

STRUCTURAL DECKING • STEELFIXING • STRUCTURAL TOPPING



HEALTH & SAFETY POLICY

May 2026

DOCUMENT CONTROL

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Date:	1 st May 2026

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Version

Version	Date	Status
01	01/05/2026	Created

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HEALTH & SAFETY POLICY

PART 1 – GENERAL STATEMENT AND POLICY OBJECTIVES

Company Director Steve Avery is committed to fulfilling their obligations under the Health & Safety at Work etc. Act 1974, The Management of Health & Safety at Work Regulations 1999 and all other relevant statutory legislation.

They will seek to provide a healthy and safe working environment for those operatives who fall under their control. They shall endeavor to ensure the safety and health of all others that may foreseeably be affected by the activities of the Company.

The health, safety and welfare of persons is of prime importance to the company and is essential to the efficient operation of its undertakings.

Steve Avery and the company will take all reasonable and practicable precautions to ensure the health, safety and welfare of all persons whilst at work and, also that of any other person not employed by the company but who may be affected by the operations of the company.

PCF Construction statement of general policy is as follows: -

1. To identify the hazards to employees and third parties affected by the work and control the attendant risks adequately.
2. To consult with all parties on matters affecting their health and safety.
3. To provide and maintain safe plant, equipment and working conditions.
4. To ensure safe transport, storage, handling and use of substances hazardous to health.
5. To comply with all instructions and supervision provided for the safety of the site visitors.
6. To ensure employees are competent to do their tasks, by undergoing appropriate and adequate training.
7. To work for continuous improvement, in preventing accidents and work-related ill health.
8. To arrange or provide adequate welfare facilities on working sites where practicable to do so.
9. To retain adequate resources to enable this policy to function effectively.
10. To review this policy at regular intervals in our commitment to continuous improvement.

To maintain a high standard of health and safety, the co-operation of all contractors and clients the company undertakes work for shall be sought, in order for the company to comply with our duties under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

To ensure our own safety and that of any other persons the company shall co-operate with our clients to enable them to carry out their responsibilities for Health and Safety effectively.

The Organisational Responsibilities and Arrangements sections of this policy are contained in the attached two sections entitled Part 2 - Organisational Responsibilities and Part 3 – Health and Safety Arrangements.

This policy and the associated documents will be revised annually or sooner as may be required by legislative change and will be made known to employees and companies for whom the company carries out work.

Signed:  Date: 29/04/26

Steve Avery
Director

May 2026
This Policy will be kept under continual review and formally revised at intervals not normally exceeding twelve months

PART 2 – ORGANISATIONAL RESPONSIBILITIES

Overall responsibility for Health and Safety lies with the Director. This includes the responsibility of allocating resources and delegating authority to appropriate staff to ensure that the terms of the Health and Safety Policy are met.

PCF Construction accepts that to be successful, its Health and Safety Policy should involve the participation of staff at all levels. Under Section 7 of the Health and Safety at Work Act, employees have a duty to take reasonable care of their own health and safety as well as for any other persons who may be affected by their acts or omissions at work.

PCF Construction also recognises its responsibility under Section 2 of the Act to conduct its operations in a way that ensures, so far as is reasonably practicable, that individuals are not exposed to risks to their Health and Safety. To meet these responsibilities a competent person may be appointed to consult on matters relating to Health and Safety. They will advise PCF Construction and liaise with any other organisation on matters pertaining to Health and Safety with whom PCF Construction may enter into a contractual agreement.

The Director recognises their responsibilities and reviews Health and Safety at their monthly Board meetings. The Health and Safety Policy Statement, responsibilities and arrangements are reviewed annually and submitted for Board approval on an annual basis.

2.1 DIRECTOR: STEVE AVERY

Steve Avery carries overall responsibility for ensuring that this policy is made known, enforced and monitored.

Steve Avery is responsible for ensuring:

- This Health and Safety Policy is updated as required and, to ensure the policy is made known to the supervisors and employees of the company.
- The Policy, and Arrangements as written are implemented, and reviews on the performance of this policy are evaluated.
- Adequate financial provision is made for the foreseeable items of expenditure associated with health and safety.
- Waste is properly controlled and, any adverse effects the company has on the environment are minimised as far as is reasonably practicable.
- Good health and safety practices are being enforced and maintained.
- Plant, machinery and other equipment purchased for use by company personnel is fit for purpose and complies with UK and all other statutory legislation.
- Goods, materials and other substances obtained for use by company operatives comply with relevant standards and are where practicable safe, and without risk to those who will use them.
- Matters requiring professional advice and assistance are referred to suitably qualified persons, i.e. Health and Safety Consultants, Specialist Consultants.
- They set a personal example by wearing appropriate PPE when on sites.

Responsibility for operating the policy for PCF Construction employees working within PCF Construction premises or off-site, including construction sites and vehicles, lies with the Director and Site Managers / Supervisors to whom the employees report. First Aid qualified staff also have a responsibility to comply with specific duties under their role as First Aider or Appointed First Aid at Work Person.

Responsibility for carrying out risk assessments, under the Management of Health and Safety at Work Regulations, lies with the Site Managers. The Director may however appoint an external competent person to assist with the development of risk assessments. In some cases, extra assessments relating to a task or activity may need to be carried out. This could be due to the age of employee (e.g. inexperience) or medical condition (e.g. pregnancy).

The Site Managers will be responsible for operating the policy within any work area, external or internal and will ensure that all employees/operatives act in accordance with it. This responsibility extends to ensuring that safe conditions are provided for any contractors who are working in or around the premises or on site.

Steve Avery (with general responsibility for health and safety) shall delegate their duties as follows:

2.2 SITE MANAGERS / SITE SUPERVISORS

Shall be responsible for ensuring:

- They are familiar with the company Health and Safety Policy, and the Arrangements for health and safety.
- The Arrangements as detailed in section 3 of the Health and Safety Policy are understood and implemented within their areas of responsibility.
- Adequate information and resources are provided for foreseeable health and safety requirements at each project.
- Adequate resources are provided for foreseeable health and safety requirements.
- Personal Protective Equipment (PPE) is provided and used correctly as appropriate to comply with perceived risks as identified by assessments.
- They will set a personal example at workplaces by wearing appropriate protective clothing and safety equipment.
- Matters relating to health and safety brought to their attention are addressed.
- Company operatives receive information, instruction and training as is necessary for them to carry out their tasks in a safe manner.
- All accidents are reported, investigated and action taken to prevent recurrence.
- Reportable accidents and dangerous occurrences are reported to the company management, the client and enforcing authority (HSE) as soon as practicable and that an appropriate internal investigation is undertaken.
- First aid requirements & company fire procedure are fulfilled.
- First aid and firefighting facilities are made available and maintained.
- Due consideration is given to fire prevention and procedures implemented.
- Waste management procedures are implemented, and environmental concerns addressed.

- Plant, machinery and other equipment purchased complies with UK and other statutory legislation.
- Safe systems of work are developed and where work of a hazardous nature is identified, suitable method statements and other control measures are adopted to reduce any risk.
- Suitable risk assessments and method statements are prepared for all work, and for ensuring operatives operating under the control of the company are aware of the risks involved.
- Goods, materials and other substances purchased for use at work comply with relevant standards and are safe, and without risk when used correctly by the workers.
- Monitor and review by means of workplace inspections, that work is being undertaken and conducted in a safe manner.
- They are aware of the company and the client`s rules, standards and procedures and that they are diligently applied.
- They fulfil the obligation for health and safety matters affecting operatives and others who may be affected by their operations.

2.3 EMPLOYEES & OPERATIVES

Shall be made aware of and shall ensure:

- They are familiar with the company Health and Safety Policy, and the Arrangements for health and safety
- That Legislation, Site Rules and Standards of the company and our client's, are understood and complied with.
- Work being undertaken by the company is carried out in accordance with the established safe systems of work and, any other guidance or control measures issued to them.
- Matters relating to health and safety brought to our attention are considered, and where individual employees do not have the authority, the matter is referred to their line manager and the Director.
- We are satisfied with our standard of training and where necessary, we shall identify and obtain further training where this may be necessary.
- Following an accident or incident, corrective action is taken as necessary to make safe and immediately notify the Director.
- Personal protective equipment (PPE) provided for use at work, is being worn correctly as necessary and maintained in a good order.
- Plant and machinery is being used properly and that all guards and safety devices are fitted and functional.
- Appropriate barriers, signs and warning notices are displayed at locations where hazards are created, or works are taking place.
- Fire extinguishers are not abused or damaged by their work.
- Fire escape routes are not obstructed.
- Near miss reporting procedures are complied with.
- They attend health and safety induction talks where required on any site.
- That in the event of serious or imminent danger, operatives shall evacuate the workshop or the site and call the emergency services.
- Report to their supervisor/foremen any incidents which have led, or might have led to injury, or damage, and co-operate with any investigation which may be undertaken with the object of preventing accidents or their reoccurrence.
- Comply with the instructions and procedure issued for safe working practices, and to make proper use of the protective clothing and safety equipment provided, together with reporting of loss or defect of such equipment.
- Acting in the course of their employment with due care for the health, safety and welfare of themselves, their colleagues and other persons.
- Proactively suggest any improvements that may be able to be made to safe working practices.
- Understand the importance that any breaches of health and safety will be treated seriously, and individual employees may be disciplined due to welfare neglect.
- Use any plant, equipment or substance in accordance with any Information, Instruction and Training provided by the Company.

2.4 HEALTH & SAFETY ADVISORS & OTHER SPECIALIST CONSULTANTS

The appointed Health & Safety (H&S) Advisor and specialist consultants will provide expert advice and guidance to support PCF Construction in managing health and safety effectively. Their role includes offering advice on compliance with legislation, industry standards, and best practices, as well as assisting with risk assessments and the development of health and safety policies within their area of expertise. Specialist consultants may also provide targeted expertise in their respective area to address specific risks.

While the H&S Advisor and specialist consultants provide support, the responsibility for implementing the advice and integrating recommended measures into the company's operations is the responsibility of Senior Management and other responsible persons. The consultants remain available to offer further support and collaboration as needed to help achieve these objectives.

PART 3 – HEALTH & SAFETY ARRANGEMENTS

3.1 INFORMATION, INSTRUCTION & TRAINING

Providing adequate information, instruction and training is regarded as an indispensable ingredient of an effective health and safety management system. It is essential that every employee in the organisation is trained to perform their job effectively and safely. It is the opinion of the management that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures upon commencement of employment and prior to being allocated any new role. Training will include information, instruction and advice on the Company procedures and the use and maintenance of personal protective equipment and emergency contingency plans.

Safety training will be provided both in house and by experienced training instructors from competent training providers. The training may be on site or at an external training centre.

Training records are maintained at Head Office within each individual employee's personal record.

3.1.1 Employees

The Director will carry out an annual review of health and safety training and education needs for all levels of staff. In carrying out the review the Director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. Employees taking on board additional responsibility may need additional training.

The education and training needs will be agreed by the Director and budgets allocated. The Director and senior management will monitor that the training schedule is completed.

3.1.2 Plant Operatives

All plant operatives will be trained and certificated in accordance with the CPCS training scheme. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required. For operatives using mobile tower scaffolds and mobile elevating work platforms they will receive PASMA and IPAF training. Records will be maintained at Head Office. Subcontractors required to use plant and equipment on site must provide evidence of operator training and procedures for regular testing and inspection of site plant.

3.1.3 Site Induction Training

The site manager (or their delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the site emergency and first aid procedures. they will also cover: -

- a. The significant risks and precautions to be taken
- b. The PPE requirements
- c. Where/how to obtain additional PPE as required
- d. Details of site emergency procedures
- e. Details of site welfare arrangements
- f. Details of any method statements relevant to the actual work the person is involved in
- g. The site rules in general

Confirmation of the site induction will be recorded in the induction register.

3.2 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

We recognise that our works are subject the current edition of the Construction (Design & Management) Regulations 2015. The purpose of the information below is to outline our arrangements for complying with our responsibilities as a duty holder under CDM.

3.2.1 Principal Designer

The Client must appoint a Principal Designer on projects with more than one contractor. The Principal Designer responsibilities under CDM include to:

1. Provide the Client with advice and assistance to enable them to fulfil their duties.
2. Assist the Client with notification of the project to the HSE (using form F10) and provide the Client and Principal Contractor with a copy.
3. Ensure that Designers co-operate and take health and safety into account when preparing designs.
4. Establish procedures to ensure communication and information flow between all duty holders.
5. Identify what pre-construction information is needed and obtain and pass this to all persons that need to know.
6. Produce the Pre-Construction Information and distribute to the project team.
7. Advise the Client about the suitability of the Construction Phase Health and Safety Plan
8. Liaise with the Principal Contractor regarding changes to designs.
9. Collect and keep up-to-date information for the Health and Safety File and ensure that the file is passed to the Client when the project is complete.

3.2.2 Principal Contractor

The Client must appoint a Principal Contractor on projects with more than one contractor. When PCF Construction are the Principal Contractor for a project we will:

1. Receive pre-construction information from the Principal Designer and use this to develop a Construction Phase Health and Safety Plan, the relevant points of which will be communicated to all Contractors.
2. Devote adequate time and resources to the management of health and safety.
3. Ensure that a copy of form F10 is displayed on site.
4. Check the competence of Contractors appointed to work on the project. This will include the examination of Contractors' risk assessments and method statements to ensure adequacy.
5. Manage health and safety during the construction phase, ensuring co-operation between all Contractors and the incorporation of all Contractors' information on health and safety matters.
6. Give reasonable directions to contractors, so far as is necessary, to enable us to carry out our duties as Principal Contractor
7. Work to the plan agreed at tender award stage, except where circumstances require changes. When such changes are needed, we will agree these with the Client and/or Principal Designer before taking action.
8. Advise the Principal Designer of any relevant health and safety matter that needs to be recorded.
9. Ensure that suitable welfare facilities are provided throughout the project.

10. Provide Contractors with information about training requirements for persons working on the project.
11. Ensure that all persons working on the project attend Site induction before starting work.
12. Ensure that site safety rules are complied with.
13. Ensure that a Site Manager/Supervisor is on site to consider the views of all workers.
14. Ensure co-ordination of emergency procedures throughout the duration of the construction phase
15. Ensure co-ordination of shared equipment and facilities
16. Ensure site security by excluding all unauthorised persons.
17. Collect information needed for the Health and Safety File and ensure that this is passed to the Principal Designer

3.2.3 Contractor

Where we are a Contractor on any construction project we will:

1. Provide the Principal Contractor (where more than one contractor) with any information they need to develop the Construction Phase Health and Safety Plan and co-operate with them to ensure its implementation.
2. Provide the Principal Contractor with details of any subcontractors we intend to use.
3. Check that a Principal Designer has been appointed and the project notified to the HSE before starting work (where more than one contractor)
4. Ensure that all persons working for us are suitably trained.
5. Appoint a supervisor to liaise with the Principal Contractor and supervise and monitor our work activities.
6. Ensure that all persons working for us attend Site Induction before starting work.
7. Provide persons working for us with any information they need in order to work safely and without putting their health at risk.
8. Devote adequate time and resources to the management of health and safety on site.
9. Make adequate arrangements for the safety of our employees in any high-risk areas identified by the Principal Contractor
10. Comply with all reasonable directions from the Principal Contractor
11. Inform the Principal Contractor about any problems with the Construction Phase Health and Safety Plan or health and safety procedures.
12. Provide the Principal Contractor with any information needed for the Health and Safety File
13. Inform the Principal Contractor about any accident or incident that caused, or could have caused, injury or damage.

3.2.4 Designers

On projects where PCF Construction are actively involved with design works for the project we will:

1. Make sure the client is aware of the client duties under CDM 2015 before starting any design work.
2. When preparing or modifying designs:
 - a. take account of any pre-construction information provided by the client (and principal designer, if one is involved)
 - b. eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
 - c. take steps to reduce or control any risks that cannot be eliminated.
3. provide design information to:

- a. the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file.
 - b. all relevant parties including the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared.
4. communicate, cooperate and coordinate with:
- a. any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
 - b. all contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

3.3 MONITORING OF SAFETY PERFORMANCE

The Director, Site Managers and the senior management have specific responsibility to monitor the implementation of the PCF Construction health and safety policy and to review the company's performance. Regular inspections of the workplace will be carried out by senior management or delegated responsible persons.

Upon request from the Director, the Health and Safety Advisor / Specialist Consultants will carry out site inspections to monitor working practices and be available to advise on relevant health and safety issues.

3.4 SAFETY SITE INSPECTION REPORTS

Upon request from the Director, the Health and Safety Advisor / Specialist Consultants will make routine inspections of our sites and premises under our control to monitor working practices and report on their findings to the Managing Director or delegated responsible person. They will also advise the site manager / responsible person of any health and safety issues raised.

On completion of the visit, they will produce a written report of their findings along with any actions for rectification. These will be discussed with the Site Manager who will sign, acknowledging receipt of the report. The Health and Safety Advisor / Specialist Consultants will also issue a copy to the Director so that they can monitor the Site Manager's actions.

The Site Manager will carry out daily inspections of the site as part of their routine and will formally record a site inspection at least weekly. Any issues that arise will be recorded and action taken to resolve in a timely manner.

3.5 CONSULTATION WITH EMPLOYEES AND SUBCONTRACTORS

3.5.1 Consultation

PCF Construction has a pro-active approach to health and safety and recognises the benefits of employees having a significant input into PCF Construction health and safety procedures. They also play a vital role in providing feedback on actual performance and identifying hazards that may have previously been missed. PCF Construction will consult employees in good time on health and safety matters, and in particular:

- When introducing measures which may affect health and safety
- The appointment of competent persons
- The provision of health and safety training

- The health and safety consequences of new technologies

On site all employees (and subcontractors) will receive a site induction. On major sites this will be undertaken by the site manager. The induction will cover: -

- Site rules and PPE
- Welfare facilities
- First aid arrangements and emergency procedures
- The significant risks identified in the safety plan.
- Relevant method statements
- Details of the arrangements for consultation

Throughout the project, all employees and contractors will be encouraged to continually liaise with the site manager to assist in the identification of any health and safety hazards that have not previously been identified.

3.5.2 Consultation with New Employees

The following procedures will be carried out for new employees:

- Explain to the new employee what he/she will be required to do and whom he/she is responsible to.
- Explain where PCF Construction Health and Safety Policy is kept and explain its purpose and ensure the employee is aware of his/her responsibility.
- Ascertain if the employee has any disability or illness, which would affect their duties.
- Advise the employee of any hazards applicable to their works and duties and make them aware of the relevant risk assessments.
- Ascertain any training needs.
- Issue the employee with protective clothing as required.
- Inform the employee of the location of first aid equipment on site and advise him/her of the first aider.
- Any sub-contractor wishing to bring an employee under the age of 18 on to site must first discuss this with PCF Construction and produce a Young Person's Risk Assessment detailing how they will be kept healthy and safe on site, the limitations placed on their activities and how they will be adequately supervised.

3.5.3 Consultation with Subcontractors

Under the Construction (Design and Management) Regulations 2015, subcontractors have to be competent. PCF Construction will endeavour to ensure that all subcontractors attending site provide the appropriate certification of competency for their role, in addition, PCF Construction has to provide details of the significant risks that they will encounter on site. This will be achieved via the project construction phase health and safety plan.

When subcontractors are submitting their proposals to PCF Construction, they will be asked to provide information about any significant risk their work will produce. These will be subject to an acceptable method statement and, if required an amendment or addition to the project safety plan.

In this way there is an exchange of information before the subcontractor begins work. This flow of information and joint consultation must continue throughout the project. On large multi contractor projects this may require a formal safety meeting with minutes etc. If on a particular project, there are

only one or two subcontractors working under PCF Construction control there is generally no need for a formal safety meeting but the site manager should still discuss health and safety matters with the subcontractors and given them an opportunity to comment on the way the site is being run.

3.6 REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES

There are a number of reasons why it is essential that all accidents/incidents are recorded and where applicable reported. These include: -

- a. PCF Construction requirement to assist in monitoring health and safety performance.
- b. Legal requirements to report certain specified injuries, ill-health and dangerous occurrences to the Health and Safety Executive (RIDDOR 2013).
- c. Insurance company requirements to notify them and keep details for potential claims.
- d. Department of Social Security requirements to keep details of all accidents in the workplace accident book.

Therefore, all accidents and incidents will be recorded in the PCF Construction accident book, no matter how trivial the incident, and for accidents that result in lost time or damage the PCF Construction incident report forms should be completed. Each site manager is responsible for ensuring that any accident involving PCF Construction staff is entered into the accident book and to inform the Director of any such accident.

The following sub sections give detailed guidance on what action should be taken depending on both the nature of the incident and the person who has been injured. Additional guidance can also be obtained from the Safety Management System

3.6.1 Violence to Staff

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal then the incident should be classed as a work accident and actions taken according to the degree of injuries and absence from work.

3.6.2 All Accidents and Incidents

All accidents/incidents which occur on premises under the control of PCF Construction should be entered in the accident book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, subcontractor or authorised visitor.

3.6.3 Incidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public, visitor or unauthorised person is involved in an incident or is injured, details must be entered in the accident book and the PCF Construction incident notification form completed. The site manager should also notify the PCF Construction Director as soon as possible. In doing so the site manager should discuss whether a full investigation is required by the Health and Safety Advisor and action accordingly.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone) and confirmed within 10 days via the HSE's website reporting system.

3.6.4 Incidents Reportable under the Reporting of Injuries Diseases and Dangerous Occurrences

Regulations 2013 (RIDDOR)

The Site Manager and Director are responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If they are not sure whether an incident should be reported, they will contact the Director and Health & Safety Advisor for advice.

Where an employee has suffered an injury as a result of a noticeable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the employer shall inform the enforcing authority in writing as soon as it comes to their knowledge.

Death or Major Injury

Major injuries include but are not Ltd to:

- fracture other than to fingers, thumbs or toes amputation
- dislocation of the shoulder, hip, knee or spine loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

These must be reported to the Health and Safety Executive by the quickest means (i.e. telephone) and confirmed within 10 days via the HSE's website reporting system.

Over 7 Day Injury

If there is an accident connected with work (including physical violence) that is not a Major Injury but results in a person being away from work or unable to do their normal work for more than seven days (including non work days), the HSE must be notified by the employer within 15 days.

Reportable Dangerous Occurrences

Those most relevant to include:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment explosion, collapse or bursting of any closed vessel or associated pipe work failure of any freight container in any of its load-bearing parts
- plant or equipment coming into contact with overhead power lines electrical short circuit or overload causing fire or explosion.
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- accidental release of biological agent likely to cause severe human illness malfunction of breathing apparatus while in use or during testing immediately before use.
- collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.

- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls a wall or floor in a place of work any false-work
- explosion or fire causing suspension of normal work for over 24 hours.
- sudden, uncontrolled release in a building of: 100kg or more of flammable liquid: 10kg of flammable liquid above its boiling point 10 kg or more of flammable gas or of 500kg of these substances if the release is in open air.
- Accidental release of any substance which may damage health.

Reportable Diseases

If a doctor notifies the employer that an employee is or has been suffering from a work-related disease then the employer must notify the HSE at the earliest opportunity. Examples of diseases that must be reported are:

- certain poisonings
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

3.6.5 Accident/Incident Investigation

All accidents/incidents shall be investigated by the senior managers supported by the safety adviser with the following objectives:

- To determine the root causes to prevent any recurrence.
- Provide adequate information for reporting under RIDDOR.
- To assist the enforcing authorities in their investigation.
- To provide information to the company's insurers in respect of any compensation claim.

The level of investigation will be determined by the seriousness of the incident but as a minimum shall consider the following:

- The root causes.
- Who was involved, including any witnesses.
- When did the incident occur.
- Why did it occur.
- What measures must be taken to prevent a recurrence and if these were already in place why were they not followed.

3.7 NEAR MISS REPORTING

It is PCF Construction policy to investigate all near miss incidents reported to site management. The investigation of near miss incidents can help to implement procedures or control measures which will prevent a recurrence of the incident and therefore prevent potential accidents.

All staff must report 'near miss' incidents as soon as practical following the incident. The near miss report form available from the site office should be used to report the incident. As much detail as

possible should be provided to ensure a thorough investigation can be carried out. When complete the form must be returned to the office. Where we are the Principal Contractor the Site Manager will collate the forms and carry out any required investigations.

3.8 FIRST AID AND WELFARE REQUIREMENTS

3.8.1 First Aid Box – Site Operations

A standard first aid box of a size appropriate for the numbers on site will be provided at the start of each project. If the site is of a special nature, additional items will be provided as required.

It is PCF Construction policy to have a trained first aider on all sites. In general, this will be the site manager. Notices will be posted indicating the location of the first aid box and the names of the trained first aiders.

3.8.2 Welfare Facilities

The following will be provided as minimum facilities on all sites, where welfare is provided by the client agreement on their use should be obtained.

- A canteen room with facilities for warming food and boiling water for drinks. Seating with backs will be provided.
- Facilities for storing and drying clothing and PPE.
- A toilet unit with facilities for washing. NB on sites with contaminated ground, a shower unit may be required if so, this will be detailed in the site health and safety plan.

3.8.3 Drinking Water

An adequate supply of fresh drinking water must be provided. If normal mains running water is not available, then a supply of water should be provided via containers which are clearly marked "DRINKING WATER".

3.9 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

3.9.1 Site Operations

All potential fire hazards will be identified in the initial fire risk assessment and steps will be taken to remove the hazards from site or to minimise the risks. PCF Construction will develop a site fire safety plan that will detail how the risk of fire will be managed for each project. This plan will be reviewed and updated as the project develops.

Fire detection and fire fighting equipment shall be made available as early in the project as is reasonably practicable and shall be suitable and sufficient for the nature and complexity of the project.

As part of the site control measures the PCF Construction Hot Work Permit shall be used. This shall be issued by the Site Manager before any hot work is permitted on site. Hot works are defined as any work which creates heat, sparks or flames such as cutting, grinding, welding, soldering or brazing. It also includes use of hot air guns whereby the surface temperature of the material being heated may combust.

If subcontractors have to carry out work which increases the risk of fire, then fire extinguishers may be required local to the work area.

The subcontractor doing the work should ensure all loose flammable materials is moved away from the area and have their own suitable fire extinguisher close-by and available for immediate use should the need arise.

3.9.2 Emergency Procedures

As Principal Contractor PCF Construction will produce emergency procedures for the project and these will be detailed in the Construction Phase Plan. All employees and contractors will be advised of these procedures via the site induction. If PCF Construction is working as a contractor on a site under the control of a Principal Contractor, then PCF Construction, and their subcontractors, will follow the emergency procedures laid down by the Principal Contractor for that project.

3.9.3 Offices

The Director will ensure that the appropriate number of fire extinguishers together with a fire alarm system is provided. Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings. Appropriate fire drills and alarm tests will be carried out and the results recorded.

3.9.4 Site Accommodation

The site accommodation will be provided with adequate fire extinguishers. These will be positioned inside the accommodation and should only be used in an emergency. Where site accommodation is within the building or within 6m of a building then fire detection equipment shall be installed.

3.9.5 Maintenance of Fire Equipment

The Director will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers. They will also ensure fire/evacuation drills are carried out and any necessary records updated.

3.10 RISK ASSESSMENTS

PCF Construction shall carry out site specific Risk Assessments for all activities carried out by the Company's employees. All personnel including employees, subcontractors and members of the public will be considered in the risk assessment procedure. While carrying out the risk assessment we will consider the hazards (something with a potential to cause harm) and the risks (likelihood of the accident happening and severity of injury or harm). The procedure to be used is based on a scale of Low, Medium or High considering likelihood and severity to calculate the risk factor.

Where high risks cannot be mitigated sufficiently by workplace precautions, a safety method statement, detailing in sequence, the safe system of work to be followed, will be produced. Subcontractors are required to provide their risk assessments and method statements to PCF Construction for review and comment. These documents shall be used to monitor subcontractor performance on site.

3.10.1 Manual Handling

An assessment of manual handling requirements, and the methods or controls to assist in reducing the potential for injury from manual handling operations, will be identified within each site's risk assessments and method statements. This shall be in compliance with the Manual Handling Operations Regulations 1992.

3.10.2 Hand Arm Vibration

Operatives will be made aware of the risks of hand arm vibration syndromes such as (vibration white finger). PCF Construction will, in co-operation with other responsible persons, assess the risk to the health of staff and shall ensure there is a strategy for its control. Suitable equipment will be made available for employee use and must be maintained on a regular basis by a competent person. Vibratory equipment and time spent using each piece of equipment will be minimized for compliance with the Provision and Use of Work Equipment Regulations 1998 and the Control of Vibration at Work Regulations 2005.

3.10.3 Noise

In co-operation with Clients, noise-generating plant and equipment being used at workplaces, will be assessed at the area where the plant will be used to confirm the sound levels for the location(s) in accordance with the Control of Noise at Work Regulations 2005. The legislation dictates that the First Action Level is 80DbA; the Second Action Level is 85DbA and has a Limit Value of 87DbA. The Limit Value takes into account any reduction due to hearing protection.

All high noise frequency areas shall be cordoned off and appropriate warning signs displayed. Hearing Protection shall be provided where appropriate.

The company operatives whilst working on a site shall wear adequate hearing protection as necessary, where there is excess noise being emitted from or at any work activity or working area. Hearing protection will be supplied and worn in compliance with the Control of Noise at Work Regulations 2005.

3.10.4 Sun Exposure

PCF Construction recognises the risk of sun and UV exposure as a risk to health. PCF Construction will ensure that all company operatives are aware of the risks of sun exposure and shall ensure there is a strategy to control this risk. Sun protection (sunblock cream SPF+30) maybe be provided in the welfare facilities and operatives will be encouraged to engage in practices which provide sun protection, such as wearing suncream and long sleeve clothing, staying hydrated and resting in the shade during breaks. Shaded welfare areas will be provided on site. Operatives will also be trained in the dangers of sun exposure and heat stress.

3.10.5 Young Persons

PCF Construction recognise that young workers are more likely to lack experience and awareness of existing or potential risks to their health. A specific risk assessment taking account of factors such as lack of experience, & awareness, nature of the works, equipment and training levels etc will be prepared and communicated for each young worker. As per Regulation 19 of the Management of Health and Safety at Work Regulations.

3.10.6 New or Expectant Mothers

Once notified in writing by an employee, suitable risk assessments on the activities performed by the new or expectant mother will be carried out to ensure there is no risk to her or her unborn child. As per Regulation 18 of the Management of Health and Safety at Work Regulations.

3.10.7 Health Surveillance

PCF Construction will always seek to eliminate or reduce the risks to health from noise, hazardous substances and vibration and shall ensure that employees are provided with such health surveillance as is appropriate as per Regulation 6 of the Management of Health and Safety at Work Regulations.

3.11 METHOD STATEMENTS

It is our intention to prevent injuries and ill health to employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment section). Based on these, safe systems of work will be prepared and used. The safe systems of work to be used on a particular site will be communicated to operatives and by the use of written Method Statements. Where work is subcontracted, we will not allow the work to commence until we have received and approved a Method Statement from the subcontractor.

Each Method Statement will include, but will not be Ltd to, the following information:

- Name of site
- Name of Client
- Location of work
- Details of work, including work sequence
- Any special controls to be used Supervisory arrangements.
- Competence of those carrying out the work
- Emergency Procedures
- First aid arrangements
- Special personal protective equipment to be used.
- List of plant, equipment and authorised users
- Signature of the person/s receiving the Method Statement and date

Responsibilities for writing Method Statements for work carried out by us are identified in the organisation and responsibilities section of this Policy.

The Site Manager is responsible for obtaining and approving subcontractors' Method Statements. Supervisors are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed.

All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

3.12 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 company's intention to reduce the risk as far as is possible.

The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors employed to carry out work involving electrical systems and/or equipment.

Where a problem arises related to electricity at work employees must inform their manager immediately and the Company will then take the necessary measures to investigate and remedy the situation.

PCF Construction will:

- a) Ensure that electrical installations and equipment are installed in accordance with the IET Wiring Regulations.
- b) Ensure that portable equipment is inspected and tested as frequently as required to maintain it in a safe condition (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled)
- c) Forbid live working on any PCF Construction project recognising that electrical testing/commissioning has to be dealt with separately.
- d) Forbid all work by the Company's staff on electrical equipment, unless they are competent to do so.

Temporary wiring must be as safe as a permanent installation and must be installed and tested by a competent person before being put into service and then be re-tested every three months.

3.13 WORK EQUIPMENT

All PCF Construction plant and equipment will be maintained in safe working order in accordance with the Provision & Use of Work Equipment Regulations 1988.

All PCF Construction plant will be inspected weekly by the site manager (or their delegated responsible person) and the results entered into the Site Plant Inspection Register. The site manager will be responsible for ensuring all plant is maintained and repaired where necessary. Hired equipment will be subject to the same controls, as Company owned. At no time will plant or equipment be borrowed or loaned out.

Subcontractors will be monitored by the Site Manager to ensure that they inspect and maintain their plant in a safe condition.

Evidence of appropriate operator training and plant inspection records shall be made available by the subcontractor to PCF Construction.

3.13.1 Abrasive Wheels

PCF Construction recognise the associated hazards of operating equipment with abrasive wheels and the increased risk of accidents due to wheel breakage or contact with a running wheel. Only personnel trained in the safe mounting and use of abrasive wheel shall mount the and operate abrasive wheels. Training records for those appointed to change abrasive wheels are kept at Head Office. As per HSE HSG17 Safety in the use of abrasive wheels and the in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER 98).

3.13.2 Nail Guns

PCF Construction recognise the associated hazards of operating nail guns and the increased risk of accidents due to improper use by untrained operatives. Only personnel trained in the safe use of nail guns will be permitted to operate nail guns on our sites. Training records for those appointed to operate nail guns are kept at Head Office

3.14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

A standard issue of suitable PPE will be provided to all employees where the need is identified through risk assessment. Any reduction in the standard of PPE required on site must be supported by a risk assessment completed by the site manager and reviewed on a weekly basis.

Additional items of personal protective equipment will be provided for those employees who may have to work in inclement weather and hazardous situations where the risk cannot be reduced by other means.

Respiratory Protection (RPE) shall be issued and used only after all other reasonably practical measures have been investigated to prevent employee exposure. The following procedure shall apply to protect employees from harmful exposure:

- The type of hazard to health shall be identified (particulate/gas or vapour)
- The appropriate type of RPE shall be supplied for use (particulate filter/breathing apparatus and must be CE marked.
- Employees shall be informed of the hazard, the potential affects to their health and the measures to be taken to prevent exposure to the hazard.
- The employees affected shall be face fitted with and trained in the use of RPE and such RPE shall be inspected, maintained, stored correctly and tested.
- Records shall be kept of such selection, maintenance and testing.
- For all general works involving wood, cement and bird dropping dust hazards, particulate filter masks with protection factor 3 shall be issued and used (Type: CE approved, FFP3)

All employees must use and wear the personal protective equipment that has been provided in order to fulfil their legal responsibilities and they are required to take reasonable care of it. Facilities for the storage of PPE will be made available within cabins provided at our sites/projects. If PPE becomes damaged, worn out or lost this should be reported to the Site Manager/Site Foreman so that replacement PPE can be provided.

3.15 WORK BELOW GROUND

Prior to any work below ground being undertaken information will be gathered about the possible presence of buried services. Where services are identified these will be marked in a way that will remain clearly visible whilst excavating is ongoing. In addition, a CAT scan is to be carried out and the scanner maintained on site for regular checking as the works proceed.

If work below ground is required near buried services this will be done in accordance with HSE Guidance document HSG47 – Avoiding Danger from Underground Services.

Information will also be obtained regarding the ground conditions to check for instability, contamination, water courses etc.

Adequate means of access and egress will be afforded to all excavations and this will be checked each week as part of the statutory inspection of the excavation.

3.16 OVERHEAD POWER LINES

Prior to any external works or delivery of materials, plant or equipment to a site a site survey will be conducted to identify any electrically charged overhead power lines or apparatus that may create a hazard.

Where identified, works will proceed in accordance with HSE Guidance document GS6 - Avoiding danger from overhead power lines.

Advice must be sought from the utility provider before work starts. Where the power cannot be switched off for the duration of the work, practicable precautions must be taken e.g. suitably placed barriers, warning signs and or 'goal posts'. Wherever practicable such barriers must be erected a minimum distance of 6m from the nearest live conductor. The utility provider will normally determine the height of the 'goal post' crossbar. Where it is necessary for items of plant to pass under overhead power lines, an authorised passageway must be established and clearly identified. The safe system of work for the passage of plant under overhead power lines must be made known to all persons on site. A trained competent banksman must be in attendance for the passage of plant under overhead power lines.

3.17 CONFINED SPACES

Consideration will be given to alternative methods of working prior to putting staff and subcontractors to work in confined spaces.

Work in confined spaces will only be undertaken by suitably trained and competent persons. A safe system of work must be developed and agreed before the work commences and this will include procedures for dealing with emergency evacuation from the confined space.

3.18 LIFTING OPERATIONS

Lifting operations using a crane will be planned and undertaken under a contract lift arrangement. Where lifting equipment is to be used evidence of testing and inspection will be obtained by the site manager before the equipment is put into use. The lifting equipment selected must be appropriate for the planned lifting operation and used in conjunction with suitable slings, chains, etc. Only personnel who are trained and authorised will act as banksmen/slingers for lifting operations.

3.19 WORKING AT HEIGHT

PCF Construction recognise that falls are one of the major causes of deaths and serious injuries in construction work. We accept our duty to eliminate or, where this is not reasonably practicable, reduce to the lowest reasonably practicable level risks from work at height.

To reduce the risks to employees that need to work at heights, the following arrangements will be followed:

- Whenever it is reasonably practicable to do so, the need to work at height will be eliminated by arranging for tasks to be carried out from floor level.
- Where it is not reasonably practicable to eliminate work at height, risks will be assessed (see Risk Assessment Procedure) and controls introduced to reduce them to the lowest reasonably

practicable level. The use of controls will take into account the hierarchy contained in the Work at Height Regulations.

- Work at height will not be permitted in areas where there is a risk of contact with overhead cables.
- Working at height outside will not be permitted during high winds, lightning, extreme temperatures, heavy rain, snow and hail.
- Wherever it is reasonably practicable to do so, work at height will be carried out from scaffolds or mobile elevating work platforms (MEWPs).
- Edge protection will be provided when working on roofs.
- Where a scaffold is to be provided as a safe place of work, we will arrange for it to be erected, maintained and inspected weekly by an approved scaffolding company.
- Where mobile tower scaffolds and MEWPs are used, we will arrange for employees to be trained in their use.
- The use of ladders and stepladders will be restricted to tasks of short duration (i.e. less than 10 minutes); employees will be instructed in the use of ladders and stepladders. Each item of access equipment owned by us will be marked with a unique identification number, listed in a register and inspected monthly by a competent person.
- Where access equipment is obtained on hire, the person hiring the equipment is responsible for ensuring that a certificate of inspection is obtained, and that the equipment is inspected monthly.
- Where necessary to ensure that access equipment is not struck by vehicles or mobile plant, display suitable warning signs and erect barriers.
- Where fall arrest equipment is provided as a means of reducing risks to an acceptable level, we will ensure that employees are trained to use it and that it is inspected regularly (including where necessary statutory examinations) and maintained in good working order.
- Where fall arrest equipment is used, we will ensure that a rescue procedure is prepared and that employees are suitably trained.

3.20 SITE TRAFFIC MANAGEMENT

When establishing a new site consideration will be given to the arrangements for deliveries of materials and collection of skips etc. with the intention of reducing risk associated with vehicle movements particularly reversing vehicles. Where assistance is to be provided by us in vehicle movements the operative(s) shall wear high visibility clothing that must be clean. A risk assessment shall be completed for each site where deliveries/collections are to be made from the road and there is a risk from moving vehicles.

3.21 WORK IN OCCUPIED PREMISES

Where the Company is involved with work in occupied premises care will be taken for the Health and Safety of the Occupier whilst the work is in progress. We will operate within the conditions of the Client's contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

All reasonable precautions will be taken to reduce the impact when carrying out dusty and noisy operations, works will be carried out with care and consideration at all times.

The operatives will ensure that the property is left tidy during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes
- The position and location of fire fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building
- Maintaining fire compartmentation standards
- Permit to work conditions.

3.22 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

A hazardous substance is any substance, natural or manmade, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health. Many substances used in the Construction Industry are potentially hazardous to health. All substances hazardous to health must be properly assessed. If workers use or are exposed to hazardous substances as a result of their work, the Control of Substances Hazardous to Work Regulations (COSHH) make it a legal duty to assess the health risks involved and to prevent exposure or else adequately control it.

For substances used by PCF Construction a health and safety data sheet must be obtained and a formal assessment of the substance undertaken prior to use. We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

To ensure that the requirements of the COSHH Regulations are being met, contractors on our sites shall be required to produce copies of assessments made and the measures they will undertake for the controls to prevent exposure to any substance that may be hazardous to health. These assessments must be provided to site management and shall be evaluated by site management prior to use on a project.

Arrangements will be made for the safe storage and disposal of any substance used. Details of any precautions needed, PPE to be used, or other specific instructions for the use, storage, disposal, or emergency and First Aid procedures must be passed on to operatives who are to use, or who may be affected by any substances being used.

Only operatives suitably trained, competent and supervised will be allowed to use any substance that may have the potential to be hazardous to Health.

3.23 WASTE MANAGEMENT

PCF Construction are committed to conducting their business in a manner which is both professional and ethical whilst always paying attention to their environmental responsibilities including the correct disposal, re-use and segregation of waste.

These responsibilities will be addressed by implementing the following:

- Strict compliance with all relevant legal requirements, codes of practice and regulations.
- Organise our operations to minimise waste by considering the materials and method of manufacturing. We will project and manage the types and volumes of waste materials before work commences.

- Seek to minimise waste and recycle materials by drafting a Site Waste Management Plan (SWMP) for site work, identifying the quantity of waste and types of material involved, recording at tender stage any considerations for waste and engineering materials management targets into tender specifications.
- Train all staff and improve awareness of re-using materials and providing regular toolbox talks with company workers.
- Careful selection in the choice of equipment, materials and working methods to make the most efficient use of stores, resources and unused materials.
- Encourage energy savings throughout the company by ensuring that power appliances and equipment are switched off when not in use.
- Re-use materials and components where possible and encourage re-use of stationary in offices, and other materials until unserviceable.
- All bulk wastepaper disposals will be sent to a recycling unit.
- Encourage customers to specify a method of construction which has the least environmental impact.
- Ensure disposal of waste and excess materials through approved disposal contractors in compliance with existing legal controls and retain waste disposal notes for all transactions.
- All records of SWMP's will be retained for inspection throughout the contract and retained in the office after completion.
- Apply lessons learnt and resources saved to each new site.
- As waste is processed, the SWMP will be updated and reference made to waste transfer notes on an ongoing basis for all trades.

General waste to be disposed of using segregated skips provided under contract arrangements

3.24 ASBESTOS

All site employees shall have received Asbestos Awareness Training and will be informed at the start of any project to be vigilant when entering the fabric of a building etc. Exposure to asbestos containing materials must be prevented as far as is possible by adopting the following procedures:

- Making enquiries to a client or principal contractor at the pre-tender stage regarding the presence of asbestos in existing building structures or plant. Check if the client has an Asbestos Register or if an Asbestos Survey applicable to the works has been carried out.
- Arrange for an asbestos survey to be carried out if there is likely to be asbestos containing materials (ACM's) present and a survey has not already been carried out.
- Where asbestos is suspected, assume a 'worst case scenario' until results of analysis is known. Where ACM's are suspected in an area, vacate that area, do not disturb the material, cordon off, erect warning signage and arrange for samples to be taken by a licensed asbestos removal contractor to check the content of the suspect material.
- Employees, who may be at risk of unintentional exposure with asbestos, will be briefed and trained in asbestos recognition and awareness.
- The company policy on asbestos and asbestos containing materials (ACM's) shall form part of the site induction process on each construction site.
- If there is any doubt about work to be carried out seek advice from the HSE, Health and Safety Advisor / Specialist Asbestos Consultant or licensed asbestos removal contractors.

All works will be in accordance with the Control of Asbestos Regulations 2012.

3.25 SMOKING

Company premises are non-smoking areas, i.e. head office, site offices, workshop/mess huts, canteens. All sites in which the company operates are no smoking areas i.e. within the confines of the work area, e.g. buildings.

Company vans where persons are transported to company sites are no smoking areas. Designated smoking areas may be established with the co-operation of the site manager, none of which may be in areas as previously mentioned. In compliance with The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in certain Premises (Scotland) Regulations 2006.

3.26 DRUGS & ALCOHOL

It is a requirement of PCF Construction that no employee or contractor shall:

- report or endeavour to report for duty having just consumed alcohol or under the influence of unauthorised drugs.
- report for duty in an unfit state due to the use of alcohol or unauthorised drugs
- be in possession of unauthorised drugs in the workplace.
- consume alcohol or unauthorised drugs whilst on duty.

The company will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement. The company has a policy of assistance with the rehabilitation of staff who voluntarily seek help for alcohol or drugs related problems.

A programme of screening will be put in place if required. This includes procedures to:

- detect the use of drugs by both existing and potential employees.
- detect the use of alcohol and or drugs by any person(s) involved in a Safety Critical Incident where there are grounds to suspect that the actions of the person(s) led to the incident.
- detect the use of alcohol and or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening)

3.27 VISUAL DISPLAY UNITS

In accordance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 PCF Construction will implement the following: -

- All workstations will be assessed in order to reduce the risk to users.
- The company will ensure that appropriate training will be given in the use of display screen equipment.
- Users of display screen equipment will be entitled upon their request to have eye and eyesight tests when they first become a user and at regular intervals thereafter, and also when the user may experience visual difficulties which may be considered associated to working with display screen equipment.
- If as a result of eye and eyesight tests spectacles are required solely for the use when using display screen equipment, the company will pay for basic lenses and frames.
- Employees must report to the Director any adverse health issue as a result of using display screen equipment and associated equipment. Investigations made will be treated as medically confidential between employee and the Director.

3.28 SUBCONTRACTOR SELECTION

When necessary, we will sub-let parts of contracts for which we have been engaged. Where this is the case, we accept that we are responsible for ensuring that a subcontractor:

- is competent to carry out the work for which they may be engaged.
- is provided with all the information they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work.
- carries out any work in a manner that protects the health and safety of all who may be affected by the work.

Subcontractors are selected in accordance with our subcontractor requirements and associated questionnaire. We require relevant health and safety documentation including training certificates, policies and insurances, along with project specific risk assessments and method statements for each contract awarded. The supplied documents will be reviewed to assess competence of the subcontractor, along with ongoing monitoring processes.

Employees of subcontractors shall be trained and competent for any task that they are to undertake. Proof of their having received suitable safety training shall be provided to site management, prior to being allowed to start work. All employees of subcontractors will receive a site induction and will sign their risk assessments and method statements prior to commencing works on site.

A subcontractor may not sub-let part of the work for which they have been engaged without written permission of the Director.