



# Oaklan Limited

## HEALTH AND SAFETY POLICY



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## **HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of Oaklan Ltd to ensure all works carried out by the company are in accordance with The Health and Safety at Work etc. Act 1974 and all regulations and codes of practices in relation to such.

Oaklan Ltd will fulfil its duty by:

- Adequate control of the health and safety risks arising from our work activities.
- Consultation with employees on matters affecting their health and safety.
- Providing and maintaining safe plant and equipment.
- Ensuring the safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their job and give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.
- Ensuring health, safety and welfare of employees and others who may be affected by Oaklan Ltd activity.

The person responsible for ensuring the overall effectiveness and implementation of the policy and having particular accountability is Mr Gerard Scanlan.

Mr Gerard Scanlan, the appointed Safety Advisor, and the management team are responsible for implementing and monitoring this policy throughout the company. They will ensure that health and safety issues are always given priority when planning and during the day to day supervision of the work.

Oaklan Ltd will ensure that adequate resources are allocated to ensure the provision of appropriate health and safety advice, equipment, facilities and training to ensure those persons can fulfil their responsibilities as is appropriate to the works undertaken.

In accordance with The Management of Health and Safety at Work Regulations, Oaklan Ltd will adopt a risk assessment approach to its activities. Where hazards are identified, we will evaluate, control and bring the control measures identified to the attention of employees.

We recognise the effectiveness of the management of health and safety issues and will endeavour to commit to a health and safety conscious workforce and management team.

A copy of the Company Safety Manual will be available for all employees to ensure they are aware of the company policies and responsibilities of all personnel.

This policy and associated procedures will be formally reviewed annually, although on exception, changes may be implemented at other times as required by legislative and work practice changes.

**Signed:** .....  
**Mr Gerard Scanlan - Director**

**Date: June 2015**

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## **WORK SAFE POLICY**

Oaklan Ltd acknowledges its responsibilities under the Health & Safety at Work etc. Act. 1974. We recognise our duty of care and undertake to maintain safe systems of work and operate a Work Safe Policy for all of our staff and sub-contractors.

Risk Assessments are carried out in line with the Management of Health & Safety at Work Regulations and the Company's Health & Safety Policy. Control measures are put in place including Method Statements, COSHH information and Toolbox Talks to reduce risks as far as reasonably practical.

Sufficient training and mentoring is provided to ensure the competence of all staff. We do not expect any employee or sub-contractor to undertake any duties unless they are competent to do so, have been briefed on any relevant information specific to the task and have suitable protective equipment (PPE).

We require all employees and sub-contractors to work safely at all times and to ensure that others around them work safely. This includes complying with site rules, all site specific procedures and instructions, wearing the correct and appropriate PPE and the use of the correct tools and equipment.

Where the use or operation of a machine, method of working or other influencing factor(s) that constitutes a danger to staff or another person exist, the employee or sub-contractor may refuse to operate the machine. The employee or sub-contractor may also refuse to carry out a method of working when it puts the life, health or safety of himself/herself or another person in danger.

This process may be invoked at any time, by any employee who feels they, as an individual or as part of a group of employees, are being exposed to unnecessary levels of risk whilst at work. Employees are actively encouraged to utilise this process if they have concerns regarding any aspect of Health and Safety at work, in order to progressively minimise risks and improve safety levels.

Oaklan Ltd is obliged to investigate the complaint, and if justified, to take such measures to reduce the risk to an acceptable level.

When an employee initiates this procedure, they must first notify the Site Supervisor and inform him of the specific reasons for refusing to work. Where possible, the Site Supervisor will implement additional controls to mitigate the risks. If the employee agrees with the actions taken and is satisfied that risks are now adequately controlled, work will recommence. If, however, the employee remains concerned over risk levels, work will not recommence and the matter will be referred to the Managing Director, who will attempt to offer agreeable solutions.

At all stages of the process, the employee must be convinced that adequate actions have been implemented before returning to work. If an agreement cannot be reached, then the complainant should vacate the work area, and await advice / instructions from the Site Supervisor.

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Whenever this procedure is invoked the Site Supervisor involved will make a record of all events on the Daily Site Diaries.

The Managing Director shall ensure that employees and sub-contractors refusing to work on health and safety grounds will be supported and no disciplinary action, financial or other penalty will be taken for exercising their right to refuse to commence work, providing that it can be demonstrated that there was a genuine and reasonable cause for concern.

Escalation for resolving a refusal to work is through the senior person on site in the first instance and any reports of unsafe working will be investigated and appropriate remedial action will be taken.

The employee raising the Work Safe Procedure will be informed of decisions throughout the process.

**Signed:**  .....

**Mr Gerard Scanlan - Director**

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## **ENVIRONMENTAL STATEMENT**

Environmental Policy Oaklan Ltd

Oaklan Ltd believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

In accordance with section 13 of our health and safety manual, we will carry out an environmental review and adopt appropriate environmental measures to ensure compliance with current statute. This will then be monitored and reviewed at least annually.

For any issues related to Environmental Policy linked to this business please contact:  
Mr Gerard Scanlan

Signed: .....

**Mr G Scanlan - Director**

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**EQUAL OPPORTUNITIES POLICY STATEMENT**

Oaklan Ltd is an equal opportunity employer. The aim of Oaklan Ltd is to ensure that no job applicant or employee receives less favourable treatment on the ground of sex, colour, race, nationality or national or ethnic origins, or is disadvantaged by conditions, physical disabilities or requirements which are not essential for carrying out the job.

To ensure that such direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with the records of job applicants and existing employees. Selection criteria and procedures will also be regularly reviewed in the light of employee records to ensure that individuals are selected, promoted and in all other ways treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunity and encouraged to progress within the organisation. It is the duty of all employees to accept their personal responsibility in the implementation of the Policy. At the same time, the company acknowledges that specific responsibilities fall upon management, supervision and individuals professionally involved in recruitment and employee administration.

An employee who believes that he or she has been unfairly treated in any sense associated with this policy is entitled to raise the matter through the appropriate grievance procedure.

**Signed:**

  
.....  
**Mr Gerard Scanlan - Director**

**Date: June 2015**

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## **WASTE MANAGEMENT POLICY**

### **INTRODUCTION**

The Company recognises its legal and moral obligations in relation to waste management. It will meet its 'Duty of care' and ensure, so far as is reasonably practicable, that staff comply with the requirements of the waste protocols issued under this policy.

The Environmental Protection Act 1990 introduces the "Duty of Care", which in the case of waste disposal applies to every person who has control/possession of waste. Thus, the ultimate responsibility remains with the waste producer who has a legal responsibility to ensure that any waste is disposed of and managed according to the statutory legislations (Appendix1).

It is a requirement that all employees and all persons undertaking work on behalf of the company are aware and understand the duties and responsibilities contained in this Policy.

### **ROLES AND RESPONSIBILITIES**

#### **Managing Director**

In line with the company's Health and Safety Policy, the Managing Director has overall responsibility on behalf of the Company.

#### **Board Directors**

It will be the responsibility of all Board Directors to ensure compliance with this policy.

#### **Employees**

All members of staff have a responsibility as part of their personal "Duty of Care" to adhere to the procedures as applicable to themselves and report any non-adherence of this policy and procedures to their responsible senior manager.

Non-adherence of this policy could be referred for disciplinary action or involvement in prosecution proceedings.

#### **Contractors**

All Contractors employed by or working on behalf of the Company will make the necessary arrangements to comply with this policy.

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## **PRINCIPAL REQUIREMENTS OF A WASTE MANAGEMENT POLICY:**

This policy is intended to ensure that the basic principles of eliminating waste, reducing waste and re-using waste are observed prior to managing the disposal of waste. These principles will (where applicable) form part of a Site Waste Management Plan which is to be drawn up bespoke to each and every project.

## **ELIMINATION OF WASTE**

Where the company has an influence on the design and specification of buildings, an audit of design and materials is to be undertaken by the appointed person. Any amendments at this stage of a project which can impact on the amount of waste produced without impacting on design are the most effective in waste management terms.

## **SITE WASTE MANAGEMENT PLAN**

SWMP's provide a structure for systematic waste management at all stages of a project's delivery. A SWMP will be produced under the direction of the appointed person. Confirmation of the plan's acceptance will be sought from the client by way of a confirming signature within the plan itself.

The plan focus's largely on on-site operations and primarily identifies:

- ❑ The types of waste that will be generated
- ❑ Resource management options for these wastes
- ❑ The use of appropriate and licensed waste management contractors
- ❑ A plan for monitoring and reporting on resource use and the quantity of waste

Key benefits of the SWMP:

- ❑ Provides a structured approach to management and recycling on site
- ❑ Reduces cost of waste management
- ❑ Increase profit margins
- ❑ Better control of regulatory risks relating to materials and wastes on site
- ❑ Compliance of contractual needs of public and private sector needs
- ❑ Help you to deal with any queries from environmental regulatory

## **STAFF TRAINING**

All staff involved in producing waste and/or waste management procedures will receive training to ensure:

- ❑ A SWMP can be effectively drawn up/understood and implemented
- ❑ Safe working practices, including the use of personal protective clothing are employed
- ❑ Appropriate segregation of waste is effected
- ❑ Safe handling and transportation of waste is employed

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**TYPES OF WASTE**

- ❑ General C&D waste
- ❑ Inert Fill
- ❑ Asbestos cement
- ❑ Ferrous metal
- ❑ Non ferrous metal
- ❑ Wood
- ❑ Solvents
- ❑ Plate & flat glass
- ❑ Green waste
- ❑ Fuel oil
- ❑ Cardboard
- ❑ Plastic
- ❑ Drums / containers
- ❑ Gas cylinders
- ❑ Pallets
- ❑ Plastic fill

**ASBESTOS**

It is strict company policy that ALL forms of asbestos are to be removed and disposed of by licensed contractors.

**REGISTER OF LEGISLATION**

- ❑ Health & Safety at Work etc Act, 1974
- ❑ Control of Pollution Act 1974
- ❑ Collection and Disposal of Waste Regulations 1988
- ❑ Environmental Protection Act 1990
- ❑ Environmental Protection (Duty of Care) Regulations 1991
- ❑ Controlled Waste (England and Wales) Regulations 2012
- ❑ Management of Health and Safety at Work 1999
- ❑ Workplace Health and Safety Regulations (1992).
- ❑ Environment Act (1995).
- ❑ The Control of Substances Hazardous to Health Regulations 2002

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**SITE WASTE MANAGEMENT PLAN**

Project Name:	
Proposed Development:	
Contract Period:	
Person Responsible for the SWMP (Head Office):	
Site Manager Responsible for SWMP:	

**STATEMENT:**

Oaklan Ltd as a company is committed to the reduction of waste from all its construction activities. With the commitment of our contractors and clients, we as an organisation will lead, train and implement measures for continued improvement to reduce waste, recycle responsibly and through good practice on site reduce our impact on the environment and landfill sites.

**BENEFITS OF GOOD WASTE MANAGEMENT PRACTICE**

- Lower disposal costs e.g. reduced skip hire, landfill tax, and gate fees;
- Avoidance of waste transportation costs;
- Greater reuse / recycling of materials on site, saving on raw materials purchased;
- Lower levels of material wastage.

**GOOD PRACTICE ON SITE****Buying and storing materials:**

- Order the amount of materials required as accurately as possible;
- Arrange for 'just in time' deliveries to reduce storage and material losses;
- Consider the source of materials. (Ensure the company is certified with environmental standards). Recycled materials often are better quality and prove cheaper;
- Consider the packaging used for materials delivered to the site; can this be reduced or recycled?
- Ensure that all damaged deliveries are rejected and returned to supplier;
- Make sure storage areas are safe, secure and weatherproof (where needed);
- Store liquids responsibly and away from drains, streams and in bunded areas to prevent pollution.

**Site Activities**

- Ensure options for the use of reclaimed and recycled construction materials, that meet the specification are considered;
- Recycle suitable spoil, demolition materials, pruning's, and surplus construction material arising from the works on site to avoid the need to transport materials;
- Keep the site tidy to reduce material losses and waste.

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SITE WASTE MANAGEMENT PLAN

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Training and Awareness:

- ❑ Promote good practice awareness as part of health and safety induction / training for workers onsite.

Waste Segregation:

- ❑ Segregate different types of waste as they are generated using different skips where possible. At a minimum there should be skips for wood, metals, plastic and inert and mixed materials. If there is a shortage of space and not enough room for multiple skips ensure waste is removed to a licensed waste management company who are able to recover recycled materials from mixed skips.

Legal Compliance:

- ❑ Complete waste transfer notes before any waste leaves the site;
- ❑ Ensure all waste carriers have a valid waste carriers registration certificate;
- ❑ Ensure all wastes are disposed of at a correctly licensed site;
- ❑ Complete notification for hazardous waste to relevant authority.

DIRECTORY FOR PREFERRED WASTE RECYCLING CENTRES RELATING SPECIFICALLY TO THE FOLLOWING WASTES RESOURCE RECYCLING FACILITY	
Enter Locations:	
General C&D waste	
Asbestos cement	
Ferrous metal	
Non ferrous metal	
Wood	
Solvents	
Plate & flat glass	
Green waste	
Fuel oil	
Cardboard	
Plastic	
Drums / containers	
Gas cylinders	
Pallets	
Plastic film	

**The Commitment**

I / we will support the implementation of the Site Waste Management Plan as detailed within this document.

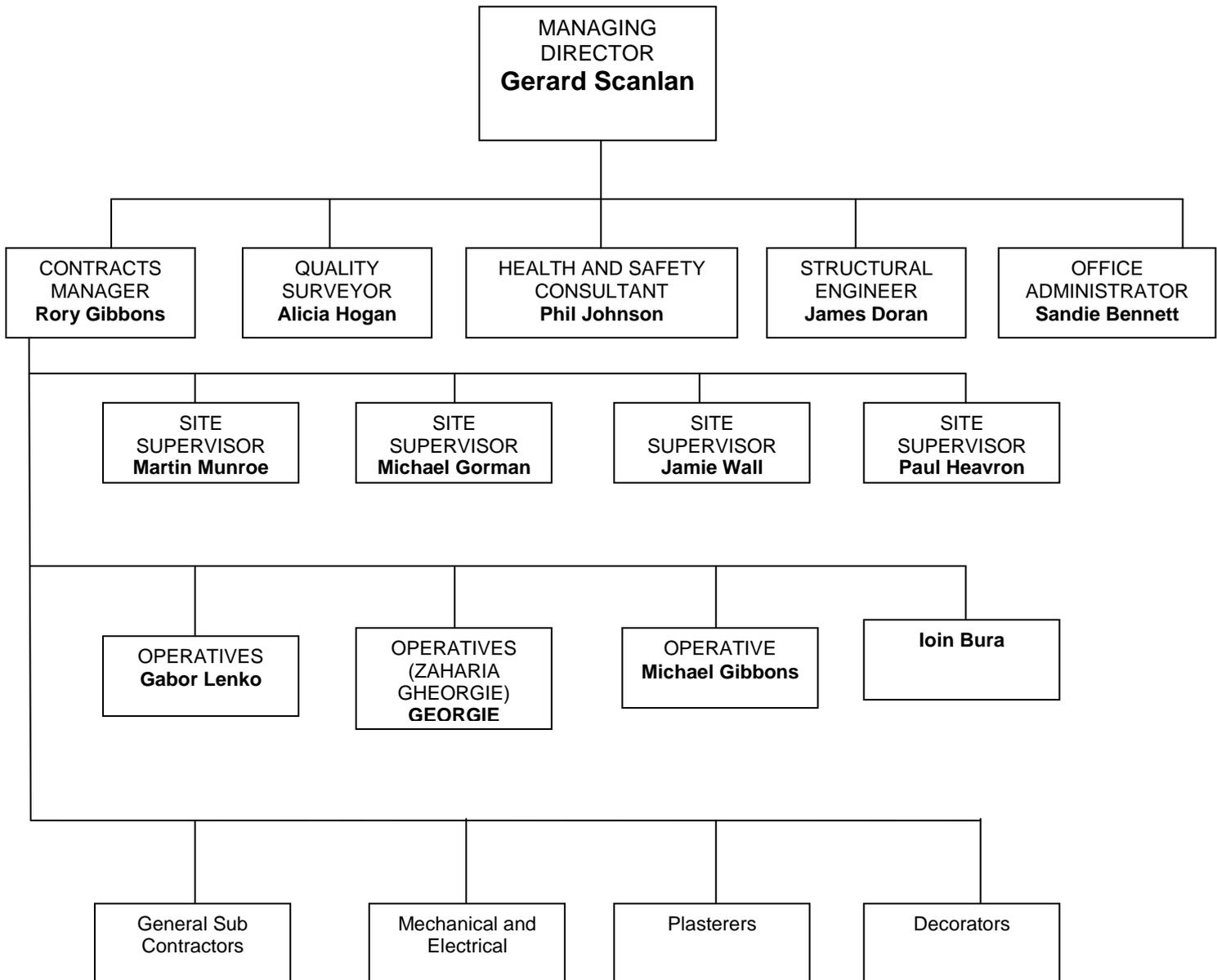
Signed ..... Dated..... Principal Contractor

Signed ..... Dated..... Client

The aforementioned documentation will be used with the Site Waste Management checklist and data sheet to ensure the plan is adhered to and measured.

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## HEALTH AND SAFETY MANAGEMENT STRUCTURE



## RESPONSIBILITIES

### INTRODUCTION:

The overall and final responsibility for health and safety is that of Mr Gerard Scanlan, who will ensure the implementation of the health and safety policy, its effective communication and regular review. Mr Gerard Scanlan will seek advice where required to ensure that the company's policy for the promotion of good health, the prevention of injury and illness, loss, damage and wastage to property is implemented.

All information regarding HEALTH AND SAFETY LAW will be made available to all employees. All information, instruction, training and supervision, as are necessary to maintain the health and safety at work of all employees, will be provided.

Assessments as required by various legislation (including The Management of Health and Safety At Work Regulations, Regulation 3) will be undertaken and the information conveyed to all relevant personnel. The assessments will then be reviewed periodically or as and when the work practice or procedure changes.

Oaklan Ltd will endeavour to ensure that safe work practices and procedures are adopted at all times. Plant, machinery and vehicles will be inspected at the required intervals and any item of plant/machinery that is found to be unsafe will be removed from the workplace until made safe.

Individual workers are responsible for ensuring that their day-to-day tasks are within the safe procedures laid out by the company. They must also:

- ❑ Co-operate with supervisors and managers on health and safety matters.
- ❑ Not interfere with anything provided to safeguard their health and safety.
- ❑ Take reasonable care of their health and safety.
- ❑ Report any accident or near miss to the relevant supervisor.
- ❑ Report all health and safety concerns to an appropriate person (as detailed in this policy).

It is the stated duty of all employees to take every reasonable precaution for the health and safety of themselves and of others who may be affected by their acts or omissions.

Oaklan Ltd will ensure that appropriate responsibilities are issued in relation to:

General Policy	Accidents & Dangerous Occurrences	Communication
Electricity at Work	Environmental Monitoring	Fire Precautions
First Aid	Funding	Insurance
Maintenance	Safety Checks	Safety Equipment
Safety Records	Safety Posters & Literature	Training
Systems of Work	Stores and Storage	Welfare Facilities

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## Directors Responsibilities

Directors, as head of the company, have ultimate accountability for this health and safety management system. They have to take the lead in all decisions based on health and safety and environmental issues. The responsibility for implementing the decisions can be delegated to others.

Directors' responsibilities:

- ❑ To authorise sufficient funds and resources to enable health and safety requirements to be met.
- ❑ To ensure adequate provision is made to providing employees with information to enable them to carry out the works in a safe manner, including access to or provision of the company health and safety policy and procedures.
- ❑ To include health and safety responsibilities as part of the job description for all employees.
- ❑ Ensure that time is made available for employees to receive training in health and safety matters.
- ❑ Ensure that risk assessments are carried out or appoint suitably competent persons to assist with such.
- ❑ Consult with employees and where applicable create a health and safety committee, inviting a representative from employees to sit on such meetings.
- ❑ Ensure accidents and incident records are maintained and reviewed accordingly.
- ❑ Encourage a positive attitude towards health and safety throughout the company and promote good practice and procedures at all times.
- ❑ When introducing new processes, including work equipment, materials or substances, that appropriate information, instruction and training is offered to employees who may be affected by such.
- ❑ Be familiar with the broad requirements of health and safety law and take the necessary action to achieve compliance, by means of direct contact with staff and health and safety advisors, and implement any organisational changes, which are necessary to meet the objectives of the health and safety policy.
- ❑ Prepare and maintain an approved list of competent sub-contractors whose attitude towards health and safety is in line with our own policy.
- ❑ Ensure this supply chain is regularly reviewed and where poor safety performance occurs, the supplier or contractor shall be removed from the list if he cannot satisfy Oaklan Ltd requirement.
- ❑ Actively promote at all levels, the company's commitment to effective health and safety management.

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**Project Managers / Site Managers / Construction Managers Responsibilities:**

Managers are the drivers of health and safety issues on our projects and therefore must manage construction sites appropriately, including the maintenance of all documentation as evidence of the safety management system.

Site Managers responsibilities:

- ❑ Plan and organise works on site to ensure risks to all parties are kept to a minimum.
- ❑ Carry out safety inspections in accordance with the company requirements, including scaffold, excavation, safety nets, work equipment/plant, lifting equipment, crane checklists and the company pre-start and weekly checklists where required.
- ❑ Ensure all reports offered by the Safety Advisor or Contracts Managers are acted upon.
- ❑ Maintain the Construction Phase Health and Safety Plan and retain any information from contractors that would be relevant for inclusion in a Health and Safety File.
- ❑ Investigate any accident, incident or dangerous occurrence with the Safety Advisor and ensure the appropriate records are given to the nominated person at the company head office.
- ❑ During pre-start meetings and inductions, ensure that all sub-contractors are aware of their responsibilities for health and safety when working on behalf of Oaklan Ltd.
- ❑ Carry out induction training for all personnel who are required to work on any site that Oaklan Ltd has control of.
- ❑ Ensure risk assessments and method statements are produced and adhered to (including those obtained from sub-contractors).
- ❑ Ensure that no-one drives vehicles, operates plant or machinery or erects equipment for work at height (including scaffold) without appropriate training and a record of the training is retained in the site office.
- ❑ Implement appropriate action against any employee or sub-contractor who does not follow the health and safety rules of the project.
- ❑ Ensure a daily register of operatives and hours worked is maintained for record and emergency purposes.
- ❑ Act in a professional manner pertinent to the position and set a personal example by following safe practices and procedures, wearing all appropriate PPE and maintaining all compulsory documentation to ensure health, safety and environmental issues are managed accordingly.

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**Safety Manager / Advisor:**

The Health and Safety Advisor carries out the role of support, advice and assistance to the company. In short, Safety Managers / Advisors are responsible for:

- ❑ Assistance with the implementation of the company policy.
- ❑ Inspect construction sites periodically, offer advice and report the findings to the site management team and Directors.
- ❑ Attend meetings as required.
- ❑ Assist with accident or incident investigation and advise on remedial action where required.
- ❑ Upon request, advise on health and safety training requirements.
- ❑ Advise on legislative changes as and when required.
- ❑ Review the company policy and procedures as and when necessary or at least annually.

**Site Operatives:**

- ❑ Ensure that you have received the company induction training prior to commencement of any works.
- ❑ Ensure that you follow any instructions, training, risk assessments or method statements issued to you.
- ❑ Do not operate any plant, machinery, work equipment or erect equipment for work at height unless you are trained to do so and the company is in receipt of any training records.
- ❑ Report all hazardous equipment or situations immediately and do not work in any unsafe situation or manner.
- ❑ Report all accidents or incidents to the Site Manager.
- ❑ Wear all necessary personal protective equipment as is necessary for your safety and to abide with company rules.

**Visitors to Site:**

- ❑ All visitors to site, including members of staff from Oaklan Ltd, must ensure they have received a visitor induction or are escorted around the site by an appropriately competent person.
- ❑ All visitors must ensure they abide by all instructions offered for their safety and sign on and off site as is appropriate.
- ❑ All appropriate Personal Protective Equipment must be worn by ALL visitors including company staff. It is imperative that a good example is set by senior members of Oaklan Ltd.

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### **Employees and all Personnel Generally:**

All employees, irrespective of their position or job title, must comply with health and safety legislation in accordance with The Health And Safety At Work etc. Act 1974.

The establishment of a safe and healthy working environment requires the co-operation of all employees.

In particular, they must take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the company by observing company rules and standard procedures to ensure the Company complies with its statutory duties.

All employees must be offered and understand the broad requirements of the company health and safety policy.

Employees are responsible for working in a safe manner in order to prevent exposing themselves or any other person to any unacceptable risks.

In short, employee's responsibilities are to:

- ❑ Familiarise themselves with the company's health and safety policy, procedures and any other health and safety information to enable them to undertake their tasks in a safe manner.
- ❑ Undertake their duties in accordance with the company's health and safety procedures and instructions and, when working on construction sites, in accordance with any additional health and safety requirements established by a main contractor.
- ❑ Only operate plant and equipment that you have been trained to use and do not attempt to use any equipment unless it is appropriately maintained.
- ❑ Operate plant and machinery in a responsible and safe manner.
- ❑ Take reasonable care of themselves and any other person who may be affected by their work practices and procedures.
- ❑ Report all injuries, accidents and dangerous occurrences and confirm that such events are correctly recorded in the relevant records.
- ❑ Attend any training courses arranged by the company and in particular those relating to health and safety.
- ❑ Do not attend work whilst under the influence of alcohol or drugs.
- ❑ Identify and report safety hazards to supervisors or managers and take appropriate action in emergencies.
- ❑ Declare to the employer, supervisor or manager, any health problems or other factors, which may affect your vulnerability to particular risks.

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**Employees and all Personnel Generally** (continued).

- ❑ Be familiar with the location of the First Aid facilities and procedures, and seek prompt medical attention for any injury.
- ❑ When asked, assist with the preparation of risk assessments and safe systems of work and ensure that any assessments you are made aware of are conveyed to the appropriate personnel.
- ❑ Familiarise yourselves with any risk assessments and safe systems of work prior to commencement of your work.
- ❑ Do not enter into any area deemed a confined space unless you are appropriately trained; if you are unsure if the area/location/workplace would be deemed a confined space consult the health and safety advisor or a manager.
- ❑ Abide by all safety signs and emergency signs.
- ❑ Attend any health and safety meetings if so requested.
- ❑ Wear all appropriate personal protective equipment as instructed and inform others if you observe non-compliance.
- ❑ Not misuse anything offered for health and safety, and refrain from horseplay.
- ❑ Be aware that you have a duty to protect yourself and others who may be affected by your actions and maintain a safe place of work at all times.
- ❑ Commit yourself to a positive approach towards health and safety at all times ensuring the best practice and procedures when working on Oaklan Ltd sites or other workplaces.
- ❑ Set a personal example to others.

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**Contractors and Sub-Contractors Responsibilities:**

As well as having their own legal duties, Contractors and sub-contractors assume responsibility for health and safety in their capacity as employers or self-employed persons and Oaklan Ltd 's health and safety procedures in no way absolves them from their responsibilities.

Oaklan Ltd requires all contractors and sub-contractors to comply with statutory obligations and, whilst working for Oaklan Ltd, to comply with the health and safety rules and procedures.

In short, contractors and sub-contractors responsibilities are to:

- ❑ Comply with all legislation, common law and codes of practice applicable to their activities.
- ❑ Have adequate insurance cover to protect the contractor's employees and third parties, and to indemnify the company against any and all loss, injury damage or claim, which may arise directly or indirectly as a result of any act or omission on the part of the contractor, his employees or sub-contractors.
- ❑ Adopt and follow the health and safety procedures required by Oaklan Ltd.
- ❑ Bring to the attention of a manager or senior person of Oaklan Ltd any hazards identified to ensure remedial action is taken.
- ❑ Complete and return Oaklan Ltd questionnaire to ensure adequate resources for health and safety are offered within their companies.
- ❑ Report any accident or incident to the site manager and ensure this is recorded and reported where applicable.
- ❑ Wear appropriate personal protective equipment where necessary and as instructed by any manager of Oaklan Ltd.
- ❑ Where applicable, comply with the further contractor responsibilities made by Oaklan Ltd Attend company induction training and abide by all site rules.

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**INTRODUCTION:**

This section provides an overview of how Oaklan Ltd manages the health, safety and environment issues that concern it.

Oaklan Ltd main business activities are builders and maintenance providers to commercial and domestic projects, being carried out at various projects, therefore appropriate plans will be formulated for each construction site. Oaklan Ltd will then use its extensive pro-forma library as an aid to the management of construction health and safety.

**OBJECTIVES:**

It is Oaklan Ltd objective in implementing this policy, to minimise the potential of accidents, damage and loss. Oaklan Ltd aims to provide a safe working environment by the provision of appropriate information, supervision, training and instruction.

**PLANNING:**

Contract safety planning has three distinctive phases at which Oaklan Ltd address the following points.

- Pre Tender                      Known hazards are assessed, all information obtained and passed on to the relevant persons. A design team meeting will be arranged where required to ensure all procedures are identified for safe maintenance of the building and designers assessments etc. Contractors and sub-contractors will be offered a copy of any pertinent pre construction information in good time to ensure they can plan and co-ordinate their activities.
  
- Contract Award                Key members of the project team meet to discuss and agree actions on all the potential health and safety hazards that are likely to be experienced throughout the contract. At this stage the Construction Phase Health and Safety Plan will be formulated. Contractors may at this stage be requested to provide all appropriate information to ensure an appropriate Construction Phase Plan can be created.
  
- Construction Phase          Regular review meetings will be held to ensure all expected site activities are planned, with appropriate risk assessments and method statements/safe systems maintained. Contractors will be offered the opportunity to attend such meetings and air any views with regard to health, safety and environmental concerns. Contractors will also be requested to supply all relevant information as is required for the upkeep of the Construction Phase Plan.

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## 2.1 Competence, Training and Experience

It is the policy of Oaklan Ltd to arrange for the provision of training for the purposes of maintaining an acceptable level of health and safety standards to all employees.

We will maintain a training matrix whereby employee's names are entered and offered training as is required. The training required of that employee will be decided by completing our training needs analysis contained within section 3 of our management system.

For this purpose, the following methods are identified:

- **Inductions**                      Prior to commencement of works on Oaklan Ltd's sites, formal induction training will be given and a copy of the signed induction retained on site.

Visitors will be offered a shortened induction if their visit is short and they will be accompanied around site by a competent person.

- **Briefings**                        We will brief all employees on risk assessments, COSHH assessments and method statements and they will be asked to complete the appropriate form contained within this management system. Oaklan Ltd requires all contractors and sub-contractors to brief their employees on risk assessments and method statements prior to commencement of works.

**Toolbox Talks** – Toolbox talks will be given on a regular basis by site management and contractors on site supervisors. The information is contained within our safety management system and a record of such must be retained.

- **Specific training**                Oaklan Ltd will ensure where there is a specific requirement for training and competence, that this will be undertaken for all of our employees. Contractors and sub-contractors are expected to meet Oaklan Ltd's standards when providing personnel to operate work equipment, erect equipment for work at height or any other operation that requires specific training, and provide copies of proof of such training for retention on site.

Oaklan Ltd will complete a training matrix and ensure this is maintained, we will also ensure all employees are CSCS card holders so far as is reasonably practicable.

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**Competence, Training and Experience** (continued).

Should we employ “young persons under the age of 18” or inexperienced personnel, Oaklan Ltd will carry out specific assessments and ensure they are supervised at all times. We expect contractors and sub contractors to abide by this and provide appropriate information prior to allowing a young person onto a work place under our control.

Oaklan Ltd will seek to provide training, instruction and development of all employees in the interests of both the company and individuals.

This will be achieved by:

- Deciding what training the company and particular employee’s require.
- Decide on the training priorities.
- Choose the training methods and resources.
- Ensure the training is appropriately delivered.
- Check that the training is working in practice.

Manager’s role:

One of the prime duties of any manager responsible for staff is their active involvement in applying the policy and the management of the employee’s training and development.

Employee’s role:

The employee has a responsibility to be actively involved in identifying personal training and development needs and satisfying these by means of self-development and company led initiative.

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## 2.2 Safe Systems of Work

Each project undertaken by Oaklan Ltd will have its own unique set of hazards and risks, and safe systems of work are fundamental in preventing accidents.

Prior to accepting any contracts, we would expect to be informed of all known hazards which will form part of our system for the creation of safe systems. We do hold on file a number of generic safe systems within section 12 of our management system however, these would always be verified against the works prior to issue to ensure they are suitable and sufficient.

When visiting sites, our safety advisor, along with the project/site manager, will undertake a review of the forthcoming activities that are due to take place over the next four weeks, this will help to ensure that appropriate measures are in place and that due consideration is afforded to forthcoming health and safety activities.

To enable compliance with this, contractors and sub-contractors must prepare risk assessments and method statements which acknowledge the hazards associated with the works and place an emphasis on minimising the risk of injury to their employees and others who may be affected by their activities.

As part of the induction and consultation process, employees, contractors and sub-contractors will be asked to sign to state they have received appropriate instructions and are aware of any safe systems and risk assessments in relation to their works.

## 2.3 Permits to Work

Certain high risk activities require a permit to work prior to commencement.

Oaklan Ltd will assess each situation and where required the following permits will be issued:

- ❑ Excavations - Permits to dig
- ❑ Confined spaces - Permits to enter
- ❑ Burning/Welding - Hot work permit
- ❑ Electrical works - Electrical permit to work
- ❑ Crane operations - Permit to operate a crane

Permits will be completed by a senior member of staff, normally the site manager, who must be appropriately competent and knowledgeable on the area of work. The permit will be issued to the relevant supervisor, who will be responsible for briefing his operatives on the precautions to be taken ensuring sufficient equipment is provided and maintained throughout the works.

During the course of the works, the appropriate person from Oaklan Ltd will monitor the works for compliance with the permit and any associated method statements.

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## 2.4 Safe Places of Work

Oaklan Ltd will work closely with clients and contractors to ensure a safe place of work is afforded to all operatives and the public alike. As part of contract agreement, contractors may be subject to costs incurred should we have to tidy up after them.

In accordance with current statute, the workplace and items such as scaffold and excavations must be inspected and a written report prepared at least weekly. We expect the principal contractor to control such items.

Any misdemeanours found during these inspections must be addressed at the earliest convenience and no works must be permitted on any unsafe scaffold or excavation.

As a company we advocate that a clean site is a safe site and therefore all employees are advised to maintain a clean and tidy workplace.

## 2.5 Housekeeping

Housekeeping is an important part of health and safety management and particularly so on construction sites. Oaklan Ltd will ensure that all operatives are informed of the requirement to maintain a high standard of housekeeping whilst at work. Contractors and sub-contractors supervisors must also monitor the activities of persons under their control.

### **CHECKLIST TO ENSURE GOOD HOUSEKEEPING**

- Ensure proper storage of materials.
- Collect and remove debris to keep the work site orderly.
- Plan for the adequate disposal of waste and surplus materials.
- Keep the work area and all equipment tidy. Designate areas for waste and provide containers.
- Keep stairways, passageways and gangways free of materials and/or debris.
- Where appropriate use battery operated tools to eliminate trailing leads.
- Keep work areas and walkways appropriately illuminated.
- Where trailing leads are necessary, do not let them become a trip hazard.
- Remove or bend over nails protruding from timber.
- Cover or barrier off trip hazards that are part of the design, such as reinforcing starter bars, holding down bolts, holes or openings or any other item liable to permit trips or falls.

### **DO NOT TOLERATE AN UNTIDY SITE**

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## 2.6 Safe Plant and Equipment

Mr Gerard Scanlan from Oaklan Ltd will have the responsibility for identifying all equipment/plant and vehicles requiring maintenance.

All new plant and equipment will be checked to ensure it meets health and safety standards prior to purchase and subsequent use.

Persons working in a supervisory capacity for Oaklan Ltd are aware of the Provision and Use of Work Equipment Regulations 1998 and that the work equipment, which is likely to be used at any workplace, must be of an acceptable standard of safety before it is put to use.

Oaklan Ltd will arrange for inspections and maintenance of all work equipment and will keep records of the same to ensure that statutory and recommended schedules are met. Only trained competent persons will be permitted to operate any plant/equipment or vehicles on Oaklan Ltd behalf.

In short:

- Senior management will be responsible for identifying all plant/ equipment requiring maintenance.
- The maintenance procedure and weekly inspections of plant will be kept up to date.
- The keeping of appropriate records when not kept on site will be retained at the company head office.
- All plant, equipment and machinery will be assessed where applicable prior to use and at suitable intervals.
- Any problems found with any item of plant/machinery must be reported to the appropriate supervisor and if deemed necessary in the interest of health and safety, removed from site until repaired.
- In his absence, a competent person will be appointed.

Oaklan Ltd recognises that regulations require inspection and maintenance of various work equipment and therefore appropriate pro-forma have been created to assist with this. We would, however, request that all contractors provide Oaklan Ltd with proof of inspection and maintenance records and complete weekly inspections in the site office.

The safety manual incorporates the documents for maintaining these inspections and where required, these will be undertaken by the site manager.

All contractors and sub-contractors must ensure that only suitably maintained plant and equipment is brought onto Oaklan Ltd sites, including offering copies of appropriate records prior to commencement.

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**2.7 Electrical Tools and Equipment**

Oaklan Ltd maintains the use of battery operated tools and in some instances 110v SDS Drills, all other electrical equipment will be hired and equipment checked to ensure it is suitable and appropriately maintained. All portable electrical equipment owned and operated by Oaklan Ltd will be subject to regular inspection and testing, and Mr Gerard Scanlan will maintain records to monitor this.

All electrically powered hand tools shall be down rated for use at 110-volts. The use of 240-volt Domestic supply is forbidden. We shall ensure the provision of all necessary transformers required to comply with this. Where works are carried out within completed and occupied premises then the use of 110-volt equipment will still be maintained

All tools and leads will be subject to regular inspection and testing in accordance with the Electricity at Works regulations. Satisfactory proof of testing will be provided where requested.

Works in the vicinity of overhead, underground, or concealed electrical services shall be subject to detailed planning and we shall ensure that a “Safety Management Plan/Method Statement” is undertaken giving the details of the proposed safe method of working.

All electrical tools brought onto any site under the control of Oaklan Ltd must be appropriately maintained and tested. Unless authorised, all equipment must be battery operated or 110v and centre tapped to earth.

Should equipment requiring 230v or more be required for use on site, the site manager must give written approval for its use. Such equipment must have armoured cable limited to no more than 6 metres in length and be fitted with an RCD between the apparatus and power supply.

All temporary distribution systems including office set-ups will be designed and installed by an appropriately qualified person. Upon completion, the system must be checked and tested and an inspection certificate obtained.

All trailing electrical cables must be stored appropriately and run in positions where they cannot become a source of injury to others.

**Overhead Power Lines:**

Where barriers are required to pass below or work adjacent to overhead power lines, the local utility company must be contacted to ensure a safe distance is offered. Overhead power lines are normally un-insulated therefore can be lethal even if contact is not made - electric arcs may jump a considerable distance.

Care must be taken to ensure non-conducting barriers and bunting are erected a safe distance from the overhead power lines and drivers must be warned of such during site inductions.

All work around and below overhead power lines must be undertaken under a safe system of works and must be appropriately assessed with written methods of works.

**Underground Cables:**

Prior to any excavations, the presence of any known live services must be determined. This can be by contacting the appropriate services, consulting the Construction Phase Plan, CAT Scanning the area and then by hand digging. No mechanical digging must be permitted within 500mm of any known live service.

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## **2.8 Fire and Emergency Procedures**

It is the policy of Oaklan Ltd to ensure that sites conform to the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment and fire safety plans will be carried out at all locations and following this appropriate procedures and control measures will be implemented.

The director with responsibilities for health and safety shall ensure that a fire/emergency procedure is implemented to ensure minimum risk for all staff members, the public and third parties in the event that a fire or other incident occurs.

### **Emergency Procedures:**

All employees and contractors will be advised of the procedures via the company induction and on site induction training. If Oaklan Ltd is working on clients premises, the company will follow the emergency procedures laid down for that site or premises.

### **Offices:**

Notices are posted stating the evacuation procedures together with the names of fire wardens/marshals for the various parts of the building. An appropriate number of fire extinguishers are provided in the offices based upon the outcome of the fire risk assessment.

### **Maintenance of Fire Equipment and on site activities:**

The director for safety ensures that appropriate contracts are in place for the maintenance, testing and inspection of the fire fighting extinguishers and procedures. He also ensures that fire procedures are maintained.

These procedures shall be reviewed on a regular basis to ensure they are adequate and that the responsibilities are assigned and understood, that fire drills are effective and that hazards have been appropriately assessed.

### **On Site Activities:**

The site supervisor will carry out a fire assessment, fire safety plan and appoint fire safety coordinators/marshals. He must ensure that all staff have received appropriate induction, training and instructions from the client where appropriate. Each person must fully understand the procedures in the event of an emergency.

Oaklan Ltd will also ensure that adequate detection and prevention measures are incorporated during the design and project planning stage. The work on site must be undertaken to the highest standard and where applicable under the control of a hot works permit.

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## 2.9 Noise

As the risk from over exposure to noise can cause incurable damage, Oaklan Ltd recognises that it has a duty to protect anyone who could be affected by such noise levels, to reduce noise to the lowest level reasonably practicable and undertake an assessment of the noise where it appears to be excessive.

When purchasing or hiring work equipment, we expect suppliers to supply us with information in relation to the work equipment, including the noise emissions, this should then be used to determine the equipment used.

The work equipment must then be maintained to ensure the work equipment does not deteriorate to the extent where it would put employees at risk due the noise levels.

Where noise levels cannot be controlled by other means, a hearing protection zone must be identified and suitable signs erected. Information must be offered to any person regarding the hazards associated with exposure to excessive noise and hearing protection must be worn by everyone within the hearing protection zone.

In short:

- ❑ Noise levels must be identified and appropriate control methods adopted.
- ❑ Identify who may be exposed to noise and give clear responsibilities.
- ❑ Provide appropriate information, instruction and training.
- ❑ Appropriate hearing protection must be offered and guidance on the safe use of such.
- ❑ Signs and warning notices displayed.
- ❑ Keep appropriate records of PPE issued and any problems encountered.
- ❑ Continually monitor to ensure PPE is being worn, maintenance procedures are adopted and health surveillance is offered where required.
- ❑ Employees must bring to the attention of the employer any work practice or equipment that they feel creates excessive noise.

## 2.10 Records

Oaklan Ltd will maintain records of all induction and associated training whilst on site.

Oaklan Ltd will keep records of inspections, (scaffold inspections to be retained for a further three months from the end of the project), sub-contractor briefings on method statements, risk assessments and toolbox talks. Copies of all test certificates and proof of training for all work equipment will be retained on site to ensure Oaklan Ltd is satisfied that a suitably competent workforce is on site.

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## 2.11 Accident Reporting Procedures

It is the policy of Oaklan Ltd to investigate all accidents, dangerous occurrences and near misses to help prevent re-occurrence. Following certain injuries, accidents or a near miss, a thorough investigation will be undertaken.

Supervisors are expected to be the responsible person to take charge of any situation in which RIDDOR would apply. They will ensure that no other person becomes endangered, ensure that emergency services are summoned (if required) and ensure that all notification is passed on via telephone calls etc.

All required forms (e.g. F2508) would be forwarded to the appropriate authorities from the company's central office.

All accidents or dangerous occurrences, which cause any injury and all near miss incidents, must be reported to the site supervisor and recorded via the appropriate format. (This includes overturning plant, scaffold collapse, contact with live electrical apparatus, any explosion or any other circumstances indicated by The Reporting of Injuries Disease and Dangerous Occurrences Regulations).

It is the policy of Oaklan Ltd to record every accident resulting in any personal injury, however trivial it may be.

The company health and safety advisers will be notified as is necessary and will be contacted if additional advice or information is required, or if assistance is required to carry out any investigations.

### **Investigations:**

Investigations include telephone calls, notes, memoranda, correspondence, advice and site visits made to premises to which the Health and Safety at Work etc. Act 1974 applies, to investigate accidents, dangerous occurrences and where there are alleged serious breaches of the law.

### **Reasons for Investigating Accidents:**

- ❑ To ensure that the circumstances of a particular accident have been rectified;
- ❑ To ensure that the preventative measures taken are adequate and pose no further risk;
- ❑ To determine whether any specific breaches of legislation have occurred;
- ❑ To increase the knowledge and awareness of the employer/employee;
- ❑ As a means of entry to follow up the accident notification with a Health and Safety inspection if necessary;
- ❑ To maintain credibility of the accident reporting mechanism to the general workforce;
- ❑ To achieve any publicity arising from the accident which would have a beneficial effect on increasing knowledge and awareness of the management, staff and public.

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**Accident Reporting Procedures** (continued)...

**Types of Reportable Injury**

**Deaths:**

To all workers and non-workers if they arise from a work related accident, including physical violence.

**Specified Injuries to Workers:**

The following Specified injuries to persons at work, as defined in The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), irrespective of cause:

- A fracture, other than to the fingers, thumbs, and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot and toe.
- Permanent loss of sight or reduction in sight.
- Crush injuries leading to internal organ damage.
- Serious burns covering more than 10% of the body, damaging the eyes, respiratory system or other internal organs.
- Scalping.
- Unconsciousness caused by asphyxia or a head injury.
- Any other injury arising from working in an enclosed space, leading to hypothermia, heat induced illness, resuscitation or hospitalisation for more than 24 hours.

**Over Seven Day Injuries:**

Where an employee or self-employed person is away from work or unable to perform their normal duties for more than seven consecutive days, not counting the day of injury.

**Reportable Occupational Diseases-**

- Carpal Tunnel Syndrome
- Severe cramp of the hand or forearm
- Occupational Dermatitis
- Hand-arm Vibration Syndrome
- Occupational Asthma
- Tendonitis or Tenosynovitis of the hand or forearm
- Any occupational Cancer
- Any disease attributed to occupational exposure to a biological agent

**Reportable Dangerous Occurrences:**

These are specified 'near miss' events

- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Explosions or fires causing works to be stopped for more than 24 hours

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**Accident Reporting Procedures** (continued)...

Additional categories apply to mines, quarries, offshore workplaces and some transport systems.

**Accident Recording:**

All employees must report any accident or near miss to their supervisor who in turn will report to Sandie Bennett within the head office to record (in the BI 510) and securely stored, (in accordance with Data Protection), the accident records. Any accident that is reportable under RIDDOR will be notified immediately to the H.S.E. via the HSE website, [www.hse.gov.uk](http://www.hse.gov.uk). Fatalities and Major Incidents shall be notified by calling the Incident Contact Centre 0845 300 9923.

All accidents will then be entered onto the accident record form to be monitored and reviewed to help prevent any re-occurrence.

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## **2.12 Consultation and Communication with Employees**

As a company, we discuss health and safety matters during pre start briefings and records are retained in section 11 of our safety manual, periodic meetings or on site through toolbox talks or general discussions.

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, we invite a representative of the employees to attend these meetings to enable the employee's views with regard to health and safety to be brought to the attention of management. Employees are informed however, to bring to the attention of a representative or management, at any time, any item (including work process, procedure or work equipment, including personal protective equipment) they feel may affect their Health and Safety.

Further information will be passed on to employees via; pay-packet inserts, memos, informal discussions, notice boards and employee information notes.

Management will consult with employees on decisions which may affect their health and safety. Management ask employees to report immediately any failing that could affect the health and safety of themselves or others to ensure health and safety issues and assessments can be amended where required.

Employees will be issued with information on hazards and work procedures which may affect or are applicable to them.

Any information obtained from others that may be relevant to the safe working procedures of operatives from Oaklan Ltd will be assessed and passed on to all applicable employees.

All employees have access to management with regard to any query in relation to health and safety issues and if not available in person, can call by telephone.

Overall, senior management will provide consultation with employees and will endeavour to:

- ❑ Consult and discuss health and safety with all employees and contractors.
- ❑ Encourage employees and contractors to be a part of that consultative process.
- ❑ Where trade unions are recognised and there is a recognised safety representative, consultation will be carried with this person on behalf of the persons they represent.
- ❑ Where no trade union is represented, consultation will be directly through the employees or via an elected representative.

It is the policy of Oaklan Ltd to co-operate and communicate with other employers on matters of health and safety, where their respective employees are sharing the same workplace, and in particular, on construction sites where The Construction (Design & Management) Regulations apply.

Policy and procedures will also be made available to any other legitimately interested party. Constructive comments on safety are encouraged from all parties.

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### 2.13 Discipline

Where there is a failure by either an individual or a sub-contractor to abide by the site rules or to work in an unsafe manner, it will be the site manager's responsibility to take appropriate disciplinary action.

Initially the site manager may issue a verbal warning to the individual or sub-contractor to address the problem and for consistent offenders or serious acts, they will be asked to leave the site.

Events subject to disciplinary procedures:

1. Deliberate violation of Health and Safety Regulations.
2. Unauthorised operation of plant or machinery.
3. Unauthorised driving of company vehicles.
4. Unauthorised removal of safety signs, (warning signs and notices).
5. Drug or alcohol abuse.
6. Smoking or using naked flames in unauthorized areas.
7. Removal of safety devices, (guard rails, toe boards, machine guards etc.).
8. Removal of materials or equipment from site without authority.
9. Unauthorised repairs to electrical equipment.
10. Damage or abuse of safety equipment.
11. Wearing inappropriate clothing, (training shoes etc.)
12. Failing to report defective equipment or hazardous situations.
13. Overloading of plant, equipment or structures, including scaffold, beyond its safe limit.
14. Failing to wear personal protective equipment including head protection.
15. Giving false information during enquiries or investigations of accidents and incidents.
16. Horseplay.

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## **2.14 Procurement and Management of Contractors**

The selection of contractors is fundamental in achieving safe systems of work and a safe workplace. Consequently, at tender stage (unless already on the approved list of contractors for that year), contractors will be sent our contractors assessment form which, on return, will be vetted by a nominated person within the office and assisted by the health and safety advisor as required. This will be undertaken to determine that the sub-contractor is competent and has sufficient resources to carry out the type of work under consideration.

The preferred contractor may then be asked to attend a pre-order meeting with the site team in order to satisfy them that the contract should be offered to the contractor.

Prior to commencing work on site, the preferred contractor may be asked to attend a pre-start meeting on site with the site manager to demonstrate that they have assessed the risks and have produced documented safe methods of working.

The site manager and sub-contractor will ensure that the protective and preventative measures detailed in risk assessments and incorporated into method statements are understood by persons under their charge. Site managers will carry out this task during induction whereby the operative will be asked if they have access to and understand the contents of risk assessments and method statements.

The site manger will monitor contractors and sub-contractors compliance with safe methods of working throughout the course of the contract.

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## 2.15 Substances Hazardous To Health

Using section 6 of our management system, we identify all substances on our inventory and then undertake COSHH assessments accordingly; the outcome of the assessment is then conveyed to the workforce. All COSHH assessments were relevant shall include information on the Workplace Exposure Level (WEL's)

WELs are the British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used:

- long-term (8 hours); and
- short-term (15 minutes).

Short-term exposure limits (STELs) are set to help prevent effects such as eye irritation, which may occur following exposure for a few minutes.

Substances that have been assigned a WEL are subject to the requirements of COSHH. These Regulations require employers to prevent or control exposure to hazardous substances. Under COSHH, control is defined as adequate only if a) the principles of good control practice are applied, b) any WEL is not exceeded and c) exposure to asthmagens, carcinogens and mutagens are reduced as low as is reasonably practicable.

Any substance that is considered hazardous to health must be appropriately assessed before being permitted onto Oaklan Ltd sites. If the substance is to be acquired and used by Oaklan Ltd then an assessment will duly be undertaken and professional assistance obtained where required.

Where the client or contractor provides substances for use on site it must be assessed accordingly, the assessments must then be offered to Oaklan Ltd and be accompanied by suitable data sheets.

Contractors and sub-contractors will be required to brief their own employees on the contents of the assessments.

No substance must be brought onto Oaklan Ltd workplaces unless an assessment has been made available to the relevant personnel and approved.

- ❑ Substances must be substituted for a less harmful substance where practicable.
- ❑ All actions identified in the assessment must be implemented.
- ❑ All substances must be checked prior to purchase.

Where required, company records are to be completed for substances procurement to ensure they are suitable.

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## 2.16 Asbestos

### **General Statement:**

Oaklan Ltd acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises. Everyone who needs to know about the presence of asbestos will be alerted. No-one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed.

This policy requires the full co-operation of management and staff at all levels.

Prior to commencing work on any property, other than new build, we would expect the client to present us with an asbestos register to ensure all sources of asbestos have been identified and removed where possible. We expect all premises to be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material must be assessed and measures identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

### **Control of Access to Asbestos-containing Materials:**

Access to asbestos-containing materials must be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. A plan or register showing the location of all asbestos-containing materials and presumed asbestos-containing materials must be made available. Systems must be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

### **Procedures for Dealing with Health and Safety Issues:**

Where an employee raises a health and safety problem related to work with asbestos, the organisation will:

1. Take all necessary steps to investigate the circumstances.
2. Take corrective measures where appropriate.
3. Advise the employee of actions taken.

Where a problem arises relating to the condition of asbestos-containing material on the premises or during work with an asbestos-containing material, the employee must:

1. Inform a responsible person immediately, usually a supervisor or manager.
2. In the case of an accident or emergency, respond quickly to ensure effective treatment.

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**Asbestos** (continued)..

**Safe System of Work:**

Asbestos is hazardous to employees and others if asbestos fibres are inhaled. The formation of airborne asbestos fibres can be prevented if asbestos-containing materials in the premises are maintained in good condition and not damaged. This can be achieved if employees:

1. Do not carry out any work on the fabric of the premises without consulting the nominated person
2. Do not work on asbestos-containing materials without carrying out an assessment of the risk
3. Follow the written plan at work
4. Use the control measures identified as being necessary to carry out the work without risk to health
5. Report any damage to, or deterioration of, asbestos-containing materials and any incidents that occur during work with asbestos.

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## 2.17 Health Surveillance

The HSE estimates that 2,000,000 people within the UK currently suffer from an illness caused by, or made worse by the working environment. In accordance with section 19 of our management system, we provide employees with training to ensure they can carry out self-health checks and report any health issues to the nominated person. Health surveillance questionnaires are offered to all employees and they are requested to complete such upon employment and then annually. The forms can then be checked and health surveillance issues considered. To assist Oaklan Ltd with the provision of healthy workforce, the following procedures are to be adopted even though the exposure may be minimal and infrequent;

Oaklan Ltd will provide health surveillance where there is an identifiable disease or adverse health condition relating to the works concerned, provided that it is possible to be detected and there is a reasonable likelihood that it may occur under working conditions. Contractors and Sub-contractors will be expected to undertake health surveillance for their employees as is appropriate to the works.

Oaklan Ltd will provide training in order that employees can undertake self-health checks. Employees are to be made aware that any feelings of ill health must be reported to Mr Rory Gibbons who would then assess the need for professional health surveillance assistance.

### **Vibration**

All employees will be requested to complete a pre placement questionnaire and then an annual questionnaire. Vibration assessments will be undertaken and appropriate control measures adopted such as job rotation, equipment checks and the wearing of PPE.

### **Noise**

Whilst noise levels should not regularly exceed 80 dB(A) or even occasionally exceed the upper exposure action value (87 dB(A)), Oaklan Ltd will undertake training to inform employees of the hazards associated with exposure to excessive noise. Noise levels will be assessed with information gained from suppliers of equipment through our joint noise and vibration assessments and monitor the works accordingly.

### **Skin Disorders**

The fine particles of cement, often mixed with sand or other aggregates to make mortar or concrete, can abrade the skin and cause irritation resulting in dermatitis. With treatment, irritant dermatitis will usually clear up. However, if exposure continues over a longer period the condition will get worse and the individual is then more susceptible to allergic dermatitis. Employees will therefore be trained and informed to ensure hands and exposed parts of the body are protected from cement or other irritants, carry out self health checks and to report any skin disorders to Mr Rory Gibbons.

### **Respiratory Disease**

The respiratory diseases of construction workers may include pneumoconiosis arising from silica (silicosis) or other respiratory conditions. Smoking can contribute to the respiratory damage and the risk of these diseases. Whilst exposure is low, Oaklan Ltd issues respiratory protection for work with concrete cutting operations or work which creates dusts that cannot be controlled at source, employees may be requested to complete a questionnaire as part of the health surveillance process and be subject to qualitative face fit tests.

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## 2.18 Risk Assessments

Risk assessments are undertaken by the company management team and where applicable assisted by persons with relevant knowledge and experience of the work process or procedure. This is carried out prior to work commencing, aided by pre-tender health and safety plans, information from clients and contractors, using industry gained knowledge, and via professional assistance where required.

The management during site visits and inspections and at periodic intervals, or after any accident or incident then review the assessments. The outcome of the assessment and safe systems of work derived are then conveyed to the relevant personnel prior to commencing work.

Although we use generic risk assessments, our assessments include an amendments page that must be signed of by the supervisor to ensure they are pertinent to the works. Should any work practice, procedure or workplace differ, warranting the provision of a site-specific assessment; these will be undertaken.

To complete a risk assessment we identify the task, recognise the hazards and determine who is at risk. Initial control measures (what we already do) are entered into the first section where we can assess (using the matrix at the bottom of the page) the risk rating. We then add further control measures to ensure the risk rating is as low as possible and the rating is entered in the next box. The further actions to reduce risks normally determine the on-site management issues must be checked off by the person in control of the documentation on site and ensure this has been completed. The assessment then has an amendment section that can be used on site to add any further control measures. The outcome of the assessment is then conveyed to the workforce prior to commencement of work.

In short:

- ❑ We identify the activity covered, the workplace, procedure, working practices and substances used etc.
- ❑ Recognise who may be harmed.
- ❑ Identify the hazards associated with the task.

Recognise best practice and try to adhere to such at all times.

- ❑ Implement further actions and controls where applicable, (substitution for a different method etc).
- ❑ Evaluate the risk with the control measures implemented and if the category remains high consider alternatives before permitting any work to progress.
- ❑ Identify the management procedures.
- ❑ Review periodically.
- ❑ A risk assessment form is contained in section 2 of our manual.

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## 2.19 Personal Protective Equipment

The requirement for the provision of personal protective equipment (PPE) is usually determined by risk assessments. PPE is only used as a last resort where risks to health and safety cannot be adequately controlled by other means.

### It is our policy to:

- ❑ Provide personal protective equipment where a risk assessment has concluded that PPE is required.
- ❑ Ensure that all PPE will adequately protect the individual from the hazard, fits properly and is comfortable.
- ❑ Provide personal protective equipment that conforms to British and European Standards.
- ❑ Provide members of staff using PPE with appropriate information, instruction and training.
- ❑ Supervise and monitor staff to ensure PPE is being used correctly.
- ❑ Keep a record of PPE issued (see section 7 of our management system).
- ❑ Discipline employees who fail to wear or repeatedly refuse to wear PPE appropriately.

## 2.20 Vibration

Oaklan Ltd recognises that certain procedures, tools and equipment have the potential to create vibration that could affect the health and safety of employees.

To assess the work process or equipment we would do the following:

- ❑ Observe the work process and tools used and ensure the operators are using the equipment as instructed.
- ❑ Assess how many employees use the tools and equipment, on what and where.
- ❑ Ensure enough breaks are available.
- ❑ Ask the operators of the work equipment of any health effects.
- ❑ Check accident/incident reporting to ensure operatives are not complaining of numbness or tingling in their hands or fingers.

We would then:

- ❑ Check to see if the process could be re-designed.
- ❑ Check to see if lower vibration processes are available.
- ❑ Check to see if the operation could be mechanised. When this is considered, we would check that this would not create further problems, such as whole body vibration, when switching a manual operated breaker onto a machine fixed breaker.

When purchasing or hiring equipment, an emphasis will be placed upon obtaining the appropriate tools for the job, used by trained operatives and maintained accordingly. Protective equipment will be offered and whilst gloves may not reduce the vibration exposure, keeping the hands warm will improve circulation and can protect the hands from sharp or flying particles. The gloves however must fit correctly to ensure grip.

**We expect contractors working on any site controlled by Oaklan Ltd to abide by these rules.**

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## 2.21 Traffic Management

Oaklan Ltd appreciates that a significant number of accidents and fatalities are due to poor traffic management. We will therefore ensure, prior to commencement of works, a suitable traffic management plan is drawn up and revised where necessary throughout the duration of the project.

The arrangements of the traffic management plan will be displayed accordingly and conveyed to all operatives and visitors during the site induction and where appropriate through toolbox talks.

Where practicable, all construction sites under the control of Oaklan Ltd will have appropriate segregated entrances for pedestrians and vehicles with appropriate crossing points throughout the site.

## 2.22 Protection of the General Public

In many areas where Oaklan Ltd undertakes its works, it may interface with the general public, we will therefore, through appropriate assessments, assess the risks and put in control measures to ensure their health and safety so far as is reasonably practicable.

## 2.23 Alcohol and Drug Abuse

Alcohol and drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the health and safety of themselves and others on site. Therefore, it is the policy of Oaklan Ltd that any person known to be, or strongly suspected of being, affected by drugs or alcohol must be referred to the appropriate manager and then removed from site.

It would be noted that other symptoms suggesting that a person could be under the influence of alcohol or drugs, such as heat exhaustion, hypothermia or diabetes, and these would be taken into consideration at the time. These conditions, whilst still requiring the individual to be removed from site for safety reasons, will obviously affect any disciplinary procedures. Therefore, if there is any doubt of the person's condition or cause of their condition, medical assistance must be summoned immediately.

If an employee is on prescribed medication, they must inform their supervisor immediately to ensure the work required of said employee can be assessed and amended accordingly. Whether they are to continue work on site will be dependant on the type of medication prescribed and any restrictions given to such.

Employees and sub-contractors must inform the site manager or the immediate supervisor if they are taking any prescribed medication or if they have any current disabilities or injuries that could affect the way in which they work.

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## 2.24 Mobile Cranes / Lifting Operations

When undertaking any lifting operations with the use of mobile cranes on site the form 'Permit to Operate a Crane' will be used and the following procedure adopted:

- ❑ We will ensure that a person has visited site in order to make his assessments and plan the lift.
- ❑ We will obtain proof of his competence, i.e. appointed person certificate.
- ❑ We will ensure that the lifting plan is in place and that all involved with the lift are familiar with its content. It should include the crane lifting position, weights of items to be lifted, safe working loads etc.
- ❑ When the operatives arrive on site, we will give them a safety induction and include any critical points in the method statement (it may also be appropriate to give a toolbox talk at this point). We will point out that no lift is to be undertaken unless it is uniformly slung. We will ensure that they are familiar with the lifting plan and get them to sign to confirm this as well as signing to confirm that they have received the induction. We will also instruct a supervisor, banksman/slinger to be present at all times.
- ❑ We will obtain proof of competencies, in particular the crane driver and slinger banksman.
- ❑ We will obtain a copy of the 12 monthly certificate of thorough examination of the crane.
- ❑ We will obtain copies of the 6 monthly test certificates for any lifting accessories to be used, i.e. chains, slings and shackles etc.
- ❑ We will obtain copies of the driver's weekly inspections and check that nothing is potentially dangerous on the inspection sheet.

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## 2.25 Scaffolding

Only suitably qualified scaffolders will be permitted to erect scaffold on any of Oaklan Ltd's sites and, depending on the complexity of the scaffold, the scaffold contractor will be asked to offer a scaffold plan prior to commencement of works.

All scaffolds must be assessed accordingly and any scaffold that requires a plan due to the complexity of the scaffold or loadings due to wind etc. must have the plan created and loadings calculated prior to erection. A copy of this plan should then be retained within the site office and include the safe erection and dismantling procedures.

The scaffolders must be trained to the appropriate standards and be holders of either a CISRS or CSCS Card or equivalent, as well as having the appropriate aptitude, attitude, fitness and experience for the type of work undertaken. Those scaffolders at trainee level must always be accompanied by a qualified scaffolder and all scaffolders will be asked for copies of proof of training prior to commencement of works.

Scaffolds must also be erected in accordance with BS5973 BS EN 12811-1, industry guidance and in accordance with current statute.

Any person who is required to work from a scaffold must be suitably competent and aware of the loading capacities.

All scaffolds will be inspected in accordance with current regulations and the records retained at the company head office for a further three months from the end of the project.

## 2.26 Monitoring

Oaklan Ltd will monitor the works on a daily basis and complete the relevant pro-forma as required. Section 14 of our management system includes a number of inspection pro-forma and when completed by the site management team, are submitted to the directors for review and monitoring purposes, and to ensure our health and safety standards are being adhered to.

The safety advisor will also visit sites on a periodic basis and will issue a report both on site and to the head office.

Where contractors have the use of their own health and safety advisors/managers, these will be welcomed onto site and any advice will be considered.

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## 2.27 Manual Handling

It is the policy of Oaklan Ltd that, wherever possible, we will make use of mechanical means to lift and transport items around or to the places of work. Where mechanical means is impracticable a manual handling assessment will be undertaken on our pro forma (contained in part 5 of the Safety Manual).

When assessing the manual handling implications consideration must be given to:

- Avoiding the manual handling.
- Mechanising the task.
- Automating the task.

When considering the load, is it:

- Heavy (find out the weight)?
- Difficult to grip?
- Unstable?
- Harmful (sharp or hot for example)?

Assess the person required to lift the load and ask:

- Is the person physically capable (not a young person)?
- Trained in the safe lifting techniques?
- Offered and wearing appropriate personal protective equipment?

Check the ground conditions, are they:

- Even and level?
- Wet or slippery?
- Is there sufficient space?
- Is there sufficient lighting?

Consider the movement of the load and ask if:

- It requires unusual body movement, twisting etc.
- Carrying long distances or up stairs.
- Is there strenuous pushing or pulling?
- Could the load move unpredictably?

The provision of mechanical means for moving loads must always be considered over manual handling.

Contractors will be expected to assess manual handling accordingly and offer appropriate training to all employees.

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## 2.28 Fork Lift Trucks

Fork lift trucks must only be operated by trained, competent personnel who prove such by providing a copy of the training prior to operating such equipment; a copy of this should then be retained in the company register.

Prior to use, the FLT must be inspected each day and a record retained weekly either in the cab or within the site office, the latter being the more approved method as this can then be checked by site management.

The use of rough terrain FLT's is the normal requirement for a construction site. The site however must permit safe use of the vehicle by maintaining traffic routes and pedestrian segregation, providing stop blocks adjacent to edges, ensuring aids to offer all round vision are fitted and that loads are appropriate for the FLT and secure etc.

## 2.29 Head Protection

When working on a construction site and in ANY location with the potential for head injury (under scaffold, in the vicinity of plant or machinery) head protection must be worn in accordance with The Personal Protective Equipment Regulations (amended).

Where applicable, Oaklan Ltd will deem the construction site a hard hat site and all managers will set a personal example by wearing head protection and admonish those who fail to comply.

Any person who fails to abide by Oaklan Ltd head protection rules will be asked to leave the site.

Where there is no risk of head injury, normally during finishing stages, the site manager will take responsibility for relaxing the rules on head protection, bearing in mind that no danger exists.

## 2.30 Welfare

When acting as principal contractor, welfare facilities will be provided with current statute and include:

- ❑ Adequate toilet facilities that will be flushing toilets where reasonably practicable.
- ❑ Appropriate washing facilities with a sufficient basin, supply of hot and cold or warm running water, soap and towels.
- ❑ Appropriate facilities for rest and to shelter from inclement weather, with seating and tables.
- ❑ A supply of wholesome drinking water, that will be marked drinking water.
- ❑ A means of boiling water.
- ❑ A means for storing and drying clothing (a drying room where appropriate).
- ❑ A means for heating food.
- ❑ Heating where appropriate. (Where LPG supplies heating, cylinders must be stored in a safe, well ventilated area).

Arrangements must be made to ensure the welfare facilities are kept clean.

**WELFARE FACILITIES SHOULD NOT BE USED A STORE FOR MATERIALS OR EQUIPMENT.**

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### 2.31 Work At Height

Prior to any work at height being undertaken, an assessment of the risk must be carried out to ensure that all reasonable precautions are taken to minimise the risks and to justify the selection of the means of access. The risk assessment must also seek to minimise the risks of objects falling from height.

No minimum height has been determined and therefore even work on a step-up should be assessed.

In all cases of work at height, appropriate information, instruction and training should be offered.

When carrying out the risk assessment for work at height, consideration must be given to ensure the work is properly planned, supervised and carried out in a safe manner. The weather conditions and rescue procedures should also be considered.

When planning work at height the following principles must be adhered to:

1. Avoid the work at height where possible.
2. Avoid falls by providing work platforms with appropriate edge protection.
3. Use collective fall arrest such as nets.
4. Use fall arrest equipment.
5. Ladders and stepladders.

When using the aforementioned for planning and assessing work at height, consider firstly if the work at height can be avoided, can the work be assembled at ground level? If not look at using existing means of access ensuring it is suitable for the work to be carried out (do not work from fragile surfaces). Where existing access is not available, determine the safest method available considering the following:

1. The duration of the work.
2. Number of persons.
3. Ground conditions.
4. Space available.
5. Effect that it may have on other trades.

In short, the equipment for work at height must:

1. Be suitable for the work required and any loadings.
2. Allow safe access/egress.
3. Is the most suitable work equipment given the risks.
4. Avoid the risk of falling objects.

Tower scaffolds, ladders and stepladders must be assessed accordingly and only used where the risk assessment permits.

All equipment for work at height must be inspected accordingly and in line with current statute.

Weather conditions must always be considered when working at height, be they high winds, heavy rain, snow or ice, and work must be stopped should this create a risk to health and safety.

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## 2.32 CDM

Prior to accepting any contract, we satisfy ourselves that we are both competent and could allocate appropriate resources to ensure the works could be undertaken and managed in a safe manner.

We will satisfy ourselves that the clients are aware of their duties by assessing all information gained from them and where we think they may be failing to comply with the aforementioned regulations, we advise the client accordingly, (within our capabilities).

Oaklan Ltd will manage health and safety by appropriate planning, co-ordination of works and risk control.

This plan will be in a written format for any construction works, prepared before construction works commence and the complexity of such will depend on the risks. The plan will be prepared with information gained from the Client/Principal Designer and developed with, and offered to contractors and the self-employed, where applicable, in good time to ensure we can plan our works accordingly. The plan will then be kept up to date as the works progress. Where any works are considered high risk, Oaklan Ltd would seek appropriate competent advice and this would be included in any plan prior to commencement.

We will satisfy ourselves through questionnaires or pre-contract meetings that the designers and contractors are competent and have adequate resources and that the client is aware of their duties under CDM 2015.

During the construction phase, we will ensure appropriate co-ordination and co-operation with contractors to enable safe systems of works and where practicable, we will hold periodic contractor meetings on site to discuss health and safety issues. We will also arrange appropriate health and safety inspections of the works.

When acting as Principal Contractors we shall ensure;

- Suitable site inductions are provided
- Take reasonable steps to prevent unauthorised access
- Workers are consulted and engaged in Health and Safety
- Welfare Facilities are provided

We will liaise with the Principal Designer on any design carried throughout the project by arranging mutually convenient meetings. At the end of the project, we will provide the Principal Designer with appropriate information as required for inclusion in the Health and Safety File.

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**2.33 First Aid**

In order to maintain compliance with The Health and Safety (First Aid) Regulations 1981, Oaklan Ltd will assess the provision of first aid and implement such as appropriate.

The minimum first-aid provision for each work site is:

- A suitably stocked first-aid container.
- The site manager will be responsible for ensuring the placement of the box within the site environment and informing all operatives of it's location, that it is maintained and suitably stocked
- A person appointed to take charge of first-aid arrangements.
- Information for employees on first-aid arrangements/procedures.

A suitable sign will be displayed in an appropriate location - Adjacent to the staff kitchen in the office - to enable all personnel to be aware of the first aid facilities and appropriate personnel. This information will also be given in any site induction or company training.

Mr Gibbons is responsible for assessing all the first aid boxes periodically to ensure they are appropriately stocked and to identify any unreported accidents when stocks are depleted.

Each first aid box is issued to every vehicle and every site with the vehicle operator and site manager having the responsibilities for such.

When Oaklan Ltd undertakes any work activities on other clients sites and first aid provision is already available, we would request that the first aid facilities be made available to employees and contractors of Oaklan Ltd should the need arise.

**2.34 Cooperation and communication with third parties**

It is the policy of Oaklan Ltd to co-operate and communicate with other employers on matters of health and safety, where their respective employees are sharing the same workplace, and in particular, on construction sites where The Construction (Design & Management) Regulations apply.

Policy and procedures will also be made available to any other legitimately interested party. Constructive comments on safety are encouraged from all parties.

Oaklan Ltd would expect all others to pass on relevant Health and Safety information, which they believe to be relevant, including any method statements and risk assessments that may be applicable to employees of Oaklan Ltd (THIS MUST INCLUDE FIRE AND EMERGENCY PROCEDURES).

It is our policy to abide by rules laid down clients (including emergency procedures, site speed limits and reversing operations etc) and attend any meetings and induction training as required to ensure safe working practices can be observed.

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## 2.35 Procedures for Non English Speakers

As part of our company procedures to ensure our obligations are met with regard to equal opportunities, we would endeavour to implement the following when employing non English Speaking Persons

### **Buddy System**

By using English speaking compatriots to act as interpreters to pass on information and act as a minder for the non-English speaker.

### **Procurement of Contractors**

During the procurement stages and during completion of contractor assessment forms, Contractors would be asked if they have addressed the problem of workers, not competent in the English language, receiving appropriate safety briefings before commencing work, and that appropriate arrangements will be put in place for safety instructions to be effectively communicated to all before a contract is issued.

### **Guidance**

We would provide information in various languages and formats: videos, clear diagrams, pictograms, employee pocket books can be used for providing critical and emergency information.

### **Induction**

We would provide a welcome sheet by holding inductions in a variety of languages where appropriate. People unable to read or write would be encouraged to speak to site management where further support could be given.

### **Supervision**

The need for increased supervision in instances where a high number of workers whose first language is not English, would be considered by using bi-lingual Supervisors.

### **Training**

We would pass on safety information to those with a poor command of the English language whether written or spoken by improving a workers use of English or providing safety training in other languages.

### **Translations/translators**

Where many of the workforce has difficulty with the English language we would provide individuals with a list of commonly used words and meanings that are not readily replaced by pictograms, providing simple instructions and guidelines in a number of common foreign languages, ensuring that gangs of foreign operatives have at least one bilingual member to act as an interpreter, providing information including method statements in an employee's native language.

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**2.36 The Workplace (Health, Safety and Welfare) Regulations 1992**

Oaklan Ltd will ensure that suitable arrangements are made with respect to the provision of welfare facilities within their offices. This will include adequate sanitary and wash facilities, adequate ventilation, temperature and humidity, adequate working space with suitably arranged workstations and so far as is reasonably practicable appropriate lighting.

Housekeeping shall be maintained at the highest standards ensuring walkways; traffic routes and emergency exits are clearly marked and kept clear from obstruction.

Adequate facilities will be provided for the safe storage of articles and substances, used in the process such as cleaning material, lubricants etc. with suitable information and warning signs posted. Sufficient facilities and methods for handling spillages will be maintained and suitable training provided to employees with respect to appropriate action that should be taken.

Adequate sanitation/washing facilities with the provision of drinking water shall also be maintained. Where necessary persons will be appointed to ensure that as far as is reasonably practicable that these are maintained in a suitable condition.

The Senior Management or delegated representative will be responsible for carrying out safety/welfare inspections within offices on a regular basis to ensure that these arrangements are being maintained as part of the Health and Safety.

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## 2.37 Confined Spaces

It is the policy of the Oaklan Ltd to take all reasonable steps to secure the health and safety of those employees and others who are required to make entry into any chamber, tank, vat, pit, pipe, flue or other similar confined space, if dangerous fumes are likely to be present, or the proportion of oxygen in the air is likely to be reduced.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of Oaklan Ltd to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all employees and personnel generally. There will be full consultation with employees through existing channels of communication. The person responsible for implementing this policy is Mr Gerard Scanlan.

### **Arrangements for Securing the Health and Safety of Workers**

The company will, in consultation with employees and all personnel generally:

- ❑ Provide such information, instruction and training as is necessary to enable the appointment of "competent persons" capable of carrying out risk assessments when entry into confined spaces is planned.
- ❑ Maintain a documented permit to work system which must be used whenever entry into "confined spaces" is required.

When entry into confined spaces is required for employees:

- ❑ Maintain sufficient serviceable sets of appropriate breathing apparatus (and, if applicable, safety belts and ropes) to ensure safe entry where there is danger from gases, fumes, vapours, etc. or where there is liable to be a deficiency of oxygen.
- ❑ Provide training in the use of breathing apparatus (and safety ropes where necessary) for those employees who may be required to use such equipment when working in confined spaces.

When entry into confined spaces by contractors and subcontractor (including the self-employed) is required:

- ❑ Ensure that only serviceable sets of approved breathing apparatus (and safety ropes) are used so as to allow safe entry into confined spaces where there is danger from gases, fumes, vapours, etc. or where there is a deficiency of oxygen.
- ❑ Ensure that users of breathing apparatus and safety ropes have received adequate training in its use.
- ❑ Provide such equipment and resources as are necessary to safely carry out entry into confined spaces.

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**Confined Spaces** (continued)..**Procedures for Dealing with Health and Safety Issues**

Where an employee raises a matter related to health and safety associated with work in confined spaces, Oaklan Ltd will:

- ❑ Take all necessary steps to investigate the circumstances.
- ❑ Take corrective measures where appropriate.
- ❑ Advise the employee of actions taken.

Where a problem arises associated with work in confined spaces, the employee must adopt the following procedures:

- ❑ Inform a responsible person immediately.
- ❑ In the case of an adverse health condition, advise the nominated person and his or her own general practitioner.

**Information and Training**

Oaklan Ltd will provide sufficient information, instruction and training as is necessary to ensure the health and safety of workers who are required to enter into confined spaces.

Managers and supervisors who are responsible for workers required who enter confined spaces will also be given appropriate training.

**Summary Policy Statement**

When the proper precautions are adhered to, there is no reason why employees should not safely enter confined spaces during the course of their work. Following the three steps below will help to ensure that work is without significant risk:

1. Find out as much information about the confined space as possible, including details of any previous contents and their associated hazards.
2. Never enter a confined space without the knowledge of others.
3. Always prepare thoroughly for work and adhere strictly to the rules of any permit to work system that applies.

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### 2.38 Leptospirosis (Weil's Disease)

Personnel working in areas where there may be contact with rat's urine, or in and around water where rats may be present, face a potential risk of contracting Leptospirosis or 'Weil's Disease'

The infection can enter the body via damaged skin or by accidental ingestion through the eyes, nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage.

#### **Areas of risk include:**

Sewers

Drains

Water courses

Canals

Docks

Derelict buildings

Rubbish tips

Farms

and other locations where rat infestation is likely to occur.

Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a water proof dressing.

After contact with raw water, the hands and forearms should be thoroughly washed with soap and water, especially before eating, drinking and smoking.

Personnel should also avoid rubbing their nose, mouth or eyes during work.

In its early stages Leptospirosis has 'influenza-like' symptoms. **EARLY DIAGNOSIS IS ESSENTIAL.**

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## 2.39 Visual Display Units (VDU's)

### Working with VDUs

Employees who work regularly for most of the working day with VDUs are entitled to have their work station assessed. Oaklan Ltd will arrange for the provision of:

- suitable chairs
- foot rests
- antiglare screens
- wrist rests
- window blinds

Guidance shall be provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

Oaklan Ltd will meet the cost of an annual eye test, and this should be arranged with Sandie Bennett.

Oaklan Ltd will meet the cost of a NHS pair of spectacles if a member of staff requires spectacles solely and exclusively for VDU use.

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## 2.40 Lone Working

### Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

As a company we aim to, where reasonably practicable, to protect all lone workers involved in our operations. The following guidelines are to be implemented by both repair and maintenance staff whose work is primarily entering other properties or establishments to undertake work

### Lone Working Guidelines

All lone workers are to notify a member of staff prior to works commencing, this can be verbally, in person or computer based.

As our maintenance Engineers arrive and leave each job they are to log in on the computer or phone the office to confirm arrival and departure.

### Managers

- To identify all staff likely to work regularly in isolation from their colleagues.
- To assess the risks that such lone working presents.
- Having assessed the risks, to decide whether lone working is reasonable or not in these situations.
- To report to the line Manager any situation where the risks cannot be controlled.
- If lone working is considered reasonable, then the manager must ensure that suitable precautions are in place, such as:

Mobile telephones/radios

Team working

Giving information on known risks

Reporting in procedures

Personal alarms

Recording identified risks on the local risk register.

- To ensure all staff that work alone are made aware of this policy.

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**Lone Working** (continued)...

**Employees**

- Identify any activity carried out by them which will involve them working alone for more than one hour.
- Comply with any precautionary measures including guidelines laid down by managers such as a “buddy system”.
- Provide any of the following information that may be needed to set up a safe system of work:
  - Working alone at the beginning and end of the normal working hours
  - Daily out of base work place
  - Detail of the make, model, colour and registration number of the vehicle being used.
  - Notifying any changes to the daily out of base work plan (i.e. ad-hoc or “spur of the moment” visits).
  - Informing key person (“buddy”) on return to base.
- Report to their managers any unsafe or potentially unsafe situations, and to report incidents in which violence or aggression or threats using the incident reporting procedure.
- Take reasonable care for their own safety and not expose themselves to unnecessary risk.
- To attend any training provided.

**Emergency Protocol**

1. Contact the designated member of management, giving details of the occurrence.
2. Call the appropriate emergency services if required.
3. If safe exit the building, or wait until emergency assistance arrives.
4. Contact the designated member of management to update.

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