

Heatherland Limited
Health and Safety Policy Document

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Heatherland Limited

Health and Safety Policy Statement

Heatherland Limited is committed to providing and maintaining a working environment that ensures the health and safety of our employees, customers, contractors and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do.

Heatherland Limited recognises that the talent and energy of the men and women who work for us are its most valuable assets. Everyone who works at Heatherland Limited is encouraged to actively take part in and support this policy. The support of employees is necessary to achieve the objectives of the Policy and it is made clear that Health and Safety is a responsibility of equal standing with all other responsibilities.

The overall responsibility for Health and Safety lies with the Managing Director, Michael Lunnon, of Heatherland Limited who will keep all personnel advised as to their responsibilities and those of the Company, in respect to health and safety matters detailed in the company organisation structure.

Heatherland Limited recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and the Regulations which affect its activities. In order to fulfil their obligations Heatherland Limited will:

- 1) Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of its employees and others.
- 2) Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work.
- 3) "So far as reasonably practicable" ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- 4) Ensure that effective planning, control, and monitoring of all sites are maintained.
- 5) Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- 6) Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.

The Directors, Managers, and employees at Heatherland Limited will strive to improve the health and safety culture throughout the Company at all levels.

This policy will be subject to annual review by Heatherland Limited to ensure its continued effectiveness.

Michael Lunnon

Date: 06th January 2015.

Managing Director

Next Review date: January 2016

Organisation – Duties, Roles and Responsibilities

DUTIES, ROLES AND RESPONSIBILITIES

The overall and final responsibility for Health and Safety is that of Managing Director, Michael Lunnon.

The accountability of day-to-day responsibility for ensuring the policies are put into practice is that of Michael Lunnon.

It is the responsibilities of the employees to:

- 1) co-operate with their managers on Health, Safety, and Environmental Matters;
- 2) not interfere with anything provided to safeguard their Health and Safety;
- 3) take reasonable care of their own Health and Safety; and report all Health and Safety concerns to an appropriate person, as detailed in the organisation structure.

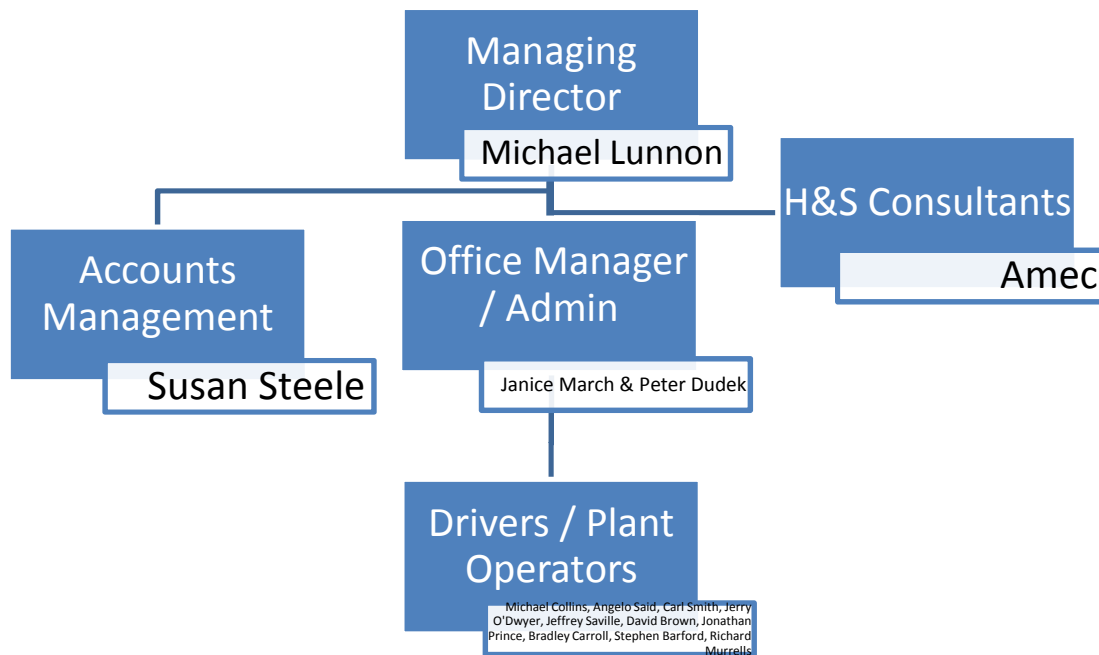
The Managing Director, Michael Lunnon, is supported by Health and Safety Advisors, currently Amec.

Organisation

Heatherland Limited have identified and included specific responsibilities in relation to health and safety as they relate to each post in their organisation.

The following pages contain a general description of all individual duties, roles, and responsibilities which should be read in conjunction with the company organisation chart.

Management Organisation for Health and Safety



Company Duties

- a) To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of HSE Inspectors and Environmental Officers during visits.
- b) The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- c) To ensure the control of risks to health in handling, storage and the transportation of materials, articles, and substances (COSHH).
- d) To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence of safe systems of work, preparing and providing method statements as required.
- e) The provision of adequate information, instruction, training, and supervision to ensure the health and safety of employees and any other person.
- f) The provision of any necessary Personal Protective Equipment (PPE).
- g) The encouragement of discussion of safety matters between and within our organisation.
- h) To consult with staff and safety representatives on matters relating to Health and Safety at work.
- i) The provision of adequate Welfare and First Aid Facilities as required by the relevant statutory provisions.
- j) To prevent injury or damage to any person and adjacent property affected by their operations.
- k) To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR) 1995 and to include where appropriate the investigation and reporting of the same.
- l) To ensure that all site contractors comply with relevant statutory operations.
- m) To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under The Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- n) The company will not permit its employees, sub-contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Any employee found to be under the influence of drugs or alcohol will be subject to the company disciplinary procedure as gross misconduct. Supervisors are required to report all cases of suspected alcohol or drug abuse.
- o) To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.

p) To monitor and review Health and Safety performance and compliance throughout the year by having safety review meetings, site inspections, audits and site toolbox talks.

Managing Director

The Managing Director, Michael Lunnon takes ultimate responsibility for Health, Safety, and Welfare throughout the company. He delegates particular Health and Safety day-to-day duties to the Office Manager & Admin Staff all as detailed in the company organisation chart and arrangements and procedures.

In order to protect the Health and Safety of employees and others affected by Heatherland Limited operations, they will:

- a) Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of Heatherland Limited and with the precautions which need to be taken to eliminate or control those risks.
- b) Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose.
- c) Initiate the timing and review the Health and Safety Policy and health and safety performance to ensure it is promoted to all employees and others working on behalf of Heatherland Limited.
- d) Continually monitor and review compliance throughout the year by having safety review meetings, site inspections, audits, and site toolbox talks organised through the management team.
- e) Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them.
- f) Ensure the availability of expert advice on Health and Safety matters e.g. Appointed Competent Person, HSE, Approved Codes of Practice, Trade Associations, circulars.
- g) Ensure that the Directors with dedicated day-to-day responsibilities are adequately trained to carry out their Health and Safety duties effectively.
- h) Ensure the safety performance of Heatherland Limited is monitored, action is taken to remedy any identified deficiencies, and procedures are established to deal with office and site emergencies.
- i) Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved Codes of Practice.
- j) Ensure that all necessary PPE is provided to employees and encourage sub-contractors to obtain and wear PPE.
- k) Ensure that welfare facilities on site meet the relevant regulations and that adequate first aid provisions are made.
- l) Set personal examples of Health and Safety awareness.

Managing Director & Office Manager

Responsible to the Managing Director for the implementation of Heatherland Limited Health and Safety Policy in respect of their work activities.

In order to protect the Health and Safety of employees and others affected by Heatherland Limited operations, they will:

- a) When required the Directors will assist in carrying out site surveys, site safety inspections and determine the health and safety requirements e.g. risk assessments for Task, Duties, Equipment, Substances, Noise, Manual Handling, etc.
- b) Ensure that the necessary expert advice is sought and that recommendations are followed with regard to Health and Safety hazards.
- c) Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards.
- d) Ensure employees and others are capable of carrying out the work tasks allocated to them and, before entrusting work tasks to sub-contractors, they will take into account their capabilities as regards Health and Safety. They will ensure that suitable risk assessments and method statements are completed for any hazardous activity.
- e) Ensure all electrical work undertaken is carried out by suitably trained and authorised personnel and the equipment used is either battery cordless or 110v equipment which is inspected before use and tested at regular intervals.
- f) Ensure that suitable tools and equipment are supplied to all employees, the risks are assessed as to the use of the equipment, and personnel are trained and authorised for use. They will ensure equipment is regularly inspected and maintained and implement safe systems of work. They will work with the Manager so that new and hired equipment will be selected as suitable for the operations.
- g) Ensure that PPE is only used when there is no other method of reducing the risk and there is a procedure in place to ensure adequate supply, replacement, and training for the safe storage and use of all personal protective equipment.
- h) Ensure that health and safety matters are regularly discussed with employees, both on site and in the office.
- i) Ensure a minimum of an 'appointed person' is available at the workplace and that injuries are notified where required by regulations and details entered in the Accident Book.
- j) Ensure there are sufficient and appropriate fire provisions in the offices and ensure that employees are suitably trained in their use. Due to the various sites attended during work activities, employees and sub-contractors will make themselves familiar with the specific site emergency, first aid, fire evacuation procedures, fire provisions and welfare facilities provided.

k) To continually monitor and review compliance throughout the year by attending safety review meetings, site inspections, audits, and ensuring safety toolbox talks are carried out.

l) At all times set a personal example in Health and Safety awareness.

Health and Safety Advisors

Responsible to the Managing Director for the implementation of Heatherland Limited Health and Safety Policy in respect of their work activities.

In order to protect the Health and Safety of employees and others affected by Heatherland Limited operations, they will:

a) When required the Health and Safety Advisors will assist in carrying out site surveys, site safety inspections and determine the health and safety requirements e.g. risk assessments for Task, Duties, Equipment, Substances, Noise, Manual Handling, etc.

b) Ensure that the necessary expert advice is sought and that recommendations are followed with regard to Health and Safety hazards.

c) Prepare Method Statements and Risk Assessments and obtain the same from sub-contractors.

d) Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards.

e) Ensure employees and others are capable of carrying out the work tasks allocated to them and, before entrusting work tasks to sub-contractors, they will take into account their capabilities as regards Health and Safety. They will ensure that suitable risk assessments and method statements are completed for any hazardous activity.

f) Ensure all electrical work undertaken is carried out by suitably trained and authorised personnel and the equipment used is either battery cordless or 110v equipment which is inspected before use and tested at regular intervals.

g) Ensure that suitable tools and equipment are supplied to all employees, the risks are assessed as to the use of the equipment, and personnel are trained and authorised for use. They will ensure equipment is regularly inspected and maintained and implement safe systems of work. They will work with the Managers so that new and hired equipment will be selected as suitable for the operations.

h) Ensure that PPE is only used when there is no other method of reducing the risk and there is a procedure in place to ensure adequate supply, replacement, and training for the safe storage and use of all personal protective equipment.

i) Ensure that health and safety matters are regularly discussed with employees, both on site and in the office.

j) Ensure a minimum of an 'appointed person' is available at the workplace and that injuries are notified where required by regulations and details entered in the Accident Book.

k) Ensure there are sufficient and appropriate fire provisions in the offices and ensure that employees are suitably trained in their use. Due to the various sites attended during work activities, employees and sub-contractors will make themselves familiar with the specific site emergency, first aid, fire evacuation procedures, fire provisions and welfare facilities provided.

l) To continually monitor and review compliance throughout the year by attending safety review meetings, site inspections, audits, and ensuring safety toolbox talks are carried out.

m) At all times set a personal example in Health and Safety awareness.

Employees

All employees will:

- a) Take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions at work.
- b) Co-operate with the company so far as is necessary to enable them to fulfil any duty or requirement imposed on them by relevant statutory provisions, duty or requirement to be performed or complied with.
- c) Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments have been completed for all tasks and duties and relevant control measures have been identified and included within the assessment.
- d) Not use any tools or equipment for a use that is not intended or which they are not trained or experienced enough to use. Ensure that all portable electrical equipment has been visually inspected before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- e) Warn others, particularly new employees and young people, of particular known hazards; e.g. particularly all substances used and the correct use of tools.
- f) Report to the Management any injury to them which results from an accident at work, even if the injury does not stop them working. Report also any incident which could have resulted in injury or damage, i.e. a near miss.
- g) Abide by any 'Codes of Practice' etc. issued for their Health and Safety.
- h) All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Management.
- i) Undergo a medical examination (if asked). The circumstances where an examination may be required include: if their health is having an adverse effect on their work, relations with others around them or anything that gives Management reasonable cause for concern.
- j) The use of Personal Protective Equipment (PPE) will be identified from the Risk Assessments that have been carried out. Do not misuse or interfere with any Health and Safety equipment or PPE supplied for their safety.
- k) Familiarise themselves with the Fire Evacuation Procedure which will be published on a nominated Notice Board. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.

This Policy cannot operate without the full co-operation of employees and it places a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public.

Protection of Young Persons

Heatherland Limited will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured; therefore a specific risk assessment will be undertaken before work commences as part of the induction process for young persons.

Sub-contractors' Duties

All sub-contractors will be expected to comply with the Heatherland Limited Policy for Health, Safety, and Welfare. Directors and Managers approve all sub-contractors with the assistance of the Health and Safety Advisor.

Sub-contractors must comply with the Heatherland Limited sub-contractors' approval procedure by submitting a completed questionnaire and when required a copy of their Health and Safety Policy and other evidence of competency for inspection by the respective Director assisted by the Health and Safety Advisor.

a) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site.

b) Assessment of risks associated with substances, processes or work activity on site which may be hazardous to health and safety must be provided to the company management before work commences. Any material or substance brought on site with health, fire or explosion risks must be used and stored in accordance with regulations, and the information provided to any person who may be affected on site.

c) Scaffolding used by sub-contractors' employees (even when scaffold is erected for other contractors) must be inspected by their employer to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.

d) Sub-contractors' employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.

e) All plant or equipment brought onto site by sub-contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment, or operations to be carried out must be provided to the company management before work commences.

f) No power tools or portable electrical equipment of greater voltage than 110 volts may be brought onto site unless agreed by company management. All transformers, generators, extension leads, plugs, and sockets must be in good condition and to the British Standard for Industrial use.

g) Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to Heatherland Limited management.

h) Heatherland Limited have appointed Health and Safety Advisors to report on health and safety matters arising from site visits. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide Heatherland Limited management with names of the person/s they have appointed as their Safety Supervisor/s.

i) Suitable welfare facilities and first aid equipment in accordance with regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors' employees to have the use of this Company's facilities.

j) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc., should be cleared as work proceeds.

k) All operatives, sub-contractors, visitors, etc. on Heatherland Limited sites will wear the appropriate Personal Protective Equipment at all times other than in areas specifically designated as 'NO RISK' areas. Signs on site stating specific Personal Protective Equipment to be worn in a particular area must be complied with by sub-contractors' personnel.

A detailed Method Statement is required from sub-contractors carrying out high-risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc. The Method Statement must be agreed with Heatherland Limited management before work begins and copies made available on site so that compliance with agreed method statements can be maintained.

Arrangements and Procedures

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at Heatherland Limited. The Directors recognise that competent employees are valuable and that providing health and safety information and training helps them to:

- 1) Ensure their employees are not injured or made ill by the work they do.
- 2) Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone.
- 3) Find out how health and safety could be managed better.
- 4) Meet legislative requirements.

The Directors will ensure that health and safety issues form an integral part of induction training, such that new staff have an induction training session within the first week of employment outlining the company health and safety procedures, e.g. working at height regulations, risk assessments and method statements and safe working practices. Further training forms part of ongoing staff development.

The Health and Safety law poster is situated in the main office and is brought to the attention of personnel during their Health and Safety induction training; because of the various sites worked on personnel will undergo site specific induction training provided by the Principal or Main contractor for the project.

The Directors are aware that effective training will contribute towards making our employees competent in health and safety and help the business avoid the distress that accidents and ill health cause.

All Heatherland Limited Management will have attended a health and safety awareness course and respective courses relevant to their individual activities.

The Directors assisted by the Health and Safety Advisors will review personnel training identifying specific requirements on a continual process, with an annual review of the competency training matrix to identify any future training requirements. Records of all training will be kept on the staff personnel files and held at head office.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Accidents (no matter how minor an injury may be), incidents, and near misses must be recorded in the Accident Book located in the office.

An initial investigation will be carried out by the on-site Management and assisted by the Health and Safety Advisor. If the incident is of a type where the actual or underlying cause needs to be established or where reoccurrence is likely a detailed investigation will be conducted supported with a full report and corrective actions communicated to Heatherland Limited personnel and sub-contractors to prevent further accidents.

Heatherland Limited recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

The Health and Safety Advisor WILL report:

- 1) deaths;
- 2) major injuries;
- 3) over 3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- 4) injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- 5) some work-related diseases;
- 6) dangerous occurrences – where something happens that does not result in an injury, but could have done.

RIDDOR applies to all work activities, however not all incidents are reportable. If an accident has occurred in a work situation the Directors will contact the Health and Safety Advisor who will call the Incident Contact Centre (ICC) on 0845 300 99 23 for confirmation as to whether an incident/accident is reportable.

Health and Safety (Consultation with Employees) Regulations 1996

Heatherland Limited consults with employees on matters relating to their health, safety, and welfare and issues them with the information which is deemed necessary. This information will be displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets, employee handbook, and verbal safety information during briefings and site safety meetings.

The company encourages employees to take part in the spirit of the regulations by actively taking part in discussions with their Managers and Supervisors and or the Health and Safety Advisor during site inspections. It is the responsibility of on-site supervisors to ensure that the consultation takes place. This is supported by all personnel being issued with a copy of the company Health and Safety handbook.

In association with the Principal and main contractors, special provisions will be made for non English-speaking personnel, this will be via the use of translation services organised by the Managers, Supervisors and the Health and Safety Advisors.

The Manual Handling Operations Regulations 1992

The Company Directors through their managers assisted by the Health and Safety Advisors will assess manual handling within the workplace and take an ergonomic approach to its activities and, where possible, change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Due to the nature of our business materials are often chained progressively up or down the scaffolding; where possible we will ensure gin wheels or other suitable manual handling aids are utilised by staff to reduce manual handling issues. If materials are chained staff will be encouraged to take suitable rest breaks and individuals' capabilities will be taken into account.

Managers assisted by the Health and Safety Advisor will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and that suitable training and supervision is given. It is management's responsibility to ensure that the requirements outlined in the regulations are satisfactorily met.

Management of Health and Safety at Work Regulations 1999

This regulation concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Directors through their Managers supported by the Health and Safety Advisors to ensure risk assessments are carried out and reviewed periodically.

The Director through their Managers assisted by the Health and Safety Advisors will ensure all risk assessments are conducted following the HSE guidance "5 steps to Risk Assessment." This process will include the development of existing standard templates for Method Statements and Risk Assessments by the Managers to ensure that the hazards and those people affected can be identified. The existing controls are evaluated for suitability and further additional control measures will be introduced where required. The findings are then recorded and reviewed as appropriate by the site supervisor and personnel.

Project-specific method statements and risk assessments will be produced by the Managers and reviewed periodically by the Health and Safety Advisor; additionally the Health and Safety Advisors will review and update the risk assessments and the process as part of the annual Health, Safety, and Environmental Policy review.

Heatherland Limited staff will be given information on the risks to their health and safety during a daily site briefing; copies of the relevant methods of working and risk assessments will be explained to the workers by a site responsible person; and a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.

Heatherland Limited staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments will be written on the reverse side of the relevant risk assessments by the responsible person or the persons carrying out the activity.

All Heatherland Limited staff who conduct risk assessments will have undergone suitable and sufficient training to ensure their competence when carrying out the risk assessments. This will enable staff to develop the current risk assessment process to ensure the assessments are suitable and sufficient and compliant with Regulation 3 of Management of Health and Safety at Work Regulations 1999.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

The Director and Site Managers with assistance from the Health and Safety Advisor will identify any substances that are used in the day-to-day activities and ensure suitable risk assessments are carried out with the appropriate control measures introduced, e.g. Personal Protective Equipment being provided and the relevant information communicated to the users.

New substances will be assessed for their suitability by the Managing Director before they are introduced and reviewed periodically by the Health and Safety Advisor.

Heatherland Limited will provide adequate control of exposure to substances by:

Applying the eight principles of good practice

1. Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
2. Take into account all relevant routes of exposure – inhalation, skin absorption, and ingestion – when developing control measures.
3. Control exposure by measures that are proportionate to the health risk.
4. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
5. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
6. Check and review regularly all elements of control measures for their continuing effectiveness.
7. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
8. Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Ensuring that the Workplace Exposure Limit is not exceeded.

Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another is reduced as low as is reasonably practicable.

At Heatherland Limited the substances which personnel use are limited to paints and thinners, although the sites and locations where they work may expose them to other substances; these will be highlighted by the respective site representative to ensure adequate control measures are in place to minimise the risk to Heatherland Limited personnel.

As part of an ongoing process, when new substances are identified these will be assessed and suitable control measures introduced to control the risk to personnel.

The Health and Safety (Display Screen Equipment) Regulations 1992

The Managing Director with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment.

During the assessment process it will identify what requirements are necessary and will take into account the amount of time a person uses a display screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment. Free eyesight testing and correction will be available.

The Workplace (Health, Safety and Welfare) Regulations 1992

The Workplace (Health, Safety, and Welfare) Regulations cover a wide range of basic Health and Safety issues. Heatherland Limited will ensure that workplaces meet the health, safety, and welfare needs of all its employees, contractors and visitors; due to the location of the premises there are very few occasions when members of the public visit the office.

Before starting work managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. Directors will ensure that so far as reasonably practicable workplace facilities are maintained at an acceptable level.

Whilst working on other sites and premises, periodic inspections will be carried out by Directors and the Health and Safety Advisor to ensure the workplace is monitored to ensure safe working conditions and practices are followed. Any corrective actions are recorded and communicated to the site personnel and site management. The inspection reports are periodically reviewed to identify any trends and future campaigns.

The Provision of Use of Work Equipment Regulations (P.U.W.E.R.) 1998

It is a management responsibility to ensure suitable equipment is provided and an assessment of risk is carried out. This will be completed by a Director assisted by the Health and Safety Advisor. The assessment will consider the current provision of protection and preventative measures.

The Site Supervisor will ensure the equipment and tools are regularly maintained in good working order with suitable records. All users will be suitably trained and made aware to check the equipment and tools prior to use and report any defects to the Managing Director

On occasions Heatherland Limited may need to hire equipment due to specialised work or quantity of work. The Site Manager will identify suitable equipment and tools which will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Site Manager with assistance from the Health and Safety Advisor will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

Heatherland Limited will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- 1) strong and stable enough for the particular use and marked to indicate safe working loads;
- 2) positioned and installed to minimise any risks;
- 3) used safely, i.e. the work is planned, organised and performed by competent trained operatives;
- 4) subject to ongoing thorough examinations and, where appropriate, inspected by a competent person, with 6-monthly inspections for the equipment used to move people and 12-monthly inspections for other lifting equipment.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing, or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Records of inspections and test certificates for all lifting equipment are kept at the head office.

First Aiders (Health and Safety (First Aid) Regulations 1981)

Site first aid facilities are provided in the Reception, Kitchen, Transport Office and Workshops areas where the first aid kit and the accident book are located and also a list of current first aiders.

As part of the Health and Safety induction process a general health surveillance check list will be completed. If a more detailed health surveillance check is required the Directors and Manager assisted by the Health and Safety Advisor will make an arrangement with an appropriate health surveillance organisation. All information will be treated as strictly private and confidential and held securely within the administration department.

A suitable first aid risk assessment will be carried out by the Health and Safety Advisor to establish the number of first aiders at each site.

Electricity at Work Regulations 1989

Heatherland Limited mainly use cordless battery-operated electrical equipment although when using 110 volt electrical equipment they will ensure it is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. All equipment will be visually checked by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- 1) Cordless battery-operated equipment will be used in preference.
- 2) Switching off and unplugging the equipment before any checks.
- 3) Checking that the plug is correctly wired (but only if they are competent to do so).
- 4) Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- 5) Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- 6) Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- 7) Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- 8) Checking for burn marks or staining that suggests the equipment is overheating.
- 9) Positioning any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated more rigorously due to the potentially harsh nature of the working environment.

Tools that use 110v will be subjected to a thorough visual inspection by the user prior to use.

PAT testing of all electrical hand held equipment will be carried out on an annual basis.

The Personal Protective Equipment (PPE) at Work Regulations 1992

Heatherland Limited recognises that this regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation.

During the initial Health and Safety induction process new personnel are issued with all PPE including hard hat, gloves, goggles, hi-vis clothing, safety footwear, dust mask, and ear defenders. The company will continually check to ensure that there is a free supply of PPE available from the office. All employees are suitably trained in the safe storage and use of PPE. All PPE issued must be stored as per the manufacturer's specification.

It is the employees' duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

Control of Noise at Work Regulations 2005

Heatherland Limited fully accepts the requirements placed upon them by these regulations. To enable Heatherland Limited to fulfil the obligations placed upon them they will:

- 1) assess the risks to our employees from noise at work;
- 2) take action to reduce the noise exposure that produces those risks;
- 3) provide employees with hearing protection if noise exposure cannot be reduced enough by other methods;
- 4) make sure the legal limits on noise exposure are not exceeded;
- 5) provide employees with information, instruction, and training;
- 6) and carry out health surveillance where there is a risk to health.

It is the Heatherland Limited policy through the Directors to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

The Control of Vibration at Work Regulations 2005

Heatherland Limited will ensure a suitable risk assessment is carried out by the Health and Safety Advisor to assess the risk of both hand arm and whole body vibration to its employees.

The risk assessment will identify the control measures that Heatherland Limited need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum Heatherland Limited through the Manager will:

- 1) ensure that suitable tools with vibration reduction features are used;
- 2) ensure working patterns are established to rotate and limit the time spent using vibratory tools;
- 3) supply and train employees in the correct use and storage of anti-vibration gloves;
- 4) check for and encourage employees to report any signs or symptoms of HAVS/WBVS;
- 5) provide information and training to avoid unnecessary exposure to vibrations.

Work at Height Regulations 2005 (amended 2007)

Heatherland Limited will avoid working at heights wherever possible. However if working at height is unavoidable a specific risk assessment will be carried out for working at height to identify specific hazards and the degree of risk present. They will ensure that:

- 1) all work at height is properly planned and organised;
- 2) those involved in work at height are competent;
- 3) the risks from work at height are assessed;

- 4) appropriate work equipment is identified, selected, and used;
- 5) the risks from fragile surfaces are properly controlled;
- 6) equipment for work at height is properly inspected and maintained by a competent person(s);
- 7) personnel who work at height will be trained in working at height and in the use of equipment.

The Regulatory Reform (Fire Safety) Order 2005

Heatherland Limited at their own premises will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order.

The Health and Safety Advisor will conduct fire assessments and through The Directors implement control measures to reduce the risk. The Fire Action Notice will be published on the office and buildings notice board.

The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the Health and Safety Advisor to keep it up to date, valid and to reflect any significant changes that may have taken place.

Following the risk assessment Heatherland Limited will make and implement all required arrangements for the planning, organising, controlling, monitoring, and review of the preventative and protective measures required by the Order. Initially Heatherland Limited will create an emergency plan including the measures for ensuring the effective operation of the plan and for ongoing checks of the appropriateness of the plan and other measures.

The Directors will ensure fire procedures and provisions will be under the control of Fire Marshals, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire provisions within the premises area. These will include the emergency alarm, escape lighting, escape routes, signage, and extinguishers. All checks, inspections, and test will be recorded by responsible person within the fire log book held in the reception.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures. All company vehicles will contain either a powder or Co2 extinguisher.

Control of Asbestos Regulations 2006

Collection and transport to a recognised Asbestos Disposal Site.

On occasions Waste Management operations may have unauthorised pieces of asbestos mixed with the general waste, employees and workers in these areas will undergo suitable Asbestos Awareness Training to identify and dispose of it in a correct manner.

Construction (Design and Management) Regulations 2007

These regulations are intended to focus attention on planning and management throughout the construction projects, from the design concept onwards. Heatherland Limited will meet the aims of the regulations by ensuring that health and safety considerations are not treated as an essential, but a normal part of a projects development. The effort devoted to planning and managing health and safety will be in proportion to the risks and complexity associated with a project. Heatherland Limited will ensure that any paperwork produced will help with the lines of communication and risk management.

The Health and Safety (Safety Signs and Signals) Regulations 1996

Heatherland Limited will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work.

Heatherland Limited will ensure:

- 1) where required or necessary, the use of road traffic signs within workplaces to regulate road traffic;
- 2) maintenance of any safety signs which have been provided by them;
- 3) unfamiliar signs are explained to their employees, telling them what they need to do when they see a safety sign.

Sub-contractors

The Directors assisted by the Health and Safety Advisor will review the contractor's competence by the use of a contractor questionnaire with supporting documentation. A further audit/inspection of their activities will be carried out by the Managers and/or the Health and Safety Advisor to ensure site work is in line with supplied information.

Michael D Lunnon