



**SUSTAINABLE
CONSTRUCTION**



Health & Safety Policy

Issued 02 Jan 2020



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Section 1 Health and Safety Policy Statement

Construct Bids Limited

The following is a statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Construct Bids Limited to conduct its activities with due regard for the health, safety and welfare of its employees, contractors, visitors and members of the public.

Construct Bids Limited recognises its statutory obligations in relation to health, safety and welfare are owed wherever the Companies activities are undertaken.

The purpose of this health and safety policy is to promote a positive and pro-active health and safety culture, prevent accidents, ill health and dangerous occurrences with the working environment. To achieve this, so far as is reasonably practicable, Construct Bids Limited will:

- Identify hazards and risks.
- Provide safe systems of work.
- Provide safe plant and equipment.
- Provide safe handling, use, storage and transportation of substances and articles.
- Provide information, instruction, training and supervision.
- Provide safe access and egress to every place of work.
- Provide a safe working environment.
- Provide adequate welfare facilities.

The co-operation of employees and contractors is essential in ensuring the success of this policy. Employees and contractors are responsible for the health, safety and welfare of themselves and others who may be affected by their acts or omissions.

Construct Bids Limited will monitor the effectiveness of this policy and ensure that it is reviewed on an annual basis, as a minimum, or due to changes in health and safety legislation.

Construct Bids Limited will consult with employees or their appointed representatives in relation to health and safety in accordance with health and safety legislation. Where an elected person does not represent employees, the company will consult directly with that employee.

Employees of Construct Bids Limited are reminded that they have a statutory duty to co-operate with their employer to enable them to comply with any statutory provision placed upon them.

Construct Bids Limited will ensure that adequate financial resources are available in order to discharge their responsibilities in relation to health and safety legislation.

The appointed Director for Safety for Construct Bids Limited is Mr Rob Mellor who is responsible for health and safety matters within its undertakings.

Signed on behalf of the Board of Management:

A handwritten signature in black ink that reads 'R Mellor'.

Position: **Managing Director**

Date: **2nd Jan 2020**



Section 2

Organisational Arrangements and Responsibilities

The responsibilities of Construct Bids Limited Appointed Director for Safety:

The Construct Bids Limited has appointed Mr Rob Mellor as Director for Safety who is responsible for ensuring the day to day health and safety throughout the Company and will ensure that our performance is monitored or audited in the following areas:

To provide adequate resources for the health, safety and welfare of all employees. Provide and maintain safe systems of work and safe plant that are without risk to health.

Ensure that the use, handling, transportation and storage of substances and articles hazardous to health without risk to employees

To provide any necessary information, instruction, training and supervision for Employees, in order to undertake tasks safely.

To provide a place of work and working environment that is safe and without risk to health, whilst ensuring safe access and egress.

To provide adequate welfare facilities and arrangements for all Employees, whilst at work.

To have in place suitable arrangements for insurance required by legislation and to display any such certificates. To ensure that all Employees are aware of any arrangements contained therein.

To display an approved poster or give every Employee a copy of an approved leaflet to comply with the Health and Safety (Information for Employees) regulations

To ensure risk assessments are undertaken and suitably reviewed for all work activities and record any significant findings.

To implement, monitor and review any adequate control measures identified by a risk assessment that are necessary to ensure the health, safety and welfare of Employees.

To appoint suitably competent persons to assist the Company in fulfilling their statutory obligations under health and safety legislation.

To establish a safety committee if requested by safety representatives appointed by trade unions.

To access manual handling operations in the workplace and take all reasonable steps to reduce the risk of injury to Employees

To ensure that all accidents, incidents are recorded and investigated to prevent a reoccurrence.

To report to the Health and Safety Executive all reportable accidents, dangerous Occurrences and noticeable diseases.

To provide Employees with all necessary personal protective equipment for use in the Workplace has be planned.

To protect Employees from the risk to health from the exposure to asbestos fibres whilst at work. Construct Bids Limited will adhere to the control of asbestos regulations 2012 and any subsequent amendments

To provide adequate welfare facilities at all places of work in accordance with requirements of the Workplace (Health, Safety and Welfare) Regulations

To appoint only competent persons to undertake the mounting and use of abrasive wheels and equipment.



To examine, test and properly maintain plant, equipment, lifting equipment and accessories at suitable intervals and record any significant findings.

To provide adequate first-aid facilities with sufficiently trained and competent persons.

To ensure consultation with all Employees on matters of health and safety that may affect them.

To engage only competent persons to undertake works on gas and electrical installations or appliances.

To adequately control the exposure to Employees from harmful dusts and fumes where it has not been possible to eliminate the hazard.

To allow only competent persons to operate vehicles, plant or any other work equipment.

To ensure that all access equipment for working at height meets the requirements of the Working at Height Regulations 2005.

To ensure that only licensed waste carriers and to check their documentation regularly. To undertake suitable COSHH risk assessments and to record any significant findings.

To take all necessary steps to ensure the health and safety of members of the public is not put at risk by works undertaken by the Company.

To protect the environment by using practical control measures and by raising the environmental awareness of Employees.

To adhere to our duties under the Construction Design Management Regulations 2015 and associated Code of Practice.

The responsibilities of Project & Site Managers:

The Managers of Construct Bids Limited are responsible for the effectiveness of incorporating the Health and Safety Policy and arrangements / procedures in all operations to ensure safe planning and development.

They are to apply the principles of the Health and Safety Policy to all operations under their control and ensure that any faults or defects in management systems or work equipment that they become aware of are adequately corrected.

Other responsibilities:

To co-operate and liaise with Enforcing Authority Inspectors and Independent Safety Consultants.

To make regular reports to the Director on the Company's health and safety compliance and performance.

To ensure Employees, Sub-contractors, Suppliers and Visitors under his control, comply with the requirements of the Health and Safety Policy or any other site rules.

To ensure all Suppliers and Self-employed persons safety arrangements are in accordance with health and Safety requirements.

To comply with health and safety requirements with regard to maintaining in safe order and good condition all Company work equipment, plant and machinery.

To ensure that security arrangements are always in place.

To maintain fire precautions and emergency procedures at all place of work under his control.



To ensure adequate first aid arrangements are made for Employees at all places of work.

To consider health and safety requirements at planning and tendering stages of any project.

To ensure that statutory inspections, records and reports are prepared in accordance with Health and Safety Legislation.

To report any disciplinary action taken in respect of an Employee, Sub-contractor, Supplier or other person to the Construct Bids Limited. Appointed Director for Safety.

To ensure that all-notifiable accidents, incidents, dangerous occurrences or deaths are reported to the Enforcing Authority.

To ensure all statutory notices are provided and displayed in appropriate places easily accessible to all relevant persons.

To ensure that all persons employed by Construct Bids Limited., are reasonably competent to undertake the work activity allocated to them.

To undertake risks assessments in all areas within his control, to record significant findings and inform all relevant persons of those findings.

To ensure the provision of welfare facilities for all Employees and to keep them in a clean condition.

To ensure consultation with Employees and others on safe working practices, methods and arrangements.

The Responsibilities of Supervisors:

Supervisors are responsible for organising works under their control so that it is carried out to the required standard with the minimum risk to all persons and equipment.

They are to be familiar with Health and Safety undertaken by their operatives and ensure it is observed

They are to co-operate and liaise with relevant Independent Safety Consultants and Enforcing Authority Inspectors.

General responsibilities:

To read and understand the Company policy for Health, Safety and Welfare and ensure that it is brought to the notice of any employees under their control.

To ensure that information affecting the Health and Safety of any person under your supervision is given to them. To ensure that you and your staff are aware of the requirements specific to their workplace.

To report to the Managers or Directors any unsafe situation or observed non-compliance with health and safety requirements.

Carry out your own work in a safe manner, take precautions when working on or near public roads and wear any necessary protective clothing or equipment provided.

To ensure that all required statutory notices are prominently displayed.

To make sure risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

To keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.



Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

To ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition.

To ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable.

To ensure that adequate first aid facilities are available and that all persons are aware of their location and the procedure for receiving treatment for injuries.

Co-operate with the safety adviser and ask for his advice before commencing new methods of work that you are not familiar with.

Set a personal example by actively promoting health and safety procedures, issues and wearing the appropriate protective clothing on site.

To ensure that any accident on site, which results in an injury to any person (not just employees), and/or damage to plant or equipment is reported to the Manager or Director in accordance with company policy.

The responsibilities of Employees:

Health and Safety Legislation always imposes a general duty on all Employees to take reasonable care.

In particular:

To co-operate with the Company in relation to health, safety and welfare issues and to follow any information, instruction and training that you have undertaken.

Not to interfere with or misuse anything that the Company has provided in the interests of health, safety and welfare.

Undertake all work activities using safe systems of work and any mechanical or electrical equipment. To use all plant and equipment safely and in accordance with instructions and training.

Only operate plant and equipment that you have been trained and authorised to use.

Report any hazards, faults or defects with work equipment to your Supervisor as soon as possible. Inform the Company of any work activity or situation that may give rise to risk of injury.

To use and wear any personal protective equipment supplied by the Company correctly, take care of it and report any faults or defects to the Supervisor.

Not to block or restrict any means of access of egress with materials, equipment or waste.

Use all control measures provided by the Company to prevent or limit exposure to substances or articles hazardous to health.

Observe safe use, handling, transportation or storage instructions or information for hazardous substances or articles.

To co-operate with any Inspector from the Health and Safety Executive or any other Enforcing Authority.

Not to remove or interfere with any safety guards, safety devices that are fitted to any plant or work equipment. Not to ride on plant or vehicles unless in a place where a person was designed to ride.

To understand the importance of personal hygiene, especially when working with substances harmful to the skin. Report all injuries or accidents to your Supervisor and ensure that the details are entered



Never exceed the safe working load of any piece of plant, work equipment or lifting equipment.

To comply with all prohibition, warning or mandatory signage provided in the interests of health, safety and welfare.

Not to undertake any repair on any plant or work equipment, unless competent to do so and authorised by the Company.

Section 3

Arrangements

Access & Egress:

Construct Bids Limited will ensure the safe access to and egress from every place of work under their control for all Employees.

Where their work activities are undertaken at shared premises or on location, the persons under their control will be informed and instructed in the specific access and egress routes for that place.

Specific arrangements for access and egress to particular working places will form part of the related risk assessment and method statement.

It is the responsibility of all persons within the Company to ensure they report any failures in these arrangements to the appropriate person

Accident and Ill Health Reporting:

All injuries or damage resulting from incidents on site or in other workplaces, however minor, will be reported by the Supervisor to the Manager and recorded in the accident book kept on site.

Any such incidents shall also be communicated to the Director as soon as is practicable.

This applies to injuries received by sub-contractors, members of the public, visitors etc., as well as Company employees.

In the event of a fatal or major injury to any person or dangerous occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Construct Bids Limited Appointed Director for Safety will immediately contact the central reporting centre of the Health and Safety Executive.

In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, The Construct Bids Limited Appointed Director for Safety will notify the Health and Safety Executive.

An accident book, compliant with the General Data Protection Regulation (GDPR) 2018, will be available within the office to ensure any injured person can record details of his/her accident.

Asbestos:

Construct Bids Limited have appointed Mr Rob Mellor as Director for Safety who holds responsibility for ensuring that premises and workplaces meet the requirements of all relevant statutory provisions, Approved Codes of Practice and guidance.

Construct Bids Limited will ensure that the presence, type, condition and nature of any asbestos containing materials is known



within the building and that this information is readily available for inspection prior to the commencement of any works.

Construct Bids Limited shall ensure co-operation and communication with their independent Health and Safety Consultants, to ensure that the risks associated with the presence of asbestos are managed, so far as is reasonably practicable in accordance with the Control of Asbestos Regulations 2012.

The Construct Bids Limited Appointed Director for Safety will ensure that a management plan of any asbestos containing materials within the premises is drawn up and that any surveys required to complete this obligation is undertaken.

The management plan will be available for those who need to review its contents and information will be communicated to employees, where appropriate.

The duty to manage requires those in control of premises to:

- take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACM's or presumed in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action; review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Where Construct Bids Limited is working on Construction or refurbishment Projects then all asbestos 2012 regulations will be adhered to: In the case of refurbishment projects then an R and D (Refurbishment / Demolition) survey will be put in place prior to the works: Should any asbestos be found then a licenced asbestos removal company will be engaged to remove the asbestos where required.

All Construct Bids Limited operatives will be asbestos awareness trained thus ensuring any likely asbestos materials discovered can be dealt with safely: i.e. the suspect material will be reported to the operative's manager who will arrange for a licenced asbestos company to take a sample. Where necessary the material will be removed by a licenced asbestos company or encased and marked as asbestos. Should any found asbestos be encased then details of the asbestos type and location will be entered into the Health and Safety File.:

Authorised Persons

Where specific work processes require a higher level of competency Employees will be qualified in that piece of equipment or activity. The Construct Bids Limited Appointed Director for Safety will ensure that only competent and authorised persons undertake the following operations:

- First-aider or Appointed Person.
- Operating or supervising the use of plant, machinery, delivery vehicles etc. in control of powered equipment.
- Undertaking risk assessments.



Hot works:

This is by no means an exhaustive list and the Company will assess each process before it is undertaken. When required our external health and safety consultants will advise, assist and provide appropriate guidance to the Director in this area.

CDM Construction Design Management regulations 2015:

Construct Bids Limited will ensure that they will meet their duties as covered in the Construction Design Management Regulations 2015 and associated Approved Code of Practice whether as Client: Principal Designer: Principal Contractor or Contractor:

Confined Spaces:

In accordance with the Confined Spaces Regulations 1997, Construct Bids Limited will ensure that Employees do not enter a confined space unless it is absolutely necessary and that all persons involved in the process are competent, a safe system of work has been produced and suitable emergency arrangements have been made.

Construct Bids Limited will ensure that a risk assessment and method statement has been produced and that the guidance from the Health and Safety Executive, INDG258 is followed.

They will also ensure that all operatives are authorised by Construct Bids Limited to undertake these works, if in doubt advice will be sought from our external health and safety consultants. Employees are reminded that unless they have been specifically trained to enter a confined space, they MUST not do so.

Communication and Co-operation:

Construct Bids Limited sees effective two-way communication between Employees at all levels as an important part of ensuring the health, safety and welfare of Employees.

Construct Bids Limited will work with all persons affected by their undertakings to ensure that information on risks and hazards are effectively communicated and understood by all parties.

Communication with employees, service providers and clients will take various forms and employees are reminded that they may raise any health or safety issue with any member of management in total confidence.

Employees are actively encouraged to raise any concerns they may have in relation to health and safety.

Consultation:

There will be joint consultation with others who may be affected by our undertakings and also with respect to, emergency procedures, first aid and firefighting provisions already in place and any additional requirements that may be needed.

Dangerous Substances and Explosive Atmospheres Regulations:

Construct Bids Limited will undertake a risk assessment in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). The risk assessment will consider the hazardous properties of the substance from information on the safety datasheet.

The risk assessment will review the circumstances of the substance being used; the amount of the substance involved; whether one or more dangerous substances are involved and the risks involved managed or eliminated by other methods.



The arrangements for the safe handling, storage and transport of that substance;

Maintenance arrangements:

A risk assessment will be made to manage the following:

The likelihood that an explosive atmosphere may occur and its Manage the risk accordingly. The presence of any ignition sources e.g. static electricity, hot surfaces etc.

The possible effects of a fire or explosion;

DSEAR and the Petroleum Consolidation Act (PCA) also cover the use, storage and dispensing of petroleum spirit. Construct Bids Limited will comply with all the requirements under this legislation and where necessary consult with the appropriate Petroleum Licensing Authority.

Construct Bids Limited. will provide employees with information, instruction and training on the precautions required to use the substance safely also the significant findings of the risk assessment and what to do in the event of an accident, incident or emergency. Appropriate signage will be displayed where required and conform to the Safety Signs and Signals Regulations 1996

Demolition/Deconstruction:

Construct Bids Limited. will co-ordinate and manage Health & Safety issues where deconstruction or demolition is project.

The Site Manager will supervise workers and ensure they are following Safe Working Practices. Site workers will be given training to be able to understand and follow the precautions necessary on site.

Construct Bids Limited will provide the Information, Instruction and Training to employees to enable them to analyse the risks involved and to form a risk assessment and method statement, to identify the sequence required to prevent accidental collapse of structure or Risks from connected services, i.e. Gas, Electricity, Water & Telecommunications.

The duty to manage requires those in control of premises to take reasonable steps to determine the following information:

- Age of the Structure
- It's previous use
- Type of construction
- Nearby Buildings or Structures
- Hazardous gases, chemicals or materials onsite
- Connected Services

Display Screen Equipment:

The main hazards associated with this equipment include: -

Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms shoulders etc. occupational cramp, chronic soft tissue disorders such as peri-tendinitis or carpal tunnel syndrome.

Prolonged static posture or awkward positioning.

Temporary visual fatigue - poor positioning, poor legibility of screen or documents, lighting, poor screen image. Fatigue or stress.

Environmental factors e.g. humidity, heating, ventilation, static electricity.

The Construct Bids Limited Appointed Director for Safety will ensure that the following procedures



are implemented:

- Defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied.
- Breaks are taken when planned, or when necessary, and organise the work to accommodate them.

In order to minimise any potential risks to the health and safety of VDU operators, the following guidelines have been drawn up.

It should be stressed that, where the terminal is not used continuously, minor faults in equipment placement or design are not crucial. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics becomes crucial.

These guidelines should, therefore, be the subject of full consultation between management and users.

Any potential user who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU.

Any potential user required using equipment for continuous periods of 1 hour or more or when undertaking work requiring high levels of concentration, may undergo an eyesight test, at the expense of the Company, before taking up their duties. Eyesight tests should then be carried out at two-yearly intervals.

Eyesight tests should also determine the suitability of potential users who currently wear spectacles or contact lenses. If there are problems envisaged, an optician should be consulted to advise on such matters.

Electricity

Construct Bids Limited accepts its responsibility under the Electricity at Work Regulations 1989 to ensure that all electrical systems are constructed as to prevent danger, so far as is reasonably practicable.

They shall also ensure that all equipment purchased or provided for use at work will conform to all applicable safety standards, CE, BS or EN.

The Company will ensure that all fixed installations are suitably maintained in accordance with the manufacturers or installers instructions and tested to IEE standards. Only competent and authorised persons will undertake repair or alterations on these systems.

Electrical supplies to work areas and work equipment will be assessed and maintained on a regular basis.

All portable electrical appliances shall be subjected to regular testing in accordance with guidance issued by the Health and Safety Executive.

Emergency Procedures:

In accordance with the Management of Health and Safety at Work Regulations 1999, Construct Bids Limited has a duty to ensure that adequate arrangements are made in the event of any situation offering a significant risk of serious and imminent danger.

This information will form part of the Company and work site induction, where information on assembly points, emergency escape routes and means of raising the alarm will be given to employees and visitors to our work sites.

The Construct Bids Limited Appointed Director for Safety has been appointed Fire Safety Co-ordinator and shall be responsible



for ensuring that a fire plan or emergency evacuation plan is prepared and actioned, with all affected parties informed.

These will be displayed prominently in various areas including, notice boards, welfare facilities and other suitable places.

Construct Bids Limited will ensure that all equipment provided for the purposes of emergencies is serviced Log books and records will be kept in the office.

The Company will provide specific training for employees with special responsibilities during emergencies, i.e. Fire Marshals / Co-ordinators.

Employees are reminded that upon hearing the evacuation alarm they are to leave the premises IMMEDIATELY;

Enforcement Action:

Construct Bids Limited recognises its duty to co-operate fully with any enforcing authority when required.

Employees are reminded of their legal obligations to co-operate with the Inspectors, Officers or agents of enforcing authorities. These may include representatives from the Fire Authority, Health and Safety Executive, Environmental Health Department, Environmental Agency and the Police.

They have wide ranging powers and may gain access to a workplace at any reasonable time without a warrant, seize documentation, remove plant and equipment, take statements and issue improvement or prohibition notices.

Fire Safety:

Construct Bids Limited as required by the Regulatory Reform (Fire Safety) Order 2005 will ensure suitable arrangements are in place for the protection of persons in workplaces within their control.

These arrangements will include assessments of the risk from fire, emergency procedures, equipment for fire fighting, and equipment to detect fire and other requirements.

Access and egress routes will be maintained at all times and regular evacuation drills and tests will be undertaken and recorded.

The Company will provide specific training for employees with special responsibilities during emergencies and in fire fighting techniques where this is necessary.

First Aid:

In accordance with the Health and Safety (First Aid) Regulations 2013, CONSTRUCT BIDS LIMITED will provide suitable and sufficient competent persons, equipment and procedures to meet its legal requirements.

Competent persons will have attended either the First Aider course or the Appointed Persons course. It will be the responsibility of these persons to ensure that a first aid box is readily available and fully stocked.

Employees are reminded that all incidents or accidents requiring first aid are to be recorded in the Company accident book.

Hazardous Substances:

Due to the type of operations undertaken by Construct Bids Limited various substances will be used.

The company will endeavour through our buying policy to purchase only those substances that are not hazardous to health.

Those substances that may be hazardous will be reduced to the lowest risk level reasonably practicable.



The use of those substances purchased will be assessed under the COSHH Regulations 2002, restricted and strictly controlled.

Assessments will be reviewed periodically and whenever there may be reason to suspect that the assessment may no longer be valid.

A full survey of all chemicals used within the Company and its work locations will be carried out and maintained, in line with the COSHH Regulations 2002.

The results of such findings will be communicated to employees together with controls. Protective equipment if required will be provided free of charge.

It will be a disciplinary matter if staff do not adhere to the use of PPE and use controls identified as part of the assessment.

Hot works:

Hot work refers to activities which involves or produces a naked flame, sparks, very hot air or similar and which could be a source of ignition if flammable vapours or other combustibles are present.

The Supervisor is responsible for ensuring that only competent persons undertake hot works in accordance with any permit to work system. Employees will receive specific training for these operations and be authorised.

The use and storage of LPG cylinders and other gases will be kept to minimum and in accordance with the guidance issued by the Health and Safety Executive.

Housekeeping and Storage:

It is the responsibility of all employees and sub-contractors to ensure that their working environment is maintained free of health and safety hazards to themselves and other personnel during the working day.

The highest standards of housekeeping are to be maintained throughout. All floors, surfaces, stairs, steps, passage and gangways shall be kept free from any substances or obstacles likely to cause a hazard.

All waste must be stored in the appropriate permanent storage area and waste paper bins are to be emptied every night. Employees will be informed of the specific procedures during their induction.

Insurance:

The Construct Bids Limited Appointed Director for Safety is responsible for ensuring that the Company always has in place adequate insurance coverage as meets the minimum requirements of statutory regulations. This will include the following, where appropriate, Occupiers, Public and third part Liability insurance. A current and valid certificate will be readily available for inspection.

Lifting equipment:

All lifting operations, appliances, accessories and other equipment, supplied or undertaken by Construct Bids Limited, will meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 and the Supply of Machinery (Safety) Regulations 1992.

The Manager / Supervisor will ensure that no lifting operations are undertaken unless it has been properly planned by a competent person and appropriately supervised.



The Manager is responsible for ensuring that all lifting equipment has been thoroughly examined by a competent person before it is put into service and will arrange for any additional statutory examinations at suitable intervals i.e. every 6 or 12 months.

Only authorised and competent persons shall be in control of any lifting operation undertaken by Construct Bids Limited Employees carrying out these duties will be adequately trained to recognise industry standards in accordance with statutory requirements.

Lone Working

Construct Bids Limited recognises its responsibilities to ensure the health and safety of employees and others.

Work involving significant risk shall not commence unless suitable control measures are in place, as identified by the risk assessment.

Employees are reminded that the security measures within the site are always to be adhered to .

Manual Handling:

The Company accepts its responsibility under the Manual Handling Operations Regulations 1992 to avoid manual handling by employees and others where possible.

Where an avoidance of a manual handling task is not possible, an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual to perform the task in hand.

An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level reasonably practicable.

Employees are reminded to make proper use of any working system or equipment provided by Construct Bids Limited to reduce the risk of injury from these operations.

Mobile Communications:

Construct Bids Limited shall undertake to ensure that when employees are required to drive to and from work locations that they are made aware of the need to refrain from the use of handheld mobile phones whilst on the roads.

Where it may be necessary for employees to be contactable at all times, the Company shall provide hands free / Bluetooth communications equipment to the employee, so as to ensure the risk of driver error is kept to the lowest level reasonably practicable.

Monitoring:

Construct Bids Limited will use both active and reactive monitoring techniques to measure their health and safety performance, with a view for continual improvement.

It is the duty of all employees within the Company to inform the management structure of any failings in safety systems or procedures.

Our External health and safety consultants when undertaking inspections will advise the Directors of any remedial action required should improvement of working systems be necessary.

Information from both active and reactive monitoring systems will be used to identify situations that may create risks and enable suitable control measures to be implemented



Noise (Exposure and Control):

Where noise levels are suspected of being above the action levels the Company will inform its external Health and Safety Consultants and request that they carry out full noise surveys, employees will then be informed of the results.

Steps will be taken to reduce noise and as a final defence suitable and sufficient ear protection will be provided, free of charge, to the workers.

Construct Bids Limited will undertake to:

- Reduce noise at source.
- Isolate the noise source.
- Reduce the time that operatives are exposed to the noise.
- Identify which employees are exposed.
- Keep adequate records of such assessment until a further assessment is made.
- As a long-term undertaking to reduce the noise levels to which employees are subjected.
- Provide the employee with such information as will enable him to carry out his statutory duties.
- To designate ear protection zones and post signage accordingly.

When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates noise levels will be reviewed and changes made as recommended by the review.

Personal Protective Equipment:

Construct Bids Limited recognises the statutory requirements of the Personal Protective Equipment at Work Regulations 1992 and will ensure that suitable and sufficient arrangements are made.

The Directors are responsible for ensuring that:

- PPE is provided free of charge.
- That it is compatible with other items.
- There are suitable maintenance and cleaning arrangements.
- Storage of items is available.
- Operatives receive information, instruction, training and supervision on the PPE.
- Defective or lost equipment is replaced.

Employees are reminded of their duties to make proper use of protective equipment, inform the Managing Director of any defects and use it in accordance with the training they have received.



Pressure Systems:

Construct Bids Limited recognises their responsibility under the Pressure Systems Safety Regulations 2000 and will ensure that all pressure systems and relevant ancillary equipment are designed and installed in accordance with these regulations.

Construct Bids Limited will ensure that only a competent person shall undertake inspections / examinations and will also ensure that all such systems are regularly examined in accordance with a written scheme of examination prepared by a competent person.

Results of such examinations shall be prepared within a report and submitted to the Directors for distribution amongst maintenance staff and / or specialist maintenance contractors who shall ensure that all repairs and modifications are undertaken as soon as is reasonably practicable.

The records of any such examinations and reports shall be retained and available for inspection.

All pressure systems will be subject to a strict maintenance regime in accordance with the Manufacturers / Installers / Designers operating instructions.

Protection of Third Parties:

Construct Bids Limited will ensure that all necessary measures required for the protection of the public will be allowed for and planned. In particular, considering the recommendations contained in Health and Safety Executive ACOP:

Where activities are planned and specific work contracted to others, Construct Bids Limited shall assess the health and safety competence of their sub-contractors to ensure that all necessary provision is made to assure the safety of those to whom we owe a duty of care.

In addition to undertaking assessments of the sub-contractor's health and safety competence, Construct Bids Limited will undertake to carry out background/security checks on those persons who may come into contact with children

Risk Assessments:

Assessments of the risks involved while persons are at work are an integral part of complying with statutory regulations. The Management of Health and Safety at Work Regulations 1999 places a general duty on Employers to assess risks in the workplace and record their findings, while other regulations require specific risk assessments.

Risk assessments compiled under specific regulations will satisfy the general requirement under the Management of Health and Safety at Work Regulations 1999 and need not be repeated.

Construct Bids Limited will assess the risks to the health and safety of employees and any others that could be affected by work activities. This also includes contractors and temporary staff engaged for specific work.

Relevant procedures must be specified to eliminate or minimise the risks.

Generic assessments incorporated as arrangements within a safety policy document will be acceptable provided arrangements for identifying additional risks are in place.

Significant risk must be recorded in writing and identify those groups of employees being exposed to the risk.

Risk assessments will be reviewed and altered if they are no longer valid or circumstances have changed significantly.

Construct Bids Limited will co-operate fully with other Employers where work areas are shared, by carrying out risk assessments and subsequently pass such information to employees in those areas.



Sub-Subcontracting:

Where there is provision of a 2nd tier subcontractor, or the subcontractor wishes to sub-let part of his work, written agreement prior to any contract award must be obtained from Construct Bids Limited.

The 2nd tier subcontractor must be assessed to ensure they are competent and have adequate resources to complete the work. The assessment of any 2nd tier subcontractor used for sub-let work must be at least to the standard of Construct Bids Limited. A copy of this assessment should be forwarded to Construct Bids Limited, within an agreed time period for review and approval.

The Subcontractor is required to complete and include copies of Construct Bids Limited's Contractor's Assessment Form with any quotation or subcontract that they are awarded. Evidence of such should be provided to Construct Bids Limited, when requested or as required by the Subcontract.

Training:

The Company will ensure that all Employees receive adequate training in accordance with the statutory requirements of various health and safety legislation.

General health and safety information will be given at induction to the Company, with additional and refresher training given by short courses and informal sessions.

Specific training will be provided for certain work-related activities to industry standards, considering the individuals unique mental and physical capabilities.

Construct Bids Limited will resource any reasonable request from employees for additional education or training purposes.

Vibration:

Construct Bids Limited purchasing policy is to ensure that the degree of vibration produced from work equipment is considered, together with the price when new equipment is bought.

The Company will purchase equipment that is advanced in technology and equipped with vibration absorbing features.

Construct Bids Limited recognises that vibration exposure from the prolonged use of rotating hand tools and percussive tools may cause serious adverse health effects.

Wherever practicable, remote mechanical equipment will be used thereby ensuring that the operative does not become exposed.

To ensure that operatives are aware of the effects of vibration they will be provided with adequate information on the hazard / controls and given information in order to reduce the risk of exposure to vibration.

Should monitoring of individuals become necessary, the Company will plan for this to be undertaken by our external health and safety consultants and findings relayed to Employees.

Employees are reminded to inform their Supervisor of any adverse health effects they may be concerned about.

Work Equipment:

Construct Bids Limited will provide work equipment that complies with the requirements of the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.



Construct Bids Limited will ensure that all types of work equipment are maintained in an efficient state, in working order and in good repair. Where the equipment has a statutory maintenance log, this log is to be kept up to date.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order,
The Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Operatives using Company equipment will be competent and trained. They must inspect equipment before use and not misuse it. Operatives must report all faults, damage, defects or malfunctions to the Director immediately.

Employees are reminded not to use defective equipment or try to repair it themselves.

Working at Height:

Construct Bids Limited, as required by the Working at Height Regulations 2005 (WAHR) will ensure that suitable arrangements are in place for the training and maintenance of all working at height equipment.

The Company will provide specific training for employees that are responsible for the maintenance/Usage of all working at height equipment (i.e. Scaffolding, MEWPS, Towers, ladders, Harnesses and Lanyards). Hired equipment must be from licensed company and certificate of conformity obtained before use.

Operatives using Working at Height Equipment must inspect equipment before use and not misuse it. Any faults, damage, defects or malfunctions must be reported to the Director immediately.

Employees must not use any defective equipment or try to repair it themselves. Defective equipment must be removed from the working site as quickly as possible and disposed of safely.

Young Persons:

Construct Bids Limited recognizes its statutory obligations in accordance with the Management of Health and Safety at Work Regulations 1999.

When Construct Bids Limited employs people under the age of 18, but over compulsory school leaving age, it will complete a specific risk assessment in respect of the young workers.

The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by them while they are undertaking tasks.

No young person, under 18 years of age will be permitted to undertake any work or use work equipment unless they are directly supervised by a fully competent and authorised person.



Section 4

Amendment Schedule

<i>Original Document</i>	<i>Jan 2020</i>

