



GENERAL HEALTH AND SAFETY POLICY STATEMENT AND PROCEDURES

October 2021

**H W WILSON LIMITED
14 North Road
South Ockendon
Essex
RM15 6QL**

HEALTH AND SAFETY POLICY

LEGISLATION REGISTER

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999 (as amended)
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- The Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Information for Employees) Regulations 2009
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Electricity at Work Regulations 1989
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (First Aid) Regulations 1981 (as amended)
- The RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Work at Height Regulations 2005
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Control of Noise at Work Regulations 2005
- The Provision and Use of Work Equipment Regulations 1998 (as amended)
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- The Environmental Protection Act 1990
- The Hazardous Waste (England and Wales) Regulations 2005
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- The Control of Vibration at Work Regulations 2005

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of H W Wilson Limited that all activities undertaken comply with the Health and Safety at Work etc. Act 1974, the Regulations made under it and all other fire and environmental legislation.

It is the aim of the Company to prevent, insofar as is reasonably practicable, any work related accident.

The Directors declare their objective to achieve and maintain a safe and healthy work environment for all employees, visitors and contractors working at premises and at site managed locations and all others who may be affected by its operations.

Directors and senior staff have the responsibility for ensuring that health and safety matters are considered when planning any work to be undertaken. H W Wilson Limited recognise their responsibility to provide employees and contractors with suitable and adequate training, information and instruction to enable them to understand and fulfil their duties in a competent and diligent manner.

The co-operation of employees is vital to the success of the Health and Safety policy and views on Health and Safety development are welcomed. The company encourage all employees to discuss Health and Safety matters with senior management.

All subcontractors have a duty to co-operate with site management and follow the agreed safe working procedures and site rules specific to each project.

Peter Wiffen has been appointed as having overall and final responsibility for health, safety and welfare. Any problems encountered in the implementation of this Policy must be reported to H W Wilson Limited (through the consultation procedures detailed in Section 3 of this Policy).

Competent persons are employed within the company to assist in the management of Health and Safety. External advisers are engaged to provide assistance and advice on specific matters to enable the company to fulfil its duties.

The Policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities.

All employees are required to read the Policy upon recruitment and will be made aware of revisions to the Policy.

For and on behalf of H W Wilson Limited

Peter Wiffen
Managing Director

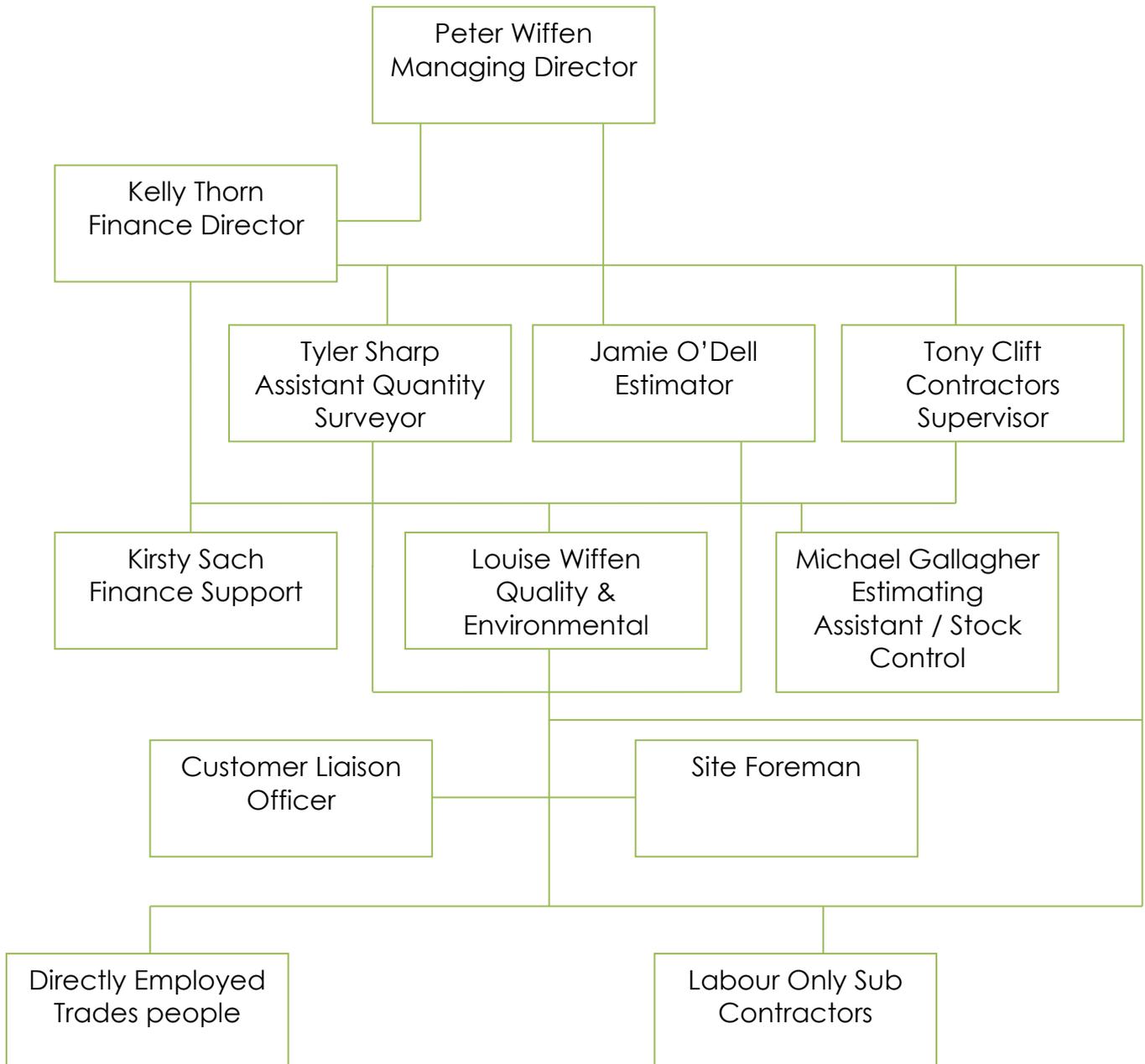
Signed: 

Date: 1 October 2021

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES

2.1 MANAGEMENT STRUCTURE



HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.2 The Directors

Arrange for the preparation, updating and review of the company Health and safety policy and ensure that it is brought to the notice of all employees.

Ensure that employees and contractors are aware of the requirements placed upon them by the company policy and the specific arrangements at the office, workshop and site managed locations.

Make arrangements for the provision of information and organise appropriate training for specific employees relevant to the duties they perform for the company.

Ensure that competent persons are nominated to assist in preparing risk assessments relevant to the work operations being carried out.

Bring the results of risk assessments to the attention of those affected; ensure that these are clearly understood by persons who have to implement or abide by such procedures.

Maintain a system of consultation with employees on health and safety matters, through the Health and Safety Manager and ensure that Health and Safety matters are included on the agenda of all project meetings.

Institute procedures for reporting and investigating the causes of injury, damage and loss; promote analysis of investigations to improve safety performance.

Ensure that sufficient competent persons are nominated to implement emergency procedures at the office and site managed locations and that adequate welfare/ first aid provision is provided.

Evaluate what Health and Safety support resources (external consultants' advice etc.) are necessary for any specific project and agree the roles of the various members of the site management team.

Following the findings of risk assessments, ensure that method statements are in place, to address all high risk site activities.

Ensure that a site fire plan is produced with sufficient persons appointed to co-ordinate site emergency procedures and display notices detailing evacuation procedures where all affected can see them.

Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.

Make arrangements to ensure that contractors provide all necessary documentation, risk assessments and method statements relating to their works.

Ensure that when a project has more than one contractor relevant information required for inclusion with the project Health and Safety File is promptly provided to the Principal Designer.

Monitor the effective reporting of all accidents in accordance with the policy procedures.

Arrange for funds and facilities to be available to meet the requirements of the policy.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.3 Contracts Managers

Understand the company's Health and Safety Policy and procedures and the responsibilities assigned to them under the Policy.

Assist in planning and organising sites so that all operations are co-ordinated with a view to reducing risks to persons working on site, or otherwise affected by the works, to the lowest level possible.

Encourage co-operation and be a point of contact between the Directors, Site Foreman and employees in promoting and developing the health, safety and welfare of employees.

Arrange with contractors and self employed to bring to their attention relevant sections of the Health and Safety Plan to indicate clear responsibility for Health, Safety and Welfare to avoid confusion on site.

Liaise with Site Supervisors regarding the continued development of the initial Health and Safety Plan as the specific project progresses.

Ensure that a site fire plan is implemented with sufficient persons appointed to co-ordinate site emergency procedures; display notices detailing evacuation procedures where all affected can see them.

Ensure that appropriate fire fighting equipment for site operations is provided and that combustible materials are stored safely and away from heat sources.

Be proactive where inter-relationship problems may exist between contractors ensuring co-operation and safe co-ordination of site activities.

Ensure contractors working on sites display responsible attitudes and provide required documentation, method statements, COSHH assessments, risk assessments etc. relevant to their works prior to their commencement.

Ensure that safety induction talks are being organised regarding site rules and emergency arrangements and be able to report on the perceived effectiveness of such measures.

Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.

Co-operate with any appointed external Health and Safety Consultants or Client's representatives regarding site safety inspections and reports.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.4 Health and Safety Manager (Competent Person) Responsibilities and Duties

Be aware of changes in legislative requirements, recommended codes of practice, new safety literature and liaise with the Company Health and Safety Adviser in this respect.

Advise on the production, review and need to update the Health and Safety Policy and other documentation regarding working practices, emergency procedures, etc.

Produce and review risk assessments relating to work activities. Implement and advise on safe working practices.

Encourage co-operation and be a point of contact between Directors, Site Foreman and employees in promoting and developing the health, safety and welfare of employees.

Liaise with the Company's safety advisers regarding the safety training policy and assist in the implementation of safety training programmes.

Regularly visit sites or arrange for monitoring to be carried out and advise, assist and action all matters arising from site Foreman or Client's representatives.

Advise on assessment and confirmation of competence of trade contractors.

When a project has more than one contractor assist the contracts manager to develop the pre construction phase Health and Safety Plan into a document that explains the management arrangements for health safety and welfare at the project in accordance with the Construction (Design and Management) Regulations 2015

Liaise with Site management regarding the continued development of the Health and Safety Plan as the specific project progresses.

Prepare a site fire plan with sufficient persons appointed to co-ordinate site emergency procedures; display notices detailing evacuation procedures where all affected can see them.

Ensure that when a project has more than one contractor the relevant information required for inclusion within the project Health and Safety File is promptly provided to the Principal Designer or Principal Contractor.

Take responsibility for fire safety procedures and emergency evacuation arrangements at the offices and workshop.

Monitor the effective reporting of all accidents in accordance with the policy procedures.

Assist in carrying out investigation into any accident involving injury, damage or loss.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.5 Site Supervisors

Make specific arrangements at the site to ensure that works comply with current Health and Safety legislation to reduce risks to employees, contractors or others affected by site activities to the lowest level reasonably practicable.

Ensure, when a project has more than one contractor that the Health and Safety Plan is kept up to date, modified and altered as required by changing circumstances on site. Bring to the attention of contractors relevant sections of the Health and Safety Plan.

Organise security arrangements in order to make sure only authorised people are allowed onto the site.

Implement the site fire plan; check that fire fighting equipment is provided and that combustible materials are stored safely and away from heat sources.

Establish that site welfare facilities are kept in a clean/hygienic condition and that first aid arrangements are adequate given the size and nature of the specific site and that boxes/points are fully stocked.

Ensure that protective clothing and equipment to guard against hazards on site is issued by those responsible and worn as required.

Report any defect in structures, vehicles, plant and equipment and prohibit the use of any such item as necessary. This shall be the case for all equipment whether hired or purchased or otherwise brought to site.

Ensure that portable electrical appliances, leads and plugs are free from visible damage and that routine PAT tests are arranged at required intervals.

Monitor working practices to establish if work is being carried out in accordance with site rules method statements, COSHH assessments etc.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Stop any dangerous activity, horseplay etc and report those offending in accordance with site procedures.

Consult with other employees and contractors and ensure that any Health and Safety matters raised are fully investigated in order to improve safety performance at the site.

Report any accidents as outlined in the accident reporting section of this policy.

Co-operate with any external Health and Safety Consultants appointed for the specific project. Bring to the attention of contractors any safety deficiencies or recommendations of site safety inspections and reports.

Provide relevant information to contractors relating to site rules and procedures detailed in the site Health and Safety plan and ensure that all site workers receive induction training.

Set a personal example by following all site rules, wearing protective clothing and by carrying out your own work in a safe manner.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.6 Sub-Contractors and Self Employed Persons

Follow the arrangements detailed in this Policy; observe site rules issued by H W Wilson Limited and any specific requirements in the Health and Safety Plan.

Provide information relating to Health and Safety procedures when requested in accordance with the Company's selection procedures for contractors and the self employed.

Prepare and issue risk assessments and method statements as requested and co-ordinate site activity with the site supervisor and other contractors at the project.

Work strictly in accordance with agreed method statements.

Provide information relating to hazardous substances for use on site. Assess the risks associated with such substances relating to the manner in which the substance is to be used and stored at the site.

Co-operate with site management to provide information regarding daily work operations to avoid inter relationship problems with other programmed works.

Provide safety training for operations under their control and ensure that all their employees attend site induction talks.

Ensure that plant and equipment brought on site is used only on work for which it was designed, is of sound construction and in safe working order. All necessary testing and thorough examination must be carried out at the appropriate intervals.

Make sure that employees refrain from misuse of plant and equipment, welfare facilities or anything provided in the interest of Health and Safety; avoid dangerous acts or horseplay.

Provide appropriate personal protective equipment/clothing which must be used/worn in accordance with the site rules (e.g. hard hats, eye protection, ear defenders etc).

Report to the site supervisor all accidents sustained by contractors, whether the accident results in injury, damage or a near miss (e.g. materials falling from scaffold to ground without causing damage or injury, but clearly could have done so).

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.7 Site Employees

Co-operate with site management in order to carry out the arrangements detailed in the Health and Safety policy and the specific rules for the site.

Consult with the site supervisor with regard to any site procedures that may be unclear or could be improved.

Report any unsafe working methods or dangerous conditions observed to site management

Notify site management of any defects in plant or equipment immediately; do not attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Report all accidents, injuries (however minor) or “near miss” incidents that may result in no injury or damage, but could have done so e.g. materials falling from scaffold to open ground.

Do not recklessly interfere with anything provided in the interests of health and safety or abuse welfare facilities.

Wear appropriate footwear at all times and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, goggles, face masks etc.

Assist in keeping the site tidy, free from waste and materials blocking circulation and fire escape routes and fire risks.

Do not play dangerous or practical jokes or engage in “horseplay” on site.

Work strictly in accordance with method statements and agreed safety procedures for the site.

Warn fellow employees, particularly trainees or those new to the site, of known site hazards and remind them of agreed systems of work.

Take note of the safety notices and information displayed at the site.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.8 Office Based Staff

Co-operate with the procedures detailed in the Health and Safety policy as displayed at the offices at all times.

Report all unsafe conditions or working methods at the office and suggest ways of eliminating hazards.

Notify H W Wilson Limited of any defects in office equipment immediately; on no account attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Make no attempt to move office equipment, furniture or materials where these are heavy enough to present risk of injury.

Ensure that you are aware of emergency evacuation procedures and first aid arrangements.

Report all accidents or injuries (however minor) to Peter Wiffen

Assist in keeping the office tidy, free from obstructions and fire risks.

Assist in informing visitors or those new to the company of safety procedures for the office.

HEALTH AND SAFETY POLICY

3. CONSULTATION, MONITORING AND REVIEWING HEALTH AND SAFETY

H W Wilson Limited encourage all employees to discuss any health and safety matter with the Directors and those responsible for management of site locations.

All employees will be expected to bring to the notice of the Directors areas where safety in the workplace may be improved. All reports of defects in safety performance will be fully investigated and suggestions for improvements welcomed.

Consultation between management and employees is provided by the daily contact between Directors, management and employees.

The company's safety consultant will keep the directors informed with regard to the need to review and update the Health and Safety policy and procedural documents as required by changes to legislation or alterations to the organisation of the company.

It will be arranged for external safety consultants to visit site locations as requested to report on Health and Safety standards at sites and detail recommendations to improve safety performance.

The safety consultant will assist site management in developing the site Health and Safety plan and advise with regard to site procedures and contractors documentation for inclusion in the site plan and Health and Safety file.

Site management staff must check that all work under their control is being carried out in accordance with this policy and the safety procedures established for the project.

Appropriate safety documentation (HS(G)150 Health and Safety in Construction, HSE guidance notes, etc) are available at site management offices.

The Directors will liaise with the safety consultant regarding the frequency of the review of the Health and Safety Policy to establish any possible areas of improvement in procedures, training etc. and, where necessary, for additional information to be issued to employees.

Health and safety shall be included as an item on the agenda of all site meetings. Any deficiencies in health and safety performance are to be reported and suggested improvements in working procedures discussed.

HEALTH AND SAFETY POLICY

4. GENERAL OFFICE AND WORKSHOP PREMISES HEALTH AND SAFETY

Environmental Conditions

The lighting in offices, the workshop and access ways will be adequate for the purpose.

Except in exceptional circumstances a reasonable temperature will be maintained at the premises.

Generally, adequate supplies of fresh air for offices and workshop shall be obtained by opening windows, main doors etc. In certain areas where additional heat or fumes are likely to be present, local ventilation will be provided when necessary.

Safe Means of Access/Egress

Safe means of access shall be provided and maintained in good order.

Trailing electric cables from equipment shall be kept to a minimum and positioned so that they do not present tripping hazards.

All fire routes and corridors must remain free from obstruction (stored equipment, joinery items, boxes, materials etc) at all times.

Washing and Toilet Facilities

Conveniently accessible, suitable and sufficient washing facilities shall be provided for all staff.

Electrical Hazards/Equipment

All electrical installations shall be installed by a person who is competent to carry out the work. After the installation, electrical equipment shall be checked for defects at regular intervals and records kept.

All plugs and cables shall be regularly examined for loose connections. All loose connections, faults etc discovered shall be rectified immediately, if they can be dealt with by a member of staff, or as soon as possible if a qualified electrician is required.

Machinery Hazards

All parts of machines which could be a source of danger to anyone on the premises shall be adequately guarded.

Adequate room shall be provided around all working sides of machines so that operation can be safely carried out without the operator being obstructed.

Stability of Equipment

All machines, equipment, racking, shelves, worktops etc shall be adequately secured in position.

Housekeeping and Premises

Staff are required to keep their work area tidy and to place all rubbish in the receptacles provided.

All rubbish shall be cleared, daily, to the refuse storage area/skip for removal by an authorised contractor.

A no smoking policy is in operation at the premises.

All storage within the office is within reach of most employees without the need for any access equipment. In the event that a member of staff cannot reach items stored at high level, assistance should be sought from colleagues and appropriate ladders/foot stools should be used. Many office chairs have castors and are a serious hazard if used for standing on.

HEALTH AND SAFETY POLICY

5. SITE WELFARE FACILITIES

5.1 General Guidelines

H W Wilson Limited are aware of their duties under Schedule 2 of the Construction (Design & Management) Regulations and will ensure suitable and sufficient welfare facilities are in place on all projects.

The Company will assess the welfare arrangements for projects in accordance with statutory legislation and specific contract requirements prior to the commencement of a project.

Welfare arrangements should be detailed in the project Health and Safety Plan and procedures for correct use and maintenance must be communicated to all parties using those facilities.

The site supervisor will ensure that facilities are adequate and are properly maintained.

The status of the Company on the specific site will determine whether the Company's site management are in control of welfare and first aid arrangements.

5.2 Summary of Minimum Welfare Requirements

Suitable and sufficient sanitary conveniences must be provided for the number of site personnel. Toilet facilities must be kept in a clean and hygienic condition.

Washing facilities should be provided in the immediate vicinity with hot and cold water, soap and means of drying hands.

Shelter for protection in bad weather and facilities for keeping personal clothing must be available with a means for drying provided.

Accommodation for taking meals is required along with facilities for boiling water. A means for heating food must be provided unless hot food is readily available elsewhere.

Drinking water must be available and be marked as such with a supply of drinking vessels.

When assessing welfare provisions separate arrangements should be made for males and females.

No smoking in the workplace must be enforced and additional site fire risks must be considered.

HEALTH AND SAFETY POLICY

6. ACCIDENT REPORTING AND FIRST AID

6.1 Accident Reporting (General)

All accidents, incidents or injuries however minor, occurring during the course of employment shall be reported to Peter Wiffen via the office, with details recorded in the accident book. This applies to injuries received by sub-contractors, public, visitors etc. as well as company employees.

6.2 Duties in Relation to Accidents

The office must be notified immediately of any serious incidents. It will be ensured that in the event of a fatal or specified injury or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), and is obligatory. Detailed definitions of these situations can be found in those Regulations.

Advice will be obtained from the company safety consultant if any assistance is needed in this respect.

Confirmation of the above notification must be submitted in writing within 15 days on an appropriate form or by some other approved means.

If any injury results in any person being absent from work for more than 7 days (not counting the day in which the accident happened), then notification must also be made (see below). If any injury results in any person being absent from work for more than 3 days a record must still be kept, this can be recorded in the company Accident Book. All accidents must be recorded.

It will be ensured that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area safe.

6.3 Details of Notification to HSE:

Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing on line.

By telephone to The Incident Centre on 0345 300 9923 for any fatal or specified injuries (open 8.30am to 5pm Monday- Friday.)

6.4 Accident Record Book

The information to be recorded shall be:

- Date and time of the accident or dangerous occurrence.

The following particulars of that person:

- Full name
- Occupation
- Nature of injury
- Employer

The following additional information:

- Place where the accident or dangerous occurrence happened.
- A brief description of the circumstances in which the accident or dangerous occurrence happened.
- The date on which the event was first reported to the relevant enforcing authority.
- The method by which the event was reported.

HEALTH AND SAFETY POLICY

6. ACCIDENT REPORTING AND FIRST AID (Continued)

6.5 Post Accident Procedures/Investigation

Peter Wiffen will liaise with the Company's safety consultant regarding the allocation of duties for investigation of any accident.

It will be ensured that a full investigation of any accident involving injury, damage or loss will be undertaken and subsequent recommendations implemented.

6.6 First Aid

A project specific assessment must be undertaken to consider the number of employees, the nature of the work and associated hazards, the location and distribution of the site, and the nearest hospital and emergency facilities.

First aid boxes are under the supervision of the site appointed persons. These will be checked and refilled as necessary.

Full details of welfare and first aid provision for the specific site along with the location of nearest Accident and Emergency Hospital are detailed within the site Health and Safety Plan.

HEALTH AND SAFETY POLICY

7. FIRE SAFETY AND EMERGENCY PROCEDURES

7.1 Offices

H W Wilson Limited is fully committed to the protection of all its employees from the risk of fire or other serious events requiring emergency evacuation. The following procedures shall be undertaken:

- Evacuation procedures explained when employees first join the Company and practice drills are held every six months. Fire Marshals are appointed to oversee procedures.
- Fire notices and signage are placed at strategic points around the premises; in case of emergency follow the advice indicated on the fire notices.
- Fire extinguishers are placed at doorways and at other high risk areas. Extinguishers must not be removed from their permanent locations except for use in the event of a fire.
- Escape routes must be kept clear at all times.
- Fire extinguishers are maintained every 12 months by a specialist contractor.
- For the safety of employees all work areas are designated no smoking.
- The nominated chief fire marshal is Peter Wiffen.

A fire risk assessment has been undertaken at the company offices and a fire safety training attended by staff.

7.2 Site locations

The site fire plan must be produced with sufficient persons being appointed to co-ordinate site emergency procedures. The status of H W Wilson Limited at the specific site will determine whether the company are fully in control of fire prevention and emergency arrangements.

Full details of project specific fire prevention, protection and emergency evacuation procedures will be detailed within the site Health and Safety Plan and be displayed on site.

H W Wilson sites are designated no smoking areas. Project specific arrangements for smoke breaks are contained within the site Health and Safety Plan.

All works on site must comply with the Joint Code of Practice "Fire Prevention on Construction Sites" and take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire.

Where working in existing premises site management would need to satisfy themselves as to the worthiness of current escape routes from any areas of working.

Adequate fire fighting facilities must be available, prominently signed and located to control assessed fire risks for the specific project.

Working areas must be kept clean and tidy to prevent the build up of flammable materials with waste removed at regular intervals.

Highly flammable liquids and LPG are to be stored correctly and quantities stored kept to the minimum necessary for use.

A hot work permit system will be operated when necessary, the appropriate precautions taken and maintained.

HEALTH AND SAFETY POLICY

8. RISK ASSESSMENT

8.1 Procedures

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to carry out risk assessments of work activities.

Definitions:

- Hazard: Something with the potential to cause harm
- Risk: The likelihood of the harm from a particular hazard actually occurring
- Competent Person: A person with sufficient knowledge, experience and training

The extent of risk during an assessment will take account of the severity of possible consequences and the number of persons likely to be exposed to the hazard.

Actions to be taken are summarised as follows:

- Assess the risks to the health and safety of employees and any others who could be affected by specific work activities. This also includes contractors and temporary staff where they may be affected by such work.
- Specify the relevant procedures to eliminate or minimise any such risk.
- Where the risk is considered to be significant, then this must be recorded in writing, and where relevant, groups of employees identified as being especially at risk.
- Risk assessments should be reviewed and altered if they are no longer valid or where circumstances have changed significantly.
- Appoint competent persons to assist in complying with these requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger and have sufficient competent persons to implement evacuation procedures.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the risks associated with each others' activities/the control measures in force and subsequently pass such information to employees in those areas.
- Inform employees about any risks that have been identified and provide information on the preventative steps that are being taken to protect them.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that they are able to be detected and there is a reasonable likelihood that they may occur under working conditions.

Provide relevant training, which must be repeated periodically and take account of change in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- Where transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.

Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions/training given. This includes plant and machinery, dangerous substances, safety equipment etc.
- Inform management of any dangerous work situation or matter considered to be a problem with health and safety protection arrangements.

HEALTH AND SAFETY POLICY

8. RISK ASSESSMENT (Continued)

8.1 Procedures (Continued)

The requirements of this legislation place a duty on H W Wilson Limited to provide appropriate arrangements for health and safety which will enable effective planning, organisation, control, monitoring and review of the preventive and protective measures required to eliminate or minimise the risk for any particular work activity.

Where activities are already subject to assessment under other legislation, there is no requirement to repeat the exercise e.g. Control of Substances Hazardous to Health Regulations 2002, Display Screen Equipment Regulations 1992.

8.2 Employing Young People

Under the (MHSWR) certain additional obligations are required of employers in relation to the employment of young persons (those under 18).

Young persons will only be employed where circumstances allow for adequate supervision and only after an assessment has been made taking into account their inexperience and possible immaturity, lack of awareness of potential risks and unfamiliarity with the workplace..

8.3 The Equality Act (2010) and Equal Opportunities

An assessment will be made prior to the employment of any person with disability as falling under the scope of the Equality Act of facilities and access arrangements with particular attention to emergency evacuation measures.

H W Wilson Limited is an equal opportunities Employer with a multi racial workforce; persons are employed on the basis of merit and skill. Please refer to the separate company Equal Opportunities Policy.

HEALTH AND SAFETY POLICY

9. INFORMATION AND TRAINING

9.1 Training

H W Wilson Limited recognises that safety training is essential in order that individuals are able to competently undertake the duties assigned to them.

Staff will be given general training and instruction when they are exposed to new or increased risks due to:-

- A change in the system of work
- New responsibilities
- Requirements of a specific new workplace
- New or changed work equipment or technology

The company recognises that fundamental to the success of its Safety Policy is that management should have received training necessary to control effectively the areas for which they are responsible.

An ongoing training programme is under development by the safety adviser to review current procedures and implement forthcoming training and instruction for Directors, site supervisors and operatives.

Trade contractor's site management are required to ensure that relevant training is given to new employees or those new to the contract relevant to the tasks to be undertaken.

No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate instructions to help him understand the hazards involved and the precautions to be taken.

Specific safety topics are selected for "tool box talks" or CITB/HSE video seminars, where measures to control risk are discussed and brought to the attention of employees e.g. asbestos awareness, work at heights etc.

It shall be the responsibility of the site supervisor to organise safety induction talks, which, where practicable will be held on the operatives first day on site.

Site induction training for the specific project will be carried out by the site supervisor or in his absence others instructed by him.

9.2 Information

Information specific to the individual project will be made available and displayed in prominent locations in the form of site rules, health and safety notices, emergency procedures etc.

Relevant health and safety books, leaflets and HSE publications are held at the company office and are available to sites.

Information on HS(G)150 Health and Safety in Construction and other relevant documentation are retained on sites.

Members of staff who require specific information should consult with Peter Wiffen via site management.

HEALTH AND SAFETY POLICY

10. DISPLAY SCREEN EQUIPMENT

10.1 Application of the Regulations to “Users”

The Regulations apply to work stations where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of formal work.

All office staff, whether regular or occasional users, have been made aware of the safety requirements for DSE use as detailed below.

10.2 Hazards associated with this equipment include:-

- Work related upper limb disorders e.g. temporary fatigue or pains in the hands, arms shoulders, soft tissue disorders e.g. carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue due to glare or reflections, poor legibility of screen or documents, inadequate lighting, poor screen image etc.
- Fatigue or stress.
- Environmental factors e.g. humidity, heating, ventilation, static electricity.

10.3 Arrangements in connection with the use of this equipment:-

Assess the risks to health and safety of operators who use display screens for continuous periods of an hour or more.

Make arrangements for workstations to comply with the relevant standards.

Organise work activities so that, where possible, short breaks away from the display screen are a regular feature.

Make arrangements for eyesight tests at the request of any “user” and ensure that suitable basic spectacles are provided, where these are required for the display screen work concerned.

Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

10.4 Practical Control Measures to be Considered:-

Adjust chair display screen and other workstation equipment to find the most comfortable position.

Arrange for sufficient space to take whatever documents as are necessary. Use a document holder if necessary.

Maintain sufficient space below the desk to allow free movement of legs, use a footrest if necessary.

Adjust keyboard position and try to avoiding bending hands up at the wrist, use a soft touch and avoid over stretching the fingers.

Organise work to include regular breaks from screen work.

Avoid reflective glare due to windows or bright lights.

Ensure screens are clean and brightness/contrast are adjusted to suit lighting conditions. Screens should not flicker.

If any display screen user becomes aware that discomfort is experienced in hands, wrists, back, eyes etc they should consult with Peter Wiffen.

10.5 Training

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

HEALTH AND SAFETY POLICY

11. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

11.1 General

The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on the employer to:

- Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
- Assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.
- All potentially hazardous substances to be used must be identified and assessed for the risk to personnel.
- A less harmful substitute should be sought for any hazardous substance. Only if there is no less hazardous substitute available should the substance be used.

11.2 Construction site locations

All contractors must provide to H W Wilson Limited site management project specific assessments for work involving hazardous substances. These assessments must be submitted prior to work with the materials at the site.

Hazard data sheets and COSHH assessments for hazardous substances used on a specific project will be retained in a separate file at the site location.

Particular attention must be paid to the storage of such materials in accordance with the manufacturer's requirements as should the handling of containers at the point of use and application.

Contractors are required to inform H W Wilson Limited of any special storage requirements for substances which are harmful, flammable, explosive etc in advance of delivery of the materials to the site.

Contractors must ensure the provision for correct method of transport and disposal of materials and their containers; their residue could fall within the definition of special waste.

HEALTH AND SAFETY POLICY

12.0 PERSONAL PROTECTIVE EQUIPMENT AT WORK

12.1 Policy

In accordance with the Personal Protective Equipment at Work Regulations 1992 (As Amended) it is the policy of the Company that suitable personal protective equipment (PPE) will be worn by the Company's employees and by others working at places controlled by the Company which will protect against one or more risks to his health and safety.

PPE will be issued to protect operatives against any hazards that cannot be controlled by other safety procedures.

Appropriate PPE will be provided or insisted upon for all employees, sub-contractors and visitors e.g. head protection, high visibility clothing etc.

NB: PPE must always be considered a last resort, not as an alternative to a safe system of work.

12.2 Operation of Policy

The Company has a duty to ensure so far as is reasonably practicable, that employees wear or hold equipment which protects them from any foreseeable risk to their health and safety.

All PPE must be stored safely, maintained, replaced and cleaned as necessary; an initial appraisal of PPE on issue must check for damage or defects.

Any defects in PPE must be reported to site management immediately who will arrange for replacement.

Sub-contractors must comply with all safety rules for the project including compliance with the Personal Protective Equipment At Work Regulations.

Where resistance to this policy is met the person will be removed from danger whilst appropriate contractual and disciplinary action is used to resolve the issue.

12.3 Assessing PPE Requirements

Assessment will be made on each work activity and the operation of individual machines to evaluate the requirement for protective equipment.

The Company will ensure that an assessment is made to determine whether any PPE they intend to provide is suitable.

Details of PPE to be worn or used to guard against specific hazards will be included on the results of all risk assessment and method statements.

An assessment will be reviewed when there is reason to expect it is no longer valid or there is a significant change in matters to which it relates.

HEALTH AND SAFETY POLICY

13. MANUAL HANDLING OPERATIONS

13.1 General

H W Wilson Limited makes every effort to avoid the need for any employee to undertake a manual handling operation which involves a risk of injury. Mechanical handling aids (trolleys/barrows etc.) are used whenever practicable.

13.2 Hazards

The main hazards associated with manual handling operations include:-

- Possible injury to persons involved.
- Possible injury to others in the vicinity of items being moved.
- Damage to the fabric of the building resulting in creation of hazards to other users.

13.3 Control Measures

Where a significant manual handling operation involving employees cannot be avoided the Company will make a written assessment taking into account the following factors:-

- The task
- The load.
- The environment.
- The individual's capability and take appropriate steps to reduce the risk to the lowest reasonable level.
- Provide employees involved in any such manual handling operation with precise information about the weight of the load.

The assessment will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the operation.

When manual handling cannot be avoided entirely, consideration will be given to the possibility of (1) automation, or (2) mechanisation, bearing in mind that either of these alternatives may introduce fresh risks requiring precautions of their own.

Similar considerations will apply to assessing the requirements of material deliveries.

The Company will delegate responsibility for carrying out assessments to individuals considered to possess sufficient experience, knowledge and understanding of the requirements of the Regulations.

Employees are encouraged to assist the assessment process by reporting any problems which they may have encountered in manual handling operations.

HEALTH AND SAFETY POLICY

14. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

On a project with more than one contractor a Principal Contractor must be appointed to carry out the following duties:

14.1 Duties of the Principal Contractor

Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person.

Plan, manage and monitor the construction work and coordinate matters relating to health and safety during the construction phase, to ensure that, so far as is reasonably practicable, construction work is carried out without risk to health or safety.

Ensure that anyone they appoint has the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.

Co-ordinate the work of the contractors under their control so that the risks to site workers, and others in the vicinity of the works, are managed effectively.

Ensure that contractors co-operate with each other to prevent inter-relationship problems.

Ensure that all workers have been provided with suitable health and safety induction, information and training.

Prepare (prior to commencement) the construction phase Health and Safety Plan to explain how safety is managed at the site. This must be kept up to date and developed as the project progresses.

Ensure that Employers and Self Employed workers apply the principle of prevention and follow the Construction Phase plan.

Prepare and enforce any site rules for the specific project.

Take necessary steps to keep unauthorised people off site.

Cooperate with others involved in the management of any neighbouring project.

Make sure that suitable welfare facilities are provided from the start of the construction phase.

Make arrangements for the co-ordination of the views of employees or their representatives

Provide the Principal Designer with any information in the Principal Contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

14.2 Duties of Contractors

Be satisfied that the client is aware of the client duties under these Regulations.

Plan, manage and monitor the way in which construction work is carried out in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is no principal contractor, prepare a construction phase plan prior to setting up a construction site.

HEALTH AND SAFETY POLICY

14. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (Continued)

14.2 Duties of Contractors (Continued)

Provide information and instruction so that construction work can be carried out without risk to health and safety, including:

1. A suitable site induction, where not already provided by the Principal Contractor.
2. The procedures to be followed in the event of serious and imminent danger to health and safety, e.g. (emergency evacuation and fire prevention).
3. Information on risks to their health and safety identified by the risk assessments or arising out of conduct of another contractor's work.

Provide employees with any health and safety training which is required in respect of the construction work.

Do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

Ensure that welfare facilities are adequate and comply with schedule 2 to CDM 2015.

Comply with any directions given by the Principal Designer or the Principal Contractor and any site rules.

Provide the Principal Designer or Principal Contractor with any information in the contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

HEALTH AND SAFETY POLICY

15.0 PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS

15.1 General

Responsibilities and required action with regard to asbestos containing materials (ACM) are detailed within the Control of Asbestos Regulations 2012, effective from April 2012.

HSE guidance notes and other leaflets are kept at the Company office ; operatives are issued with the HSE Asbestos Alert card for guidance should any suspected asbestos based materials be uncovered during work.

H W Wilson Limited will not undertake work with asbestos insulation, asbestos coating or asbestos insulating board or with asbestos cement where exposure is likely to exceed the action level.

15.2 Risks from Asbestos Dust

Disturbing asbestos can release small fibres into the air which, when breathed in, may lead to a number of diseases which include:-

- Asbestosis or fibrosis (scarring) of the lungs
- Lung cancer; and
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is usually a long delay between first exposure to asbestos dust and the diagnosis of the disease.

Where maintenance, repair or refurbishment work is carried out in buildings which were built or refurbished before 2000 asbestos fibres may be disturbed during stripping out, drilling or cutting of materials, work around services etc.

15.3 Possible Locations of Asbestos within Buildings

High risk of exposure to asbestos fibres are likely when working in buildings built or refurbished before 2000 particularly if it has a steel frame or boilers with thermal insulation.

ACM cannot be easily identified from appearance and must be surveyed for by qualified surveyors.

The most common uses of asbestos have been:-

- sprayed asbestos and loose packing – generally used as fire breaks in ceiling voids;
- moulded or preformed lagging – generally used in thermal insulation of pipes and boilers;
- sprayed asbestos – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. asbestos paper has also been used as a fireproof facing on wood fibreboard;
- asbestos cement products, largely used as corrugated sheets as roofing and wall cladding, gutters, rainwater pipes and water tanks;
- certain textured coatings including some artex;
- bitumen roofing material;
- vinyl or thermoplastic floor tiles;

15.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities

Clients in control of commercial premises are required to:-

- Take reasonable steps and sufficient assessment to locate materials likely to contain asbestos including a visual inspection of the property or survey and report
- Assume that any material contains asbestos unless there is evidence to the contrary.

HEALTH AND SAFETY POLICY

15.0 PROCEDURES RELATING TO ASBESTOS BASED MATERIALS (Continued)

15.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities (Continued)

- Keep an up to date record of these materials and ensure this is provide to anyone who may disturb it (i.e. a register)
- Monitor the condition of these materials.
- Assess the risk of exposure from asbestos and presumed asbestos materials.
- Prepare and implement a management plan to control these risks.

15.5 Action to be Taken Prior to and During Refurbishment Works

When acting as Principal Contractor H W Wilson Limited will seek confirmation from those in control of the premises as to the existence of asbestos at the site.

Where a survey and register for asbestos exists this will be consulted to identify any areas of work where disturbance of any ACM is possible.

Where asbestos is present and requires removal or encapsulation this will be carried out by a licensed contractor prior to work in any area where ACM may present any risk to site workers.

Should a survey not have been undertaken in accordance with the Control of Asbestos Regulations (CAR) the client would be advised of this requirement.

If suspect materials are uncovered during normal working, works will cease in that area whilst those in control of the premises are informed of the presence of such materials.

15.6 Employer's Duties

Under (CAR) H W Wilson Limited recognises its duties which include:-

- Liaise with premises management to consult an asbestos register or survey to note where ACM have been identified in relation to where they will be working and the nature of the work.
- Carry out a risk assessment to decide on the likelihood of exposure and control measures required.
- Formulate a plan of work.
- Prevent exposure or reduce it to the lowest level possible by using control measures such as banning the use of power tools likely to create large quantities of dust, dampening materials, using dust extraction equipment etc.
- Dispose of any asbestos waste properly to a facility licensed to take special waste including any contaminated cloths, respirator filters etc.
- Provide information, instruction and training to those whose work may disturb asbestos.
- Provide appropriate personal protective equipment and ensure that it is used properly.

15.7 Employees' Actions

- Ask the site supervisor to confirm that the premises have been checked for asbestos.
- If any suspect materials are uncovered during work, report this to the site supervisor and assume that these materials contain asbestos and do not disturb them.
- Carry out work in accordance with the plan of work or method statement with regard to ACM's.
- Use any personal protective equipment provided, check that it is clean, fits correctly and report any defects to the site supervisor.

HEALTH AND SAFETY POLICY

16. ELECTRICAL INSTALLATIONS/PLANT ON SITE/ELECTRICAL SAFETY

16.1 General

All electrical installations and maintenance work carried out by the company is undertaken by qualified electrical engineers.

Specialist competent electrical contractors are engaged for the majority of works.

16.1 Live Working

Live electrical work is only to be carried out in exceptional circumstances under the authorisation of the person responsible for safety at the Electrical subcontracting firm undertaking the work. Live working would be totally under the control of the specialist electrical engineers undertaking the work operations.

A permit to work system must be used where any live working is to be carried out (see section 34 of this Policy).

All electrical systems must be established as dead before any work starts.

No assumptions about the state of any electrical system must be made without positive verification.

All circuits must therefore be assumed to be live unless it is established that they are dead.

Where live working is unavoidable control measures must include the following:-

- Access to live conductors to be controlled, appropriate signage is to be in place.
- Written information and instructions will be required for work on complex systems (control, metering and parallel circuits).
- A clear access of 1m must be maintained, gloves and matting to BS 697 and BS 921 are to be provided for 'live' working.
- Electrical test equipment will be insulated and fused to GS38 requirements and in date for calibration.
- Electricity supply authority seals will not be broken, and final connections will not be made without written authority.
- No lone working on live conductors above 125 volts will be permitted.
- Adequate PPE and first aid provision are to be available at the workplace where live work is to be done.

16.2 Electrical Hazards/Equipment

All temporary or permanent electrical installations at H W Wilson Limited site offices and welfare facilities must be installed by a person who is competent to carry out the work. After the installations, electrical equipment must be checked for defects at regular intervals and records kept.

All plugs and cables at site offices must be checked regularly for loose connections or damage. All faults discovered shall be rectified immediately if they can be dealt with by a member of staff or as soon as possible if a qualified electrician is required.

The requirements of the Electricity at Work Regulations 1989 in regard to portable electrical appliance testing must be organised at site locations by the site supervisor.

16.3 Portable Hand Tools and Appliances

All electrically powered portable hand tools and plant brought to site should be rated at 110V or be battery operated.

All contractors' or "hired in" electrically powered hand tools will be marked with the date of their last test and inspection.

HEALTH AND SAFETY POLICY

16. ELECTRICAL INSTALLATIONS/PLANT ON SITE/ELECTRICAL SAFETY

16.3 Portable Hand Tools and Appliances (Continued)

Site workers must inspect equipment, connections and leads for visual defects.

Equipment shall be subject to nominated detailed inspection frequencies. No out of test date equipment shall be used.

Any item of defective or suspect plant shall be tagged with a "Danger - Do not use" sign and removed from site for repair or disposal as soon as practicable.

16.4 Plant on Site

All plant brought to sites must be in good order and be fitted with all necessary safety devices and guards.

Only trained and authorised or where appropriate certified operators are permitted to operate any item of plant. Copies of plant operator's certificates will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.

Testing and all necessary examination certificates for plant must be recorded and kept on site by the site supervisor.

Appropriate daily checks for specific plant must be carried out prior to use in accordance with the manufacturers requirements.

Any defect in plant must be reported immediately for repair where such defects could affect safety on the site. Defective plant must not be used until repairs are carried out.

All plant must only be used for the operation for which it is designed and must be properly secured and immobilised at the end of each working shift or when left unattended for any significant length of time.

Contractors must assess whether any preparatory work is necessary for the installation or use of plant on site and ensure that the company are advised of any requirements, e.g. ground preparation, storage areas, flammable/hazardous chemical compounds, traffic management procedures etc.

The person responsible for electrical safety at H W Wilson Limited is Peter Wiffen.

HEALTH AND SAFETY POLICY

17. SAFE ELECTRICAL ISOLATION

17.1 General

The following regulations apply to work on electrical installations on site or other workplace:

- The Electricity at Work Regulations 1989
- Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

Work requiring the safe isolation of low voltage circuits/equipment should be planned, tendered and negotiated in accordance with the above.

Ensure a competent person plans all work activities to enable the provision of adequate resources for the duration of the works.

Ensure only competent persons carry out safe isolation procedures.

A competent person will ensure all work activities involving safe isolation are carried out in accordance with the above.

Any anomalies identified will be rectified without delay and the safe system of work will be revised.

For work on Low Voltage equipment or circuits, it is important to ensure that the correct point of isolation is identified, an appropriate means of isolation is used, and the supply cannot be inadvertently reinstated while the work is in progress.

17.2 Safe Isolation Procedure

Check it is safe and acceptable (with the occupier/user) to isolate. Correctly identify the circuit to be isolated.

If the isolator is an off-load device, remove the load. Open the means of isolation for the circuit(s) to be isolated and secure the isolating device in the open position with a lock or other suitable means. The person working on the circuit(s) will retain the key to the lock. If several persons are working on the same de-energised circuit, a multi-lock hasp will be used, with each person securing the circuit(s) with their own lock.

Prove the correct operation of a suitable voltage detection instrument (GS 38) against a known voltage source.

Using a voltage detection instrument (GS 38), check there is no dangerous voltage present on any circuit conductor to be worked on. It is important to confirm that conductors are not energised, for example, due to a wiring fault. Check terminal voltages between (a) earth and phase(s), (b) neutral and phase(s), (c) phase(s) and phase(s), and (d) earth and neutral. (When checking for voltage between an earth terminal and live (including neutral) terminals, the test probe should make contact with the earth terminal first, to reduce the risk of the remaining probe becoming live)

Prove the voltage detection instrument (GS 38) again against a known voltage source to check it was functioning correctly when the circuit(s) was tested for the presence of voltage.

Apply appropriate warning notice(s) at the point of isolation.

Prove the conductors are dead at the point of work, before they are touched.

Do not work on equipment unless:

- You have securely isolated the equipment using a personal lock
- You have checked that the right piece of equipment has been isolated
- Any stored energy has been safely released
- Equipment that could move has been secured.

HEALTH AND SAFETY POLICY

17. SAFE ELECTRICAL ISOLATION (Continued)

17.3 Safe Re-energisation Procedure

The steps to be taken to energise, or re-energise, the isolated circuits including: -

- Testing / inspection following work completion
- Communication with anyone who needs to know the circuit is going to be re-energised (e.g. employees, sub-contractors, etc.)
- Labels to be used (New circuit boards)
- Withdrawal of permits
- Removal of notices
- Removal of lock-out / tag outs
- Switching on / restarting connected equipment

HEALTH AND SAFETY POLICY

18.0 SAFE USE OF MACHINERY

18.1 General

All use of work equipment must comply with the Provision and Use of Work Equipment Regulations 1998 and Approved Code of Practice.

18.2 Employer's main duties

To ensure that work equipment is suitable for the purpose for which it is used and only used for operations for which it has been designed.

Equipment must only be used by those who have received adequate information and training on its operation and possible risks involved with use.

Records must be kept and requirements of operating and maintenance manuals adhered to regarding schedules of maintenance required for individual machinery or other equipment. Maintenance or repairs must only be carried out by authorised persons.

Users and supervisors of equipment must be given adequate health and safety information and training to include work methods, risks and precautions.

Measures must be taken to prevent access to dangerous parts of machinery and to stop movement of any dangerous part before anyone can enter the danger zone.

Guards and other safety devices on equipment must be:-

- Suitable for the purpose
- Of good construction, sound material and adequate strength
- Adequately maintained, in good repair and efficient working order
- Not the source of additional risk to health and safety
- Not easily bypassed or disabled
- Situated at sufficient distance from the danger zone
- Not unduly restrictive of any necessary view of the machine
- Constructed or adapted to allow maintenance or part replacement without removing them

Exposure to specified hazards must be prevented or adequately controlled. These specified hazards being:-

- Ejected or falling objects
- Rupture or disintegration of parts of the work equipment
- Fire or overheating of the work equipment
- Unintended or premature discharge of article or of any gas, dust, liquid, vapour etc.

Clearly identifiable and readily accessible means to isolate work equipment from sources of energy must be provided.

Work equipment must be stable and secured to avoid risks to health and safety.

Where appropriate work equipment must have clearly visible markings and any warnings or warning devices appropriate for health and safety.

Measures must be taken to ensure adequate lighting where equipment is operated and that parts of equipment likely to burn, scald or sear are protected.

18.3 Specific requirements

Excessive Noise

An assessment of the noise level of equipment must be made and control measures implemented to reduce the level of noise (wherever practicable) rather than providing hearing protection (ear muffs/plugs etc.)

HEALTH AND SAFETY POLICY

18.0 SAFE USE OF MACHINERY (Continued)

18.3 Specific requirements (Continued)

Where appropriate, only tools conforming to EEC special directives on the sound level of airborne noise, should be used. Where persons are exposed to noise levels exceeding 80 dB (A), hearing protection must be provided and should be worn. Where noise levels exceed 85 dB (A), hearing protection must be worn by law.

Vibration

Vibration of certain types of tools can cause health problems with the nervous system known as (Vibration White Finger). An assessment of the risk associated with the use of such equipment must be made to ascertain if equipment is available which creates less vibration.

Where substitution with lower vibration producing plant is not possible changes in job design may be required to reduce exposure (e.g. job rotation to decrease exposure to vibration/issue of gloves to improve blood flow to hands/modifications to equipment by insulating handles etc.)

Pneumatic Tools

Compressed air is delivered at high pressure. If it enters the body it can rupture internal organs and cause death. Any form of horseplay or misuse should be expressly forbidden.

Compressors

Should always be under the supervision of a competent person who should be responsible for ensuring that the machine is kept in good order, i.e. making sure that feed belt and pulley drives are guarded, that hoses and couplings are maintained in good order and that regular checks are made to ensure that oil feed to the airline is properly topped up. Air receivers must be marked with a safe working pressure and distinguishing number. They must also be fitted with safety valves, pressure gauge, drain cock and manhole. Hose connections must be properly clamped – it can be dangerous to have loose or over-tightened connections.

Hand Held Circular Tools

Before using the saw ensure that:-

1. The blade is of the correct type for the materials being cut.
2. It is in good condition with no cracks or damage and that the teeth are sharp.
3. It is properly and securely fixed in the machine.
4. It will rotate in the correct direction, the sharp edge of the tooth must cut upwards from the bottom to the top of the material when the saw is in use.
5. If the direction of the rotation is marked on the face of the blade and the body of the saw, the marks are both in the same direction.
6. The depth of cut is adjusted so that the saw blade only just projects through the underside of the material being cut.
7. The guard which covers the saw blade below the shoe is operating properly and retracts as the blade enters the material.

Other safety points are:-

8. Never adjust guards while the saw blade is in motion or the machine is connected to the power supply.
9. Never operate the machine with a defective on/off switch and never secure the switch in the 'on' position.
10. Always ensure that the supply cable is sufficiently long and so restrained that it cannot be damaged by the saw before starting to cut.

HEALTH AND SAFETY POLICY

19. USE OF FORK LIFT TRUCKS

19.1 General

Operation of fork lift trucks will be undertaken in compliance with the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, the Construction Design and Management Regulations 2015 and all relevant B.S. Standards.

19.2 The Equipment

- All fork lift trucks must comply with relevant statutory and recommended standards.
- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined at 6 monthly intervals.
- Equipment must be inspected prior to use to establish that the equipment is in good working order (i.e. tyres, brakes, lubrication levels, fuel/power, lifting chain, general defects etc.)
- Records and registers will be maintained for equipment owned by the firm and proof of servicing obtained from suppliers of any hired fork lift trucks.

19.3 Training

- Fork lift trucks are only to be operated by trained and authorised persons.
- Certificates of training must be specific to the type of fork lift truck being operated.
- Training certificates for those operating fork lift trucks at H W Wilson Limited are retained in the company offices.

19.4 Main Hazards to be considered

1. Unsuitable ground conditions working on gradients.
2. Exceeding safe working load.
3. Instability of load (falling objects)
4. Overturning due to speeding, working on excessive slopes, load instability, travel with load elevated etc.
5. Overhead obstructions, services at high level etc.
6. Presence of pedestrians or other vehicle movements.
7. Driver injuries through being trapped between cab and obstructions, or being thrown from the cab.
8. Entanglements with moving parts of machinery.
9. Unauthorised starting up and driving.

19.5 Control Measures

1. Trucks should be selected to ensure the capacity and correct type for the job and site conditions.
2. Ensure that the weight to be moved does not exceed the safe working load.
3. Drivers must be trained and authorised for the type of truck being used.
4. Never drive the truck while the load is elevated.
5. No passengers to be carried unless the truck is designed specifically for that purpose.
6. Clear passage for the truck and any necessary signage/barriers to be in place to separate traffic and pedestrian movements.
7. Lift truck only to be used for the purpose for which it is designed.
8. Trucks must not be used as working platforms unless they are designed for this purpose and a properly guarded suitable platform has been fitted.

HEALTH AND SAFETY POLICY

19. USE OF FORK LIFT TRUCKS (Continued)

19.5 Control Measures (Continued)

9. Ensure that all loads are stable, pallets in good order and driving operations carried out smoothly.
10. Equipment must be immobilised to prevent unauthorised operation when not in use.
11. Roll over protection will be necessary for trucks capable of rolling over 180 degrees or more (i.e. where the mast of a vertical masted truck would generally prevent the truck turning over more than 90 degrees this would not be the case for certain variable reach trucks).
12. Restraining systems should be fitted where appropriate due to the possibility of drivers falling or being trapped by the fork lift truck or its protective structure in the event of roll over.
13. All moving parts of the lifting gear must be effectively guarded.
14. Local conditions must be evaluated prior to commencement of work to consider ground conditions, overhead obstructions/services, slopes, level of lighting etc. and control measures implemented to suit the specific work area.

HEALTH AND SAFETY POLICY

20. JOINERY WORKS

20.1 Cutting and Sawing New or Insitu Timber

Preventing limb or eye injuries, strains or sprains

All electrical plant and saws must be well maintained, kept sharp with guarding in place at all times. Equipment and plant must only be used for the purpose for which it was designed in accordance with the manufacturer's operating instructions.

Eye protection must be worn in all circumstances where there is a possibility of airborne debris arising from the cutting operation in progress.

All fixings, bolts and nails must be carefully removed from areas of timber to be sawn to prevent cuts or other injuries, disruption to cutting operations and damage to tools or plant.

It must be ensured that good access is available to the work area without the need for overreaching or twisting. Obstructions must be cleared away in order that a comfortable position may be adopted close to the timber to be worked on.

Careful checks must be carried out to make sure that sections of timber to be cut are not supporting any additional loads or structures. Where existing timber members may be under tension suitable means of temporary support must be provided to prevent rapid deflexion or collapse when cutting is complete.

20.2 Hazards Associated with Wood Dust

The elimination or control of risks from wood dust is specifically contained in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Regulation 6(1) of COSHH requires an assessment to be carried out of risks to health associated with wood dusts, together with any action needed to prevent/control these risks.

Occupational exposure limits

The company recognises their responsibility to reduce employee's exposure to wood dust as far as is reasonably practicable, which must not exceed the Work Exposure Limit (WEL).

In (COSHH) hardwood dust is defined as a carcinogen, Regulations 7(3) and 7(9) specify additional requirements for the control of carcinogens.

Main activities likely to produce high dust levels

- Machinery operations, i.e. sawing, routing and turning etc.
- Sanding, by either machine or hand.
- Use of compressed air lines to remove dust from materials, plant etc. and cleaning purposes.
- Any operations involving composite boards (MDF)
- Bagging of dust from dust extraction systems.

Main hazards to be considered

Skin disorders - main symptom irritation, can lead to irritant dermatitis. Sensitisation dermatitis usually caused by exposure to fine wood dust. Once sensitised the body sets up an allergic reaction and skin may react severely if subsequently exposed, even to small amounts.

Respiratory disorders - rhinitis (runny nose) violent sneezing, blocked nose, nose bleeds and very rarely nasal cancer.

Fire/explosion - concentrations of small dust particles in the air can form a mixture that will explode if ignited. Such concentrations can occur in dust extract equipment. Wood dust will also burn if ignited as caused by badly maintained heating units, sparks from cigarettes etc.

HEALTH AND SAFETY POLICY

20. JOINERY WORKS (Continued)

20.2 Hazards Associated with Hardwood Dust (Continued)

Main hazards to be considered (Continued)

Precautions/control measures

Health

Establish if timbers in use have known ill health affects (information can be obtained from suppliers.)

Substitution of more harmful toxic woods with less harmful.

Provide dust control equipment to all dust producing processes to stop the dust entering the work room atmosphere (e.g. local exhaust ventilation (LEV), use of machines with dust extraction which will control exposure to wood dust to below the occupational exposure limits.

Provide additional suitable respiratory equipment where the above does not adequately control exposure and the provision of suitable protective equipment and clothing such as eye protection, overalls and gloves (where necessary.)

Ensure proper maintenance of any dust extraction equipment and personal protective equipment.

Ensure good hygiene which will include thorough washing after exposure.

Ensure that all employees are adequately trained in the use of LEV equipment and personal protective equipment and are supervised.

Use of barrier cream as necessary.

Fire explosion

Check that dust control equipment and tools are in good working order and incorporate explosion precautions i.e. regular testing and maintenance.

Monitor that floors are kept free and clear of wood chips and dust, in particular areas around machines and heating units.

Regular cleaning of workshop areas with vacuum cleaning equipment not compressed air lines or hand brushing, which will create dust clouds and redistribute the dust.

Health surveillance

Skin inspections for toxic woods likely to cause dermatitis are appropriate where such woods are in use.

Respiratory function tests for toxic woods likely to cause asthma may be necessary where such woods are in use.

HEALTH AND SAFETY POLICY

21. ABRASIVE WHEELS

21.1 General

All grinding machines, whether permanently installed or of the portable type, must comply with the Provision and Use of Work Equipment Regulations 1998.

21.2 Important Requirements

Only trained persons may operate, carry out the mounting, inspection, guarding and maintenance of and Abrasive Wheel/machine. The person must be appointed in writing and be certificated as proof of training.

A copy of the certificate must be given to the person who has received the training.

A list of authorised personnel must be maintained.

The training program should include:

- Hazard and risks from using the wheels
- Precautions to be taken and observed
- Ways of marking the wheel type, size and maximum rotating speed
- Transport and storage of wheels
- Inspection and testing procedures
- Component's function
- Correct assembly techniques and adjustment of wheels, and
- Use of appropriate personal protective equipment

The use of the correct wheel.

- Type
- Size
- Speed

Every abrasive wheel must have clearly marked the maximum permissible speed. Also the machine must be clearly marked by a notice stating the (RPM) of the spindle. Lower speed rated wheels must not be mounted on a faster speed rated spindle.

All protective guards/work rests must be in position.

Persons operating an Abrasive Wheel machine must wear the recommended form of protection, depending upon the circumstances, i.e. box goggles or face shield to (BS 2092) Grade 1 impact.

When operating an Abrasive Wheel machine, ensure that other persons are not put at any risk. Operate Abrasive Wheel machines away from other persons where possible, or adequately shield off possible danger areas. Do not use them in accessways, near doorways or in a 'No Naked Flame' area.

Beside the wearing of goggles/face shields, operators of Abrasive Wheel machines should wear safety footwear, gloves, overalls and dust masks. If noise levels exceed the permissible levels set in the Noise at Work Regulations 2005, ear protection will be required.

HEALTH AND SAFETY POLICY

22. EXCAVATIONS

22.1 General

Excavation work on H W Wilson Limited sites will generally be carried out by specialist contractors using trained and experienced operatives under close supervision. Work will be monitored to avoid potential risks.

22.2 Hazards/risks

The major hazards associated with excavation work are listed below:

- Striking underground services
- Collapse of the sides, and injury to persons within the excavation
- Persons/plant/materials/spoil falling into excavations
- Persons in excavations being struck by falling materials
- Access to/egress from the excavation
- Flooding
- Asphyxiation or poisoning due to ground conditions or fumes from plant
- Collapse of structures due to proximity of excavations to foundations etc.
- Plant sinking into unstable ground

22.3 Working procedures

Underground services

Prior to commencement of excavation works the presence of buried services within the site area will be established. The following information/techniques will be used:

- Statutory Authority records and any existing plans/drawings which may be available.
- Surface evidence, such as manholes, inspection chambers, areas of reinstated ground.
- Detection surveys (e.g. CAT and Genny).

Services identified within the site area will be marked up and hand digging techniques used to carefully expose services. Services will be suitably supported to prevent damage and must not be used as step ups/hand holds etc.

Collapse of excavation walls/sides

Trench supports will be designed and installed by suitably trained and competent persons. Installation of support work will only be carried from outside or from already supported sections of the excavation. No work must be undertaken ahead of installed support works or in unsupported sections of excavations.

A risk assessment will be carried out to determine the requirement for supporting the sides of the excavation. Where appropriate consideration will be given to the possibility of battering back or stepping back the sides of the excavation.

Persons/plant/materials/spoil falling into excavations

Suitable barriers and notices etc. will be placed so as to ensure persons/plant and materials cannot fall into excavations. Materials/spoil will be placed at suitable distances from the edge of excavations, to prevent them slipping into the trenches/holes.

HEALTH AND SAFETY POLICY

22. EXCAVATIONS (Continued)

22.3 Working procedures (Continued)

Plant movements will be organised so as to be well away from the sides of excavations, to avoid plant running into the excavation vehicle movements causing collapse. Where access alongside excavations for plant is required then stop blocks, suitably anchored back, will be used.

Safe access/egress to excavations must be provided, generally by way of appropriate ladder which must be well maintained, firmly secured and used correctly.

Inspection of excavations

Inspection details should be recorded and signed by a competent person. Inspections should be carried out daily/prior to each shift, after accidental fall of materials and after any other event likely to have affected strength or stability (e.g. heavy rainfall).

Hazardous atmospheres

Atmospheres within excavations may become hazardous due to the presence of gas leaks, contaminated ground and exhaust fumes from plant/vehicles etc. Checks for hazardous atmospheres will be made prior to commencement of work, with monitoring throughout the works (where these atmospheres are thought possible). Plant will be sited away from excavations, orientated so exhausts point away from the excavation.

Ingress of water/flooding

In deep excavations or where ground water table is high, and particularly following periods of heavy rain, water may accumulate within the excavations, giving rise to risk of drowning and also water borne diseases/health problems.

Ingress of water into excavations will be controlled through use of over driving piled trench supports or by mechanical pumping techniques.

HEALTH AND SAFETY POLICY

23.0 WORK AT HEIGHTS

23.1 General

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

23.2 Working Platforms/Prevention of Falls, Falling Objects

A safe working platform must be maintained and safe working practices observed to prevent falls of personnel from the workplace or access to the workplace. Control measures must be maintained to prevent the fall of materials, tools, equipment or other objects from height which impose hazards for other workers or persons nearby or underneath the workplace.

23.3 Access Equipment

Scaffolding or other access equipment must be appropriate for the work to be carried out safely. All access equipment, ladders, towers, etc. must be regularly inspected and maintained (minimum every 7 days.)

Any faults in access equipment and materials must be reported by site supervisors or operatives immediately.

Before any work commences where safety belts, harnesses or other equipment are to be used training must be given to operatives undertaking that section of work.

Ladder access to working areas at height must be removed when the site is unattended.

23.4 Overhead Work

All necessary measures are to be taken to inform by notices of work being carried out above. Head protection must be worn where work at heights is being carried out.

Whenever possible, where work is being carried out at high level measures should be taken to prevent access to areas or levels beneath that work.

Materials must not be thrown down from high level other than by means of a chute or other safe method of work.

23.5 Fragile Structures

Before any work commences on a roof, fragile materials must be identified.

If any doubt exists as to the "reliability" of a roof or other structure to withstand a persons' weight it should be treated as a fragile material (e.g. industrial roofing sheets, extension flat roofs).

Cement asbestos roofs must always be considered to be fragile i.e. unable to support a persons body weight.

Crawling boards or other suitable coverings should be used on fragile materials such as:-

- Certain plastic sheeting
- Wired glass (e.g. rooflights)
- Wood wool slabs
- Asbestos/fibre cement sheets
- Corrugated steel sheeting if rusted
- Any roofing surface where uncertainty exists as to its ability to take a persons weight.

Crawling boards provided must be at least 430mm wide and where possible, secured to prevent movement.

HEALTH AND SAFETY POLICY

23.0 WORK AT HEIGHTS (Continued)

23.5 Fragile structures (Continued)

No person should pass across, work on or from any fragile roof unless suitable and sufficient platforms, coverings or other similar means of support are provided and used.

No person must pass or work near fragile materials (e.g. rooflights etc.) unless suitable and sufficient guard rails, coverings or other measures are taken to prevent a person falling through that material.

Barriers must be erected around openings and rooflights or alternatively they should be covered over. The covering should be substantial and secured in position. Where it is not possible to secure the covering, a notice should be fixed to the cover warning that there is a hole below.

23.6 The Work at Heights Regulations 2005

H W Wilson Limited recognises the duty to avoid work at height, wherever it is possible to do so, by pre assembly or preparation of as much of the work as possible prior to working at height.

Where work at height is unavoidable measures will be in place to prevent any person falling a distance liable to cause personal injury. Risk assessments will be undertaken to select the work equipment most suitable to ensure and maintain safe working conditions.

A full fixed access scaffold erected by competent scaffolding contractors or fully guarded working platform for mobile elevated work equipment is generally required for any work at heights undertaken at H W Wilson Limited sites.

23.7 Factors to be considered in selecting appropriate work equipment.

When conducting risk assessments on the type of access and working platform for work at height, factors to be considered include:-

- The job to be carried out.
- The duration and number of times it needs to be undertaken at that location.
- Number of people required
- The height and consequence should a fall occur.
- The equipment and materials necessary to undertake the job
- On site ground conditions,
- Location and other hazards (overhead power lines, neighbouring structures, occupied areas, work over public areas etc.
- Level of training and experience of those who will use the access equipment.

Where reasonably practicable the equipment should provide a flat suitably sized working platform with barriers or rails with good stability. The platform should be big enough to allow room to work safe, passage (if required) and the safe use of equipment and materials.

H W Wilson Limited recognises the limitations of use for ladders and stepladders as equipment to work from. Where ladders or steps are in use, it will be ensured that these are suitable because of the short duration and light work to be carried out and that other alternative equipment would not be practicable, having assessed the work operation.

HEALTH AND SAFETY POLICY

24. SCAFFOLDING

24.1 Scaffolding Contractors Works

Scaffolding erected/adjusted or dismantled at H W Wilson Limited sites is carried out by qualified competent scaffolders. After scaffold has been erected/adjusted, the scaffolder must issue a certificate of worthiness stating that the scaffolding is in good order.

Any area of scaffolding which is not in good order, must be guarded off from areas required to be used and have 'Scaffolding incomplete – do not use' signs displayed on it. **Scaffolding not in good order must not be used.**

Scaffolds and other access equipment must be appropriate for the work to be carried out safely. All access equipment, ladder, tower staging, etc. must be regularly inspected and maintained (minimum every 7 days.) The site manager must carry out a visual inspection before use to ensure that nothing has been removed or damaged.

All materials used for scaffolding are provided in accordance with the relevant British Standards and must be checked before use by a competent person.

24.2 System Tower Scaffolding

Should be erected in accordance with the manufacturers/suppliers recommendations by suitably trained persons. All system tower scaffolding must be accompanied with manufacturers/suppliers instructions on how it should be properly erected and used. Tower scaffolds must be adequately secured in position to prevent them from tipping. Working platforms must be properly/fully boarded. Ladders must be provided for access in accordance with the manufacturers recommendations.

24.3 Requirements for Ladders

Ladders should only be used for access to workplaces or short term work (i.e tower scaffold or fixed scaffold is more appropriate for long term operations.)

Any surface upon which a ladder rests must be stable, level and firm, of sufficient strength and of suitable composition to safely support the ladder and any load intended to be placed on it.

Ladders must be suitable and strong enough for the purpose or purposes for which they are being used; be so erected as to ensure that they do not become displaced; and when 3 metres in length or more, be secured to the extent that it is practicable to do so. Where it is not practicable to secure the ladder a person must be positioned at the foot of the ladder to prevent it slipping at all times when it is being used.

All ladders used as a means of access between places of work must be sufficiently secured so as to prevent the ladder slipping or falling.

The top of any ladder used as a means of access to another level must, unless a suitable alternative handhold is provided, extend to a sufficient height above the level to which it gives access so as to provide a safe handhold.

Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there must be, where practicable, at suitable intervals sufficient safe landing areas or rest platforms.

HEALTH AND SAFETY POLICY

25. WORK FROM ACCESS TOWERS AND PODIUMS

25.1 General

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

All access towers and podiums must comply with statutory and recommended standards and be subject to regular inspection and planned maintenance with records being kept.

Before use the platform capacity must be checked to ensure sufficient height and safe working load for the work to be undertaken.

25.2 Training

All persons working from access towers and podiums will have received adequate training in the safe operation and use of the equipment and are considered to be competent to carry out the work assigned to them.

All employees of H W Wilson Limited required to erect access towers/podiums will have PASMA Certification or equivalent to establish competency.

Certificates of training will be available for the Principal Contractor specific to the type of equipment being used.

25.3 Hazards

1. Work at height, falls during erection
2. Falls of persons, tools or materials from the platforms due to unsafe procedure
3. Towers/podiums overturning
4. Tower collapse
5. Unauthorised access to the tower/podium whilst unattended/overnight

25.4 Control Measures – Access Towers

Evaluate if a tower scaffold is appropriate for the work to be carried out i.e. will provide adequate height, sufficient stability, appropriate work platform for materials and plant loading etc.

Follow the supplier's instructions with regard to the erection sequence and bracing requirements.

Make sure that wheels are locked and are on a firm solid base.

Check height to base ratio (3 times the base ratio for mobile external tower).

Use internal access ladder during erection, do not climb the outside frame which can lead to over-turning.

Check that scaffold tower is vertical and is correctly braced before use.

Additional stability measures to be assessed when working platform is erected/secured to structure as necessary.

Erect double guardrails to edge of completed working platform to prevent falls and form permanent access point from floor.

HEALTH AND SAFETY POLICY

25. WORK FROM ACCESS TOWERS AND PODIUMS (Continued)

25.4 Control Measures – Access Towers (Continued)

Provide a toe board to prevent falling objects and form an exclusion zone around the tower if falling objects or materials are a possibility.

The scaffold tower must never be moved whilst people or materials are on the working platform.

Steps or ladders must not be used on a scaffold tower to gain extra height.

25.5 Control Measures – Podiums

Evaluate if a podium is appropriate for the work to be carried out i.e. will provide adequate height, sufficient stability, appropriate work platform for materials and plant loading etc.

Follow the supplier's instructions with regard to the erection sequence and bracing requirements.

Make sure that wheels are locked and are on a firm solid base.

There is a low risk of any over-turning as the podium will be correctly assembled and the works are at limited height.

Install double guardrails to edge of completed working platform to prevent falls

Keep other workers clear when working from the podium and keep tools and materials within the working platform.

Ensure that the access hinged door is closed during the works.

The podium must never be moved whilst people or materials are on the working platform.

The equipment must be maintained free from defects and be regularly inspected.

Defective equipment must be removed from use immediately.

Overreaching should be avoided by moving the podium. If this is not possible another method of access should be considered.

HEALTH AND SAFETY POLICY

26. USE OF MOBILE ELEVATED WORK PLATFORMS

26.1 General

Work with scissor lifts or other mobile elevated work platforms (MEWP) will be undertaken in compliance with the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, the Work at Height Regulations 2005 and all relevant B.S standards.

All (MEWP) must comply with statutory and recommended standards and be subject to regular inspection and planned maintenance with records being kept.

Equipment used by H W Wilson Limited is hired and must be provided with proof of servicing to include a current 6-month inspection certificate and have adequate manufacturer's information regarding operating and safety procedures.

Before use the platform capacity must be checked to ensure sufficient height and safe working load for the work to be undertaken.

26.2 Training

All persons operating or working from (MEWP) will have received adequate training in the safe operation and use of the equipment and are considered to be competent to carry out the work assigned to them.

Certificates of training for (MEWP) operators will be available on site specific to the type of equipment being used.

26.3 Planning the Work

The immediate work area must be checked to ensure that the equipment may be operated safely.

These checks will include:-

- Ground conditions are firm and level
- There are no overhead obstructions
- No hazards exist from the removal of previous ceilings
- Any overhead services are isolated and made safe
- Client's workers or transport and other contractor's works will not conflict with the use of (MEWP)

26.4 Main Hazards to be Considered

1. Falls of persons, tools or materials from the platforms
2. Trapping between the platform and fixed obstructions
3. Trapping in the working mechanism of the platform
4. Contact with overhead services
5. Overturning due to poor ground conditions, incorrect use of outriggers, gradients or incorrect loading of the platform
6. Collapse due to faults, poor maintenance or incorrect use
7. Power failure due to breakdown leading to operatives being stranded at high level.
8. Collision with structures, other fixed objects or vehicles

HEALTH AND SAFETY POLICY

26. USE OF MOBILE ELEVATED WORK PLATFORMS (Continued)

26.5 Control Measures

1. Those working from and around (MEWP) must wear appropriate personal protective equipment (hard hats, harnesses, gloves etc.) as required by the specific situation and work to be carried out.
2. Assessment will be carried out of ground conditions, overhead obstructions, services, machinery or any other environmental or site specific issues prior to commencement of work and appropriate control measures implemented.
3. Ensure that, where necessary, an exclusion zone around the working area is maintained to suit specific site situations by barriers, fencing, demarcation tape etc.
4. Ensure that good visibility and task lighting is provided for the work.
5. Use only well maintained and certified plant and carry out appropriate inspection and checks prior to commencement (e.g. tyres, brakes, fuel/power etc.)
6. Ensure that only authorised persons with appropriate training operate or work from (MEWP)
7. Platforms must only be used for the type of work for which they were designed
8. Ensure that safe access to the platform is maintained at ground level.
9. The work platform must be fully guarded to prevent falls/falling objects from the (MEWP)
10. Guards must be in place and maintained on all moving parts where a person could be trapped or entangled.
11. All movement controls should be operated from platform level. Where this is not possible, effective communication must be established with those at ground level.
12. Emergency procedures must be explained as part of the training and instruction, prior to use, and in particular the operation of the emergency stop controls be fully understood.
13. Equipment must be immobilised to prevent unauthorised operation when not in use.
14. The working platform must not be overloaded, must be kept tidy and free from excess materials equipment or waste.
15. No steps or other access equipment must be used to gain extra height whilst on the platform and the rails must not be used as "step ups."
16. Other site traffic (delivery vehicles, dumpers etc) will be segregated from the work area
17. The load bearing capacity (general and point loading, e.g. outriggers) will be established.
18. It will be checked that weather conditions have not altered ground conditions
19. Where fall arrest systems are in place and deemed necessary, ensure they are used correctly and checked regularly by a competent person.

HEALTH AND SAFETY POLICY

27. PREVENTING HAND-ARM VIBRATION SYNDROME

27.1 Operations creating vibration

H W Wilson Limited uses tools which cut at high speeds and create vibration when carrying out such operations as cutting chases or when using kangos or breakers to break out concrete, carrying out trenching works etc.

27.2 Hazards associated with regular exposure to Hand-Arm Vibration Syndrome

Short term – sore fingers/hands, pain when gripping tools etc.

Medium/long term – hand-arm vibration (HAV) and vibration white finger (VWF) causing blanching of skin, pins and needles (tingling), loss of sensitivity painful wrists (carpal tunnel syndrome). Longer term effects are loss of dexterity, reduction in ability to grip things and permanent loss of touch/feeling from which there is no cure or recovery.

27.3 Employers duties in relation to HAV

H W Wilson Limited recognises the requirement to do a number of things to protect employees:-

Assess the risk to health and safety and implement measures to eliminate or reduce the need for cutting wherever possible.

Use control measures to minimise and manage the risk where elimination is not possible.

Provide suitable equipment for employees use and maintain this equipment correctly.

Issue to employees information and training on health risks and safe use of the equipment.

Consult with employees and encourage them to report any symptoms associated with use of vibrating tools.

Provide health surveillance on employees exposed to risk.

Forward reports to the relevant enforcing authority on cases of HAV in the workforce.

27.4 Control measures

Selection of equipment that minimises the amount of vibration and is fitted with anti-vibration mounts/handles etc.

Proper maintenance of equipment (maintain safe to use and in good working order) examples:-

Replace vibration mounts before they are worn out and ensure that rotating parts are checked for balance

Keep tools sharp

Job rotation, providing operators with regular breaks away from the process (half hour on/half hour off etc.)

Provision of warm clothing and gloves (particularly in cold weather) to increase blood flow around the body.

Smoking prohibited immediately before, after and during works as this has effect of reducing flow of blood around the body.

Welfare facilities provided to allow operatives somewhere to escape cold weather and to make hot drinks.

Training provided to cover:

Hazards involved with works

Necessary precautions/control measures

How to identify early ill-health effects from exposure to vibration

HEALTH AND SAFETY POLICY

28. DUST CONTROL/RISKS FROM SILICA

28.1 General Legal Requirements

The control of dusts is a legal requirement of the Control of Substances Hazardous to Health Regulations (2002). Employers must prevent exposure to dusts and where prevention is not reasonably practicable, control below the exposure limit.

Control of dust should be achieved by measures other than Respiratory Protective Equipment (RPE) so far as is reasonably practicable.

The Environmental Protection Act 1990 also contains requirements to prevent nuisance contamination or injurious effects by control of dust emissions by best practicable means. (See H W Wilson Limited Environmental Policy Statement).

28.2 Hazards associated with dust creation include:-

Breathing in dust which can lead to the development of respiratory ill-health, in particular scarring of lung tissue (silicosis) which can result in serious breathing difficulties.

Contact with the eyes which can result in soreness, inflammation or eye damage from larger particles.

Poor visibility leading to increasing other risks e.g. slips trips and falls or problems with emergency evacuation.

Dust ingress to adjacent properties/areas leading to public nuisance.

28.3 Control of dust

Eliminate/minimise cutting operations by ensuring where possible materials are cut off site.

Use machinery with local exhaust ventilation which captures and controls dust at source to minimise dust problems.

Reevaluate any cutting methods which produce excessive dust to keep the level as low as possible below exposure limits and use alternative methods.

Issue appropriate RPE e.g. issue of full face visor compatible with hard hats and dust masks as required by site conditions.

Ensure that adequate welfare facilities for washing before meal breaks/leaving site and drying room for changing soiled clothes are provided.

Dampen down/mist spray dusty areas to prevent the general spread of dust.

When working internally close doors/windows on floors to be worked on and take all necessary measures to keep any dust produced to that level/area of the site.

HEALTH AND SAFETY POLICY

29. NOISE REDUCTION AND CONTROL MEASURES

29.1 General

The Control of Noise at Work Regulations 2005 impose a general duty on employers to reduce the risk of hearing damage to the lowest level that is reasonably practicable.

Where the daily noise exposure exceeds the lower exposure action level employers must carry out noise assessments.

29.2 Lower Exposure Action Level (80 dBA)

A variety of hearing protectors must be made available to noise exposed workers with voluntary usage.

Information and training must be provided in risks from noise to include correct use of hearing protection, safe working practices to minimise noise exposure, health surveillance arrangements etc.

29.3 Upper Exposure Action Level (85 dBA)

A variety of hearing protectors must be made available to noise exposed workers and usage is mandatory.

Warning signage must be posted in noisy areas.

Audiometric evaluation by a doctor must be available to exposed workers.

29.4 Exposure limit value (87 dBA)

This is the maximum level to which workers can be exposed with all protective measures in place.

29.5 Hazards/risks associated with noise exposure

Noise induced hearing problems temporary or permanent hearing deterioration or loss, tinnitus (ringing in ears)).

Loud sound pressure levels (cartridge tools etc.) causing percussive hearing injuries or startling workers nearby.

Nuisance to site neighbours due to high noise/vibration level exposure.

Wearing of ear protection preventing alertness to other dangers.

29.6 Noise control measures

Measure noise at source and outside the site with a personal noise dosimeter to evaluate noise levels.

Re-evaluate any equipment/processes producing higher levels of noise and use equipment that keep the noise to the lowest possible level.

Select appropriate breaking/cutting equipment or other plant (compressors etc.) in good repair to minimise noise exposure.

Where possible locate equipment (e.g. compressors/generators) away from areas where it will expose workers or the sites neighbours to high levels of noise.

HEALTH AND SAFETY POLICY

29. NOISE REDUCTION AND CONTROL MEASURES (Continued)

29.6 Noise control measures (Continued)

Close windows and doors to restrict noise exposure to sites neighbours/adjacent and adjoining premises.

Strictly adhere to any noisy work restrictions as allowed by the Local Authority or Environmental Health Department.

Reduce personal exposure of employees by job rotation e.g. half hour on/half hour off.

Warning notices placed/or communication to other operatives not involved with the process, of noisy works and need to keep away from works area. Where it is necessary to enter working area to wear ear protection provided.

Where engineering or other solutions have not reduced noise to below the first action level issue site operatives with ear plug and ear defender protection compatible with hard hats and any other PPE – e.g. goggles/eye protection. (Ear defenders preferable as these reduce noise induced through bones and the outer ear).

In emergency situations/sounding of fire alarm etc. Site Supervisors aware of the need to signal evacuation to those wearing ear protection.

HEALTH AND SAFETY POLICY

30. WORK AT OCCUPIED PREMISES

30.1 General

Effective planning and occupant/tenant liaison will be essential to ensure that the works are carried out with the minimum of disruption and to prevent any danger to users of the premises.

Continued liaison will be necessary throughout project works to ensure, so far as is possible, that the occupants do not enter site working areas that may constitute a risk to themselves.

30.2 Work in household premises

Information regarding the nature of the works and any special hazards/risks associated with them must be conveyed to occupants along with any restrictions (areas where it is unsafe for those at the premises to enter while work proceeds).

Where children may be present parents or others responsible for the children will be advised that their children must be kept away from the works.

Whenever practicable the works must be separated from occupants' activities by hoarding or other barriers to effectively enclose the site working area.

Keeping the work area clean and tidy must be an absolute priority. All accesses, fire escape routes, common parts etc. must be kept clear of waste, tools and equipment.

Materials must not be left, even temporarily, where they may be at risk to the occupants of the premises or the public.

Particular care must be taken to prevent trailing leads presenting trip hazards and in the positioning of electrical equipment.

Spillages of water or other fluids which could create hazardous conditions are to be cleared up immediately.

Tools, materials, equipment etc. must not be left unattended unless access to the work area by occupants has been prevented by some other acceptable means.

No access ladders are to be left accessible when work shifts cease.

At the end of each working day all working areas will be left clean, tidy and safe for occupants use.

Hot works involving blow lamps, welding equipment, pipe brazing etc. must not be carried out within one hour of the completion of a shift and the working areas must be checked for smouldering materials before operatives leave the site.

HEALTH AND SAFETY POLICY

31. WORK IN SCHOOLS

31.1 Planning the work

Whenever contracts are to be carried out within or adjacent to school grounds liaison with the school representatives must be made to discuss the work programme, timing of operations etc. to identify potential problems between school activities and the contract works.

Operations with a high potential of disturbance to school activities must be considered for scheduling out of hours or term time.

Where working as a Principal Contractor the company would be made aware of school diary events by the school authorities (parent evenings, clubs, school presentations etc.) in order that site activities do not conflict with those planned events.

The need for appropriate safety signage to be posted must be considered and agreed with the relevant authorities prior to commencement.

31.2 Important Requirements/Working Practices.

Adequate protection will need to be provided to all perimeters of the site so as to fully protect the school children, staff and visitors. A primary concern must be total separation of construction activity from the daily operation of the school.

Where works are to be carried out in external areas of the school site (service connections/resurfacing paving etc.) special procedures will be necessary to include programming disruptive/hazardous operations out of school hours and full protection of the works etc.

Where works are required within the existing school, whilst it is occupied, responsible control of tools/equipment, ensuring plant rooms are never left unlocked and unattended etc. is essential to prevent danger to school users.

Where work is necessary within areas of the school in use by staff and children, workers must be vigilant to ensure that the work poses no possible risk to those present.

Existing fire escape routes and procedures must be maintained at all times.

Site security during and after the working day must be maintained to a high standard to adequately secure the site and prevent access to unauthorised persons at all times. Specific precautions against access from scaffolding and temporary openings must be ensured.

Children at the school will be curious with regard to construction activity. If any child is encountered on a dangerously close to the working area, work must cease and a member of staff informed immediately.

HEALTH AND SAFETY POLICY

32. WORK IN HOSPITALS

32.1 Planning the work

Whenever contracts are to be carried out within or adjacent to hospital premises liaison with the hospital representatives must be made to discuss the work programme, timing of operations etc. to identify potential problems between hospital activities and the contract works.

Existing rules and safety procedures operated at the specific hospital must be discussed with relevant parties and adhered to throughout the project.

The need for appropriate safety signage to be posted must be considered and agreed with the relevant authorities prior to commencement.

32.2 Important requirements/working practices

All deliveries of materials will be programmed to minimise disturbance at the hospital.

Adequate protection will need to be provided to all perimeters of the site so as to fully protect hospital visitors, patients and staff. A primary concern must be total separation of construction activity from the daily operation of the facility.

Tools, plant and materials must not be left, even temporarily, where they may be at risk to hospital users.

If work is necessary within areas of the hospital in use by staff and patients, workers must be vigilant to ensure that the work poses no risk to those present.

Existing fire escape routes and procedures must be maintained at all times.

Site security during and after the working day must be maintained to a high standard to adequately secure the site and prevent access to unauthorised persons at all times. Specific precautions against access from scaffolding and temporary openings must be ensured.

32.3 Work at mental health facilities

All site operatives will be required to adhere to site rules which include procedures for dealing with the presence of mental health patients close to the works.

All necessary information regarding the nature of the works and any special hazards and risks will be conveyed to the Mental Health Trust authorities.

If site operatives encounter a patient dangerously near the site working area the Mental Health Trust management must be informed immediately.

HEALTH AND SAFETY POLICY

33. HEALTH SURVEILLANCE

33.1 General

Health surveillance involves a range of strategies and methods used to detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

The nature of the work operations carried out by the company means that there is a limited exposure to fumes and dusts on sites, noise and vibration when using cutting tools and to skin disease or irritation due to handling materials and substances.

The company aim to minimise any exposure by monitoring that staff follow the control measures indicated on risk assessments and by establishing safe systems of work.

Where hazards cannot be eliminated PPE is issued to further reduce exposure.

H W Wilson Limited requires that any employee who considers that a health problem may be work related should report this fact to the Director.

The company encourage all staff to report any health and safety related matter immediately to site supervision.

33.2 Why health surveillance is carried out

- To protect the health of employees
- To make sure that the company are complying with Legal requirements for a safe workplace
- To detect any adverse health effects at an early stage
- To evaluate control measures
- Assistance in assessing hazards and risks

33.3 Criteria for conducting health surveillance

- There is an identifiable disease or other identifiable adverse health effect
- The disease or health effect may be related to exposure
- There is a likelihood that the disease or health effect may occur
- There are valid techniques for detecting indications of the disease or health effects

33.4 The main areas of concern are:

- Solvents, dusts and fumes
- Biological agents
- Asbestos
- Lead
- Compressed air
- Ionising radiations
- Noise and vibration

Some forms of health surveillance are required by Law. Other forms of health surveillance are undertaken as good practice such as pre employment assessments as to fitness to work in the particular job and self assessment and reporting of ill health.

33.5 Simple methods of assessment

Simple skin assessment by looking for damage, redness or rashes due to working with materials or respiratory surveillance such as reporting any breathing problems related to exposure to dusts.

Any work related condition should be initially reported to the site supervisor who will contact the Director. Control measures in place will be reviewed specific to any problem reported.

HEALTH AND SAFETY POLICY

34. PERMIT TO WORK PROCEDURES

34.1 Purpose and Scope

The purpose of the permit to work (PTW) procedure is to pre-evaluate the hazards involved with the activity to be carried out, and then to prescribe in writing the permit to work, prior to work beginning.

Permits must clearly show the precautions required to carry out work within an area where known hazards may exist.

34.2 Permit Types and Circumstances of Use

Since the PTW system constitutes a formal detailed work method for ensuring that safe systems of work are put in place, they will normally be reserved for circumstances where the potential hazards involved are significant and where at the same time the precautions which will be necessary could be complex and need positive control.

The permit types and circumstances where these may be used are as follows:

Hot Work

- Hot work shall only be carried out when there is no reasonable alternative.
- A hot work permit will be required for all work which requires a flame or other source of ignition for its execution, or which will produce or expose a possible source of ignition capable of igniting a flammable gas, liquid or other materials.

Electrical

- The electrical work or testing permit will be required to prevent machinery or systems being worked on from becoming "live" by imposing a system of electrical lockout for the period of the permit.

General Permits

- This permit is for particularly hazardous tasks which do not involve hot work, but which require positive control to ensure work can be carried out safely, i.e. confined space entry, permit to dig, pressure testing etc.

34.3 Safe System of Working

Site supervisors will monitor control measures identified in the risk assessments covering the work to ensure that they are implemented.

Contractors must ensure that the sequence of work activities, methods adopted, emergency arrangements, equipment to be provided etc are strictly in accordance with those specified in the method statement and on the permit.

34.4 The Use of Permits to Work

Permits to work must be obtained from the authorised person nominated for the specific project (usually the site supervisor).

The authorised person will be appointed to act with regard to particular aspects of the PTW procedure and for the issue of a permit.

The Task Supervisor is the person who will actually take charge of the work as listed in the permit to work. He will be responsible for himself and those he controls in complying with the conditions specified in the PTW. On completion of the work, he will be responsible for restoring the work area to a safe and orderly condition, and for returning and signing off the PTW in the presence of the authorised person.

HEALTH AND SAFETY POLICY

34. PERMIT TO WORK PROCEDURES (Continued)

34.4 The Use of Permits to Work

Work will not be allowed to start until the authorised person is satisfied that the conditions of the permit are met and that the conditions laid down in the permit are accepted by the employees or Contractor undertaking the work.

Permits will be issued for a maximum of 24 hours.

PTW procedures and permit to work forms will be site specific and issued for each project as required.

HEALTH AND SAFETY POLICY

35. DRIVING AT WORK

Statement

As an employer H W Wilson Limited is committed to reducing the risk of work-related traffic crashes and collisions. The company recognises its duty under the Health and Safety at Works Act 1974 to ensure the wellbeing of our employees as far as is reasonably practicable, and this includes work related driving activities.

This policy applies to all employees who drive in connection with their employment, whether it is in their own vehicle, a fleet vehicle or a vehicle hired in by H W Wilson Limited.

The procedures relating to safe vehicle, safe driving and journey planning should be strictly adhered to.

The policy will be reviewed annually by Peter Wiffen in conjunction with the company safety advisor.

Management of the Policy

The person responsible for managing driving at work is Louise Collard

The Company managers will routinely undertake, record and act on the findings of risk assessments dealing with all aspects of driving at work including driver safety, vehicle safety and journey planning.

Peter Wiffen will ensure that every incident involving any vehicle driven on behalf of the company is recorded and that collective information is regularly analysed, and action taken to reduce recurrence, if necessary.

Occupational Road Risks

Hazards and risks associated with travelling by road on the company's business include the following: -

- Poor or un-roadworthy condition of vehicle.
- Failure to maintain or make appropriate checks on the vehicle.
- Excessive distances being driven in a day (or days cumulatively).
- Workload (hours worked) exceeding reasonable limits when driving.
- Driver unfit due to other factors (health, lack of sleep, blood alcohol level, etc).
- Poor journey planning leading to excessively long day.
- Temptation to exceed speed limits on longer journeys.
- Distractions whilst driving (use of mobile phone, consulting maps, etc).
- Failure to take adequate breaks leading to fatigue and lack of concentration or falling asleep temporarily leading to an accident.
- Poor break planning.
- Hazards provided by road conditions (wet/ice/fog, etc).
- Failure to secure materials/plant on open backed vans or within vehicles

Driver Safety

Those driving company vans or other vehicles on company business must have a full driving licence, a copy of which will be kept in the driver's personnel file.

Driving licences must be produced every 6 months and a record will be kept on the company system.

Any convictions or disqualifications must be reported to Louise Collard immediately.

Where subcontractors are required to drive company vehicles, they will be required to provide copies of their driving licence.

HEALTH AND SAFETY POLICY

35. DRIVING AT WORK (CONTINUED)

Driver Safety (Continued)

Under no circumstances are H W Wilson Limited staff to drive without wearing seatbelts (where fitted), or under the influence of drugs or alcohol.

All employees driving company vehicles are to comply with the speed restrictions for each road. Any speeding fines will be payable by the driver. Driving offences whilst on company business may result in disciplinary action.

All drivers are to report crashes and collisions immediately to Louise Collard/Peter Wiffen and follow the accident/incident reporting procedure below.

Drivers are to report any road safety concerns that they have within a reasonable amount of time.

Drive sensibly in accordance with Road Traffic Legislation and the Highway Code and follow any specific instructions for safe driving at site locations (speed restrictions, one-way systems, parking areas, etc.).

Ensure before reversing that there are no obstructions or persons behind the vehicle.

If necessary, get a colleague to assist as a banksman to keep people clear and assist with reversing.

All company vehicles must be parked in accordance with Road Traffic Legislation and in consideration must be taken with regard to site traffic routes, neighbouring properties, access/egress routes, etc. Authorised employees must move vehicles without objection, if requested.

Do not drink alcohol or take medication/drugs, which could affect your driving ability, before driving a vehicle.

Ensure you take adequate rest breaks when undertaking long journeys for the company.

Due to the nature of the company, it is unlikely that employees will be required to drive for more than 4 hours. Where this is exceeded, drivers will be required to record their driving hours.

In accordance with GB Domestic Rules drivers must not drive for more than 10 hours a day.

Drivers are to undertake eyesight checks every 6 months. This check will involve reading a number plate from a distance of at least 20.5metres. This check will be recorded on the driver's personnel file.

Vehicle Safety

All H W Wilson Limited vehicles are selected based on the suitability of their intended use and safety features.

All vehicles owned by the company are covered by fleet insurance which will be promptly renewed each year.

If you use your own vehicle on company business, you must ensure that the vehicle is insured for business use on behalf of your Employer. Copies of insurance will be requested and retained in the driver's personnel file.

Your vehicle must be regularly serviced and maintained and any problems with the operation of company vehicles must be reported to Louise Collard. H W Wilson Limited will schedule in MOTs and servicing for all company owned vehicles.

H W Wilson Limited will ensure that all company vehicles have the appropriate vehicle excise duty paid. All privately owned vehicles used on company businesses must ensure that the appropriate excise duty is paid.

HEALTH AND SAFETY POLICY

35. DRIVING AT WORK (CONTINUED)

Vehicle Safety (Continued)

Your vehicle should be checked daily to ensure that it is in good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention should be given to the legal tread limits of tyres, tyre pressure, lights, brake fluid levels, water, and oil levels.

A detailed inspection of the vehicle should be undertaken on a weekly basis using the company fleet checklist. Details of mileage, fuel consumption and tyre tread should be recorded. Copies of this are available from Louise Collard and should be filled in and handed back to the office staff each week.

Where drivers record defects, these will be logged, and the appropriate repairs will be carried out.

Vehicles must be checked and cleaned regularly (inside and out) and any waste removed and disposed of.

In the unlikely event that the company uses hire vehicles these will be sourced from reputable hire companies and the appropriate documentation provided (such as MOT and servicing records, etc.)

Before commencing any journey, it must be ensured that any materials on the back of trucks, within vans or cars are secured so that they will not constitute a risk to other road users or those within the vehicle.

Journey Planning

The journey should be planned in advance to consider the start and finish time (time of day to maximise distance to be covered in order to arrive comfortably on time, to avoid rushing to the site or appointment).

Where possible, alternative means of transport which support the Company's Environmental Policy should be selected.

For long distances intermediate stops and adequate breaks should be scheduled.

H W Wilson Limited staff are encouraged to share the driving on longer journeys if drivers are insured to drive the specific vehicle.

Sensible route planning in advance of the journey should evaluate the distance to be covered and the likely driving hours, taking traffic conditions and the likelihood of delays into consideration.

Consider how long the meeting/work will take and avoid working excessive hours to complete a job and then being faced with a long drive.

Any health or other personal problems that may increase risks if you undertake the journey should be considered.

Weather conditions will be monitored and if necessary, journeys will be cancelled or rescheduled to avoid driving in dangerous conditions.

Recognise when a journey has to be cancelled (on the day) due to any of the above factors.

Where journeys are to use toll roads the driver is to ensure, where automatic payment is not already in place, that the required payment is made within the advised time limit. Where required the driver is to provide the company with a receipt and the cost will be reimbursed.

Where journeys enter the congestion charge zone this will be prepaid by office staff.

If a driver enters the congestion charge zone without prepayment, they are to contact the office when they stop at a suitable place. The office staff will then make the Congestion Charge payment.

HEALTH AND SAFETY POLICY

35. DRIVING AT WORK (CONTINUED)

Mobile Phones and Satellite Navigation Systems

It is illegal to use a handheld mobile phone whilst driving. Any drivers found to be breaching this may face disciplinary action.

All staff are to use a hands-free kit whilst driving on company business or turn off and refrain from using mobile phones until stopped at a suitable place.

Where the driver is carrying a passenger, the passenger must be the point of contact for all communication without distracting the driver.

All sat navigation systems should be correctly positioned in the vehicle where they do not impair vision or where they are likely to cause injury in the event of a collision.

Destinations should be entered, and routes calculated whilst the vehicle is stationary before setting off.

Training

All drivers will receive regular training and updates on safe and fuel-efficient driving.

Where drivers have a high number of incidents or concerns from other employees, they will be required to undertake further training.

If in the unlikely event that an H W Wilson Limited employee is required to drive a lorry they will be required to achieve the Driver Certificate of Professional Competence.

Accident/Incident Reporting

All damage to company vehicles must be reported to Louise Collard/Peter Wiffen immediately regardless as to whether this occurred due to an accident/vandalism or an unknown cause.

Any accidents occurring during work related journeys must be reported to Peter Wiffen in order that the correct procedures can be followed in accordance with the company Insurance Policies.

In the event of an accident H W Wilson Limited employees are to follow the following procedure:

- Stop
- Remain calm
- Be courteous and present a positive image
- Do not accept liability
- Prioritise your own safety, followed by that of others involved and other road users
- Where necessary request Police presence and an ambulance
- Exchange details with 3rd party
- Take contact details of witnesses
- Report the accident to Peter Wiffen
- Where possible take pictures of the scene

Complaints

All complaints received from other employees or 3rd parties regarding driving will be dealt with in accordance with the company complaint procedures.

All complaints will be logged and investigated by Louise Collard. Any staff found to be in breach of this driving policy as a result of a complaint will face disciplinary actions.

All records of complaints, legal action, penalty charge notices and fixed penalty notices will be retained by the company for a minimum of 3 years.

HEALTH AND SAFETY POLICY

30. LONE WORKING

Working at occupied sites – Lone Working

Hazards

Risks from work activities at the host employer's premises including fire and emergency arrangements

Risks from poorly maintained/dangerous installations.

Risks of working in an area of the premises whilst alone with no one to summon to aid in an emergency situation.

Control measures

Obtain relevant information from the host employer relating to Health and Safety procedures and rules in place at their premises

Assess the specific location and look for hazards such as work operations that may conflict with your work (movement of vehicles nearby, slip or trip hazards, others who may energise a system where it cannot be locked off, other workers who may need to be temporarily moved etc.)

H W Wilson Limited employees are to report any Health and Safety concerns to their line manager/Director dealing with the host employer.

Under no circumstances must a member of staff work in any location where they consider that their Health and Safety is at risk

H W Wilson Limited employees must take the time to make themselves aware of the emergency arrangements at the premises, position of fire exits and escape routes etc.

Be careful with regard to entering areas of the premises where doors may close behind you that may be key coded, locking you into a room or section of the premises, if you have not been provided with key codes or swipe cards.

Make sure that you have a mobile phone and liaise with a person at the premises if you have any problems during the work to be carried out.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC

General

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of supervision and/or suitably qualified personnel being available or social distancing being implemented, it must not take place.

The HSE and Local Authorities will continue to have the power to place public health restrictions on businesses in cases where a serious and imminent threat to public health is identified.

The advice issued by the HM Government should be followed to ensure the health, safety and wellbeing of all of the workforce and public on construction sites.

Coronavirus: COVID-19

The Coronavirus: COVID-19 is an infectious disease. Most people who are infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, the coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

The symptoms of coronavirus: COVID-19 include fever and respiratory symptoms including coughing, sneezing, and shortness of breath. Other symptoms may include a loss of, or change in, their normal sense of taste or smell (anosmia).

Reducing the risk of catching Coronavirus:

- Always carry tissues with you and use them to catch your cough or sneeze. Or cough/sneeze into the crook of your elbow if you do not have a tissue.
- Then bin the tissue, and wash your hands, or use a sanitiser gel.
- Wash your hands often with soap and water, especially after using public transport. Recommended washing of at least 20 seconds. Use a sanitiser gel if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are unwell with COVID-19 symptoms.
- Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.
- Travel during off peak periods where possible to avoid large crowds.

Protecting People Who are at Higher Risk

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- have been identified by the NHS as being clinically extremely vulnerable
- have been identified on the NHS's 'People at high risk from Coronavirus (COVID-19)' list

A further individual risk assessment will be completed for any persons within one these higher-risk groups.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Protecting People Who are at Higher Risk (Continued)

Management will give extra consideration to people at higher risk and to workers facing mental and physical Health difficulties.

Management will discuss the individual needs of those workers at higher risk as required and will support them in taking any additional precautions advised by their clinicians.

Self-Isolation

DO NOT attend work if you are experiencing COVID-19 symptoms. E.g. fever, coughing, sneezing, shortness of breath and, a loss of, or change in, normal sense of taste or smell (anosmia) etc). You must then follow the latest guidance on testing & self-isolation, and not return to work until your period of self-isolation has been completed, and/or a negative test result has been confirmed.

If you develop symptoms of COVID-19 while at work, you should, ensure your manager or supervisor is informed, avoid touching anything, and return home to follow the Government's latest guidance for testing and self-isolation.

If you have coronavirus symptoms:

- do not go to a GP surgery, pharmacy or hospital
- you must stay at home and arrange to have a test to see if you have COVID-19
- testing for coronavirus is available upon request via the NHS website
- if you do not have internet access, call NHS 111
- for a medical emergency dial 999

If you are required to self-isolate you must contact your supervisor/manager to inform them of the reason for isolation and must keep their manager updated of your medical status throughout the isolation period.

The government guidelines state that any Employees who meet one of the following criteria should not attend work:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste
- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are exempt from self-isolation)
- you've been told to self-isolate by NHS Test and Trace

If you have symptoms of coronavirus and received a positive Covid-19 test result, you will usually need to self-isolate for at least 10 days.

Employees that are required to self-isolate must contact their supervisor/manager to inform them of the reason for isolation and must keep H W Wilson Limited apprised of their medical status throughout the isolation period.

Employees must follow the existing return to work process when returning to work after self-isolation.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

People who are exempt from self-isolation:

People that have had a close contact with someone who has COVID-19 will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old

H W Wilson Limited reserves the right and may require employees to self-isolate where they live with someone who has received a positive COVID-19 result, at the discretion of management.

Even if you do not have symptoms, you should still:

- Get a PCR test on GOV.UK to check if you have COVID-19
- Follow advice on how to avoid catching and spreading COVID-19
- Consider limiting contact with people who are at higher risk from COVID-19

If Someone Falls Ill at Work

If a worker develops a high temperature, a persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia) while at work, they should:

- Ensure their manager or supervisor is informed
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow
- Return home immediately
- Where symptoms are severe / a medical emergency is apparent, then call the emergency services (call 999) and follow any advice provided
- Return home in their personal vehicle / vehicle they travelled to work in (where they are able to do so safely)
- Alternatively, where possible arrange for a member of their household to collect them
- Avoid the use of public transport unless absolutely necessary
- Where paid transportation is unavoidable a non-contact payment method is to be used where possible
- Wear a face covering whilst travelling home with others

The unwell person must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Any colleagues that have come into contact with the worker presenting symptoms must wash their hands and clean down contacted surfaces and tools (see 'Cleaning the Workplace' section).

Management will inform the local Public Health England protection team as required where there is any positive cases of COVID-19 within the workplace.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Tests and Vaccinations

The Government encourages participation in the vaccination programme to protect yourselves and others from contracting/spreading the COVID-19 virus.

It's important that operatives continue to follow the working safely measures, even if you have:

- Received a recent negative test result
- Had the vaccine (either 1 or 2 doses)

Travel to/from Work

Employees are encouraged to consider all other forms of transport before using public transport. Wherever possible employees will travel to/from work alone using their own transport, cycle or walk.

Where workers have no option but to share transport when travelling to/from the workplace, and at work/between site locations, it is encouraged that operatives:

- Use fixed travel partners
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other where possible
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on controls, handles and other areas which may have been touched
- Operatives should wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Consider wearing a face covering

Arriving and Leaving Work

The following safety procedures will be in place to reduce the risk of Covid-19 transmission when arriving/leaving work:

- Handwashing facilities or hand sanitiser provided at entry and exit points. Employees and visitors are encouraged to utilise the hand sanitiser stations and/or wash their hands in the welfare facilities when arriving and leaving site/premises.

Hygiene

H W Wilson Limited will ensure soap and washing facilities are available. Employees must report to management where these are insufficient. Only approved sanitizers (60% + Alcohol content) will be provided/used.

The best way to protect persons from infections like coronavirus is for individuals to regularly wash their hands with soap and water. If soap and water is not available and hands are visibly clean, then sanitiser gel can be used. But proper hand washing is the most effective method, and this should be the first choice.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Hand Washing

- H W Wilson Limited will allow regular breaks for operatives to wash their hands
- Employees are encouraged to wash their hands with soap and water (for at least 20 seconds) after touching surfaces in common use (e.g. door handles, handrails, etc.), communal/shared items, taking off gloves, before eating, drinking and smoking, before and after using the toilet, etc.
- H W Wilson Limited will ensure soap and fresh water is readily available, and stocks of paper towels, soap, sanitiser, etc at the on site are kept topped up at all times
- H W Wilson Limited will ensure hand sanitiser is provided where hand washing facilities are unavailable
- H W Wilson Limited will ensure that the hand washing facilities are regularly cleaned, and check soap and sanitiser levels are adequate
- H W Wilson Limited will ensure suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal
- Employees must utilise the provision of hand sanitiser where provided, particularly at contact points (e.g. access/egress, canteen/staff room, meeting room, etc.).
- Personnel on site must inform management where stocks of paper towels, soap, sanitiser, etc are low
- Management will ensure additional supplies are ordered/available for the site, as required.
- Signs and posters will be displayed to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough/sneeze into a tissue which is binned safely, or cough/sneeze into the crook of your arm if a tissue is unavailable

Social Distancing at Work - Site Requirements

Sites and work operations will be planned and organised to avoid crowding and minimise the risk of spread of infection by following the Government's and HSE guidance (as required). Workers will be regularly reminded of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Site-specific Risk Assessments will be prepared where required by H W Wilson Limited for each project and individual control measures instigated accordingly, including any specified by the Client or Principal Contractor.

It is encouraged that social distancing and use of face coverings, where appropriate, is maintained, liaise with your site supervisor /management to coordinate activities to minimise contact with others in the work area as much as possible.

In line with Public Health England (PHE) guidelines, where it is not possible to follow the COVID-19 guidelines in full in relation to a particular activity, the management team will assess with the Client/Principal Contractor (where required) whether the activity should continue and, if so, risk assess it using the hierarchy of controls and against any sector-specific guidance.

Where work activities (including meetings, use of welfare etc) within close proximity is unavoidable the following measures are encouraged: -

- Tasks should be planned where possible to avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to as short a duration as possible
- Where possible work side by side or face away from others rather than work face to face
- Increase the frequency of hand washing and surface cleaning. Hand sanitisers to be available.
- Screens or barriers may be used to separate people from each other
- Site management may reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Social Distancing at Work - Site Requirements (Continued)

- Avoid sharing tools and equipment where practical. Where sharing is required tools/equipment should be wiped clean where possible to disinfect before and after use and, where practical, utilising a drop off area.
- It is encouraged that staff wear a face covering where work within close proximity to others is required whilst undertaking a particular task/activity, or within any busy welfare area /canteen, except when seated at a table to eat or drink.
- Where possible onsite meetings/briefings will be limited to essential meetings.
- Where possible meetings will be via remote working tools/conference calls to avoid in-person meetings.
- Consider that meeting attendees are broken down into smaller meetings and/or group / conference calls held and/or held outdoors wherever possible.
- Work areas and meeting rooms should be kept well ventilated - open windows, etc.
- Use stairs in place of lifts/hoists. Where lifts or hoists must be used it is recommended that:
 - Lift/hoist capacity is lowered to reduce congestion and contact
 - Regular cleaning touchpoints, doors, buttons etc.is carried out.
- Where possible breaks are not be taken in places where large groups of people gather. Safe outdoor areas may be utilised for breaks, where available.
- Avoid sitting face to face.

Any additional requirements specified by the Client/Principal Contractor on a particular site will be adhered to.

Cleaning the Workplace

Management will arrange for objects and surfaces that are touched regularly to be frequently cleaned and disinfected, using standard cleaning products.

Enhanced cleaning procedures will be in place across the workplace, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day

Ventilation systems may be serviced or adjusted, and windows operated regularly to encourage enhanced ventilation.

In accordance with the Government's guidance public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Cleaning the Workplace (Continued)

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Disposable cloths or paper roll and disposable mop heads must be used, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- If an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. The waste should not be put in the communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and then put in with the normal waste

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Waste (Continued)

If storage for at least 72 hours is not appropriate, a collection is to be arranged (as a Category B infectious waste) either by the local waste collection authority or otherwise by a specialist clinical waste contractor. The waste bag will then be placed within the orange clinical waste bags provided by them so the waste can be sent for appropriate treatment.

Inbound and Outbound Goods/Deliveries

The following procedures, where possible, will be implemented for deliveries of inbound goods:

- When goods enter and leave the site, H W Wilson Limited may revise pick-up and drop-off collection points, procedures, signage, and markings to ensure limited contact and potential of Covid-19 transmission on surfaces, etc.
- The frequency of deliveries may be reduced (e.g. ordering less often in larger quantities).
- Where possible, person-to-person contact during deliveries should be minimised.
- It is encouraged to maintain social distancing, where possible, individual workers will load or unload vehicles. Where this is not possible, the same pairs of people should be used.
- Where required, delivery drivers will be provided access to the welfare facilities, in-line with all other guidance.
- Deliveries should be restricted to essential business deliveries, e.g. avoiding personal deliveries to work.
- Procedures will be in place for the cleaning of merchandise entering the site.
- Greater handwashing and handwashing facilities will be introduced for those handling merchandise and sanitiser provided where this is not practical.

Personal Protective Equipment - PPE

Any PPE provided for tasks should be worn/cleaned as per normal procedures. Any PPE provided for cleaning purposes must be worn correctly and disposed of within a closed bin.

The Government do not encourage the precautionary use of PPE to protect against COVID-19 unless working in a clinical setting or responding to a suspected or confirmed case of COVID-19.

Workers must wash their hands thoroughly in accordance with the government's guidance (i.e. with soap for at least 20 seconds or use sanitiser, etc.) after removing gloves before eating, drinking, using toilet, etc.

Facemasks –

Sites should not require the use of RPE for Coronavirus (Covid-19). It is encouraged that social distancing is continued on site, where this is not possible, each activity should be risk assessed using the hierarchy of controls, mindful that masks (RPE) are the last resort in the hierarchy.

Face Coverings –

The Government encourage people wear face coverings in crowded, enclosed areas such as on public transport.

HEALTH AND SAFETY POLICY

37. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

Personal Protective Equipment - PPE (Continued)

Where persons chose to wear a face covering, it is important to use face coverings properly:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- It is encouraged that social distancing is continued wherever possible.

Re-usable PPE should be thoroughly cleaned after use and not shared between workers.

Single use PPE should be disposed of so that it cannot be reused.

Where personnel are required to work in specific environments (e.g. where there are persons are shielding, with symptoms, or confirmed cases of Coronavirus (Covid-19) cases) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

Communication and Cooperation

H W Wilson Limited will keep up to date with the latest advice from the Government and any input from our external health & safety consultants (Peardon Health & Safety Limited). Any update/change in the official advice and protocols will be communicated to the workforce promptly in the form of posters, emails, Toolbox Talks and telephone calls.

An open and collaborative approach between employees (at site), management, the Principal Contractor, suppliers, sub-contractors etc. will be encouraged, whereby any issues can be openly discussed and addressed.

All employees are encouraged to remain vigilant at all times and follow the control measures outlined in the Risk Assessments and Method Statements for each individual task.

H W Wilson Limited will engage with workers on an ongoing basis to monitor and understand any unforeseen impacts of changes to working environments.

Management will provide regular information updates on Coronavirus using official medical and government guidance to all employees. This will be via simple, clear messaging, images, and clear language, with consideration of groups for which English may not be their first language.