



GRADON CONSTRUCTION LTD

**97 BALLOGIE AVENUE
LONDON
NW10 1SU**

HEALTH AND SAFETY POLICY

Prepared by John Green Training and Consultancy Ltd

26 Southlands Road Riddlesden

West Yorkshire

BD20 5HQ

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Lifting Operation and Lifting Equipment Regulations 1998 (LOLER)
- The **Manual Handling** Operation Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992 (PPE)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- **Electricity** at Work Regulations 1989
- The Health & Safety (First Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (as amended 2013) (RIDDOR)
- The Construction (Design and Management) Regulations 2015 (CDM)
- Construction (Head Protection) Regulations 2005
- The **Working at Height** Regulations 2005
- Control of **Asbestos** Regulations 2012
- Regularity Reform (Fire Safety) Order 2005
- The Control of **Noise** at Work Regulations 2005
- The Control of **Vibration** at Work Regulations 2005
- **Environmental** Protection Act 1990
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992

COMPANY HEALTH AND SAFETY POLICY

GRADON CONSTRUCTION LTD

97 BALLOGIE AVENUE
LONDON
NW10 1SU

Company Safety Policy

It is the policy of Gradon Construction Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings.

The requirements of the Health & Safety at Work Act 1974 and all duties and obligations imposed by the Act and all other Acts and regulations affecting the activities of the company are to be complied with.

We believe that safety is synonymous with quality. Since we are committed to excellence, it follows that minimising the risk of injury to people and damage to equipment and products is inseparable from our overall objective.

To achieve this and to ensure the avoidance of accidents and the promotion of safe and healthy workplaces is a common objective for the company and every member of its staff.

Employees will be adequately instructed and trained in order to comply with their duties under all safety legislation.

The aim of the contents of this policy is to prevent accidents and dangerous occurrences. This can be achieved by all employees adopting a positive approach to safety, not only for themselves but also for others with whom they work.

A copy of this Policy Statement will be issued to all employees.

The policy will be reviewed regularly and amended for current legislation, codes of practice and changing working conditions.

The company regards the promotion of health and safety as a mutual objective for management and employees.

Signed: *J Grady*

Dated: 07.10.20

Revision Date: 06.10.21

This policy and arrangements will be reviewed annually or when changes in working practices or legislation occur.

This policy has been published with the authority of Mr James Grady

Company Policy for Health, Safety and Welfare Statement

The prevention of accidents and ill health is a vital role played by our management and supervisory staff to ensure the following:

- to avoid injury to any operatives and / or the public.
- to ensure that all health and safety legislation is complied with; to
- avoid damage to plant, equipment and property.

This document defines the way in which Gradon Construction Ltd will manage health and safety to meet the requirements of the Health and Safety at Work Act 1974 Section 2 (3). It also takes into account the following basic requirements laid down by the Act:

- a safe system of work;
- safe plant and equipment
- safe means of handling, transporting articles and substances etc.
- adequate training, instruction information and supervision;
- a safe place of work with safe access to and egress from;
- a safe and healthy environment;
- adequate welfare facilities;
- arrangements for joint consultation where safety representatives have been appointed under the Health and Safety (Consultation with Employees) Regulations 1996.

The employer shall ensure that the way his work is carried out does not affect the health and safety of other members of the public. (Management of Health, Safety at Work Regulations 1999)

The employer shall also ensure that the safety of other contractors working on his sites shall be managed as required under the Regulations. (Management of Health & Safety at Work Regulations 1999)

All employees are required to: co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions. Their responsibilities in this field are no less than for any other function. To refrain from doing anything which constitutes a danger to themselves or others; to immediately bring to the attention of their supervision any situations or practices that are noted which may lead to injuries or ill health.

SAFETY ORGANISATION

MANAGING DIRECTOR/ HEALTH AND SAFETY DIRECTOR

Mr James Grady

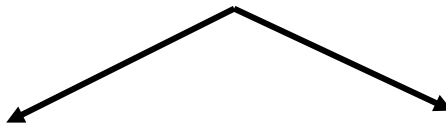


DIRECTOR/COMPANY SECRETARY

Ms. L M Grady



SITE FOREMAN/SUPERVISOR



Sub-Contractors

Operatives

General Responsibilities

The Directors are responsible for the implementation of the company's declared safety policy and are accountable for its implementation.

All employees are expected to set a personal example and to take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work.

Employees who are responsible for supervision are expected to promote and encourage safety awareness applicable to employees and sub - contractors under their control.

In addition, all employees must cooperate with managers and supervisors on matters of health and safety, not interfere with anything provided to safeguard their health and safety and report all health and safety concerns to the appropriate person, Mr James Grady.

Environmental Control

Employees who are responsible for establishing a working environment which is safe and without risk to health, shall consult the specialist in the plant/machinery, transport and safety areas to give advice as necessary.

Instrumentation should be made available to monitor the workplace to establish a satisfactory environment e.g. Levels of lighting, humidity, temperature, dust and noise etc.

Waste shall be disposed of safely and in accordance with the Environmental Protection Act 1999 & subsequent requirements of Net Regs 2008. Any effects on the local environment, due to building operations and or works of engineering construction, will be monitored and controlled where reasonably practical.

SPECIFIC RESPONSIBILITIES

1. Directors

Prepare and keep up to date a statement of the company's Policies for Health and Safety and the Environment and ensure that it is brought to the notice of all the employees.

Prepare instructions for organisation and methods for carrying out the company policies, to make sure each person is aware of their responsibilities and the means by which they can carry them out.

Administer the policies throughout the company by appointing an individual director (s) responsible for health and safety and environmental issues.

Know the appropriate statutory requirements affecting the company's operation.

Ensure that appropriate training is given to staff as necessary.

Insist that sound working practices are observed as laid down by the Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health, safety & environmental factors are considered in the selection of sub-contractors. Construction (Design & Management) Regulations 2015.

Ensure that there is a liaison on health and safety matters between the company and others working on site.

Institute reporting, investigations and costing of injury, damage and loss and promote analysis of investigations to discover trends and eliminate hazards (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health safety and the environment.

Instigate liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the company.

Arrange for adequate resources to be made available to carry out the requirements of the company policy and to make adequate provisions for and give consideration to safety representatives as required by the Health and Safety (Consultation with Employees) Regulations 1996.

Ensure that all members of staff will be aware that records are kept on safety performance and will be considered at reviews / interviews.

Set a personal example when visiting and working on sites by wearing appropriate personal protective clothing and following site rules and procedures in relation to health and safety.

2. Office/Administration

Read and understand the company Policies for Health Safety and Environment and ensure that it is brought to the attention of all employees under your direction.

Ensure that the requirements of the Health & Safety at Work Act 1974 and any other relevant regulations are complied with.

Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the supplier.

Ensure risk assessments are carried out to control the risks associated with work activities and equipment, tools and plant.

Ensure that staff are trained in all areas relating to health and safety and working practices.

Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers.

Ensure that a Fire Risk Assessment is obtained for the offices and that all fire-fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.

Ensure that first aid facilities are available and replenished and that all accidents are reported in accordance with company policy.

Ensure that staff work safely and do not take unnecessary risks.

Ensure all necessary welfare provisions are established and maintained and where required, instruct staff on the availability of free eyesight tests and any other corrective equipment identified at the time of assessment.

Set a personal example.

3. Contracts.

Ensure that the company Policies for Health Safety and Environment are readily available on each site.

Ensure a Health & Safety Plan is prepared, if required, for each project.

Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Determine at planning stage:

- the most appropriate order and method of working;
- provision of adequate lighting and safe method of electrical distribution;
- allocation between responsibilities of this company and others on site;
- hazards arising from overhead services;
- welfare facilities required;
- fire precautions, warning systems and emergency exit routes;
- adequate access and egress routes to the works and welfare facilities;
- any particular training or site instruction required for site personnel;
- temporary works provision (scaffolding etc.);
- an assessment of the risk involved with the use of any substance or process hazardous to health.(Control of Substances Hazardous to Health Regulations 2002)
- operations which may result in noise levels where action is necessary. (Noise at Work Regulations 2005).

- operations, when using machinery, which may result in excessive vibration levels.(The Control of Vibration at Work Regulations 2005).
- areas on site where PPE must be worn. (Personal Protective Equipment at Work Regulations 1992).
- provide written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted.
- Obtain method statements from sub-contractors carrying out high risk activities such as demolition, steel erection, asbestos removal etc.
- obtain details from subcontractors of risk assessments associated with substances or processes hazardous to health which they intend to use and check that planned control measures will provide adequate protection to others on site.
- Inform subcontractors of the proposed areas on site where PPE will be worn.

Ensure, so far as is reasonably practicable, that work once started is:

- Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
- Carried out in accordance with the Construction Regulations and other appropriate statutory requirements.

Discipline any member of site supervisory staff who fails to discharge their safety responsibility satisfactorily.

Check over working methods and precautions with site management before work commences.

Take appropriate action when notified of dangerous actions or situations arising.

Set a personal example when visiting site by wearing appropriate PPE.

Carry out any necessary notifications to local authorities, police etc.

4. Estimating and Quantity Surveying.

Understand the company Policies for Health, Safety and the Environment.

Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities.

Report on unsafe practices observed when visiting sites.

Have a knowledge of the statutory requirements governing the company's work.

Set a personal example by wearing appropriate protective clothing when visiting sites.

5. Sub-Contractors

Ensure sub-contractors provide Health & Safety policies, Risk and COSHH Assessments, Method Statements and adequate insurance cover details.

Ensure sub-contractors are experienced, competent and have the necessary resources to undertake works safely and efficiently and that sub-contractor questionnaires/check sheets have been completed.

Ensure all materials data sheets are obtained to enable COSHH assessments to be completed.

6. Managers/Supervisors

Read and understand the company's Health Safety and Environmental Policy and ensure that it is brought to the notice of all operatives under your control.

Know the Construction Regulations applicable to the work on which your operatives are engaged and insist that these Regulations are observed.

Carry out Site Induction and Toolbox Talks.

Incorporate safety instructions in routine orders and see that they are obeyed.

Do not allow operatives to take unnecessary risks.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Commend operatives who by action or initiative eliminate hazards.

Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.

Report immediately any defects of plant or equipment.

Report any accident, however minor, to the directors.

Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

Look for and suggest ways of eliminating hazards. Bring to the notice of the manager any additions or improvements to the Company Safety Policy, which you feel, should be made.

7. Site Personnel.

Read and understand the company Health, Safety and Environmental Policy and carry out your work in accordance with its requirements.

Use the correct tools and equipment for the job.

Wear safety equipment and footwear at all times and use, where necessary, all protective clothing and safety equipment provided e.g. goggles, safety helmets, safety harnesses etc.

Misuse of PPE is against company policy and should be reported to management. Damage to PPE must be reported to management immediately.

Keep tools and plant in good condition.

Report immediately to the supervisor any defects in plant or equipment.

Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber and tie unsecured access ladders, report plant left running or keys left in ignitions etc.

Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.

Warn others, particularly new employees and young people, of particular known hazards.

Do not play dangerous or practical jokes or 'horseplay' on site.

Report any personal injury, which results from an accident at work, even if the injury does not stop you working.

Report any damage to plant or equipment.

Suggest safer methods of working.

All teams will be equipped with First Aid Kits. (Health & Safety (First Aid) Regulations 1981)

Where required all staff will be given a site induction during which Risk Assessments and Method Statements will be explained. Tool Box Talks will be given and will include an explanation of changes in Health & Safety regulations and working practices.

All power tools on site will be from a 110 Volt supply or battery powered.

If asbestos is discovered during the course of work. Stop work and leave it undisturbed. Report it immediately to the foreman.

Avoid further damage until a decision has been made on how to proceed in safety. If there is doubt regarding the identification of materials, assume asbestos is present and follow the above procedure.

ARRANGEMENTS FOR HEALTH & SAFETY

1. Financial.

At tender or negotiation stage of any contract the requirements of any applicable safety regulations and associated requirements will be considered, and allowance made for adequate provision for these requirements, financial and otherwise.

2. Risk assessments

Risk assessments will be prepared by the appropriate director, health & safety advisor or supervisor for all work carried out by the company. They will be reviewed at regular intervals.

Under the Management of Health & Safety at Work Regulations 1999, when a hazard is identified a risk assessment will be carried out before work commences.

Annual assessments will be carried out on administration procedures and use of Display Screen Equipment.

A hazard is the potential for a substance, activity or process to cause harm.

A risk is the likelihood of a substance, activity or process to cause harm. A risk can be reduced, and a hazard controlled by good management.

3. Training

The Director responsible for Health & Safety and the appointed competent person (Safety Advisor) are responsible for recommending and arranging with training organisations, safety training and refresher courses for all employees as necessary. Particular regard is to be given to this requirement where special risks are involved. The company is committed to ensuring that sufficient resources (financial and otherwise) are available for the continued training and development needs of all employees.

Managers of workplaces should satisfy themselves that employees under their supervision have the necessary experience and training to carry out the duties allocated to them. Where necessary, managers should arrange with the Director for training, induction and instruction of employees, with particular emphasis on new employees. The company will maintain a record of persons who have received safety training.

4. Employees under 18 years old.

Risk assessments are to be undertaken before the young employee starts work and must take into account the young person's experience and vulnerability.

All employees under 18 years old will be supervised by a competent experienced person at all times.

They must be instructed not to operate any plant, give signals to any machine driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.

5. Drugs & alcohol.

Working under the influence of, the use or suspected use of illegal drugs, substances or alcohol during working hours by any persons working on company premises or site is forbidden. Any person found ignoring this requirement will be removed from site and subjected to disciplinary proceedings.

6. Safe Systems of Work

Employees who are responsible for the supervision of other employees and sub-contractors are expected to identify, provide and maintain safe systems of work. Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established safe system of work or an unusual use of plant, is reported to the manager of the workplace who is responsible for ensuring that the modified system is safe and without risk.

Where modifications or changes to plant/transport are made which may affect the safety of the unit the foreman and The Director responsible for Health & Safety must be notified. Standard procedures are available from the. The Director Responsible for Health & Safety, covering work recognised as having special risks, e.g. entry into confined spaces, hot work, work involving asbestos, and the safe use of flammable gases (fitting flash back arrestors) etc.

7. Accidents.

Employees have a legal requirement to report all injuries and accidents, however slight.

Accident reports will be made to the line manager/supervisor and ensure that details are recorded in the accident book immediately either on site, workshop or in the office.

The site supervisor or manager will assume responsibility and contact the Director responsible for Health, Safety who, applying the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will carry out an investigation, complete a report and inform the HSE. In the event of a serious accident or incident the Health & Safety Advisor will carry out an investigation, issue a report and give advice. This also applies to injuries received by contractors, public and visitors.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries - if the employer has to keep an accident book, then this record will be enough. The deadline by which the over seven day injury must be reported will increase to 15 days from the day of the accident.

Over-seven day injury to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (*not counting the day of the accident*).

8. Contagious Diseases.

Employees must, as soon as possible, report to management of any infectious diseases breaking out at the employee's residence. Notify a manager immediately if you suffer from or develop any skin diseases, lung diseases or infections.

9. Environmental Control

Employees who are responsible for establishing a working environment which is safe and without risk to health, shall consult the specialists in the Plant, Works and Construction Safety Departments who are available to give advice as necessary.

Instrumentation is available from the above departments to monitor the workplace to establish a satisfactory environment. E.g. satisfactory levels of lighting, humidity, temperature, dust and noise etc.

Waste shall be disposed of safely in accordance with company procedures Environmental Protection Act (1990) & where applicable, Net Regs 2008. Any effects on the local environment, due to building operations and or works of engineering construction, will be monitored and controlled where reasonably practicable.

10. Safe Place of Work

Adequate arrangements must be made to keep workplaces in a clean, orderly and safe condition.

Walkways, gangways and roads to be clearly marked as appropriate.

At all workplace's safe means of access to and egress from all working areas are to be provided and maintained.

Adequate arrangements are to be made at each workplace for flammable, toxic and corrosive substances to be stored and used safely and without risk to health.

The established Permit to Work procedure is to be used wherever necessary. Advice on this procedure can be obtained from The Director responsible for Health & Safety.

11. Manual Handling

Wherever practicable manual handling should be avoided, and mechanical means employed.

All operations will be carried out applying the requirements of the Manual Handling Regulations 1992. Management will ensure that a risk assessment is carried out for all manual handling operations. Where the use of machinery is impractical, sufficient labour will be allocated to handle any heavy or bulky load.

Consideration must be made of the training given, age, physical build, fitness before any person is allocated to carry out a manual handling task.

Where the work involves repetitive lifting consideration will be made to allow for job rotation and regular rest periods.

12. Asbestos

Before any work commences, surveys will be undertaken where applicable to determine the possible presence of asbestos material.

The type & nature will be established and removed only by trained & competent personnel.

If a contractor suspects the presence of asbestos material the operation must cease immediately and the area isolated.

The company safety director will be informed, and arrangements made for safe removal under the Control of Asbestos at Work Regulations 2012.

Training will be provided to ensure knowledge of asbestos materials and their recognition is understood.

13. Machinery Plant and Transport

Employees responsible for the supervision of operations involving the use of machinery / plant and transport must ensure that it is used correctly and is safe and without risk to health. Checks must be made to ensure that machinery / plant and transport operators are competent and, where necessary, arrangements for training must be made.

All machinery / plant and transport must be inspected, serviced and maintained as necessary, all of which shall be correctly documented.

Ensure full information relating to servicing and maintenance is sent with the item of plant made available by the Supplier or Hire Company.

14. Noise

Employees responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level. Advice on the reduction of and equipment to monitor noise, is available from the partner responsible for Health, Safety.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and employees affected provided with suitable ear protectors.

The requirements of the Noise at Work Regulations 2005 and Code of Practice for reducing the exposure of employed persons to noise must be understood and adhered to wherever practicable.

15. Hazardous Substances.

Hazardous substances will not be used until a suitable COSHH assessment has been carried out.

Employees responsible for the use, handling, storage or transport of substances which are identified as being either flammable, toxic, corrosive or explosive must make arrangements to ensure that the use, handling, storage and transport of such substances is safe and without risk to health.

Where hazardous substances are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment.

Management are responsible for compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The Safety Advisor is available to give advice and guidance on these regulations.

16. Internal Communication.

Management will set a personal example and develop enthusiasm in others to raise the standard of safety awareness during regular visits to all workplaces.

Management will be advised of changes in legislation, Guidance Notes and relevant Codes of Practice by the Director and Health, Safety Advisor i.e. preparing and circulating information relating to Health and Safety matters and making appropriate recommendations.

Copies of all relevant legislation, Guidance Notes and Codes of Practice on safety are available from the Director.

All communications received by the Director from Enforcing Authorities will be circulated following consultation with the management concerned.

17. Safety Representatives.

Where appropriate, on projects, a safety representative will be given regular opportunities to express any suggestions or concerns regarding Health & Safety.

Where a long-term project is established under CDM2015 a suitably experienced representative will be appointed.

Information will be issued to all employees containing general information and advice relating to Health, Safety and Welfare with particular reference to common hazards associated with their type of work. Where Safety Representatives are appointed, their role shall be recognised in accordance with the accepted procedures for the industry.

Safety information will be issued to all employees containing general information and advice relating to Health, Safety and Welfare with particular reference to common hazards associated with their type of work. The Director responsible for Health & Safety is responsible for the maintenance and revision of this information.

18. Electricity

All electrical installations, systems, appliances, power tools etc. must be safe for use and free from mechanical and electrical defect when in use. The safest possible voltages are to be used at all times. The inspection and testing of systems (PAT testing) and parts of systems shall take place at regular intervals and shall be carried out by a competent person. The results of the inspections and tests shall be recorded as laid down in the Company Procedures. The Director will advise on these procedures and the requirements of the Electricity at Work Regulations.

19. Fire.

The Director Responsible for Health & Safety will be responsible for managing fire issues.

Due to the small works content and variation of the majority of company operations it is not possible to carry out on site fire assessment. Specific assessments will be carried out as required.

The requirements of the Code of Practice for Preventing Fires on Company premises and Construction Sites must be adhered to and a Fire Risk Assessment will be carried out.

Appropriate fire-fighting equipment shall be installed in all workplaces and regularly checked by a competent person.

Procedures in the use of fire-fighting equipment, means of escape, fire alarms and fire drills shall be drawn up by the management at each workplace and effective steps taken to ensure all employees are familiar with the procedure.

20. Medical and Welfare Facilities

Appointed persons will be trained to apply first aid on site.

The first aid box is kept in the site office.

Employees responsible for the supervision of other employees must ensure that adequate facilities and arrangements are provided in respect of first aid and welfare in accordance with Schedule 2 of the CDM Regulations 2015 and that these facilities are adequately maintained in a satisfactory condition. Employees must be informed by the manager of the workplace of the location and arrangements made for first aid treatment.

First aid equipment, facilities and the suitability of persons to administer first aid must be adequate and appropriate in the workplace. It is the responsibility of the Director Responsible for Health & Safety to ensure the contents of the first aid kit is adequate.

Advice on what is considered adequate and appropriate is available from the Safety Advisor.

21. Special Welfare Arrangements.

Where short term works are carried out where a full welfare establishment is not reasonably practicable i.e. work at domestic premises, arrangements will be made to enable access to:

- Drinking water
- Hot water
- Hand cleanser
- Means of drying hands.
- Adequate first aid equipment
- Storage facilities for protective clothing.
- Adequate first aid equipment.
- A means by which emergency services can be called.
- Access to sanitary facilities.

22. Records

At each workplace appropriate registers are available for keeping statutory records.

Registers and forms for maintaining statutory records at the workplace are available from the Safety Advisor.

The registers contain a summary of the relevant statutory regulations and Codes of Practice.

These records are regularly vetted by the Director responsible for Health & Safety to enable areas of strengths and weaknesses to be identified. As all registers/records have to be kept for a statutory period, copies of all completed registers and forms will be kept at the company office.

23. Emergency Procedures

Procedures to be followed in the event of accident, fire or any other emergency will be specified by the manager of the workplace and effective steps shall be taken to ensure all affected persons are familiar with the emergency procedures, such procedures must be displayed in the workplace.

24. Bomb Warning

If an employee receives a warning about a suspected bomb or comes across a SUSPICIOUS package on company or site premises a line manager/supervisor will be informed immediately. A suspicious package should not be handled under any circumstances.

25. Monitoring

The Director Responsible for Health & Safety will arrange for the carrying out of regular inspections of all workplaces, give guidance and advise managers on all aspects of Health, Safety and Welfare & carry out audits on the safe working procedures of the company & its sub-contractors. Reports will be presented after all such inspections.

The Appointed Competent Person i.e. Safety Advisor / Director Responsible for Health & Safety will investigate all major accidents and dangerous occurrences and prepare reports, take statements and where practicable make recommendations to prevent a recurrence.

All accidents must be reported to a responsible person at the workplace who will ensure the company's procedures are followed.

It is the responsibility of the Director Responsible for Health & Safety to record and analyse information on all accidents, assess accident trends and review the overall safety performance.

Management will appoint in writing a Competent Person i.e. Safety Advisor who is trained to Manage Health and Safety.

Where sites do not allow the appointment of such a person then the site manager will be deemed to be the safety supervisor and must have received adequate training to enable him/her to carry out their duties under the Health and Safety etc. Act 1974 and associated legislation (CDM2015) etc.

26. Health Surveillance.

Taking in to account the companies field of work, under the Management of Health & Safety at Work Regulations 1999, i.e. risk of exposure to vibration, noise, lead and asbestos, medical surveillance will be carried out on all employees working in the installation area on an annual basis. Following medical examinations, the medical certificate issued will be passed to the employee and records retained by the employer for a minimum of 40 years.

27. Contractors

The Director is responsible for the selection of contractors and will ensure that the contractors selected to work for the company are competent to carry out their duties under the Health and Safety at Work etc. Act 1974 and associated legislation (CDM2015) etc. and any special safety procedures that may be applicable to their particular type of work.

28. Other Persons

At each workplace arrangements shall be in place so far as is reasonably practicable to ensure that persons not in the company's employment i.e. members of the public or other contractors are not exposed to risks to their health and safety.

29. Personal Protective Equipment.

The company will ensure that following Risk Assessment (Management of Health & Safety at Work Regulations) suitable PPE will be provided for the task.

All safety equipment purchased will be in accordance with the appropriate British safety standard.

The workshop/site supervisor will ensure all necessary supplies of equipment are available and a record of supply is retained in the safety equipment register.

Should any equipment be damaged, lost or be unsuitable the supervisor must be informed immediately, and replacement will be provided.

Any misuse of PPE will be subject to disciplinary procedures.

30. Specialist Works

Where special works departments exist within a company, adequate health and safety training must be provided to employees to enable them to carry out their work safe.

31. Migrant workers.

Where it is found necessary to employ persons or sub-contractors whose first language is not English it will be established, before confirming employment, that the person has a command of English that will enable them to understand specific project instructions which enable them to work in a manner which does not affect the Health & Safety of themselves or their colleagues.

The size of the company does not warrant establishing a buddy system or employing translators.

ENVIRONMENTAL POLICY

Gradon Construction Ltd recognises the importance of environmental protection and will comply with all environmental legislation, regulations and appropriate codes of practice relating to the processes and activities of the company.

We are committed to minimising the impact of our operation and will carry out all reasonably practicable measures to continually improve our environmental performance by adopting procedures, control measures and business practices which protect the environment. We will monitor and audit our performance against set standards on a regular basis and maintain an action plan aimed at continual improvement.

This policy is operational throughout the business and the key aims are:

- Preserve and enhance the current environmental position
- Reduce environmental damage caused by the use of resources
- Reduce pollution by effective precautions, monitoring and prompt action where necessary
- Regularly review the environmental impact of our activities and endeavour to reduce our overall environmental impact.
- Reduction of waste produced as well as, where possible, the consumption of raw materials e.g. fuel
- Raise awareness amongst stakeholders of environmental issues. Involve employees in our environmental programme and provide training where necessary to enable them to discharge their responsibilities.
- Use, where possible, recyclable and renewable materials.
- Limit noise pollution in and around site.

Auditing and Environmental Risk Assessments will form the basis of our action planning and resource allocation. Performance standards and areas for improvement will be based on these foundations. Performance will be formally monitored on an annual basis. Risk assessments will be kept under continuous review.

Signature: *J Grady*

Date: 07.10.20

Review Date: 07.10.21