

Dale Projects
5 Melbourne Close
Rochdale
OL11 2EJ

Company Health and
Safety Policy

Signed:	Partner
Revision Date:	October 2013

Dale Projects

POLICY FOR HEALTH AND SAFETY AT WORK

GENERAL STATEMENT

Our Statement of General Policy is;

- a) To provide and maintain a safe place of work and a safe and healthy working environment;
- b) To provide suitable and adequate resources for health and safety to enable compliance with statutory requirements and the maintenance of health and safety within the Company;
- c) To provide such information and instruction as may be necessary to ensure the health and safety at work of its Employees.
- d) To provide adequate control of the health and safety risks arising from our work activities;
- e) To consult with our Employees on matters affecting their health and safety;
- f) To provide and maintain safe plant and equipment;
- g) To ensure safe handling and use of substances;
- h) To provide information, instruction and supervision for Employees;
- i) To ensure all Employees are competent to do their tasks, and to give them adequate training;
- j) To prevent accidents and cases of work-related ill health;
- k) To maintain safe and healthy working conditions; and
- l) To review and revise this Policy as necessary at regular intervals.

Signed

Partner

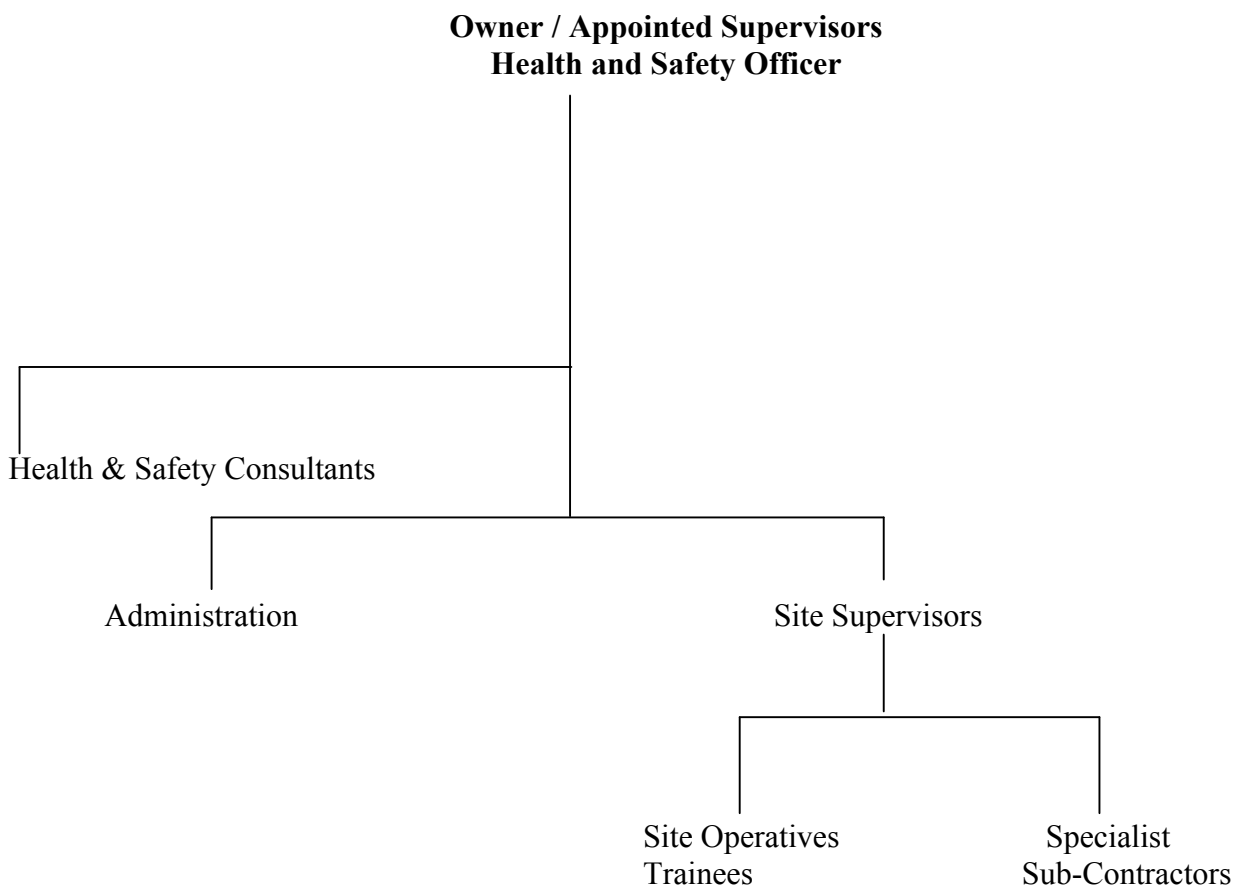
Date

Last Revised: October 2013
Issue No': DP 003

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1.0 ORGANISATIONAL STRUCTURE



2.0 ENVIRONMENTAL POLICY STATEMENT

1. The Company is committed to achieving environmental, health and safety excellence. This is the responsibility of both Management and Staff in all functions. The Company will strive to provide a safe and healthy working environment, and to avoid adverse impact on the environment and the communities in which we do our business.
2. It is this Company's Policy to use its best endeavours at all times to comply with all statutory requirements regarding the prevention and control of pollution.
3. When planning Company work activities, the only matters that will be given priority above the protection of the environment are the health, safety and welfare of its Employees and others that may be affected by its activities.
4. The Company will wherever viable and consistent with its Client's instructions, use materials and products from sustainable sources that are re-useable or recyclable.
5. The Company will make every effort to conserve the use of materials and energy and where viable and consistent with Client's instructions, collect waste materials for recycling.
6. The Company will appoint a Supervisor / Senior Management to supervise the implementation and further development of its Environmental Policy.
7. All members of the Company's Staff and Employees will be involved in the Environmental Policy through the following processes:
 - i. Investigating ways in which the consumption of materials and the production of waste can be reduced.
 - ii. Turning off all unnecessary plant and equipment can be reduced.
 - iii. Being vigilant and reporting / acting to prevent any spillage or leaks of materials.

3.0 RESPONSIBILITIES

In order that the Company Health and Safety Policy can operate effectively, it is essential that all levels are aware of, understand and accept their responsibilities to conform to the Policy and Legislation affecting both health and safety.

To give further assistance the individual and collective responsibilities for health and safety have been defined and are set out as follows:-

3.1 The Partners

The Partners have the overall responsibility for the health, safety and welfare of the Company's Employees, and that adequate resources are available for health and safety provisions at all times.

The Partners have the overall responsibility for ensuring that the organisation and arrangements necessary for achieving the health, safety and welfare aims of Dale Projects are initiated, enforced and revised.

3.2 The Appointed Supervisors

The Appointed Supervisors will support the Health and Safety Officer and control the overall Health and Safety Policy of the Company by:-

1. Ensuring that there is at all times an effective Policy for health and safety within the Company and that responsibility under the Policy is assigned and accepted at all levels.
2. Ensuring that adequate channels of communication are maintained within the Company so that information concerning health and safety matters which may affect any or all Employees is effectively communicated.
3. Ensuring that adequate resources are made available in order to meet health and safety requirements and that all Staff receive suitable and sufficient training for their level of responsibility.
4. Taking all health and safety factors into account when tendering for Contracts and ensuring that risks are evaluated and are adequately controlled.
5. Carefully appraise the experience and competency of Contractors where elements of a project are to be sub-contracted and to ensure that such Contractors are adequately resourced to comply with health and safety requirements.
6. Ensure that safe systems of work and means of avoiding dangerous or potentially hazardous conditions are adopted in the work place, together with the provision of safe plant and equipment.
7. By their own conduct discourage horseplay and reprimand those who fail to consider their own health and safety and that of others.
8. That new Employees, particularly the young or inexperienced, are adequately supervised and trained for the task allocated and that they are made aware of known hazards in the workplace.
9. Demonstrate close personal involvement and support for the Company Health and Safety Policy and set a personal example by the wearing of appropriate protective clothing and equipment.
10. Monitoring the effectiveness of the Policy and ensuring that any necessary changes are made in order to maintain and improve the Company Health and Safety Policy, periodically or as Legislation dictates.

3.3 The Company Secretary

Shall ensure records are maintained of Employee inductions and training.

Shall report all RIDDOR category accidents to the Enforcing Authority.

Shall ensure that adequate first aid materials are available at all times, and maintained to statutory requirements.

Shall ensure an adequate supply of personal protective equipment is available.

Must co-operate with the Health and Safety Executive and Company Safety Advisor / Consultant at all times.

3.4 The Company Health & Safety Advisor / Consultant

Shall provide advice to all levels of Management on matters of health, safety and welfare at work when requested.

Shall keep up to date and topical on Legislative requirements.

Shall liaise with the Health and Safety Executive, Fire Officers, Partners and any other enforcing body when requested.

Shall monitor the effectiveness of the Company Health and Safety Policy with the Partners, as requested.

Will advise all levels of Management on the development of safe systems of work and assist in the drawing up of Codes of Practice, Method Statements and Risk Assessments as requested.

Shall represent the Company on matters of health and safety when requested.

3.5 The Company Employees

All Employees including self-employed persons working under the direction and control of the Company will:-

1. Co-operate with the Appointed Supervisors as far as is necessary on safety matters to promote health and safety at work.
2. Read and familiarise themselves with the Company Health and Safety Policy and in particular the duties contained in this section.
3. Realise that they have a legal duty whilst at work to take reasonable care for the health and safety of themselves, that of their fellow Employees and others who may be affected by their activities.
4. Observe all safety rules and only use the correct and recognised methods and systems of working.
5. Use the correct tools and equipment for the job, keep their tools in good and safe condition, and report any defects in plant, tools or equipment to an Appointed Supervisor without delay.
6. Use and take care of all other safety equipment such as goggles, ear defenders, hard hats etc.
7. Report any loss or defect in any safety equipment to an Appointed Supervisor. This is a specific legal requirement placed upon individuals under Legislation relating to the use of personal protective equipment.
8. Refrain from horseplay and acts, which could cause hazards to themselves and others.
9. Develop a personal concern for the safety of themselves and others whilst at work.
10. Avoid improvisation, which entails unnecessary risks.
11. Report all accidents and damage to an Appointed Supervisor whether persons are injured or not.
12. Keep their working place in a safe and tidy condition.
13. Suggest to the Appointed Supervisors ways of eliminating hazards or improving standards of health and safety.

4.0 ORGANISATION & ARRANGEMENTS

4.1 Accident & First Aid Procedures

If an accident or injury occurs and medical attention is required, the Appointed First Aider must be contacted. Basic first aid can be obtained from the Company vehicles and the offices.

The Appointed First Aider will ensure that the first aid materials are maintained to the appropriate levels at all times, and report any requirements to the Company Secretary.

Should the accident be of a more serious nature requiring treatment by a Doctor, then the person concerned will be taken to Hospital by Ambulance. All Operatives will carry a mobile phone for use in an emergency situation or arrangements will be made prior to the works with the Client for access to a telephone.

All accidents must be recorded in the site Accident Book which is kept by the Client. Following all reported accidents the Appointed Supervisors will carry out an accident investigation, and implement any appropriate remedial actions.

All accidents occurring on site must be reported to the Client or their representative, and to the Appointed Supervisors and recorded in both Accident Books, if available.

Where the type of injury or dangerous occurrence falls within the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995, (as amended 2012) these will be reported to the Enforcing Authority as appropriate by the Company Secretary.

Accident to Visitors & Members of the Public:

Should a non-Employee suffer injury as a result of work activities and results in that person being taken to hospital for treatment in respect to that injury, the accident will be treated as that of an Employee, and the same procedure followed.

All accidents must be recorded in the site / Company Accident Book and it is important that correct details are taken of the name and address of the injured person.

Incident Reporting & Investigation:

If an incident occurs that could have potentially caused an injury or damage to plant or equipment this must be reported to the Appointed Supervisors who will instigate the appropriate action.

Following all reported incidents the Appointed Supervisors (with the Principal Contractor if applicable) will carry out an investigation and implement / direct any appropriate remedial actions and record these on the Accident Form or Risk Assessments as appropriate.

4.2 Fire Safety & Fire Procedures (Offices)

Fire evacuation practices will be carried out every six months, details of which will be recorded in the Fire Register.

All fire fighting equipment will be serviced on an annual basis by a competent person, details of which will be recorded by the servicing Company on the fire appliance label.

All fire exits and escape routes must be kept free from obstruction, unlocked and clearly identified at all times, all Employees are responsible for ensuring all fire exits are unlocked during working hours.

Fire extinguishers will be provided throughout the premises as advised by the Enforcing Authority or by the Company Insurers.

Employees will be made aware of their location upon induction to the Company.

Fire Action Notices are displayed throughout the premises.

Fire Procedure:

In the event of a fire, Employees must adopt the following procedure:

- i) Raise the alarm by shouting “Fire Fire Fire!”**
- ii) Evacuate the building via the nearest exit and report to the assembly point at the top of the road where a roll call will be taken.**
- iii) Call the Fire Brigade.**
- iv) Do not stop to collect personal belongings.**
- v) Do not return to the premises until authorised by the Fire Officer in charge.**

4.3 Fire Safety / Prevention on Site & In Vehicles

A multi purpose fire extinguisher will be carried in all Company vehicles, which are inspected on a weekly basis and are for use in emergency situations, both on site and within the premises.

Employees must make themselves aware of its location and usage limitations.

The Appointed Supervisors will make provision and arrangements for fire safety and precautions on site via the Risk Assessment process.

All Employees must undertake a visual inspection of any area in which hot works have been undertaken prior to leaving site.

Employees must familiarise themselves with our Client’s fire drill procedures prior to commencing work on the site.

Employees must only attempt to fight fires if safe to do so remembering the following points:

Always ensure means of escape is clear.

Use correct type of extinguisher.

Use extinguisher in correct manner.

Swift action on a small fire can prevent catastrophe.

4.4 Plant & Transport

Only authorised licensed drivers will be permitted to drive transport on site and on the Public highway.

Daily checks must be carried out on all Company vehicles by the Employee responsible for, or driving the vehicle to ensure that all lights etc. are kept in working order, any defects must be reported to the Appointed Supervisors, if the vehicle presents a risk to the Employee or other road users the vehicle must not be used.

Vehicles will only be used for the purpose, which they were originally designed and will not be used improperly.

Maintenance of vehicles will be in accordance with a planned schedule and Manufacturer's recommendations.

Loads carried by vehicles will be secure and the vehicle will not be overloaded so that they become unstable, difficult to steer or impair the braking system.

It is Company Policy that Operators of all plant and equipment are trained and competent to operate these items safely. To this end training will be arranged as necessary. Untrained persons must not operate plant and equipment under any circumstances.

4.5 Noise at Work

The Company will undertake Noise Assessment as part of the Risk Assessment process, the results of such Noise Assessments will be evaluated and the appropriate risk controls instigated.

Due to the variation in working environments and the time exposure of Employees using cartridge operated tools and drills, the Company works to the guidance provided by Suppliers of such tools and equipment as to the use of hearing protection. The wearing of ear protection when advised by the Supplier will be accepted as Company Policy and will therefore be mandatory that Employees comply with the Suppliers' guidance.

Ear protection is provided to all Employees as a component part of the Company's personal protective equipment kit. Employees will be instructed as to the use of hearing protection as part of the Company's Health and Safety Induction Programme.

4.6 Work at Height (Risk Assessment)

The Company will endeavour to avoid working at height activities where practicable, however where avoidance cannot be achieved the Company will take such steps required to reduce the level of risk to the lowest level practicable.

Employees will be required to undertake work at heights as defined by the Working at Height Regulations.

Prior to any works being undertaken at height the Partners will undertake a Risk Assessment in accordance with our Risk Assessment process to determine the best practice available to undertake the works, the type of equipment required and any personal protective equipment required, where applicable.

All Employees required to undertake work at height will be provided with suitable information, instruction and training to enable them to undertake the task in a safe and competent manner.

Employees must not undertake any work at height unless they have received suitable instruction, information and training in safe working at heights or for the equipment required to access work at heights.

4.7 Work at Height (Tower Scaffolds)

Tower scaffolds must only be erected and used by competent trained Employees.

When working from tower scaffolds the following observations and precautions will be carried out:

1. Tower scaffolds will be erected in accordance with the Manufacturer's instructions by competent Tradesmen.
2. Tower scaffolds must only be erected on firm surfaces.
3. Manufacturer's instructions on safe loading levels will not be exceeded.
4. The height of the tower shall not exceed 3.5 times the shortest length of side for use indoors and 3 times the shortest length of side for outdoors.
5. Precautions must be taken when working from platforms with particular regard to pulling and pushing actions against fixed surfaces.
6. Mobile scaffolds must be moved by pulling or pushing from the work platforms.
7. Heavy items must not be lifted up the sides of the tower.
8. Due to the high overturning forces ladders will not be used on the platform of a tower.
9. Brakes (where provided) will always be applied to the wheels whilst using the tower.
10. The method of access to the tower will be by means of that provided, (integral diagonal stairway; ladder units clipped to the framework and independent of the ground; ladder sections which are incorporated within the end frame).
11. Climbing horizontal members of end frames will not be permitted.
12. Access will be from the inside of the tower frame to avoid eccentric loading of the tower.
13. Access will be from the narrowest side of the tower.
14. A working platform with trap door for access will be provided.
15. The minimum working platform width will be 600mm (or three scaffold boards) and as a means of access will be at least 430mm wide.
16. Working platforms will be fully boarded and complete with guard-rails and toe boards.
17. Tower scaffolds will only have one working platform.
18. Tower scaffolds will not be moved with Employees on the platform.
19. Tower scaffolds will not be moved with materials on the platform.
20. Towers will only be moved by applying horizontal force at, or near the base.

4.8 Work at Height (Ladders & Stepladders)

Ladders and stepladders are to be used as a last resort and for access purposes or work of a short duration only. Alternative, safer means must be used, wherever possible.

Only ladders and stepladders strong enough and of the correct length for the work to be undertaken shall be used.

Ladders and stepladders must be placed on level and firm ground at all times.

Employees are responsible for visually inspecting ladders and stepladders on a daily basis and prior to use and report any defects to the Appointed Supervisors.

The Appointed Supervisors will ensure that ladders and stepladders with any defects such as split uprights, broken feet, loose rungs or which have become distorted will be destroyed and replaced.

Ladders and stepladders must be secured where necessary to prevent undue swaying or sagging and be equally and properly supported on each stile or side.

Ladders and stepladders must not be stored on wet ground or exposed to weather.

If possible, all ladders and stepladders must be secured by rope or other suitable stabilisation device. If this is not possible then a second person must foot the ladder while it is being used.

Metal ladders and stepladders must be fitted with rubber feet.

4.9 Work at Heights (Fixed Scaffolding)

When working from fixed scaffolding the following instructions must be observed:

1. Access will be by ladder or steps provided and not by climbing the scaffolding structure.
2. Temporary platforms shall not under any circumstances be constructed.
3. Scaffolding ties, cross braces, etc., shall not be removed to enable ease of working or access.
4. Any gaps or traps to be reported immediately.
5. Any tripping hazards to be reported immediately.
6. No works to be carried out on scaffold platform without toe boards or handrails.
7. No stacking of equipment / materials in the centre of bays or above guard-rail heights.
8. Any stacking of equipment / materials to be adjacent to the standards and uprights and the weights duly considered.

4.10 Hazardous Substances

The Appointed Supervisors will ensure that all hazardous substances are identified and that the risks from work which might affect site workers or members of the public are assessed and where the hazardous substances cannot be substituted with a safer alternative, preventative measures will be put in place.

The Appointed Supervisors will monitor the workplace exposure of Employees.

The Appointed Supervisors will provide Employees with information, instruction and training regarding hazardous substances upon induction.

The Appointed Supervisors will ensure that suitable storage facilities are made available for any hazardous substance on site.

Employees must ensure all hazardous substances are not used unless a COSHH Assessment or the Manufacturer's usage instructions are available and have been read, they are used correctly as per the COSHH Assessment or the Manufacturer's usage instructions and stored in a safe and secure manner in the Company vehicles where appropriate.

4.11 Asbestos

It is possible that Employees may come into contact with asbestos based products whilst undertaking installation and maintenance works. In the majority of cases the Company will be aware of the presence of asbestos through the information obtained from our Client or via the initial Pre-Contract Risk Assessment and control measures will have been included in the Method Statement & Risk Assessment for the project.

Employees will be provided with asbestos awareness information and training upon commencement of their employment with the Company.

Where an Employee suspects asbestos may be present in the area they are working and could be disturbed by the work to be undertaken the following procedure must be adopted.

- 1. Cease work immediately.**
- 2. Contact the Appointed Supervisor by phone.**
- 3. Inform the Client, (if possible).**
- 4. Await instruction from the Appointed Supervisor before any further work is undertaken.**

Upon the above procedure being instigated the Appointed Supervisors will liaise with the Client or their Agent and identify the risks present and implement the appropriate control measures.

These control measures will be passed to the Employee via the Appointed Supervisors or the Client.

REMEMBER if in doubt – ASK!

4.12 Construction (Design & Management) Regulations 2007

The Company complies fully with all requirements of the above Regulations on health and safety at work for the benefit of all Employees, Members of the Public, other Contractors and any other persons likely to be affected by our undertakings.

We have taken measures to prevent all avoidable risks. Where risks exist that cannot be avoided they have been evaluated with a view to minimising the danger to all Employees, Members of the Public and other Contractors. Measures have been instigated to promote the protection of Employees where dangers have been highlighted throughout the evaluation process. The process of evaluation is carried out on a continuous basis with regard to changing working practices and policies.

A competent person has been Appointed to carry out activities relating to the protection of others and this person has received the necessary training to carry out these functions and has the means to carry them out competently.

Where the evaluation of risk, carried out by the Company, highlights potential health hazards to Employees, a health monitoring system will be implemented for those affected Employees.

All ongoing programmes of health and safety training have been established. All Employees receive training on recruitment or on transfer or on the introduction of new plant, equipment or procedures.

All Employees have been advised of their responsibility to take care of their own safety and that of others.

4.13 Company Duties Under The Construction (Design & Management) Regulations 2007

Under the Construction (Design and Management) Regulations 2007 the Company may be required to act in the capacity of a Contractor.

The Company's key duties as a Contractor Appointed on a project will be to:-

- Provide information for the Health and Safety Plan about risks to health and safety arising from our work and the steps we will take to control and manage the risks.
- Manage our work so that we comply with the rules in the Health and Safety Plan and directions from the Principal Contractor.
- Provide information about injuries, dangerous occurrences and ill health to the Principal Contractor and / or the HSE.
- Provide information for the health and safety file.
- Provide information to our Employees.

4.14 Liaison with the Client

The Partners / Supervisor will liaise with the client or their nominated representative prior to commencing the works. This will be to agree the method of work and to identify any changes that may be required or have occurred allowed any such changes to be planned into the works.

Liaison will be in the form of a meeting, memo, letter or telephone and in all cases records of such will be kept.

Further liaison will be made on a daily basis or as deemed appropriate with the Client or their nominated representative.

The Partners / Supervisor will, upon completion of the works, liaise with the Client or their representative to ensure client satisfaction of the works undertaken and to pass any information that the client may require for the operation and on going maintenance of the product installed.

4.15 Liaison with Contractors

The Partners / Supervisor will liaise with other trades that may be working on the premises / site prior to commencing the work this will be through the Client or their representative to ensure that the adequate safety controls have been considered to enable the trades to work in the same locations or in each others proximity.

The Appointed Supervisor will liaise on a daily basis throughout the works by regular communication with other trades that may be working in the same location or in each others proximity to ensure the adequate safety control measures are being implemented and / or modified as required to protect all persons.

Where the Appointed Supervisor has concerns that suitable safety controls cannot be implemented due to the various trade activities conflicting then he / she will cease work and contact the Partners by telephone, who will in turn liaise with the Client or their Representative.

4.16 Risk Assessments / Method Statements

In order to be certain that certain complex operations can be safely carried out on site, it is a requirement of Health and Safety Legislation that Method Statements are produced which clearly describe in detail how the operation is to be carried out.

It is the Appointed Supervisors responsibility to ensure that, whether the operation is carried out by Contractors or directly by the Company, Method Statements are produced or received before work is started on the operation to which they relate.

The process of producing Risk Assessments and Method Statements will include the Assessment of risk and method of work required to both protect Employees and Contractors working on the project, but also take into account other persons who may be affected by the works.

The Risk Assessment process and Method Statements will take into account non-routine risks e.g. acts of terrorism, fire and explosion etc. These will depend upon the area or type of building the construction project is being undertaken in. Liaison with the Client will be undertaken prior to the project commencing to identify any non-routine risks that may be present and any safe systems that may be in situ. that could be adopted.

The Appointed Supervisors will as part of the Risk Assessment Process ensure work hazards are eliminated or safe working practices developed to enable the risk of exposure to the hazards identified to be controlled.

The Appointed Supervisors will ensure that a Risk Assessment of all hazards and potential hazards is carried out on a regular basis, and for each site prior to commencement of the work, the Appointed Supervisors or nominated Supervisor will update the Risk Assessment throughout the Contract, and action any preventative and precautionary measures as appropriate.

The Appointed Supervisors will ensure that the contents of the site Risk Assessment are communicated to all Employees and Contractors prior to and during the works.

The Risk Assessment process is as follows ;

Generic Risk Assessment : These are undertaken prior to the Contract commencing and contain information regarding the everyday risks associated with our work activities and the preventative or precautionary measures required.

Site Specific Risk Assessment : These are undertaken during the works by the Contracts Manager or Appointed Supervisor to enable any unplanned risks to be encompassed within the Risk Assessment process and to enable appropriate remedial actions to eliminate or control the risks to be developed and implemented.

The Appointed Supervisors will ensure all information regarding risk control is communicated to all Employees and Contractors. This could be in writing, verbal instruction or by signs and notices displayed in the work area.

Employees and Contractors must also undertake Visual Risk Assessments on an ongoing basis during the works, and report any shortfall in risk control measures or unidentified risks to the Appointed Supervisors or Client.

4.17 Employees Visiting Construction Sites

Our Employees are sometimes required to visit working construction sites. Due to the nature of the business, all Employees engaged in site visits etc., are fully aware of the general health and safety risks associated with a construction site. Employees will not attend site without firstly visiting the Site Manager in order to obtain a Site Induction relevant to activities in progress on the day of the visit.

General procedures for site visits are as follows:-

1. Ensure all relevant PPE is available for use before attending site, e.g. hard hats, safety boots, ear plugs and high visibility vests (where applicable).
2. Proceed to the Site Manager's office for registration and induction. Site Representative to accompany Employee if required. Site rules will be followed at all times.
3. Undertake survey / inspection, reporting any relevant hazards to the Site Manager accordingly.
4. Ensure the Site Manager is informed of your departure from site and the visitors' register is signed off.

4.18 Site Health & Safety Management

As part of Dale Projects' commitment to health and safety, regular site inspections are undertaken by our External Health and Safety Advisor / Consultant.

The regular site inspections consist of the following:-

Health & Safety Audits:

Introduction:

The purpose of the following procedure is to ensure that all Employees, Contractors and Visitors to the sites comply with the site health and safety rules and procedures to maintain the health and safety of all persons as top priority.

In addition the procedure will ensure that all persons within the sites authority comply with the following:

- a) The Workplace (Health, Safety and Welfare) Regulations 1992.
- b) The Management of Health and Safety at Work Regulations 1999.
- c) The Manual Handling Operations Regulations 1992.
- d) The Personal Protective Equipment at Work Regulations 1992.
- e) The Provision and Use of Work Equipment Regulations 1998.
- f) Construction (Design and Management) Regulations 2007.
and any other Regulations that are applicable to the project.

Procedure:

A formal Audit of the sites documentary systems, working practices and health and safety provisions will be undertaken by our External Health and Safety Advisor / Consultant throughout the duration of the project, where applicable.

The outcomes of the Audit will be recorded by the External Health and Safety Advisor / Consultant and passed to the Manager(s) for remedial action.

The Manager(s) will be responsible for ensuring the remedial actions are implemented as detailed in the Audit Report, and detail actions taken and any subsequent information.

Employee Inspections:

Periodic inspections of Employee's compliance will be undertaken by the External Health and Safety Advisor / Consultant. The compliance inspections of Employees will cover the following areas of health and safety:

- a) Availability of personal protective equipment.
- b) Use of personal protective equipment.
- c) Storage of hazardous substances.
- d) Display of safety signs.
- e) Provision of first aid materials.
- f) General tidiness of vehicles.
- g) Safe working practices.

All Employees compliance will also be inspected on a minimum of a weekly basis by the Appointed Supervisors, covering the areas listed above.

Any Employees found to be non-conforming in any of the above areas, in line with the site and Company Policy requirements will be verbally warned by the External Health and Safety Advisor / Consultant and subsequently reported in writing to the Partners.

If the non-conformance is of a serious nature the Employee will be removed from the site and reported to the Partners for further action via the Company disciplinary procedure.

Following the reporting of the Employee to the Partners the Employee will be subject to the Company disciplinary procedure.

Site Inspections (Advisor / Consultant):

Periodic inspections will be undertaken by the External Health and Safety Advisor / Consultant covering all aspects of health and safety applicable to the site.

These site inspections will be notified verbally and recorded and submitted to the Appointed Supervisors or Client as appropriate.

If the site inspections identify repeated non-conformance of previously identified non-conformances, the matter will be reported in writing to the Partners.

Site Inspections (On Site Management):

Daily inspections will be undertaken by the Appointed Supervisors, these will be carried out by means of a visual inspection of the site.

Any remedial actions identified as a result of the Site Inspection will be implemented by the Appointed Supervisors.

Tool Box Talks:

As an integral part of the health and safety site inspections and Employee inspections the External Health and Safety Advisor / Consultant will undertake "Tool Box Talks" with individuals and small groups of Employees on a regular basis to re-enforce the site safety rules and Company Health and Safety Policy.

In the event of a non-conformance being identified the External Health and Safety Advisor / Consultant will discuss the area of non-conformance with the Employee on a "Tool Box Talk" basis.

All training provided on site to Employees will be recorded by the External Health and Safety Advisor / Consultant, copied to the Appointed Supervisors and retained on the Employee's file.

4.19 Protective Clothing & Equipment

All Employees will be supplied with suitable protective clothing, safety boots, hard hats, gloves and goggles. These are to be kept clean, in good order and used at all times, either as required by the Client, signs and notices placed around the site or by instruction in accordance with this Policy and the Risk Assessment.

The Employee is responsible for the protective equipment supplied and must report any defect in the equipment to the Company. In addition the protective equipment or clothing will remain the property of the Company and must be returned upon leaving the Company.

Information and training will be given to Employees in the safe and proper methods of using personal protective equipment upon induction to the Company or as appropriate.

This duty is extended to operations undertaken by Contractors, except the Company would expect the Contractors to provide and maintain the necessary safety equipment required for his Personnel.

All Employees will wear the following personal protective equipment as a minimum on all Contracts; safety helmets, high visibility vests and safety footwear.

In addition the following guidance for replacement is to assist you;

- Safety Helmet:** Replace on expiry of Manufacturer's date, which can be found within the helmet.
- Gloves:** Replace when they have holes in any part or the rubber has worn through to the material.
- Goggles:** Replace when the strap becomes frayed or broken and they become scratched obscuring your vision.
- Knee Pads:** Replace when the pads lose their pliability, become ripped or worn through.
- Safety Boots:** Replace when the tread becomes worn, where the sole starts to become detached, the boots split anywhere or the toecap is exposed allowing water to enter.
- High Visibility Vest:** Replace when the vest becomes ripped, too small, has holes worn in it, becomes discoloured or loses its reflective strips.

If you are unsure ask your Appointed Supervisors or ask at the office!

4.20 Manual Handling

The Company will endeavour to avoid manual handling of loads where practicable, however where avoidance cannot be achieved the Company will take such steps required to reduce the level of risk to the lowest level practicable.

All Employees who are likely to be involved in lifting and handling activities during the course of their employment will be provided with suitable information instruction and training in safe lifting and handling techniques.

Employees must use any lifting or transporting equipment that is supplied by the Company, and must adopt safe lifting and handling techniques at all times.

The Company will undertake a review of manual handling activities on a regular basis in the form of a Manual Handling Assessment. Records of which will be retained for information for Employees and the Enforcing Authorities.

Only handle loads by yourself when you are sure that they are within your capabilities.

Always get assistance before tackling large loads.

When using slings or chains ensure safe working load is compatible with the load to be lifted.

When lifting, keep your back straight and use your leg muscles to lift the loads. This operation should not use your back muscles. Keep your legs apart and bend at the knees.

Stand close to the object with feet spread apart for balance.

Do not twist body to get in position.

Squat down keeping your back straight and knees bent.

Grasp object firmly.

Breathe in and inflate lungs.

Lift with your legs, slowly straightening them. Keep your back straight.

Hold the object firmly and close to your body as you carry it.

Do not indulge in horse-play.

4.21 Safety Training

All Employees will be given a health and safety induction upon commencement of their employment with the Company. The purpose of which is to give the individual information in the Company's working procedures and then to identify further training needs.

The Partners will direct any training or re-training of Employees for health and safety thus ensuring that all Employees are trained to a level giving them the necessary knowledge and understanding of health and safety to safely carry out their duties, tasks and responsibilities.

The Company Secretary will maintain records of all training given to Employees, these will be in the form of an Individual Employee Training Record and / or training certificates supplied by external training Organisations.

Copies of individual Employee's Records of Training or certificates of training will be available in the Site Health and Safety Plan or supplied to the Client as appropriate.

Employees must not undertake any activity outside their area of competence.

4.22 Company Vehicles

Company vehicles will only be driven by Employees holding the appropriate insurances and a current driving licence for the particular vehicle.

Vehicles will be properly secured when left unattended, i.e. all doors locked and alarms, where fitted, to be activated.

Drivers will acquaint themselves with all statutory regulations governing the driving of vehicles on Public highways and will comply with them.

Drivers prosecuted for driving offences will ensure that their Employer is advised of the circumstances, date and place of hearing.

Drivers are responsible for checking, on a regular basis, that their vehicle is in a road-worthy condition, any defects will be reported to the Appointed Supervisors immediately.

During prolonged periods of driving, which may induce tiredness, drivers will take breaks of a reasonable duration to ensure they remain alert. Tiredness can kill.

4.23 Safety Signs

The Company will display the statutory notices on the notice boards throughout the premises or safety signs will be displayed on site as per the Risk Assessments, Method Statements, statutory requirements or as advised by the Enforcing Authorities and our Clients.

All signs will be both pictorial and written.

All Employees must be aware of the contents of the statutory notices and posters and conform with any instruction given by means of safety signs displayed throughout the premises or on our Client's premises. Any Employee found to be disregarding any such instructions may be subject to the Company disciplinary procedures and may be dismissed.

4.24 Housekeeping

You must keep your work area tidy, and on the completion of your work, or at the end of each day, you must clear all waste and debris to the site skip or designated waste storage area.

No site rubbish must encroach on any areas to which the Public has access.

Bad housekeeping creates fire, slip and trip hazards and can lead to serious accidents.

4.25 Welfare

The Company will endeavour to provide adequate toilet facilities for both sexes where applicable, and suitable facilities for making tea and coffee.

Where work is being undertaken on Client's premises, welfare facilities will be arranged prior to commencement of the project with the Client, in accordance with the requirements of the CDM Regulations.

4.26 Health Surveillance

The Company will monitor and implement suitable control measures to control the exposure of Employees to activities that may affect their health via the Risk Assessment process referred to within this Policy.

All Employees will be requested to complete an Occupational Health Questionnaire during their induction to the Company, this is to assist the Company in the identification of any control measures or precautions that may be required to eliminate, reduce or control any exposure that may have a detrimental effect on an Employee's existing condition / complaint.

Subsequent Questionnaires will be issued on an annual basis by the Company Secretary to monitor each Employee's health status. Where concern is identified by the Company or an Employee, the Employee will be requested to attend a Medical Assessment with their own G.P.

4.27 Portable Electrical Equipment

All portable equipment used on site will be 110v or 120v cordless and will be tested in accordance with the Manufacturer's guidelines and instructions.

All formal inspections will be undertaken by a competent person on a six / twelve monthly basis and records maintained. Equipment tested will also be identified as tested by a sticker that identifies the date tested and date next test is due.

In the event of 110v equipment not being available, Employees will be supplied with 240v, which must be used with a residual circuit breaker.

Employees are responsible for visually inspecting any electrical equipment on a daily basis or prior to use, and defects must be reported to the Appointed Supervisors and the equipment taken out of service.

Employees must not bring any of their own electrical equipment onto site without permission from the Appointed Supervisors.

4.28 Power Tools & Equipment

Dale Projects undertake to hire equipment from reputable plant hire Companies only, the hirer is responsible for ensuring all relevant inspection statutory certificates and maintenance records are supplied by the hire Company upon receipt of the equipment.

Equipment supplied should be used in a proper manner according to any specific training given to the Employee and according to the instructions given in the operating manual. Equipment used will be supplied in accordance with the Provision and Use of Work Equipment Regulations 1998. The equipment shall only be used for the purpose supplied.

4.29 Abrasive Wheels, Disc Cutters

All abrasive wheels must be mounted by trained Personnel only.

Care must be taken when using abrasive wheels, to prevent sparks etc., spreading outside the working area and affecting other Personnel.

Eye protection must be worn when using abrasive wheels as well as hand, ear and respiratory protective equipment.

4.30 Maintenance

All plant and equipment will be maintained as per the Manufacturer's or Supplier's guidelines, or as breakdowns occur.

Any Employee who identifies a fault on a piece of equipment or machinery must bring it to the attention of the appointed Supervisor, if the fault presents a risk of injury, use of that piece of equipment or machinery must not commence unless authorised by the Management.

The Appointed Supervisors will ensure all equipment under their area of responsibility is regularly inspected on a visual basis, weekly and the appropriate recording forms passed to the Company Secretary at the end of the week.

The Appointed Supervisors will ensure that all equipment is subject to maintenance and inspection as per the Manufacturer's guidelines and all statutory Regulations. Arrangements for this must be made via the Company Secretary.

The Appointed Supervisors will provide training to Employees on the safe use of equipment upon induction to the Company, and as identified due to new equipment being introduced or via the Risk Assessments.

All equipment will be maintained on a regular basis as per the requirements of the Manufacturer or Supplier.

All Employees will visually check any equipment prior to use to ensure the equipment is in a safe working order.

Maintenance will be carried out only by trained and authorised persons, and must be carried out as per the Manufacturer's or Supplier's instructions.

Records of maintenance will be kept by the Company Secretary, as appropriate.

Employees are not permitted to use any equipment unless trained.

4.31 Violence at Work

There is a possibility that Employees could be exposed to a risk of violence from other persons, i.e. from attempted theft of tools and equipment. Although it is considered that the risk will be minimal and no different to the exposure Employees have in going about their daily activities.

The Company will make due consideration to this risk as part of their Risk Assessment process prior to the commencement of any Contract, from this the Company will take all reasonable steps to protect its Employees.

Employees can assist in reducing the risk by taking the following steps:

- a) Be aware of your working environment.
- b) Be aware of the location of the nearest telephone.
- c) Don't leave site without informing someone where you are going and when you are likely to return.
- d) Avoid confrontation, walk away.
- e) Report any suspicious activity.
- f) Keep tools and equipment within your sight or store in the vehicle when not in use.
- g) Keep personal mobile phones out of sight.

4.32 Lone Working

Our Employees are often required to visit unoccupied properties or vacant development sites during the course of their employment.

We aim to ensure, as far as reasonably practicable, that Employees who visit unoccupied properties or vacant development sites are accompanied by a second Employee or another responsible person who has knowledge of the layout and conditions of the place in question.

If the above cannot be achieved the following procedures will be adopted to ensure the safety of the Employee during lone working.

1. The Employee will be suitable for lone working, i.e. he / she will be physically healthy, and will possess the knowledge and training to enable him / her to undertake the task.
2. The Employee will be made aware of the hazards of the environment and the task, and will be provided with the necessary personal protective equipment.
3. An Appointed Supervisors will contact the Employee at regular intervals.
4. Employees working alone are issued with mobile phones, which act as a constant communication system, and Employees are required to report to the office on a daily basis.
5. A specific Risk Assessment will be undertaken when Employees are required to enter a potentially hazardous environment alone, and the appropriate precautionary measures implemented.

4.33 Insurance

The Partners will ensure that all Employers and Public Liability is covered by insurance, and is kept up to date and displayed appropriately, and made available for inspection if required.

4.34 Advice, Consultation, Policy Review & Migrant Workers

In order to obtain specialist advice on specific health and safety matters, the Company will use the services of an independent External Health and Safety Advisor / Consultant.

The External Health and Safety Advisor / Consultant may make site visits upon request from the Partners, reports of their findings will be forwarded to the Partners.

The External Health and Safety Advisors / Consultants are at service to all Employees of the Company, their presence does not relinquish the Management of any responsibility. Their advice is available to all Employees and Contractors through the usual channels.

Any Employee or Contractor who is in doubt about Policy requirements or working practices should contact the Appointed Supervisors.

Consultation:

Consultation with Employees and Contractors will be provided by site inductions, meetings and via signs and notices displayed on notice boards or at various positions around the site and Company premises.

Suggestions or comments on ways in which health and safety performance can be improved will always be considered.

Policy Review:

This Policy will be reviewed on an annual basis or as Legislation demands by the Partners and the Company Health and Safety Advisor / Consultant.

The purpose of the review will be to measure the effectiveness and application of the Policy, and to ensure it conforms with both Legislative and Company requirements.

Any updates in the Policy as a result of the review will be communicated to all Employees via the Appointed Supervisors and other stated communication methods.

Migrant Workers:

In the event that the Company employs migrant workers or workers with little or no understanding of English the Company will undertake a Risk Assessment to identify any additional measures the Company may need to take outside of this Health and Safety Policy and subsequent Safe Working Practices.

This will be undertaken in accordance with the Management of Health and Safety at Work Regulations and using the guidance supplied from the HSE – Protecting Migrant Workers.

The Company has ready access to translation services via its Trade Organisations and also uses pictorial signage throughout.

5.0 SUMMARY

The Partners, nominated Supervisors, Employees and Contractors will ensure that the requirements of the Health and Safety at Work etc Act 1974 and supporting Regulations are applied at all times in particular reference to the following:

- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations
- Manual Handling Operations Regulations
- Personal Protective Equipment Regulations
- Health and Safety (Consultation with Employees) Regulations
- Construction (Design and Management) Regulations
- Noise at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Control of Asbestos at Work Regulations

6.0 RESPONSIBILITIES OF CONTRACTORS & SUB-CONTRACTORS

All Contractors will be vetted as to their health and safety provisions and arrangements prior to their services being employed by Dale Projects.

All Contractors carrying out work on behalf of Dale Projects will make themselves familiar with the Company Health and Safety Policy requirements and supply information for the purposes of health and safety upon request from the Company or its Clients.

All Contractors will observe Dale Projects' health and safety rules and additionally any instructions regarding health and safety by any person enforcing the Company Health and Safety Policy.

No Contractors shall be allowed to commence work on behalf of Dale Projects until the Company Health and Safety Policy has been read and accepted.

All Contractors must co-operate with Employees, representatives and Clients of Dale Projects on matters of health and safety, and adopt safe working practices at all times.

All Contractors will supply and use any personal protective equipment specified in the Company Health and Safety Policy, identified by the Risk Assessment, or as per the Client's requirements.

No Contractors shall be allowed to commence work on behalf of Dale Projects unless covered by insurance against risk, a copy of such insurance must be provided or made available if requested.

All Contractors shall act in a careful, considerate and responsible manner both to themselves and others.

All Contractors must report all accidents and damage to the appointed Supervisor whether persons are injured or not.

Any Contractor found to be in breach of any of these requirements might be asked to leave the site, which could result in their services not being employed in the future.

7.0 GENERAL

These rules, and any others which may be specific to the site you are on, are there for your protection and safety and must be obeyed. However, the rules cannot cover every contingency, so if you are ever in doubt, ask the Management.

Remember: An accident is not always something that happens to someone else-it can happen to you. So keep your eyes and ears open and your wits about you and do think before you act.