



HEALTH & SAFETY POLICY

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GTH CONSTRUCTION LIMITED**Health and Safety Policy Statement**

GTH Construction Ltd was established in December 1991 and our core business is Buildings Refurbishment. It is our policy to sustain and improve the provision of high quality building services; to consider the health and safety of all of our employees, subcontractors and others likely to be affected by our operations and to continually improve, towards excellence, our health and safety performance.

The directors of GTH Construction Ltd are committed to:

- Providing safe and healthy working conditions for the prevention of work related injury and ill health.
- Achieving a high level of health and safety performance with compliance to legal requirements and other relevant legal requirements as the minimum;
- Avoiding accidents and the promotion of a safe and healthy working environment;
- Eliminating hazards and reducing Occupational Health and Safety risks.
- The provision of appropriate safety training including induction training and plant training, with additional specific training where necessary;
- The development of health and safety objectives and targets against which health and safety performance and progress can be measured and reviewed;
- Continual improvement of the Occupational Health and Safety Management System.
- The provision of adequate financial and technical resources to fully implement this policy and provide for continual improvement in pursuit of excellence – including that necessary to adequately assess the risks associated with the activities carried out, the plant and equipment used and the substances used or generated;
- The provision and maintenance of plant and systems of work which are, so far as is reasonably practicable, safe and without risks to health;
- The provision and maintenance of workplaces which are, so far as is reasonably practicable, safe and without risks to health;
- The provision of the appropriate first aid and emergency facilities at all locations within the business;
- Regularly consult and ensure participation of workers.

The Directors shall ensure that the requirements of current health and safety legislation and codes of practice, and best practice, applicable to the operations of the business, are complied with through effective, visible, leadership. As part of this commitment, the directors shall develop a management system to comply with the requirements of BS ISO 45001:2018.

The Directors accept that health and safety performance is a key management responsibility but they depend on the co-operation of all employees to make the policy successful. It is the duty of all employees to comply with this health and safety policy at all times, to co-operate with management in the implementation of all other health and safety policies and procedures and to use the health and safety facilities provided. The Directors and managers encourage employee involvement and two-way communication within a company learning culture environment.

In order to ensure that this policy is kept up to date and is effective, the policy will be reviewed by senior management at least once annually. The policy will be communicated to all persons working under the control of the organisation, including contractors and visitors, by induction training and displaying appropriately.



GARY TAYLOR
Managing Director
November 2020

PART 2 - ORGANISATION FOR HEALTH AND SAFETY

- The overall management organisational structure through which the general Health and Safety Policy is operated is as shown in appendix 1.
- The person at Board level with overall responsibility for Health and Safety is the Managing Director.
- In order that the Managing Director is kept informed, the MD has appointed the Health and Safety Manager, Mr G Fletcher.

RESPONSIBILITIES FOR HEALTH AND SAFETY***BOARD OF DIRECTORS***

Main Responsibilities are to:

- a) Establish the company health and safety policy for the prevention of injury, ill health, damage and wastage and ensure that subordinates are fully aware of their accountability for Safety, Health and Welfare;
- b) Administer the policy, or appoint senior members of the staff to do so;
- c) Be familiar with requirements of applicable health and safety legislation and codes of practice and ensure that appropriate organisation for safety is established at the work place to monitor compliance with these standards.
- d) Appoint a Safety Manager and ensure that he/she is adequately trained in their duties and that they have sufficient knowledge of plant/equipment/machinery to evaluate all aspects for its safe operations;
- e) Ensure that all levels of staff receive adequate and appropriate training;
- f) Insist that sound working practice is regularly observed;
- g) Make sure that in tendering and at planning stages allowance is made for adequate welfare facilities and equipment to avoid injury, damage and loss;
- h) Install an appropriate policy to co-ordinate safety activities between Client, Main Contractors, Sub-Contractors and any other individual contractor who may be working on the same site;
- i) Institute appropriate reporting, investigation and costing of accidents, including injury, ill health, damage and loss;
- j) Arrange for sufficient funds and facilities to meet the requirements of the policy;
- k) Consult with the Health and Safety Manager to ensure effective flow of information regarding health, safety and welfare, accidents/dangerous occurrences, loss and damage.

HEALTH AND SAFETY MANAGER

Main responsibilities are to ensure that:-

- a) The policy is effectively implemented, monitored, developed and communicated effectively to all staff and ensure all necessary reviews are undertaken to reflect changes in Legislation, industry best practice and Company development
- b) The Managing Director and main Board of Directors are advised of relevant changes in legislation, codes of practice and recognised industry best practice.
- a) Monitor satisfactory compliance with the Company Health & Safety Policy in all areas of the business;
- c) Advise and assist line management in meeting their health and safety responsibilities;
- d) All accidents and incidents are correctly investigated, reported and recorded and that suitable and sufficient action is taken to prevent reoccurrence.
- e) All accidents, cases of occupational ill-health and dangerous occurrences are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
- f) That contact with external regulatory bodies and trade organisations is established and maintained.
- g) That all staff receives appropriate training to ensure competence.
- h) That regular audits are undertaken to ensure the safe systems of work and all appropriate assessments of risk are being implemented in addition to the requirements of current legislation and recognised industry best practice.
- i) Assist in the formulation of safe systems of work and monitor compliance;
- j) Recommend suitable protective equipment for activities where risk assessments identify such control measures;
- k) Monitor compliance with all statutory requirements by regular auditing;
- l) Monitor satisfactory completion safety registers, records and accident books and check on progress with any corrective actions generated;
- m) Keep himself informed of changes to legislation and update line management on the requirements of new legislation;
- n) Provide guidance and assist in the preparation of safety rules, instructions and training;
- o) Attend and contribute to meetings with Clients' Safety Department, where necessary.

The Health and Safety Manager, whilst NOT responsible for implementation of the Safety Policy, has the authority to instruct any employee to cease work on any activity whilst he contacts management

responsible for that activity if, in his opinion, the employee/or other employees are at serious risk of danger to the health and safety of themselves or other persons.

HEALTH AND SAFETY CO-ORDINATOR

- a) Being aware of GTH Construction's health and safety policy and site health and safety procedures
- b) Providing advice to members of the Company on matters of occupational health and safety and in particular advising the Director on the formulation and revision of Company and site health and safety policy and procedures
- c) Disseminating health and safety information and reports to appropriate members of staff, employees and sub-contractors
- d) Monitoring in the office and on site, along with the Contracts Managers and Site Supervisors that:
 - a high standard of housekeeping is maintained;
 - adequate precautions are taken regarding any changes to be made;
 - plant, equipment, processes and welfare facilities are being maintained as required by any relevant statutory provisions;
 - staff and employees are suitably informed, instructed and trained
 - adequate health and safety records are maintained where appropriate, i.e. as required by relevant statutory provision or by the Company's health and safety policy
 - safe working practices and procedures, together with any necessary risk assessments are complied with
 - personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used
 - systems are set up and maintained to check that health and safety facilities such as first-aid boxes, fire fighting equipment, etc, are provided and maintained in a readily usable condition
- e) Referring promptly to the Commercial Manager or Director any health and safety problems which cannot be resolved locally on a time scale commensurate with the risk
- f) Carrying out and submitting health and audits, safety inspections and accident investigations, to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and pursued
- g) Chairing Regular meetings with persons throughout the company
- h) Liaising with Health and Safety Services on health and safety matters
- i) Monitoring that accidents and near-misses in the Company are reported and investigated;
- j) Monitoring that new members of the Company receive adequate induction with respect to health and safety matters.
- k) Ensure that all persons within the company are adequately trained, arranging refresher training when necessary.

- l) Review of health and safety procedures within the Company, writing new procedures where necessary.
- m) Manage the Occupational Health programme for GTH Construction
- n) Ensuring all relevant accreditations are kept up to date.
- o) Acting with the delegated authority of the Director in matters of urgency.

QUANTITY SURVEYORS

Main Responsibilities are to:-

- a) Ensure that tenders are compiled with adequate prices to cover safe methods of working and appropriate welfare facilities.
- b) Consider at the tender stage the safe methods of work which should be used and incorporate sufficient funds to provide them;
- c) Request as soon as is practicable the relevant asbestos surveys from Clients.

CONTRACT MANAGERS

Main Responsibilities are to:-

- a) Understand the company policy and ensure that those for whom they are responsible appreciate their accountability for safety, health and welfare.
- b) Provide written instructions to establish working methods, to explain the sequence of operations, to outline potential hazards and indicate precautions to be adopted.
- d) Ensure that once started, work is carried out as planned and that the requirements of risk assessments and legislation are observed on site;
- e) Check that all registers and records are in order and that the statutory inspections are carried out in accordance with the Regulations;
- f) In conjunction with the H&S Co-ordinator, investigate the cause of accidents and dangerous occurrences with a view to preventing a recurrence and report all such incidents on the appropriate form(s) and in the event of a serious accident or significant dangerous occurrence, or in the serving of a prohibition or improvement notice, the following are notified immediately:-
 - 1. Managing Director
 - 2. Health and Safety Manager

- g) Ensure that any correspondence received from the HSE is forwarded to the Managing Director and the Safety Department;
- h) Take disciplinary action against any member of staff, in line with the company employment handbook, for failing to discharge satisfactorily the responsibilities allocated to him/her.
- i) Organise sites so that work is carried out to the required standard with minimum risk to personnel, equipment and materials;
- j) Know the broad details of applicable health and safety regulations and other requirements;
- k) Give supervisors precise instructions with regard to their responsibilities for correct working methods; see that they do not require or permit employees (particularly young people) to take unnecessary risks;
- l) Check that all machinery and plant, including power and hand tools, are well maintained and in good condition;
- m) Ensure that all hazardous materials or substances are properly marked and stored and that adequate precautions are taken when handling;
- n) Ensure that suitable protective clothing is available where appropriate and that it is used;
- o) Plan and maintain a tidy site
- p) Liaise with enforcing authorities and act promptly upon their recommendations;
- q) Ensure that 'first aiders' or appointed persons and all items of first aid equipment as required by the Health and Safety (First Aid) Regulations are available and their location known to employees.

SITE MANAGERS

Main Responsibilities in addition to the site supervisors' responsibilities are to:

- a) Have a good understanding of the Integrated management system, ensuring day to day operation is within the system.

SITE SUPERVISORS

Main Responsibilities are to:

- a) Be familiar with legislation applicable to the work on which their operatives are engaged and insist that the requirements of those Regulations are observed;
- b) Prepare and regularly review written risk assessments for the work activities undertaken, making risk assessments on sites, site specific;
- c) Ensure that the requirements of applicable legislation are observed on site (with particular regard to the findings of risk assessments);

- d) Ensure that a safe system of work is established and maintained at the workplace;
- e) Stop operatives from taking unnecessary risks;
- f) Ensure that new employees, particularly young people, take the necessary health and safety precautions – as defined in risk assessments and company rules;
- g) Discourage 'horseplay' and report to management those operatives who constantly display a lack of concern for their own well-being and that of others around them;
- h) Report plant or equipment defects, and any other obvious health and safety hazards, to management so that appropriate corrective action can be taken;
- i) Set a good example in health and safety to operatives by wearing the designated protective clothing and equipment and observing health and safety rules.
- j) Where required, chair a site meeting and report any findings to the health and safety meeting.

OPERATIVES

Main Responsibilities are to:

- a) WORK SAFELY - which includes using the correct tools and equipment for the job; using safety equipment and protective clothing supplied (e.g. safety helmet, goggles, respirator, ear defenders, etc).
- b) Keep tools and equipment in good condition;
- c) Keep the workplace tidy;
- d) Report defects in plant and equipment to the supervisor;
- e) Develop a personal concern for safety - for themselves and for others, particularly newcomers and young people;
- f) Avoid improvisation which entails taking unnecessary risks;
- g) Warn new persons to the work area of known hazards;
- h) Refrain from 'horseplay' and the abuse of welfare facilities;
- i) Familiarise themselves with the content of risk assessments and to consult with supervisors regarding changes and improvements;
- j) Suggest ways of eliminating hazards and improving safety performance;
- k) Co-operate with the Health and Safety department in the fulfilment of its duties – including involvement in audits, accident investigations, completion of toolbox talks, etc.

OFFICE STAFF

Main Responsibilities are to:

- a) Be aware of the Company Health and Safety and Environmental Policy and their personal responsibilities for safety.
- b) WORK SAFELY – which includes using the correct equipment for the job in a safe manner; applying safety procedures and techniques during the course of their duties (e.g. following manufacturer's recommendations when using office equipment and applying correct manual handling techniques when lifting, etc).
- c) Maintain equipment in good condition;
- d) Keep the office and workstation tidy;
- e) Ensure work areas are kept free of trip hazards.
- f) Be aware of evacuation procedure and fire precautions.
- g) Report defects in equipment to the supervisor;
- h) Report all accidents regardless of whether injury has resulted
- i) Set a personal example at all times.

PART 3 HEALTH AND SAFETY ARRANGEMENTS
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ARRANGEMENTS FOR IMPLEMENTATION OF RELEVANT LEGAL AND OTHER REQUIREMENTS

Reference is made in this section to appropriate parts of the Integrated Business Management System which contain more detailed information – procedures, forms, etc. The Management System shall be made available to Managers via the company server and the managers shall make the information available to employees as appropriate.

3.1 Health and Safety Competence, Training and Awareness

Standard:

- *The Health and Safety at Work Act 1974*
- *The Management of Health and Safety at Work Regulations*

In line with the legislative duty, the company will provide employees with adequate information, instruction and training. All training will take place during working hours or, where this is not possible, the time taken for training will be regarded as an extension to the employee's time at work.

The company will establish competence at all levels of the business during recruitment and will carry out any additional or refresher training to address the work undertaken or planned. No one will be allowed to carry out any activity or operate any plant and equipment for which they have not been adequately trained nor have appropriate experience.

Regular reviews of training requirements will be carried out by senior management to ensure competence requirements are appropriate for the work planned and conditions expected.

In order to address the 'competence' requirements of the Management of Health and Safety at Work Regulations, the company has a Health and Safety Manager who is qualified to NEBOSH standard and a Health and Safety Co-ordinator who is also NEBOSH qualified.

See process PRO 005 - Training.

3.2 Health and Safety Consultation and Communication

Standards:

- *the Health and Safety (Consultation with Employees) Regulations;*
- *the Health and Safety (Information for Employees) Regulations.*

In line with the legislation, the management shall ensure that employees are consulted on health and safety issues associated with the work undertaken and any changes to systems, procedures, equipment, working methods, legislation, etc. A Health and Safety Committee will meet regularly and attendees will include at least two employees from appropriate areas of the business. An agenda of appropriate items for discussion will be compiled and minutes of the meeting will be taken and circulated.

The Health and Safety Law 'What you need to know' poster will be displayed at appropriate locations in the office and on site. For smaller contracts, the HSE leaflet corresponding to the poster shall be issued to the relevant personnel.

See procedure PROC 03 – HSE Communication and Consultation

3.3 Health and Safety Emergencies

Standard:

- *the Construction (Design and Management) Regulations*
- *the Regulatory Reform (Fire Safety) Order*

Suitable and sufficient fire and emergency procedures will be in place at each GTH Construction site in order to facilitate effective evacuation or other appropriate action, and to ensure operatives health and safety is not put at risk unduly during the course of such action. Procedures may include fire, first aid, rescue, drugs paraphernalia, etc. Site specific documentation shall be developed to address these emergencies.

See PROC 06 - Emergency Preparedness and Response.

3.4 Health and Safety Monitoring

Standard:

- *ISO 45001:2019*

Workplace monitoring and health and safety checks are key management responsibilities for ensuring ongoing health and safety standards within the workplace remain at an acceptable level.

Progressive improvement in health and safety will be achieved through the constant development and update of the policy and implementation of the techniques of risk control.

The Health and Safety Co-ordinator will ensure that a systematic audit of all safety arrangements will be carried out in a regular basis. Site managers will carry out documented weekly H&S inspections on their sites.

Where requested, GTH Construction's external health and safety consultants, The Building Safety Group, will visit the workplaces to carry out safety inspections.

Reference procedure PROC 07 – HSE Monitoring and Measurement

3.5 Driving on company business

Standards:

- *Road Traffic Act;*

Due the nature of the business, GTH Construction Ltd's personnel need to undertake a significant amount of travel on motorways and trunk roads at the busiest times of the day. This is acknowledged as a significant risk to these personnel and the Company recognises its responsibility to minimise this risk.

GTH Construction has adopted the following policy to minimise this risk:

1. By discussion with customers, the number of business journeys is minimised through alternative methods of communication;
2. Business journeys must be approved in advance by the member of staff's head of department.
3. Journeys by train are encouraged wherever possible;
4. The Company ensures that the maintenance and safe condition of company-owned vehicles is monitored;
5. The insurance status of employee-owned cars used for business journeys is monitored;
6. The driving competence and experience of the relevant member of staff is considered before permission to undertake business journeys is given.
7. Employees are provided with sufficient time to make journeys.
8. Employees using their own vehicles must ensure appropriate checks and tests are carried out prior to any journey on company business.
9. Encourage safe driving by providing driving awareness information such as a toolbox talk or briefing note.

All company vehicles shall be maintained in accordance with the manufacturer's recommended schedule and daily checks on the vehicles shall be carried out by the driver prior to use using the company form provided.

See also the company's HR Handbook.

3.6 Control of visitors

Standard:

- *the Management of Health and Safety at Work Regulations*

The company understands its duties to ensure the safety of persons coming onto its premises to provide information or carry out work and the safety of those employed by the company already at work. GTH Construction has an obligation to ensure the health and safety of not only employees but also any others who may be affected by the employer's activities.

Visitors to the Company's premises or construction sites will be controlled and managed such that the risks associated with their activities and those presented by the company's activities are minimised. This will include induction training, close supervision and review of any risk assessments/method statements.

See procedure HSP 18 - Visitors to Office and Site

3.7 Drugs and Alcohol

Standard:

- *the Management of Health and Safety at Work Regulations*

To assist in the safe performance of our duties, GTH Construction Ltd operates a strict policy of **NO ALCOHOL and NO DRUGS** in the workplace.

No alcohol or (non-prescriptive) drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under the influence of alcohol or drugs will be refused entry to the workplace.

For their own safety and that of their workmates or any members of the public, any member of staff or the workforce believing that another member of the staff or workforce is under the influence of alcohol or drugs should report this immediately to their line manager. Drugs supplied under prescription may still affect safety performance and the employee's line manager must be informed of any such situation.

To assist in the implementation of this policy, the company will make use of its rights set out in the Employee Handbook. Employees are reminded of their obligation to disclose personal health issues including drug or alcohol dependency.

The company shall make every effort to assist employees found to have an addiction by encouraging confidential reporting and providing relevant guidance and/or referral to professional assistance.

3.8 Accident and incident reporting and investigation

Standard:

- *the Social Security Administration Act 1992;*
- *the Social Security (Claims and Payments) Regulations 1979;*
- *the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)*

The company acknowledges its responsibility under current legislation and best practice to record all injurious accidents and will ensure that accident books are available in the main office and on all sites and are fully completed in line with the instructions contained within them. Records associated with accident reporting will be managed in accordance with the Data Protection Act 1998.

In addition, it is recognised that GTH Construction Ltd has a duty to report to the Health and Safety Executive all notifiable accidents, diseases and dangerous occurrences which occur during the course of its business and the necessary actions will be taken, e.g. online reporting, completion of forms, etc.

Subcontractors to the Company have similar responsibilities in respect of their operations and GTH Construction Ltd will ensure that all sub-contractors adhere to these responsibilities when working on its behalf.

All accidents and incidents will be investigated by the appropriate management representative – Site Manager, H&S Co-ordinator, Director, etc. The level of detail associated with the investigation and persons involved, will be dependent on the severity of the accident or incident and the potential for fatality or major injury.

See procedure HSP 02 – Accident, Incident and Near Miss reporting and investigation

3.9 CDM Management

Standard:

- *the Construction (Design and Management) Regulations*

GTH Construction Limited generally acts as the Principal Contractor (PC), and the Company will assume health and safety responsibilities at three levels:

1. Standard responsibilities in its capacity as an employer;
2. General responsibility for safe working on site in its capacity as site management authority;
3. Specific responsibilities under the Construction (Design and Management) Regulations in the defined position of Principal Contractor.

The Company will discharge its standard responsibilities as an employer through the implementation of the Health and Safety Policy and procedures. It is the responsibility of the Directors to ensure that all necessary procedures are implemented.

For notifiable projects, the company, as Principal Contractor shall ensure that the defined duties in the Regulations are addressed, e.g. checking competence, ensuring client is aware of their duties, planning for construction, developing health and safety plan, etc.

As Principal Contractor the Company will perform the appropriate and necessary duties when establishing the site e.g. obtain and post the F10 form, post all other statutory notices, maintain a site accident record, provide statutory first aid facilities, etc;

See procedure HSP 03 – CDM Management

3.10 Workplace Health, Safety and Welfare

Standard:

- *the Workplace (Health, Safety and Welfare) Regulations;*

The company will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations, so far as is reasonably practicable, and will provide for example, appropriate maintenance arrangements for the workplace, and the equipment, devices and systems, good ventilation, lighting and temperature in indoor workplaces, along with cleaning and waste removal resources, adequate workspace, workstations and seating facilities in order to give a safe and comfortable work area, etc.

See procedure HSP 07 – Workplace health, safety and welfare

3.11 Construction Site Welfare Arrangements

Standard:

- *the Construction (Design and Management) Regulations*

On all sites, the company will put in place appropriate and adequate welfare facilities which will be in line with the requirements of the legislation and will include adequate sanitary, washing, rest, and storage facilities along with an adequate supply of drinking water and equipment to allow for the preparation of food. The welfare facilities will be kept in good order and housekeeping by the provision of cleaning resources and waste disposal containers, which will be emptied regularly. Adequate lighting and heating will also be provided.

See procedure HSP 03 – CDM Management and HSP 07 – Workplace Health, Safety and Welfare.

3.12 First Aid

Standard:

- *the Health and Safety (First Aid) Regulations*

The company shall assess the first aid requirements for the business and put in place appropriate facilities – including first aid boxes and first aiders. First aiders shall be emergency level or nominated level dependent on the findings of the assessment. All First Aiders shall receive adequate training from an approved organisation.

Line Management shall ensure that adequate first aid cover and facilities are always available, are signposted and are properly maintained in all work places and, when necessary, in company vehicles.

See procedure HSP12 – First Aid

3.13 Hazardous substances

Standard:

- *the Control of Substances Hazardous to Health Regulations (COSHH)*

The company shall ensure that all hazardous substances used by or generated in the course of its activities are assessed for their risks to health. A master list of substances shall be maintained and assessments of the hazardous nature completed by a competent person using a standard company protocol. Such substances will include those used or generated in the offices and on site.

Assessments shall be reviewed regularly to ensure that any changes to usage rates or applications are addressed and where possible less hazardous substances will be identified.

All assessments will be carried out with reference to the current EH 40 document which provides Workplace Exposure Limits (WEL's) and maximum exposure levels. Such limits are constantly reviewed by others and the latest limits will always be confirmed when undertaking any assessment.

The requirements for hazardous substance assessment will always be considered when planning work and the company's standard COSHH Risk Assessment Pro Forma will be used. For sub-contractors, an appropriate similar document may be used.

Before any work involving the use or generation of hazardous substances commences, the Site Manager will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturer's instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is used.

See procedure HSP 04 – COSHH Assessment

3.14 Asbestos

Standard

- *the Control of Asbestos Regulations*

Asbestos fibres are known to cause cancer and work with asbestos is carefully controlled.

The company shall ensure that for work on existing properties, the asbestos survey has been obtained and understood.

All site based employees shall be given asbestos awareness training to aid in the identification of any areas which may contain asbestos and the appearance of the different types of asbestos.

All site based non-employees, including labour only, contractors, etc, will be expected to have some asbestos awareness training.

Whenever work being undertaken reveals any substance which is *suspected* to be asbestos, the work will be stopped and both the site management and GTH Construction Ltd's Director informed immediately. The area shall be cordoned off and work must not be restarted until approval is obtained or other appropriate arrangements made.

See procedure HSP 17 - Asbestos.

3.15 Manual Handling

Standard:

- *the Manual Handling Operations Regulations*

GTH Construction Ltd shall avoid manual handling operations wherever possible. Where this is not possible the company shall ensure that all manual handling operations are appropriately assessed using the defined mechanism and in accordance with the HSE's format, i.e. task, individual, load and

environment. The findings of the assessment shall be recorded and communicated to the relevant personnel as part of the activity planning.

The completion of the assessment will fully record the challenges of the handling problem and will detail the expected controls to be implemented.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required. He will also ensure that all persons carrying out manual handling operations wear the appropriate PPE.

GTH Construction does not require any operative to lift a load that is likely to cause injury without assistance, (particularly a young person).

See procedure HSP 06 – Manual Handling.

3.16 Work at Height

Standards:

- *the Work at Height Regulations*

The company understands that work at height includes any activity carried out at a height where a fall can result in injury – includes falling into openings as well as from upper levels.

Accordingly the company shall examine activities as part of the general risk assessment process and establish work at height. Wherever possible, work at height shall be avoided. Where this is not possible, the work will be assessed in line with the requirements of the legislation utilising the hierarchy as detailed in the code of practice – i.e. the use of fall prevention in preference to fall arrest and the use of collective measures over individual measures.

In all cases appropriate safe systems of work, information, training and inspection procedures are required.

Risk assessments for work at height will demonstrate that work at height is properly planned, appropriately supervised and carried out in a safe manner. The assessment must also address equipment to be used, competence, adverse weather conditions and emergency or rescue procedures.

See procedure HSP 08 – Work at Height

3.17 Work equipment

Standards:

- *the Provision and Use of Work Equipment Regulations (PUWER);*

It is understood that work equipment includes any machinery, appliance, apparatus, tool or assembly of components used in work and as such ranges from a pen to a major installation of scaffolding.

GTH Construction will individually identify and record all principal items of work equipment in the Plant/Equipment Register. The Register will record details of each item of equipment and, additionally, will consolidate information relating to maintenance, inspection requirements, testing, calibration, etc.

The register will be maintained by the H&S Co-ordinator and reviewed annually.

All handheld portable electrical equipment used by the company personnel shall be PAT tested to the appropriate frequency.

All contractors will be expected to provide evidence of work equipment checks and tests and this will be confirmed by the site manager.

All hired-in plant and equipment will be checked and tested by the plant hire company and the Site Manager shall ensure appropriate documentation is provided with the equipment.

Inspections of plant and equipment shall be carried out each week by site operatives to ensure satisfactory and safe condition.

Any installed equipment, e.g. office equipment, shall be maintained to the manufacturers' recommendations.

See procedure HSP 09 – Work Equipment

3.18 Lifting Equipment

Standards:

- *the Lifting Operations and Lifting Equipment Regulations (LOLER)*
- *the Provision and Use of Work Equipment Regulations (PUWER);*

Certain site activities will involve the use of lifting equipment and the completion of lifting operations. In these cases, lifting operations shall be planned and executed by competent persons in line with the requirements of the above legislation. Major lifts will be carried out by a contracted lift company which will be agreed prior to commencement.

All lifting equipment used by GTH Construction Ltd or brought on site by others will be suitably checked and tested and the records maintained. Any hired equipment shall only be used if an appropriate test certificate is provided.

No one shall use lifting equipment or carry out any lifting operations unless they are suitably trained to do so.

See procedure HSP 10 – Lifting Equipment

3.19 Hot work

Standard:

- *the Health and Safety at Work Act 1974;*

Hot work is any process which generates flames, sparks or heat, e.g. arc welding, brazing, gouging and flame cutting. Hot work processes include all types of welding, cutting, grinding and sawing.

Although welding and hot cutting operations take place in a wide range of workplace locations, each time welding or hot cutting takes place, it exposes employees and others nearby to risks to their health and safety from fire or explosion.

In all cases, hot work operations will be subject to a permit-to-work system. This is a formal written system used by the Site Manager to control these high-risk activities.

The Site Manager will ensure that GTH employees and sub-contractors are fully trained and that the equipment has been checked before use for damage or worn components and appropriate fire fighting equipment is with the person carrying out the work.

See procedure HSP 15 – Hot Work.

3.20 Abrasive wheels

Standards:

- *the Provision and Use of Work Equipment Regulations.*

The company uses abrasive wheels and cutters in floor saws and angle grinders. Damaged or incorrectly fitted abrasive wheels and cutters may shatter or jam in use injuring the operator and others.

Equipment using abrasive wheels and cutters may only be used by personnel who have received appropriate training and been authorised by the Site Manager. The Site Manager will only authorise personnel who have achieved appropriate certificate of competence.

See procedure HSP 09 – Work Equipment

3.21 Electricity

Standard:

- *the Electricity at Work Regulations.*

The company recognises the potential for fatal accidents resulting from the misuse or abuse of electrical equipment and the electricity supply on sites - danger of shocks and burns. A serious electrical fault or short circuit may cause a fire and/or an explosion.

The company policy on the use of electricity on site is to only use 110V equipment or battery powered tools. This is particularly relevant because of exposure to wet conditions and the danger of damage to tools and supplies.

GTH recommend that where mains supply can only be used, i.e. between supply and 110v transformers, a RCD must be fitted to the transformer.

Office installations shall be checked and tested to the recommended IEE Regulations frequency and any work on additions or alterations to the installation shall only be carried out by competent and qualified electricians.

3.22 Lone working

Standard:

- *the Management of Health and Safety at Work Regulations*

On occasions it may be necessary for company personnel to work within another company or client's premises on their own. In these circumstances, an assessment shall be carried out to ensure that the risk of injury is minimised and that any necessary emergency arrangements are still accessible. No one shall be requested to carry out work on their own if there is a possibility that they may be endangered by the conditions and specifically, no one shall carry out work on hazardous machinery, at height, in dangerous areas, on electricity, with hazardous substances, etc.

Many of GTH employees drive on company business (alone). The company shall ensure that the risks are minimised by the provision of well maintained vehicles to avoid breakdowns and by regular communication/planning.

The mechanism for assessing lone working is given in the procedure referenced below.

See procedure HSP 14 – Lone Working

3.23 Display screen equipment

Standards:

- *the Health and Safety (Display Screen Equipment) Regulations.*

The company recognises that habitual use of display screen equipment can lead to tiredness of the eyes, muscle/tendon problems, stress, fatigue, etc and will ensure that all workstations of 'users' of display screen equipment are appropriately assessed. 'Users' are defined as those members of staff who habitually use display screens as part of their normal work.

In line with the requirements of the legislation, free eye tests will be provided for 'users' who request them and where necessary spectacles will be purchased. The spectacles will be of the basic design and any 'user' requiring a different design can pay the difference.

Assessments shall be reviewed regularly and especially when conditions change.

It is the company's policy to provide up to date and suitable workstations and DSE facilities for all computer users.

See procedure HSP 05 – Display Screen Equipment

3.24 Stress

Standards:

- *the Management of Health and Safety at Work Regulations;*

GTH Construction is aware of their responsibility for the health and safety of their employees with regard to stress and will keep their employees under surveillance. In particular, management shall monitor any increase in sickness absence, hostility or aggression, short temperedness, working longer hours in an effort to cope, cancelling holidays, increased smoking breaks, exaggerating problems.

GTH Construction Ltd's employees and staff noticing any of the above symptoms, or managers who notice these symptoms in any of the staff on their site should raise the matter with the H&S Co-ordinator and Commercial Manager. The H&S Co-ordinator is responsible for managing the solutions to the condition using other resources as appropriate to identify the causes of the stress and establishing a plan for a cure. This will be carried out in conjunction with the employee and the site manager.

3.25 Noise and vibration

Standards:

- *the Noise at Work Regulations;*
- *the Control of Vibration at Work Regulations.*

The company acknowledges the dangers and harm that can result from the use of noisy and vibrating equipment and activities. Consequently the company will ensure that noisy and vibrating activities are appropriately assessed in order to install suitable controls. Wherever possible such activities will be avoided.

GTH Construction Ltd as employers have a general duty to reduce noise and vibration levels to the lowest reasonably practicable and to undertake and record assessments of noise and vibration.

The types of tool commonly used GTH Construction Ltd's operations which can cause hearing damage and HAV injuries are hammer drills, hand-held grinders, concrete breakers and chainsaws.

Any concerns raised with regard to noise and vibration levels will be addressed by the company H&S Co-ordinator.

See procedure HSP 19 – Control of Noise and Vibration

3.26 Personal Protective Equipment

Standards:

- *the Personal Protective Equipment Regulations*

The regulations require GTH to provide their employees with suitable personal protective equipment when they may be exposed to a risk to their health or safety that cannot be adequately controlled by other means which are equal or more effective.

GTH Construction Ltd have a minimum personal protective equipment policy of hard hat, high visibility vest/jacket, and safety boots on all sites. Requirements for additional PPE will result from the activity specific risk assessment, e.g. gloves, goggles, hearing protection, etc.

PPE will be assessed for suitability, including any references to British Standards, for all applications. All users of tight-fitting respiratory protection equipment shall be face-fit tested by a 'competent' person in line with the requirements of the risk assessment.

The GTH Construction Ltd's Site Manager will assess the risks in line with the current health and safety legislation and put in place control measures ***with Personal Protective Equipment being the last resort of control.***

See procedure HSP 11 – Personal Protective Equipment

3.27 Confined Spaces

Standard:

- *the Confined Spaces Regulations*

Entry into confined spaces is not a common activity associated with the projects undertaken by GTH Construction Ltd. However, there may occasions when contractors to GTH Construction Ltd may need to enter confined spaces, e.g. sewers, inspection chambers, etc. In such cases, the Site Manager shall ensure that the required assessment has been carried out and that an appropriate permit has been issued. It is expected that as part of this control arrangements, a suitable escape and recovery plan and equipment will be in place and the necessary competence evidence available.

The Site Manager will not allow employees or sub-contractors to work in identified confined spaces until the safe system of work has been approved by the Company's health and safety management.

3.28 Dangerous substances and explosive atmospheres

Standard:

- *the Dangerous Substances and Explosive Atmospheres Regulations.*

Projects undertaken by GTH Construction Ltd sometimes require the use of LPG on site, e.g. hot work, roofing work. Highly flammable liquids are not generally required on site.

All LPG cylinders shall be removed from site daily by the contractor. Where this is not possible, they shall be stored in dilute ventilation (outside) in secure cages.

GTH Site Managers will not allow more than 50 litres of highly flammable liquids to be on site at any one time, and the 50 litres must be stored in appropriate cabinets and bins suitably labelled and securely held.

3.29 Health Surveillance and Health Monitoring

Standards:

- *The Management of Health and Safety at Work Regulations.*
- *The Control of Noise at Work Regulations*
- *The Control of Vibration at Work Regulations*
- *The Control of Substances Hazardous to Health Regulations (COSHH)*

The company recognises that monitoring the health of its employees is expected and beneficial to the efficient operation of its business. To this end, the company will examine absence due to ill health, examine its workforce by visual observation, and monitor general health and wellbeing by good communication and management techniques. The company shall use the HSE's guidance in determining the monitoring requirements.

Where the company suspect that an employee is suffering ill-health as a result of the work activities undertaken or work is required which could present a significant risk of ill-health resulting, arrangements shall be made for the use of external professional help in determining and monitoring health conditions.

In addition to the above GTH have an appointed Health Surveillance company BHSF who annually undertake health surveillance for Dermatitis, Hand Arm Vibration, Respiratory and Noise. GTH are advised by BHSF on whether the individual is fit for work, not fit for work, or fit with adjustments. All data is kept by BHSF in accordance with data protection and GDPR.

3.30 New and expectant mothers

Standard:

- *the Management of Health and Safety at Work Regulations.*

The company will ensure that a specific risk assessment is carried out for all pregnant employees as soon as the employee has made her condition known to the company.

Any changes to working conditions, environment or hours deemed necessary as a result of the assessment will be introduced by the H&S Manager. If the foreseeable risks cannot be reduced sufficiently by these changes, then it may be necessary to find suitable alternative work within the company. If a safe working environment (through either alteration to existing tasks or alternative tasks) cannot be offered to the pregnant worker, or new mother, she will be entitled to paid leave to protect herself and her child.

3.31 Contractor competence

Standards:

- *the Construction (Design and Management) Regulations;*

All Contractors are subject to a Pre-Qualification Questionnaire before they commence work for GTH. Safety information, which forms an integral part of GTH Construction's Health and Safety Policy, is applicable to all contractors and sub-contractors and persons under their control. Contractors and sub-contractors are required to ensure that they conform to the planned arrangements.

Nothing in the pre-qualification activity relieves the contractor of their duties and obligations under Statute or Common Law. Failure to comply with GTH Construction's Health and Safety Policy or any legal requirements will lead, at GTH Construction's discretion, to suspension of the contractor's work, at no cost to the employer, or at termination of contract.

See procedure HSP 16 – Selection and Control of Contractors

3.32 Work in extreme conditions

Standard:

- *the Construction (Design and Management) Regulations;*
- *the Workplace (Health, Safety and Welfare) Regulations*

Sunlight

GTH Construction Ltd recognises the health hazards associated with exposure to UV from sunlight and understands that excessive sunlight can lead to sunburn and blisters in the short term and to an increased rate of ageing and possible skin cancer in the long term. It is understood that working in the heat of the day can also cause dehydration, lead to an increase in body temperature and possible cause sunstroke.

The company will ensure that all personnel working in these conditions are made aware of the hazards and will provide sunscreen and appropriate clothing to address the hazards. Plenty of drinking water will be made available and an appropriate level of breaks or alternative work out of the sun will be arranged.

Cold weather

GTH Construction Ltd understands that cold weather may bring on conditions such as hypothermia, frostbite or immersion foot. In addition, it is recognised that cold hands can lead to mistakes and cause accidents.

The company will ensure that appropriate outdoor clothing is available and an appropriate number of breaks in suitably heated facilities are provided to allow workers to warm-up.

3.33 Use of mobile phones

Standard:

- *the Management of Health and Safety at Work Regulations.*

As a responsible employer, GTH Construction Ltd is aware that it is illegal to use a hand-held mobile phone whilst driving, stopped at traffic lights, in a traffic jam or in any other hold-up. Hand-held phones may only be carried in company vehicles provided that they are switched off and not referred to when under the conditions above.

Hands-free mobile phone set-ups may be used when driving company vehicles. However, drivers should refrain from using them as far as possible and must retain full control of their vehicles at all times. Any calls to and from a hands-free mobile phone should be kept as short as possible.

It is the company's policy to discipline employees using hand-held mobile phones whilst driving.

3.34 Smoking at work

Standards:

- *the Workplace (Health, Safety and Welfare) Regulations.*

It is recognised that smoking can seriously damage a person's health and can also be a source of ignition leading to a fire. GTH Construction Ltd encourages its employees not to smoke and in some circumstances smoking is strictly forbidden.

Smoking is not permitted within the company premises other than in special designated areas, or in company vehicles which are shared. No-smoking areas will also be established on construction sites by the relevant site manager – details will be available in the site health and safety documentation.

Employees and sub-contractors must respect no-smoking rules both on company premises and on site. Breaches of no-smoking rules – particularly when a significant fire hazard is presented – will be treated as serious misconduct.

3.35 Risk assessment

Standard:

- *the Management of Health and Safety at Work Regulations.*

All activities carried out by the company, including those at its head office and non-routine activities, will be assessed in line with the requirements of current legislation. The company will also ensure that sub-contracted activities have been appropriately assessed and will confirm their adequacy prior to work commencing by completing a GTH Pre-Qualification Questionnaire and returning it for validation and then providing GTH with their risk assessments for the project for which they have been engaged. Written assessments shall only be carried out by appropriate persons, adequately trained, and shall be reviewed and updated regularly or when changes to the activity occur.

Control measures identified shall be compiled in accordance with the hierarchy detailed in the code of practice.

Specific assessments identified during the general risk assessment activity shall be addressed in line with the procedure in the management system, e.g. COSHH, work at height, manual handling, etc.

Point of work risk (dynamic) assessments shall be carried out prior to work commencing on site and findings added to the pre-prepared assessment.

See procedure HSP 01 – Risk Assessment

1.36 Method Statement

GTH Construction's policy is to assess all foreseeable risks arising from our work undertakings and introduce a system of work to control, prevent or reduce significant injury or illness. As part of the system of control we may use a Method Statement, where the Risk Assessment cannot provide the appropriate controls to eliminate or reduce the risks to an acceptable level, or to describe the work to be performed and how aspects of it are safely controlled.

See procedure HSP 13 – Method Statement Preparation

3.37 Near Misses

It is the policy of GTH Construction Ltd to encourage the reporting of situations which have not resulted in injury or damage but could have done so in order that appropriate action can be taken to prevent the near miss turning to an injurious accident. A near-miss report form shall be used to capture these occurrences.

See procedure HSP 02 – Accident, Incident and Near Miss Reporting and Investigation

3.38 Pandemic Risk

In the event of a Pandemic, GTH Construction will adhere to all Government Guidance. The workplace and employees will where necessary, be protected by a specific Risk Assessment, written in line with government recommendations and advice. GTH may need to create procedures and forms which will fall outside of the Integrated Management System as these will be specific and tailored for the pandemic.

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