
Health and Safety Management System

UBH Group & SRS
Unit B1 to B3
Manor Way
Manor Way Business Park
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DA10 0PP

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Reviewed:

Table of Contents

Amendment records i

Health and safety management system ii

Part A • Health and safety policy

Part B

The Management of Health and Safety at Work Regulations

- Workplace (Health, Safety and Welfare) Regulations
- Health and Safety (Display Screen Equipment) Regulations (DSE)
- Manual Handling Operations Regulations
- Personal Protective Equipment at Work Regulations (PPE)
- Provision and Use of Work Equipment Regulations (PUWER)
- Control of Substances Hazardous to Health (COSHH)
- Fire
- First Aid/RIDDOR

Part C

- Monitoring procedures

Part D

- Health and safety policy guidance instructions
- Inspection reports

Health and Safety Policy

Amendment Record

Health and Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: -

- Planning.
- Organisation.
- Control.
- Monitoring and review

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law and can be integrated within the present company management system. Including the factors mentioned above and using current health and safety principles and management practises, the system outlines clearly how to manage the requirements. Guidance is provided to show how this policy can be used as part of an effective health and safety management system to ensure compliance and control in a logical manner.

Health and Safety Policy

UBH Group & SRS
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Health and Safety Policy

1.0 Introduction

1.01 Health and safety policy statement

2.0 Organisation

- 2.01 Safety management structure
- 2.02 Individual responsibilities
- 2.03 Employers responsibilities
- 2.04 Employees responsibilities
- 2.05 Responsibilities and duties of sub-contractors/self employed personnel
- 2.06 Information for employees
- 2.07 Joint consultation
- 2.08 Working time regulations

3.0 Arrangements

- 3.01 Solar Panels
- 3.02 Access and egress
- 3.03 Accident reporting procedure
- 3.04 Alcohol and drugs
- 3.05 Confined Spaces
- 3.06 Contaminated Sites
- 3.07 Use of Contractors
- 3.08 Control of Substances Hazardous to Health (COSHH) Assessments
- 3.09 Disciplinary rules
- 3.10 Electricity
- 3.11 Collecting from around Excavations
- 3.12 Fire precautions and evacuation procedure

- 3.13 First aid
- 3.14 Gas safety
- 3.15 Hazard detection procedures
- 3.16 Health surveillance
- 3.17 Housekeeping
- 3.18 Information, instruction and training
- 3.19 Leptospirosis (Weil's Disease)
- 3.20 Lifting Equipment and lifting operations
- 3.21 Lone working
- 3.22 Machinery Safety
- 3.23 Maintenance
- 3.24 Manual handling
- 3.25 Mobile Elevated Work Platforms (MEWPS)
- 3.26 Mobile telephones
- 3.27 Noise
- 3.28 Overhead Power Lines

- 3.29 Safe systems of work
- 3.30 Personal protective equipment
- 3.31 Personal Safety
- 3.32 Protection of the public
- 3.33 Risk assessments
- 3.34 Safe use of forklift trucks
- 3.35 Scaffolding and Mobile Scaffold Towers
- 3.36 Smoking in the Workplace
- 3.37 Stacking and storage
- 3.38 Stress in the workplace
- 3.39 Trailers
- 3.40 Vehicle Safety
- 3.41 Vibrating Tools
- 3.42 Violence at work
- 3.43 Visits from enforcement officers
- 3.44 Waste disposal
- 3.45 Welfare in fixed premises and on-site
- 3.46 Work equipment
- 3.47 Zoonoses

1.0 Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, UBH Group is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the company's health and safety arrangements and organisational structure, is provided at the company premises that must be read by all employees and any other interested person who may be affected by their work activities.

In order for UBH Group to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The health and safety management system for UBH Group is kept in the Head Offices and is available for inspection by any interested party upon any reasonable request.

UBH Group agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the Directors to liaise with health and safety Manager, and to ensure that suitable revisions are made to reflect changes that have taken place within the company. The policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

UBH Group encourages all employees to inform their immediate superior of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

Health and safety policy of Intent

The following is a statement of the company's general health and safety policy in accordance with section 2(3) of the Health and Safety at Work etc Act 1974.

Statement of Intent

The management looks upon the development and promotion of all Health and Safety issues as mutual objectives between management and the workforce.

It is the policy of UBH Group to do so far that is reasonable and practical to prevent injury, damage or near miss to persons or property and to protect all persons including visitors and the public in so far that they come into contact with the company or its activities.

The management recognises and accepts its responsibilities:

- To provide and maintain working conditions that conforms to health and safety requirements.
- To continually strive to develop health and safety systems.
- To provide and maintain training and instruction to enable all employees to perform their work safely.

- To take into account all-legal /statutory duties and requirements for health and safety.
- To consult and involve employees in matters involving health and safety

The management also recognises that employees have a 'Duty of Care' to:

- Co-operate in the implementation of the health and safety policy
- Working safely
- Reporting damage or incidents that could lead to damage or injury to any persons or property.
- To meet their statutory duties.

Follow the safe system of work as implemented by UBH Group.



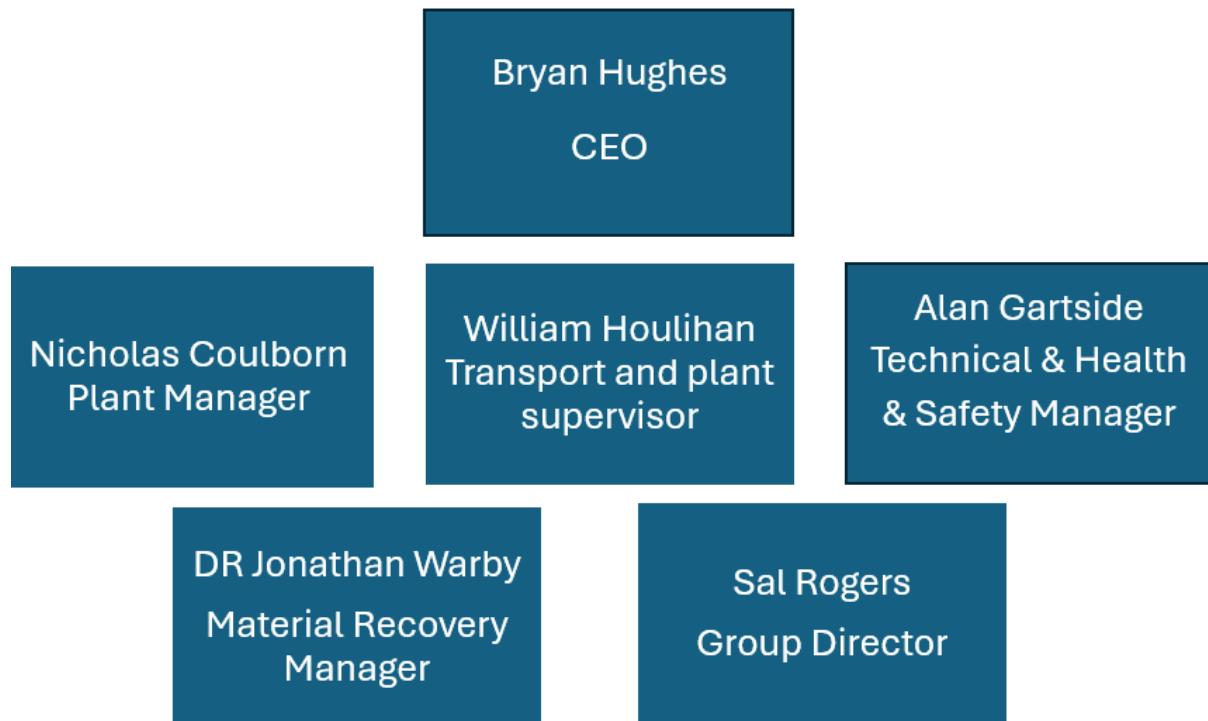
Signed:

Bryan Hughes
CEO

Dated: 15th January 2025 Reviewed Date: 15th January 2025

2.0 Organisation

2.01 Safety management structure



2.02 Individual responsibilities

Section 2 of the Health and Safety at Work etc Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Directors will ensure that:

- They have a good understanding of the main requirements of the Health and Safety at Work etc Act 1974.
- All levels of the organisation fully understand the arrangements for the implementation of the Safety Policy
- Sufficient funds are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the company's management systems.
- Regular health and safety audits and inspections are carried out in accordance with company's health and safety monitoring procedures.
- The Policy is reviewed for compliance with the objectives for Health and Safety.
- Adequate Health and Safety training is provided for all employees. This shall commence on induction and include training with regard to company Rules, safe systems of work and any specific training to perform their duties and work-related tasks safely.
- All Staff fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Health and Safety issues raised by employees are recorded and investigated.
- Qualified First Aid personnel and facilities are provided to address potential hazards within the company.

- Employees and any other relevant persons are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book
- Arrangements for fire safety are implemented and the person nominated in the policy carries out all relevant checks.
- All Risk assessments and COSHH assessments relevant to the activities and hazards within the company are completed and reviewed and employees are informed of the results in writing.
- Joint consultations between management and employees take place as described according to the policy.
- Regular health and safety meetings are held to ensure effective health and safety consultation.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Records are compiled for statutory inspections, testing, or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carryout work safely on behalf of the company and that contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All electrical equipment is adequately maintained, and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

The Operation Manager will ensure that:

- He has a good understanding of the main requirements of the Health and Safety at Work etc Act 1974.
- All Supervisors and site employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the company's management systems.
- Regular health and safety audits and inspections are carried out in accordance with company's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided to address potential hazards within the company.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents/near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and Coshh assessments relevant to the activities and hazards within the company and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.

- Records are compiled for statutory inspections, testing, or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carryout work safely on behalf of the company.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company's control.
- Relevant statutory signs and notices are provided and displayed in prominent positions.

2.03 Employers responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration must also be given to our neighbours and the general public. Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the company.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

2.04 Employees responsibilities

The Health and Safety at Work etc Act 1974 details two main sections which employees are required to comply with. These are:

Every employee working for the company has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to. Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Directors or first aider of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

2.05 Sub-contractors/Self employed personnel

- Will be made aware of the company's health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation.
- Will comply with all instructions given by our management representative(s).
- Will co-operate with the company in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.

- Will ensure that they sign into Reception or the Site Office prior to undertaking any work on company premises or those under our control.

2.06 Information for employees

Information regarding health and safety law is provided by a number of methods as follows:

- Employees are provided with an induction
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the Head Offices. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
- Management and employees have access to the company health and safety general policy that contains all relevant information with regard to recording and monitoring.

2.07 Joint consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the (Safety Representatives and Safety Committees Regulations).

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees. It is the responsibility of the Directors to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purposes of such consultation. Health and Safety will be on the agenda of all management meetings

External consultants along with other professional bodies will inform the Directors of any relevant changes to Health and Safety, and they will in turn inform the appropriate members of staff. If any visitors/customers raise any concerns with regard to health and safety, the Directors will investigate the issue and take remedial action as necessary, with the assistance and guidance of external consultants where necessary. If required, the Directors will request that the company's external safety consultants will liaise with the local enforcing authority on the company's behalf.

2.08 The working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period, but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula: $\frac{(A) + (B)}{(C)}$ where: -

- (A) The total number of hours worked during the reference period,
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added into the calculation as (B).

For the first 17 weeks of employment, workers should not have an average in excess of 48 hours a week, their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job. There is no requirement to keep specific records of hours worked, but if required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week, and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement. For young workers the rest break is 30 minutes in any work period that exceeds four-and-a-half hours and no agreement can alter this. The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period. Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at

midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the company's and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons. As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

3.0 Arrangements

3.01 Solar Panels

All reasonable steps will be taken by UBH Group to ensure, so far as is reasonably possible, the health and safety of employees who work with Solar Panels. UBH Group acknowledges that safety hazards may arise when using this type of waste. The company will:

- Complete a documented risk assessment for the use of and issue copies to all employees who use the equipment.
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for Solar Panel operations is maintained in good condition and is suitable for the task and the environment in which it is used.

If and when any employee's raises a query relating to health and safety of Solar Panels it is the company's policy to:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures as appropriate.
- Advise the employee of the actions taken.

Where a problem arises, employees are instructed to:

- Inform their Supervisor or other responsible person immediately.
- In the case of an accident or emergency take all necessary actions, in accordance with company accident procedures.

Information and training

The company will give sufficient information, instruction and training to ensure the health and safety of workers who work with Solar Panels. Employees authorised to transport Solar

Panels will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training will cover aspects of health and safety legislation in general and PUWER 98 in particular.

3.02 Access and egress

UBH Group is committed to providing a safe place of work and a safe means of access and egress within all parts of premises. Safe access and egress include movement in and out of the company and safe access within the premises. UBH Group will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition.

The following procedures will assist UBH Group in ensuring that safe access and egress is maintained at all times:

- No objects are to be stored on the floor or in walkways. All equipment that is no longer required will be returned to its designated storage point immediately after use.
- Items of stock or equipment are not stored precariously on top of cabinets or on shelves where they could fall onto passers-by.
- Regular inspections of walkways are conducted by management on a regular basis to ensure that they are free from obstructions.
- Obsolete equipment and waste are disposed of as soon as is practicable to ensure that the workplace remains clean and tidy at all times.
- Checks are regularly conducted to ensure that the flooring is suitable for purpose and is maintained in safe condition free of any damage or potholes.

- All employees are advised to regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.
- Ensure that all access equipment, e.g. ladders and kick-stools, are suitable for the purpose and are maintained in a safe condition.
- All personnel are complying with safe working arrangements in areas of high risk.

3.03 Accident reporting procedures

The definition of an accident is: An unplanned event, which causes injury to persons, damage to property or a combination of both. e.g. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The definition of a near miss is: An unplanned event that does not cause injury or damage but could have done so. i.e. items falling near to personnel; short-circuits on electrical equipment.

The definition of a dangerous occurrence is: An unplanned incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. A list of dangerous occurrences that must be reported are shown the RIDDOR Guide located in Section B of the health and safety management file.

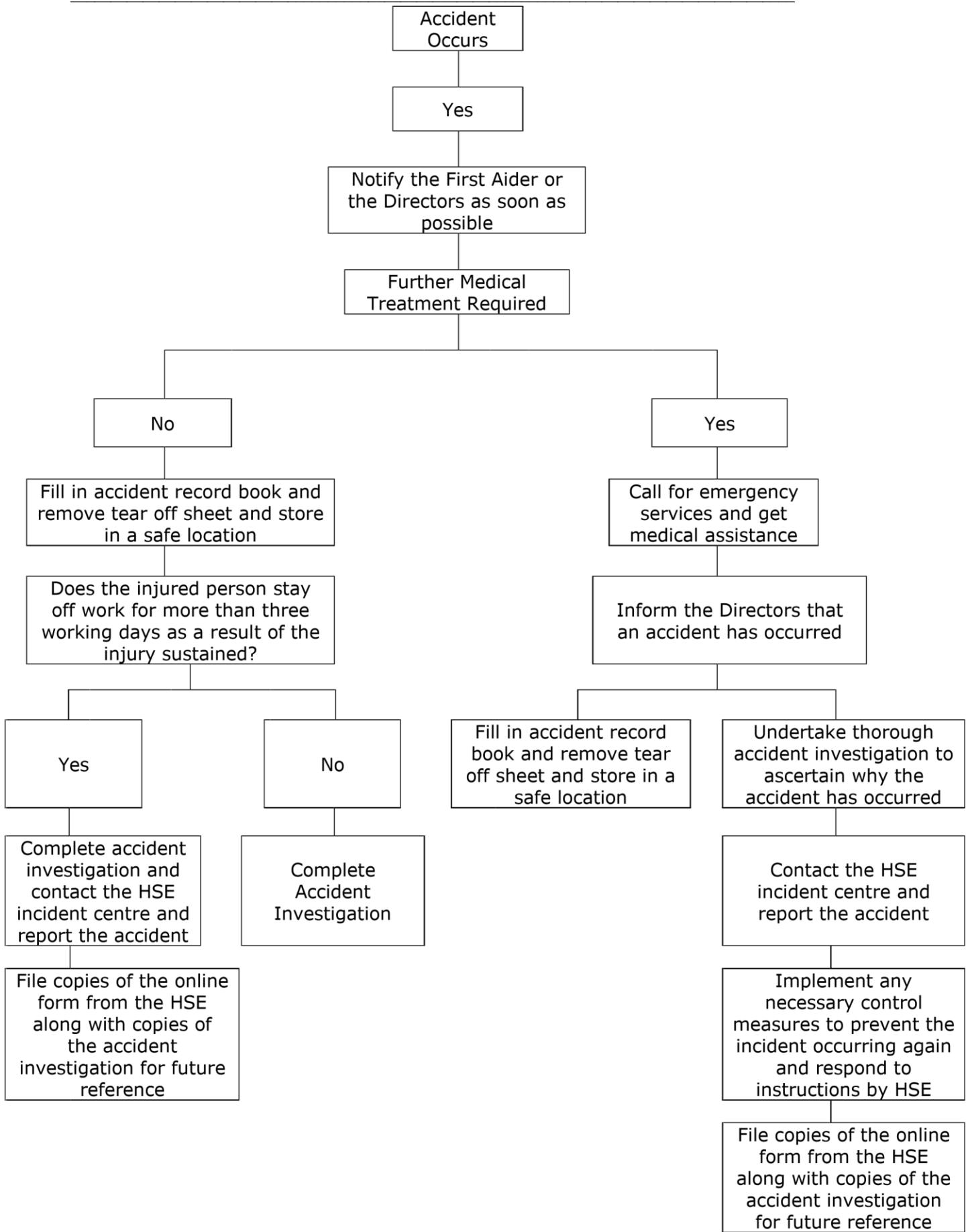
The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the Directors or first aider will select a line and dial 999 call and request an ambulance/paramedic. When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances are they a mechanism to apportion blame, they are merely a management tool to prevent any possible recurrence of the incident.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it is imperative that all major accidents, reportable accidents and diseases, and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Directors to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Directors will contact their external consultants for further guidance.

All accident information that is entered into the accident book must be kept for a minimum of three years.



3.04 Alcohol and drugs

UBH Group realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

UBH Group has a general duty under The Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of all employees, UBH Group will also be breaking the law if they knowingly allowed drug-related activities on their premises and they failed to act.

The Directors are responsible for carrying out the company's policy, however it is the responsibility of all Managers and Supervisors to ensure that it's aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

The misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug-related problem.

- Unexplained and increased absenteeism.
- Instances of unauthorised absence or leaving work early.
- Poor time keeping i.e. lateness, especially on returning after lunch.
- Unusually high level of sickness/absence for colds/flu/stomach upset.
- Impaired job performance.
- Dishonesty/theft.
- Unusual irritability, aggression and mood changes.
- Tendency to be confused and fluctuations in concentration & energy.
- Accidents.

Company Procedure on Drugs and Alcohol

- Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees

believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Manager/Supervisor or nominated deputy should make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.
- Managers/Supervisors who feel an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

It should be made clear that UBH Group is aware that a person suffering from these problems will be dealt with fairly. Our company realises that:

- Absence for treatment and rehabilitation will be regarded as normal sickness.
- Relapses may occur.
- The policy will be monitored with consultation with employees and safety representatives.

All staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of the company procedures and information through notices, posters and leaflets will be made available.

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

3.05 Confined Spaces

In order that UBH Group complies with the Confined Space Regulations the company will undertake suitable and sufficient assessments for the work activities being undertaken. If possible, mechanical means will be used to avoid entering confined spaces, however, due to the nature of the work undertaken by the company, this may be unavoidable, and a well-defined safe system of work will be implemented. Where relevant, employees will be trained by an approved training body to enable them to undertake:

Safe access and egress.
Breathing apparatus.
Gas monitoring.
Accident and emergency procedures.

All work that is undertaken in confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precautions are in place.

3.06 Contaminated Sites

Building construction and engineering works often involve redevelopment of land that has been contaminated by industrial processes formerly carried out on the site or by materials stored or dumped there. In some places naturally occurring contamination may be present. UBH Group accepts that work on contaminated sites may be necessary during their operations.

Prior to undertaking any work on any potentially contaminated land, a full risk assessment will be undertaken by the Operations Manager or Directors identifying any specific hazards that may affect members of staff and any other person working on the site. Relevant British Standards and Environment Agency guidance will be employed during the assessment process to facilitate the assessment procedure. The following are indications of possible contamination:

- The remaining structures, including tanks, pipes, culverts etc.
- Obvious storage areas, pits etc.
- Inconsistent growth of vegetation, particularly where it is poor or apparently deformed.
- Surface materials, unusual colours or contours in the ground.
- Distinctive odours.
- Drums, containers etc, which may still be on the surface.
- Signs of fly-tip materials that could contain contaminated materials.
- Discoloured and/or smelly water in streams or pools.
- Bubbling or frothing of standing water may indicate gas pockets beneath.

All identified contamination will be left in situ until a specialist who can advise the company on the correct methods of handling the substances examines it. Where it is deemed necessary specialist companies will be employed to remove and dispose of the contamination safely. The Operations Manager & Directors will communicate the results of the risk assessments to relevant employees, and the site Supervisors will ensure that employees are following the systems laid down for their safety.

3.07 Contractors

The Health and Safety at Work etc Act 1974, places a duty on UBH Group as well as the contractors that it employs, to protect the health, safety and welfare of staff, contractors, visitors and anyone else who may be affected when contractors are working at the company premises.

In order to ensure that competent contractors are appointed, UBH Group will scrutinise all sub-contract companies who undertake minor work by issuing questionnaires which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed the contractors will be placed on an approved list for future consideration.

All work that is undertaken by sub-contractors will be supervised on a day-to-day basis by the Operations Manager and by the Directors at the company's offices. The Directors will review the overall performance of contractors on a regular basis and individual contractors whose standards do not meet those of UBH Group will be removed from the approved list.

After a contractor has undertaken work, the Operations Manager or the Directors will check that the work has been completed satisfactorily and that the area has been left in a safe condition ensuring all debris has been removed.

All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment is supplied by UBH Group for use by contractors the equipment will be tested at least annually by a competent person. All contractors working for the company must comply with the following rules:

- Suitable footwear must be worn at all times, when necessary the footwear should be fitted with toe protection.
- Ear defenders must be worn when undertaking noisy activities. If necessary, the area should be cordoned off to prevent any access and exposure to unauthorised personnel.
- When undertaking work activities that involve working above head height suitable hard hats must be worn.
- Safety goggles must be worn when cutting and drilling tools are being used.
- Under no circumstances are any contractors permitted to eat, drink or smoke in any other areas that are not specifically designed for the purpose. All contractors are required to seek the permission of the Site Supervisor or Operation Manager prior to using any welfare facilities provided by UBH Group.
- All lifting slings and lifting equipment are to be visually checked before use.
- All accidents are to be reported to the Directors immediately so that they can record the incident in the accident book.
- All power tools should be in a good condition and suitably tagged to show that they have been PAT tested.

3.08 Control of Substances Hazardous to Health (COSHH) Assessments

It is the intention of UBH Group to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and

transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

We acknowledge that no substance can be considered completely safe; therefore, all reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the company to comply with the Control of Substances Hazardous to Health Regulations the company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

UBH Group has appointed a competent person to complete all Control of Substances Hazardous to Health (COSHH) assessments. This person is responsible for providing reports to senior management on progress, requirements and problems associated with hazardous substances. They are also responsible for providing adequate training in the recognition of substance hazards and assessing the risks. It is the Directors' responsibility, to ensure that contractors visiting the premises, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site.

Where female members of staff use hazardous substances, it is essential that they report if they are pregnant to the Directors as soon as possible to ensure any continued exposure, albeit low, will not be hazardous to their health or that of their unborn child. Where any doubt exists management will seek guidance from external consultant's advice line immediately.

A copy of each relevant COSHH Risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk. Where unsafe practices are detected, individuals will be reminded by the Directors or the Operations Manager of their responsibilities under the regulations. Where, in the opinion of the company management, contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon. The company's approach to the Regulations is to:

Familiarise itself with the legal requirements.

Identify and list what substances are used within the company.

Assess the risks to health from working with the substance.

Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the company's undertakings.

Decide what additional precautions may be required.

Implement the precautions that have been decided.

Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH Regulations to:

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

COSHH Do's and Do Not's

Do

Read the product label and any other information provided so that you understand the hazards of the job before you start work.

Wear the required personal protective clothing and equipment until the job is completed.

Make sure personal protective equipment is well maintained and fits properly.

Make sure all containers are closed when you are not using them.

Keep your work area clean and tidy.

Clean all spills as they occur.

Follow all instructions on the storage and transportation of chemicals.

Report all accidents or dangerous incidents, however minor.

Do Not

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

Labelling of containers



ALL HAZARD WARNING LABELS ARE ORANGE IN COLOUR

Labelling of chemicals

It is important to ensure that all chemical labelling on containers that are used within the company are clear and concise to ensure that risks to staff are reduced to the minimum. Containers that are used to hold a temporary preparation need not be labelled, however it is advisable to mark the container with a suitable marker pen in order to determine what is contained within the vessel.

Any container used to store hazardous preparations will be identified with the appropriate warning symbol(s) and warning phrase. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrase, therefore this may be omitted.

It is a legal requirement of the Chemical (Hazardous Information and Packaging) Regulations (CHIP) to ensure that all chemical substances that are supplied be correctly labelled. Therefore, any chemical substances that are delivered to the company without appropriate documentation must be rejected and returned to the supplier. Guidance on what labelling is required can be obtained from the hazard data sheet supplied with the substance.

3.09 Disciplinary rules

The company believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. Employees may be dismissed for gross misconduct if after investigation the company believes that they have acted in any of the following ways:

Deliberately breaking any written safety rules.

Removed or misused any piece of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.

Used a naked flame in a no smoking area.

Failed to follow laid down procedures for the use of: -

flammable or hazardous substances.

toxic materials.

items of lifting equipment.

Behaved in any manner that could lead to accidents, including horseplay, practical jokes etc.

Undertook any action that may interfere with an accident investigation.

3.10 Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the intention of the company to reduce the risks so far as possible.

The implementation of this policy requires the co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment. Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the company will then take the necessary measures to investigate and remedy the situation.

Management are directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks. The company will, in consultation with its employees:

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations as amended.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Ensure that the main electrical installations within the offices are checked every 5 years to ensure compliance with the regulations and where required repaired or modified accordingly.
- All main circuit breakers/isolators will be marked and identified to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.

- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

Employees duties

All employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto company premises without prior authorisation from the appointed person. Where written permission is granted it will be on condition that all such equipment may be tested in conjunction with the company's electrical safety policy.

Portable appliance testing

Definition

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either handheld or hand operated while connected to the supply or is intended to be moved while connected to the supply.

The Operation Manager is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. The results of the inspections completed are to be recorded in the Portable Appliance Register, which forms a part of the health and safety file.

Inspection and testing

Portable electrical appliances will only be used for the task that they are intended, and the lead will be suitably positioned to prevent any damage or entanglement or introduce a trip

hazard. The health and safety executive have issued the following guidance for offices and low risk environments:

Suggested initial* intervals

Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
Battery operated (less than 20 volts).	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology e.g. desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: not handheld. Rarely moved	No	Yes, 2-4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment, Not handheld. Moved occasionally e.g. fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: handheld e.g. some floor cleaners	Yes	Yes, 6 months – 1 year	No
Earthing equipment (class 1) e.g. electric kettles, some floor cleaners	Yes	Yes, 6 months- 1 year	Yes, 1-2 years
Cable (leads) and plugs connected to the above	Yes	Yes 6 months- 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

3.11 Agreement for the "Transport of Dangerous Goods by Road" Regulations

It is a legal requirement that both the sides and front and rear of vehicles must display an orange square measuring 300mm x 400mm on the front and if all waste is in containers must also be displayed on the rear.

You must be in possession of a current and valid vocational training certificate and the original must be on your person.

- Take account of prevailing conditions including weather, traffic and existing structures.
- Provide suitable Personal Protective Equipment (PPE) as required and ensure it is being used correctly by operatives.
- Inspections are undertaken of the excavation daily, before each shift, after inclement weather, or after use of explosives and a record of these is retained and signed by a competent person.
- Record thorough examinations weekly.
- Ensure COSHH assessments have been undertaken for substances likely to be found or produced during the work.
- Ensure monitoring is undertaken for unhealthy atmospheres (this may include gas monitoring)
- Ensure passing vehicles and pedestrians are kept back from the edge of the excavation
- Ensure services are marked, protected and adequately supported when exposed

Only competent, fit and experienced operatives will be involved in excavation work unless they are under direct supervision.

3.12 Fire precautions and evacuation procedure

On site fire precautions

UBH Group recognises that any outbreak of fire threatens the health and safety of those on site and will be costly in terms of damage and delay. It is therefore company policy to ensure the careful planning and control of the work activities to avoid fires. Therefore, the site controller will ensure that:

- All employees receive comprehensive site induction before commencing work, to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure on the site
- All fire fighting equipment is tested on a regular basis as per manufacturer's guidelines and records kept
- A fire risk assessment is undertaken on the site
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for the information/inspection by the Main/Principle Contractor.

Fire extinguishers are not to be moved except in cases of emergency

Fire signs are not to be removed or obstructed

Designated fire doors are not obstructed, removed, locked or propped open

Flammable liquids are kept and carried in suitable closed containers

Having an extinguisher to hand when doing hot work such as welding, brazing or using a disc cutter that produces sparks

The work area is kept tidy and rubbish is not allowed to accumulate

The lighting of fires for rubbish disposal is STRICTLY FORBIDDEN

Fire Precautions in fixed premises

The Directors will ensure that:

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees is kept up to date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- A fire risk assessment is undertaken within the premises, outlining who may be affected by a fire, along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for information/inspection by the local authority fire brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when

persons are in the building. Fire doors should be closed at all times and not wedged open.

- In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.
- The company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.
- Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to reenter the building.
- Employees should report any concerns regarding fire safety to management, so that the company can investigate and take any remedial actions that may be necessary. The hazard detection form can be used for this function.

Fire Action

If you discover a fire: -

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire (if trained to do so) with appliances provided but without taking personal risks.

The senior person present will contact the fire brigade immediately by telephone by:

- Lifting the receiver, select a line and dial 999.
- Give the operator the company's telephone number and ask for the fire brigade.
- When the fire brigade replies give the response distinctly:

"We have a fire at UBH Group/ SRS " and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

On hearing the alarm for a fire or notification of a fire: -

- Evacuate the building by the nearest available exit and proceed to the assembly point by the entrance gates.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.

Use the nearest available exit

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the senior fire officer

Site Fire

Person discovering a fire

- Upon discovery of a fire raise the alarm.
- If the fire representative for the site is not present, telephone the emergency services by dialling 999.
- Ask for the Fire Brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and distinctively: -

This is UBH Group we are presently working at ... (Give Site Address) and a Fire has broken out.

- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the Fire Brigade.
- Evacuate the site premises quickly in an orderly manner aiding any colleagues who may be in difficulty.
- Do not re-enter the work area until told to do so by the Senior Fire Officer.

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Fire Action – Vehicles

Upon discovery of a fire on board your vehicle:

- Halt your vehicle in the safest possible place. If possible, away from the main highway.
- Telephone the emergency services on your mobile phone or by the nearest available phone.
- When the operator answers, ask for the Fire Brigade and give the telephone number of your mobile or public phone.
- When connected, state slowly and distinctly: -

"This is UBH Group, I have a fire on my vehicle."

- State the location of the vehicle.
- Do not replace the receiver until this information has been correctly acknowledged.
- Stand in a safe location clear of the vehicle and await the Fire Brigade.
- Do not touch any area or item of the vehicle that may have been burnt.

3.13 First aid**Fixed Premises**

First aid kits provided will only contain items that the first aider has been trained to use and will not contain medication of any kind. Notices are displayed in prominent areas and information has been detailed in the employee handbook, giving the names of first aid trained staff and the location of first aid equipment.

After all accidents, details must be recorded in the accident book, located at company head offices and completed by one of the Directors. To ensure compliance with data protection legislation the completed accident book forms will be removed and filed in a secure location. If employees or their representatives wish to inspect individual records, they can contact the Directors, who will make them available for inspection.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that you seek medical attention from the company's first aider or appointed person. The person administering first aid treatment will record all first aid incidents and these records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

First aiders are qualified personnel who have received training and passed an examination in accordance with health and safety executive requirements. First aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained. The Directors are responsible for determining the level of first-aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company. The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace:

- First aid personnel must inform the Directors when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved first aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the health and safety department as soon as possible.

First Aid on site

It is company policy to assess the risks in their operations and then provide adequately trained persons and facilities on all their contract work sites. First aid kits provided will have enough equipment to cope with the number of employees on site and only contain items that the first aider has been trained to use. First aid kits will only contain specified first aid materials and nothing else (e.g. aspirin, creams or sprays). Notices will be prominently displayed on all work sites giving the location of the First aid equipment. All company vehicles will carry travelling first aid kits.

In the event that our company is not the main/principal contractor for the project that organisation will be responsible for maintaining suitable first aid facilities. The person administering first aid treatment will record all accidents. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given. All accidents, no matter how small, must be reported in accordance with the company's accident reporting procedure.

3.14 Gas safety

The Gas Safety (Installation and Use) Regulations 1998 and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, UBH Group will only employ competent CORGI registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference. Wherever possible the company will ensure that the servicing engineer will suitably mark the appliance with the date of the service for ease of identification. Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

3.15 Hazard detection procedures

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times. Employees are encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the company in consulting with employees. If a hazard is detected individuals or management will complete part one of the Hazard Report Forms and liaise with management who will carry out the necessary remedial action.

Near miss

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These need to be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if

the problem is put right immediately. To record a near miss, contact the Directors and explain the incident, location and type of problem. They will ensure that the correct remedial action is undertaken.

3.16 Health surveillance

UBH Group takes Health and Welfare seriously. It is the company's aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff. The company aims to achieve this with the help, involvement, contribution and commitment of all members of staff. If staff are aware of any practises, procedures or systems that the company can improve or which are adversely affecting their health, they are advised to contact the Directors.

It is company policy to compile a basic health screening questionnaire with all members of staff to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of UBH Group. If any employee has any concerns about their health or if any answered questions show that further medical surveillance is required, then the company will send the employee to a designated company Doctor for the appropriate medical examination.

3.17 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can often create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace. The company believes that there is a need for a high standard of housekeeping within all its premises and to achieve this:

- All workplaces will be inspected on a regular basis by a senior member of staff and any areas failing to comply will be documented and the remedial action taken.
- All floors will be cleaned on a regular basis and waste bins emptied at least daily. Under no circumstances will any waste receptacle be permitted to overflow at any time.

The Management Team recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times. To ensure that a satisfactory standard of housekeeping is achieved they will:

Check that the workplace is free of hazards at the beginning of the shift.

Ensure that articles are put away as soon as possible after use.

Ensure that spillages are cleaned up immediately.

Ensure that no objects, files etc are permitted to protrude into walkways.

Ensure that waste materials are properly stored and are removed on a regular basis.

Ensure that unusual or extra-large items or objects are cleared away as soon as possible.

- Ensure that no items are stored beneath workstations or any other location that is not a recognised storage location.

Check that the workplace is tidy at the end of the working day and all equipment etc is returned to the designated storage area.

3.18 Information, instruction & training

The Health and Safety at Work etc Act 1974 places a duty on employers, so far as is reasonably practicable, to provide information, instruction and training to all employees to ensure their health, safety and welfare whilst at their place of work.

Senior Management are required to have sufficient knowledge about health and safety matters in order to determine priorities and assess the performance of subordinate members of staff. They will examine the health and safety training needs of individuals on regular intervals and where necessary send them on the appropriate course to ensure that they are competent to undertake their job role in a safe manner.

They will also ensure that a responsible and professional attitude is exhibited at all times and via Supervisors to all other employees. Failure by employees at any level to obey safety rules will be taken very seriously. This commitment to health and safety, together with a commitment to training, is given in the company policy statement.

Safety training is an important issue and if approached correctly it will be cost effective and reduce accidents at work. The Management of Health and Safety at Work Regulations requires employers to provide training to employees:

On recruitment.

When moved to another task or promoted.

When the process, equipment or system of work is changed.

To this end, all new starters to the company will receive basic induction training in the following aspects of health, safety and welfare:

Location of toilets, washing facilities and canteen.

Fire drill procedure.

Action in the event of a fire.

Types of and uses of fire extinguishers.

Location of the accident books and the reporting procedure.

Major chemical hazards, symbols of exposure and the precautions needed.

Location of the first aid facilities and the names of the first aiders.

Signing IN and Out procedure.

Importance of tidiness and good housekeeping.

Safety rules.

The induction training will commence on the first working day for the new employee, so that they are familiar with the company's basic health, safety and welfare procedures. When this is not practical, induction training must be completed before the new employee is exposed to any hazards or associated risks within their place of work.

The management team is responsible for ensuring all personnel are given adequate training specific to their job roles to enable them to carry out their work safely and with the minimum of risk. This includes ensuring that information is given about specific hazards, precautionary measures and risks relating to activities within their departments. All training will be recorded and retained on each individual employee personnel file for future reference.

It is the company's policy to ensure all employees are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

3.19 Leptospirosis

There are two main types of Leptospirosis infections that could affect employees:

Weils Disease, this is a serious and sometimes fatal infection that is transmitted to humans due to contact with urine from infected rats.

The Hardjo form of Leptospirosis is transmitted to humans due to contact with urine or foetal fluids from infected cattle.

Anyone who is exposed to rat or cattle urine or foetal fluid is at risk from the disease. The bacteria can enter the body through cuts, scratches and through the lining of the mouth, nose, throat and eyes after contact with infected urine or contaminated water. Symptoms of the disease start with a flu like illness with a persistent and severe headache, any such illness should be reported to a doctor who will be advised of the possible exposure to the disease.

The Control of Substances Hazardous to Health Regulation (COSHH) covers leptospirosis. Therefore, the company will undertake a suitable and sufficient risk assessment for all work that may place an employee at risk. This assessment will specify all precautionary measures required to reduce the risk of exposure.

After undertaking work where there is a risk of coming into contact with contaminated water or after working with cattle, all staff are informed to thoroughly wash their hands and forearms with anti-bacterial soap. Any clothing worn that may have possibly been contaminated should be washed before it is re-used.

To prevent infection, employees are instructed not to touch rats without wearing protective clothing and to cover all cuts and broken skin with waterproof plasters. All staff are informed about the importance of good hygiene and the importance of washing their hands after handling any source of contamination and before eating, drinking or smoking.

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The early stages of the disease may resemble a number of other illnesses; therefore, if staff show signs of the symptoms, they are instructed to visit their GP as soon as possible. When discussing the symptoms with the GP they are instructed to state their occupation and where they have been working. Leptospirosis is a reportable disease under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR); therefore, if any employee contracts the disease the Directors will immediately notify the HSE Offices at Caerphilly.

3.20 Lifting Equipment and Lifting Operations

This is defined as any plant certified for lifting; this includes cranes, excavators, rigs, hoists, telescopic handlers and forklifts. It also includes lifting accessories such as chains, slings and eyebolts. Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

We may use equipment of this type for various activities carried out during the course of our work therefore, we will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months
- All other lifting equipment is examined annually

Risk assessments will be carried out by the Operations Manager and Directors to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object

- The risk of the lifting equipment falling or falling over whilst in use

Where necessary, UBH Group & SRS will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

3.21 Lone working

Employers are responsible for the health, safety and welfare at work of their employees and for the health and safety of those affected by that work. These responsibilities cannot be transferred to employees who work alone or without close supervision. It is therefore UBH Group's duty to assess risks to lone workers and take steps to avoid or control the risk where necessary.

There is no general prohibition on working alone, however the general duties under the Health and Safety at Work etc Act 1974 apply. There will be some cases where there are specific stipulations that at least two people must be involved in the work and which specify that a safe system of work must be followed due to the risks involved.

The work to be carried out by the lone worker will always be assessed to identify hazards, the risks involved and to ensure that appropriate control measures are implemented to eliminate or adequately control the risks. A risk assessment will be conducted for all work that is carried out by employees who are considered lone workers and the results recorded. Where the risk assessment determines that arrangements would not be adequate to ensure that the work can be done safely by one person, then alternative arrangements providing help or back-up must be devised.

The establishment of safe working arrangements for solitary workers is no different from organising the safety of other employees, however, solitary workers face particular problems that must be taken into account when developing these arrangements. The following are factors that are taken into account when assessing the risks to the person whilst working alone:

- Is the person medically fit and able to work alone? Ensure that the person has no medical condition that makes them unsuitable for working alone.
- Does the workplace or the work, present a specific risk to the lone worker, e.g. lifting heavy weights or handling hazardous chemicals.
- Would women or young workers be especially at risk if they worked alone.
- Can all equipment or substances involved in the work be handled safely by one person.
- What training is required to ensure that the employee has sufficient knowledge to ensure that work can be carried out safely.

- Is there specific legislation that prevents the work being carried out by a single person?
- Is there a risk of violence to the lone worker?
- Is there safe access and egress that can be used by one person?

Finally, employers should set limits on what can or cannot be done safely when working alone. Training should ensure that the employees know these limits and are competent to deal with emergencies. The employees are to be informed of the results of any assessment on the work to be carried out and of their responsibilities under Health and Safety Regulations.

3.22 Machinery Safety

Existing Machinery

The company will compile detailed Machinery risk assessments to ensure that all machinery operated by the company meets the requirements of the Provision and Use of Work Equipment Regulations 1998.

Regulation 11 of the Provision and Use of Work Equipment Regulations 1998 'Dangerous Parts' specifies a hierarchy of control measures that must be implemented to either prevent access to dangerous parts of machinery, or stop the motion of the dangerous part of machinery before any part of any person can enter the danger zone. In order to comply with this regulation, the company will provide so far as is practicable in order of preference:

- Fixed enclosed guards
- Other guards and devices such as interlocked guards and pressure mats
- Protective appliances such as jigs, holders and push sticks
- Adequate information, instruction and training

Pre-start checks will be carried out to ensure that all guards, and safety devices such as emergency stop buttons, interlocks, and light beams remain in working order. The checks will be specific to each machine. Each guard, and safety device will be numbered in order for a systematic and detailed check to be made.

Employees shall carry out a Pre-Start Safety check of all guards and safety devices on any machinery to be used prior to the commencement of each day or shift and on taking over control of a machine from another employee. The company will provide Pre-Start Guard check sheets for each machine and each employee will receive suitable training in how to carry out Pre-Start Guard checks. Compliance with this system will be monitored by line Management on a daily basis

If there is a significant modification to the manufacture, design / specification of the hardware or software which alters the operation / purpose of a machine and introduces new or increases existing hazards the company will then CE mark the machine and carry out a conformity assessment to ensure that it complies with the essential health and safety

requirements of the machinery directive. The company will also prepare a technical construction file for the machine and prepare a written declaration of conformity. If there is any doubt whether a modification is significant interpretation will be sought from the relevant HSE inspector

Second-hand Machinery

In order to comply with the Provision and Use of Work Equipment Regulations 1998 the company will carry out risk assessments on all second-hand machinery to ensure that it is in fact safe before it is put to use.

New Machinery

Prior to the purchase of new machinery, the company will request that the supplier provides a Certificate of Conformity which must state how the supplier has complied with the essential health and safety requirements of the machinery directive and that the machine is in fact safe. The Machine should also display the CE mark.

The company accepts that the Certificate of Conformity and the CE mark is only the supplier's claim that the machine is safe and that it conforms to the essential health and safety requirements of the machinery directive. It is no guarantee of compliance. Therefore, the company will carry out a full risk assessment to ensure that the machine is in fact safe.

3.23 Maintenance

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work. In order to comply with the regulations, the company will:

- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date.
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.
- Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her health or safety.
- All persons who maintain, supervise or manage maintenance work are competent to do so.
- Provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is the company's aim so far as reasonably practicable, to take all practical steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task. UBH Group will:

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work.
- Undertake suitable and sufficient risk assessments, identifying how heavy parts of machinery are required to be moved or when anyone is required to travel into any dangerous areas to undertake the task (e.g. Working on the roof of the premises etc).
- Undertake suitable and sufficient risk assessments, of all hazards presented if and when guards are removed from any machinery.
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety.
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken.
- Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action.

UBH Group & SRS will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the health and safety of the maintenance engineers and any other members of staff who are required to undertake maintenance activities. It is the responsibility of the Directors to ensure that all maintenance activities are undertaken by suitably qualified persons and the tasks are adequately supervised. 3.24 Manual handling

It is the intention of UBH Group & SRS to secure the health and safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. When assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

Manual handling injuries account for over a quarter of all reported injuries to the HSE each year and statistics show that they are one of the most common causes of absence through work related injuries. The company will avoid the need for employees to undertake

manual handling operations wherever possible, however, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

An assessment of all manual-handling activities will be carried out by suitably competent persons. Where risks are identified these will be reduced to the lowest reasonably practicable level and then effectively managed so as to avoid injury so far as is reasonably practical. When the assessment has been completed, details will be recorded and updated when changes take place or if a reportable injury is sustained.

The assessment of manual handling tasks includes lifting and putting down, pulling and pushing, transporting a load and supporting a load in a static position. The load may be moved or supported by hands or any other part of the body, for example the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a receptacle or from person to person. The application of human effort for a purpose other than as stated does not constitute manual handling.

Employees duties

In addition to the duties placed on employees under Section 7 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

Manual handling should not be attempted if the individual believes that they should not be carrying out lifting due to reduced physical capacity because of ill health or pregnancy etc. Wherever possible the Management Team will co-ordinate all deliveries with suppliers to ensure that they are correctly packaged and labelled with the weight where appropriate. Where possible the delivery person should deliver the consignment to the area where it is to be used or stored to eliminate any unnecessary handling by staff.

Where it is not possible to eliminate or control the risks to employees by mechanical means (as required by the Manual Handling Regulations), it will be essential that employees adopt safe lifting techniques at all times by:

- Planning the lift.
- Thinking about where the load is to be placed.
- Using equipment available to assist you (trolleys etc).
- Ensuring the pathway is clear of obstructions.
- Seeking assistance if you feel it is necessary.
- Adopting a good posture.
- Standing with feet apart to ensure a well-balanced solid base.
- Bending the knees and keeping your back straight.
- Ensuring a firm grip.

- Changing grip smoothly if required.
- Not jerking! Carry out the lift smoothly.
- Moving the feet, not twisting the trunk when turning.
- Keeping the load close to your body.
- Putting down the load and then sliding it into its desired position.

Employee's must:

- Report any personal conditions that may be detrimentally affected by the manual handling activity.
- Comply with all instruction and training that is provided for undertaking manual handling activities.
- Ensure that their own health and safety is not put at risk when undertaking any lifting and handling operations.
- That they use all equipment that has been provided in order to reduce manual handling activities.
- Report all injuries or incidents to a Senior Manager as soon as possible to ensure that the correct details of any injuries suffered are entered into the accident book.
- Request additional help when undertaking manual handling activities when there is a risk that an injury may occur if the task is undertaken by one person.

3.25 Mobile Elevated Work Platforms (MEWPS)

In recent years several fatal accidents have been reported to the HSE involving MEWPS. These incidents involved MEWPs collapsing, MEWPs overturning, people being thrown from the carrier or parts of the MEWP being trapped against fixed structures. (i.e. the carrier is commonly referred to as the basket or cage). Common causes of these accidents were equipment failure, ground conditions, outriggers (not used or faulty), MEWP being struck by vehicle, load/unload of MEWP under power, carrier being overloaded or struck by a load. UBH Group accepts that in the course of business activities a MEWP may be used.

In the event of such equipment being used UBH Group will ensure that the correct type of mobile elevating work platform [all types of boom (articulated and telescopic) mobile elevating work platforms (MEWPs), commonly known as 'cherry pickers'] is selected for any work task that is to be undertaken. This equipment may be vehicle-mounted, self propelled or trailer-mounted.

Sudden movements caused by an impact, ground movement, failure of a stability critical part, or overreaching, increase the risk of falling from a MEWP. The wearing of appropriate

fall protection equipment can provide protection against the residual risk of falling or being thrown out of the carrier.

Under no circumstances will any member of staff be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used. It is company policy to issue safety harnesses and will ensure that they are worn at all times by employees using the working platform. Prior to using any equipment, the operator will undertake daily inspections of the equipment before commencing work to ensure that the equipment is in working order. UBH Group has divided its safe operating procedures relating to MEWP's into the following three categories.

Safe Plant

The correct type of MEWP will be selected for the intended task. Ground conditions, working height, the task itself and the anticipated load will all be taken into account in this decision-making process. UBH Group acknowledges that a MEWP should not be used as a crane. Maintenance should concentrate particularly on:

- Inadequate lubrication and electrical repairs have caused problems (e.g. a fault from an electrical repair has caused outriggers to raise while in use).
- After a hydraulic levelling system hose failure, UBH Group will establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.

Safe Site

To ensure the safe use of the site UBH Group & SRS's Supervisors will:

- Segregate other site traffic (delivery vehicles, dumpers, etc) from the work area.
- Ensure parts of a MEWP do not protrude into roads or transport routes. If this is not possible, systems of work (e.g. temporary road closure at quiet times) will be used.
- Ensure parts of the MEWP cannot come into contact with overhead power lines, which in the worst-case scenario could be fatal. Specific risk assessments must be addressed in this situation, and safe-working procedures produced accordingly.
- Check the work area for localised features, e.g. manholes, service ducts, potholes, etc (e.g. a hole 75 mm deep caused an overturn).
- Check temporary covers are strong enough to withstand the applied pressure.
- Check temporary and permanent covers are secured and monitor them.

- Establish the load bearing capacity (general and point loading, e.g. outriggers) when working inside in a building or on a structure (e.g. a jetty).
- UBH Group supervision will ensure safe systems of work are appropriate and being used.
- Agreed systems of communication will be used (e.g. between MEWP operators and banksman during steel erection work).
- Check weather conditions have not altered ground conditions (e.g. heavy or prolonged rain).
- Establish limits for safe operation (e.g. maximum wind speed).

Safe operator

All UBH Group & SRS operators will:

- Ensure procedures are in place for loading/unloading during delivery/removal from site.
- Ensure operators are trained and familiar with the performance and controls of the MEWP they going to use (e.g. they know the types of ground/slope it can operate on or when outriggers will require packing).
- Ensure operators have any task-specific training.
- Ensure daily checks are done (in accordance with the manufacturer's instructions).
- Ensure operators know when further operation would be unsafe.
- Ensure there is a system for recording faults, repairs and maintenance.
- Check if a different make or model of MEWP is delivered to the site.
- Check that it is suitable for the task.

3.26 Mobile telephones

Regulation 104 of the Road Vehicles (Construction & Use) Regulations 1986 makes it an offence for a person to drive a motor vehicle if he cannot have proper control of the vehicle. This legislation has permitted the introduction of a new Regulation, effective from 1st December 2003; it is a specific offence to use a hand-held phone, or similar device, when driving. The penalty is a £30 fixed fine that can increase to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches).

In order to ensure the safety of all members of staff hands free kits will be provided for all members of staff who are supplied and required to use mobile telephones whilst working away from the company premises.

Under no circumstances are members of staff permitted to use handheld telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot while driving. The prohibition also applies when stopped at traffic lights or during other holdups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

To comply with the legislation, it is important that the phone is sat in a cradle (not resting on a seat or in a pocket) fitted in a position that would not distract you from the road during use. Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving. The following guidance is given to all drivers who are required to use mobile phone hands free kits:

- Only use the phone when it is safe to do so.
- Understand how your phone operates and utilise the one touch speed-dial facility.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button.
- Only use short responses and indicate that you will return the call when it is safe to do so.
- Where possible delay making outgoing calls whilst travelling.

General use of Mobile Phones

Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary. Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible. When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

3.27 Noise

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels that are very loud or prolonged. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing in the ears).

The Health and Safety at Work, etc Act 1974 requires all employers to provide a safe working environment, however the Noise at Work Regulations impose additional duties on employers. These define specific action levels based on personal daily noise exposure levels. The Regulations require that the risk of damage to hearing be reduced therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

• This will be achieved by undertaking a noise assessment and determining the noise levels. As a result of the assessment, management will aim to reduce the noise levels to the lowest possible and where necessary adequate training and instruction will be provided for all employees who may be exposed to high noise levels.

Where the noise levels exceed the first action level, hearing protection will be made available for all employees, however it is company policy to advise all employees to wear the protection. Where the level of noise reaches the second and peak action levels all employees and other contractors in the area will be instructed that hearing protection must be worn.

Due to the nature of the business UBH Group will not normally be required to undertake regular noise exposure assessments, however when any activity is likely to pose a significant noise hazard the necessary precautions and monitoring procedures will be implemented.

3.28 Overhead Power Lines

Where there is work in the vicinity of overhead electric power lines UBH Group will consult the local electricity board/owner of the utilities. All rules, regulations, and guidance specified by them will be followed, and endorsed through a risk assessment. This assessment will be carried out by the Directors and will include ascertaining the ground stability conditions.

Easily identifiable ceiling barriers and solid goalposts will be erected to a height and position specified by the electricity board, and HSE guidelines. Full safety requirements must be complied with when entering within these restrictive zones. These barriers will take into consideration the safety height and lateral securing stays of the pylon. Appropriate warning signs will be displayed at adjacent areas, warning of the risks and deterring persons not involved in the operation from encroaching in the high-risk area of operations.

Operations involving movement of metal objects such as ladders and scaffold in the vicinity of the overhead lines will be subject to specific authorisation and supervision. The movements of visiting vehicles and plant will be controlled at all times and barriers and warning signs will be continuously monitored to ensure they remain intact and in place. Instructions will be written for the purpose of briefing drivers on overhead hazards and crossing points where required.

All crane operations in the vicinity of overhead lines will be supervised continuously, along with all crane movements. Where deemed necessary a permit-to-work system will be introduced for some work activities that are below the power lines. Such systems will introduce measures such as the securing of plant/vehicle-elevated attachments to their transport position. Employees and sub-contractors will be briefed on the hazards and the requirements of the relevant Health and Safety Executive Guidance Note.

3.29 Permits to Work and Safe systems of work

Safe Systems of Work

UBH Group will provide written Safe Systems of Work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify

the safe/correct way of doing the work and where, in spite of all reasonable control measures being implemented, substantial risk still remains. Employees will be instructed in the safe system of work and an acknowledgement of the training will be kept.

Specific Responsibilities:

The Operations Manager and Supervisors must: Identify all such processes and ensure that suitable written systems are produced, employees trained, and records kept. Familiarise themselves with the Safe System of Work and ensure that employees comply fully at all times whilst carrying out the identified processes.

Employees must: Observe and understand the rules and report any circumstances to their line Manager which prevents compliance with the system or undermines its effectiveness. Employees are encouraged to make suggestions during the formulation of the written systems or suggest improvements.

Permits to Work

Certain procedures cannot be adequately controlled by a written system of work due to the one-off or high-risk nature of the work. Where appropriate the company will operate a Permit to Work system to be implemented before they can be undertaken.

3.30 Personal protective equipment (PPE)

UBH Group will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff e.g. gloves, aprons, eye protection etc. It is company policy to only use PPE as a last resort when preventative or other control measures cannot be applied.

The company will provide all appropriate PPE at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for having any damaged or defective equipment replaced.

UBH Group will compile detailed records for all equipment that is issued along with details of any training that has been given. All employees should:

Use all PPE that is supplied to them correctly.

Inspect PPE before use to ensure that it is suitable, clean and undamaged.

Report defective PPE to their immediate superior.

Report any discomfort or ill health when wearing the equipment to the Directors or Operations Manager.

Not undertake any work unless the correct equipment is being worn.

Store PPE correctly at all times.

3.31 Personal safety

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all Companies. There are no hard and fast rules as everyone will approach and deal with a situation differently. Paying attention to your surroundings and maintaining a vigilant approach at all times, are part of a positive approach which you can adopt to help ensure your own safety.

Everyone will occasionally feel worried about becoming a victim of crime when they are in a public place. It is a fact that there will always be some risk no matter how small. Always be prepared. Remember that you may encounter unsociable behaviour or even aggression. Here are some practical steps that you can take to reduce risk without restricting your freedom too much:

- Ensure a record of intended movements is left with somebody when at all possible.
- Dress appropriately for the area that you plan to visit, avoid wearing jewellery.
- Think ahead and plan your journey. Avoid going to deserted areas, particularly late at night.
- Consider whether you should be taking somebody else with you.
- Walk confidently - hold your head up and look as if you know where you are going.
- Whenever possible, keep to well lit and busy main roads when walking alone at night.
- Walk down the middle of the pavement, facing on-coming traffic to avoid kerb crawlers.
- Avoid short cuts like alleyways, waste ground and wooded, bushy areas.
- Stay alert; be aware of what's going on around you.
- Carry a personal attack alarm in your hand or pocket.
- Keep a phone card or change handy for an emergency phone call.
- If you think that you are being followed: -
 - Walk quickly across the road.
 - Cross it again if necessary.
- Walk immediately to a busier area where you know there will be other people such as a shop, garage, a well-lit house, pub, cab office, police station or hospital.
- Call the Police as soon as you get somewhere safe.

- Avoid carrying a briefcase in an area where you think you may be robbed.
- Do not risk personal injury if someone tries to steal your personal or office property. It is more important that you remain safe at all times.

Staying safe in your car

A car can give you a greater sense of security. You will undoubtedly feel safer in your car than walking in the dark or waiting for public transport. Driving can however be risky, especially if your car lets you down miles from anywhere or if you drive in urban areas with unlocked doors. Here is some practical advice that can help you to stay safe:

- Plan your journey in advance.
- Keep your car doors locked when driving, especially in urban areas.
- Equip yourself with a mobile phone, a phone card or some change handy for emergency phone calls.
- Keep any valuables - including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked.
- Always keep a map to hand so you won't need to stop and ask directions - and check it before you set out.
- If you think you are being followed, flash your lights and sound your horn to summon help. Drive towards a busy place.
- Think before you stop to help either at an accident or for someone flagging you down - it may not be genuine. You may be able to help just as much by reporting it by phone.
- Keep your car regularly and properly maintained. Try to learn basic car maintenance, it may help you to prevent a breakdown.

Parking

By adopting a few simple safety measures, you can reduce possible risks at a time when you could be vulnerable - while parking and getting out of your car. Remember that a parking place in daylight can seem a lot safer than it would after dark:

- Park in a well lit and if possible, busy place.
- Always reverse into a parking space. This will allow you to leave quickly should the need arise. For the same reason park facing out of a cul-de-sac.

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- Avoid parking too close to walls and high hedges behind which criminals can hide.
- Lock all your car doors and close your windows and sunroof even when purchasing a parking ticket.
- Before you leave your car, retract the aerial and engage the steering lock.
- Put into your boot any loose items, especially if you are a female, e.g. bags or items of clothing.
- When returning to your car, have your keys ready in your hand so that you can drive away quickly. Before you get into your car, check for signs of tampering and check the back seat. If necessary, use a torch.
- Do not leave bags on the roof or bonnet while you lock or unlock your car.
- If you use a multi-storey car park, try to use a lower floor, near a staircase or ramp where there is likely to be a steady stream of people and park in a well lit position. Although leaving your car during daylight you may return when it is dark.
- If there is an attendant, park close to the booth if possible.
- Do not park illegally. Your vehicle may be clamped or removed by the Police. Regaining the use of your vehicle is likely to be a lengthy and expensive procedure during which time you may be at greater risk.

NOTE: - It is an offence to carry any item for the sole purpose of self-defence.

Breakdowns

Everybody dreads the thought of their car breaking down and especially miles from anywhere. Help yourself to stay safe by following these steps:

- Make sure that your car is always in good running order. Have it serviced regularly and carry out basic visual checks?
- If you carry extra fuel only do so in a safety approved portable fuel tank.
- Consider joining one of the Breakdown Organisations.
- If you have enough warning that a breakdown is imminent, or get a puncture, try to pull up in a well-lit public place.
- If you have broken down, stay in your car if it is safe to do so. Keep the windows closed and the doors locked.

- If someone approaches your car - even the other driver in an accident - you do not have to get out; wind down the window just far enough to speak to them.
- Never hitch a lift - or pick up a hitchhiker.
- When working in rural areas you need to be more prepared in case of a breakdown. Carry appropriate clothes and equipment for poor weather and light conditions e.g. waterproof coat and torch.
- Police advice for people travelling in rural areas is to carry a prepared card saying "HELP - CALL POLICE" and in the case of a breakdown to lock all doors and display.
- Carry the number for licensed taxis or a minicab service you know well, in case you breakdown and are in a hurry. Never hail a minicab.
- Ask the Cab company for the name and call sign of the driver who will be collecting you. Always sit in the back and avoid giving away any personal information about yourself.

Visiting Properties

The way in which you approach a property can cause an occupant to become upset before they open their door and can lead to confrontation. The following is a list of things people find particularly annoying and which you should avoid:

- Rapid or loud banging of the doorknocker.
- Ringing the doorbell for an unnecessary length of time.
- Knocking or tapping on a window or glass door.
- Peering through a window or a glass door.
- Looking through a letterbox.
- Standing inside a porch.
- Standing too close to the threshold of the door. Shouting through a letterbox or outside a door.

- Putting a foot on the threshold once the door is open.
- Not closing a gate behind you.
- Not wiping feet when entering a property.
- Wearing sunglasses

When you have knocked or rung a doorbell it is advisable to take at least two steps back. Move slightly to one side but remain in view of the door at all times. By doing this you will give the occupant space when they open the door and they are less likely to feel that you are being intrusive. If an occupant is hostile, or has an over-excited dog, it will also give you a head start should you need to move out of the way quickly.

If, when a resident opens the door, they begin to verbally abuse or threaten you, leave immediately. Do not turn your back on the individual. Always try to back off whilst still facing the person or keep them in your vision, as this will help guard against a surprise attack from behind.

Entering a property

If you are going into a property, please remember the following:

- Do not enter the property if a person under 16 years of age invites you inside unless they are the owner/occupier in their own right.
- Always ask if there is an adult at home. If a responsible adult is not present you should leave and explain that you will call again.
- When invited inside try to keep the occupier in front of you if you have cause to be wary.
- Once inside the property, the occupier might wish to lock their door. This might be for genuine reasons as in the case of an elderly person who is scared of crime. In certain circumstances, however, you might feel threatened. Do not enter any further into the property if this is the case.
- It may also not be apparent until you have actually entered a property that you are dealing with someone who is under the influence of drink or drugs or is mentally unstable. In these situations, you must judge whether you have the experience and training to continue or need to bring matters to a quick conclusion.
- You must judge each situation as you see fit. If you feel threatened make an appropriate excuse and leave.

- If you need to make an excuse to leave, you should consider the effect this might have on the other person. Obviously in an extreme situation your priority must be to exit the building. **YOUR SAFETY IS PARAMOUNT.**

3.32 Protection of the Public

The Health and Safety at Work etc Act 1974 requires all employers to conduct his / her undertakings in a way that other persons, including the general public are not exposed to risks to their health or safety. UBH Group accepts that many hazardous situations may be encountered on an uncontrolled construction site. Injuries can occur from collision with moving vehicles, falls into unprotected excavations, falling materials and equipment from fixed scaffolding and many more.

Precautions should be taken to ensure the safety of visitors to the construction site as far as is reasonably practicable. Suitable precautions will be put into place to prevent unauthorised access to the site. UBH Group will carry out the following precautions:

All visitors to a construction site will be required to sign an attendance register indicating the time of arrival and departure.

- Site hoarding or fencing 2m high with appropriate warning and information signs prominently displayed at reasonable intervals will be put into place to effectively enclose any construction site work and will have additional supports to prevent it overturning where necessary
- All highways and footpaths will be kept clean and will be checked at the end of every working day
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use
- All electrical equipment will either be securely locked away or effectively locked off
- All plant and machinery will be immobilised, and energy source positively locked off
- Petroleum spirit, compressed gas, explosives and chemicals will be locked away when not in use
- Materials should not be stacked too high and should be stable
- Barriers with appropriate warning signs prominently displayed will be maintained around all excavations
- Where it is deemed necessary letters will be posted to all residents in the close proximity, warning them of the dangers of the construction site.

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- Lighting will be used where required to ensure the safety of security officers or other visitors during darkness

3.33 Risk assessments

UBH Group accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient Risk Assessments for all work activities undertaken within the company. The aim of the risk assessment process is to:

- Identify hazards associated with the company's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments. The training that is given to employees will enable them to:

- Identify all hazards associated with the company's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.

Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.

- Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas:

- The inexperience and lack of awareness of risks along with the immaturity of the young person.

- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the health and safety training, which is provided, along with details of any additional training that is required to be undertaken.

Procedures Management Follow when Completing Risk Assessments

Step 1

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people. List any hazards in column 1 of the assessment form.

Step 2

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc. List the people who may be harmed in column 2 of the assessment form.

Step 3

- In column 3, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the total by multiplying the probability and the severity to decide whether the risks are designated as low, medium or highrisk activities.

Step 4

- Decide whether the existing precautions are adequate or whether further precautions are required to be implemented. Ask the question, "Can I eliminate the hazard?" If not, "How can I control it?" List all the controls that are in place in column 4.

Step 5

- List in column 5 the action you require to implement in order to adequately control the risk.

Step 6

- Review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

Risk Assessment Guidance Sheet.**Column 1. Significant Hazards.****(Examples)**

Slipping – Tripping Hazards

Dust

Fire

Fumes

Chemicals

Manual Handling

Moving Parts of Machinery

Pressure Systems

Ejection of Materials

Poor Lighting

Noise

High/Low Temperatures

Electricity

Violence to staff (Robbery etc)

Storage of Goods and Materials

Column 2. Who Might be Harmed?	(Examples)
Office staff	Machine operators
Maintenance staff	Cleaners
Contractors	Members of the public (customers)
Visitors	Security staff

Column 3. Risk Factor.

See Chart in the Stationery Pack.

Column 4. How is The Risk Controlled?	(Examples of Control measures)
Information, Instruction, Training	Guarding
Safe Working Procedures	Provision of Personal Protective Equipment
Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)	Routine Inspections & Checks

Column 5. What Further Action is Necessary to Control the Risk?

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

All actions noted in this column should be given a realistic timescale based on the following criteria: -

Column 6 Completion and Review Date

6 or 12 months hence or if there is any significant change within the working process.

Note 1.

If you find that something needs to be done, ask the question: -

- Can I **get rid of the hazard** altogether?
- If not, how can I **control the risks** so that harm is unlikely?

Note 2.

The object of the exercise is to look for the significant hazards associated with our business

Anticipate the risk and take action to eliminate the risk

3.34 Safe use of forklift trucks

In order to safeguard the health safety and welfare of all employees and visitors to the premises the company will compile a detailed assessment for the use of forklift trucks that take into consideration all operations relating to the vehicle i.e. the loads that are moved, general environment, conditions of the floor, pedestrian routes the fuels that are used etc.

UBH Group will ensure that all forklift operators are trained to a recognised standard as detailed in the HSE approved code of practice. All operators will undertake a basic training course and will obtain the appropriate licence. When in possession of the certificate the operator will be given job specific training to ensure that they drive safely within the worksite and are familiar with any specific attachments that they are required to use.

Any forklift operator who is employed with a licence will be required to supply a copy to the company prior to being permitted to drive any company vehicles. A training record will be kept on file for all operators. This record will state all the training that has been undertaken and a photocopy of the certificate / licence will be kept with the record.

Prior to any operator being permitted to drive any forklift truck written authorisation will be given by the organisation stating the type of vehicle that they are permitted to drive along with any specific attachments. Although there is no specific requirement to undertake refresher training after a set period it is company policy to monitor all forklift truck operators to ensure that a safe standard of operation is maintained. The following simple rules will be adopted to ensure that forklift trucks are operated in a safe manner:

- No forklift truck is to be left unattended on a gradient. If in an emergency the vehicle has to be parked on a gradient the wheels will be suitably chocked and the parking brake will be applied.
- When the truck is being driven care must be taken to avoid braking violently as this may cause the load to fall off or the truck to tip.
- Particular care must be taken when driving where there are pedestrians.
- Under no circumstances should any forklift truck be driven with the load elevated for longer than is absolutely necessary.
- No loads are to be picked up if there is a pedestrian standing close to it.
- If any load appears to be unsuitable or the pallet unsound it should be left alone, and its condition reported to the Supervisor.
- No forklift truck should be driven over any cables or flexible pipes unless suitably protected.
- On completion of work the truck will be parked in its allotted parking area, forks fully lowered and tilted forward, the engine switched off, the parking brake applied and keys, if fitted, returned to a secure place.

- Under no circumstances will any passengers be carried unless a properly constructed cage or platform is fitted.
- Drivers will sound the horn on the vehicle at every potential danger spot, however this does not give the vehicle automatic right of way.
- All vehicles will stop prior to entering doorways and sound the horn; the truck will only proceed if it is clear to do so.
- Under no circumstances are employees or visitors permitted to walk under a raised load.
- Department Supervisors will oversee the use of lift trucks to ensure safe standards of operation are maintained.
- Where high loads are being transported the vehicle will travel in reverse except when travelling up an incline.
- When the vehicle is descending gradients it will be driven slowly.
- Where possible all forklift trucks will be driven with the forks lowered to within 150mm (6 inches) of level ground and the mast tilted slightly back.
- Where the use of attachments is necessary, the lifting capacity of the lift truck may be reduced. Only after consultation with manufacturer's instructions and after suitable training will operators be permitted to use attachments.

3.35 Scaffolding (including mobile and free-standing tower scaffolding)

UBH Group recognises that scaffolding equipment (mobile or fixed) is responsible for many accidents within the construction industry. Many injuries are caused by falls of persons or equipment from scaffold and mobile tower platforms.

Accidents involving scaffolding, particularly cases of scaffolding collapsing, are primarily due to poor anchoring systems that fail to take into account the anchoring substrate. UBH Group's employees will not use scaffold erected by scaffolding contractors unless a safety certificate has been issued to the Site Controller or a copy held and prominently displayed by the main contractor. Once the scaffolding has been erected and a certificate issued, no part of the structure will be altered as this may render the structure unsafe.

In an external situation a competent person will inspect the scaffolding after any adverse weather conditions that may affect the construction. This situation would not affect the need to carry out weekly inspections to comply with The Construction (Health, Safety & Welfare) Regulations. The erection of a scaffold structure should ideally be undertaken by an NASC Member, with only trained, certificated and competent Scaffolders being employed.

The scaffolding company will prepare a full risk assessment of the site and submit this with a fully integrated method statement prior to any work commencing on site. If any person using the scaffolding feels that it is unsafe or he is not sure, he should contact the

Directors, Operations Manager or the principal contractor's on-site agent who will arrange for the unit to be inspected.

Mobile & Free-Standing Tower Scaffolding

UBH Group accepts that during the course of its business activities mobile or freestanding tower scaffold may be used. Where this is the case company employees will adhere to the following requirements:

- The height of the working platform on the above scaffolds will not be more than three times the minimum base width when used outside and three and a half times when used inside (including outriggers if fitted).
- The working platform will be fully boarded, and the boards will be at least 38mm thick.
- Guardrails and toe boards are necessary on all four sides with possibly a small break at one side by the stepping-off point from the ladder access. Toeboards will be at least 150mm thick above the platform level. Guardrails will be between 0.914m and 1.143m above the platform.
- Mobile scaffolds will only be used on ground that is firm and level. Moving the scaffold must be by pulling or pushing at the base only. The working platform will always be clear of men and materials when the scaffold is moved and the path unobstructed. The wheels will be turned outward to provide maximum base dimensions and wheel brakes will be on and locked when the scaffolding is being used.
- A competent person will inspect all scaffolding before being put into use.

3.36 Smoking in the Workplace

Smoking is the main cause of preventable disease and premature death. It is now recognised that smoking not only affects the smoker but also effects non-smokers through passive smoking, i.e. where non-smokers inhale smoke from other people's cigarettes.

Under section 2 of the Health and Safety at Work Regulations, all employers must protect the health of employees and provide a healthy and safe working environment. Therefore, it is the aim of UBH Group to implement a suitable policy to control smoking within areas under their control. UBH Group have implemented a strict no smoking policy, which is enforced through disciplinary action.

Breaches of the above will be dealt with through education and counselling. As a last resort if counselling and negotiation fail, staff that refuse to observe the policies will be subject to normal disciplinary procedures. All visitors and contractors are expected to abide by the policy, and it is the responsibility of all members of staff to instruct them of the company requirements as necessary.

3.37 Stacking and storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by UBH Group. All storage facilities will be designed so as to reduce the amount of manual lifting and carrying as low as reasonably practicable.

Appropriate racking will be provided by UBH Group who will arrange for its erection to be undertaken by competent engineers. All employees are advised not to dismantle, alter or otherwise interfere with any racking and under no circumstances are they permitted to erect or use any temporary or makeshift racking.

It is the responsibility of the Directors to ensure that safe working loads are clearly displayed on all the racking. It is also their responsibility to undertake a monthly visual inspection on the racking to identify if there are any damaged uprights, displaced horizontals and missing support bars. Staff are informed that they must report any defects to the Directors if any are observed or suspected so that the appropriate action can be undertaken.

The management team will ensure that any employee who is required to access areas of the racking which is above floor level does so with the correct equipment i.e. steps, stairs, ladders or (where appropriate) scaffolding. They will also ensure, in particular, that no employee requiring access to racking does so by climbing up or standing on the racking. Safety steps are the preferred means of access for placing and retrieving goods. However, in cases where the use of ladders is necessary or unavoidable, the Directors will ensure that no employee mounts a ladder unless it is first either adequately secured or footed by another employee so as to prevent slipping.

3.38 Stress in the workplace

It is the company policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable. The health and safety executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the company's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address. Through the risk assessment process, UBH Group will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main obstacle in dealing with stress is acknowledging personally that you are actually suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy. Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are:

Possible environmental stressors

- Noise.
- Temperature.
- Overcrowding.
- Humidity.

Possible work-related stressors

Deadlines.

Overworked.

Travelling

Job Satisfaction

Harassment

Confrontation

Change

Promotion prospects

Racial or Sexist
remarks

Personal relationships with superiors and other members of staff.

Likes and dislikes.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true. It may be difficult to talk to the direct line Manager about the problem face to face, as it might be this relationship that is the cause, UBH Group have a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the Manager will try and assist individuals suffering from stress to deal with the problem.

3.39 Trailers

Trailers are used for transporting a variety of machines and equipment from company Head Office to site and from site to site depending on the days work. All trailers must be of an approved type and capable of carrying the loads safely. Trailers should never be overloaded or piled up with machinery or equipment as this can make them unstable and likely to overturn when being towed, or when hitching or unhitching them.

Employees who are qualified and authorised to drive company vehicles must also prove that they have passed the necessary tests for towing if they passed their category 'B' (car) driving test after the **1st January 1997**. No company employee is allowed to tow trailers unless they are specifically authorised to do so. If any employee wishes to be considered for towing activities, they must inform senior management who will then arrange for their training and testing. No employee under the age of 18 years is allowed to tow trailers or dependent on a higher age limit being set by the company's insurers.

Main Hazards and Injuries Associated with Trailers

- Personal accident, injury or damage or to other persons, vehicles and property due to incorrect safety checks being undertaken
- Personal accident or injury or to other persons while loading or unloading the trailer
- Personal accident, injury or damage resulting in death and or to other persons, damage of vehicles and property due to negligent or unsafe driving
- Personal accident or injury and to other persons due to the work site not being safely secured
- Trailer load not safely secured
- Over loading of the trailer

General Precautions

Before hitching up a trailer carry out a visual inspection of the bed, side panels and rear tailgate. The tyre pressures should also be checked and that the tyres have sufficient tread. When hitching up a trailer use the jockey wheel jack and ensure that the hitch lock clicks securely into place. Wind up the jockey wheel up and lock off with the safety clip, ensuring that there is ample clearance between the wheel and the ground. Once the trailer has been securely hitched to the towing vehicle the following checks need to be carried out:

- The registration plate at the rear of the trailer is compatible with the towing vehicle
- Lighting socket is compatible with the towing vehicle and that all of the lights are working correctly
- The safety chain or cable is in good condition and attached to the vehicle
- Check that the brake is off, and that the tailboard is correctly secured (Note: the braking damper should be regularly checked and greased to ensure the unit is serviceable)
- If the checks highlight any mechanical or electrical defects that they are reported at once and the trailer is taken out of service until the defects have been safely and correctly rectified
- Always check and ensure that the laden weight of the trailer is within the safe towing capacity of the towing vehicle.

- After loading the trailer carry out a final inspection to ensure that the tyres have not unduly deflated or that any lights or other safety critical equipment has not been damaged during the loading.

Before driving any machinery onto trailers ensure that the trailer is stable, this can be easily established by use of the stabilising jacks generally located at the rear of trailers. Employees are instructed that trailers should not be positioned on severe inclines or slopes when loading or unloading and especially where machinery has to be driven on or off trailers. The following checks should be made before attempting to drive machinery onto a trailer:

- No excessive grease or oil is laying on the trailer bed (if so clean off before hand)
- That loading ramps (where fitted or carried) are securely locked in place
- Trailer is stable and not liable to upend from weight of machine being driven on
- The area is clear of pedestrians and obstructions

Where possible always reverse the machinery onto to the trailer (as room maybe restricted at the off-loading site) and make sure that the weight of the machine(s) is evenly distributed towards the front of the trailer. Ensure that all machinery is secured from movement whilst in transit by strapping and that the ignition is switched off and the ignition key removed.

All self-propelled pedestrian machines should be driven on and never reversed on as this could lead to the risk of the employee being pinned to or pushed from the trailer should they lose control of the machine. Again, ensure that the weight of pedestrian machines is evenly distributed to the front of the trailer and that the machine is secured from movement, switch off the ignition and remove the key. Where possible (if fitted to the machine) the fuel supply should be switched to the 'OFF' position on all machinery.

When loading or unloading trailers with other types of equipment, debris or other waste items ensure that correct safe lifting and lowering techniques are used, especially for heavy or awkward loads.

When towing a trailer whether empty or loaded speed must be kept to limits and safe driving techniques employed, as even at low speeds weight movement or punctures can cause the trailer to 'snake'. If 'snaking' happens it is very difficult to counteract and could lead to a serious accident in which case the driver is advised to slow down steadily, and the trailer should then right itself. After such an event has occurred the driver should find a safe place to pull over and the trailer and load should be checked for any damage or to re-secure any machinery, equipment or other load that is being carried that may have come loose due to 'snaking'.

When on site ensure that the trailer, including the loading / unloading area is secured against other traffic or unauthorised persons.

3.40 Vehicle Safety

UBH Group considers all vehicles as an integral piece of equipment and therefore will be treated with consideration and respect. No employee is permitted to drive any company vehicle unless they hold a current full driving licence and have permission to do so from the Managing Director. All convictions must be reported immediately to him.

All vehicles are checked daily by the driver to ensure that they are in a roadworthy condition. Particular attention is taken to the light's tyres and oil levels. It is company policy to ensure that the vehicle is maintained and serviced as specified by the manufacturer. Any items that are being transported on or within the vehicle should always be stowed securely to ensure that they do not create a hazard to the driver and passengers or any other road user.

3.41 Vibrating Tools

Vibration White Finger (VWF) is the most common symptom of Hand- Arm Vibration Syndrome (HAVS), and is frequently associated with road drills, compactors, power hammers, and chain saws. HAVS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing permanent damage. The symptoms are usually set off by the cold, and the first sign is frequently an occasional attack when the fingertips become white, or numb.

UBH Group are committed to reducing this aspect of risk exposure and will conduct a suitable tool risk/health analysis, as to identify possible health trends, and to all take reasonable precautions to reduce exposure to HAVS. Typical risk reduction measures will include:

- The provision of suitable warm clothing i.e. gloves and coats for prolonged exposure within a cold climate.
- Assessing the suitability of the tool at the purchase stage, as to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job, which should condense the vibration magnitude, and avoid the need to grip tools more tightly.
- Encouraging breaks for prolonged work using plant and equipment that produces high vibration.
- Ensuring that all tools are maintained through a planned maintenance scheduling system, and any patent defects should be reported to the Forman.
- Promoting active health and safety awareness training, and vibration hazard consciousness for staff.
- Removing defective tools from service, until they have either been repaired or replaced.
- Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.

- Taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges, wherever possible mount vibration jackets for road tools, and the provision of, ant- vibration gloves for use by all staff potentially exposed.

3.42 Violence at work

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence. Most at risk are those engaged in:

- Giving a service
- Caring
- Education
- Cash transactions
- Delivery/collection
- Controlling
- Representing authority

It is possible that violence could occur in one or other of these categories within our organisation.

For employees, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism, higher insurance premiums and compensation payments. For employees, violence can cause pain (both physical and mental), distress and even disability or death. Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

There are five main pieces of health and safety law that are relevant to violence at work.

These are:

- **The Health and Safety at Work etc. Act 1974 (HSW Act)** – Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.
- **The Management of Health and Safety at Work Regulations 1999** – Employers must assess the risks to employees and make arrangements for their health and safety by effective planning, organisation, control, and monitoring and review. The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**. – Employers must notify the enforcing authority in the event of any act of non-consensual physical violence done to a person at work.
- **Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996** – Employers must inform, and consult with, employees in good time on matters relating to their health and safety, which includes violent behaviour instances.

Effective Management of Violence:

UBH Group will endeavour to identify, control and limit the effects of violence exhibited towards our employees, and those working on our behalf, and will in all cases keep detailed records of all incidents, including verbal abuse and threats. The following information will be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole, and details of the location of the incident.

Equally the company will not tolerate any form of internal bullying, verbal or physical and will take the appropriate action to prevent it occurring or where necessary discipline any members of staff found guilty of any intimidation. As part of UBH Group's training regime instruction regarding violence at work will be given to staff on induction and at team-training sessions. The training will include:

- Awareness of causative factors liable to lead to aggression and how to influence those factors.
- Recognition of the signs and symptoms of potential violence, which may be averted by understanding the situation and being able to cope with it in a more confident manner.
- Raising the awareness of the appropriate actions if confronted by a violent situation.
- Briefing Managers and other staff of the essential role of training and handling these types of situations.

The level of training will largely depend upon the likelihood of such harm arising out of specific hazards, activities of the individual role and environment and the level of responsibility of management and supervision to prevent such occurrences.

All members of staff are instructed to contact their immediate Manager or Supervisor to alert them to confrontational situations. In the event of an armed robbery, staff are instructed not to offer any resistance but comply with the demands of the aggressor(s).

Preserving the life and safety of all persons is of paramount importance. Assistance must be sought from other members of staff and the police as soon as it is safe to do so. Where possible staff should try and remember as many details as possible about the persons and if possible, identify any vehicle they may depart in, together with the licence number. Whilst it is always an individual's choice on how they dress, we will always consider any effects that this may have on their safety and the risks to which they are exposed.

3.43 Visits from enforcement officers

The Health and Safety at Work etc Act 1974 conveys certain powers on Inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

The company recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up to date. Such documentation will include this health and safety policy, relevant risk assessments and emergency plans etc. Where necessary external consultants can help liaise with the enforcing authority on behalf of the company to ensure that health and safety issues and concerns are dealt with promptly and correctly.

3.44 Waste disposal

To ensure that UBH Group complies with environmental legislation it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

All waste such as paper and cardboard items should be placed in bin liners and disposed of in the general waste skips that are provided. Where possible all cardboard should be flattened to enable ease of movement.

All chemical substances that are required to be disposed of will be stored in their original containers until an authorised waste disposal company can remove them from the company premises. Copies of the waste transfer notes will be held on site for a minimum of two years for future reference.

3.45 Welfare at fixed premises and on-site Fixed premises

The company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties. UBH Group will aim to comply with these Regulations by:

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

On site welfare

The Health, Safety & Welfare Regulations requires every company to address the welfare of employees whilst at work on a construction site. To ensure that UBH Group complies with these regulations the company will ensure that there are reasonable welfare facilities available at readily accessible places.

These will be adequate provisions, which will include a mess room, toilet and washing facilities, clothes storage areas and changing facilities. These facilities will be determined by the length of the project and the number of employees who will be working on the site. On small projects where it is not possible to supply the above facilities prior agreement will be made with the principle contractor or the client to use the welfare facilities that are already supplied on the work site.

It is the responsibility of the Directors to ensure that suitable and sufficient welfare facilities are available at all times. To ensure that on-site welfare provisions remain in a

suitable condition they will be regularly inspected and assessed on behalf of UBH Group by a Site Supervisor. Where necessary suitable and sufficient emergency lighting will be provided and maintained in any workplace where there is a risk of employees being exposed to danger in the event of a failure of artificial lighting.

The company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties. UBH Group will aim to comply with these Regulations by:

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage - appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

3.46 Work equipment

It is the company's policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations (PUWER). Wherever there is any significant risk to health and safety due to the work equipment the company will:

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.

- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

3.47 Zoonoses

All animals have the potential to transmit diseases, called Zoonoses, to humans. These diseases can affect employees and visitors, with young and elderly people being especially vulnerable if they are in direct contact with animals. The specific legal requirements for control of risks from biological agents comes under the Control of Substances Hazardous to Health Regulations which require the company to carry out an assessment of the risks. The assessment should consider the following:

- The biological agent that may be present and hazard group they belong to.
- The form they take and the diseases they cause.
- How they are transmitted.
- The likelihood of exposure and control measures to take.
- Information to give to employees and monitoring procedures required.

Control Measures

Control measures that should be considered are:

- Monitoring of health and information provided to employees to detect occupationally acquired illness. Explanation of the symptoms of infection and consider providing medical contact cards to alert their General Practitioner.
- Carry out pre-employment screening including verification of immune/vaccine status of employees.
- Where a risk of exposure to Zoonoses occurs vaccination should be offered.
- Care should be taken in handling a dead animal.
- Practice good standards of hygiene.
- Correctly dispose of animal waste.
- Provide adequate personal protective equipment.
- Avoid using equipment that causes cuts and abrasions.

- Encourage the highest standard of personal hygiene.

Common Zoonoses

There are numerous biological agents that you may encounter during company activities and the following is a selection of the more common Zoonoses:

Psittacosis

Disease in wild and caged exotic birds can also be found in poultry. Causes flu like symptoms and can progress to pneumonia, endocarditis and hepatitis.

Newcastle Disease

Occurs in all domesticated and in many wild birds, however this is rare in the UK. Causes painful conjunctivitis, followed by flu like symptoms for up to three weeks. No long-term effects on health known.

Salmonella

Caused by direct contact with most mammals, birds, reptiles and fish. Effects are diarrhoea, fever and abdominal pain. Can occasionally cause fatalities, particularly in vulnerable people.

E Coli 0157

Carried by ruminants, pest birds (seagulls). Causes diarrhoea that can lead to serious complications and can be fatal in the young and elderly.

Campylobacter

Source is direct contact with raw poultry and livestock. Causes bloodstained diarrhoea, abdominal pain and can mimic appendicitis.

Ovine Chlamydiosis

Can be infected by products of ingestion of infected sheep, goats and cattle. Flu-like symptoms with headaches, chills, fever, joint pains and cough. In pregnancy, severe systemic illness with renal and hepatic complications can lead to stillbirth or abortion.

Cryptosporidiosis and Giardiasis

Sources of infection are faeces of mammals, birds, reptiles, amphibians and fish. Symptoms are diarrhoea, abdominal pains and flu-like symptoms, which may persist for up to six weeks. Vulnerable people may be at risk. This guidance should be used in conjunction with other documentation provided in the Health and Safety Management System that covers other health and safety matters.