being carried.

16.0 Stress management

It shall be company policy to work determine working methods that avoid excessive exposure to stress. We shall advise staff how to recognise signs of stress and monitor staff absence and behaviour in relation to signs of stress. We encourage individuals to report symptoms of stress to their line manager and shall treat all cases confidentially. Any employees identified with work related stress will be fully supported by the company, who will consider measures to help resolve issues, seeking advice from occupational health professionals as necessary. The **Managing Director** shall be responsible for

ensuring that the company stress management procedures are enforced within their operational spheres.

17.0 Working time

We recognise the importance of social life and it is company policy to follow the Working Time regulations to ensure that excessively long hours are not worked in any given period to ensure the requirements of the regulations are met. We shall ensure adequate rest times are provided between shifts and adequate break times are provided daily during working shifts. We shall ensure that holiday entitlement meets the minimum requirement and that the full amount is taken each year. **The Director and all senior management** have the responsibility for ensuring this requirement is followed.

18.0 VDU – Visual Display Units

It is company policy to evaluate and assess the risk from all VDU use. We shall determine users and offer eye tests, providing standard eye glasses where prescribed, if determined as a direct result of the use of company equipment. The **Managing Director** shall determine users, assessment (and review) and for ensuring users are aware of their entitlement

19.0 Health surveillance

It shall be company policy to control our activities to prevent the need for health surveillance. However we shall determine any necessary health surveillance requirements through the assessment process and continual monitoring (e.g. through absence records, complaints etc.) by **line management**.

In particular, where exposure to vibrating equipment, noise or substances is identified as likely, determination will be made of potential extent of exposure in line with regulatory requirements.

Initial simple health surveillance programmes shall be used observation through the **site managers**.

Where health surveillance programmes are required, we shall consult with a medical practitioner or occupational health professional to design such programmes. The decision to consult in such a manner will be made by the **Managing Director** and all **managers** have a responsibility for providing the **Managing Director** with relevant information on which to base any decisions.

We shall operate a system, determined and maintained by the **Managing Director** whereby all new starters shall either complete a medical questionnaire or be requested to attend a medical, though in relation to office staff the responsibility shall rest with the **Commercial Director**.

20.0 First aid

The company shall ensure that a trained person and a fully maintained first aid box suitable for twenty persons is present within the office at all times. The designated person shall be responsible for the maintenance of the first aid equipment including all reserve stocks. Notices will be displayed to identify the first aid contact and equipment location. The **office manager** shall be responsible for ensuring first aid provision is maintained at the office and for reserve stocks for company use.

First aid kits will be retained within all company vehicles. **Vehicle drivers** are responsible for ensuring the kit is properly maintained any short comings will be reported to the Office Manager who will record and ensure the items are rectified.

All projects will be assessed for required first aid training, equipment, notice and facility levels and provision made and maintained accordingly. Project designated first aid personnel will be responsible for the maintenance of all first aid provision at site level. **Contracts supervisor and site managers** will be responsible for ensuring this policy is maintained.

21.0 Welfare

Welfare facilities shall be provided at head office in accordance with the requirements of the Workplace health, safety and welfare regulations and undertakings at that place. The facilities shall be regularly cleaned and maintained; the **office manager** shall be responsible for provision and maintenance of facilities at the office.

Project specific welfare provision shall be determined by the estimator, **contracts supervisor and site managers** through assessment and shall conform to the requirements, as far as is reasonably practicable to the Construction Design and Management regulations currently in force. All project facilities shall be regularly cleaned and maintained, being the responsibility of the **person in control of the site**.

22.0 Fire safety and emergency procedures

A fire risk assessment has been undertaken in respect of the office and yard areas and is retained within the fire safety file. The fire safety file contains all relevant information on appointed personnel, control procedures, evacuation procedures and fire drill, equipment testing and maintenance logs. The file shall be reviewed annually or in light of any changes that may affect the suitability of the assessment. The **office manager** shall maintain the file and contents.

It is our policy to assess the fire risk and produce a written plan on all projects and in relation to company vehicles, being the responsibility of the person in control of the site respectively.

Emergency procedures shall be determined by the **Managing Director, contracts supervisor and site managers** for all projects where additional hazards other than the fire risk exists, such as working at height, with asbestos, electrical, gas and communications services etc.

23.0 Incident reporting / investigation

We shall operate a near-miss incident reporting system, being evaluated every six months. Not exclusive to near-miss reporting, it shall be company policy to insist all incidents requiring first aid treatment and all lost-time (including any down time spent in investigation) incidents that do not require reporting to the authorities under RIDDOR 2013 are to be regarded as near-miss incidents. **All employees** have a responsibility to report near-miss incidents to their **senior manager**, and **senior managers** for reporting on to the **Managing Director**.

All reportable incidents relating to RIDDOR shall be communicated from site to office, or within the office premises to the **Managing Director** or **Contracts Manager** who shall evaluate and report forward to the relevant authorities as required.

Where reportable incidents occur to contractor personnel, they shall be required to report to the relevant authorities and to forward a copy of the report to us. The **Managing Director** or **Contracts Manager** shall ensure they are informed of the requirement and that copies of reports are obtained.

Incident statistics shall be collected, collated and passed to the **Managing Director** to be evaluated in line with item 7.0 of the arrangements. Interim statistics shall be provided for all health and safety committee meetings.

Accident books shall be kept in the head office, all company vehicles and on all longer-duration projects. Where an entry is made in the accident book, those making the entry shall return the data immediately to the **Managing Director**.

It shall be the company policy to investigate all reportable incidents. Any over-three day incident shall be investigated internally through line management. External consultants shall be required to assist in

investigation of all major reportable incidents. The **Managing Director** shall be responsible for ensuring this arrangement is adhered to.

24.0 Work at height

It shall be company policy to plan all work at height activities, ensuring those involved are trained and competent. Emphasis shall be given to avoidance of working at height wherever practicably possible. It is however recognised that avoidance will not always be practicable and therefore we shall follow a hierarchy of controlling measures.

We shall provide fall protection measures such as birdcage scaffolding structures, scaffolding with adequate guard railing and safe access/egress. Descending in priority, we shall utilise fall arrest systems such as netting and soft-bag systems, down to restraint systems, harnesses with fall arrest lanyards, through to demarcation systems with simple instruction. Rescue systems shall be determined wherever fall arrest systems are identified for use.

We shall place prominence on equipment selection in light of required access and task and determine inspection requirements through the assessment process.

Wherever practicable it shall be company policy not to allow lone working where any work at height activities including excavations, are necessary and to provide adequate supervision.

The **Managing Director and contracts supervisor** will be responsible for ensuring that the above policy is followed and the **site managers** will have responsibility for ensuring controls are maintained at site level.

25.0 Work equipment

Only those with relevant training shall be permitted to operate work equipment, though this Policy shall not prevent equipment use for training purposes when under the supervision of a competent person.

The **Managing Director, contracts supervisor and site managers** shall be responsible for ensuring that this is adhered to.

We operate a hire and purchase system whereby equipment is assessed for ergonomic design and technological advancement (in addition to other considerations mentioned elsewhere in this policy). **All employees involved** in purchase or hire of equipment shall be responsible.

Equipment use shall be suitable for task and regularly inspected (including before use), as determined through the assessment process and inspection by the **end user**.

All equipment noted to be defective will be removed from use until repaired or replaced. All equipment removed shall be marked as unsafe for use. **The person responsible for identification of the defective equipment** shall be responsible for ensuring policy is followed.

It is our policy to ensure all equipment is maintained and shall be verified for existence of calibration, examination, inspection or testing as applicable. **The end user or site manager** as applicable shall be responsible.

Equipment shall be used as designed for purpose and not adapted. No **employee** shall use equipment with designed safety provisions (guards etc.) removed or disabled.

All equipment users / operators shall use equipment according to instructions provided and training received.

26.0 Mechanical lifting activities

All lifting activities using mechanical means shall be assessed, properly planned and supervised. We shall ensure that the work environment and supporting surfaces are suitable (and exclusion where necessary maintained), determine equipment and accessory type (and verify examination and test records) in respect of the conditions, task and loads, consider weather conditions and ensure suitably trained personnel are identified and employed appropriate to task. We shall ensure that all appropriate licenses and permissions are obtained. **Contracts supervisor** shall be responsible for ensuring lifts are properly planned and **site managers** as applicable on site shall ensure lifts are carried out to the prepared plans, or adapting plans as required to ensure lifts are carried out in a safe manner in the site environment.

All crane use will be undertaken through contract lifts whereby specialists will provide the necessary equipment, assessment, planning and personnel. **Site managers** shall determine and arrange necessary lifting operations. The **contract supervisor** shall consider requirements at tender stage and liaise with other managers as required.

27.0 Services policy

The following policy will be adopted within the company:

- All fixed and temporary electrical appliances will satisfy the relevant IEE Wiring standards and British Standards and shall be accordingly inspected, tested and maintained
- All site tools and equipment shall be of 110 volt or lower. Where equipment can only be used of a higher voltage, express permission must be gained from management in writing, following an assessment.
- No live working will be permitted
- All work on or near services will be subject to a permit to work system.
- All services will be located, identified and marked as appropriate prior to any other related activity. Where applicable, drawings will be obtained from service providers but these will not be strictly relied upon for accuracy
- Competent, trained persons shall only be permitted to work with services and related equipment
- Emergency plans shall be determined for all work relative to services

Should any services be found the following safe digging practice will be put into operation

- Immediately inform site management.
- Keep a careful watch for evidence of pipes or cables during digging and repeat checks with the locator. If unidentified services are found, stop work until further checks can be made to confirm it is safe to proceed.
- Hand dig trial holes to confirm the position of the pipes or cables. Should we be unable to hand dig the main contractor is to isolate the service.
- Hand dig near buried pipes or cables. Use spades and shovels rather than picks and forks.
- Do not use hand held power tools within 0.50m of an electricity cable.
- **Do not use a machine to excavate within 0.50m of any service.**
- Support services once they are exposed to prevent them from being damaged.
- Report any suspected damage to services to management/supervisor.
- Backfill around pipes or cables with fine material.
- If no sign of services found during the pre excavation checks the excavation can commence but regular checks with the CAT3+ must be carried out as works proceed.

The **Commercial Director** shall ensure all services are controlled in line with the above at the office area. **Contracts supervisor** and **site managers** shall ensure planning for the above and as applicable shall ensure policy is adhered to at site level.

28.0 Project planning

We are committed to planning for safety. On all projects we shall evaluate enquiry information, assess hazards and risks to determine control measures and necessary resources to comply with statutory requirements and our policy.

We shall ensure that our tender prices include appropriate sums to maintain the safe systems of work and resources for the project, identified through planning. The **Commercial Director** shall ensure this policy is applied at tender stage (through liaison with **contracts supervisor and site managers** as necessary)

In particular, where the CDM Regulations apply and we are appointed as contractor, we shall:

- Follow policy on project planning
- Provide information for the health and safety plan
- Ensure competent people and contractors are engaged as required
- Ensure co-ordination of activities and request cooperation from all
- Consult with the workforce
- Ensure project has been notified to HSE
- Monitor health and safety performance
- Provide reasonably requested information to the (CDM Co-ordinator) through the principal contractor

The **contracts supervisor or site managers** shall ensure health and safety plans are developed and that health and safety file information is provided. They shall also ensure that the company policy in this regard is maintained at site level.

29.0 Traffic management

Traffic management plans shall be considered and developed appropriate to all projects. The **Commercial Director** shall ensure that the traffic management plan is considered at the office. **Contracts supervisor and site managers** shall ensure traffic management plans are developed and maintained as appropriate to project.

30.0 Company vehicles/personal vehicles used for company business

It shall be the **driver's** responsibility to ensure all vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. **Drivers** of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles.

31.0 Mobile telephones

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer. **All employees** are expected to comply with this policy.

Hands free mobile conversations are permissible with the correct equipment but should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is our preferred policy for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site use of mobile phones will be restricted to the welfare areas where reasonably practicable. **Site managers** shall enforce this policy.

32.0 Housekeeping and waste control

The company shall enforce a policy of high standards of housekeeping at all premises, within company vehicles and on all project sites. The office and yard have a cleaning and waste control programme in place, to be maintained by the **Managing Director** and all projects will be assessed by **contracts supervisor** with appropriate control measures identified to maintain company policy throughout. **Site managers** shall enforce this policy at site level.

All sites shall be assessed for special / hazardous waste and relevant licences obtained and methods of removal determined. This shall be the responsibility of the **Procurement Manager and site managers**.

There shall be no burning of waste on sites and no fly-tipping of waste materials. All waste shall be controlled in-line with our environmental and waste recycling policy. **Site managers** shall enforce this policy at site level. **All employees** responsible for waste disposal shall comply with this policy.

33.0 Disputes and discipline

In the event of any dispute regarding health and safety matters, these should be addressed to **senior management** to evaluate in the first instance and if not successfully resolved directed to the **Managing Director** in writing who will determine the necessary action.

Failure to comply with the Company Health and Safety Policy or contravention of statutory requirements, regulations, rules or procedures will be disciplined in accordance with company procedures.

34.0 Confined Spaces

The company do not have personnel trained for confined space working activities. All identified work relating to confined spaces shall be evaluated in line with our assessment policy and control measures determined accordingly.

Appendix A

DRUGS AND ALCOHOL POLICY

1. General statement

Stevens Construction Ltd is a responsible employer and take their duties under the Health and Safety at Work Act 1974 seriously. Therefore they have formulated this policy to help them comply with legal duties. These include providing a safe place and a safe system of work for their staff and others who may be affected by their activities. They recognize that drinking or illegal drug taking before or whilst present at work could have serious health and safety implications for their employees. As a result, this policy sets out their position on alcohol / illegal drugs in the workplace. Due to its importance, this policy also forms part of their Health and safety policy.

2. Alcohol and Health and Safety

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often not appropriate. Not only can a small amount affect work performance, but it can also compromise the individual's safety and that of others. Common side effects include a loss of concentration, impaired judgment, loss of co-ordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include, but are not confined to those operating vehicles and machinery, or working at height.

3. Prohibition on alcohol and drugs

For these reasons, staff is not allowed to bring alcohol or illegal drugs onto company premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas as well as internal.

Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises):

- working at height
- driving whilst on company business
- On-site vehicle operator
- Machinery operators
- On-call/standby duties.

4. Disciplinary sanctions

If an employee comes to work whilst under the influence of alcohol / drugs or otherwise consumes alcohol on Stevens Construction Ltd retain the right to summarily dismiss on the grounds of gross misconduct.

5. Advice and counselling

We recognise that there may be circumstances when an employee has an alcohol / drug related problem that requires specialist help. Therefore, it is Stevens Construction intention to deal with these cases sympathetically. For this reason, the policy on employee assistance is separate from the Company's disciplinary procedures.

Stevens Construction Ltd will be able to give employees advice and guidance on how to obtain help and assistance with any alcohol / drug related issues. In the event that any member of staff is diagnosed as having a problem, they will treat it as a health matter. However, this does not necessarily mean that the individual concerned will be excused from any consequences of their conduct that would otherwise merit disciplinary action being taken. If a programme of counseling is sought and the individual employee subsequently reverts back to his/her previous level of D and A dependency, we retain the right to treat any resulting decline in performance or breach of policy as a disciplinary matter.

All requests for help will be treated in the strictest of confidence. The storing of written information will become necessary and will be carried out in accordance with the requirements of the Data Protection Act 2018.

6. Continuation in present role

For reasons of health and safety of the individual, or of others that may be at risk, we reserve the right to transfer any individual undergoing treatment for alcohol dependency out of a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought. Where an individual's job role is found to be contributing to a problem, then the company will take all reasonable steps to deal with it.

Appendix B

ASBESTOS POLICY

Under the **Control of Asbestos Regulations 2012**, the Company has a duty to:

- Make employees aware of the dangers of asbestos
- Identify possible asbestos on sites by enquiry and survey
- Arrange the safe removal and disposal of asbestos by a licensed contractor
- Provide staff training in relation to Asbestos

Stevens Construction Ltd are **NOT** licensed under the **Control of Asbestos Regulations 2012**, for the removal or disposal of any material containing asbestos.

Any material discovered on site that is known or **suspected** to contain asbestos must be left intact and immediately reported to the Site Manager in charge. Examples include asbestos cement sheeting, insulation board, cladding and sprayed lagging on pipes etc.

The Site Manager will arrange for competent persons to sample, analyse and prepare Method Statement and Risk Assessment for safe work on the asbestos and disposal to a suitably licensed waste facility.

Asbestos registers or information relating to all specific sites shall be supplied prior to work being conducted and must be current and up to date, the Company will arrange for all actions deemed necessary as to determine the presence and condition of asbestos on these sites where information is not forthcoming.

Any further information acquired by the Company will be forwarded to the “duty holder” as defined under the **Control of Asbestos Regulations 2012**, for such sites.

Where asbestos material is identified in tender documents or pre-contract surveys, a licensed contractor will be arranged beforehand and copies of all consignment notes will be retained on site

Asbestos awareness will be included in site safety briefings and in operative safety training programmes.

Stevens Construction Ltd will carry out an asbestos survey of its own site(s) and will make staff and contractors who may undertake work there aware of any asbestos materials.

Where there is a significant risk to health due to the condition of the asbestos material, the Company will arrange to contain or remove the material using a licensed contractor.

In accordance with the Control of Asbestos Regulations 2012, the Company undertakes not to purchase, install or re-use any asbestos based products in its contracts and premises.