Story Decorating Group Ltd

H&S001 Health And Safety Policy

It is the policy of STORY DECORATING GROUP LIMITED, as far as is reasonably practicable, to comply with the terms of required legislation in order to provide and maintain a healthy and safe working environment for all employees, clients, visitors, contractors, temporary workers, as well as members of the public who may be affected by our activities. Relevant Legislation includes:

- Health & Safety at Work Act 1974 (HSAW 1974)
- Construction Design Management Regulations 2015 (CDM 2015)

STORY DECORATING GROUP LIMITED will therefore endeavour to ensure that:

- Business decisions consider health and safety requirements.
- Engagement, involvement & participation in health and safety is encouraged.
- Risk Assessments are compiled and briefed to staff.
- Instruction, information, supervision & training is provided.
- Safe and healthy working conditions & environments are provided.
- Tools and equipment are provided and maintained in a safe working condition.
- Suitable & sufficient Personal Protective Equipment (PPE) will be provided and replaced.
- Safe systems of work as reviewed in accordance with best practice & legal requirements.

STORY DECORATING GROUP LIMITED are committed to:

- Reducing the incidence of personal injury and occupational ill health.
- Providing adequate resource & funding to improve health and safety.
- Encouraging & supporting staff to promote health and safety improvements.
- Providing clients with competent staff with the ability to work in accordance with health and safety requirements.
- Communicating health and safety aspects at every opportunity.

Our commitment to health and safety is supported by Sanderson Safety Ltd, who provides our business with access to competent health and safety advice.

This policy will be reviewed annually, or as significant change occurs (whichever is the earlier).

Signed for on and behalf of the company:

Signed:  Robert Story, Managing Director

Date: 21st January 2026 To be reviewed: 20th Jan 2027

HEALTH AND SAFETY ARRANGEMENTS

		Page
H&S Roles & Responsibilities	Link	3 – 5
Accident Reporting	Link	6
Asbestos Containing Materials (ACM)	Link	6
Behavioural Management	Link	7
Building Safety Act (BSA)	Link	7
Communication, Participation and Feedback	Link	8
Construction Design Management Regulations 2015 (CDM 2015)	Link	9
Contractors (Including Sub-contractors)	Link	10
Control of Substances Hazardous to Health (COSHH)	Link	10
DSE – Display Screen Equipment	Link	10
Drugs & Alcohol	Link	11
Electrical Equipment	Link	11
Emergency Procedures (including fire)	Link	12
Expectant Mothers (pregnancy)	Link	13
Fatigue	Link	13
First Aid	Link	13
General Health & Safety Rules	Link	14
Health Aspects	Link	14
Housekeeping	Link	15
Legal Requirements	Link	15
Legionella	Link	16
Lone Working	Link	16
Manual Handling & Lifting	Link	16
Mental Health and Wellbeing	Link	17
Mobile Phones, Satellite Navigation & Electronic Devices	Link	17
Monitoring & Review	Link	18
Notices	Link	18
Noise	Link	18
Personal Protective Equipment/Clothing (PPE)	Link	19
Risk Assessment & Method Statement (RAMS)	Link	20
Smoking and use of E-Cigarettes / Vapes	Link	21
Training	Link	21
Vehicles & Mobile Plant	Link	21
Vibration	Link	22
Waste	Link	22
Welfare Facilities	Link	22
Work Equipment	Link	22
Working at Heights (Including Ladders)	Link	23
Young Persons at Work	Link	23

HEALTH AND SAFETY ROLES & RESPONSIBILITIES

Responsibilities for health and safety have been identified within the following key roles:
Please refer to current organisational chart for additional details.
Sub-contractors' responsibilities will be described in the "Contractors" section.

Managing Director - Robert Story:

- Overall responsibility for Health and Safety within the company.
- Monitor the effectiveness of the health and safety policy & performance (including site visits).
- Provide leadership & set a personal example to promote a positive health & safety culture.
- Assign health and safety responsibilities.
- Undertake to consider health & safety when making business decisions.
- Ensure that inductions are provided to senior business appointments.
- Provide adequate resource & funding to improve health and safety.
- Organise regular meetings with staff to communicate health & safety aspects.
- Seek competent health and safety advice by engaging Sanderson Safety Ltd.
- Communicate with Clients/Principal Contractor to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

Operations Director

- Provide leadership & set a personal example to promote a positive health & safety culture.
- Provide adequate resource & funding to improve health and safety.
- Ensure that inductions are provided to staff appointed under their direct control.
- Monitor the effectiveness of the health and safety policy & performance (including site visits).
- Assign health and safety responsibilities.
- Undertake to consider health & safety when making business decisions.
- Ensure that risk assessments are available & are periodically reviewed for offices (namely):
    - ✓ General office risk assessments.
    - ✓ Fire risk assessments.
    - ✓ Portable appliance testing (PAT).
    - ✓ Display screen assessments.
    - ✓ Servicing of fire alarms extinguishers.
- Liaise with Sanderson Safety Ltd to assist in the delivery of items identified above.

Health & Safety Consultant – Sanderson Safety Ltd:

- Acts as 'Competent Person' with regards to our CDM responsibilities
- Monitor the effectiveness of the health and safety policy & performance (including site visits).
- Provide leadership & set a personal example to promote a positive health & safety culture.
- Provide competent health and safety advice to the business.
- Undertake an annual review of health and safety documentation.
- Communicate with Clients/Principal Contractor to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

Systems Co-ordinator

- Manage the business Integrated Management System.
- Complete Pre-Qualification Questionnaires requested by Clients/Principal Contractor
- Set a personal example to promote a positive health & safety culture.
- Audit and monitor company activities to ensure compliance with policies and procedures, and raise non-conformances where appropriate

Contract Managers

- Provide leadership & set a personal example to promote a positive health & safety culture.
- Ensure that inductions are provided to staff appointed under their direct control.
- Monitor the effectiveness of the health and safety policy & performance (including site visits).
- Assign health and safety responsibilities.
- Undertake to consider health & safety when making business decisions.
- Ensure that adequate resources & funding are available on each project.
- Ensure that risk assessments & method statements (RAMS) are produced for each project & periodically reviewed to ensure that they are 'fit for purpose'.
- Ensure that Site Supervisors brief the contents of RAMS to Site Operatives.
- Ensure that all Site Operatives are wearing appropriate Personal Protective Equipment (PPE).
- Ensure that accidents, incidents & near misses are fully investigated in accordance with company requirements.
- Communicate with Clients/Principal Contractor to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

Site Supervisors

- Provide leadership & set a personal example to promote a positive health & safety culture.
- Ensure that inductions are provided to staff appointed under their direct control.
- Ensure that risk assessments & method statements (RAMS) are briefed for each project & periodically reviewed to ensure that they are 'fit for purpose'.
- Ensure that tools & equipment are in good condition & regularly inspected and maintained.
- Conduct daily health & safety tours and return 'two documented inspections' per month to HQ.
- Conduct toolbox talks and return 'two documented talks' per month to HQ.
- Ensure that all Site Operatives are wearing appropriate Personal Protective Equipment (PPE).
- Report accidents, incidents & near-misses in accordance with company requirements.
- Communicate with Clients/Principal Contractor to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

All Employees

- Act upon the advice given by the Competent Person and Cooperate with requirements associated with health and safety.
- Set a personal example by working safely (to promote a positive health & safety culture).
- Take care for your health & safety & for those who may be affected by your acts or omissions.
- Avoid intentionally or reckless behaviours likely to affect health and safety.
- Only conduct activities that you have been specifically trained to carry out.
- Ensure that you have received a site induction & RAMS briefing on every project.
- Ensure that tools & equipment are in good condition & regularly inspected and maintained.
- Ensure that all you are wearing appropriate & clean Personal Protective Equipment (PPE).
- Report defects to tools, equipment and PPE to ensure that repairs/replacement is organised.
- Report accidents, incidents & near-misses in accordance with requirements.
- Attend toolbox talks, training & briefings provided in the interests of health & safety.
- Report any concerns and/or make recommendations that are likely to improve health & safety.

HEALTH AND SAFETY ARRANGEMENTS

Accident Reporting

Accident reporting requirements will be conveyed to Staff during inductions & will be reminded through handbooks, toolbox talks, newsletters, notice boards, etc.

Accidents to employees, clients/principal contractor, visitors, contractors, temporary workers, as well as members of the public will be investigated to establish root cause and actions necessary to prevent reoccurrence.

Investigations of incidents, accidents and near misses will aim to discover any underlying aspects of negative human behaviour which may have been involved.

Accident books or Accident Investigation Forms complying with the Social Security (Claims & payment) Regulations will be made available in prominent locations (within offices and on projects).

Investigation reports & accident book entries will be cascaded from the responsible person to Head Office (for further involvement by the senior management team).

The senior team will involve the Health & Safety Consultant (Sanderson Safety Ltd) if deemed necessary (further advice or additional investigations, etc).

The Consultant will assist in the notification of accidents required under the RIDDOR regulations. All accidents that are notifiable under RIDDOR will also be notified to our Insurance Brokers.

Documentation will be scanned electronically, with original documentation kept for 3 years.

Asbestos Containing Materials (ACM)

Discussions will be held with the Client/Principal Contractor regarding asbestos survey prior to commencement of works.

Where ACM are applicable, a safe system of work will be documented in Risk Assessment & Method Statement RAMS. This assessment will include whether work is within the legal capability of the business (& individuals) or if the work needs to be carried out by a licenced contractor.

In essence, the business will avoid working with/in the vicinity of ACM, unless works only involve the surface painting of the product (soffits, panels, etc).
Again, a full assessment will be carried out in association with the Client/Principal Contractor

Asbestos awareness training is carried out for all Site Operatives utilising an interactive training material, assisted by the Health & Safety Consultant.

Asbestos requirements will be conveyed to Staff during inductions & will be reminded through tool box talks, newsletters, notice boards, etc.

Behavioural Management

(With reference to HSG48: Reducing error and influencing behaviour), Human Factors will be considered when investigating incidents or assessing risks.

Story Decorating Group Limited recognises that good leadership is the key to set a good culture of safety, to lead by example and set a visible excellent standard. Managers are expected to set an excellent example of professionalism and personal responsibility. In this way we build trust in decision-making and promote an excellent safety culture.

Additionally, all employees are representatives of the company and as such should display behavioural integrity and take responsibility for their own actions.

In this way we believe that attitudes can by influenced to encourage best practise in all areas of safety.

Negative human behaviour which may have caused increased risk to H&S will be investigated and categorised, to be considered in future risk assessments.

Building Safety Act 2022 (BSA)

We recognise the necessity to manage construction projects in accordance with the Building Safety Act 2022 (BSA) and have developed a separate Policy to outline our approach

With regards to the management of Fire Safety of a building, we do not have any responsibility for Design.

Fire Risk Assessments for our works are included as part of a project's Risk Assessment Method Statement (RAMS) and/or Construction Phase Plan where applicable.

Our trade does not normally involve any Hot Works, however if these are required, they will be suitably risk assessed and precautions communicated.

We have a Whistleblowing Policy which outlines the Company's approach to the Public Interest Disclosure Act and the process for all employees to report any concerns, without any fear of negative repercussions.

We have an Anti-Bribery and Corruption Policy which outlines how the organisation reviews processes against the Bribery Act 2010, and how to report concerns.

Communication, Participation and Feedback

The Company believes in the effective communication of information in order to promote a greater understanding Health and Safety.

In order to be truly effective, the full commitment of everyone is essential.

We recognise that consulting Staff has the following business benefits:

- Healthier & safer workplaces.
- Increased levels of motivation.
- Better efficiency & quality.
- Greater cooperation & trust.
- Valuing the comments and ideas of staff.

The Company will use the following communication methods:

- Notice Boards
- Newsletters / Sage HR
- Tool Box Talks and Company briefings (usually on an annual basis).
- Risk Assessment & Inductions.
- Method Statement (RAMS) briefing.

The company actively promotes safe working for every person. Considerations should be given to those with different communication abilities or challenges such as language barriers or hearing loss, and allowances made.

We do not expect anyone to undertake tasks unless they are competent, have been provided with all relevant information & have suitable PPE (if relevant).

We do not expect staff to conduct tasks, where the risk to themselves or others is considered unacceptable. Everyone has the absolute right to refuse to carry out work, if they believe it is unsafe.

Any refusal to work on the grounds of health & safety, will not incur any disciplinary action or financial penalty & will not jeopardise future work with the company.

Should you have concerns/ideas to improve Health & Safety, contact your Line Manager.

It is the aim to create a supportive environment to allow positive change.
Full engagement with all levels and areas of the organisation is encouraged.
Feedback is welcome and will be reviewed regularly and summarised at management meetings to identify any trends or concerns.

Construction Design Management Regulations (CDM 2015)

We recognise the necessity to manage construction projects in accordance with the Construction Design Management Regulations 2015 (CDM 2015)

We are aware of our duties under Reg 15 as a Contractor to :

- Plan, manage and monitor work under our control
- Comply with directions given by the Client, Principal Designer or Principal Contractor

We have appointed Sanderson Safety Ltd as Health & Safety Consultant and Competent Person to help meet our legal responsibilities.

We have assigned responsibilities in this Policy to our Managing Director in compliance with the Requirements of the Health & Safety at Work Act 1974 and the CDM Regs 2015.

We continue to satisfy our Clients / Principal Contractor by completing their Pre-qualification questionnaires

We work in the role of Contractor for a Principal Contractor, who

- Produces a Construction Phase Health & Safety Plan
- Co-ordinates site activities, delivers site inductions and provides welfare facilities

As a Contractor we will

- Convey our Risk Assessments to those that need to understand them
- Provide appropriate supervision, instruction and information
- Ensure that there is a continual awareness within our organisation on Health & safety matters
- Consider the requirements associated with appointing subcontractors

If we are to act as Principal Contractor, in addition to the above we would also:

- Produce a Construction Phase Health & Safety and Environment Plan (CHSEP)
- Plan, manage, monitor & coordinate health & safety matters on the project
- Appoint competent Contractors to undertake other works, and arrange inductions
- Coordinate site activities, ensure cooperation & coordination
- Consider the requirements associated with site visitors and secure the site to prevent unauthorised access
- Provide suitable Welfare facilities: sanitary and washing facilities, drinking water, changing areas, storage and rest facilities

Contractors (Including Sub-Contractors)

All Contractors will be assessed prior to commencement of work with the organisation.

The assessment will include taking reference regarding previous work conducted and the completion of a health & safety Pre-Qualification Questionnaire (PQQ).

Upon satisfactory receipt of the questionnaire (and insurance details if applicable), Contractors will be added to the approved list.

Contractors on CDM Jobs will be required to provide details of risk assessments, safe system of work and training records prior to commencement of works.

Contractors will receive a site induction (usually carried out by the Principal Contractor) and will be briefed on the project RAMS (sign as an acknowledgement of understanding).

Control of Substances Hazardous to Health (COSHH)

Material Safety Data Sheets (MSDS) will be requested from suppliers and uploaded into the electronic health and safety folder.

Our Health and Safety Consultant has reviewed MSDS & produced COSHH Assessments detailing control measures required for each substance.

COSHH awareness training is carried out for all Site Operatives utilising an interactive training material, assisted by the Health & Safety Consultant.

COSHH requirements are conveyed to Staff during inductions & are reminded through tool box talks, newsletters, notice boards, etc.

COSHH Assessments are produced alongside the risk assessments & method statements (RAMS) produced for each project and are briefed to Site Operatives prior to commencement of works.

Flammable Materials (paints and thinners) will be stored in accordance with requirements that allow a dedicated storage area (usually referred to as a flame-vault), complete with suitable warning notices.

Site Management will monitor compliance in accordance with COSHH Assessments.

Display Screen Equipment (DSE)

A DSE checklist is available in our master form system & is sent to all new starters for completion.

The checklist is designed for the individual completing to identify issues concerning DSE use.

The HR Advisor reviews completed checklists and any remedial corrective actions are organised & reassessed once actions areas are complete.

The above process is repeated upon significant change (change of workstation, etc).

Should a DSE eyesight test and/or corrective spectacles wholly for DSE use be required, the company will contribute to the cost (in accordance with current terms of employment).

Drugs & Alcohol

Requirements contained within our Drug & Alcohol Policy, will be conveyed to staff during inductions & will be reminded via handbooks, toolbox talks, briefings, notice boards, etc.

We comply with relevant legislation relating to substance misuse at work, and ensure measures are in place to prevent persons attending work under the influence of alcohol, illegal drugs, or misused legal substances.

Anyone who takes, sells, buys or possesses non-medical drugs during working hours, on Company/Client premises or in Company vehicles will be committing an act of gross misconduct and are likely to be summarily dismissed.

All of our people can be subject to drug and alcohol testing, either on client sites or administered by us.

Unless authorised by management, our people are expressly forbidden to consume alcohol when at work, which includes travel to and from work.. Any breach of this rule will be treated as gross misconduct and is likely to result in summary dismissal.

It is the responsibility of individuals to notify their Line Manager, regarding prescribed drugs likely to affect their performance or jeopardise others (particularly when driving vehicles and/or operating mobile plant).

Electrical Equipment

All electrical equipment will be supplied, installed, maintained & used in compliance with current statutory requirements.

Electrical equipment will be checked for electrical safety in accordance with Portable Appliance Testing (PAT) requirements, and taken out of use or repaired as required by a qualified electrician.

Maintenance/testing records will be kept for reference/future purposes (kept for 3 years).

Site Operatives are encouraged to carryout user checks prior to commencement of works & report defects in order that repairs can be carried out.

Site Supervisors will include condition checks of electrical equipment as part of the periodic health and safety monitoring.

Emergency Procedures (including fire)

Emergency procedures will be conveyed to Staff during inductions & will be reminded through tool box talks, newsletters, notice boards, etc.

Staff working on Client/Principal Contractor's sites must adhere to the emergency procedures detailed in the site induction.

Staff must familiarise themselves with the position of emergency exits, fire alarms, call points, fire extinguishers and the emergency assembly point.

The following emergency procedure (relating to fire) is provided:

- Sound the alarm at the nearest point and/or shout 'fire, fire, fire'.
- Make an emergency call to the Fire Authority (if safe to do so).
- Only 'tackle the fire' if trained to do so & within your capabilities (no larger than waste paper basket).
- Evacuate the area & proceed to the emergency assembly point (avoid collecting personal belongings).

On hearing the alarm:

- Leave the building by the NEAREST and SAFEST route as quickly as possible.
- Do not run or stop to collect personal belongings.
- Any visitors must be escorted to the emergency assembly point.
- If possible, close doors & windows as you leave (prevent fire from spreading).
- Report to your assembly point to enable a 'role call' to be undertaken.
- Do not return to the building unless authorised to do so.

DO NOT TAKE RISKS – IF IN DOUBT – GET OUT

The fire procedure will also be followed in the event of other emergencies (bomb or terrorist threat).

Alarms are tested weekly & a full fire drill will take place at 6 monthly intervals or as outlined in Fire Risk Assessments. Fire extinguishers are located in prominent locations and are checked annually.

Expectant Mothers (Pregnancy)

The Company operates a Family Friendly Policy which should be referred to.

It is important to advise your Line Manager as soon as pregnancy is confirmed.
An expectant mother risk assessment will be carried out, to ensure that your workplace and indeed tasks do not present any adverse risks.

Any concerns about your ability to continue with allocated tasks whilst pregnant or returning to work after maternity leave, should be discussed with your Line Manager as soon as possible.

Fatigue

The Company is fully committed to managing & mitigating fatigue risks and ensuring our staff are physically fit to perform their duties safely.

We are compliant with Working Time Regulations, ensuring that our people do not exceed appropriate working hours and receive adequate rest periods.

We routinely provide local accommodation for people working away from home to avoid excessive travelling time.

First Aid

First Aid arrangements will be conveyed to Staff during inductions & will be reminded through handbooks, tool box talks, newsletters, notice boards, etc.

Details of First Aiders are displayed on notice boards.

First Aid Boxes are located in prominent areas and are checked regularly and refilled by an appointed First Aider (if necessary).

On-site First Aid provisions are the responsibility of the Principal Contractor.

General Health & Safety Rules

The following aspects are deemed to be our common health & safety rules (to be read in conjunction with other arrangements in this document):

- Housekeeping within vans & working areas must be to a high standard.
- Do not engage in acts of horseplay or indulge in practical jokes.
- Ensure that Personal Protective Equipment (PPE) is correct for the task.
- Take care when in the vicinity of site transport.
- Know the rules applicable to your working area.
- Report any concerns regarding hazards & defects to work equipment (to enable prompt repairs).
- Ensure that you conduct manual handling in accordance with risk assessments & own capabilities.
- Ensure that you know the controls associated with tools & work equipment (guards, estops, etc.).
- Ensure that you follow instructions associated with hazardous materials.
- Only use mobile phones in a position of safety & never 'walk & talk'.

Site-specific rules will be communicated by Clients/Principal Contractors during inductions.

Health Aspects

We recognise the necessity to manage the health effects of our activities & consider that:

- Work-related health issues often manifest several years after exposure (deafness, asbestosis, etc).
- Health-related issues can be chronic & debilitating.

We have documented health aspects in our risk & COSHH assessments.

We work with an Occupational Health partner and have a Policy which outlines New Starter Health Screening and ongoing risk-assessed health surveillance.

We continue to support our people during times of illness & injury.

Requirements will be conveyed during inductions & will be reminded through, briefings, notice boards, etc.

We will encourage staff to report concerns regarding health & wellbeing reminding that:

- Ill-health is preventable.
- Treat health as importantly as you would safety (control the risk – not the symptom).
- Manage your lifestyle (diets/smoking/exercise/health eating, etc).

Housekeeping

Good housekeeping is the responsibility of everyone.

This includes:

- Keeping floors/walkways clear.
- Stacking items correctly.
- Ensuring there are no tripping hazards.
- Keeping fire exits/extinguishers clear.
- Not storing combustible materials near heat sources.
- Generally keeping the workplace tidy.

Should anything require further action then advise your line manager.

Periodic inspections will be carried out to ensure that a high standard of housekeeping is maintained.

Legal Requirements

We will regularly review legislation applicable to our activities & if necessary, amend our policy accordingly.

The principal legislative requirements associated with our activities include:

- Health & Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Provision and Use of Work Equipment Regulations 1998.
- Manual Handling Operations Regulations 1992.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Personal Protective Equipment at Work Regulations 1992.
- Control of Substances Hazardous to Health Regulations 2002.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- The Control of Noise at Work Regulations 2005.
- The Construction (Design and Management) Regulations 2015.
- The Work at Height Regulations 2005.
- The Control of Asbestos Regulations 2006.

Legionella

With reference to the L8 Approved Code of Practise, the risk posed by Legionella bacteria within office premises is assessed formally and a scheme outlined to manage these risks. No evaporation cooling systems are in use.

Lone Working

This should be avoided where possible, especially for Young Persons.

When lone working is unavoidable, tasks and locations should be risk assessed and special considerations given to the individual's abilities and experience, tasks including working at height or use of machinery, and emergency procedures.

Examples of lone working may be small jobs where only one person is required, or operators on certain sites who may be routinely out of vision from others.

Examples of risk mitigation may be regular communication and contact with others throughout the day, good planning for coordination of working hours and break periods.

Staff must take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Manual Handling & Lifting

Manual Handling:

- Will be avoided, as far as is reasonably practicable.
- Assessments are required as part of the risk assessment process.

Should Manual Handling be unavoidable the following aspects are advised:

- Do not attempt to lift anything that is too heavy (ask for help or contact Manager).
- Inspect the load for sharp edges, greasy patches, etc.
- Consider if gloves are required & ensure that you are wearing suitable footwear.
- Ensure the route that you are going to follow is free of obstructions.
- Always test the load before attempting to lift anything (rocking load side to side).
- Relaxing knees allowing the feet to adjust (forming a balanced base).
- Stand close to the load & plant legs firmly apart (about 300mm).
- Squat with knees bent, keeping back straight and chin tucked in.
- Ensure a smooth movement, avoid jerking, twisting, etc.
- Allow the legs to provide the power to carry out the lift.

Concerns about a manual handling task must be notified to your Line Manager.

Mental Health and Wellbeing

Mental health issues may be highlighted through on-employment screening, attendance management, return to work assessments, surveillance assessments or health screening.

Issues will be managed with the support and guidance of our Occupational Health provider, who have strong links with qualified and accredited counsellors to assist in the rehabilitation of psychological conditions that would respond well to an early intervention.

Appropriate training courses, webinars and information are made available to our line managers to help them support the mental health of their team members.
We are able to access training sessions for managers on managing mental health in the workplace and a risk assessment process for managing workplace stress.

Conflict is managed effectively by ensuring the workplace is free from bullying, harassment, discrimination & racism. We have an Equality and Diversity Policy in place which is communicated regularly.

We are committed to providing training for Mental Health First Aid.

Members of staff experiencing Mental Health problems are treated fairly & consistently.

Awareness of the support available is communicated at induction and also via periodic Toolbox Talks. In company meetings we remind our people of the support we can offer with mental health and encourage them to speak up if they are struggling.

Mobile Phones, Satellite Navigation & Electronic Devices

Arrangements will be conveyed to staff during new starter inductions & will be regularly reminded throughout the course of employment.

Under no circumstances are drivers using company vehicles or any driver on company business using their own vehicle, to manually make or receive any phone calls whilst driving. This also includes adjusting a satellite navigation system or the use of other electronics.

The use of such devices whilst driving (even with hands free or Bluetooth) increase the risk of having an accident. Therefore consider:

- Avoiding the use of the above whilst driving.
- If receiving a call, ensure you are hands free & keep conversations to a minimum.
- Don’t use devices on customer sites unless vehicle is stationary & handbrake on.
- Programme satellite navigation before starting your journey & avoid adjusting when driving. Avoid devices obscuring your line of sight.
- Check that you are in a safe position when using devices when out of your vehicle, and avoid ‘walking & talking. Pay attention to your surroundings.

Monitoring & Review

Periodic site inspections will be carried out by our management team.

In addition, our Health & Safety Consultant will visit business activities at regular intervals to inspect, audit or advise on compliance associated with either legal requirements &/or company policies, procedures, etc.

Reports associated with each visit will be disseminated to relevant parties, detailing findings, actions, etc.

Follow-up visits/conversations will take place to ascertain if corrective actions have been carried out.

Notices

The following documents are displayed on Company notice board:

- Certificate of Employer's Liability Compulsory Insurance (ELCI).
- Company Health and Safety Policy (Statement of Intent).
- Health and Safety Law – what you should know'.
- Periodic newsletters/bulletins, etc.

Contact your Line Manager should you require additional advice/clarity on Notice Board information.

Noise

Unwanted sound (noise) is recognised as a hazard to health, cause of health issues & a distraction.

Activities carried out by our organisation do not produce noise levels beyond the first action level, although we may work in the vicinity of noise produced by contractors working for our Client/Principal Contractor.

Actions will therefore be taken to:

- Reduce noise levels.
- Discuss noise levels with our client.
- Provide appropriate Personal Protective Equipment (PPE) to Operatives (as a final resort).

Personal Protective Equipment (PPE)

PPE will be considered as a last resort in the hierarchy of controls.

PPE will be provided to Staff where a risk assessment has identified the need for PPE.

Users of RPE will need to be Face Fit Tested to determine the best fit.

The following general guidance is advised to Staff regarding PPE:

- PPE issued MUST be worn correctly.
- PPE must be maintained, cleaned and be replaced as appropriate.
- PPE must be stored to protect from contamination, dirt, damage or loss.
- Advice regarding PPE & indeed replacement PPE must be discussed with Line Manager.
- Upon leaving the Company all PPE must be returned to your Line Manager.

The following PPE is deemed applicable to tasks carried out by our business:

- Eye protection (BS EN 166) - Light eye protection, goggles & face shield.
- Gloves (BS EN 388) - cut level 3 for general activities & cut level 5 for blades.
- Head protection (BS EN 397 & BS EN 12492).
- Hearing protection (BS EN 352) - Ear plugs & ear defenders.
- High visibility workwear (BS EN 20471).
- RPE FFP3 disposal mask (BS EN 149).
- Safety Footwear (BS EN 20345) - Slip resistant, mid-sole & toe caps.
- Safety Harness & Lanyard (BS EN361) – Secured to MEWP

Risk Assessments & Method Statements (RAMS)

We recognise the necessity, to conduct a suitable & sufficient assessment of the health & safety risks.

Wherever possible, human factors will be considered in the approach to risk assessment.

We will assess, what might cause harm & whether we are doing enough to reduce harm, acknowledging:

- The hazards (things that may cause harm).
- How they may harm people (including those that we do not employ).
- What we are already doing to control the risks.
- Additional control measures that may be required.
- The consequences associated with our activities/tasks.

The following definitions also need to be considered:

- A hazard is anything that has the potential to cause harm (electricity, working at heights, operating equipment, hazardous substances, etc).
- The risk is the likelihood of the hazard causing harm & the consequences associated.

The following matrix will be incorporated into our risk assessments.

Risk Calculation will be carried out using this matrix:		Likelihood				
		Negligible	Unlikely	Possible	Likely	Certain
Consequences	Negligible	1	2	3	4	5
	Marginal	2	4	6	8	10
	Critical	3	6	9	12	15
	Severe	4	8	12	16	20
	Catastrophic	5	10	15	20	25
Low Risk		Medium Risk			High Risk	

In addition to assessing the risk, safe methods of work will be incorporated into our RAMS document. The RAMS document will be produced by Contract Managers with additional support if necessary, from the Health & Safety Consultant.

In addition to forwarding RAMS to Clients/Principal Contractor, our RAMS will be briefed to staff & will be periodically reviewed.

Occasionally it may be necessary to follow permit to work systems required by our Client/Principal Contractor.

Smoking and use of E-Cigarettes / Vapes.

Smoking is not permitted anywhere within buildings or in company vehicles.
The use of e-cigarettes or vapes is not allowed anywhere on Company premises which includes the car parks and Company vehicles.
The prohibition extends to client/customer premises.
Failure to adhere to site rules may result in disciplinary action.
Restrictions & designated smoking / vaping areas will be detailed during inductions.

Training

The Organisation recognises the need to provide suitable and sufficient training in order that activities can be carried out safely and competently.

All Employees have a duty to attend relevant training where this has been identified.

Training will vary, but will include topics such as asbestos awareness, safe working at height, mobile elevated working platforms, first aid, manual handling & the safe use of hazardous substances (some of which may be incorporated within other accredited training such as IOSH courses).

Training will be provided using different methods including formal accredited and non-accredited courses held away from the workplace, inductions, use of DVDs/videos, on the job training as well as tool box talks on specific topics.

Training records will be maintained to identify the need for refresher training prior to the expiry of current certificates.

Advice on training requirements can also be obtained from the company Health & Safety Consultant.

Vehicles & Mobile Plant

We will ensure that all vehicles & mobile plant are maintained in accordance with statutory requirements.

Staff who drive vehicles/operate plant must be qualified to do so. They will carry out inspections to include:

- Checking all fluid levels (including looking beneath vehicles for leaks).
- Checking tyre pressures, conditions & depth of tread.
- Checking that load is secure & loose equipment (tools, straps, etc) are stowed away safely.
- Inspecting lights to ensure that they are undamaged & working correctly.
- Checking that windscreen is clean & undamaged.
- Ensuring that wipers & washers are working.
- Checking that steering & brakes are working before moving away.

The company will ensure that driver licences are periodically checked.

Vibration

We use a Risk Assessment approach to the hazard of injury caused by excessive exposure to vibration of machinery or tools.

The Vibration Magnitude of relevant equipment or tasks is calculated, and procedures put in place to prevent extended use, via selection of equipment and method, reduction of operational time and frequency. Records are kept.

Training briefings are provided to staff who may be at risk via Tool Box Talks.

Waste

Waste disposal will be identified in site specific risk assessments.

Receptacles (skips, bins, etc) will be prominently displayed & instructions provided during inductions.

All waste will be transported or disposed of by registered waste carriers in accordance with current legislation.

Waste should be recycled wherever possible, for example by returning packaging to the supplier by arrangement.

Welfare Facilities

The Company will provide adequate welfare facilities for the use by staff members or visitors.

The Company will liaise with Client/Principal Contractor prior to work commencing to identify welfare arrangements that will be available for staff members and visitors.

Concerns regarding the provision of welfare facilities, must be reported to your Line Manager in order that rectification measures can be addressed.

Work Equipment

The company will comply with the Provision & Use of Work Equipment Regulations (PUWER).

Equipment will be inspected & maintained in accordance with statutory, industry practice & Client requirements (evidence recorded), to ensure that equipment is safe & suitable for use.

Operatives will be provided with information, instruction & training to enable safe use of equipment.

An operator's checklist should be completed and returned for filing.

Working at Height (including Ladders)

This is the most dangerous type of work undertaken by the company.

Any work undertaken at height off the floor is considered working at height.

The Work at Height Regulation require:

- Avoid work at height where possible.
- Where working at height cannot be avoided, consider the hierarchy of control measures.
- All work at height to be properly planned, organised & supervised (see RAMS section).
- Work at height takes account of weather conditions that could endanger health & safety.
- Those involved in work at height to be trained and competent.
- Equipment for work at height to be appropriately inspected and maintained.
- The risk from fragile surfaces to be suitably controlled.
- The risks from falling objects to be appropriately controlled.
- Emergencies rescue is considered.

All ladders must be:

- Professional class (Industrial or Trade).
- Be used in accordance with the HSE Guidance on “Safe use of Ladders & Stepladders.”
- Where possible Mobile Access Towers will be used for prolonged work.
- Ladders and Towers must be thoroughly inspected before for signs of wear or damage.

Young Persons at Work (including Apprentices)

Anyone wishing to bring Young Persons (those under 18 years of age) onto site must obtain permission of the Principal Contractor. Lone working should be avoided.

Risk assessment must be produced for all the Young Persons who are to work on site, which will consider the following:

- Lack of experience & maturity.
- Workplace environment.
- Work equipment & work activities/process.
- Training requirements.
- Supervision needed.
- Working time restrictions.