



HEALTH AND SAFETY POLICY

**VPH EARTHWORKS LTD
431 DURHAM ROAD
LOW FELL
GATESHEAD
NE9 5EW**

Introduction

It is the policy of the Company to take all reasonable steps to ensure the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. The Company will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.

While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their line manager or to their delegated health and safety representative or to the Director. An effective health and safety programme requires continuous communication between workers at all levels.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager or to their health and safety representative or to the Director. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. Accident books are located at the following points: (mobile cabin/office & Head Office). A review of the accident books will be undertaken every quarter.

The specific arrangements for the implementation of the policy are detailed below.

Statement of Intent

At VPH Earthworks Ltd, safety on the job and the health and wellbeing of each employee is of primary importance in all of our activities. By providing a safe and healthy workplace, the Company upholds their moral responsibility to protect all employees and the public.

In accordance with the Health and Safety at Work Act 1974 and associated Regulations and company policy, the first order of business at the Company is to ensure the safety and health of employees at all times.

The VPH Earthworks Ltd is committed to:

- Progressive improvement in health and safety management and performance, leading to standards beyond legal minimum requirements that may match or lead in best practice in the sector and nationally;
- The development of appropriate organisational structures which provides direction for senior managers to lead and encourage a positive health and safety culture;
- By providing personal and protective equipment (PPE);
- Ensuring that health and safety is integrated into every aspect of the company's business; that is plant hire, driver hire and/or both plant and driver hire, excavations, earthworks etc;
- The systematic identification, assessment and control of risks to achieve an effective approach to the prevention of injury, ill health and loss arising from the activities of the company;
- By providing and maintaining safe plant and equipment;
- Ensuring that managers and staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, through the provision of appropriate resources, supervision, information, instruction and training. This includes the provision of access to competent and capable specialist advice;
- By managing health and safety risks in our workplace;
- Constructive consultation and communication with staff/employees where appropriate, on matters concerning health and safety;
- By enhancing our occupational health and safety management system;
- By seeking opportunities and continual improvement in our operating model, performance and change management and taking appropriate corrective action;
- By striving for, promoting and demonstrating a positive health, safety and wellbeing culture in which we actively engage with workers, are inclusive, learn from lessons, embrace innovation and new ways of working and applying our values and behaviours; and
- By reviewing this policy regularly.

Responsibilities

Management Responsibilities

Managing Director

The director is responsible for the overall management of the company and ultimately has responsibility for the health and safety of all those who may be affected by work activities. It is therefore his policy to ensure that the company safety policy and procedures for dealing with identified risks and the institution of safety systems and methods of work.

Health and Safety Adviser

The Health & Safety Adviser will ensure that risks are controlled on sites on which the organisation is working. This will be through the development of site-specific risk assessments, and associated method statements. Where it is not possible to carry out work as planned to revise the documentation and ensure that this is communicated.

The Health & Safety Adviser will also ensure that the organisation is aware of and complies with any changes to legislation as far as is reasonably practicable.

Site Manager

The Site Manager will ensure that risks are controlled on sites on which the organisation is working and ensure that the requirements of general health and safety legislation are met and where required the Construction Design Management Regulations 2015

This will be through the development of site-specific risk assessments, and associated method statements. Where it is not possible to carry out work as planned to revise the documentation and ensure that this is communicated to all necessary persons.

The Site Manager will ensure that all employees and sub-contractors are trained and competent and through regular inspections will ensure that safe working practices are being maintained.

Individual Employees and Sub-contractors

All employees and sub-contractors have responsibilities.

All employees are reminded of their legal duty to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
- Inform their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR);
- Inform their employer of any shortcomings in the employer's protection arrangements under MHSWR and;
- Co-operate with their employer's health and safety arrangements under the MHSWR.

All such individuals are expected to:

- Take reasonable care of themselves and of anyone else who may be affected by their work;
- Know and follow safety requirements relevant to their work;
- Cooperate with their managers in health and safety matters, including risk assessment and any controls identified;
- Not take risks or endanger themselves or others;
- Not interfere with or misuse anything provided in the interest of health and safety, fire or first aid;
- Report accidents, faults and deficiencies to their manager;
- Seek advice if in doubt of the adequacy of any safety arrangements; and
- Undertake health and safety training as directed.

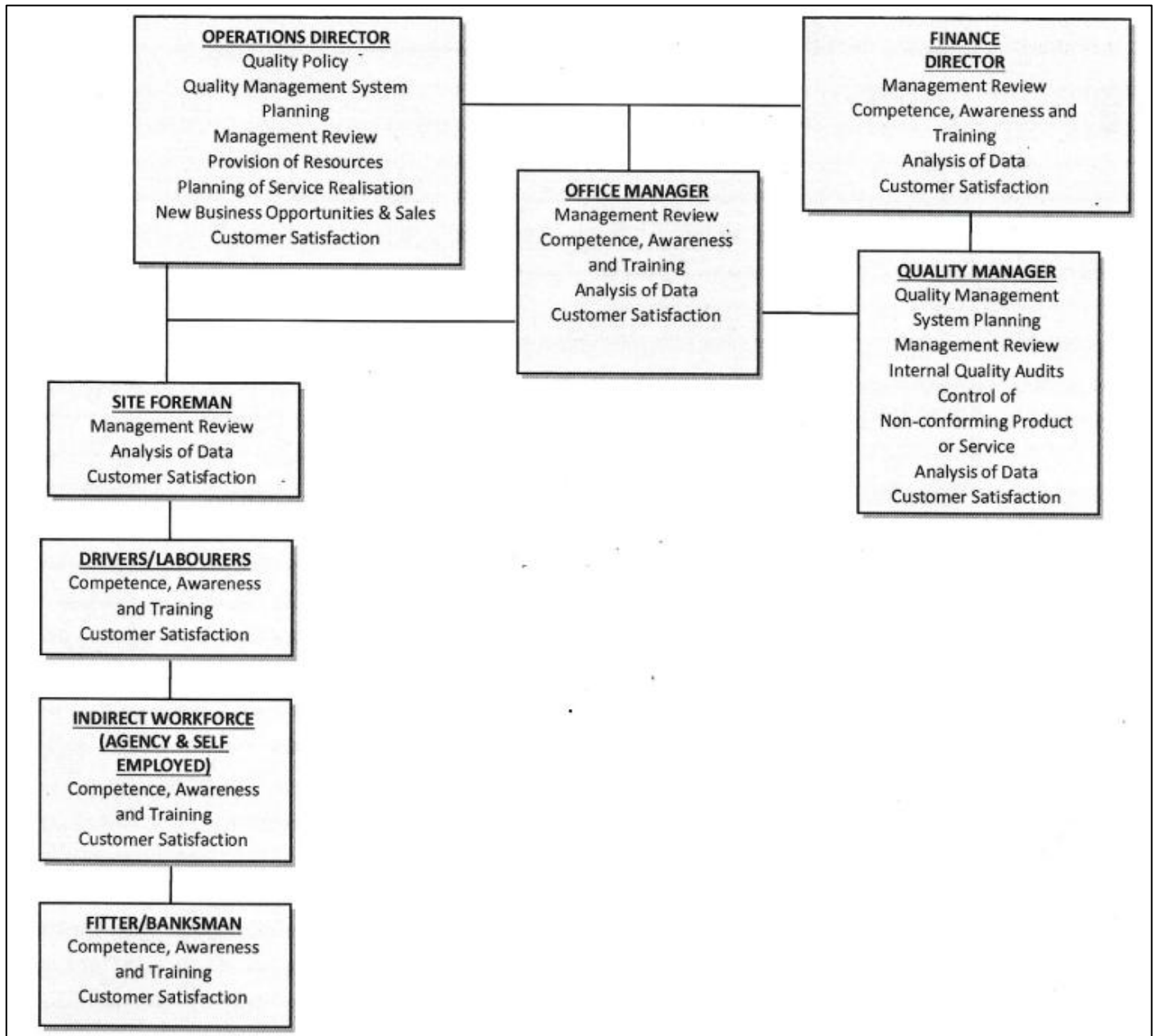
Arrangements for Health and Safety

This section sets out the organisation arrangements for the development of health and safety strategy, policy, standards and procedures that apply across the organisation.

Health and Safety Policy

Is approved by the Managing Director and will be communicated throughout the organisation. It will be updated on an annual basis or when there is a significant change within the organisation.

The company management structure:



Emergency Planning and Arrangements

When working on client's sites it will be ensured that the emergency procedures are known and adhered to. Employees and contractors working for VPH Earthworks Ltd will be expected to participate in any drills and to cooperate with the client should any emergency occur.

In respect of accidents the company has a procedure for ensuring that the injured person is in receipt of first aid treatment and if necessary, taken to hospital or home.

In respect of chemical spillages, a spill kit will be available when using substances which would cause environmental damage should they be spilled and enter the drainage system of water courses

Organisation

The Company has overall responsibility for health and safety in the Company. The Company has appointed a health safety adviser to have day-to-day responsibility for overseeing, implementing and monitoring the policy. The following personnel have been delegated as health and safety representatives in the Company Gary Lawless (Managing Director).

Health and safety committee

The Company sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of health and safety committee meetings as often as is deemed necessary. The purpose of health and safety committee meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication and co-operation

The Company will endeavour to communicate with employees their commitment to safety and to ensure that employees are familiar with the contents of this policy.

If the Company is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with line managers, health and safety representatives and the Director and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of the Company. Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates safety rules and procedures or who fails to perform his or her duties under this policy.

Training

Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

Inspections

The Company believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace will be conducted by the Director. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Company's operations. Health and safety representatives will be encouraged to participate in conducting such workplace inspections. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work equipment

The Company will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Company, as well as to ensure the safety of others who may be affected by the equipment. The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their line manager or their health and safety representative or the Director, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by the Company will comply with statutory requirements and is to be maintained in good working order and repair. The Company will endeavour to ensure, in liaison with equipment suppliers and manufacturers that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised.

Disciplinary action under the Company's disciplinary procedure may result from improper or unauthorised use of work equipment.

Personal Protective Equipment

The Company recognises the duties and obligations established by legislation. The Company will provide personal protective equipment (PPE) where risk assessment identifies the requirement for worker protection where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective PPE. All personnel required to use PPE will be provided with adequate information and training to enable a fuller understanding of the issues associated with its use. The Company will:

- Carry out an assessment of proposed PPE to determine whether it is suitable;
- Take appropriate action following assessment of risk;
- Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately;
- Provide accommodation for correct storage of PPE;
- Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks);
- Train staff in the safe use of PPE;
- Replace any PPE as necessary and at no cost to the employee;
- Provide adequate information to every employee in respect of any risks which may exist; and
- Re-assess as necessary if substances used or work processes or equipment change.

Manual handling operations

The Company's objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. The Company will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. The Company will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

Assessments will be reviewed when there is a significant change in:

- The activity or process;
- The working environment;
- The numbers or abilities of personnel; and
- The nature of the loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

Display Screen Equipment

Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with DSE. The Company will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing lenses and frames, for display screen activity only, will be the responsibility of the Company.

All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Substances Hazardous to Health (COSHH)

Within the working environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. The Company is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Company's own knowledge of the work process and utilising relevant information and guidance made available by the Health and Safety Executive.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Employees at Special Risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire Safety Precautions

Fire is a significant risk within the workplace. The Company's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

The Director is responsible for the maintenance and testing of fire alarms and firefighting, prevention and detection equipment.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat. Employees must report any faulty electric cable or loose connection immediately to their line manager, health and safety representative or to the Director. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves.

Line managers are responsible for keeping their operating areas safe from fire, ensuring that their staffs are trained in proper fire prevention practices and emergency procedures.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Employees should ensure that they are familiar with the position of the nearest firefighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation, all employees must leave the building/plant/site by the nearest available exit in an orderly fashion and assemble at the designated assembly point.

The designated assembly point would be pointed out when on a client's site during the site induction, so all employees must take notice of all relevant information given during the site induction.

Practice fire drills may/will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Smoking

Smoking is prohibited in all areas of the workplace at all times unless there is a designated smoking area.

Reporting of Accidents, Diseases and Dangerous Occurrences

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Company views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident/incident resulting in injury or not, a report will be drawn up by the line manager or HSEQ detailing:

- The circumstances of the accident including photographs and diagrams wherever possible;
- The nature and severity of the injury sustained;
- The identity of any eye witnesses;
- The time, date and location of the incident; and
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Director or site manager/agent who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Site managers are responsible for reporting all cases of accident and disease to the Director. The Director is responsible for reporting cases of accident and disease to the relevant enforcing authority.

First Aid

First aid kits are located in site cabins and at head office. All first aid kits are clearly marked and are easily accessible by all employees during all working hours. One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid kit.

A list of emergency telephone numbers of doctors and hospitals is posted next to each first aid kit and /or in the cabin. In an emergency, if speed is considered essential, an ambulance should be called. Qualified first aid personnel are (to be confirmed).

Company Safety Rules

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy;
- All employees must immediately report any unsafe practices or conditions to their site manager, their health and safety representative or to the Director;
- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden;
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person;
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by their site manager;
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers;
- No employee should undertake a job which appears to be unsafe;
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task;
- All injuries must be reported to a site manager, a health and safety representative or to the Director;

- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their site manager or to the Director;
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment;
- No employees should use chemicals without the knowledge required to work with those chemicals safely; and
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate.

Housekeeping

- Work sites must be kept clean and tidy;
- Any spillage must be cleaned up immediately;
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely;
- All combustible waste materials must be discarded in appropriate containers;
- All excavations must be covered/segregated when not in use and clearly marked with warning signs when in use; and
- All materials must be properly and safely used and when not in use properly and safely secured.

Access and Egress

- Site walkways must be kept clear from obstructions at all times;
- If site walkways become wet it should be clearly marked with warning signs and/or covered with non-slip material;
- Safe access and egress so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- Trailing cables are a trip hazard and should not be left uncovered; and
- Where a crossing point for pedestrians is being used plant drivers MUST take care and watch out for pedestrians. If no alternative route is possible, the area should be clearly marked with warning signs.
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Tools, Plant and Equipment

- Company tools, plant and equipment are only to be used by qualified and authorised personnel. It is the responsibility of the site manager to determine who is authorised to use specific tools, plant and equipment;
- It is the responsibility of all employees to ensure that any tools, plant or equipment they use are in a good and safe condition. Any tools, plant or equipment which are defective must be reported to a site manager or to the director so they can be repaired or replaced;
- All tools, plant and equipment must be properly and safely stored when not in use;
- No tool, plant or equipment should be used without the manufacturer's recommended shields, guards or attachments;
- Approved personal protective equipment (PPE) must be properly used where appropriate;
- Persons using machine tools, plant or equipment must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety; and

- Employees are prohibited from using any tool, plant or piece of equipment for any purpose other than its intended purpose.

Protective Equipment

- Employees must use all personal protective equipment (PPE) provided to them in accordance with the training and instruction given to them regarding its use. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their site manager or to the Director.

Manual Handling

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand;
- The load to be lifted or moved must be inspected for sharp edges and wet or slippery/soft areas such as wet clay/sand/soils;
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip;
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping;
- Any overhead cables or obstructions along the route MUST be checked for before undertaking the work;
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably;
- Employees should ask for assistance if there is any danger of strain;
- Where team lifting or moving is necessary one person should act as co-ordinator; and
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Risk Assessments

Risk assessments will be carried out for all work activity to ensure that appropriate control measures are identified and put in place. The main drive is to ensure that the safety implications and health protection are properly considered to prevent accidents and prevent ill health. The arrangements required to address serious and imminent danger is part of the process. The essential requirement is that at any time the site manager responsible is able to demonstrate:

- A suitable and sufficient risk assessment has been carried out in good time and for every stage for all risks associated with the work;
- Necessary controls identified have been put in place;
- Effective communication of significant findings to those who may be affected by the activity;
- That assessments are recorded and reviewed in the light of significant incidences or change; and
- That controls continue to be appropriate and in place.

Working at Height

It will be ensured that all Working at Height is carried out in line with the Working at Height Regulations 2005 and HSG 33 Health and Safety in Roof Work. Therefore, all working at height will be planned and organised and supervised by a competent person. It will be ensured that as far as is reasonably practicable work is safe and the level of risk of persons and objects falling is minimised. The specific circumstances of any working at height will be covered in task specific risk

assessments which will detail the methods of working at height including any emergency rescue plan. All employees and sub-contractors will have been in receipt of the relevant training and be in possession of appropriate licences for equipment for using at height e.g. the use of MEWPS and Tower Scaffolds.

- All working at height carried out by the organisation will be in line with the requirements of the Working at Height Regulations 2005. When working on client's sites it will be ensured that all work is carried out in line with site rules and where the organisation is responsible for working at height activities it will be ensured that they are risk assessed and planned. Wherever possible work at height will be avoided;
- Where work at height is necessary then it will be planned and an existing structure will be used where possible in particular where this will allow safe access and provides a safe working platform. Where this is not possible, a safe working platform will need to be provided; and
- All working at height must be subject to a suitable and sufficient risk assessment. It is recommended that this is always in writing where work above two metres is concerned.

The risk assessment will consider:

- That there is a safe method of access to and from the work area;
- What particular equipment will be suitable for the job and conditions of the site;
- Ensure work platforms and any edges from which people may fall, have guard rails and toe boards or other secure barriers;
- Checking that equipment is in good condition; and
- Ensure competent persons are involved in all tasks.

As much of the work as possible will be carried out at low level, if platforms are required see below.

Secure platforms will be provided which:

- Will be securely footed on stable ground, support the weight of personnel and equipment to be used;
- Provide stable access and not over turn;
- Be secured to an existing structure, where necessary and whenever possible;
- Take account of the ground, especially where mobile platforms are used;
- Provide guard rails to the platform;
- Provide barriers on open edges, holes and openings in the platform floor, the edges of roofs and working areas; and
- All personal Protection Equipment will be CE marked Category III.

In respect of ladders VPH Earthworks Ltd provides only step ladders with platforms, the rules for their use are as below.

- They are inspected prior to each use;
- That any defects are reported immediately to the site manager;
- That under no circumstances are defective ladders used
- That ladders are securely tied or footed; and
- That they are used only for work of low risk and / or short duration.

Employees and sub-contractors working for VPH Earthworks Ltd will only use ladders under their direction. Their use will be subject to the same standards as above.

For scaffolding, in respect of scaffolding the Company does not erect scaffolding as work is always carried out on sites under the responsibility of other persons. However, should any defects or other safety issues be identified by employees or sub-contractors then the procedure is to inform the Site Manager as soon as possible.

All equipment used to ensure safety at height such as harnesses will be inspected as per legislation and all operators will be trained in their use.

Lone Working

All operatives employed by VPH Earthworks Ltd that work on sites where there are a number of employees, so lone working does not occur, however in the unlikely occurrence where an operative is alone (other members of staff have not turned in to work) the following control measures must be adopted:

- Call head office or the line manager to report other members of staff have not turned in for work, do not carry out work, especially with regards to operating plant and tools unless otherwise directed;
- Undertake no work whilst management organise additional staff unless otherwise directed; and
- Site may have to temporary close until additional members of staff are allocated, if that is not possible, the member of staff may be required to attend at another site, unless otherwise directed.

Young Persons

When you employ young people under the age of 18, you have the same responsibilities for their health, safety and welfare as you do for other workers. This applies whether they are:

- A worker;
- On work experience; and
- An apprentice.

Young people are likely to be new to the workplace and so are at more risk of injury in the first six months of a job, as they may be less aware of risks. They will often be vulnerable, as they may:

- Lack experience or maturity;
- Not have reached physical maturity and lack strength;
- Be eager to impress or please people they work with; and
- Be unaware of how to raise concerns.

Prior to any young person commencing work a risk assessment will be completed. Where the risk assessment identifies significant hazards then suitable and sufficient control measures must be put in place in order to sufficiently control the hazards. If this is not possible then the intended tasks will not be carried out by the young person.

Should there be a change of intended activities during the course of the employment then these tasks will be risk assessed also. Where the risk assessment identifies significant hazards then suitable and sufficient control measures must be put in place in order to sufficiently control the hazards. If this is not possible then the intended tasks will not be carried out by the young person. The person directly supervising the work of the young person will ensure that the above arrangements are adhered to.

Asbestos

The nature of the works in construction may bring employees in contact with asbestos.

Site managers and employees MUST have been through an asbestos awareness course and they are aware of the procedures to be followed. Employees are to avoid any work which is likely to lead to the potential of exposure to asbestos, either to themselves or others. If they believe or suspected that any material on which they are to work contains asbestos, then this must be reported immediately to management.

Prior to any work taking place discussions will take place regarding the presence of any asbestos. Where there is any material that potentially contains asbestos then no work will commence until the material has been tested in a licensed and authorised laboratory. Where asbestos is found to be present then it will be removed or made safe. Workers will be informed.

Noise

It is accepted that when using power tools noise exposure levels will be in excess of the upper action level. When noise measurements have been taken then the situation is evaluated in terms of the numbers of people exposed, generally and in specific locations and to the transmission pathways of noise. A determination will then be made of the urgency of the action. Where there are excessive noise levels then the control strategy will be determined. This will either be through:

- Elimination of the noise;
- Reduction of the noise at source;
- Use of soundproof enclosures; and
- The use of hearing protection.

Where the noise levels are at or above the first action level hearing protection will be provided and employees given information on noise hazards. Where the noise levels are at or above the second action level then hearing protection must be worn if it is not possible to reduce noise levels by other means. Where hearing protection is required, the specific type provided will be determined by risk assessment.

Wherever hearing protection is provided, information and instruction on usage, storage and replacement will be given to users. Employees are responsible for ensuring that hearing protection is worn and maintained in a good condition.

Signed:

Director

Gary Lawless

Date: 22nd May 2025