Health, Safety and Environmental Policy, Organisation and Arrangements

ID87-WCES-008
Health, Safety & Environmental Policy,
Organisation & Arrangements Manual

Date: 05/01/2026
Revision: V8

Health and Safety Policy Amendment

Record of amendments

Version No.:	Date:	Index Ref:	Description of Amendment:
Version 1	17th March 2020	n/a	n/a
Version 2	30th April 2020	Policies	Updated H&S and Environmental policy statements to allow for new integrated management system.
Version 3	28th May 2020	• Duties & Responsibilities • Arrangements • Construction Specific Arrangements	• Reference internal document • Add Covid-19 arrangement • Clarification on applicability of high-risk construction activities
Version 4	21st March 2021	Policy Section	All policies reviewed and signed by Dan West, managing Director.
Version 5	24th August 2022	Policy Section	Inclusion of additional policy statements and signed by MD.
Version 6	24th August 2023	N/A	Annual review minor word changes and date updated
Version 6	25th August 2024	N/A	Annual review minor word changes and date updated
Version 7	5th January 2025	N/A	Annual review minor word changes and date updated. Removed Covid 19 section
Version 8	5th January 2026	N/A	Annual review , updated dates

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Health and Safety Policy Statement

WestCross Environmental Services Limited recognise our duty under the Health and Safety at Work etc Act 1974 to fulfil our obligations to our employees and other parties who may be affected by our work activities.

We aim to achieve a safe working environment and to reduce work-related accidents and ill-health so far as reasonably practicable. We will:

- Strive to prevent injury and promote a healthy workplace for our employees, through the elimination of hazards and reduction of risks.
- Allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- Continually seek to improve our health and safety management and performance.
- Endeavour to always keep up to date and comply with all applicable legal requirements, client requirements and any other requirements we need to subscribe to that relate to health and safety and any hazards.
- Our Integrated Management System provides a mechanism for setting and reviewing health and safety objectives which will be continuously monitored and reviewed.
- Continually review our Health and Safety policy and amend when necessary to ensure it remains relevant and appropriate to our company.
- Commit to consultation and participation of workers, and, where they exist, workers' representatives.
- Commit to the provision of sufficient funds and resources and a process of continual Health and Safety improvement to ensure we comply with all relevant legal and other standards.
- Will protect employees from reprisals when reporting hazards, incidents, risks and opportunities.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Environmental Policy Statement

WestCross Environmental Services Limited has established the following environmental policy which has been implemented at all levels of the company and will be maintained.

This shall be achieved by all company persons adhering to the following policy:

- The environmental policy is applicable for all of the company activities at head office and whilst carrying out on-site work.
- Set and continuously evaluate environmental objectives at management review meetings.
- Will remain fully committed to protecting the environment in the delivery of service and prevent pollution, by investigating when practicable alternative energy such as renewable and sustainable, considering climate change, biodiversity and ecosystems.
- Always ensure that all employees are aware of their obligations to comply with company requirements and regulatory.
- Continually improve the company performance in relation to environmental impacts and the implemented environmental management system.
- Ensure this environmental policy is communicated within the organisation and be available to interested parties.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Quality Policy Statement

It is the aim of WestCross Environmental Services Ltd to maintain an effective quality system allowing us to undertake works within contractual and statutory requirements. There is also a desire to show continuous improvement of our services to ensure the requirements of our clients can be attained.

Quality performance within all aspects of our operations remain key and are practised by all employees on a daily basis.

To ensure the delivery of quality services, stringent procedures and processes have been implemented. The standard will be monitored through internal and external audits and reviewed as a result, where necessary.

To support our quality performance realistic objectives are set to enhance and improve the quality management system and activities.

We are fully committed to providing quality work that meets the expectations of our clients and it is the responsibility of all employees to ensure that this high level of standard is achieved.

The WestCross Environmental Services management team fully support the Quality Assurance Policy and are committed to ensuring competent personnel and financial resource are provided for the successful implementation.

This policy shall be reviewed at least annually and shall be briefed to all employees during inductions and following review and will be made available for all other interested parties upon request.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Equal Opportunities Policy Statement

Commitment

- We are committed to creating an inclusive working environment, providing equal opportunities for all staff and ensuring no current or prospective employee feels disadvantaged because of their:

Age	Gender identity	Religious belief
Caste	Marital status	Sexual orientation
Class	Nationality	Veteran status
Colour	Parental status	
Disability	Race or ethnic origin	

- We fundamentally believe that talent, qualifications, capability, and merit are the only way to determine who to select and progress.
- We comply with all employment and equal opportunity legislation and regulations in the countries in which we work in. We have fair employment policies in accordance with our standards and within the framework of local cultures and sensibilities.

Responsibility

- The Managing Director is responsible for human resources and ensures this policy is understood and implemented at all levels within the business.
- The Managing Director and Operations Director is responsible for the day-to-day implementation of the policy. Staff that recruit, select, train, develop and promote employees understand their responsibilities under this policy, and under local legislation.
- Everyone is responsible for their actions at work and for ensuring that they do not discriminate against any colleagues, clients, suppliers or members of the public. Any behaviour in breach of this policy will lead to appropriate disciplinary action.
- Suppliers must set out and maintain their own equality and diversity policies. This is considered when managing our supply chain.

Approach

- We aim to have a workforce that reflects the diversity of the communities in which we work. Where appropriate, we will also take proactive and positive steps to ensure we can access diverse talent from our local and global communities.
- Our commitment to recruiting the best staff to deliver the services we provide determines the composition of our workforce.
- This policy is displayed in our office and is drawn to the attention of all employees. Information and training on diversity is provided to all staff, enabling them to comply with this policy.
- We will provide information and advice on diversity to staff as and when recruited through the on-boarding process
- Our equality, diversity and inclusion team are responsible for the promotion of awareness and appropriate behaviour and help foster an inclusive workplace culture.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Anti Bribery & Corruption Policy Statement

WestCross Environmental Services Ltd recognises that bribery is a criminal offence, and it is our policy that we do not and will not offer payments or improper inducements to anyone. No bribes or improper inducements will be accepted by any employee of WestCross.

WestCross Environmental Services Ltd have a zero-tolerance approach to bribery and remain committed to the prevention of such activities.

Bribery is defined as the offering, promising, giving, accepting, or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust. It is therefore unacceptable to:

- Giving, or promising to give a payment, gift, or hospitality with the expectation that a business advantage will be given or has already been received.
- Accept payment form a third party where it is known or suspected that it will obtain a business advantage for the third party.
- Accept a gift or hospitality from a third party where it is known or suspected that it will obtain a business advantage for the third party.
- Use any kind of physical or verbal threats against any person refusing to commit a bribery offence.
- Use any kind of physical or verbal threats against any person raising concerns in relation to this policy.
- Undertake any activity that is in breach of this policy.

All employees of WestCross Environmental Services Ltd are expected to act with honesty and integrity at all times to safeguard against bribery and corruption and to comply with all anti-bribery and corruption laws. All employees will be encouraged to remain vigilant and to report any suspicious activities.

As an employer, WestCross will remain fully committed to:

- Providing all employees with clear responsibilities under this policy.
- Taking required action against any employee found to be in breach of this policy.
- Including all necessary clauses within contracts to prevent bribery.

Any employee with concerns should speak directly with the Managing Director and / or Contracts Director. Any concerns raised will be treated in the strictest of confidence and will be thoroughly investigated.

This policy will be briefed to all employees during their induction and after any reviews.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Modern Slavery and Human Trafficking Policy Statement

This statement is made to pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and sets out the steps taken to ensure that slavery and human trafficking is not taking place in its business or any part of its supply chain.

Modern slavery and human trafficking remain hidden blights on our global society. Modern slavery is the term used to encompass slavery, forced and compulsory labour and human trafficking of all ages. Our code of conduct prohibits modern slavery.

All employees have a responsibility to comply with the code of conduct and be alert to the risks brought about by the modern slavery in our business and the wider supply chain. Staff are expected to report any concerns and management are expected to act upon them.

Suppliers (including their subsidiaries or sub-contractors are expected to act in accordance with the code of conduct, or an equivalent of its relevant core principles in the performance of any agreement.

We have a zero tolerance to slavery and human trafficking, and we expect all of our suppliers and sub-contractors to comply with and meet our values and standards. We will ensure compliance through management meetings, site visits, internal and external audits.

We have put in place a fair and transparent recruitment and resourcing procedure in relation to our labour practices, false employment and modern slavery in accordance with relevant legislation and standards.

The requirements made of the supply chain to modern slavery are communicated and contracted upon through our code of conduct and sustainable procurement policy. We expect all suppliers to conduct right to work checks of their workforce in accordance with the Immigration and Asylum Nationality Act 2006, which will be reinforced when a worker attends their first site induction where their papers are verified.

We will seek to work in partnership with all suppliers to tackle and combat the threat of human trafficking and modern-day slavery throughout our supply chain, in accordance with international environment, social and ethical standards.

In order to ensure the highest level of understanding of the risks associated with modern slavery and human trafficking in our supply chain, we provide information and training for all staff members.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Harassment Policy Statement

WestCross Environmental Services Limited recognise that harassment is against the law under the Equality Act 2010. We are committed to providing a workplace where everyone is treated with dignity and respect and will deal with any cases of harassment that do occur.

Bullying and harassment will not be tolerated and may be treated as a disciplinary offence.

We will:

- Provide training for all managers and supervisors in all aspects of our policies and procedures concerning dealing with grievance and disciplinary matters including harassment.
- Set out the standards of behaviour expected from employees while they are working both on and off premises, including those working away from their base location. These standards will also apply to visitors to the organisation.
- Lead by example, placing importance on the behaviour of senior management through to employees.
- Set out the definition of harassment and list those behaviours which are not acceptable, and which will not be tolerated.
- Maintain fair procedures for dealing promptly, fairly, confidentially and sensitively with complaints from members of staff, applying clear grievance and disciplinary procedures.
- We will investigate any complaints promptly and objectively and will take complaints seriously. All circumstances will be considered before reaching a conclusion.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Sustainability & Corporate Social Responsibility Policy Statement

WestCross Environmental Services is committed to making positive contributions to the world we live in. This includes the corporate social responsibility performance of the business. In order to balance our achievements with our contribution to society, WestCross will:

- Implement a sustainable growth plan whilst ensuring WestCross Environmental Services remain professional and well managed.
- Invest in our people to provide them with necessary training to ensure the highest level of health and safety performance is achieved.
- Invest in plant, materials, and systems to ensure operations are safe and efficient.
- Provide a workplace where we maintain a high standard of welfare and where everyone is treated fairly and with respect.
- Minimise any negative impacts our works may have on the surrounding communities.
- Source products and services responsibly utilising local suppliers wherever possible.
- Employ local labour, where possible to support the community.
- Engage with local communities and support not for profit initiatives and organisations through volunteering and funding.
- Use FSC certified sustainable timbers
- Educate employees to promote their role in contributing positively to the local environment through their behaviours.

This policy will be briefed to all employees during their induction and after any reviews.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Drug & Alcohol Policy Statement

WestCross Environmental Services remain fully committed to ensuring that no employee, irrespective of their position, is to be under the influence of drugs and / or alcohol whilst at work. Any employee suspected to be in breach of this rule may be subjected to a drug and alcohol test. No employee shall be permitted to commence work or continue their shift if they are suspected to be or are known to be under the influence of drugs and / or alcohol.

To enforce this policy, WestCross will undertake screening as follows:

- **Unannounced** – At least 25% of employees will be randomly selected to undertake screening annually.
- **For Cause** – If any employee is suspected of being under the influence of drugs and / or alcohol that may have contributed to an accident or incident.
- **Project Specific** – Where site rules identify the requirement for screening prior to undertaking works

Any testing will be undertaken by a competent member of our supply chain. The results of any tests will be notified to the individual as soon as possible. Those tested under the unannounced regime will be allowed to continue with their normal duties until the results are known unless there is any reason to suspect the individual is unfit for work.

Any prescription medicine is to be reported to the Managing Director and / or Contracts Director prior to commencing works. The Director(s) will seek advice from a competent medical authority to determine if the medicine will have any affect on the ability of the employee to carry out their duties safely. If medication is known to have a negative impact, the employee may not commence work until they have consulted with their GP for alternative medication.

For Cause testing will be undertaken at the earliest possible convenience following an accident or incident. Employees will be stood down until screening has been undertaken. Employees tested under 'For Cause' screening will be suspended form duty until results are known.

Any refusal to undertake screening will be treated as a positive result.

Any employee failing unannounced, for cause or project specific screening will be considered guilty of gross misconduct and will be dismissed without notice.

This policy shall be reviewed at least annually and shall be briefed to all employees during inductions and following review and will be made available for all other interested parties upon request.

Signature: 	
Name: **Dan West**	Job title: **Managing Director**
Date: **5th January 2026**	

Duties and Responsibilities

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Directors, but specific duties are delegated to others according to their experience and training.

Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Site Managers will ensure that this policy is adopted by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, iON Consultants has been appointed to provide health and safety advice and assistance to the management and employees of WestCross Environmental Services Limited. The contact details for this person will be clearly displayed on the company notice board.

Managing Director

As the people ultimately responsible for Health and Safety they will:

- demonstrate visible commitment, promoting the Policy's aims and objectives;
- ensure that adequate resources are available;
- monitor Policy implementation and Company health and safety performance;
- sign the Health and Safety Policy statement annually.

Directors (Operations and Contracts Directors)

As senior executives/management they will:

- lead on Health and Safety promoting responsible attitudes and active management;
- ensure the policy and standards are effectively implemented;
- ensure adequate resources are provided to address risks and concerns;
- monitor safety performance and drive further improvement.

Contract Managers

As contract managers they will:

- ensure the policy and standards are effectively implemented;
- monitor safety performance and drive further improvement;
- ensure staff are adequately trained and instructed;
- monitor the behaviour of staff to ensure rules and procedures are followed.

Supervisors and Site Managers

As Managers and Supervisors, these persons must:

- maintain the workplace in a safe condition;
- ensure all safety policies and procedures are effectively implemented;
- ensure staff are adequately trained and instructed;
- monitor the behaviour of staff to ensure rules and procedures are followed.

All Employees

It shall be the duty of every employee while at work:

- to take reasonable care of themselves and of other people who may be affected by their acts or omissions at work;
- to co-operate with their employer in achieving statutory provisions;
- to report shortcomings in health and safety arrangements;
- to report hazards to the appropriate person.

iON Consultants Ltd

iON Consultants Ltd, as detailed in its appointment will be expected to:

- ensure that the Health and Safety Policy, as prepared by them, is reviewed and updated annually;
- provide a telephone advisory service relating to all aspects of health and safety at work
- carry out assessments and inspections, as requested;
- provide an accident investigation service and liaise with the enforcing authority, upon request;
- if requested, assess safe systems of work/method statements, attend meetings regarding health and safety and provide health and safety training to both management and staff.

Please note that a more thorough and detailed list of specific responsibilities for the management team is provided with **ID50 (Roles and Responsibilities),** attached below.

Arrangements Summary

Arrangement	Person/Persons responsible for the implementation and management of the arrangement
Accidents, Incidents and Near Misses	Directors
Asbestos	Managing Director
Competence	Directors
Construction Design Management (as “client”)	Directors
Confined Spaces	Directors
Consulting and Communicating with Employees	Managing Director
Covid-19	Managing Director
Display Screen Equipment	Directors
Driving	Directors
Drugs and Alcohol	Directors
Electrical Equipment and Installations	Directors
Fire Safety	Directors
First Aid	Directors
Hand Arm Vibration	Directors
Hazardous Substances	Directors
Homeworking	Managing Director
Lifting Operations and Lifting Equipment	Directors
Lone Working	Directors
Managing Contractors	Managing Director
Managing Risk	Managing Director
Manual Handling	Directors
Monitoring	Managing Director
New and Expectant Mothers	Directors
Noise	Directors
Permits to Work	Directors
Personal Protective Equipment (PPE)	Directors
Pressure Systems	Directors
Provision and Use of Work Equipment	Directors
Safe Systems of Work (Method Statements)	Managing Director
Safety Signs, Signals and Notices	Directors
Statutory Examinations	Managing Director
Stress	Directors

Arrangement	Person/Persons responsible for the implementation and management of the arrangement
Training and Information	Managing Director
Travel	Directors
Violence and Aggression	Managing Director
Visiting and Working in Other Employers' Environments	Directors
Visitors	Directors
Waste Disposal	Managing Director
Water Management (Legionella and Legionnaires')	Managing Director
Work at Height	Directors
Working Time	Managing Director
Workplace Facilities	Managing Director
Workplace Transport	Directors
Young Persons	Managing Director
Construction Specific	
Construction Design Management as Principal Contractor	Managing Director
Construction Design Management as Contractor	Managing Director
Access and Boundaries	Directors
Demolition, Dismantling and Structural Alteration	Directors
Emergency Procedures on Site	Directors
Excavations	Directors
Fire on site	Directors
Good Order, Storage Areas and Waste Materials	Directors
Hoists	Directors
Lighting	Directors
Monitoring and Reviewing on Site	Managing Director
Occupational Health Risks	Managing Director
Powered Access Equipment	Directors
Roof Work	Directors
Scaffolds	Directors
Site Management and Supervision	Managing Director
Site Rules	Directors
Site Traffic and Mobile Plant	Directors
Site Welfare Facilities	Directors
Slips and Trips	Directors

Arrangement	Person/Persons responsible for the implementation and management of the arrangement
Temporary Works	Directors
Tools and Machinery	Directors
Work Affecting the Public	Managing Director

A quick guide to responsibilities is outlined below

Responsibility	Managing Director	Directors	Contract Managers	Supervisors Site /Managers	Employees
Overall responsibility for H&S	X				
Provision of adequate resources including finance	X	X			
Development & review of H&S policy	X	X			
Completion of local H&S policy arrangements	X	X			
Audit & review of safety management system	X	X			
Local consultation & communication	X	X	X	X	
Identification of training needs	X	X	X	X	
Developing risk assessments & method statement	X	X	X	X	
Co-ordinating and approving construction work	X	X	X	X	
Undertaking specific risk assessment (manual handling; pregnant worker; individual person risk assessments, COSHH assessments)	X	X	X	X	
Production of initial fire risk assessment	X	X			
Local tests & inspections, including weekly, monthly checks of fire alarm, emergency lighting & fire-fighting equipment	X			X	X
Undertaking emergency evacuation drills	X	X		X	
Arranging of statutory tests	X	X			
Management of site based asbestos risks and site logbook	X	X			

Responsibility	Managing Director	Directors	Contract Managers	Supervisors Site /Managers	Employees
Control of contractors	X	X		X	
Monthly building inspection	X			X	
Supervision of staff	X	X	X	X	
Reporting incidents	X	X	X	X	X
Incident investigation	X	X	X		
Incident reporting to enforcement agencies	X	X	X	X	
Attending required training	X	X	X	X	X
Working safely	X	X	X	X	X

Arrangements

Accidents, Incidents and Near Misses

We recognise the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We are committed to complying with this legislation and will:

- keep records of work-related accidents, incidents and near misses;
- investigate where necessary all work related accidents, incidents and near misses; and
- report under RIDDOR in case of reportable types of injuries, over seven-day injuries to workers, injuries to non-workers, occupational diseases, dangerous occurrences and reportable gas incidents.

Asbestos

We recognise and will follow the requirements of the Control of Asbestos Regulations 2012 (CAR12) and associated Approved Codes of Practice and HSE guidance.

As a licensed asbestos removal contractor, we will deliver asbestos removal work in accordance with CAR12 and in line with our license requirements as agreed with the HSE Licensing Unit and will operate all work with asbestos in line with our operating procedures manual (ID06-WCES-001). This includes for assessing risks and implementing appropriate control measures, ensuring the health and safety of our employees, contractors and others who may interact with our activities.

We will reduce the risk of exposure to asbestos as far as reasonably practicable and will monitor the health of our employees on a regular basis.

Competence

We recognise the requirements of the Health and Safety at Work Act etc 1974 and The Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- take account of the competence of relevant employees and contractors as part of the risk assessment process and training plan;
- consider all the factors of competence such as training, skills, experience, knowledge, attitude and ability as part of the risk assessment;
- only appoint competent contractors to carry out works on our behalf;
- appoint a competent person to help meet health and safety duties.

Confined Spaces

We recognise the requirements of the Confined Spaces Regulations 1997. We are committed to complying with this legislation and will:

- carry out a risk assessment to identify hazards including presence of poisonous or flammable gas, or lack of oxygen supply. Suitable control measures will be identified and implemented to manage the risks of working in confined spaces;
- provide information and training to all employees who are required to work in confined spaces as part of their job role;

- provide suitable PPE for carrying out this work, and make sure that employees are trained in how to use it correctly, and make sure it is worn.

Consulting and Communicating with Employees

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- consult and communicate any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure;
- make arrangements for getting a competent person to help with compliance with regards to health and safety laws;
- consult and communicate when introducing new technology, tools or working processes;
- consult and communicate when planning health and safety training;
- inform employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.
- use the following means of communication and maintain a record of these:
  - induction training;
  - specific training;
  - safety talks and briefings;
  - memos;
  - safe systems of work;
  - face to face meetings;
  - team meetings;
  - telephone and email.

Display Screen Equipment

We recognise the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We are committed to complying with this legislation and will:

- identify employees to whom the Health and Safety (Display Screen Equipment) Regulations 1992 apply;
- analyse workstations to assess and reduce risks, either by self-assessment, or by arranging for a competent person to carry out a risk assessment;
- make sure controls are in place and that records are kept of assessment and actions taken;
- inform and consult with employees about the risk associated with DSE work, and provide information and training on working safely and comfortably;
- provide eye and eyesight tests on request, and special spectacles (subsidised) if needed;
- review the assessment when the user, their work, or the DSE changes.

Driving

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment of the risks to health and safety of employees who drive as part of their work activities, and in order to assess the risks to others as a result of this activity. Ensure that this risk assessment is regularly reviewed;

- consult with employees regarding the risks arising from their work, proposals to manage these risks and provision of training and information;
- ensure that all employees who are required to drive as part of their duties have a valid driving licence;
- ensure that all employees who are required to drive as part of their duties are medically fit to undertake this work, and are capable and competent to do so;
- ensure that vehicles provided by us are regularly maintained and are roadworthy in compliance with road traffic legislation;
- make sure that routes are planned, and work schedules are realistic and allow for breaks for drivers;
- ensure that the appropriate insurance is in place and maintained.

Drugs and Alcohol

We recognise our duties under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of its employees.

We understand that if it were to allow any employee to continue working while under the influence of excess alcohol and this places the employee or others at risk, we could be prosecuted. Similarly, if we knowingly allow an employee under the influence of drug misuse to continue working and the resulting behaviour of that employee placed either him/herself or others at risk, we could be prosecuted.

We will:

- publish the rules and restrictions on the use of alcohol and drugs use and include this information as part of induction training;
- provide information to employees about their health and use of drugs and alcohol;
- provide training to Managers and employees about how to identify the behaviours that might indicate a problem resulting from drug or alcohol misuse and how to deal with these;
- offer confidential support to any employee who may be concerned about their use of alcohol and drugs and the effect this may have on them at work;
- consult with management and employees and share information on how any cases of misuse at work will be dealt with, involving disciplinary procedures and, in the case of law-breaking, reporting to the Police.

Electrical Equipment and Installations

We recognise the requirements of the Electricity at Work Regulations 1989. We are committed to complying with this legislation and will:

- carry out a risk assessment to cover all those using or working with electricity in the course of our work;
- ensure that employees working on, or with, electrical equipment or systems are competent for the task and have suitable training, skill and knowledge;
- ensure that the electrical installations in the workplace are safe, having been installed to an acceptable standard, and are maintained in a safe condition;
- provide safe and suitable equipment, seeking alternatives to electrical equipment if the working environment and conditions render working with electrical equipment unsafe or high risk, and providing a safety device (RCD) where electricity continues to be used;

- maintain all electrical equipment, at a suitable frequency dependent upon the type of use the equipment has;
- replace or repair all equipment that is reported as damaged or not working properly;
- provide information to employees on what portable appliances are and how they should be checked prior to use.
- ensure temporary electrics are certified and re inspected every 3 months.

Fire Safety

We recognise the requirements of the Regulatory Reform (Fire Safety) Order 2005. We are committed to complying with this legislation and will:

- ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation;
- carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities;
- ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire;
- provide training to staff about the fire escape routes and exits available in case of emergency, and carry out regular fire drills;
- provide training and information to employees on how to reduce the risks of fire in the workplace and how these can be managed, for example by good housekeeping and ensuring that they use work equipment safely and appropriately, and refresh this training regularly, at least annually;
- install suitable fire detection equipment to premises as appropriate and make sure that this is maintained regularly;
- install the correct fire-fighting equipment for premises and make sure that this is clearly identified with signage and maintained regularly;
- carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed;
- review the fire risk assessment annually or more often if there are changes in the workplace.

First Aid

We recognise the requirements of the Health and Safety (First Aid) Regulations 1981. We are committed to complying with this legislation and will:

- provide adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work;
- carry out an assessment of first aid needs appropriate to the hazards and risks of the workplace(s) and the workforce;
- where first aiders are provided, we will ensure that they have undertaken suitable training and have an appropriate first aid qualification, and that they remain competent to perform their role;
- inform employees of the arrangements that have been made in connection with the provision of first aid, to include the location of equipment, facilities and personnel.

Hand Arm Vibration

We recognise the requirements of the Control of Vibration at Work Regulations 2005. We are committed to complying with this legislation and will:

- provide information and training to employees so that they know what the risks are from hand arm vibration on site, and what they need to do to avoid those risks;
- carry out a risk assessment to identify and assess the risks to employees from prolonged use of vibrating tools;
- select suitable work methods and plant in order to reduce the exposure to hand-arm vibration as much as possible;
- use reduced-vibration tools whenever possible;
- make sure that vibrating tools are properly maintained and that records of maintenance are kept;
- arrange health surveillance as identified through the risk assessment process.

Hazardous Substances

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002.

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to hazardous substances by:

- identifying all substances or products in use by us during its work processes which are classified as hazardous;
- carrying out a risk assessment of each of those substances or products;
- identifying and implementing control measures in order to reduce the risks to employees and others as a result of using those substances or products;
- considering alternative, less hazardous substances or products if their use cannot be eliminated altogether;
- making sure that those control measures are used during the work processes by implementing regular checks and monitoring;
- providing information and training for employees on the safe use of the substances or products that remain in use after risk assessment has taken place;
- offering health surveillance to those employees who use substances and products which are identified as being harmful to health;
- putting into place an Emergency Plan in the event of any incident involving hazardous substances, including illness, accident, spillage or combustion and making sure that employees are trained to this Plan.

Homeworking

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment of the work activities undertaken by homeworkers;
- address any remedial actions which arise from the risk assessment;
- make sure that homeworkers have suitable working conditions at home, and that, if any equipment is supplied by us, this is checked regularly and maintained in good condition;
- provide any personal protective equipment (PPE) if this is needed;

- ensure that homeworkers have regular contact with their manager and are included in all communications and training as appropriate.

Lifting Operations and Lifting Equipment

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Lifting Equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it. The LOLER Regulations cover a range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists, and accessories such as chains, slings, and eyebolts.

We are committed to complying with this legislation and will:

- carry out a risk assessment of all lifting tasks to identify hazards and measures which can be taken to eliminate or reduce the risks to employees from these tasks;
- ensure that all lifting equipment is sufficiently strong, stable and suitable for the proposed use, and that it has been installed properly;
- ensure that the load and anything attached to it, such as timber pallets and lifting points, are suitable;
- ensure that all lifting equipment is positioned or installed to prevent risk of injury, either from the equipment, or the load falling or striking people;
- ensure that all lifting equipment is visibly marked with appropriate safety information, for example safe working loads, and that all accessories are marked in the same way;
- ensure that all lifting operations are planned, supervised and carried out in a safe manner by competent persons;
- ensure that equipment used for lifting people is marked accordingly and is fit for purpose;
- make sure that all lifting equipment is thoroughly examined before use for the first time, and at regular intervals of either six months (accessories and equipment used for lifting people) or annually (all other equipment) by a competent person;
- carry out any repairs or maintenance as determined by the thorough examination report, engaging a competent person to do this work;
- provide training for all users of lifting equipment to ensure that they are competent to operate it safely, and refresh this training at appropriate intervals, at least annually or in accordance with licensing requirements (for example for Fork Lift Truck);
- implement a system of pre-use checks for all equipment to be completed by the operator to ensure that there are no obvious defects prior to starting work;
- operate a reporting procedure for employees to report problems or defects while working on machinery.

Lone Working

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment to consider potential risks of lone working and the measures needed to control the risks, and make a record of the results;
- ensure that risks are removed where possible, or if not possible, will put in place measures to control the risks to make sure that lone workers can carry out their tasks safely;

- consult with employees, and any safety representatives;
- provide training, instruction and supervision on the tasks to be carried out, any equipment to be used, and emergency procedures;
- ensure that lone workers have access to first aid facilities, or are provided with first aid kits and training;
- provide supervision and monitoring to ensure that the lone worker is continuing to work safely and has the correct equipment and protective personal equipment (PPE) as necessary;
- put into place suitable and effective methods of communication to ensure that the lone worker can be accounted for and communicate with his or her manager in an emergency, or to obtain help if needed;
- review the risk assessment at least annually, or more frequently if tasks or working conditions change.

Managing Contractors

We recognise the requirements of the Health and Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations and Construction (Design and Management) Regulations 2015. We are committed to complying with this legislation and will:

- assess skills, knowledge, experience, training and organisational capability of contractors prior to engagement;
- maintain an approved contractors list or maintain a system for assessing the competence of contractors;
- engage competent contractors;
- communicate to contractors the importance of health and safety;
- provide clarity on the work required and the standards expected;
- risk assess the work with the contractor and obtain method statement and safe systems of work as deemed necessary;
- ensure short cuts are not taken;
- allocate sufficient time and resources for the work;
- be prepared to stop work if not safe;
- engage directly with contractors when addressing health and safety, both positive and negative;
- monitor contractors' performance;
- obtain contractor health and safety plans and hold a pre-start meeting to enable co-ordination and communication before and during the work;
- communicate relevant emergency procedures with the contractor;
- communicate risks to all staff and others that could be affected by contractor works.

Managing Risk

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- make suitable and sufficient risk assessments of the risks that could impact on employees and those persons not employed but who could be affected by its undertakings;
- ensure the five steps of risk assessment are followed;
- ensure control measures are implemented;
- inform employees and others of the risks associated with their work and provide information and training on the hazards and controls;

- ensure only competent persons perform risk assessments;
- obtain advice from competent persons where required;
- monitor and review the effectiveness of risk assessments;
- review risk assessments on a regular basis or when the activity, situation, equipment or premises changes.

Manual Handling

We recognise the requirements of the Manual Handling Operations Regulations 1992. We are committed to complying with this legislation and will:

- avoid hazardous manual handling operations so far as is reasonably practicable.
- make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided using the HSE TILE methodology (Task, Individual, Load, Environment);
- reduce the risk of injury from those operations as far as is reasonably practicable;
- consult with their employees and provide suitable and sufficient training and supervision in manual handling;
- review risk assessments regularly or when tasks change.

Employees also have duties under these Regulations, and we will ensure that employees commit to:

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to make sure they do not put others at risk.

Monitoring

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- establish systems for the inspection and auditing of Health and Safety performance on a regular basis;
- monitor and review accident and incident near miss reports on a regular basis and implement changes where required;
- promote with all employees the positive outcomes from reporting accidents, incident and near misses;
- monitor the performance and effectiveness of Health and Safety training;
- monitor the performance and effectiveness of risk assessments and safe systems of work;
- monitor relevant legislation and the impact this will have on activity and operational areas;
- monitor and act upon any shortcomings in Health and Safety management and performance;
- actively monitor the performance of contractors.

New and Expectant Mothers

We recognise the requirements of the Management of Health and Safety at Work Regulations 1992. We are committed to complying with this legislation and will:

- carry out a risk assessment to assess the health and safety risks to a new or expectant mother, and once these are identified, to put into place measures to address and control those risks;
- review this risk assessment on a regular basis, at least annually, or more often if there are changes to the workplace, or to the work carried out there;
- upon receipt of written notification that an employee is a new or expectant mother, we will immediate take into account any risks identified in the workplace risk assessment, and, if these risks cannot be avoided by taking necessary preventative and protective measures, then we will take the following action:
  - temporarily adjust her working conditions and/or hours of work; or, if that is not possible
  - offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
  - suspend her from work on paid leave for as long as necessary, to protect her health and safety and that of her child;
- provide suitable rest facilities for pregnant or breastfeeding workers, these being located, wherever possible, near to the toilets and affording the ability to lie down if necessary;
- provide more frequent rest breaks for pregnant workers, the timing and frequency of which will be discussed and agreed;
- hold regular discussions with the new and expectant mothers, giving the opportunity to raise concerns and address any health and safety risks or changes.

Noise

We recognise the requirements of the Control of Noise at Work Regulations 2005. We are committed to complying with this legislation and will:

- provide information and training to employees to make sure that they are aware of the risks from noise, and what they need to do to avoid those risks;
- carry out a noise risk assessment to identify and assess the level of exposure of employees at work;
- consider whether noise can be reduced by using different working methods of selecting quieter plant, including by fitting silencers to plant, breakers and other machinery where this is possible;
- keep people not involved in the work on site away from the source of the noise wherever possible;
- provide suitable hearing protection and make sure that this is worn in noisy areas;
- mark out zones on site where hearing protection must be worn;
- arrange health surveillance for people as identified through the risk assessment process.

Permits to Work

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- implement a Permit to Work, documented control system whereby written confirmation is obtained that specific actions have been carried out before a high-risk activity is undertaken;
- keep records which clearly show, for each worker involved:
  - issue of the Permit by a competent, authorised, person;
  - receipt of the Permit by the competent worker;
  - clearance of the Permit by the competent worker; and

- cancellation of the Permit by the competent, authorised, person.
- make sure that the records are produced and retained.

Personal Protective Equipment (PPE)

We recognise the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended). The provision and use of Personal and Protective Equipment (PPE) is also covered by some specific legislation.

We are committed to complying with this legislation and will:

- consider the hazards identified in the risk assessments carried out for each type of work or task and decide whether these risks can be controlled in ways other than the use of PPE. PPE will always be a last resort;
- make sure that the right type of PPE is chosen for each task in order to afford adequate protection to employees, and recognise that different types of PPE may be required for each job or task;
- make sure that where more than one item of PPE needs to be worn at a time, the items are compatible with each other, for example eye protection worn with a respirator;
- consider whether the use of PPE will increase the overall level of risk or add any new risks, for example face masks making communication more difficult.
- choose good quality PPE products which are CE marked, as required by the Personal Protective Equipment at Work Regulations 1992 (as amended), and which are chosen for their suitability to each task or job;
- provide training and instruction to the wearers of PPE, making sure that they clearly understand why they need to wear it, make sure they use it in accordance with manufacturers' instructions, and that they understand its limitations;
- replace PPE items when they become worn or damaged and are no longer fit for purpose;
- provide storage for employees to keep their PPE when it is not in use.

Pressure Systems

We recognise the requirements of the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

We are committed to complying with this legislation and will:

- provide safe and suitable equipment ensuring that it is suitable for its intended use and that it is correctly installed by a competent person;
- ensure that the pressure system has been made of suitable materials for the liquids or gases that will be contained;
- ensure that a Safe System of Work is produced for use and maintenance of the pressure system, and make sure that appropriate staff are trained accordingly;
- ensure that there is a set of operating instructions for all the equipment and for the control of the whole system including emergencies;
- ensure that employees who will be using the equipment have access to the instructions for safe use and have been trained and are competent before being allowed access to the equipment. New employees, after initial training will be closely supervised;

- ensure that suitable protective devices have been fitted to the pressure vessels or pipework and that these have been adjusted to the correct settings, and are kept in good working order at all times, and cannot be altered other than by an authorised person;
- make sure that any warning devices fitted are able to be clearly seen or heard, as appropriate;
- ensure that all pressure equipment and systems are properly maintained, with a maintenance programme in place for the system as a whole;
- carry out regular checks of the equipment to look for any indications of wear, corrosion or problems with the system;
- ensure that the system has a written scheme of examination and that the system has been examined by a competent person in accordance with the Pressure Systems Safety Regulations 2000.

Provision and Use of Work Equipment

We recognise the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

We are committed to complying with this legislation and will:

- ensure that the work equipment provided by us for use by its employees whilst they are at work is suitable for use, and safe for the purpose and conditions in which it is to be used;
- ensure that the work equipment provided is maintained in a safe condition for use so that the health and safety of employees or others is not placed at risk;
- carry out inspections of the equipment to ensure that it is and continues to be safe for use. The inspections will be carried out by a competent person and a record kept;
- eliminate or control any risks created by using the work equipment by:
  - providing suitable guarding or protection devices;
  - providing system control devices such as stop buttons;
  - providing suitable Personal Protective Equipment (PPE) for users of the work equipment where these are required;
  - producing and implementing a formal Safe System of Work (SSOW)for the use of each type of equipment or task, and any maintenance or cleaning that needs to be carried out;
  - providing suitable and sufficient training, instruction, and information about the specific work equipment, and ensuring employees have the correct skills before allowing them to work with the equipment.
- ensure that an effective planned maintenance programme is established to ensure that all equipment remains safe to use and is reliable. Maintenance will be carried out by a competent person;
- implement a reporting procedure for employees to notify any problems or defects in equipment or machinery to ensure that this is taken out of use and repaired or replaced;
- provide safe working areas for the use of work equipment which protect both the user of the work equipment and others who may be affected by their work, setting up any necessary signage, barriers, or marked areas.

Safe Systems of Work (Method Statements)

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- ensure that, following the completion of risk assessments or task analysis, a Safe System of Work is produced by a competent person for each task or type of work where deemed necessary by the assessment;
- consult with employees who undertake the tasks or work to make sure that all aspects of risk and hazards are accounted for;
- set out the Safe System of Work as a step-by-step procedure for carrying out each task safely, taking into account the risks and control measures identified in the risk assessment, equipment needed for the task, the working environment, emergencies and the skills that are required by employees carrying out the work;
- ensure that Safe Systems of Work are in place in advance of the work;
- ensure that all employees are trained to the Safe Systems of Work, and sign to say that they have understood the document and will follow the instructions;
- ensure that suitable and sufficient supervision is in place to ensure that the Safe Systems of Work are adhered to and enforced;
- address any instances of non-conformance with the Safe Systems of Work;
- review Safe Systems of Work, and amend as necessary, should the task or type of work change.

Safety Signs, Signals and Notices

We recognise the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

We are committed to complying with this legislation and will:

- ensure that safety signs are provided and maintained where there is a significant risk to health and safety identified in a risk assessment that has not been removed or controlled by other methods and where a sign can further reduce the risk;
- make sure that employees receive sufficient information, instruction and training about the meanings of safety signs and that these are clearly explained. The consequences of not following the warning or instructions given by signs will also be explained;
- make sure that safety signs are selected and effectively used to take account of any special requirements such as visual or hearing impairments, or work environment;
- ensure that the signs are regularly checked or inspected to make sure that they remain in good condition, and are legible or visible, and free of damage. Any signs which are worn or defective will be replaced or repaired.

Statutory Examinations

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Pressure Systems Safety Regulations 2000, and the Provision and Use of Work Equipment Regulations 1998.

We are committed to complying with this legislation and will:

- identify the equipment in use which, in addition to regular maintenance and inspection requires Statutory Inspections in order to comply with the Regulations above;
- ensure that Statutory Inspections are carried out by a competent person at the intervals specified for each type of equipment;
- keep a record of the equipment inspected and copies of the inspection records and certificates;

- where required, maintain written schemes of examination.

Stress

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations to protect its employees from stress at work

We are committed to complying with this legislation and will:

- carry out a risk assessment to identify the risks of stress to employees;
- train managers and supervisors to be able to recognise the signs of stress in employees, and to take action;
- talk to employees about the potential causes of stress for them while they are at work, and encourage them to approach their managers if they feel they are not coping;
- regularly review the issue of stress at work by including this on agendas for relevant meetings.

Training and Information

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;
- provide training in the following ways:
  - induction training;
  - specific training;
  - safety talks;
  - briefing meetings.
- will provide information through these training sessions and via:
  - internal memos;
  - face to face meetings;
  - notice boards and displays;
  - health and safety signage;
  - contracts, job descriptions and role profiles;
  - risk assessments and safe systems of work.

Travel

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- ensure that, if travel for work is required, that this is necessary in the interests of the business and cannot be avoided by communicating by other means such as teleconferencing, phone, email or correspondence;
- check Home Office guidance where travel overseas is required, to seek guidance on travel to the intended destination;
- ensure that the route of travel is planned, tickets and accommodation are booked in advance, and that sufficient time is included in the itinerary to allow the travelling employee to rest;

- make sure that any employee travelling abroad has up to date vaccinations as necessary;
- ensure that suitable and adequate travel insurance is in place;
- ensure that an individual risk assessment has been carried out to assess the suitability of the member of staff to travel, paying particular attention to the destination country or region of travel;
- put into place arrangements to keep in touch with the travelling employee, enabling them to notify their Manager or other appointed person that they are safe, and maintaining contact with us.

Violence and Aggression

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996.

We are committed to complying with this legislation and will:

- consult with employees to assess whether they feel threatened at work and the extent of this, and discuss the results with employees;
- use the findings of the consultation to carry out a risk assessment to identify the hazards of violence and aggression in the workplace, identifying those employees most at risk and situations which might give rise to violent or aggressive behaviour;
- implement a procedure for dealing with incidents and getting help;
- keep records of incidents, including verbal abuse and threats, to include: -
  - an account of what happened;
  - the location of the incident;
  - details of the victims, assailants and any witnesses;
  - the outcome, including any working time lost to the individuals affected and to us as the employer.
- encourage employees to report incidents promptly and fully;
- provide training to employees to help them spot early signs of aggression and how to avoid or cope with it, following the procedures to get help;
- review the risk assessment regularly, or if there is any change to the work, tasks, or following an incident.

Visiting and Working in Other Employers' Environments

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design Management) Regulations 2015.

We are committed to complying with this legislation and will:

- carry out a risk assessment for each job type involved in working in other employers' environments where a risk exists;
- plan visits to other employers by obtaining, in advance, details of contacts on the site, reporting arrangements on arrival, and particular safety requirements, for example, Personal Protective Equipment (PPE), or site induction training;
- consult with those employees required to visit other employers' environments, and make sure that they understand that they must follow the health and safety procedures in place at the host site;
- provide any specific PPE required prior to the visit, and make sure the visiting employee has been trained in its use;

- put into place arrangements for the employee to keep in contact, in order to report any problems or issues, and to report safe arrival and departure.

Visitors

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- operate a signing in and out procedure for visitors who will be visiting or working on our premises;
- accompany or escort visitors during their visit as deemed necessary;
- provide basic health and safety information to visitors upon their arrival, including location of welfare facilities, fire safety and evacuation procedures, accident reporting procedures, and routes to be taken around the premises;
- ensure that, where appropriate, visitors are provided with the relevant induction training prior to starting work;
- provide any appropriate Personal Protective Equipment (high visibility vest, hard hat, safety glasses) which may be required to enable safe movement through the site or premises.

Waste Disposal

We recognise the requirements of the Waste Regulations 2012, The Hazardous Waste (England & Wales) Regulations 2005, and the Waste Electrical and Electronic Equipment recycling (WEEE) Regulations 2006.

We are committed to complying with this legislation and will:

- avoid the production of unnecessary waste;
- identify the types of waste produced or created and assess how this will be managed;
- dispose of waste in accordance with current legislative requirements in a responsible way and maintain evidence of waste consignment and transfer notes;

Water Management (Legionella and Legionnaires)

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002 and Notification of Cooling Towers and Evaporative Condensers Regulations 1992 (NCTEC)

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to Legionella and Legionnaires' disease by:

- identifying and assessing sources of risk through the risk assessments process
- through a competent person;
- manage the risks to ensure they are prevented or controlled;
- keeping records such as a water logbook of measures taken to include the assessor,
- findings, control schemes, operation of the system, monitoring and testing of the system;
- completing notifications where required for certain systems such as cooling towers and condensers.

Work at Height

We recognise the requirements of the Work at Height Regulations 2005.

We are committed to complying with this legislation and will:

- work from ground level whenever possible;
- make sure that work at height is properly planned, supervised and carried out by competent people;
- carry out a risk assessment for each task where working at height is involved;
- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- ensure that only staff who have been trained in working at height are permitted to carry out such tasks;
- make sure that the correct type of equipment is used for each working at height task;
- implement an emergency and rescue plan for work at height and make sure that all employees who work at height are trained to this plan;
- carry out regular inspections and checks of all equipment used for working at height and keep records of these checks;
- repair or remove from use any equipment found to be defective or unsuitable for use;
- ensure that employees do not work alone on working at height tasks.

Working Time

We recognise the requirements of the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- ensure that the maximum weekly working time limit is not exceeded;
- implement night work limits; and
- complete health assessments for night work.

Workplace Facilities

We recognise the requirements of the Workplace Health, Safety and Welfare Regulations 1992. We are committed to complying with this legislation and will ensure that every workplace under our control complies with the Workplace Health and Welfare Regulations in particular to:

- the maintenance of the workplace, equipment, devices and systems;
- effective and suitable ventilation being provided;
- a reasonable temperature being provided in relation to the work carried out;
- suitable and sufficient lighting and emergency lighting being provided;
- a clean workplace, furniture, furnishings and fittings to be kept and maintained with arrangements made for disposal of waste materials to avoid accumulation;
- provision of sufficient room dimensions and space in order to work safely;
- provision of suitable workstations and seating;
- provision of floors and traffic routes that are fit for purpose, well maintained and safe for use to include areas where there is a risk of a person falling shall be securely covered or fenced;

- the windows, doors, gates and walls (transparent or translucent) being of safe material, protected against breakage of that material and be appropriately marked to make it apparent. Doors and gates will be suitably constructed to ensure their safe use and operation;
- windows, skylights and ventilators to be in a safe position and be operationally safe including their cleaning;
- traffic and pedestrian routes to be organised in such a way that they can circulate in a safe manner;
- escalators and moving walkways functioning safely, fitted with safety devices, identifiable and accessible emergency stops;
- suitable and sufficient sanitary conveniences shall be provided and readily accessible that are ventilated, lit, clean, and securable;
- suitable and sufficient washing facilities being provided that are clean and accessible with clean, hot and cold water, suitable cleaning materials, means of drying, ventilated and lit;
- separate male and female facilities except where facilities are only used by one person at a time and can be secured from the inside;
- an adequate supply of wholesome drinking water being supplied, accessible and clearly marked as drinking water;
- suitable and sufficient accommodation for clothing where special clothing is worn or for clothing which is not worn during working hours as well as facilities for changing such clothing;
- provision of suitable and sufficient rest and eating facilities.

Workplace Transport

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992.

We are committed to complying with this legislation and will:

- carry out a risk assessment to assess risks to pedestrians and vehicles and to ensure that control measures that are in place are adequate;
- plan traffic routes to provide the safest route between places where vehicles travel, ensuring that pedestrian safety has been designed into the layout of the traffic route, and record this formally as a Traffic Management Plan;
- regularly review both the risk assessment and Traffic Management Plan to ensure that these remain current, or in the event of change, or following an incident or near miss;
- ensure that vehicles provided for workplace use are suitable for the tasks they will be used for; suitable for the environment in which they will be used; used only for suitable operations under suitable conditions; provided with horns, lights, reflectors, alarms and where appropriate, reversing aids; provided with seat belts; checked daily for basic safety; maintained in accordance with manufacturers' instructions and kept in good working order.
- ensure that the employees operating the transport are trained and competent, with training refreshed regularly; informed about site rules, including parking, speed limits, loading, unloading, securing loads and trained to carry out basic safety checks on the vehicle; authorised to drive by having the correct class or type of licence for the vehicle concerned; actively supervised and monitored;
- ensure that a Safe System of Work for all tasks involved with Workplace Transport is in place and that all employees are trained and sign to show their understanding;

- provide protection for pedestrians by way of marked or barriered safe routes or safe areas and restriction from areas of high levels of vehicle movement;
- implement speed limits on site;
- install suitable signage to depict speed limits, traffic route directions, pedestrian routes or safe spaces;
- ensure that pedestrians or workers on site wear hi-visibility vests or jackets.

Construction Specific Arrangements

Whilst WestCross Environmental Services Limited will not strictly be undertaking all construction arrangements identified below, there may be occasions when our nominated sub-contractors will have responsibilities for safe working arrangements. In particular, arrangements relating to Demolition, Dismantling and Structural Alteration (with the exception of minor soft strip works), Excavations and Scaffolds will be delegated to approved sub-contractors.

The hazards below are most commonly found on construction sites and therefore will be managed through documents such as risk assessments, method statements, construction phase plans, suitable control measures and as identified in specific documents relating to that hazard.

Construction Design Management as Principal Contractor

We recognise the requirements of the Construction (Design and Management) Regulations 2015. We are committed to complying with this legislation and will:

- plan, manage, monitor and co-ordinate the entire construction phase;
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them;
- liaise with the "client" and principal designer for the duration of the project to ensure that all risks are effectively managed;
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose;
- have ongoing arrangements in place for managing health and safety throughout the construction phase;
- consult and engage with workers about their health, safety and welfare;
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase;
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health;
- ensure all workers have site-specific inductions, and any further information and training they need;
- take steps to prevent unauthorised access to the site;
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and co-ordination of the pre-construction phase.

Construction Design Management as Contractor

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- make sure the "client" is aware of the "client" duties under CDM 2015 before any work starts;
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them;

- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them;
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor;
- provide appropriate supervision, information and instructions to workers under their control;
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access;
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work;
- ensure that, in addition to the above responsibilities, contractors working on projects involving more than one contractor must:
  - co-ordinate their work with the work of others in the project team;
  - comply with directions given by the principal designer or principal contractor;
  - comply with parts of the construction phase plan relevant to their work.
- ensure that, where a contractor is the only contractor working on a project, a construction phase plan is drawn up before setting up the site;
- ensure that, when working as the only contractor for a domestic client, we take on the "client" duties, as well as our own as contractor.

Access and Boundaries

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- make sure that all persons working on site can get to their place of work safely;
- ensure that access routes are free from obstructions and are clearly signposted;
- ensure that any holes are clearly marked and protected with covers to prevent falls;
- ensure that any temporary structures are stable, adequately designed, braced and that they are not overloaded;
- ensure that permanent structures remain stable during any refurbishment or demolition works;
- make sure the site is tidy, and materials are stored safely;
- make sure that lighting is adequate, particularly inside buildings, or where work is being carried out after dark.

Demolition, Dismantling and Structural Alteration

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure that all demolition, dismantling and structural alteration is carefully planned and carried out in way that prevents danger by persons with the relevant skills;
- ensure information is received from commercial clients pertaining to the building's structure, including stability and structural form and any significant design assumptions, suggested work methods and sequences.
- ensure a competent person is instructed to do a thorough structural survey and assessment before any load-bearing parts of a structure are altered;

- ensure a competent person decides the method and design of temporary supports;
- ensure demolition or dismantling arrangements are written down before the work begins and that a sequence is identified to prevent accidental collapse of the structure; and
- consult with the structural engineer or temporary works engineer before any structural alterations are made.

Emergency Procedures on Site

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- produce written procedures for evacuating the site in case of emergency including fire or rescue from a confined space;
- provide training to all employees working on site and visitors to site, in the emergency evacuation procedures;
- ensure that there is a means for raising the alarm, and that this is in full working order at all times;
- make sure that there is a way to contact the emergency services from site at all times;
- make sure that there are adequate escape routes and that these are kept clear at all times.
- ensure that there is adequate provision for first aid.

Excavations

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- risk assess proposed excavations and devise a safe system of work;
- where necessary identify the need for a temporary works design;
- make sure that there is adequate support for the excavation, or that it has been battered back to a safe angle;
- ensure that a safe method of putting in the support is employed, without people working in an unsupported trench;
- provide safe means of access and egress for the excavation for example by a sufficiently long, secured ladder;
- provide barriers of suitable construction or other suitable protection to stop people falling in the excavation;
- provide properly secured stop blocks to prevent tipping vehicles from falling in;
- consider whether the excavation might affect the stability of neighbouring structures or services;
- make sure that materials, spoil and plant are stored away from the edge of the excavation to reduce the chance of a collapse;
- appoint a competent person to regularly inspect the excavation and keep records of these inspections.

Fire on Site

We recognise the requirements of the Fire Regulatory Reform Fire Safety (Order) 2005. We are committed to complying with this legislation and will:

- ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation as well as HSG168 Fire Prevention on Construction Sites and the Joint Code of Practice Fire Prevention on Construction Sites;
- carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities;
- ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire;
- provide training to staff about the fire escape routes and exits available in case of emergency, and carry out regular fire drills;
- provide training and information to employees on how to reduce the risks of fire on site and how these can be managed;
- ensure suitable means of raising an alarm are in place on site throughout construction;
- install the correct fire-fighting equipment on site and ensure adequately maintained;
- carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed;

Good Order, Storage Areas and Waste Materials

We recognise the requirements of The Environment Protection Act 1990 (including Duty of Care regulations), The Controlled Waste (England and Wales) Regulations 2012; The European Waste Framework Directive 2008 and The Carriage of Dangerous Goods Regulations 2009. We are committed to complying with this legislation and will:

- ensure that a good standard of housekeeping is maintained across the site;
- ensure that effective arrangements for material storage are in place including the segregation of waste streams, for example flammable liquids and gases; and
- ensure waste is cleared away regularly in line with environmental legislation for disposal.

Hoists

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure that any hoist selected has been designed by a competent person including temporary works designs;
- ensure that equipment is installed by a competent contractor;
- ensure that any person operating the hoist has been adequately trained;
- make sure that all hoists are inspected by a competent person and that records of these inspections are kept;
- ensure that the hoists are subjected to a thorough examination and the reports kept;

Lighting

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure arrangements are made to identify appropriate lighting for the site;
- ensure that adequate arrangements are in place for the provision and maintenance of lighting; and

- monitor and review lighting conditions.

Monitoring and Reviewing on Site

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure adequate arrangements are in place for the supervision of workers;
- maintain all controls in good working order, for example scheduling maintenance and inspection;
- monitor controls to ensure they are effective, for example by making sure work methods are being used and are effective; and
- take action to rectify identified problems or concerns.

Occupational Health Risks

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Risk assess work activities and ensure that the following is adequately considered:
  - Respiratory diseases (including asthma, chronic obstructive pulmonary disease (COPD) and silicosis); and
  - Occupational cancer (from all routes of exposure).
- Implement identified control measures, for example controlling construction dust with on-tool extraction;
- Consult with their employees and provide suitable and sufficient training on occupational health risks and controls to be in place; and
- Ensure adequate arrangements are in place for the supervision of workers.

Powered Access Equipment

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Work at Height Regulations 2005. We are committed to complying with this legislation and will:

- ensure that a competent person installs any powered access equipment;
- provide suitable and sufficient training for operators to ensure that they are competent;
- make sure that the Safe Working Load for the equipment is clearly marked;
- appoint a competent person to carry out inspections of the equipment;
- ensure that the equipment has adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off the equipment;
- take precautions to prevent people being struck by the moving platform, any projections from the building, or falling materials.

Roof Work

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) and Work at Height Regulations 2005 We are committed to complying with this legislation and will:

- risk assess roof work and follow the hierarchy of controls for working at height;

- make sure that edge protection is in place to stop materials or people falling;
- provide nets on industrial roofing works, to stop people falling from the leading edge of the roof and from partially fixed sheets;
- make sure that a competent person safely rigs any nets used;
- make sure that any fragile surfaces are identified, such as fibre cement sheets and roof lights;
- make sure that any fragile surfaces are provided with barriers, covers or working platforms to stop people falling through them;
- make sure that either people are kept away from the area below the roof work or, if this is not possible, to install additional precautions to stop debris falling onto them.

Scaffolds

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) and Work at Height Regulations 2005. We are committed to complying with this legislation and will:

- ensure that all basic scaffold is installed in line with TG20:13;
- ensure more complex scaffolding is designed by a competent contractor;
- make sure that only competent people erect, alter and dismantle scaffolds;
- ensure that a competent person inspects the scaffolding at least once a week if the scaffold is more than two metres high, and after every alteration or if it has been damaged following extreme weather;
- keep records of the inspections;

Site Management and Supervision

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure the level of site supervision is adequate;
- provide adequate resources, instruction and training to help site managers and supervision discharge their health and safety responsibilities.

Site Rules

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure site rules are established and communicated to all relevant persons (including “client” rules, where applicable).

Site Traffic and Mobile Plant

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- risk assess and plan for the management of site traffic and plant in relation to pedestrian movement;
- keep vehicles and pedestrians apart as far as possible;
- make sure that there is adequate clearance around moving plant and vehicles;
- avoid reversing vehicle;

- make sure that vehicles and plant are properly maintained, and that parts such as steering lights, handbrakes and footbrakes are working properly;
- ensure drivers are trained and check that they are competent to operate vehicles and plant;
- make sure that loads are properly secured;
- make sure that passengers are only carried in vehicles and on plant that are designed to carry them;
- make sure that plant and vehicles are not used on dangerous slopes.

Site Welfare Facilities

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure that toilets are available and that they are maintained in a clean condition and are properly lit;
- ensure that there are washbasins which are large enough to wash up to the elbow, hot and cold (or warm) running water, soap and towels;
- provide somewhere to change, dry and store clothing;
- ensure there is a rest area where workers can sit, make hot drinks and prepare food;
- provide drinking water and cups;
- make sure that everyone who needs to use the welfare facilities can easily and safely access them.

Slips and Trips

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure the risk of slips and trips is considered in work activity specific risk assessments to reduce the risk to as low as reasonably practicable.

Temporary Works

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure temporary works are in accordance with BS5975 Code of Practice for Temporary Works procedures and the permissible stress design of falsework;
- designate a responsible person for temporary works, this person being the overall charge of this subject matter;
- formally appoint in writing a designated individual who will carry out the duties of the Temporary Works Co-ordinator (TWC) who will be responsible for the implementation of the company temporary works procedure.
- all sites will have a temporary works site register to record all Temporary Works requirements.
- Ensure specific Temporary Works designs will have a suitable design brief which provides relevant information on which the designer is to base their design.
- ensure Temporary Works designs must be prepared and checked by competent designers.
- ensure for all Temporary Works designs the independence between the designer and design checker, as defined by the design check category, will be appropriate for the complexity of the Temporary Works design.

- ensure that Temporary Works are only implemented in accordance with a design that has been checked and issued for construction.
- ensure that Temporary Works will be inspected by the Temporary Works Co-ordinator or Temporary Works Supervisor during construction and prior to use to ensure it is in accordance with the latest version of the design with a permit to use being issued where necessary.
- ensure whilst in use all Temporary Works will be inspected at regular intervals by the Temporary Works Coordinator or Temporary Works Supervisor to ensure they remain in accordance with the latest version of the design. Legal requirements for inspections of Temporary Works including excavations and scaffolding will be complied with.
- ensure that any changes to Temporary Works designs proposed on site or any changes in the information on which a Temporary Works design has been based which become apparent on site are referred back to the Temporary Works designer so that the design can be revised and updated as necessary. (Temporary Works Coordinator)
- ensure that all Temporary Works will be inspected by the Temporary Works Coordinator or Temporary Works Supervisor prior to dismantling to ensure that the appropriate tests and checks have been carried out to demonstrate that the Temporary Works are no longer required with a permit to dismantle being issued where necessary.

Tools and Machinery

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure that the right tools and machinery for each task are provided and are being used for each job.
- ensure that guarding is in place to protect employees from dangerous parts, for example gears, chain drives, projecting engine shafts.
- ensure that all tools and machinery are maintained in good repair and that all guarding is secured, and all safety devices are working correctly. Records to be kept of service or repair.
- provide training to all employees who use tools and machinery to ensure that they are competent in the use of the tools and machinery they need to use.

Work Affecting the Public

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- ensure that the work is fenced off from the public;
- make sure that roadworks are barriered off and lit, and a safe alternative route is provided;
- ensure that the public are protected from falling material;
- provide a safe route through roadworks or pavement scaffolding for people with prams, wheelchair users and visually impaired people;
- when work has stopped for the day: -
  - make sure that the boundary is secure and undamaged;
  - make sure all ladders are removed or their rungs boarded so that they cannot be used;
  - make sure excavations and openings are securely covered or fenced off;
  - make sure all plant is immobilised to prevent unauthorised use;
  - make sure bricks and materials are safely stacked;

- make sure that flammable or dangerous substances are locked away in secure storage places.

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