

H&S Policy, Organisation and Arrangements

The attitude of the 7formation workforce is one of not accepting unsafe working environments or taking short cuts, but doing things the right way.

If we see something unsafe we don't ignore it; we correct it, then report it.

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1 Introduction

7formation undertakes work as a Principal Contractor and has expertise encompassing all aspects of building refurbishment and interior fit, along with specialist services.

The 7formation organisation chart details the company structure

Key areas of expertise include:

- o Refurbishment
- o Design and Build
- o Shopfitting
- o Interior Refurbishment
- o Minor Building and Groundworks

Company Policy Statement

7formation have professional staff supporting their activities including health, safety, environmental and quality management, quantity surveying, design and architecture, sales and marketing and project management. As a result of which, we are able to offer a complete package to our clients. We are also members of the National Association of Shopfitters and accredited to Alcumus SafeContractor.

A proven track record of delivering a quality product in a safe manner has led to repeat business with quality clients. This is underpinned by a can do culture, supported by a non-adversarial approach.

This policy applies to all offices, sites and activities therein which are undertaken by the company.

The goal of the 7formation health and safety management system is to achieve excellence on all health and safety issues. Our goals will be achieved through the example of leadership, a committed workforce and a strong health and safety culture where the behaviour of everyone can make a difference. To enable the achievement of this goal, we at all times remain committed to the maintenance and application of an effective management system based on recognised management. It is, we believe, as a result of this commitment, that when correctly applied, the needs and expectations of our business, employees and customers alike will be duly satisfied.

To further ensure the continuing development of our business operations, all Company personnel are encouraged in taking an active role in our decision-making processes, including wherever possible in the future re-design, implementation and application of the Company's management systems. We believe in so doing, a positive and pro-active operating culture shall ensue, based on the continuing co-operation, understanding and development of our workforce.

We recognise that in order to maintain these standards, it will be necessary to develop and maintain a high level of commitment throughout our operations that actively encourages leadership at all levels. We also recognise that to realise this commitment and to support our efforts it will be necessary to provide adequate facilities and resource, the level of which shall always be commensurate to quantified risk and the reduction in pollution of all forms.

An integral part of our management system includes pre-determined aims and objectives, the detail and levels of which are closely linked to the achievement of suitable performance criteria. The ongoing monitoring and development of these criteria is used to best represent the ongoing development of our business operations through the application and use of recognised continual improvement principles.

7formation affirms that a successful health and safety policy depends on a satisfactory method of carrying out all works with due regard to the environment.

This policy is reviewed, amended and published for the benefit of all 7formation employees, sub-contractors and shareholders. All parties are obliged to ensure that they are familiar with the contents and the duties & responsibilities required in law by every employee.

Your commitment to health and safety will help ensure that our offices, sites and activities provide a safe and healthy working environment.

In all that we do, please remember that nothing is as important as everyone going home safely every day

Signed



Dated 02 Jan 2019

Stephen Rowell
Managing Director

3. Responsibilities

3.1 Managing Director

The Managing Director has overall responsibility for ensuring that this policy is comprehensive, effective and kept up to date. In particular he will:

- appoint a director to be responsible for health and safety. This will be the Operations Director unless expressly written otherwise in written documentation.
- ensure that adequate resources are made available to meet the requirements of the policy
- sign and date the general statement and see that the policy is reviewed at least annually
- review reports of health and safety performance at management meetings
- ensure the communication of company health and safety targets and performance throughout the company
- set a personal example of safe behaviour.

3.2 Operations Director

The Director responsible for health and safety promotes and champions the cause of health and safety. Responsibilities include:

- to initiate the annual review of the policy
- to monitor company health and safety performance
- to ensure that the health and safety system is established, implemented and maintained in accordance to health and safety legislation
- to chair the health and safety management system review meetings
- to set annual health and safety targets
- to authorise health and safety department expenditure
- to arrange for the health and safety's monthly and annual reports to be circulated to all heads of departments
- to liaise with the HSE and other enforcement agencies regarding the company's activities
- to conduct regular safety tours and inspections
- to review the 7formation management systems and policy
- to attend clients' health and safety meetings when and as requested.
- to liaise with our approved health & safety consultant, to ensure, that as a company we are kept abreast of new policy, practice and procedures within health and safety and assess their impact on the 7formation management system to ensure compliance with relevant legislation

3.3 Health and Safety Consultant

Torney Ltd have been appointed as the current 7formation Health, Safety & Environmental Consultants: Upon request, they will:

- liaise directly with Directors and Project Managers
- provide advice and assistance on the CDM Regulations when 7formation is appointed on any contract
- ensure that guidance is provided to Project Managers in the preparation of construction phase plans, work package plans and task briefings
- ensure that all contracts are provided with relevant statutory health and safety documentation
- assist project staff in identifying the competency level required to work in the construction environment
- provide advice and support to directors when pre-qualifying/tendering for works in the construction environment
- Liaise with Project Managers to develop a co-ordinated approach to the development of any 7formation quality or environmental management system which is required to ensure compliance.

- Inform Managers and Supervisors at 7formation sites, depots and offices of statutory health and safety requirements
- monitor subcontractors during site visits to ensure that safe systems of work are being adopted carry out health and safety audits to the audit programme
- ensure that all lost time injuries, significant near misses and dangerous occurrences are thoroughly investigated and reported detailing causes, conclusions and recommendations to avoid recurrence
- assist in the identification of safety training needs for site-based personnel keep abreast of health and safety legislation
- set a personal example of safe behaviour.
- Review all accidents, incidents and near miss reports that have occurred on 7formation sites.
- Co-ordinate and ensure compliance with the 7formation Drugs & Alcohol Policy

3.4 Shareholders and Directors

Shareholders and Directors are responsible to the Managing Director for ensuring the implementation of this policy within the departments under their control.

Responsibilities include:

- to ensure that adequate resources are made available for health and safety in their respective areas
- to communicate directives from the board to all staff and ensure compliance
- to annually attend Health and Safety Advisors' meetings
- to conduct annually safety audits
- to ensure a fair and balanced approach, when investigating and dealing with breaches in health and safety
- to set a personal example of safe behaviour

3.5 Operations Manager/Contracts Manager

The Operations Manager/Contracts Manager reports directly to the Operations Director and is responsible for the following:

- Assisting the Operations Director with all of his responsibilities and acting as the daily link between Project Managers and the Directors.
- to include details of their project safety performance at monthly operations meetings and in monthly reports to the Operations Director.
- to actively investigate all lost time injuries, close calls and dangerous occurrences which may occur on their projects
- to conduct monthly safety audits and action any points to maintain the highest level of health & safety standards on site
- to ensure health surveillance is managed effectively, planned and undertaken in such a way as to give foremost regard to health and safety
- to inform the Operations Director of incidents and near misses which require investigation in accordance with Company procedures
- to ensure that health and safety records are maintained
- to ensure that health and safety manuals, guidance and procedures are kept up to date and made available for reference to all Managers and Supervisors on site
- to identify operative and staff training needs and arrange training provision with a relevant training provider.

3.6 Project Managers

Project Managers are accountable to the Operations Director for ensuring the implementation of this policy in their respective projects.

Responsibilities include:

- compliance with the policy in all activities for which they are responsible
- to establish and maintain procedures such that all sites, plant, equipment and systems of work are safe and without risk to the health and safety of employees or others who may be affected
- to establish and maintain procedures such that all offices are safe and without risk to the health and safety of employees or others who may be affected
- to ensure that the requirements of relevant legislation, codes of practice, guidance notes and 7formation procedures are understood and implemented by personnel accountable to them
- to verify that adequate resources are made available for the safe conduct of projects for which they are responsible
- to arrange for the provision of adequately trained and competent site management for projects under their control
- to ensure actions arising from incident investigations are implemented and that lessons are learnt
- to ensure that adequate arrangements are made for engaging with the workforce on health and safety issues
- to undertake the responsibilities of Site Manager when no such appointment is made
- to ensure the site is established to present a professional and safe image
- to consider any hazardous activities at the planning stage and subsequently as any works proceed and define by risk assessment appropriate safe systems of work
- to ensure that personnel with the appropriate competency are involved in the risk assessment process
- to satisfy themselves that adequate resources have been provided to enable the work to be undertaken safely
- to verify that procedures for the control of temporary works are implemented
- to appoint, where appropriate, personnel qualified to manage the site requirements:
 - First Aiders
 - CSCS Card Holders
 - SMSTS Certification
 - SSSTS
 - Appointed Persons (lifting)
 - Fire Safety Warden
- to ensure that all statutory registers, reports, records, certificates, notices, placards and posters are properly maintained and/or displayed
- to confirm through regular meetings with the Client, 7formation personnel, Subcontractors and the visiting Health and Safety Advisor that satisfactory arrangements for health and safety are in place and their effectiveness is kept under review
- to ensure that adequate arrangements are made for engagement with the workforce on health and safety issues
- to verify, in conjunction with the Operations Manager/Contracts Manager, that persons who operate plant, machinery and equipment are competent and adequately trained.
- to arrange for the provision of safety induction training, Toolbox Talks and method-related briefings.
- to identify operative and staff training requirements and arrange training provision through the office the office staff at 7formation.
- to ensure that personal protective equipment needs are assessed and that an adequate supply is available, issued and properly used and that the issue is recorded in the CPP
- to arrange for the provision of welfare and first aid facilities in line with requirements of legislation and client standards
- to set a personal example of safe behaviour
- to produce risk & method statement for each project and ensure operatives working on site adhere to the process.
- to manage sub-contractor risk & method statements and ensure operatives working on site whether direct or in-direct adhere to the process
- to reduce the need for manual handling, and ensure that any remaining manual handling tasks

- are undertaken only by trained workers of proven fitness as directed in a specific RAMS.
- to manage the construction phase health & safety plan at site level monitor and adjust any items as require necessary throughout the course of the project
- Monitor site managers against their respective duties
- To ensure all high risk activities as denoted on FR-OP-07 are signed off by the Operations Director:
These being:

Structural Demolition / Roofing Works / High Voltage Cable Works / Crane Operations / Working within close proximity to the public / Deep excavations / Confined spaces / Working over water / Buried services / Asbestos

3.7 Site Managers, Supervisors

Site Managers and Supervisors are accountable to the Project Manager for the implementation of the policy.

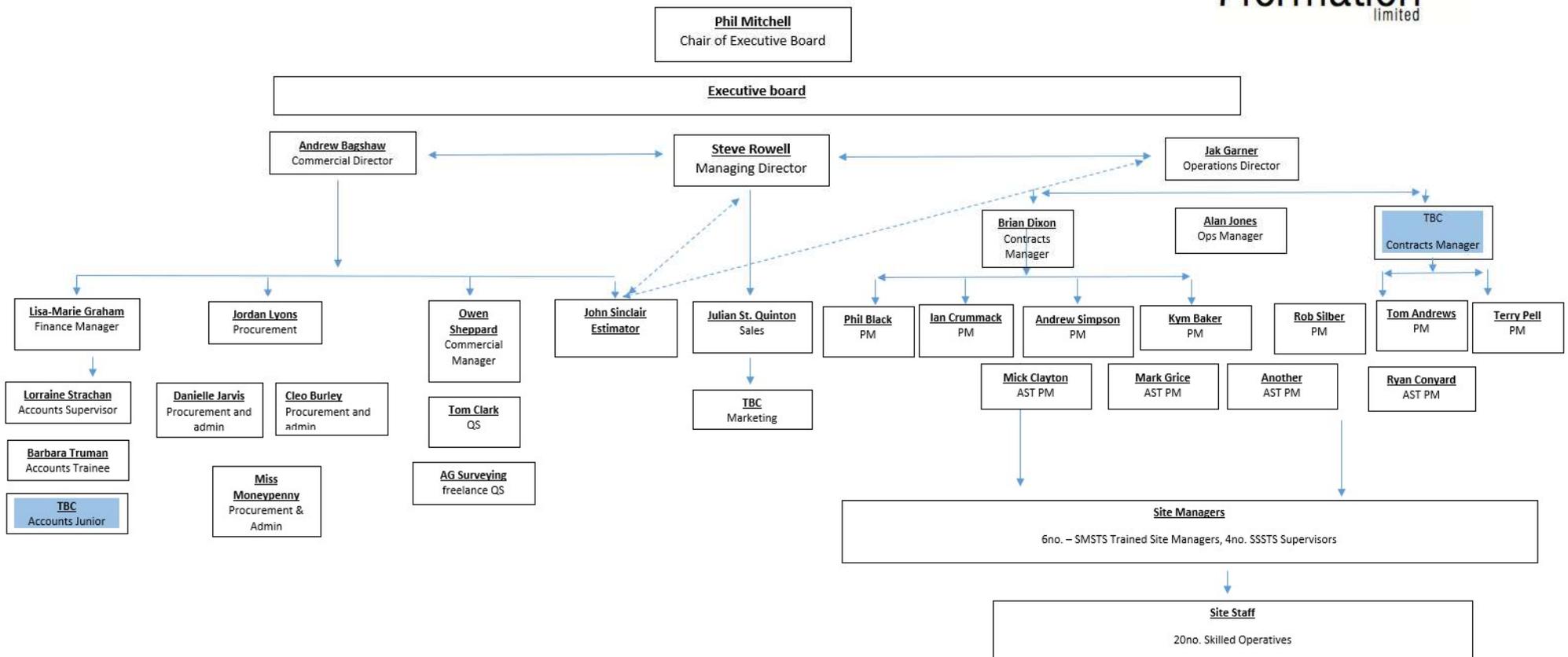
Responsibilities include:

- to ensure the site is established to present a professional and safe image
- to conduct daily and weekly safety checks and action any points to maintain the highest level of health & safety standards on site
- to ensure that all work activities are adequately supervised by trained and competent persons
- to provide health and safety induction to all under their control, including visitors, subcontractors and the self employed
- to conduct a programme of ToolBox Talks and Task Briefings for all operatives under their control
- to establish and maintain places of work, including access and egress that are safe and without risk to health
- to ensure that Subcontractors conduct their activities in a safe manner and comply with safety rules and procedures
- to encourage operatives to report any Close Calls, Near Misses, hazards observed and any defects in plant or equipment
- to address any hazards reported or observed and remove from service any defective plant or equipment
- to ensure that all plant and equipment used on site is safe, free from defect and has the required statutory certification
- to confirm that all Mobile Elevating Work Platforms (MEWPs) operative possess a valid certificate of training to be operated
- to ensure that day-to-day lifting operations are controlled as defined by the Appointed Person
- to be responsible for the control of workplace transport on their projects
- to ensure that personal protective equipment is provided and used as required by the site rules and as directed within risk and method statements
- to maintain a tidy site by arranging for the safe storage of materials and equipment and disposal of waste
- to arrange for welfare facilities to be maintained in a clean and tidy condition
- to reduce the need for manual handling, and ensure that any remaining manual handling tasks are undertaken only by trained workers of proven fitness
- ensure individuals with health restrictions are allocated appropriate tasks
- set a personal example of safe behaviour
- to manage the Construction Phase health & safety plan at site level monitor and adjust any items as require necessary throughout the course of the project
- to ensure that all sub-contractor risk & method statement have been signed by all their operatives and they are all working in safe manner on site
- as the site phasing plan changes and the programme is adjusted. The First Aid requirements on site will need to be revised and managed
- as the site phasing plan changes and the programme is adjusted. The Fire Safety requirements on site will need to be revised and managed
- To ensure all high risk activities as denoted on FR-OP-07 are signed off by the Operations Director (as below)

Structural Demolition / Roofing Works / High Voltage Cable Works / Crane Operations / Working within close proximity to the public / Deep excavations / Confined spaces / Working over water / Buried services / Asbestos

Company Organogram

7FORMATION ORGANOGRAM – January 2019



3.8 Subcontractors

Subcontractors are accountable through the recognised chain of line management to the Project Manager for implementing the requirements of the Policy and all relevant statutory health and safety requirements.

Responsibilities include:

- to make themselves familiar with this Policy, 7formation health and safety procedures and guidance insofar as they relate to their responsibilities on site
- to ensure that all activities under their control are properly risk assessed, planned, supervised and monitored and that the appropriate precautions are in place
- to ensure that persons carrying out work under their control receive adequate information and instruction on the safe system of work to be employed
- to monitor the work under their control to ensure that any unsafe work conditions are promptly remedied, or, if outside the limit of their authority, reported to their immediate manager for action
- to set a personal example of safe behaviour
- to provide risk and method statements and public liability insurances for any work carried out on site

3.9 Employee's

As an employee, you do have the legal right to work in a safe environment. However, you must still take some responsibility for your own health and safety in the workplace.

Legal Responsibilities include:

- to make themselves familiar with this Policy, 7formation health and safety procedures and guidance as they relate to their responsibilities on site
- to wear or use all relevant PPE and equipment provided to you and request replacement when they are no longer fit for purpose or worn out and not interfere with, or misuse, anything provided for your health, safety or welfare;
- Follow the training you have received when using any work items your employer has given you.
- Take reasonable care of your own and other people's health and safety and co-operate with your employer on health and safety matters.
- to ensure that you are briefed on the risks and safe system of work for all work activities that you undertake.
- Tell someone (Supervisor, line manager or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- If, after discussion with your Line Manager or Health & Safety representative, you are still concerned you are encouraged to elevate your concerns to a Director.

Construction industry hazards are well documented but vary in scope depending on the circumstances of each individual project. These hazards are controlled in accordance with processes developed under our Health & Safety Management Systems.

This section of the Policy outlines the main aspects of the Management System, and the manner in which 7formation continuously endeavours to improve its effectiveness. It also describes in general some of the particular arrangements that apply to all 7formation sites.

Between Policy reviews any changes are communicated via: Operations and Management meetings.

4. Arrangements

4.1 Construction Phase Plans

Projects undertaken by 7formation are managed in accordance with CDM Regulations.

These Regulations include the provision of a safe and healthy working environment and compliance to safe systems of work. This is achieved by the production of a Construction Phase Health & Safety Plans, Risk and Method Statements, taken from details supplied at tender stage in the pre-construction information.

The preparation of the CPHSP is the first stage in the project risk assessments and planning process. It identifies the significant hazards for which appropriate controls are then required to reduce the risks.

4.2 Principal Contractor Duties

Reg 12.- (1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up.

(2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.

(4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

(7) During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.

(9) Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

(10) At the end of the project, the principal designer, or where there is no principal designer the principal contractor, must pass the health and safety file to the client.

Reg 13.- (1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

(2) In fulfilling the duties in paragraph (1), and in particular when—

(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
(b) estimating the period of time required to complete the work or work stages,
the principal contractor must take into account the general principles of prevention.

(3) The principal contractor must—

(a) organise cooperation between contractors (including successive contractors on the same construction site);
(b) coordinate implementation by the contractors of applicable legal requirements for health and safety;
and

- (c)ensure that employers and, if necessary for the protection of workers, self-employed persons—
 - (i)apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4; and
 - (ii)where required, follow the construction phase plan.
- (4) The principal contractor must ensure that—

- (a)a suitable site induction is provided;
 - (b)the necessary steps are taken to prevent access by unauthorised persons to the construction site; and
 - (c)facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- (5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

Reg 14. The principal contractor must—

- (a)make and maintain arrangements which will enable the principal contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- (b)consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;
- (c)ensure that those workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these Regulations require to be provided to the principal contractor, which relate to the health, safety or welfare of workers at the site, except any information—
- (i)the disclosure of which would be against the interests of national security;
- (ii)which the principal contractor could not disclose without contravening a prohibition imposed by or under an enactment;
- (iii)relating specifically to an individual, unless that individual has consented to its being disclosed;
- (iv)the disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the principal contractor's undertaking or, where the information was supplied to the principal contractor by another person, to the undertaking of that other person;
- (v)obtained by the principal contractor for the purpose of bringing, prosecuting or defending any legal proceedings.

Application of Part 4

16.—(1) This Part applies only to a construction site.

(2) A contractor carrying out construction work must comply with the requirements of this Part so far as they affect the contractor or any worker under the control of the contractor or relate to matters within the contractor's control.

(3) A domestic client who controls the way in which any construction work is carried out by a person at work must comply with the requirements of this Part so far as they relate to matters within the client's control.

4.3 Procedures

Procedures are supporting documents to the Management Systems manual and are considered fundamental to management of 7formation activities and are designated by the Directors as mandatory.

4.4 Guidance

Guidance documents, Approved Codes of Practice and industry practice information are available in via the World Wide Web to allow managers to meet the requirements of current legislation.

4.5 Environment, Quality and Waste Management plans

Site Waste Management Plans are no longer a regulatory requirement however this is regularly a Client requirement to act as a framework as to how waste is managed throughout the duration of a project. This helps for future procurement, skip management and overall compliance with the waste management hierarchy.

Environmental Management Plans & Project Incident Response Plans are included to evaluate environmental impact and to assess the possible implications to the natural environment and to determine suitable control measures to prevent and/or minimise these effects.

4.6 Records

Records are maintained throughout the duration of a project or activity for the set retention period as specified within the Management System.

Accident records are maintained for a minimum of 3 years after the date of the incident.

Occupational Health Records must be kept securely for a period of 40 years after the last entry. Health records are held separately and securely in HR office to ensure confidentiality.

Waste Transfer notes must be maintained for a period of two years after project completion and Consignment Notes held for three years.

5 Human Resources management

5.1 Selection

Sufficient managerial, technical, supervisory and administrative staff, together with a workforce of tradesmen and highly skilled operatives is allocated to every project.

The Project Manager and/or Site Management ensures that all operatives have sufficient competence to carry out the tasks assigned to them safely and without damage to health or safety. Any competence gaps are addressed by the provision of suitable training and/or development.

Where sufficient and competent workforce is unavailable from within 7formation, labour-only operatives are obtained from labour agencies registered on the 7formation approved supplier register (Builders Profile). Agency Labour-only operatives are treated in an identical manner to those employed directly.

All staff and operatives are expected to hold appropriate competencies to enable them to carry out their works safely without risk to themselves or others and in line with current legislation.

5.2 Induction

7formation company inductions are mandatory for all employees.

5.2.1 A site-specific induction is provided for all staff, operatives, subcontractors and visitors before starting work on any site. The Project/Site Manager ensures that the content of the induction is appropriate for the site and work activities and the use of a visual flipchart ensures the appropriate safety message is relayed in a consistent manner across all sites. Signed Acknowledgement Records for these inductions are maintained.

Delivery drivers who need to enter any operational area are made aware of the site rules and any hazards that may affect them.

Visiting workers, such as plant fitters and technical staff visiting for a specific reason, are given a short induction intended specifically for their place of work, have the site rules explained to them and are informed of any relevant emergency arrangements

Other visitors have the site rules explained to them and are, informed of any relevant emergency arrangements, sign the visitors book and are accompanied by a responsible site representative at all times.

5.2.2 An office induction is also provided for staff that will be based or working from the office in Corby. Dependant on role, various senior managers or heads of departments will have a briefing with the relevant new starter(s) to detail the relevant procedures and processes linked to their particular department. Dependant on the role and responsibilities, all new 7formation site employees will require an office and/or on site inductions

5.3 Training and Development

All 7formation staff and operatives are provided with training where required in accordance with their training/development matrix. Staff are provided with training, which must initially be approved and arranged by their respective Line Managers and or the Directors.

Where a required competence is unavailable amongst the project staff and workforce, consideration is given to the provision of site training and/or development. This is provided by means of:

- Site briefings or workshops
- Toolbox Talks
- awareness training
- specific task training
- coaching

Following training/development, verification of competence is confirmed prior to those concerned starting work, and continuing support is provided both by local supervision and, as appropriate, from visiting staff.

Each element of training delivered on site is recorded on the company database.

5.4 Communication and Consultation

7formation is committed to ensuring effective workforce engagement.

Furthermore, the Health and Safety consultant maintains a comprehensive library of relevant legislation, standards, codes of practice and guidance.

7formation ensures that, all personnel are able to discuss and offer advice on matters which affect their health and safety in one or more of the following ways:

- Induction
- Toolbox Talks
- Task Briefings
- Managers safety tours
- Site meetings
- Daily 'huddles'
- Risk Assessments
- Direct feedback to their Line Manager
- Work safe procedure
- Focus meetings
- Near Miss/Potential Incident reporting
- Confidential reporting

The selected consultation methods are described to the workforce during induction.

Feedback on consultation is provided by means of meeting notes on notice boards and/or Tool Box talks as appropriate.

5.5 Management of Subcontractors and Suppliers

Selection of Subcontractors and Suppliers is made following evaluation of their suitability in accordance with 7formation procedures (via Builders Profile – PQQ Compliance Database)

7formation distinguishes between suppliers (of goods) and Subcontractors (who may work on site) only in that Subcontractors are subject to additional evaluation of their on-site health and safety arrangements. Customer-supplied goods and services are subject to the same process of evaluation as those supplied by 7formation.

Subcontractors and Suppliers are managed in accordance with 7formation procedures that describe how:

- project and 7formation requirements are communicated
- subcontracts and supply orders are administered
- the performance of subcontractors and suppliers is controlled
- compliance with statutory obligations is assured

During the progress of the project works the Project Manager monitors the performance of Suppliers and Subcontractors and provides feedback.

Specific requirements for the management of external designers and plant hire companies are defined in 7formation procedures.

5.6 Co-ordination of Subcontractors and Suppliers

On most of its projects 7formation is appointed as Principal Contractor. As such, 7formation acknowledges its duty to control, co-ordinate and monitor the activities of all other contractors on site.

All contractors are required to co-operate fully with 7formation and to conform to site rules and procedures. For 7formation Subcontractors, this is managed in accordance with 7formation procedures, but similar arrangements apply to contractors who work on site but have no contractual relationship with 7formation.

The Project Manager ensures that the exchange of information necessary for the safe co-ordination of site activities is completed and that copies of the Construction Phase Health & Safety Plan (or relevant sections) are issued (or communicated) to all parties involved in the safety of the project.

Sub-contractors must ensure suitable specific risk assessments and method statements are forwarded to 7formation at least 1 week prior to commencement for suitable review and to ensure hazards brought to site by contractors can be managed accordingly.

Where 7formation are not the principal contractor they will co-operate fully with those who are.

6 Infrastructure and Work Environment

6.1 Access to Competent Advice

The company have appointed Torney Ltd as their source of competent advice in accordance with regulation 7 of The Management of Health and Safety at Work Regulations, 1999 and they will be responsible for:

- Advising the company on matters of health and safety
- Identifying training and competency needs
- Assisting in the compilation and carrying out of risk assessments and method statements
- Carrying out inspections and audits and advising on improvements where necessary
- Advising the company on changes to legislation as and when applicable.

6.2 Access and Egress

The company is aware of the high incidence of injuries caused by slips, trips and falls and the legal requirement to prevent such.

The risk of slips, trips and low-level falls is reduced by the use of level, clean and suitably surfaced parking areas and pedestrian walkways between offices, stores and welfare facilities, which are free from material, plant and debris obstructions.

The company will ensure that floors, corridors and walkways are kept clean, tidy and free from obstructions, clutter and trailing leads.

The Company will also ensure that all employees are aware of the serious risks posed by unsafe surfaces and that suitable footwear is worn at all times.

6.3 Buried Services

Responsibility for ensuring arrangements for safety in the vicinity of buried services lies with the Project Manager. Their responsibilities are described in the 7formation Health and Safety Policy.

Buried services should be initially identified on drawings or in the pre-construction phase information. The Site Manager verifies that services are as described and that no others exist. Treat all services as hazardous until safely proven otherwise.

A Risk Assessment for work in the vicinity of buried services may result in a Method statement being prepared which will incorporate Permit to dig arrangements. The permit defines the specific control measures needed to avoid striking the service and is issued to the person in charge of the work. The precautions and control measures arising from Risk Assessment are communicated in a briefing to those involved prior to the start of work.

Look for physical indicators such as previous excavations, junction boxes, manholes, cables, transmission poles etc.

The use of CAT & Genny or similar detection devices should be used by competent persons.

Dig trial holes carefully using hand tools only, to confirm the location of the services. Mark the line of services with paint, wooden pegs etc. and place signs to indicate their presence.

Do not use mechanical tools or excavators within 0.5m of any service.

All workers are informed of the rules governing work near underground services. Works should be undertaken in line with HSG47 – ‘Avoiding Danger from Underground Services’.

7formation has highlighted that buried services is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.4 Confined Spaces

Where work in a Confined Space is proposed, the Project Manager first considers if the work can be done another way so that entry or work in the space is avoided. Better planning for the work or a different approach may reduce the need for Confined Space working. Any work must be done in accordance with L101 – Safe Work in Confined Spaces.

If entry into a confined space is unavoidable a safe system for working is to be produced in accordance with a completed Risk Assessment. The safe system of work must include consideration of:

- the task
- the working environment
- working materials, equipment and tools
- the suitability of those carrying out the task
- personal protective equipment
- arrangements for emergency rescue

Personnel involved in Confined Space work are properly trained and instructed as to the safe system of work to be adopted.

The main hazards of confined space working are:

- Asphyxiation due to oxygen depletion

- Poisoning by toxic substance or fumes
- Explosion & Fire due to flammable atmosphere
- Drowning by solids or fluids
- Electrocution
- Infection

7formation has highlighted that confined spaces is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.5 Contaminated Land

Work on contaminated land primarily involves the remediation of ground contaminated with chemical, radioactive or biological materials. However, it can also include demolition, tank removal both above and below ground and dealing with water-borne and airborne contaminants.

Due to the variable nature of the hazards related to this type of work a risk assessment is required to detail the controls required. This involves in-house or consultant expertise.

The controls cover:

- site set up and security
- personal protective equipment
- health surveillance
- sampling regime
- training
- monitoring of controls

6.6 Control of Hazards

Planning and the effective management of risk are fundamental to the control of hazards and the successful completion of projects. Continual forward-thinking and the introduction of appropriate controls prevent the occurrence of the unexpected and ensure that project objectives are achieved.

Planning and risk management at the construction stage commences with preparation of the Construction Phase Plan following review of contract requirements, including the pre-construction information, to identify the significant hazards for which appropriate controls are necessary to reduce risk.

6.7 Demolition

Prior to any demolition work taking place, the site is surveyed, and the extent and complexity of the work assessed. Demolition is classed as high risk and a specialised subcontractor with the relevant competence and experience is to be appointed to do the work.

In all cases, the sequence of demolition is carefully planned, and a risk and method statement prepared and a competent person nominated to supervise the demolition. When preparing the Risk and method statement consideration is given to:

- exclusion of people not directly involved in the work
- health hazards such as asbestos, lead, dust, noise and vibration
- the use of remote methods where possible e.g. long reach equipment, remote control e.g. Brokk machinery

- protection of machine cabs from falling materials
- temporary support of the structure itself or adjoining structures
- the capacity of walls and intermediate floors to support debris and the weight of equipment used to clear them
- the presence of services
-

7formation has highlighted that structural demolition is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.8 Electrical Safety

The Electricity at Work Regulations requires that no person undertake any work with electricity, unless they are competent to do so. In response to this requirement, the Company has made arrangements to ensure that only professional contractors undertake all electrical work.

Persons employed on the installation, modification, maintenance or repair of electrical systems will be competent, so as not to compromise their own health and safety or that of others, through training, experience, knowledge and skills.

All persons who carry out work on electrical systems will have received training in accordance with the Electricity at Work Regulations and the 18th Edition of the Institute of Electrical Engineers Regulations (BS7671:2018).

Special care should be taken with electrical equipment in the office. Trailing leads or extension leads across the floor should be avoided where possible. If required, a rubber cable cover must be placed to prevent cable damage and minimise the trip hazard. Pay special attention to ensure the nearest socket is used, check cables for damage, do not attempt to repair any electrical equipment or change electrical plugs.

All users must look critically at the electrical equipment they use from time to time. This needs to be done daily in case of hand held and hand operated appliances to check the equipment is in sound condition. Checks should include:

- Damage, e.g. cuts and abrasions to the cable covering;
- Damage to plug, e.g the casing is cracked, pins bent etc;
- Non-standard joints including taped joints in the cable;
- Internal wires showing near the plug (or anywhere);
- Equipment used in unsuitable conditions e.g. wet or dusty workplace;
- Signs of overheating (burn marks or staining).

Any faults must be reported to their respective management (Site Manager/Line Manager) and the equipment must be taken out of service and not used unless a competent person states the fault has been rectified.

Fixed electrical installations include the wiring for equipment such as electrical socket outlets, lighting or the mains switchboard. These are perfectly safe if kept in good condition and not subjected to abuse. These must be inspected and tested every 5 years by a competent person. The company will outsource these works where appropriate. In a serviced building, the company must ensure this is undertaken by the landlord.

Portable electrical equipment is anything electrical, which is supplied via an electrical socket and can be moved from an office or workshop/ The table below denotes the frequency as indicated by the table below (extracted from HSG107 – Maintaining Portable Electrical Equipment)



Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated <input checked="" type="checkbox"/> (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

6.9 Excavations

Excavation work is always subject to risk assessment and often the preparation of detailed risk and methods statements are required. These ensure that hazards and control measures are identified, including:

- o plant
- o access and egress
- o stability
- o buried services
- o groundwater
- o edge protection
- o contamination

Those doing the work are properly instructed and the work is effectively supervised. Where ground support is required, its installation, dismantling or alteration is done only under the supervision of a competent individual who has sufficient experience and training. All excavations will be inspected at the start of each shift by a competent person and also after any event that may affect the stability of the excavation. These will be recorded.

7formation has highlighted that working in excavations is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.10 Fire Safety

The Regulatory Reform (Fire Safety) Order, 2005 is the primary piece of legislation governing fire safety. A fire risk assessment must be carried out for any occupied site. This will be the duty of the 'Responsible Person' of the site (or Principal Contractor – under CDM Regs). All fire precautions will be maintained as appropriate.

The Company will appoint an adequate number of trained personnel to provide support and leadership in the event of a fire or similar emergency. This will include fire marshals and or wardens as identified in the fire risk assessment.

The 'Responsible Person' will ensure the findings of the risk assessment are acted upon and that adequate numbers of emergency personnel are available at all times when people are at work.

All workers and employees on site/within the office are informed of the arrangements for fire safety during induction training. This is supplemented by posters identifying emergency procedures, site layout plans showing escape routes, assembly points and fire-fighting appliances, no smoking signs and flammable material stores

On site, conditions may alter and works move into different phases within the programme, care should be taken to amend the fire safety plan to reflect the changing site conditions.

Further detail on the office fire procedures can be found displayed on the office board and within the premises H&S folder.

6.11 First aid

Sufficient facilities, equipment and trained personnel are provided to deal with accidents and injuries occurring at work in accordance with HSE guidance. The location of first aid equipment and names of First Aiders are prominently displayed so that assistance can be obtained in the shortest possible time.

As the site phasing plan changes and the programme is adjusted. The first aid requirements on site will need to be revised and managed.

All employees are informed of the first aid arrangements during induction training. This is supplemented by posters, which provide the following information:

- o location of first aid kits
- o names, locations and how to contact First Aiders/Appointed Persons
- o location of nearest hospital with map/directions

6.12 Incidents and Emergencies

Site-specific emergency procedures are prepared to ensure limitation of injury and damage should an incident occur. These procedures are communicated to the workforce at induction and Tool Box Talks and are displayed on notice boards.

All accidents and incidents must be reported and escalated to the relevant Line Manager regardless of severity or classification. This will allow management to determine the level of investigation required in order to enable prevention, recurrence and to recommend changes in work procedures as appropriate. Any investigation will be recorded and details kept with the accident report form.

In addition, the local Environmental Health Officer/HSE Inspector may also visit and undertake an investigation depending on the seriousness of the incident.

6.13 Lifting Operations

All lifting operations are subject to a lift plan incorporating Risk and Method statement that describes a safe system of work. Responsibility for ensuring the establishment of this safe system of work is that of an Appointed Person (lifting) who ensures that attention is given to:

- planning the operation
- selection, provision and use of equipment
- maintenance, examination and, where necessary, testing of equipment
- the provision of competent personnel
- adequate supervision by competent personnel
- ensuring that test certificates and other documents are available
- preventing unauthorised movement or use
- the safety of persons not involved in the lifting operation

In the event of a crane lift, the Company will always seek to pursue a 'Contract Lift' in order to utilise the skills, knowledge and experience of a reputable and competent crane contractor.

The Appointed Person (lifting) categorises lifts as basic, standard or complex in all documentation, and responsibility for planning, organising and controlling the lifting operation is dependent on this categorisation.

The Appointed Person (lifting) is also responsible for ensuring the adequacy of safe systems of work for contract lifts and those of Subcontractors.

All Appointed Persons (lifting), crane supervisors, slingers, signallers and plant operators hold an appropriate and valid CPCS card or equivalent.

The Site Manager on site is responsible for ensuring a safe system of work is procured, that competent labour is resourced and that all necessary checks and information have been supplied in order to carry out the works safely.

7formation has highlighted that lifting operations is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.14 Management of Hazardous Substances

The use of and exposure to substances hazardous to health is controlled in accordance with COSHH Regulations and 7formation procedures. When procuring such materials, safer alternatives are sought wherever practicable.

COSHH assessments must be carried out by a competent person using information from MSDS, Safety labels, EH40 etc and shall also communicate the findings in order to safeguard the health of those that may be affected by the substance.

The Project Manager & Site Manager ensures that all reasonable steps are taken to ensure that exposure of employees to hazardous substances is assessed and prevented or at least controlled to within statutory limits.

The Project Manager & Site Manager ensures that hazardous substances are stored securely on site so as to prevent uncontrolled use.

Disposal of hazardous substances must be done in conjunction with the relevant Waste Regulations. Hazardous and flammable substances must not be disposed of in sinks/drains/toilets or sewers, onto the land or into the atmosphere.

All employees are provided with information and instruction on the nature and likelihood of their exposure to hazardous substances during induction training, including the hazards and precautions to be taken regarding substances in general use on site.

6.15 Overhead Services

Responsibility for ensuring arrangements for safety in the vicinity of overhead services is that of the Project Manager and Site Manager.

Work is only carried out under or near overhead power lines after:

- investigation as to whether the work can be avoided altogether or, if not possible
- diversion of overhead lines clear of the work area or, if not practicable;
- making lines dead while work is in progress or, if this cannot be done;
- introducing strict precautions

The precautions to be introduced depend on the nature of the work i.e. work areas where:

- there is no scheduled work or passage of plant under the lines
- plant passes under the lines
- work is carried out under the lines

For the first level of protection, barriers are erected to prevent close approach, for the second defined passageways are made and for the third, further precautions are taken in addition to the erection of barriers with passageways. The safe clearance required beneath the overhead lines must be ascertained from the owner of the service.

6.16 Personal Protective Equipment (PPE)

PPE is issued to personnel where risks exist which cannot be removed completely or reduced to an insignificant level. Furthermore, a Client or site rule may request additional or specific PPE.

Notwithstanding this, anyone working on or visiting a site is required, as a minimum, to wear a safety helmet, full high visibility vest and safety footwear.

The need for additional PPE is identified by risk assessment and is defined as a control measure or within an activity plan.

The Project Manager & Site Manager ensures that protective clothing and equipment is selected as being suitable for the protection needed and conforms to the relevant standard. It is issued in a controlled manner and training in its correct use is provided by Site Manager/Supervisor.

Any damage, loss or defect to personal protective equipment must be reported to the responsible line manager as soon as possible. PPE will be provided free of charge by the employer.

Where the site manager deems the risk of head injury is zero/insignificant, then they may relax the hard hat rule on site using the head protection risk assessment. This must be communicated on site. This can and must be revoked if the risk of head injury re-occurs.

6.17 Provision and Use of Work Equipment

The Project Manager & Site Manager ensures that all plant has been subject to regular testing, thorough examination, and that inspection records are available to confirm this has happened.

7formation-owned, plant and equipment is inspected and maintained to a planned schedule in accordance with company procedures.

The Project Manager & Site Manager arranges for site-purchased plant to be inspected and maintained to the same standard and informs procurement.

On procurement plant and equipment should be checked by the Site Manager/Supervisor to ensure it complies with regulatory standards.

The Project Manager & Site Manager ensures that satisfactory arrangements are in place for the testing thorough examination, inspection and maintenance of externally-hired plant, and that plant provided or operated by other contractors on 7formation sites is subject to similar arrangements.

Instruction and training are given when equipment is modified, or new equipment is procured. Only operatives with the required skills, knowledge, experience and training (SKET) are permitted to use equipment in line with their specific SKET.

Equipment that has dangerous parts must be fitted with the appropriate guard to safeguard the risk while maintaining its operating function. Guards should only be removed following isolation for maintenance or repair, again by a competent person.

6.18 Public Protection

Appropriate arrangements are made by the Project Manager to ensure the health and safety of the public when adjacent to, visiting or crossing the site.

Interface areas are identified and appropriate measures introduced to control any risk to the public as part of detailed assessment and preparation of the Work Package Plans.

Additional consideration should be given to groups of people that may need special attention e.g disabled, the elderly and children.

7formation has highlighted that public protection is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.19 Rotating Machinery

The specific hazards associated with plant and equipment with rotating parts are controlled in accordance with the following hierarchy:

- o fixed guards
- o interlocked guards
- o removable/ adjustable guards
- o trip wires
- o emergency stop buttons
- o aids such as push sticks

Examples of such plant and equipment are:

- o rods on drill rigs
- o piling rig augers

If, for a particular activity, the favoured control is not practicable due to other risks associated with the method of work, a detailed Risk Assessment is carried out to mitigate the hazards. A return to the normal operating conditions is made at the earliest available opportunity.

All relevant personnel receive appropriate training in the use of rotating machinery.

6.20 Site Security

Appropriate site security arrangements are selected by the Project Manager following an assessment of the risks of injury to trespassers (especially children), protester action, vandalism and theft of materials and plant.

6.21 Welfare

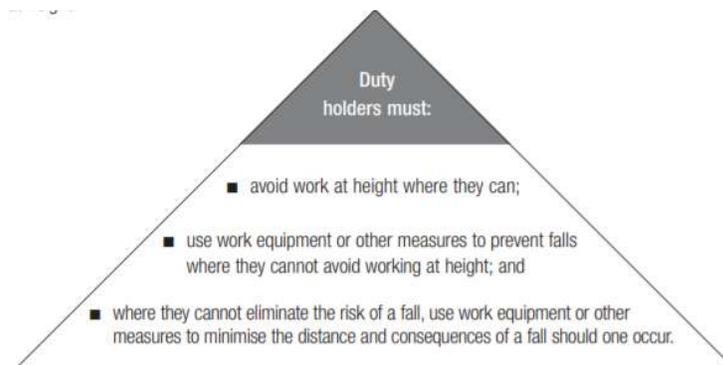
Welfare requirements in office premises are assessed and provided in accordance with The Workplace Health and Safety Welfare Regulations.

Welfare requirements for sites are identified and provided by the Project Manager & Site Manager, in accordance with Schedule 2 of the Construction (Design and Management) Regulations, 2015, 7formation procedures and applicable Client standards. The Project Manager ensures the provision of suitable facilities at all stages of the project and their maintenance to the highest possible standards of cleanliness and hygiene.

6.22 Work at Height

A place is 'at height' if a person could be injured falling from it, even if it is at, or below ground level.

Dutyholders must follow the simple hierarchy for managing and selecting equipment for work at height (as below).



Duty holders must ensure:

- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

The designated person responsible should ensure that no work at height is done if it is safe and practicable to do it in a way other than working at height. They must ensure the work is properly planned, appropriately supervised and carried out in a safe way as far as is reasonably practicable. Furthermore, there must be a plan for rescue and emergencies and all must be communicated.

If a ladder or stepladder is to be used, it is necessary to justify its use. A guide is as follows:

- Used in one position for no more than 30 minutes
- For light work (e.g. not carrying something heavier than 10kg)
- Three points of contact must be maintained (feet and hand or other body part above the knee)
- Area can be accessed face on and does not require overreaching

Inspections should be carried out by competent persons ensuring all component parts are reviewed.

Users should check equipment prior to use after it has been assembled or installed and regularly (dependant on environment and use). All defects must be recorded, communicated and remedied in good time.

Use of company inspection checklist e.g. MEWP checklist are required daily. Fixed scaffolds should be inspected weekly by a trained and competent scaffold inspector.

When working on roofs, 7formation has highlighted that this is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

6.23 Workplace Transport

Prime attention is given to the separation of vehicles and pedestrians on site and the control of reversing vehicles.

The layout of access to and egress from the site, traffic routes, parking and loading/unloading areas is planned in such a way that, so far as is reasonably practicable, pedestrians and vehicles are segregated.

Vehicles are not permitted to reverse without a designated vehicle banksman, unless within designated pedestrian-free areas in accordance with site arrangements.

Where a task involves local vehicle movements, e.g. use of tipper or mixer trucks, particular arrangements for access and workplace transport are described in a Work Package Plan.

Workers are informed of the rules for workplace transport at induction training. Drivers are given a copy of any site transport rules and are informed of the traffic route they are to use

7 Health Hazards

At the planning stage of an activity all the foreseeable hazards are identified. If exposure is such that health surveillance is required then that is put into place in accordance with current guidance. Activity plans are produced for specific activities based on risk assessments - these include controls which minimise exposure to noise and vibration.

Those exposed to the following hazardous materials or activities are subject to health surveillance in accordance with specific regulations:

- lead
- asbestos
- ionising radiation
- compressed air
- night work
- use of display screen equipment

In accordance with The Management of Health and Safety Regulations, additional health surveillance is provided based on the level of risk when:

- it is identified as a control in the COSHH assessment of a material
- as a result of risk assessment of hazards such as noise, vibration or manual handling.

In addition all employees at risk are subject to a health surveillance programme which covers:

- HAVS
- Noise-induced hearing loss
- dermatitis
- respiratory issues
- musculoskeletal disorders

8 Specific Health Hazards.

8.1 Asbestos

At no time will any 7formation employee carry out any works with asbestos containing materials. 7formation employees are only trained to 'asbestos awareness' level and hence are not trained as non-licenced or licenced removal contractors.

Information will be requested for all property where intrusive works are to be carried out unless this is post 2000 premises which will not have asbestos containing materials within. The property owner, occupier has a duty to ensure the risk of asbestos is managed and hence should supply this information. If for any reason this is unavailable, 7formation will ensure no works are carried out until a suitable survey report is available.

If required, 7formation will utilise the expertise of specialist contractors to remove any asbestos that may affect any element of their works or if the material is in a poor condition.

In the event of accidental exposure, all works must stop immediately and the area sealed until confirmation that any sampled material does/does not contain asbestos. This must be done by an approved asbestos contractor. Clients will be informed of the delay which may affect programme dates.

7formation manages those who undertake work with asbestos on its premises or sites in accordance with 7formation procedures.

7formation has highlighted that asbestos operations is a high risk task and therefore the task will need to be signed off by the Operations Director as per points 3.6 & 3.7

8.2 Dermatitis

7formation manages employees coming into contact with substances that cause dermatitis in accordance with the requirements of the COSHH Regulations 2002. Where exposure cannot be prevented, the following controls are introduced:

- o provision of appropriate gloves
- o regular inspection to identify skin problems
- o provision of face shields and protective coveralls if the face and neck are vulnerable
- o promotion of high standards of personal cleanness and hygiene
- o maintenance of a clean and tidy workplace
- o provision of advice on the use of moisturising creams before and after work

8.3 Display Screen Equipment

Assessment of workstations and risks to those habitually using (users) display screen equipment is made in accordance with The Health and Safety (Display Screen Equipment) Regulations 1992.

Potential risks are as follows:

- Upper limb disorders (pin in neck, arms, elbows, wrist etc)
- Temporary eyestrain and headaches
- Fatigue & Stress
- Glare & Reflections

The assessment should also be united with a demonstration of how to avoid the potential risks. The following will be covered in the training:

- Setting up the workstation
- Chair adjustments
- Sitting effectively
- Taking breaks
- Visual discomfort
- Local environment

8.4 Alcohol and Drugs

7formation takes a 'zero tolerance' attitude to the misuse of drugs and alcohol at work.

This is covered in detail in the company Alcohol and Drug policy.

7formation will take disciplinary action for the following serious offences:

- possessing, using or selling illicit drugs
- possessing, using or selling alcohol during working hours
- failure to comply with the company Alcohol and Drug policy

7formation reserves the right to carry out random tests for alcohol and drug use and to test employees who are involved in accidents or where a manager believes that substance abuse has contributed to an incident, or changed an individual's behaviour or affected work performance.

Employees who refuse to take a test are deemed to have had a positive test and may be subject to disciplinary action, including possible dismissal.

8.5 Manual Handling

Exposure to manual handling, and the associated risk of injury, particularly back injury, is managed in accordance with the Manual Handling Regulations and 7formation procedures.

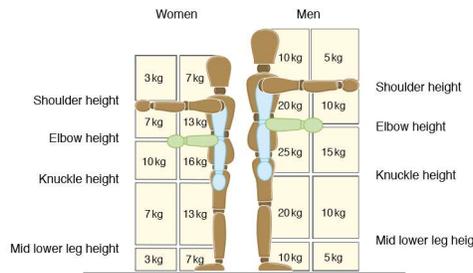
The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Lacerations, crushing of hands and fingers
- Bruised or broken toes
- Various sprains and strains

Where the handling of any items is liable to cause injury or ill health, employees are required to obtain assistance and to follow the manual handling guidance provided. Employees must not attempt to lift or carry any item that is beyond their physical capability or which may cause harm, particularly during pregnancy.

Where practicable, manual handling activities requiring physical effort are eliminated or the tasks redesigned to use mechanical means. No employee is to lift, carry, support, push or pull any item of significant weight without having received adequate information, instruction and training.

The basic guideline figures are set out in the diagram.



The following action is taken to avoid or reduce the need for manual handling:

- o arranging for goods to be delivered to the point of use so avoiding double handling
- o using bagged materials in easily handled sizes
- o storing materials within easy reach and at a proper height
- o handling by mechanical means
- o making use of lifting/carrying aids
- o load sharing of heavy or awkward loads

Where manual handling cannot be reduced or eliminated, a risk assessment is undertaken for the activity. This assessment takes into account (TILE) the nature and frequency of the task, the individual's capability based on strength, fitness, skill and experience, the load weight, size, shape and stability of the load and the work environment

Manual handling training is given to all personnel at risk and the results of assessments are notified to those involved in the activity

8.6 Noise

After all reasonable steps are taken to reduce noise at source, an initial assessment of activities likely to cause unacceptable exposure to noise is made in accordance with Noise at Work Regulations.

Following detailed assessment or measurement of noise associated with these activities by a competent person, the resulting activity equivalent noise level is deemed to correspond to areas where the daily personal noise exposure action values defined by The Noise at Work Regulations 2005 are exceeded.

A rough guide of hazardous noise levels is whether people have to shout or have difficulty being heard clearly by someone 2m away.

If noise levels (based on daily exposure levels) are found to be between 80dB(A) and 85dB(A) then an employee may request hearing protection which must be provided by the employer. This can be worn at the employees discretion and does not have to be enforced.

If noise levels exceed 85dB(A) then hearing protection must be supplied and worn and the wearing of such must be monitored.

Hearing protection zones are established where the noise level corresponds to the requirement for mandatory use of hearing protection. Hearing protection is selected in accordance with 7formation procedures. Details of a designated zone and type of hearing protection selected are defined in a Method statement for the activity.

Personnel on site are informed at induction of the hazards of noise exposure and precautions to be taken. More detailed training is given in the Method statement briefing for an activity where the daily personal noise exposure action values are exceeded.

The Exposure Limit Value of 87dB(A) is the maximum noise level that noise enters the ear during all circumstances (hearing protection or not).

8.7 Respiratory Diseases

7formation manages Employees coming into contact with substances that cause respiratory diseases in accordance with the requirements of the COSHH Regulations 2002. Where practicable the production of dust or fume is avoided, extracted or suppressed and personal protective equipment is used only as a last resort.

Where exposure cannot be prevented, all or some of the following controls are introduced, based on risk assessment:

- o provision of appropriate respiratory protection
- o water spraying
- o health surveillance
- o atmospheric monitoring
- o installation of local exhaust ventilation
- o encapsulation of work areas
- o appropriate welfare facilities
- o promotion of high standards of personal cleanness and hygiene
- o maintenance of a clean and tidy workplace

8.8 Vibration

Exposure to hand arm vibration, and the associated risk of vibration white finger, is controlled in accordance with the Control of Vibration at Work Regulations. Exposure to vibration is reduced to as low as reasonably practicable such that the daily exposure limit value does not exceed 5 m/s² and the daily exposure action value is less than 2.5 m/s². If this cannot be achieved and the requirements of regulations are not met, the following action is taken to avoid vibration at source:

- o avoiding operations which cause vibration
- o changing the process to reduce vibration
- o using tools designed for low vibration
- o correctly maintaining tools
- o ensuring use of sharp points, chisels and drill bits

The resulting exposure is assessed for each activity involving hand tools and reduced to acceptable levels by programming work breaks and introducing job rotation as necessary.

The use of the HSE vibration calculator will be used to calculate exposure. The operating manuals of

equipment denote how much vibration the equipment emits and estimates of daily diaries can be used to calculate a figure of exposure. These figures are cumulative if more than one piece is used in a day.

Those at risk are provided with suitable PPE and adequate training and information.

8.9 Stress

The company recognises that stress is a serious issue and has the potential to cause both short term and long term health implications.

Stress is people's natural reaction to excessive pressure, it is not a disease. If left unchecked, it can lead to mental health and physical health issues e.g. anxiety, depression, heart disease.

The HSE define stress as 'the reaction that people have to excessive pressure or other types of demands placed upon them'

It should be remembered that being under pressure often improves performance and can provide the drive for many of us to achieve. Hence, it is not always a bad thing.

Typical signs:

- Increased anxiety
- Aggression
- Insomnia
- Poor concentration
- Increased sickness absence
- Poor timekeeping
- Dependancy on alcohol, tobacco or caffeine
- Sweating
- Headaches
- Blurred Vision
- Skin Rashes

Symptoms are often short lived and are reduced dramatically when the cause of stress has been addressed. If not addressed, longer term health issues can follow. The Company recognises that quick recognition and remedial action are very important in reducing stress levels of employees.

There is no single best laid plan to tackle stress. Each case may be handled differently however the Company promotes an open door policy. More serious issues will need to be discussed by the individual with their GP or professional counsellor.

9 Monitoring and Inspection

7formation places prime responsibility for ensuring the safe conduct of its activities on line management. This is accomplished by the monitoring of site operations and activities by all Managers and supervisors.

- Project Managers undertake formal site safety inspections on a monthly and periodic bases
- Site Manager undertake formal site safety inspections on a weekly basis
- Directors and Senior Managers undertake formal site safety inspections on a quarterly basis
- The H&S Consultants, namely Torney are appointed to carry out ad-hoc inspections on a regular basis.

7formation Operations Director ensures that for every site, a health and safety inspection schedule is set up. The frequency of inspection is based on risk with an increased frequency for sites of a particularly hazardous or complex nature. Safety reports are made of every visit, with copies to the site, client and head of health and safety.

9.1 Managing Improvement

Audits are programmed to match current demands and problems and system coverage is monitored by the Operations Director who advises the Directors as to the continuing sufficiency of the programme.

The purpose of audits is to:

- verify compliance with 7formation arrangements for health and safety at the location and in particular to check compliance with the Construction Phase Plan
- assess safety management to highlight potential improvements in the system and to verify against an objective standard that good management practice is in operation
- Confirm that the system gives satisfactory effect to statutory requirements and 7formation policy

Audits are executed in accordance with 7formation procedures by trained internal and external auditors who are selected by the Operations Director. The Operations Manager/Contracts Manager are responsible to ensure prompt close out of actions arising from audits.

9.2 Review

The purpose of review is to verify that planned arrangements remain suitable and are effective in controlling risk.

Health and safety management system review is carried out in accordance with 7formation procedures at two levels, namely company level and project level. Records are maintained of each review meeting in the form of minutes and actions.

- The Operations Director holds a company level meeting quarterly with the H&S Consultant to review H&S performance and reports back to the executive board.
- the Directors hold monthly meetings to review performance against targets, and report on the current situation for the company and to issue direction
- the Project Managers hold monthly operation review meetings with senior staff to review results of audits, incidents, problems, complaints and proposals for system changes and to seek proposals for improvements

The arrangements described in the Construction Phase Plan and activity plans are reviewed at intervals defined in these documents.

9.3 Accident/Incident Reporting

The responsibility for recording, reporting and investigating accidents and incidents rests with line management, assisted as necessary by Health and Safety Consultant trained in accident investigation techniques. 7formation arrangements are designed to:

- satisfy statutory reporting requirements
- provide measures of safety performance
- prevent recurrence and promote improvement

All accidents and incidents will be reported as soon as possible to the relevant Project Manager and the Operations Manager/Contracts Manager and will be recorded on the company accident report form.

In the event of a serious incident that falls within the specific items within RIDDOR, the company must inform the Incident Contact Centre at Caerphilly (0845 300 9923 – Mon to Fri 0830hrs – 1700hrs).

Investigation concentrates on identification of root causes of incidents in order that appropriate action can be taken to avoid recurrence. Periodic reviews of incidents ensure that all necessary action has been taken.

9.4 Continual Improvement

Incident records and inspection findings are collected on a central database and statistical analysis is undertaken by Operations Director and the H&S consultant in accordance with 7formation procedures.

This analysis, together with a review of performance, non-conformities and any new legal or other requirements, is used to demonstrate the effectiveness of the Management System and to evaluate where continual improvement can be made.

Improvement actions are set out in the company safety improvement plan.

The Directors set mandatory targets each year against a number of performance indicators, including one for accident incidence frequency, and all Project Managers report performance in relation to these targets. The results are collated and analysed by the Operations Manager/Contracts Manager and reported to the Directors.

Additional performance indicators are set by individual clients, and monitored by the Operations Manager/Contracts Manager.

Data on the performance of Subcontractors and Suppliers is maintained in company files and the approved supplier register.

Signed



Dated 02 Jan 2019

Stephen Rowell, Managing Director