



Company Health and Safety Policy

1st March 2024

EPS Construction Management Ltd
Unit 4, Model Farm Barns
Bath Road
Sonning
Berkshire
RG4 6TD

Issue Status

Issue No.	Issue Date	Alterations	Initials
1.00	14 th July 2014	First controlled version	SP
1.01	23 rd June 2015	Page 8 - Addition for Sub Contractors Page 39 - Electrical equipment visual checklist	SP
1.20	24 th August 2015	Re-format and minor re-write to produce a more concise document. Add information on Health and Safety Committee. RIDDOR updated to 2013	SP
1.30	8 th June 2016	Alteration to COSHH section	SP
1.40	23 rd June 2016	Amendments to COSHH, WAH, Asbestos. Addition of CDM section. Alteration of Electrical Safety - Electrical Equipment	SP
2.00	8 th July 2016	Re-write to improve the format and incorporate advice from HCS.	SP
2.01	14 th February 2017	Alteration to Section A.9 - rewrite Masks and Breathing Protection to reflect the use of half masks with filters.	SP
2.10	17 th March 2017	Alteration to Section A.9 with regards to RPE to introduce face fit certificates as a requirement. Alteration to Section to introduce new ladder inspection regime and documentation.	SP
2.11	7 th March 2018	Organisation chart updated	SP
2.12	1 st March 2020	Appointed persons updated. First aid updated. 3.2 Method statements updated. 3.5, 3.6, 3.8 Monitoring updated, first aid, the addition of learning events. 3.8 Alcohol and drugs updated. 3.10 Permit to work section added Addition of Mental Health section.	GW
2.13	1 st March 2021	Addition of COVID	GW
2.14	1 st March 2022	Revision of document to reflect staff changes	GW
2.15	1 st March 2023	Update of company organogram, COVID procedures revised, update of company names / appointments	GW
2.16	17 th July 2023	Revision following WCS Stage 1 45001 audit.	GW
2.17	18 th March 2024	Revision of company staff.	

Introduction

The principal aim of the EPScm health and safety management system is to achieve the highest standards in health and safety. The format of this policy is in accordance with section 2 of the Health and Safety at Work Etc. Act 1974 and is in three parts. Part 1 (general statement) affirms the Directors commitment to the prevention of both accidents and ill-health and parts 2 and 3 describe how this is to be achieved.

This policy is published for the benefit of all EPScm employees, and all employees should ensure that they are familiar with the contents. The commitment of employees to health and safety will ensure that all Company locations provide a safe and healthy working environment.

For ease of reference, this document is structured as follows:

- Index for policy and safe working practices
- Glossary of terms and abbreviations
- Appointed Persons
- Part 1 - Statement of Intent
- Part 2 - Organisation of health and safety within the company
- Part 3 - Arrangements for management of health and safety

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Glossary of Terms and Abbreviations

Appointed Person	The person with specific knowledge who should be consulted for advice and who will monitor and review safety standards within his/her area of responsibility.
Regulation	A Regulation is enforceable by an act of law, e.g. 'The Health and Safety at Work etc. Act 1974' and is the minimum requirement.
DSE	Display Screen Equipment (which also includes the desk area or 'workstation' as a whole).
PPE	Personal Protective Equipment (workwear provided by EPS to reduce the risk of harm or injury e.g. hard hats, ear defenders, breathing apparatus).
COSHH	Control of Substances Hazardous to Health (regulations to ensure the safe use and storage of chemicals and other substances e.g. bleach).
RIDDOR	Reporting of Injuries, Disease and Dangerous Occurrences Regulations (these regulations ensure that incidents of a serious nature are reported so that the enforcing authorities can
PAT	Portable Appliance Testing
DSE Assessor	The appointed person who has been trained on how to perform a DSE Assessment and who is up to date on the most recent guidance issued by professional bodies on the best way to use DSE with the minimum of risk to health and well being.
DSE Assessment	An assessment performed by a DSE Assessor that records how a user is performing work activities at his or her workstation. In line with current guidance, the assessment will detail any changes and/or improvements which may be necessary for the user to continue use of DSE with the minimum of risk to the user's health and well-being.
Competent Person	A person who has sufficient training and experience or knowledge and other qualities, which enables him or her to assist
ACOP	Approved Code of Practice - suggested best practice guidance
LOLER	Lifting Operation and Lifting Equipment Regulations 1998
'near miss'	This is where an incident happened but there was no damage to property or injury to a person, e.g. a bottle of acid was knocked over but it only spilled onto the floor and not onto someone's foot or hand etc. If someone had been in the vicinity of the accident, the injury would have been serious.
PUWER	Provision and Use of Work Equipment Regulations 1998

Young Person	Person over school leaving age but less than 18 years old.
Child	Person who has not yet reached school leaving age.
Hazard	A hazard is something that has the potential to cause harm, e.g. a frayed electrical cable. It also relates to circumstances that have the potential to cause harm, e.g. someone walking downstairs carrying a large heavy load which means they can't
Risk	The risk is the likelihood, or probability that the hazard will result in harm. e.g. carrying a few reams of copier paper is a low risk activity - however, if the box they are in is so large that it obscures the line of vision, the risk of an accident happening is very high.
Practicable and 'reasonably practicable'	'Practicable' means that if it is possible to reduce a risk, then it must be done, almost regardless of the cost involved. 'Reasonably practicable' means that if it is possible to reduce a risk, then it should be done, but if the cost of reducing the risk is unreasonable in relation to the business or if the technology isn't available, then it is still possible that the activity can be performed so long as the operator is fully aware of the hazards and the risk and all other possible risk reduction measures have been implemented.
HSE	Health and Safety Executive
Risk Assessment	<p>A risk assessment is performed for each work activity performed by employees.</p> <p>For each work activity, the associated hazards are listed and also who might be affected by the work activity. The possible results of the activities are then considered (i.e. using a drill for long periods may result in irreparable hearing damage) and how likely those results are to happen.</p> <p>This consideration results in a verdict of low, medium or high risk. Consideration is then given to reducing the probability of the damage happening, and how that damage can be minimised (i.e. wearing ear defenders when using the drill).</p> <p>The objective of a risk assessment is to inform any person carrying out a particular work activity what hazards may be encountered, who else might be affected by their work activity and how the hazards and the risk can be reduced, thereby promoting the safest working environment possible.</p>

Appointed Persons

Appointed Persons

Area of Responsibility	Name	Contact Details
Building Evacuation & Fire Arrangements	Gareth Wood Sam Parker	Phone: 0118 9697317 Email: sam.parker@epsltd.co
Accident Reporting	Gareth Wood	Phone: 0118 9697317 Email: gareth.wood@epsltd.co
First Aid	Gareth Wood Sam Parker Chris Watkins	Phone: 0118 9697317 Email: gareth.wood@epsltd.co
Maintenance	Jamie Cole	Phone: 0118 9697317 Email: jamie.cole@epsltd.co
Company Vehicles	Jamie Cole	Phone: 0118 9697317 Email: jamie.cole@epsltd.co
Building Services (Cleaning, waste disposal)	Sam Parker	Phone: 0118 9697317 Email: sam.parker@epsltd.co
Contractor Submissions and Supplier Approvals	Conor Porter	Phone: 0118 9697317 Email: conor.porter@epsltd.co

Section 1

Health and Safety Policy Statement

Section 1: Health and Safety Policy Statement

EPScm regards health and safety as a matter of foremost importance and an essential part of its responsibilities. It regards the promotion of good mental and physical health, alongside safety matters, as a mutual objective of both management and employees. This includes a commitment by senior management to ensure the consultation and participation of workers, as per the requirements of ISO 45001.

It is, therefore the Company's policy to do all that is reasonably practicable to prevent personal injury, workplace stress, and damage to property. Furthermore, to protect everyone from foreseeable risks, including the general public, whenever they interface with the Company or its activities. To this end, the Company will provide appropriate safety instructions and information for all employees wherever necessary. In order to ensure we address stress issues for EPScm employees, the risk of stress from our work activities assessed and measures implemented to control it.

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of this health and safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form the Company's aims and objectives.

EPScm will:

- provide and maintain a safe and healthy working environment at each of its locations, in accordance with the relevant statutory requirements;
- provide sufficient information, instruction and training for all its employees, as is necessary for them to conduct their work activities in a safe manner;
- provide and maintain machinery, equipment etc. and systems of work that are safe and without risks to health;
- provide and maintain means of access to and from the workplace that are safe and without risks to health;
- provide and maintain adequate facilities and arrangements for the welfare of its employees whilst at work; and arrange safe and healthy systems for use, handling, storage and transport of hazardous materials.
- Conduct risk assessments to identify all workplace stressors and eliminate or control the risks from stress. These risk assessments will be regularly reviewed;
- Consult with health and safety representatives on all proposed action relating to the prevention of workplace stress;
- Provide training for all managers and supervisors in good management practices;
- Provide adequate resources to enable managers to implement the company's agreed stress management strategy.

The Managing Director is appointed as Director responsible for health and safety. He puts in place arrangements for the effective implementation of the policy.

This statement describes the general standards of how EPScm intends to meet the requirements of health and safety legislation and provide a healthy and safe working environment for its employees and all those involved in its operations and business activities.

Signed:



Date: 1st March 2024

Section 2

Organisation and Responsibilities

Section 2: Organisation and Responsibilities

This section of the policy describes EPScm organisation for health and safety, which aims to ensure management control over all aspects of health and safety.

Ultimate responsibility for health and safety rests with the Management Board. Organisation charts will be posted on notice boards, and will demonstrate the unbroken and logical delegation of duties through line management to the supervisors who operate where the hazards arise.

All employees have a significant contribution to make towards accident prevention and are assigned responsibilities as follows:

2.1 Managing Director

The Managing Director has overall responsibility for ensuring that the policy is comprehensive, effective and kept up to date. He is also responsible for understanding the main requirements of the Health and Safety at Work etc Act 1974. In particular they will ensure that:

- A health and safety policy is developed and brought to the attention of all employees;
- Funding and resources are available to meet the requirements of the policy;
- Health and safety reports are reviewed at management meetings;
- A personal example of safe behaviour is set;
- The policy is reviewed, signed and dated at least annually;
- Ensuring equal importance is applied to health and safety as to other business functions.

2.2 Line Managers

Line Managers are responsible for health and safety within their areas of control. This responsibility is exercised through staff and contractors under their control. In particular, they should ensure:

- Compliance with the policy in all activities for which they are responsible;
- Resources and equipment are made available for the safe conduct of work activities
- Health and safety training requirements are identified;
- The provision of trained and competent supervision and personnel;
- All staff carry out their assigned responsibilities;
- Support and encouragement is given to supervisors for whom they are responsible;
- Recommendations are made for improving performance;
- Allocation of the necessary resources within their control;
- Accidents and near-misses are recorded and investigated;
- Implementation of this policy is monitored;
- First Aid provision is in place;
- Contractors working on behalf of the Company are monitored;
- Relevant documentation is kept;
- A personal example of safe behaviour is set.

2.3 Appointed persons

The main responsibilities of appointed persons are:

- Carrying out inspections of their areas;
- Ensuring that equipment etc. is maintained in a safe condition;
- Ensuring that employees are adequately trained instructed and informed;
- Providing a suitable level of supervision; Understanding the company policy and procedures;
- Allocating work in accordance with the employee's level of training;
- Ensuring that defective equipment is taken out of use and the defect reported;
- Informing employees of their responsibilities;
- Encouraging employees to report defects and suggest improvements;
- Ensuring that correct work procedures are adhered to;
- Reporting accidents and near-misses;
- Assisting in the investigation of accidents.

2.4 All Employees

Every employee has a legal duty and a moral responsibility to implement this health and safety policy. Any person, who does not co-operate with this policy or interferes with or does not comply with measures put in place to protect personal health and safety, will be subject to disciplinary procedures. Every employee must, where possible:

- Work in accordance with company procedures;
- Report defective equipment and dangerous situations;
- Use safety equipment provided;
- Avoid horseplay;
- Comply with management requests and instructions;
- Not use defective equipment and report the situation to a supervisor;
- Not misuse or damage equipment;
- Exercise reasonable care towards himself and others;
- Not undertake tasks that they are not trained for.

Every employee is entrusted to use their common sense to perform their work activities with the minimum of risk of harm to themselves and to others.

2.5 Contractors on Company premises

All contractors working on Company premises will at all times co-operate with EPScm rules and procedures. In particular they will:

- Provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken;
- Ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation;
- Ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to EPScm management;
- Provide trained and competent operatives;
- Ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed;
- Co-operate with EPScm during inspections and audits.

2.6 Visitors to Company premises

EPScm management ensures safe access/egress for all visitors to all Company managed premises. In order to ensure their safety and well-being, all visitors to Company premises must:

- Not enter any working areas unless accompanied by an EPScm member of staff;
- Observe at all times Company safety rules and safety procedures;
- Wear any personal protective equipment (PPE) as instructed.

2.7 Health & Safety Committee

The fundamental purpose of the committee is:

- To promote good two-way communication between on health and safety issues between management and staff.
- A commitment by Senior management to health and safety, each committee meeting will have a director and the company compliance manager as a minimum, with other attendees rotating each meeting.
- Ensure health and safety is given a high profile
- Support improvements in health and safety standards and behaviour.

2.8 CDM Responsibilities

Duties as a Contractor under CDM 2015

When undertaking the role of Principal Contractor under the Construction (Design & Management) Regulations 2015, the Company will comply with their duties under Regulations 15 and 8 as follows:

For all projects

The Company will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only undertake construction work once they are satisfied that the client is aware of their duties.
- Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.

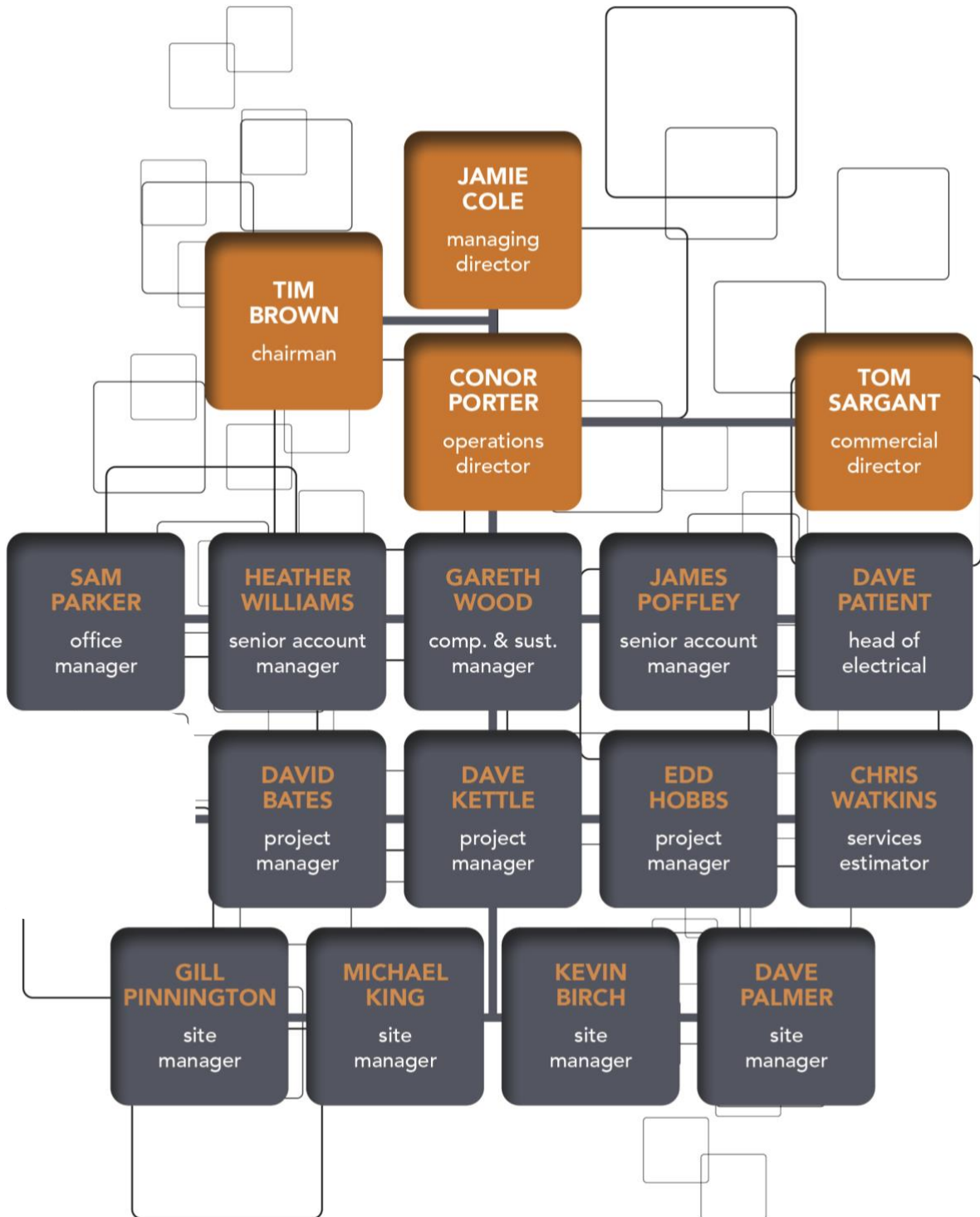
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

Section 2A

Organisation Chart



Organisation Chart 2018



Section 3

Arrangements for Management of Health and Safety

Section 3: Arrangements for Management of Health and Safety

3.1 Risk Assessment

Introduction

Under the Management of Health and Safety at Work Regulations 1999 (MHSW) employers have to make a suitable and sufficient assessment of all significant risks to the health and safety of their employees or others who may be affected by their undertakings. These assessments must be in writing and encompass all aspects of work activity.

Responsibilities

EPScm will ensure all hazards will be eliminated, so far as reasonably practicable. However, the Company accepts that some of its operations may, unless properly controlled, create risks to staff and others. The Company will, therefore, take all reasonable steps to reduce the risks to an acceptable level.

The company will ensure that risk assessments are carried out as required by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, which will detail the range of hazards associated with working operations together with any necessary remedial actions.

Those involved in the risk assessment process will receive appropriate training. Any employee who discovers a hazard during working operations should report the hazard to management so that the risk assessment can be reviewed taking the new information into account. The following factors will be considered during the assessment:

- i. Likelihood - whether the likelihood of the harm arising is remote, possible, an even chance, probable or almost certain will be considered.
- ii. Severity - consideration will be made of whether the severity of harm from the hazard is likely to result in, insignificant injury, first aid treatment only, absence from work for more than seven days, major injury or death.
- iii. Those at Risk - individuals or groups at risk due to the hazard will be considered.

The Company will provide employees with comprehensive and relevant information on:

- The risks to their health and safety identified by the assessment,
- The preventative and protective measures introduced.

Monitoring will take place to ensure the effectiveness of measures, and reassessment will be carried out where necessary. Reviews of risk assessments will take place periodically and as necessary in accordance with legislation and guidelines

3.2 Method Statements

Method statements define the management, methods and confirm requirements to provide a safe system of work. These are produced for all significant work activities and, where appropriate, at the request of Clients. They should be project specific. They deal with quality, environmental and health and safety matters. As per RAMS review sheet. All work procedures/method statements will include:

- Scope of work;
- Planning / Preparation;
- Method and sequence of work;
- Equipment / Plant;
- Training and competence;
- Safety and Health;
- Environment;
- Emergency procedures;
- Protection;
- Inspections / tests / checks;
- Personal protective equipment (PPE);
- Monitoring / records;
- Communication.

3.3 Training

EPScm recognises the importance of providing all its employees with comprehensive health and safety training. Health and Safety Training will be provided for management, Appointed Persons and all employees appropriate to the duties and abilities of the individuals concerned. The aims of health and safety training are to:

- Understand the significance of departing from good health and safety practice;
- Ensure familiarity with and commitment to this policy;
- Teach good working practice as set out in the health and safety system;
- Define roles and responsibilities, including those arising in relation to, preparing for and dealing with emergencies.

Specific training and information will be given on the following subjects to everyone within 4 weeks of their employment. (Except for evacuation procedures, these should be completed within the first 5 days of employment).

- Induction Training
- Evacuation Procedures
- Fire Prevention / Procedures
- Use of DSE
- Manual Handling procedures
- First Aid procedures
- Accident Reporting
- Any additional training as identified/required.

When an employee changes department or location it will be the responsibility of line management to ensure that the individual receives a health and safety briefing on the day.

A record for each employee who has satisfactorily completed training will be kept. The Company will maintain these records for each employee until six years after termination of employment.

3.4 Communication and Consultation

It is a legal requirement for EPScm to bring the content of this policy to the attention of all employees. The Company will take a proactive role to promote the content, guidance and benefits of this policy and not just rely on passive communication. The policy, along with other Health & Safety information will be published on the employee website. This policy will be actively communicated initially at staff induction and then any updates will be communicated through:

- Tool box talks;
- Staff briefings;
- Management meetings;

The Company will encourage feedback from employees and third parties with regard to the measures enforced and the reasoning behind this policy and the safe working practices within it. The above forums provide ideal platforms for constructive consultation to take place.

3.5 Monitoring, Inspection and Audit

It is important to ensure that all systems of work, protective equipment, control measures and competencies over all work activities are maintained to ensure adequacy and efficiency. This is accomplished by regular monitoring of work operations and activities by managers and supervisors.

Regular monitoring will be carried out by way of:

- Inspections conducted by Line Managers, Supervisors and Compliance Manager.
- Safety tours conducted by Senior Management and Compliance Manager.
- Consulting with employees' opinions on key aspects of health and safety.

3.6 Accident Recording, Reporting and Investigation

EPS seeks to maintain a healthy and safe working environment for all its employees. All reasonable steps are taken to ensure staff are made aware of their responsibility for good working practices and accident prevention.

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future-working environment for all employees, customers and visitors to the organisation. All accidents and incidents, no matter how small or minor they may seem, must be reported to the health and safety manager.

Learning Events

These are events that happen on site that do not necessarily fall under an accident or near miss, for example an operative being stung by a wasp and having an allergic reaction and requiring hospital attention. They are events that the company could potentially avoid in the future by introducing certain control measures and therefore will need reporting.

Internal Accident Reporting

It is the responsibility of all Directors, Managers and Appointed Persons to ensure immediate action is taken once an accident or 'near miss' has occurred (see definitions below).

- An accident is an unplanned event that causes injury to persons or damage to property
- A near miss is an unplanned event that doesn't cause injury/damage but could do so.

The reporting of accidents falls into 2 categories:

- Accidents/incidents involving Company employees working at the Company's premises.
- Accidents/incidents involving visitors to the Company's premises.

An accident must be reported to Management. If an employee has any doubt as to whether an accident has been reported or not, they should check with their line manager. Accident reporting procedures will be detailed during team briefings and induction training.

Once the person(s) has been attended to the following will take place by Management:

- Investigation of the circumstances to determine the cause of the accident;
- Completion of an Accident Report form;
- Notification to the Health and Safety Executive if the incident falls within the scope of RIDDOR;
- Decommissioning of any hazardous or damaged equipment;
- Restricted access to the vicinity of the accident;
- Agreed course of action to prevent the accident happening again.

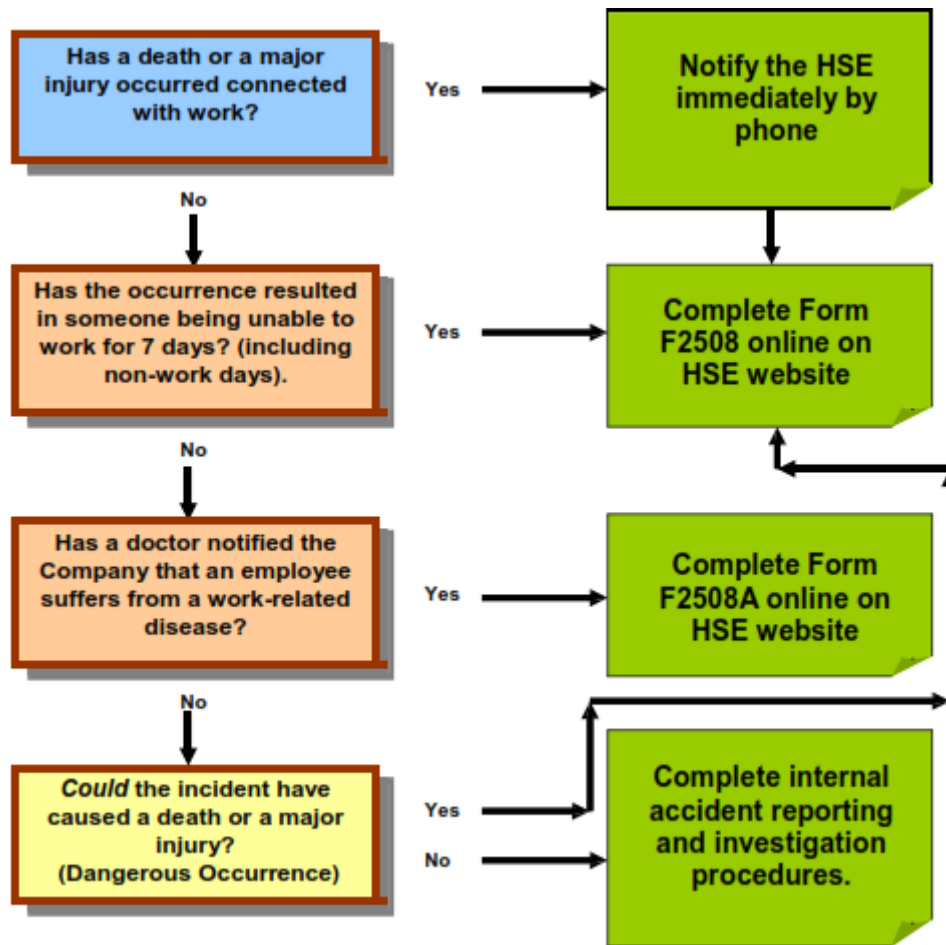
Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR legislation exists to enforce the reporting of serious incidents and accidents to the Health and Safety Executive. These regulations and their application to health and safety in the workplace will be fully understood by an Appointed Person. These regulations and the Company's commitment to health and safety can only be of use if employees cooperate with the previously detailed accident reporting procedures.

If the incident results in over seven consecutive days of incapacity for work it must be reported with 15 days to the appropriate authorities.

Major incidents must also be reported to the appropriate authority by telephone and be followed within 10 days by a complete form.

The flow chart serves as a general guide to show when these regulations are applicable.



How to make a report to HSE

For reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

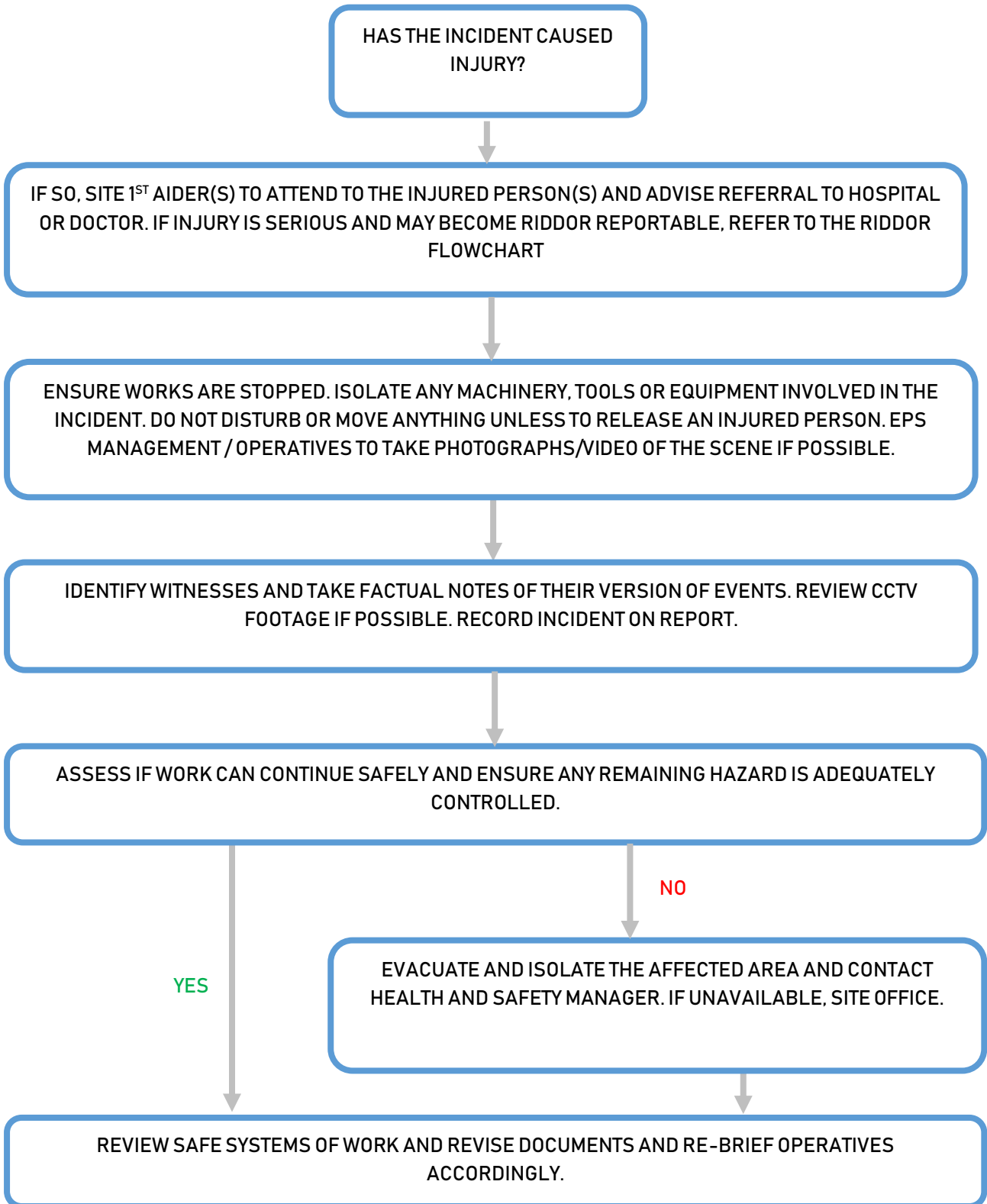
Or

A report can be made via the internet at:

<http://www.hse.gov.uk/riddor/report.htm>

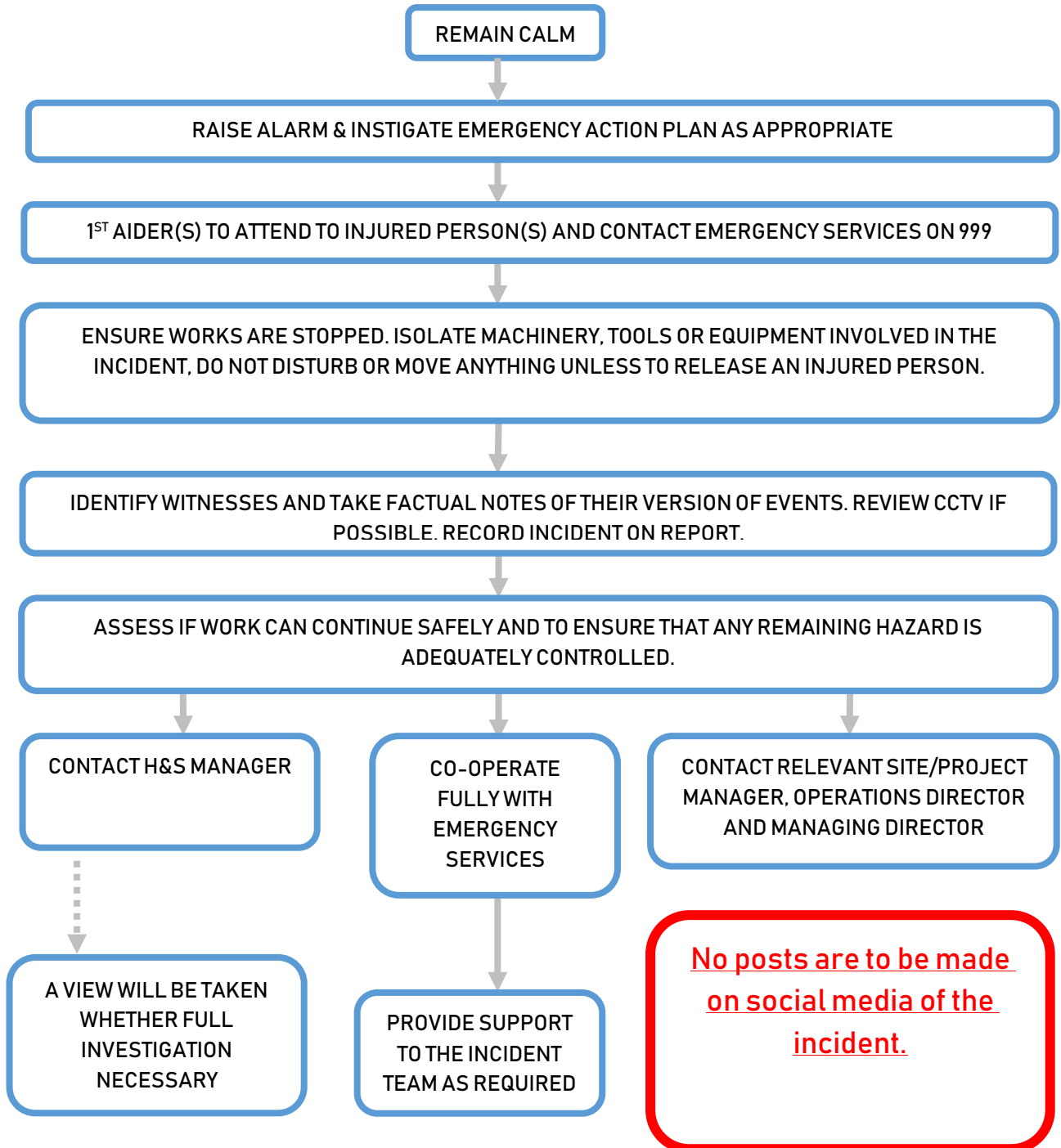
What is a minor accident?

Any incident that due to an unplanned or unexpected occurrence resulting in the upset of a planned sequence of work or damage to plant or equipment but primarily results in an injury that requires a limited first aid response and possible onward referral to a hospital or doctor.



What is a dangerous occurrence or RIDDOR reportable?

The death of any person, specified injuries to workers, over-seven-day incapacitation of a worker, accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.



Major Injuries

- Fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - cover more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Occupational Diseases

- Carpal Tunnel Syndrome: where work involves regular use of percussive or vibrating tools
- Cramp of the hand or forearm: where work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis: where work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome: where work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
- Occupational Cancers
- Disease attributed to occupational exposure to a biological agent.

Dangerous Occurrences

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- The accidental release of any substance which cause injury to any person
- Collapse of scaffolding
- Electrical instances causing explosions or fire:
- Failure of a pressure vessel
- Explosions resulting in damage to plant or equipment that results in a stoppage for more than 24 hours.

3.7 Management of Contractors

EPScm may use contractors at some time to carry out work of various types. This can range from very simple work such as window cleaning or security services up to a major construction project.

Any arrangement by the Company to use a contractor will involve a range of statutory duties for health and safety. All parties have to fulfil their legal responsibilities as well as those, which will be imposed by any contractual arrangement.

The main duties that will apply to the use of contractors are contained in s.2, 3 and 4 of the Health and Safety at Work etc. Act 1974 (HSWA). These have been further defined in regulations 11 and 12 of the Management of Health and Safety at Work Regulations 1999 (MHSWR).

Responsibilities

EPScm will ensure all contractors pass the core criteria for demonstrating competence as set out in PAS91 (2013). It is the Contracts Manager's responsibility to ensure that these criteria are met.

3.8 Alcohol & Drugs

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. It is the policy of EPS:

- To comply with all current legislation, in particular the Health & Safety at Work etc. Act 1974, the Misuse of Drugs Act 1971, and the Transport and Works Act 1992.
- To not knowingly permit any employee of EPScm, contractor or self-employed person working on our behalf to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on the premises.
- To implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- To provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- To not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.
- To take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, face sanctions up to and including termination of contract. Failure or refusal to take a test will be treated in the same light as a positive test result.

ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

ALCOHOL AND DRUG TESTING

The Company reserve the contractual right to carry out alcohol and drug testing on you during your normal working hours. These tests are random and do not imply suspicion in relation to any individual.

In addition, the Company reserves the right to require you, where you are suspected to be under the influence or a user of drugs and/or alcohol to submit to an appropriately administered and supervised test.

If you are required to submit to a test, you will have the right to be accompanied by a fellow work colleague available at the time of the request.

You retain the right to refuse to be tested, however, you should be aware that your refusal may be regarded as a breach of contract which may lead to disciplinary action and result in your dismissal.

All personal data collected for this purpose will be processed in line with the current Data Protection Act.

3.9 Working Time

The Working Time Regulations defines limits upon working time and also a variety of entitlements. This section outlines the main points. Further information is available from

management. EPS is committed to observing and managing the duration of hours worked in an effort to maintain moral and general well-being throughout the company. The Regulations have to be applied to all jobs individually and may vary from time to time. Information on how these regulations apply to each individual job is available from management.

3.10 Permit to work

Definition

The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a method statement.

Requirements

Where proposed work is identified as having a high risk, strict controls are required. The work must be carried out against previously agreed safety procedures using a permit-to-work system. The Permit to Work document will contain information on work to be done and precautions to be taken. It is a clear record that all foreseeable hazards and risks have been considered and all appropriate precautions have been defined and implemented.

EPS requires that Permits to Work are to be used when work is deemed particularly hazardous or requires increased precautions. This may include the following tasks, this is not an exclusive list and each situation should be assessed in the Risk Assessment for the task

- Electrical works
- Hot works
- Confined space entry
- Excavation works
- Working at height
- Plant maintenance or inspection

They must only be created, authorised and issued by a competent person who has been appointed to issue them and has received formal training in the importance, management and use of Permits to Work. Permits will only be issued in support of a task specific Risk Assessment and Method Statement with proof of competencies of the operatives carrying out the works. Permits to Work will only be issued to an individual in control of the work activity.

Responsibilities

Directors

- Ensuring implementation of the Permit to Work system across EPScm sites.
- Allocating enough resources to sites to enable managers to deliver the system.
- Monitoring the overall effectiveness of the system.

Contract Managers

- All managers under their control, are aware of the requirements of the permit system and that it is communicated and delegated to the respective site managers.
- They routinely monitor and review the activities carried out under a Permit to Work.

Compliance Manager

- Ensuring sites adhere to the Health and Safety direction via periodic audits.
- Regular review of H&S documentation.
- Support and guidance to EPScm sites on the issue, population and closure of permit to work document.

Site Managers

- Communication of permit to work to employees and relevant sub-contractors.
- Identification of site activities that may require a permit to work.
- The authorisation, issue and closure of permits to work on site as described in policy.
- Ensuring that any documentation supporting any permits to work on site is filed and stored for the purpose of an audit for up to one year.

Employees

- Complying with the permit to work system.
- Reading, understanding and acceptance of any permit to work that they use.
- Reporting any issues or concerns that arise from the permit to work system to their line manager.

Permit Issuer

The permit issuer will be deemed competent to authorise said permit. This is to be the EPS contracts or site manager. They must have working knowledge of company policy and of the work process that will be carried out. They are not to issue any permit unless they are confident

the receiver is competent. They are responsible for:

- Completion, issue, checking of work and closure of permit. Once the permit is closed, they are to check works have been completed.
- Ensuring the permit receiver fills out the permit correctly and understands the permit system and associated task risk assessment and method statement.
- Ensure the permit receiver is competent in their role.
- Ensure that any specific controls in the permit such as lock offs are implemented.
- Ensuring they remain on site until the permit is closed.

Permit Receiver

The permit receiver must be able to demonstrate to EPS site management, the issuer, that they are competent and understand the contents and conditions imposed by the permit and any supporting attachments such as RAMS, and that both parties agree the scope and extent of the permit conditions before it is accepted by the receiver. They are responsible for:

- Ensuring all operatives they will be supervising under the permit read and understand the terms and conditions.
- Ensure they are competent as supervisors to ensure the task needing a permit is carried out safely.
- That if the risk assessment or method statement the permit is associated with changes, a new permit is issued.
- Ensuring all operatives and tools are removed from the area stated on the permit when work is completed so that the permit may be closed out.

Clearance/Cancellation of permit

When work has been completed or has been suspended for another time, both the issuer and receiver must sign the permit for it to be closed. Once it has been closed work is not to commence unless a new permit has been created.

Section 3A

Particular Arrangements

A.1 Workplace Health, Safety and Welfare

EPS has a legal duty to provide a healthy and safe working environment under Workplace (Health, Safety and Welfare) Regulations 1992 by ensuring the following:

- Effective and suitable ventilation will be provided for every enclosed workplace.
- A reasonable working temperature will be maintained in all workplaces during working hours. Heating or cooling methods will not give rise to injurious fumes in the workplace.
- Every workplace will be provided with suitable and sufficient lighting. Emergency lighting will be provided if necessary to facilitate evacuation or to enable processes to be shut down.
- Workplaces, furnishings and fittings will be kept sufficiently clean with all surfaces, capable of being effectively cleaned. Waste materials will not be allowed to accumulate.
- Sufficient space, height and floor area will be provided in every workroom.
- Workstations and seating will be suitable both for the work being performed and the persons using them.
- Floors and traffic routes will be suitably constructed, with no holes or slopes etc likely to cause a hazard. Floors should be adequately drained and handrails provided where necessary.
- Suitable means will be taken to prevent persons falling from a height and from goods falling onto people. Tanks and pits will be covered if there is a risk from persons falling into them, special consideration will be taken if there is a dangerous substance contained within the pit.
- Windows or other transparent or translucent surfaces in doors, gates or partitions should, where necessary for reasons of safety, be constructed of a safety material to protect against breakage.
- Any window, skylight or ventilator will be capable of being opened safely and not cause a risk to safety once opened. All windows will be of a design or constructed so as to be cleaned safely.
- Traffic routes are organised to ensure that pedestrians and vehicles can move around safely. All such traffic routes are suitable, sufficient in number, in suitable positions and of sufficient size.
- Doors and gates in the workplace will be suitably constructed and operated so as to minimise the risk of accidents and harm.
- The Company will provide suitable and sufficient washing facilities and sanitary arrangements, conveniently located, adequately lit, ventilated and cleaned.
- A supply of clean drinking water will be provided free of charge in the workplace.
- Suitable and sufficient space for employees' clothing and work wear will be provided.
- Suitable and sufficient changing facilities will be provided where necessary.
- The workplace will provide suitable and sufficient rest and eating facilities.

A.1.1 COVID-19

COVID- 19 Policy

EPScm policy is based on the government's guidelines as set out in 'Working Safely During Coronavirus', HSE advice and the Construction Leadership Council. It has been subject to numerous revisions and will continue to be updated with any future advice or changes in scientific findings. Whilst there no longer is a requirement for COVID 19 regulations on site, the company retains the documentation in the event of a future similar global pandemic.

Working from home

EPS enables employees to work form home, taking into account, the requirements of the business, safety of personal data and employee well being. EPScm ensures communcation with employees, ensuring physical and mental health is not affected.

A.2 Fire & Fire Precautions

Fire is a major risk in any workplace. It can injure, maim, and destroy businesses. The workplace is regulated by the Regulatory Reform (Fire Safety) Order 2005. Fire certificates have been replaced by a risk approach, and are aimed at protecting persons lawfully on the premises and any person who is in the immediate vicinity of the premises and at risk from a fire.

Responsibilities

The main responsibility placed upon EPScm is to take general fire precautions to:

- Reduce the risk and spread of fire on the premises;
- Provide a means of escape from the premises that can be effectively used at all times;
- Provide a means for fighting fires on the premises;
- Provide a means for detecting and giving warning of a fire on the premises; and
- Make arrangements for action to be taken in the event of fire including instruction and training of employees and to mitigate the effects of the fire.
- When acting with a Main Contractor on site, the Main Contractor is responsible for fire measures. The Contracts Manager will ensure that all personnel have received this information as part of the site induction.

Risk Assessment

The Company will produce a suitable and sufficient assessment of the risks to which people are exposed for the purpose of identifying the fire precautions required to comply with requirements. This risk assessment will be regularly reviewed or if there is any significant change.

Control Measures

Both EPScm and employees have an important role to play to reduce the potential risk of fire. Below are some examples (not exhaustive), which shall be employed:

- That any combustible materials are properly stored and not likely to become a hazard should they be ignited.
- Proper storage arrangements and precautions should be implemented for the by-products of work processes.
- Ensure the electrical installation has been inspected and tested by a competent person;
- Employees cannot bring their own electrical appliances onto the premises.

Dangerous Substances

Where a dangerous substance is present at the premises, EPScm will ensure that risk to relevant people related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable. In order to safeguard people arising from an incident related to dangerous substances, EPScm will ensure that information on emergency arrangements is made available to all relevant parties. No new work activity involving a dangerous substance will commence unless a risk assessment has been made.

Fire Fighting and Detection

EPScm will ensure that:

- The premises are equipped with appropriate fire-fighting equipment;
- Any non-automatic fire-fighting equipment provided is easily accessible, simple to use and indicated by signs;
- These fire fighting and detection systems will be subject to a suitable system of maintenance and maintained in an efficient state, working order and in good repair. A record of these maintenance records will be maintained;
- The fire alarm system will be tested on a weekly basis.

Emergency Routes and Exits

EPScm will ensure that:

- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency exits are kept clear at all times and can be opened immediately by any person who may be required to use them in an emergency.
- People can evacuate the premises as quickly and safely as possible.
- Emergency doors will open in the direction of escape.
- Signs will indicate emergency routes and exits.
- Emergency routes and exits requiring illumination will be provided with emergency lighting of adequate intensity in the case of failure of normal lighting

Emergency Plans and Danger Areas

EPS will ensure that:

- Appropriate procedures are in place, including safety drills at least twice a year (announced and unannounced), to be followed in the event of serious and imminent danger to relevant persons. The safety drills will be recorded and learning points from exercise will be fed back into the emergency plans.
- There will be sufficient number of competent people to implement these procedures.
- That no relevant person has access to any area to which it is necessary to restrict access on the grounds of safety, unless the person concerned has received adequate safety instruction.

Information and Training

EPS will ensure that all employees and visitors to the premises are provided comprehensive and relevant information on the risks, the preventative and protective measures, and the procedures.

All employees are provided with adequate safety training and this is repeated periodically:

- Exposure to risk or changes to risk;
- Appropriate precautions and actions to be taken by employees;
- Use of fire fighting equipment available;
- Change in responsibilities;
- Introduction of new work equipment, technology, and systems of work.

General Duties of Employees

Every employee while at work must:

- Take reasonable care for the safety of themselves and others;
- Co-operate with EPS in regards of fire prevention and protection measures;
- Inform management of any serious safety issues or shortcomings of the protection arrangements.

A.3 Work at Height

Falls from height account for one-quarter of workplace deaths and are one of the main causes of major injury. All work at height will be in accordance with the Work at Height Regulations 2005 (amended 2007).

- "At height" is if a person could be injured from falling, even if it is at or below ground level.
- "Work" includes moving around a place of work but not travel to or from a place of work.
- Permanent installations such as a fixed staircase do not come under the Regulations.

The Company recognises that competency plays an important part when employees are expected to work at height and training will be given to those who have to work at height.

Responsibilities

Director - To ensure all persons who work at height have the appropriate training and competencies to complete the tasks expected in a safe and secure manner.

Managers - To ensure all equipment provided for work at height (including hired equipment) has been assessed as suitable for the task and has been inspected for suitability.

Supervisor - To monitor the actual work. Complete any safety inspections and record any accidents or incidents providing feedback on changes to safe working practices required to prevent future occurrences.

Employees and Contractors - To work with and contribute to the overall process when work at height takes place. To contribute to risk assessments and safe working practices ensuring they read and sign any method statements created for work at height processes.

To ensure that:

- Work at height is avoided if possible by ensuring that no work is done at height if it is safe and reasonably practicable to do it another way.
- A risk assessment is carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- Any work undertaken from height is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable to prevent any person falling a distance likely to cause injury.
- The work is postponed in severe weather conditions which could endanger the health and safety of those working at height.
- Everyone involved in the work is competent to carry out the work.
- Trainees are supervised by a competent person.
- The place where work is undertaken at height is safe and has features in place to prevent falls of persons.
- Any equipment used for work at height is suitably selected and appropriately inspected and checked by competent persons.
- Collective protection measures are given priority over personal protective measures.

- Where access is made at height, managers must ensure that the area is checked prior to works commencing.
- No one goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to can carry out the work safely, a risk assessment has been carried out and all suitable control measures and fall prevention has been put in place.
- Appropriate warnings and barrier systems must be in place to prevent anyone accessing the area below or near the fragile surface.
- Risks from falling objects are adequately controlled.
- Access is prevented to other persons and clearly signed to areas where there is a risk of falling persons or materials could occur.
- If a ladder has to be used for any work at height a risk assessment must have been carried out which demonstrates why more suitable work equipment cannot be justified.

A3.1 Ladders

- The use of ladders should be minimised as much as possible.
- The use of ladders is only permitted for inspection and access purposes, and for minor maintenance activities.
- Ladders can be used only by those who have had ladder training and adopt the "Three Points of Contact" rule.

In all cases, all ladders must be:

- Of industrial specification;
- Only used where one hand can be kept on the ladder at all times;
- Only used on level and solid ground
- Only used temporarily and for tasks where there is no requirement for the person carrying out the work to over-reach or apply significant pressure to any structure in order to carry out the task;
- Only used by persons competent in the use of ladders and the task they will be carrying out at height;
- In good condition
- Of suitable and sufficient strength for the purpose
- Securely fixed if it is of a length of 3 metres or more
- Secured at top or bottom at any length
- Extended to a metre above the level to which it gives access if no other suitable handhold is provided

Ladders must be inspected before and after use by the user. Any defects must be reported immediately to the relevant Team Leader. Defective ladders must not be used.

A3.2 Step Ladders

- The use of step ladders should be minimised as much as possible.
- The use of step ladders is only permitted for inspection and access purposes, and for minor activities.

In all cases, all step ladders must be:

- Of industrial specification;
- Only used on level and solid ground
- Only used temporarily and for tasks where there is no requirement for the person carrying out the work to over-reach or apply significant pressure to any structure in order to carry out the task;
- Only used by persons competent in the use of step ladders and the task they will be carrying out at height;
- In good condition
- Of suitable and sufficient strength for the purpose

Step Ladders must be inspected before use each day by the user. A Scafftag label will be affixed to each set of steps and this must be completed each day that the steps are used. The user should check to see if it has been completed that day, and, if not, they should complete the checks using the Daily Step ladder checklist. Any defects must be reported immediately to the site foreman. Defective step ladders must not be used and will be removed from the site.

All step ladders purchased or hired must be of platform variety. This will prevent operatives from climbing the step ladder higher than is necessary, keeping them safe. If the reacher is greater than that provided by the step ladder, alternatives means of access are to be considered by site management.

A3.3 Mobile Tower Scaffolds

The following conditions need to be confirmed before a decision is taken to erect a mobile tower scaffold:

- The ground is firm and stable and able to support the structure - if appropriate the tower must be built on sole plates sufficient to disperse the load
- The ground does not slope in any way that cannot be safely accommodated using adjustable legs. Ideally ground will be flat
- The tower will provide easy access to the area requiring attention so ensure there is no temptation for the users to over-reach from the platform
- The use of ladders or steps on the working platform is strictly prohibited
- The load capacity of the tower is sufficient for the work being planned, the work does not include significant work with percussion and drilling tools which may de-stabilise the tower.
- The consideration of the materials being used for the work and the safety of getting materials to the working area and the need to be able to remove waste. Mobile towers are not ideal for transportation of materials.

Any persons erecting, using or dismantling a mobile tower must be competent in its erection, or be under the direct supervision of an experienced and competent person. During both erection and dismantling all components should be checked for defects. Any defects should be reported to the relevant to the Site Supervisor. The erection and use instructions supplied by the manufacturer must be available for reference and must be followed and adhered to at all times.

A3.4 Mobile Elevating Work Platforms (MEWPs)

Personnel operating mobile elevating work platforms must be specifically trained and authorised to use it. The specific manufacturer's instructions must be available on site for all MEWPs in use. Each MEWP must be used in accordance with these specific manufacturer's instructions.

Other considerations for the use of Mobile Elevated platforms are:

- The safe working load of the MEWP and the permitted number of persons on the platform must not be exceeded.
- All MEWPs are subject to inspection by a competent person under the Lifting Operations and Lifting Equipment Regulations. This could be via inspection certificates from Hire Companies or via EPS competent personnel.
- An appropriate safety harness and lanyard should be worn, attached to a suitable latch point on the MEWP.
- Personnel must not leave the platform except via the proper disembarkation point.
- The condition and stability of the ground must be taken into account before a MEWP is used, including the ground on which any outriggers are placed.
- MEWPs must not be used within 10 metres of overhead power cables.
- MEWPs should never be used as a lifting device for goods materials and waste.

Employees and/or Contractors Responsibility

Contractors employed to work at height must have a risk assessment and method statement in place before work commences. These documents must be reviewed by a competent person and the work must be monitored to ensure the contractor is complying with health and safety arrangements in place.

All employees and contractors must ensure that:

- They report to their Manager any activity or defect relating to work at height that is likely to be hazardous to themselves or any other person in the vicinity.
- They use all equipment and safety devices supplied for work at height correctly and must not misuse it in any way.
- They comply with any training, instructions and safe systems of work in place for working at height.

A.4 Electrical Safety

EPS is committed to ensure that all electrical equipment meets the requirements as set out in the *Electricity at Work Regulations 1989*. To assist the Company in its duties regarding the act the following apply:

- No person may carry out work on any electrical equipment including the fitting of plugs, fuses and lamps unless they have been suitably trained. Only competent persons, trained and authorised by EPS will be allowed to carry out these tasks
- Working on electrical equipment whether fixed or mobile will be carried out in such a manner as not to constitute a risk to themselves or other persons
- It is the responsibility of the Company to ensure any employee or contractor undertaking work on electrical equipment, are suitably qualified and competent
- Work on or near live conductors will only be completed using qualified electricians.
- Contractors or employees who set up equipment should ensure that:
 - all leads and extensions have a valid test certificate
 - all leads are visually inspected for faults before use
 - all extension leads are covered in walkways and do not cause a hazard.

A.4.1 Electrical Equipment

All electrical equipment in use will be maintained to a satisfactory standard so as to minimise risk to employees. EPS will test all equipment in use with the exception of conductors, mains power source and major plant. This work will be sub contracted to external companies who carry recognised approval for this type of work. All electrical equipment in use by the Company is classified as within the scope of the regulations whether fixed or mobile. Regular inspections will be carried out and recorded by date that this has been completed.

The following guidelines for testing times are given as a guide:

Premises	Visual Check	Inspection and Test
Offices and Equipment Used on Site	Daily	New equipment on purchase and then three years.
Plant and Machinery	Daily	3-6 months

Site Supervisors will carry out visual inspections on site. All users are responsible for carrying out visual inspections before using any electrical equipment. The visual check will include the following:

- Plug in good order and not damaged
- Connection lead not frayed or damaged in anyway
- Plug for connection to equipment in good order
- Casing of equipment not damaged

Only competent persons will be allowed to test equipment. A record will be kept of each test.

Detachable leads must be tested separately and marked accordingly with a tag number. Only

the power lead to computing equipment must be tested due to the risk of damage to computing equipment. Wherever possible, trailing leads will be restricted from use.

Faulty electrical equipment will be taken out of use and marked: **"DO NOT USE - FAULTY"**

No personal mains equipment will be used on any Company premises, unless the necessary test and logging of a test has occurred.

A.5 Provision & Use of Work Equipment

EPS has a legal duty to provide and maintain work equipment that as far as reasonably practicable, will allow all work activities and business operations to be performed with the minimum of risk. The Provision of Work Equipment Regulations 1998 requires risks to people's health and safety from the use of work equipment to be prevented or controlled. In addition to these general requirements, lifting equipment is also subject to the requirements of the Lifting Operation and Lifting Equipment Regulation 1998

Generally, any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, photocopiers, lifting equipment (including lifts) and motor vehicles. Similarly, if employees provide their own equipment it will be covered by PUWER.

EPS has established the following guidelines and standards within those regulations:

- All equipment purchased will be suitable for use for the operations intended.
- Where applicable, equipment will be provided that meets the requirements of British Standards and any International Standard or relevant legislation.
- All equipment purchased will be considered for assessment of risk before issued for use within the business.
- Special training needs will also be considered where applicable as will regard for the working conditions and possible hazards in which equipment will be used.
- Staff are advised that no modifications must take place to equipment in use.
- Will ensure competent and qualified persons are used should modification be necessary.
- Work equipment will be maintained by qualified Company designated persons.
- Inspected in certain circumstances to ensure that it is, and continues to be safe for use. A competent person should carry out any inspection, this could be an employee if they have the necessary competence to perform the task and a record kept until the next inspection.

The Company will also ensure that risks, created by the use of equipment are eliminated where possible or controlled by:

- Taking appropriate physical measures e.g. providing suitable guards, protection devices, system control devices, personal protective equipment.
- Taking appropriate logistical measures such as following safe systems of work and providing adequate information, instruction and training.

EPS will ensure that people using work equipment have received adequate training instruction and information for the particular equipment.

A.5.1 Compressed Air Tools

All compressors and compressed air tools used at site locations and other workplaces must comply with applicable regulations and standards giving consideration to company policy and

client restrictions on noise. Any statutory certification applicable to the equipment should be requested from the supplier.

A representative of the Company will check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (i.e. jockey wheel, brake, engine cover stays, etc.). Any necessary noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc. The Site Supervisor will ensure that all the necessary safety equipment e.g. eye protection, hearing protection, gloves etc. is provided and used as required.

Personnel will be instructed in the safe use and maintenance of any compressed air equipment used. Any defects noted must be reported immediately so that remedial action can take place. If the defect affects the safety of the equipment it will be taken out of use immediately. The Company will encourage operatives to wear suitable protective footwear when using compressed air equipment.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

Noise levels produced must be considered as they may affect third parties. The requirements of the Noise at Work Regulations should be followed.

Testing and inspection intervals as recommended by HSE should be followed.

A.5.2 Abrasive Wheels

Any work relating to the provision and use of abrasive wheels machines or portable tools must be carried out to comply with the Provision and Use of Work Equipment Regulations 1998, relevant British Standards and HSE Guidance Notes.

Supervisors and Site Management will ensure that any abrasive wheel machine hired or owned by the company will be provided and maintained in accordance with the applicable Regulations.

- Hazards Include wheel breakage/bursting, contact or entanglement with running wheel, physical injury from component being ground, noise and dust inhalation.
- The risk of breakage is inherent in every abrasive wheel. Nearly half of all accidents involving abrasive wheels are due to an unsafe system of work or operator error.
- The primary objective of the *Provision and Use of Work Equipment 1998* (PUWER) is to ensure that work equipment, including abrasive wheels, do not give rise to risks to health and safety, regardless of the work equipment's age, condition or origin.
- PUWER applies to all workplaces and work situations subject to the Health and Safety at Work Etc. Act 1974 and revoked the remaining provisions of the Abrasive Wheels Regulations 1970.
- PUWER requires all machinery to be suitable for its intended use; to be properly maintained; and that persons using, supervising or managing the use of abrasive wheels are fully informed and adequately trained for health and safety purposes. The Approved Code of Practice and Guidance to the Regulations contains the following advice, specific to the use of abrasive wheels:
 - To minimise the risk of bursting, abrasive wheels should always be run within the specified maximum rotation speed.
 - The power driven spindle should be governed so that its rotation speed does not exceed this.
 - Guarding must be provided to contain fragments of the wheel that might fly off if it did burst. The guarding has an additional role in helping to meet the requirements of regulation 11; it should be designed, constructed and maintained to fulfil both functions.

- Providing information and training of workers in the correct handling and mounting of abrasive wheels (including pre-mounting and storing procedures) is also necessary to prevent the risk of bursting.

Supervisors and/or Site Managers will ensure that sufficient operatives have been trained in accordance with the PUWER in the mounting of abrasive wheels and discs on the type of machine to be used, and that names of the persons appointed are entered in the site register.

Suitable storage facilities for abrasive wheels and discs will be made available. Site Supervisors and/or Site Managers will ensure that sufficient quantities of suitable eye protection to BS EN 166:2002 and other protective equipment is provided and used as required.

Supervisors and/or Site Managers will ensure that the required statutory notices are displayed properly. *Hot Works Permits should be in place where a risk from sparks is evident.*

Supervisors and/or Site Managers will ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

A.6 Health Risk Management

A.6.1 Hazardous Substances (COSHH)

COSHH stands for the Control of Substances Hazardous to Health Regulations. These Regulations require employers to control exposure to hazardous substances to prevent ill health. It is recognised by EPS that it is necessary to use hazardous substances and chemicals within the Company. The company also recognises that employees may be exposed to chemicals and hazardous substances, which are being used by others.

Assessments

All staff and employees are made aware of the following:

- An employee of the Company may not use chemicals or hazardous substances unless a written assessment has been completed.
- All chemicals and hazardous substances will have a written assessment, which will be distributed to relevant personnel.
- Assessments enable the Company to make informed judgements regarding employee health risks.
- The review procedures allow that assessment takes place should ever a product become suspect or a change in working conditions apply.
- Health and Safety consultants are available for consultation and guidance should this be required by any employee.

The COSHH assessment process uses the following hierarchy of controls:



The CLP COSHH Symbols are shown below for information



Explosives
Dangerous for



Oxidising



Gas under pressure



Corrosive



the
environment



Flammable



Toxic



Caution



Long term health hazards

Health Surveillance

Where a system or product in use shows that health surveillance is appropriate due to exposure of substances, records will be kept for 40 years after the last date of entry. The Company will ensure that adequate recording systems will be set up where necessary for this purpose.

A6.2 Noise

Loud noise at work can damage your hearing. EPS has a responsibility, under the Control of Noise at Work Regulations 2005, to prevent or reduce and protect employees from risks to health and safety from exposure from noise.

EPS shall:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced sufficiently by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;

- Carry out health surveillance where there is a risk to health.

Noise problem

A noise problem at work will depend on how loud the noise is and how long people are exposed to it. Something is likely to be required to be done if any of the following apply:

- If the noise is intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day
- Employees have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day.
- Employees use noisy powered tools or machinery for more than half an hour each day.
- Working in a noisy industry.
- There are noises due to impacts (such as hammering or impact tools etc), explosive sources such as cartridge-operated tools or detonators.

Noise Levels

The Noise Regulations require the Company to take specific action at certain action values. These relate to:

- The levels of exposure to noise of employees averaged over working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

	Lower exposure action values	Upper exposure action values	Exposure limit values not to be exceeded
Daily/weekly exposure	80dB	135dB	87dB
Peak sound pressure	85dB	137dB	140dB

A risk assessment this will be carried out by a competent person if it is required.

EPS shall ensure that:

- The assessments are recorded with an action plan.
- Assessments are reviewed no later than two years, or if circumstances have changed.
- Assessments are reviewed if required by legislation.

Wherever there is noise, EPS shall look for alternative processes, equipment and/or working methods that would make the work quieter or mean people are exposed for shorter times and employ best practice that are reasonably practicable. Where noise exposures are below the lower exposure action values, risks are low; EPS will take actions that are relatively inexpensive and simple to carry out.

EPS shall ensure that the information from the assessments is actioned and then monitored and reviewed.

Hearing protection

Hearing protection will be issued to employees:

- Where extra protection is needed above what can be achieved using noise control;
- A short term measure while other methods of controlling noise are being developed

Hearing protection will not be used as an alternative to controlling noise by technical and organisational means. EPS shall ensure that:

- Employees are provided with hearing protectors if they ask for them and their noise exposure is between the lower and upper exposure action values;
- Employees are provided with hearing protectors and ensure they use them properly when the noise exposure exceeds the upper exposure action values;
- Identifies hearing protection zones, i.e. areas where the use of hearing protection is compulsory, and mark them with signs if possible;
- The hearing protectors are properly used and maintained.

Information, instruction and training

EPS shall ensure that employees understand the risks they may be exposed to. Where employees are exposed above the lower exposure action values we shall advise of the following:

- The likely noise exposure and the risk to hearing this creates;
- What EPS are doing to control risks and exposures;
- Where and how people can obtain hearing protection;
- How to report defects in hearing protection and noise control equipment;
- What employee's duties are under the Noise Regulation 2005;
- What employee's should do to minimise the risk, including the proper way to use and care for hearing protection and other noise control equipment.
- Explain EPS health surveillance systems.

Health Surveillance

EPS shall provide health surveillance (hearing checks) for all employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason. EPS shall:

- Keep records of the health surveillance and fitness for work advice provided for each employee (but not the confidential medical records which are kept by the doctor). The Health and Safety Executive can inspect these records as part of their checks that EPS is complying with the regulations;
- Make employees records available to them;
- Act upon any recommendations made by the occupational health service provided about employees continued exposure to noise;
- Use the results to review and, if necessary, revise the risk assessment and our plans to control noise.

A6.3 Hand Arm Vibration

Hand-arm vibration is vibration transmitted from hand-held powered work equipment into workers hands and arms. Regular and frequent exposure can lead to permanent health effects, such as carpal tunnel syndrome or hand-arm vibrations syndrome (HAVS). The Control of Vibration at Work Regulations 2005 places responsibilities on the employer to assess and control exposure to employees.

Responsibilities

EPS will:

- Assess the risk to employees
- Identify the likely exposure values, and whether they are above the action value
- Apply control measures to eliminate or reduce the risk
- Provide health surveillance to employees who are exposed above the action value
- Decide whether employees will be exposed above the daily exposure limit, and if so, take immediate action to reduce the exposure
- Provide information and training to employees as well as information on the control measures
- Keep records for employees under health surveillance
- Review and update the risk assessment

Exposure action values and limits

The exposure action value (EAV) is a daily amount of vibration above which employers are required to take to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of $2.5 \text{ m/s}^2 \text{ A}(8)$.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to in any single day. For hand-arm vibration the ELV is a daily exposure of $5 \text{ m/s}^2 \text{ A}(8)$. It represents a high risk above which employees should not be exposed.

Assessment

The assessment will identify the EAV/ ELV for work activities based on the length of time, equipment, manufacturer's information and control measures required. EPS will group employee's activities according to whether they are high, medium, or low risk and plan our action accordingly to the greatest risk.

Control measures

EPS control measures will include;

- Selecting alternative work methods which reduce or eliminate exposure to vibration.
- Ensuring the suitability of equipment to the task, and always selecting the tool with the lowest vibration that is suitable for the task.
- As equipment is replaced, purchasing new equipment that has lower vibration. Where possible, redesigning workstations to minimise loads caused by poor posture, and incorporating jigs to reduce the need to grip heavy tools tightly.
- Ensuring that equipment is maintained regularly, and consumables are replaced regularly.
- Limiting the time that employees are exposed to vibration, by breaking up tasks into smaller segments, or by rotating employees between tasks.
- Providing protective clothing to keep employees warm and dry, to encourage good circulation in the hands.
- Regularly reviewing control measures with employees, and checking the results of health surveillance.

Health Surveillance

EPS will provide health surveillance for employees, who, despite our action to control the risk, are likely to be exposed above the exposure action value or are considered to be at risk for any other reason.

The purpose of health surveillance is to;

- Identify anyone exposed or about to be exposed to hand-arm vibration that may be at particular risk, for example, people with blood circulatory disease.
- Identify any vibration-related disease at an early stage in employees regularly exposed to hand-arm vibration
- Help prevent disease progression and eventual disability
- Help people stay in work
- Check the effectiveness of our vibration control measures

Information, Instruction and Training

EPS will provide the following information for employees;

- The health effects of hand-arm vibration
- Sources of hand-arm vibration
- Whether they are at risk and if so, whether the risk is high, medium or low
- The risk factors and how to minimise risk
- How to recognise and report symptoms
- Explain the health surveillance process

A.6.4 Manual Handling

One in three reported injuries are due to improper manual handling techniques. It is not always the case that heavy or large loads cause injury. Merely the improper way to lift or move loads, heavy or light can cause injury. The correct procedures are outlined in this policy. It is the responsibility of every employee to ensure they have read these guidelines and the booklets provided at their place of work.

It is intended that EPS will provide information on manual handling procedures via tool box talks for any employees who are involved in moving heavy equipment.

Employees have a duty to ensure that they have read material available and have sought advice on any points that cause them concern.

Definition

Manual handling can be defined as transporting or supporting any load by hand or bodily force including the moving, carrying, lifting, putting down, pushing or pulling of loads. The use of the terminology "load" can be described not only as parcel packages, etc. but also include items of mobile machinery in use.

Responsibilities

It is the responsibility of all management to ensure that as far as practicably possible, Company employees and contractors are free from risk of injury caused by manual handling operations.

The use of assessments is therefore vital to ensure staff are aware of the need to adopt proper procedures and working practices when handling loads. Wherever possible, the use of "manual

handling" should be avoided by the use of handling equipment supplied by the Company. Where this is not possible, risk must be minimised through the use of the procedure outlined in this policy and information on manual handling available at each place of work or within these guidelines.

The appointed person will agree those items requiring assessment. Staff/contractors have a

right to request additional assessments where they believe they may be at risk from moving loads. These will be updated as and when circumstances change or new assessments are required.

EPS is committed to train all existing personnel in proper manual handling procedures, but this does not negate the fact that staff have a duty to read available material and ask questions if any doubt exists.

Information will, wherever a risk is identified, be provided on:

- Weights of loads and equipment.
- The heaviest side of a load and the centre of gravity for a load.

The characteristics of loads to be considered for risk assessment are detailed as follows:

- The size weight and shape of a particular load.
- The ease by which a load can be grasped.
- The balance, stability and contents including the likelihood of shifting.
- The potential risk from injury via sharp edges or rough surfaces and temperature.

Risk assessment will also consider:

- Working space and height restrictions.
- Uneven or poor surfaces.
- Variations in floor levels.
- Temperature, humidity and ventilation

Responsibilities

The Company will wherever possible identify equipment and/or loads that require the completion of a risk assessment. Employees and contractors have a duty to assist Company management in the task of identifying possible loads that require a risk assessment completing.

A.6.5 Construction Related Diseases

The main construction related diseases in the construction industry are:

- Leptospirosis

- Tetanus
- Legionellosis
- Aspergillus
- Lyme Disease
- Avian Chlamydiosis
- Mesothelioma

Responsibilities

If the risk assessment shows employees to be at risk of any construction related disease, they must be informed. Supervisors are responsible for ensuring any necessary PPE is worn and provided, and that safe working methods are followed. Managers should ensure that supervisors are made aware of the risks, and that alternative working methods are considered so far as possible.

A.7 Vehicle and Driver Safety

EPS considers all vehicles used to perform its' business operations and all vehicles used for work activities to be work equipment. The Company is therefore committed to a pro-active approach with regard to safety and driving standards.

Methods of Transportation

The Company will give due consideration to the alternatives available in order to reduce exposure to the inherent risks of conventional road transportation methods.

Provision of Vehicles

The selection process for vehicles and safety equipment will involve the end user and transport operations and maintenance specialists (if necessary).

Driver Authorisation

Authorisation to drive vehicles on behalf of the company or on company business will be required by EPS. The authorisation will be based on certain checks and criteria that may change from time to time with current guidance and legislation.

Requirements of Authorised Drivers

All authorised drivers will be expected to drive to the highest standards in line with their driving and vehicle operating qualifications. Any requirements over and above these standards will be made known prior to an authorised driver undertaking any work activities of this nature.

In accordance with guidance normally provided with driving qualifications, authorised drivers will still be expected to perform basic checks of their vehicles before driving or operating them.

Such checks will include (but not limited to):

- Tyre pressures and general condition
- All lights
- Visibility via windscreens, visors, mirrors, windows

Further details, procedures and requirements for authorised drivers driving or operating company vehicles will be made known during the authorisation process and/or at the point of vehicle handover.

Maintenance

By law, employers have to make sure that work equipment is in good working order, including workplace vehicles. Planned inspections are an important part of maintenance. These can range from basic safety checks as described above. Preventative maintenance will be thorough, regular and frequent enough to meet the manufacturer's guidance.

Mobile Phones

Authorised drivers will be expected to exercise proper control of company vehicles at all times. The use of mobile phones while driving, even with 'hands-free' kits, has been proven to be a major distraction to the driver. Distractions while driving are to be avoided at all costs because the risk of serious harm and death is unacceptable. It is good practice to take a break from driving every 90 minutes which gives the driver an opportunity to catch up on any messages left on his or her mobile phone answer service.

In Car Technology

There is a serious risk of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PC's, multi-media, etc. Authorised drivers are not expected to operate, adjust or view any such system if it distracts the driver while driving. If special equipment has been installed for the purposes of company business, the driver will be expected to find a safe place to stop first.

Safe driving needs concentration

Authorised drivers will be expected to behave responsibly and avoid other distractions when driving such as:

- Listening to loud music (this may mask other sounds)
- Trying to read maps
- Inserting a cassette, CD or tuning a radio
- Arguing with passengers or other road users
- Eating and/or drinking

Driving Offences

Any driving offence committed by an authorised driver **MUST BE DECLARED** to the Company immediately. The action to be taken by the Company will be decided on an individual basis; each case will be considered on its own particular circumstances.

Disclaimer

EPS accepts no responsibility for the use of a mobile phone or any subsequent damages incurred, for a driver not obeying this policy and the safe working practices contained within it, or the Highway Code.

Use of Private Vehicles

When employees use their own private vehicle for business, staff must ensure that the vehicle is adequately insured, has an up to date MOT certificate and vehicle tax, and receives the manufacturers servicing checks.

Drivers will still be expected to perform basic checks of their vehicles before driving or operating them. Such checks will include (but not limited to):

- Tyre pressures and general condition;

- All lights;
- Visibility via windscreens, visors, mirrors, windows;
- Brake operation.

Monitoring

Annually drivers will be asked to produce their licence for inspection to ensure they remain valid to drive on company business. With this annual review a refresher of the induction will also be carried out.

A.8 Health and Welfare

A.8.1 First Aid

EPS maintains a policy of providing First Aid support via appointed or qualified persons, trained to appropriate standards. A risk assessment is carried out to determine the numbers of the first aiders and the level of training needed.

When assessing the specific needs, EPS will consider:

- Workplace hazards and the risk.
- The size of the organisation.
- The organisations history of accidents.
- The nature and distribution of the workforce.
- The remoteness of the site from emergency medical services.
- The needs of travelling, remote and lone workers.
- Employees working on shared or multi-occupied sites.
- Annual leave and other absences of first aiders and appointed persons.
- What is the nature of the work - does it involve high risk operations?
- Is anyone with known ill health involved?
- Does proposed equipment meet foreseeable needs?
- Are first aid kits properly stocked and maintained?
- Accessibility for emergency services and recovery of any casualties.

In cases where employees work at venues not belonging to the Company, it will be established what first aid facilities exist that can be utilised and who is the qualified first aider on site.

Contractors and staff have a responsibility to the customers of EPS to ensure adequate provision is available for first aid treatment at all sites and offices.

In places owned by or operated by the Company, premises will be with supplied a first aid box. First aid boxes will be marked with a white cross on a green background.

The location of first-aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards. First aid boxes will display the:

- name of the person responsible for the upkeep
- nearest location of further supplies
- contents of the box and replenishing arrangements
- location of the accident book

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solutions (0.9%) in sealed disposable containers are provided. Each

container should hold 300ml and at least 900ml should be available. Once opened they must not be re-used. The use of eye baths/cups or re-fillable containers is not permitted.

It will be the responsibility of the first aiders to ensure first aid boxes are maintained. These will be in clearly identified places easily accessed by all. Medicines and tablets should not be kept in the first aid kit. Everyone working at our sites will be informed where/how first aiders and first aid equipment can be found during a site induction.

First aiders must have received training and hold a current, recognised first aid certificate. First aiders must hold either a first aid at work (FAW) or an emergency first aid at work (EFAW) certificate.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, such as:

- work with potentially dangerous tools and machinery away from base location
- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations

First Aid Room & Supplies

An area will be made available, if required, for first aiders to carry out any treatment.

A.8.2 Mental Health

EPS maintains a policy of providing Mental Health First Aid support via appointed or qualified persons, trained to appropriate standards.

Definitions and types of disorders

Mental Wellbeing

Mental wellbeing is the ability to cope with the day to day stresses of life, work proactivity, interact positively with others and realise our potential.

Mental Health

Mental health is a person's condition concerning their physiological and emotional wellbeing.

Mental Health Condition

Mental health condition is a mental or behavioural pattern that causes either suffering or a poor ability to function in ordinary life and is usually defined by a combination of how a person feels, acts, thinks or perceives.

Types of Disorders

- **Work-related stress** - defined by the Health and Safety Executive as the adverse reaction people have to excessive pressure or other types of demand placed on them at work. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as increased capacity for error. Stress is not a medical diagnosis, but severe stress that continues for a long time may lead to a diagnosis of depression or anxiety.

- **Anxiety disorders** - people with anxiety disorders respond to certain objects or situations with fear and dread, as well as with physical signs of anxiety or panic, such as a rapid heartbeat and sweating.
- **Mood disorders** - also called affective disorders, involve persistent feelings of sadness or periods of feeling overly happy, or fluctuations from extreme happiness to extreme sadness. The most common mood disorders are depression, bipolar disorder and cyclothymic disorder.
- **Psychotic disorders** - distorted awareness and thinking. Two of the most common symptoms of psychotic disorders are hallucinations; the experience of images or sounds that are not real, such as hearing voices; and delusions, which are false fixed beliefs that the ill person accepts as true, despite evidence to the contrary.
- **Eating disorders** - extreme emotions, attitudes, and behaviours involving weight and food. Anorexia nervosa, bulimia nervosa and binge eating disorder are the most common eating disorders.
- **Impulse control and addiction disorders** - unable to resist urges, or impulses, to perform acts that could be harmful to themselves or others. Pyromania (starting fires), kleptomania (stealing), and compulsive gambling are examples of impulse control disorders. Alcohol and drug use are common objects of addictions.
- **Personality disorders** - extreme and inflexible personality traits that are distressing to the person and/or cause problems in work or social relationships.
- **Obsessive-compulsive disorder (OCD)** - plagued by constant thoughts or fears that cause them to perform certain rituals or routines.
- **Post-traumatic stress disorder (PTSD)** - can develop following a traumatic and/or terrifying event, such as a sexual or physical assault, the unexpected death of a loved one, or a natural disaster.

Stress

Stress is identified as having three stages:-

Alarm reaction - the body detects an external stimulus,

Adaptation - the body engages in counter-measures against it,

Exhaustion - the body begins to run out of defences.

Stress can emerge from work and non-work factors and is a balance between the 'excess' demands and the coping mechanism of the person subject to them.

Excess demands may be attributable to:

At work;

- Being unable to cope with the demands of the job
- Not having adequate say in how the work is done
- Being subject to unacceptable behaviour
- Having inadequate support from colleagues and superiors
- Not being involved and informed in organisational changes
- Not understanding roles and responsibilities

At home;

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- General life pressures become too great - finance, health, etc.
- Change occurs - job, home, location
- Family and relationship issues
- Bereavement
- Separation and divorce
- Accidents and trauma

Talking at an early stage

As soon as it is noticed an employee is having mental wellbeing difficulties, talk to them - early action can help prevent them becoming more unwell. If the person does not want to speak to you, suggest they speak to someone else, for example, a mental health first aider (Gareth Wood) or their GP.

Line managers should concentrate on making reasonable adjustments at work, rather than understanding the diagnosis. The individual's GP, medical support or occupational health should be able to guide on what can be done to help.

Managing a person with an ongoing illness

Most people who have ongoing mental wellbeing problems continue to work successfully. But when someone needs support, line management can work with them to ensure flexibility to suit their health needs.

People with mental wellbeing problems should be treated in the same way as any other member of staff unless they ask for help or demonstrate clear signs that they need it. It is discriminatory to make assumptions about people's capabilities, their promotability or the amount of sick leave they may need because of their illness.

Employees shall

- Raise any issues of concern
- Seek help from a mental health first aider, line manager or GP
- Contact any of the relevant specialist organisations
- Accept support which may include counselling

Line Management shall

- Encourage staff to be open about problems they are experiencing
- Ensure confidentiality
- Focus on the positives and what employees can do rather than what they can not
- Be collaborative, work together to find solutions
- Listen, be respectful and don't make assumptions
- Provide appropriate places for confidential conversations
- Support staff to develop resilience and coping strategies
- Involve staff in dialogue and decision making

- Recognise and praise good work
- Regular reinforcement on positive achievements
- Encourage staff to seek further advice and support if required
- Explore workplace adjustments if appropriate

Useful Contacts

- **MIND** - <https://www.mind.org.uk/>
020 8519 2122
- **Construction Industry Helpline** - <https://www.constructionindustryhelpline.com/>
0345 605 1956
- **National Debt Helpline** - <https://www.nationaldebtline.org/EW/Pages/default.aspx>
0808 808 4000
- **Samaritans** - <https://www.samaritans.org/> 116 123

A.8.3 Smoking Policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

It is the policy of EPS that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Smoke free vehicles

The law requires vehicles to be smoke free at all times if they are as a workplace by more than one person – regardless of whether they are in the vehicle at the same time. Vehicles that are used primarily for private purposes will not be required to be smoke free. It is the responsibility of anyone who drives, manages, or is responsible for order and safety on a vehicle, to prevent people from smoking.

Private dwellings

In general, the law does not cover private dwellings. However, any enclosed or substantially enclosed part of premises shared with other premises, such as a communal stairwell or lift in a block of flats, will be required to be smoking free if it is open to the public.

Any part of a private dwelling used solely for work purposes will be required to be smoke free if it is used by more than one person who does not live at the dwelling.

A.9 Personal Protective Equipment

Introduction

Personal protective equipment (PPE) includes such items as boots, gloves, glasses and masks. It is designed to protect the wearer in some way, by physically shielding, or in the case of hi-visibility clothing, by making them more visible. PPE should only be issued if risks cannot be controlled in any other way. The need for PPE should be established by risk assessment, except in some unique cases (for example, the Construction (Head Protection) Regulations 1989 which require that on construction sites where there is a risk of head injury, all persons must be provided with suitable head protection).

Note that the Health and Safety at Work etc. Act 1974 does not allow employers to charge employees or agency workers for PPE.

Personal Protective Equipment can include:

Eye Protection	Eye protection should be to the recommended British Standard and assessed to meet the needs of each task and could include various options such as safety spectacles, goggles, face shields, visors.
Head Protection	The main use of head protection is where falling objects occur. Head protection could include the use of bump caps where risk assessments show these are suitable for the task. Chin straps may be required for certain tasks to avoid hard hats from slipping.
Hand Protection	Gloves are the most basic requirement for hand protection. It is vital that hand protection is assessed against the task required. Electricians may require special consideration when handling small work such as cabling.
Masks and Breathing Protection.	In work areas where dust is being generated through drilling or other activities, dust masks will be worn to prevent inhalation of dust. The mask used is a half mask complete with P3 cartridges. Each operative will be issued with a mask, a face fit test will be carried out and a certificate issued for that specific mask. Details of activities that require use of the mask and any further precautions that need to be implemented will be detailed within the site specific RAMS.
Body Protection	Body protection can be as simple as protecting the skin against the sun's rays to the dangers from heat and cold. Risk assessments will be required for outdoor works. Assess suitable and sufficient body protection.
Foot and Leg Protection	Foot Protection should always be available where the risk of material falls are likely. Foot protection will be assessed on a task by task basis including the surface where foot protection will be used. Leg protection can also be required.

Responsibilities

Managers are responsible for carrying out risk assessments, and providing such PPE as recommended by the risk assessment, or ensuring that resources are made available to provide the PPE. Supervisors are responsible for ensuring that PPE is worn where it is indicated as necessary, and for ensuring that all operatives have been provided with PPE. All employees are responsible for wearing PPE where it has been indicated as necessary and for alerting supervisors to damaged or ineffective PPE.

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Regulations also require that PPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is used correctly by employees.

Control Measures

If a risk assessment concludes that PPE is required (note that within this policy any respiratory protective equipment is included as PPE), then it should be provided.

PPE should be durable and of good quality. Where possible, employees should be involved in the selection, especially if their comfort or welfare could be affected. Note that in some cases, Regulations (such as the Control of Asbestos Regulations) may specify certain types of PPE. In such cases only those types or a superior type should be selected.

Employees should understand the reasons for the PPE, and the potential consequences will be explained of not wearing it.

Where PPE is deemed mandatory, then signs will be displayed.

Purchasing Policy

Personal Protective Equipment will always have a 'CE' mark and comply with the requirements of the Personal Protective Equipment Regulations 2002.

A.10 Lone Workers

EPS will ensure, so far as is reasonably practicable, that employees who are required to work at home or alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone exposes employees and others to certain hazards. The intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances,

environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

All personnel will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

A.11 Slips, Trips and Falls

Introduction

Over one third of all major accidents at work are caused by slips and trips public slips or trips, The Health and Safety at Work etc., Act 1974 requires a safe place of work, with safe access and egress.

Responsibilities

To tackle slips and trips successfully in our workplace EPS will carry out risk assessments and be aware of the current laws and regulations. Managers are responsible for ensuring that risk assessments are carried out and all persons are aware of their responsibilities. All employees are responsible for ensuring that situations liable to cause slips or trips (for example, spills or trailing cables) are reported. If a situation is causing a significant hazard, the employee should ensure it is made safe or access is restricted.

Control Measures

All operations, improvements and works shall be planned such that potential slip and trip hazards are designed out. The risk assessments carried out for the task will assess all areas and ensure all preventative measures and training are carried out as required.

A.12 Display Screen Equipment

To assist the Company in its duty to comply with regulations on Display Screen Equipment (DSE), the use of display screen equipment and the use of workstations will be assessed on a regular basis.

This section deals with those directly employed by EPS. Minimum standards of operation and assessment are defined. It is the intention of the Company to ensure all new and existing workstations meet minimum requirements set out by the legislation.

Staff training and information for Display Screen Equipment (DSE) regulations state that where use is more or less continuous on most days of the working week, the employee will be deemed a 'user' i.e. dependent on DSE to carry out their job.

An employee will therefore be classified as a 'user' if most or all of the following criteria apply:

- The job cannot be done effectively or at all without DSE.

- The worker has no discretion over whether to use DSE to carry out their daily tasks.
- The job requires significant training or particular skills to operate DSE.
- The worker uses DSE for periods of an hour or more at any one time, more or less on a daily basis.
- The task depends upon the fast transfer of information between the worker and screen.
- Attention and concentration demands are high; such as when/where there may be critical consequences of an error.

Eye Testing

Display Screen Equipment users (those who are assessed as users) are entitled to an eye test before they commence display work and regularly thereafter. If glasses are required for using a VDU, EPS will pay for a basic frame and lenses. All eye test dates will be recorded on staff records.

DSE Advice for Classified Users

- The screen must have a stable image, be flicker free and be readable.
- All equipment supplied will be adjustable in terms of brightness and / or contrast.
- All screens will have an adjustable base for tilt and lift purposes to position to an operator's line of vision.
- All keyboards supplied will be adjustable and separate from the screen to allow for the most comfortable working position.
- The keyboard must be positioned so as to allow for support at the front for operator's arms or hands.

Furniture

- Desks or tables supporting display screen equipment must have a large enough surface, non-reflective, and allow flexible use of the screen, keyboard, documents and related equipment.
- Chairs will be adjustable in height and back tilt angle. They must provide easy freedom of movement so that the user can find a comfortable position.
- Footrests will be provided to those who request one.

Environmental Conditions

Workstations will be provided with sufficient space to enable the user to vary position from time to time. Both natural and artificial light will be co-ordinated so that excess or lack of either will be controlled.

Any noise emitted by equipment such as printers or faxes machines, will be considered within the design of any workstation so as not to cause problems with disturbance of speech or hearing. Heat and humidity levels will also be considered within any working area to ensure that a controlled environment is created.

Working Practices

Staff who are assessed as users in terms of Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002 share responsibility in ensuring periodic breaks are taken to reduce the likelihood of visual or postural fatigue. It may be a case of moving to a different task for a period of time between normal break periods.

A.13 New and Expectant Mothers

Introduction

The law requires EPS, to assess the risks to all employees that arise from their work, and to do what is reasonably practicable to avoid or control those risks. The Management of Health and Safety at Work Regulations 1999, explicitly requires that special attention is given to identifying and controlling risks that may affect women who are pregnant, who have given birth in the previous six months or who are breastfeeding. The objective is to avoid adverse effects being suffered either by the woman herself, by the foetus or by the new-born child.

Responsibilities

EPS recognises that it has a responsibility to exercise a general duty of care towards all their employees whatever their physical ability and conditions of work. Where workers fall into special categories, the duty of care extends to ensuring that these workers are not exposed to workplace environments and involved in activities that are made more hazardous because of their physical attribute.

New, Expectant and Nursing Mothers

New or expectant mothers are defined as women who are pregnant, who have recently given birth or who are breast feeding. New expectant mothers must advise Personnel of their situation at the earliest opportunity so that their work activities can be risk assessed.

There are certain activities that must not be performed by expectant and nursing mothers, therefore an Appointed Person who is aware of the current recommendations and legislation will review the relevant risk assessments. If measures required by other health and safety legislation cannot control the risks identified, the Company will alter the working conditions, or hours of work of the women, or in extreme cases suspend the women from work in order to avoid the risk. Records will be kept of the significant findings of risk assessment relating to new or expectant mothers, including details of specific control measures implemented.

New or expectant mothers may also be suspended from night work if a registered medical practitioner or midwife signs a certificate stating such work should be suspended on the grounds of the women's health and safety.

Certain exemptions exist for employers where the woman has not produced a written notification of the women's condition or has failed to produce the signed certificate for her suspension from night work.

Manual Handling of Loads

Pregnant women are especially at risk when performing manual handling tasks. There can also be an increased risk to those who have recently given birth, particularly after a caesarean section. If possible, manual handling should be avoided by pregnant women. If this is not possible the character and extent of the tasks should be controlled so that the risk of injury is minimized. In cases where heavy or repetitive manual handling is an integral part of the individual's job, they may need to be temporarily re-deployed during the pregnancy and for a period of time after they have given birth.

A.14 Asbestos at Work

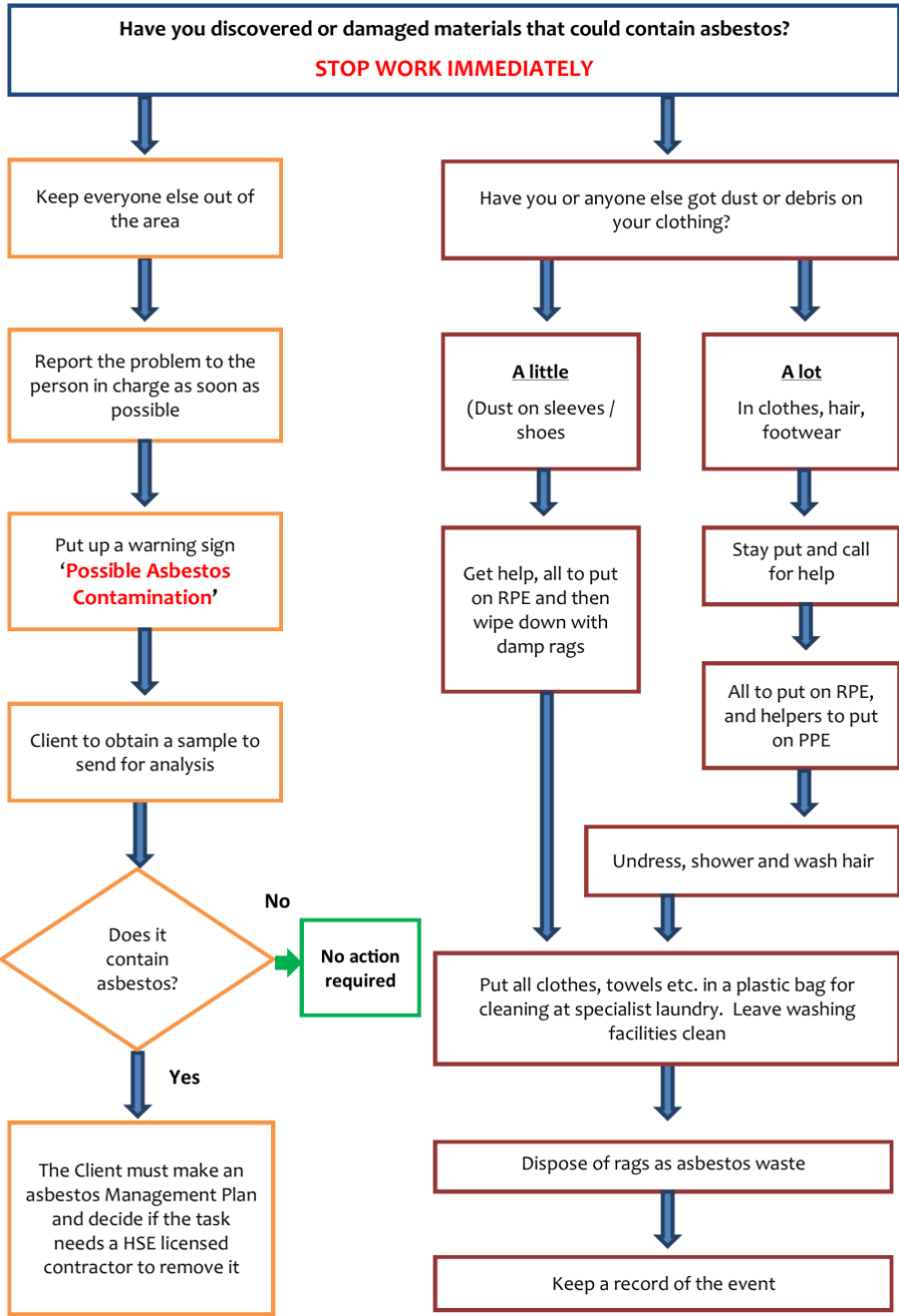
EPS is required to manage asbestos in the workplace, by identification and controlling exposure. Asbestos has been widely used as a building material for many years, particularly from 1950 to 1980 and can be found in a wide variety of forms; having been used in all aspects of the construction process. The use of asbestos products for construction materials is severely restricted today, due to the long-term legacy of illness associated with exposure to the product.

EPS does not carry out any work with asbestos. However, the Company is required to manage asbestos in the workplace. This includes identification and controlling exposure. Before any contract is started the Asbestos Register for the building is reviewed and if there is any risk in the area of work an Asbestos Specialist is to be employed. The results of a building asbestos survey can be used as a tool for effective asbestos management. Options for management include:

- removal of damaged or friable asbestos by competent (and licensed) personnel;
- encapsulation of damaged or friable asbestos and appropriate marking;
- physical protection of vulnerable areas of asbestos by boarding over, etc.;
- marking of asbestos;
- the introduction of appropriate controls to ensure that employees and contractors do not work on asbestos materials unless all the necessary precautions have been taken.

Following a survey a decision can be made as to the remedial action required, the Company will assign tasks to a competent person such as a licensed contractor. Precautions that the Company will take to determine the competence of the contractor are:

- obtaining a current copy of their licence;
- obtaining a detailed method statement detailing the precautions they plan to take;
- ensuring that their method statement relates to the actual premises;
- checking their work methods against their statement;
- contacting previous customers for references; ensuring that the choice of independent analyst who will carry out the air sampling and authorise clearance for the area to be re-occupied remains with the employer and, not the contractor, ensuring that the analyst is UKAS accredited.



Procedure if Asbestos is disturbed on site

Health records and medical surveillance

To comply with the Control of Asbestos regulations, apart from a few exceptions (where exposure is very low), for each employee who is exposed to asbestos, EPS will:

- keep a health record;
- keep the record (or a copy) for at least 40 years;
- ensure the employees are under adequate medical surveillance by a relevant doctor;
- provide a medical examination not more than two years after such exposure and one at least every two years while such exposure continues (certificates of examination need to be kept for four years);
- tell the employee if the medical shows any disease or ill-health effect from the exposure

A.15 Lifting Operations

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The aim of these regulations is to reduce the risk of harm to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of PUWER (Provision and Use of Work Equipment).

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

EPS will meet the requirements of LOLER by ensuring all equipment within the scope of the regulations is:

- Suitable and sufficient.
- Positioned or installed to prevent the risk of injury
- Visibly marked with appropriate information to be taken into account for its safe use
- Lifting is planned, supervised and carried out in a safe manner by competent people
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such purpose
- Before lifting equipment is used for the first time, it is thoroughly examined.
- Lifting equipment is visually inspected before and after each use.
- Lifting equipment may need to be thoroughly examined at periods specified in the regulations. A competent person will perform all examination work.
- Following an examination or inspection of any lifting equipment, the competent person will take the appropriate action and, where necessary, will submit a report.

A.15.1 Hoists

Any hoists used by EPS' will comply fully with the provisions of the LOLER 1998 and other applicable regulations, British Standards and HSE Guidance Notes.

EPS will meet the requirements of LOLER by ensuring the following:

- If hoists are hired then the hire company must supply a test certificate and the instructions for safe use.
- An appointed person is responsible for carrying daily and pre-use checks, as well as planning and suitability checks, and taking measures to prevent unauthorised use.
- Supervisors and managers are responsible for ensuring hoists are used safely, and that use is restricted to those authorised and competent to do so.

Control Measures

All operations where hoists are to be used will be suitably planned by Supervisors in conjunction with appointed person. Personnel required to operate hoists must be competent to do so. Training will be arranged if necessary.

A representative of EPS will check to ensure that all the necessary test certificates are up to date and available for inspection at the workplace. An inspection register must be kept up to date, signed by a competent person and should be available at the workplace.

Lifting equipment is subject to a 12 monthly thorough inspection, or 6 monthly for equipment and accessories lifting people.

A.16 General Housekeeping

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials.

A tidy workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority in Company workplaces.

A significant number of accidents each year are directly attributed to slips, trips and falls caused by poor housekeeping.

EPS Line Managers will be responsible for ensuring the following:

- all directly employed operatives and contractors alike are aware of the need to keep workplaces in a tidy condition at all times.
- arrangements exist for the removal of accumulated waste in bins, skips, etc., from workplaces.
- provision is made for safe and defined stacking of materials and storage of equipment.

Any openings in floors or access ways must be, either securely covered, guarded off or clearly signed to show there is a hazard.

Particular emphasis is to be placed on instructions to all employees and contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to the workplace.

A.17 Workplace Transport Safety

Risk Assessment

EPS will ensure that a risk assessment is completed covering such things:

- arrival and departure;
- travel within the workplace;
- loading, unloading and securing loads;

Organising for safety

EPS will ensure that any effective communication is in place for maintaining a safe workplace for all employees, contractors and visiting drivers.

As far as possible, parking, loading and unloading should be off the road or pavement, well away from the public.

The public may have access to the site and where possible they should be kept away from the workplace vehicle routes and loading, unloading and parking areas. Safe routes for the public should be provided and clearly signposted.

Traffic Routes

EPS will ensure that the following are contained within a Traffic Management Plan:

- the workplace will be organised so that pedestrians and vehicles can circulate safely
- the driving surface is suitably constructed for the purpose for which it is used;
- traffic routes will be far enough away from doors or gates used by pedestrians;
- vulnerable parts of the workplace/buildings will be protected;

Temporary workplaces (e.g. construction sites) will have routes for vehicles and pedestrians that change as work progresses. The Company will ensure that these routes will comply with the same basic safety standards applying to 'prepared' routes.

General

- Visibility - EPS will ensure that forward visibility is good enough to allow drivers to see and avoid hazards.
- Speed - controlling speed is an important part of traffic control and will continuously monitor vehicle movement.
- Parking - Vehicles should preferably be parked in a dedicated parking area. Parking areas will be level as possible, firm well lit, well drained and clearly marked.
- Pedestrians -an effective way of protecting pedestrians is to provide separate routes away from vehicles. EPS will employ suitable measures as required. Where pedestrian and vehicle routes cross, well marked and signposted crossing points will be provided.
- Signs, signals, markings and lighting - as the law requires that road signs used to warn or inform traffic in private workplaces should be the same as those used on public roads EPS will use suitable signs as set out in the Highway Code.
- Lighting - the lighting for roads, manoeuvring areas, junctions, pedestrian routes and areas where there is regular movement of vehicles or mobile plant will be suitable and sufficient.
- Housekeeping - the traffic routes, so far as is reasonably practicable, will be kept free from obstruction and from anything that may make a person slip or fall.

Appendix A

Legislation

Health and Safety at Work etc Act 1974
Workplace (Health, Safety and Welfare) Regulations 1992
Management of Health and Safety at Work Regulations 1999
Management of Health and Safety at Work (Amendment) Regulations 2006
Health and Safety (Consultation with Employees) Regulations 1996
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Working Time Regulations 1998
Working Time (Amendment) Regulations 2003
Misuse of Drugs Act 1971
Transport and Works Act 1992
Provision and Use of Work Equipment Regulations 1998 (PUWER)
Health and Safety (Safety Signs and Symbol) Regulations 1996
Regulatory Reform (Fire Safety) Order 2005
Electricity at Work Regulations 1989
The Control of Work at Height Regulations 2005 (as amended 2007)
Lifting Operation and Lifting Equipment Regulation 1998
Noise at Work Regulations (2005)
Supply of Machinery (Safety) Regulations 1992 (as amended)
Control of Substances Hazardous to Health 2002(amended 2013)
Control of Vibration at Work Regulations 2005
Manual Handling Operations Regulations 1992
Road Traffic Act 1988
Health and Safety (First Aid) Regulations 1981
Health Act 2006
The Smoke-free Regulations 2007
The Personal Protective Equipment at Work Regulations 1992
The Equality Act 2010
Control of Asbestos Regulations 2012
Display Screen equipment regulations 1992 (as amended 2002)

Appendix B

Guidance

HSG136 - Workplace transport safety - An employers' guide
HSE Publication HSG 33 Health and Safety in Roof Work
NASC TG20:2008 provides guidance on standard scaffold systems, while BS12811-1:2003 contains information on the design of non-standard systems.
INDG 401 The Work at Height Regulations 2005 - A brief guide for further information.
Health and Safety Guidelines (HSG) 17
HSG 39 - Compressed Air Safety
Memorandum of guidance on the Electricity at Work Regulations 1989

Health and Safety Publication INDG 136

Control the risks from hand-arm vibration INDG175(rev2)

Hand-arm vibration - Advice for employees (INDG296)

'Vibration solutions: practical ways to reduce the risk of hand-arm vibration injury' (HSG170)

Manual Handling Loads - A guide to Manual Handling Operations Regulations 1992

A Guide to personal Protective Equipment INDG 174

Further guidance may be found in IND G 225 Preventing Slips and Trips at Work.

L113 - Safe use of lifting equipment. LOLER 1998 - Approved Code of Practice