



Martin Grant Homes

Health and Safety Policy Document

2022

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HEALTH AND SAFETY POLICY STATEMENT

1. Introduction

This document contains the Policy Statement of Martin Grant Homes Limited, of Grant House, Felday Road, Abinger Hammer, Dorking, Surrey. RH5 6QP. It has been prepared after due consultation with those involved in its operation and has the full backing and authority of the Board of Directors.

2. Statement of Intent

2.1 It is our policy to perform work in the safest practicable manner, consistent with good practice. The health, safety and welfare of our employees and all those likely to be affected by our operations is the responsibility of management, and as a priority it ranks equally with our business objectives. Adequate resources will be made available to ensure the success of this policy.

2.2 Martin Grant Homes Limited will seek to minimise the risks to and protect the health and safety of our employees, contractors, customers and members of the public. It is the duty of management to provide safe systems of work and do everything practicable to prevent injury and ill health by controlling the risks arising out of our work activities.

2.3 All employees and contractors are expected to co-operate with the company in carrying out this policy and must ensure that their own work, as far as reasonably practicable, is carried out without risk to themselves or others.

2.4 The Board of Directors have appointed Mr Noel Grant as having particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of the policy.

2.5 Martin Grant Homes Limited will recruit and develop a competent workforce and will provide training to enable employees and sub-contractors to work safely.

2.6 The operation of this policy will be monitored by the management and staff of the company. To assist them in the respect, the company have appointed a Health & Safety Manager and independent advisors to visit all site and workplaces, providing advice and guidance on the requirements of relevant statutory instruments and best practice.

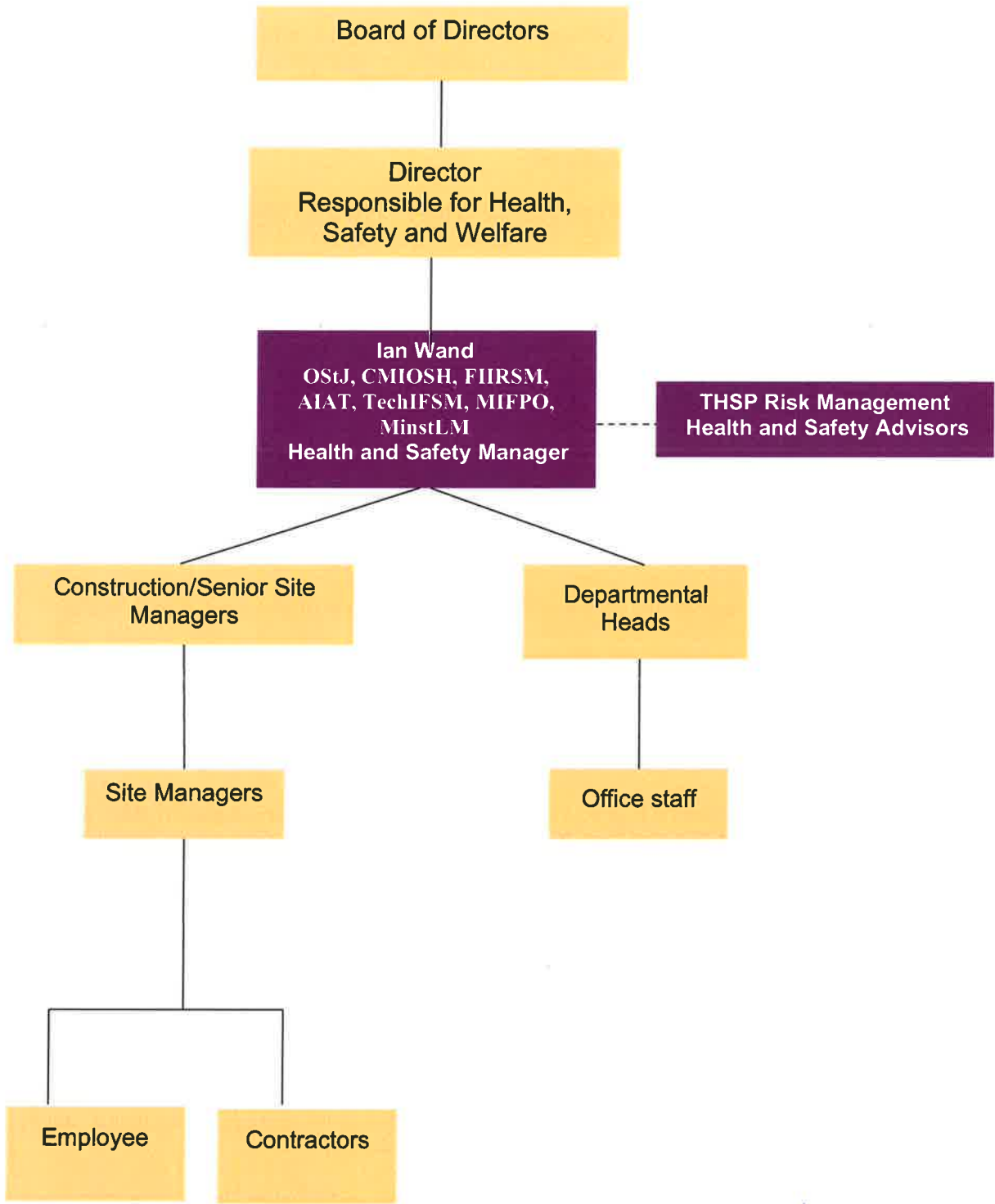
2.7 This policy will be brought to the attention of all employees and contractors and will be reviewed on an annual basis or sooner if appropriate.



Signed:
Noel Grant
Director Responsible for Health & Safety

Date: 28th April 2022

ORGANISATION FOR HEALTH AND SAFETY



3. Responsibility

3.1 DIRECTOR RESPONSIBLE FOR HEALTH, SAFETY AND WELFARE

Mr Noel Grant is the Director Responsible for Health and Safety matters within the Company. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to him, who then has responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.

The Director is responsible for:

- preparing and keeping up to date a company policy statement for Health, Safety and Welfare and for ensuring that it is brought to the attention of all employees.
- instituting reporting, investigations and costing of injury, damage and loss; to promote analytical data for trend exploration; and to reduce risk as low as reasonably practicable.

3.2 DIRECTORS

Directors will assist the Director Responsible for Health, Safety and Welfare in preparing instructions for the organisation and methods for carrying out the company policy, to make each member of staff aware of their responsibilities and the means by which they can be achieved.

Directors are responsible and accountable for:

- administrating the policy for their particular department accountabilities.
- ensuring all new staff are inducted into the company, department and working environment on the first day of employment.
- ensuring that statutory instruments appropriate to their departments are known and training is given to all staff as necessary on a regular basis.
- ensuring that sound working practices are observed as laid down by Approved Codes of Practice and that work is planned and carried out in accordance with statutory provisions.
- ensuring that land appraisals, feasibilities and budgets are adequate to allow for suitable and sufficient welfare facilities; safe access & egress; safe working methods and equipment to prevent injury, damage and waste.
- ensuring full compliance with the requirements of the Construction (Design & Management) Regulations.
- ensuring that their direct sub-ordinates fully understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion opportunities are being decided.
- reprimanding any sub-ordinate failing to discharge satisfactory their responsibilities for Health, Safety and Welfare.
- setting a personal example by attending Director Safety days, challenging poor standards, complying fully with company process & procedures and wearing appropriate Personal Protective Equipment when visiting sites.

3.3 SALES DIRECTOR

Additional duties to those already detailed as Directors above:

- ensuring that all sales staff have received suitable and sufficient training to ensure that the public are not exposed to risk when visiting sites or new properties.
- ensuring that first aid equipment & fire provisions are in place for all sales areas together with certifying that any electrical, gas or other appliance in show houses are installed and maintained by a competent person in accordance with applicable codes of practice.
- liaising with the Production Director on procedures for visits by purchasers to houses under construction.

3.4 HEALTH & SAFETY MANAGER

Prepare and keep updated, on behalf of the Director Responsible for Health, Safety & Welfare, policies and guidance for Health, Safety and Welfare ensuring that it is brought to the attention of all company employees.

Provide advice and guidance on:

- preventing injury to personnel and damage to plant and equipment.
- preventing hazards leading to potential occupational ill-health.
- improvement to existing sound working methods.
- legal requirements affecting Health, Safety & Welfare.
- provision and use of Personal Protective Equipment (PPE).
- suitability of new and hired plant and equipment and the validity of all appropriate test certificates.
- potential hazards on new contracts before commencement of project.
- changes in legislation.

The Health & Safety Manager is responsible for:

- carrying out site visits and audits to ensure compliance with statutory requirements.
- liaising with external safety advisors, including reviewing their reports for trends and areas of improvement.
- undertaking accident/incident investigations to determine immediate, underlying and root cause thereby recommending means to prevent reoccurrence.
- supervising the recording and analysis of information resulting from injuries, ill-health and damage to property or equipment. Assessing accident trends and overall safety performance.
- undertaking training or assist with organising for all levels of employee.
- acting as the main point of contact for statutory and professional bodies involving Health, Safety or Welfare.
- assisting with disciplinary interviews involving injury, health, safety, welfare or damage.

- maintaining professional status by attending institute meetings and keeping updated on changes to legislation and best practice.

3.5 CONSTRUCTION/SENIOR SITE MANAGER

Understand the company policy for Health, Safety and Welfare and ensure that it is readily available on site for viewing.

Plan all works in accordance with the construction program taking into account Health, Safety and Welfare requirements and ensure that it is regularly examined to establish if improvements or alterations should be made.

Determine at planning stage:

- The most appropriate sequence and method of working.
- Provision of suitable and sufficient welfare and office facilities.
- Provision of adequate lighting and safe method of electrical installation.
- Allocation and acceptance of contract responsibilities.
- Location, isolation, termination and removal of statutory services, as necessary.
- Suitable and sufficient fire precautions.
- Competency of project team including provision of training and instruction where required.
- Temporary works provision (hoarding, heras fencing, scaffolding, excavations support, shoring, etc.)

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

- Is carried out as planned with any amendments or alterations allocated sufficient time to be undertaken safely.
- Is carried out in full compliance with the Construction (Design & Management) Regulations and other statutory instruments.

Reprimand any member of the site team or contractors for failing to discharge satisfactory their responsibilities for Health, Safety and Welfare.

Check and approve with the Site Manager working methods and precautions before works commence (at pre-order meeting where practicable). If necessary, attain guidance and support from the Health & Safety Manager.

Ensure that the Health & Safety Manager and Advisors are made aware of all new or potential sites giving as much notice as possible.

Carry out any necessary notifications to local authorities as required by statute or company policies.

Set a personal example by attending safety days, challenging poor standards, complying fully with company process & procedures and wear appropriate Personal Protective Equipment when visiting sites.

3.6 MANAGER RESPONSIBLE FOR OFFICE STAFF

The Manager responsible for office staff is accountable for:

- ensuring that company policies are brought to the attention of all employees under their control.
- ensuring that all new members of staff are inducted into the organisation and the office on their first day of employment.
- ensuring that all office machinery and equipment is safe to use; fitted with necessary guards and safety devices; is serviced and maintained in accordance with manufacturers recommendation; and is used by competent people.
- ensuring that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised.
- ensuring the office layout is safe for employees and visitors and is maintained and monitored as required.
- arranging all necessary insurances and statutory inspections.
- reporting any accidents or incident to the Health & Safety Manager in a timely manner to allow investigation to be undertaken to attain root cause and prevent re-occurrence.
- ensuring the firefighting provision are available; a fire risk assessment and emergency plan is in place and current; fire exits are kept clear; fire drills are undertaken at least twice per year; fire training is provided annually; and trained fire wardens are available during opening hours.
- ensuring suitable and sufficient first aid provisions are available at all times.
- ensuring that suitable and sufficient welfare facilities are provided and maintained.
- ensuring suitable and sufficient management of contractors who may be undertaking building maintenance works.
- Set a personal example by attending training events, challenging poor standards, complying fully with company process & procedures and wearing appropriate Personal Protective Equipment when visiting sites.

3.7 DESIGN, SITE AND STRUCTURAL ENGINEERS

The engineers have responsibility and accountability for:

- ensuring that company policies are brought to the attention of all employees under their control.
- ensuring that information affecting the health & safety of any person on a proposed site is brought to the attention of the Senior Site Manager.
- reporting to the Site Manager any unsafe situation or act observed whilst on site.
- ensuring records are maintained on any underground services laid on site and that, where possible, these are defined by marker posts and signs during construction phase works.

- ensuring that all precautions are taken when using laser surveying equipment including providing eye protection to chainman when indicated by task specific risk assessments.
- ensuring that any design calculations for temporary works are independently checked and approved.
- Set a personal example by attending training events, challenging poor standards, complying fully with company process & procedures and wearing appropriate Personal Protective Equipment when visiting sites.

3.8 BUYERS AND SURVEYORS

Buyers and surveyors have responsibility and accountability for:

- ensuring that company policies are brought to the attention of all employees under their control.
- ensuring that all equipment or materials purchased or hired are fit for purpose.
- ensuring that all suppliers provide details of hazards associated with their products and where necessary, COSHH data sheets.
- ensure that suppliers provide suitable and sufficient provisions for unloading on site taking into account site specific requirements, working at height and manual handling risks.
- ensuring that contractors have received an official order incorporating the company policies and terms and conditions.
- ensuring that rates negotiated for work include for all health & safety provisions in line with statutory instruments and industry best practice.
- Set a personal example by attending training events, challenging poor standards, complying fully with company process & procedures and wearing appropriate Personal Protective Equipment when visiting sites.

3.9 SITE MANAGERS

Site Managers have responsibility and accountability for:

- ensuring that they fully understand the company policies and procedures and enforce them fully without deviation.
- day to day site health and safety management and provision ensuring that adequate resources are allocated.
- ensuring a suitable and sufficient site induction for new starters before they commence on site and at regular intervals thereafter if site conditions significantly alter.
- ensuring that health and safety requirements, including method statements and risk assessments, are available, up to date and made known to all contractors and visitors.
- organising sites so that work is carried out to the required standard with minimum risk to employees, contractors, visitors and public.
- having suitable and sufficient knowledge to ensure compliance with statutory instruments and industry best practice.



- ensuring that statutory registers, records and reports are current; completed correctly; monitored; and available for inspection.
- ensuring that notices are displayed in accordance with company requirements.
- satisfying themselves that the 'competent person' appointed for undertaking inspections of scaffolds, excavations, plant, etc. have sufficient knowledge and experience to evaluate all safety risks relating to the item being inspected.
- stopping any works which are unsafe or do not comply with approved risk assessment or safe systems of work.
- arranging delivery and storage of materials to avoid double handling and increase of site risk. Off-loading and stacking must take into account working at height and manual handling risks.
- ensuring that any electrical supply is installed, inspected, commissioned and maintained in accordance with current legislation and best practice.
- ensuring that all information available relating to statutory services on site is obtained and that services are located, marked, plotted and if necessary, terminated before excavation work commences. No mechanical techniques are to be used within limits of underground services laid down by the services authority/provided and best practice.
- protection to all overhead services in accordance with the services authority recommendations before construction phase commences.
- production of a traffic management plan which is to be updated throughout the duration of the project.
- ensure that Personnel Protective Equipment is available on site for visitors.
- ensure that suitable and sufficient welfare, lighting, fire and first aid provisions are provided.
- reprimand any member of the site team or contractors for failing to discharge satisfactory their responsibilities for Health, Safety and Welfare.
- check and approve working methods and precautions before works commence (at pre-order meeting where practicable). If necessary, attain guidance and support from the Construction/Senior Site Manager or Health & Safety Manager.
- carry out any necessary notifications to local authorities as required by statute or company policies.
- ensure that any accident or incident is reported immediately to both the Construction/Senior Site Manager and Health & Safety Manager to enable support to be given and arrangements for an investigation to be organised.
- set a personal example by attending safety days, challenging poor standards, complying fully with company process & procedures and wearing appropriate Personal Protective Equipment when visiting sites.

3.10 EMPLOYEES

It shall be the duty of all employees to take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions at work.



It shall be the responsibility of all our employees and contract staff to use machinery, equipment, transport, hazardous substances and safety equipment in accordance with the training and instructions given and attend health and safety training as required by the Company.

It shall be the responsibility of all our employees and contract staff to co-operate as far as is reasonably practicable to enable the company to perform its duties safely.

No employee or contract staff shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Any breach of health and safety procedures could result in disciplinary action being taken by the company.

All employees shall:

- ensuring that they fully understand the company policies and procedures.
- Use the correct tools and equipment for the task for which they must be trained and competent.
- refrain from playing dangerous practical jokes or 'horseplay.'
- report to your line manager any abuse of welfare facilities.
- report any injury to yourself immediately to your line manager.
- report any damage to plant or equipment to your line manager.
- set a personal example by attending training days, challenging poor standards, complying fully with company process & procedures and wear appropriate Personal Protective Equipment when visiting sites.

4. Health and Safety Advice

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Company has appointed Mr Ian Wand, CMIOSH, FIIRSM, AIAT, TechIFSM, MIFPO, MinstLM, as the Company's Health and Safety Manager. He is nominated as the competent person for the purpose of assisting the Company to undertake necessary measures to ensure compliance with statutory provisions.

In addition, in order to obtain specialist advice, the services of THSP Risk Management have been employed who will also regularly undertake site inspections and provide provisions for notifiable projects under the Construction (Design & Management) Regulations. Manuals and files of general health and safety information are maintained in the Office and are available for all employees to use.

Any employee who is in doubt about safe working practices and procedures should contact their line manager for advice.

5. Consultation

It is company policy to consult with all employees on matters, which effect their health and safety.

Management will always consider suggestions or comments on ways in which our health and safety performance can be improved.

ARRANGEMENTS

6. Safety policy monitoring and review

6.1 The Health and Safety at Work etc. Act 1974 requires the Company to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of the safety performance of the Company and the functioning of the Policy is the task of Mr Chris Hamilton. Annually, with the support of the Company's Health and Safety Manager, he will review the contents of the Policy Statement in liaison with others as necessary and indicate ways in which our safety performance can be improved.

6.2 The Directors and Managers will attend site meetings with contractors' representatives where health, safety and welfare may be considered. Discussions could include their safety policies, risk assessments, working practices, safety performance or any other related matters covered by legislation.

6.3 The Directors and Managers will monitor health and safety standards on our sites to ensure compliance with this policy, current legislation and guidance. The frequency of site monitoring will depend on the size of the contract and the foreseen hazards. Where appropriate written reports will be completed and forwarded for inclusion in the annual policy review.

6.4 The Health and Safety Manager, in addition to THSP Risk Management, undertake regular site visits, producing a report as necessary, to ensure continuous improvement is achieved. Trends from all reports are reviewed at the quarterly health & Safety committee meeting, monthly Health & Safety management meeting and monthly board meeting, where improvements are agreed and actioned.

7. Training and information

7.1 It is the responsibility of the Directors and Managers to review the training needs at all levels within the Company at regular intervals. Suitable information, instruction and training will always be provided upon the introduction of new technology or working methods. The Production Director will ensure records of all health and safety training provided to employees are maintained.

7.2 The Health and Safety Manager will offer advice on safety training needs upon request. Safety training will be given to all employees, as necessary.

7.3 The Site Manager, in consultation with the Construction/Senior Site Manager, will ensure employees and contractors have the necessary competency to carry out work for which they are engaged. Site specific vetting of contractors will be undertaken at pre-order and start meetings to establish competency in health and safety.

7.4 The Directors and Managers will ensure that all new employees and apprentices are provided with suitable induction training to ensure that they have sufficient information and instruction to comply with the Company's health and safety policy and procedures.

7.5 Induction training required for young persons, and any further necessary training of young persons is carried out as required, including ensuring that such persons receive adequate and suitable supervision and training on site. The manager in charge of the work will be made aware of the necessary training and level of supervision required for young persons, as detailed in the Management of Health and Safety at Work Regulations 1999.

7.6 The company recognises that there is an increasing prevalence of non-English speaking workers in the UK and that this may have an effect on their and other's health and safety. This may particularly include the provision of adequate information and instruction. The company

undertakes to ensure that suitable measures will be put in place to ensure that all relevant information and instruction is interpreted, both verbally and where appropriate in writing for any non-English speaking workers or contractor whose services the company may employ. The Site Manager will ensure that suitable arrangements are put in place where necessary.

7.7 All persons working on site will be in the possession of a current competency card issued under the Construction Skills Competency Scheme (CSCS). Visitors not in possession of a valid card will be escorted around the site at all times. Irrespective of the card, a site induction will be given based upon the risk to the individual.

8. Accidents

8.1 Accident details, however trivial they may appear to be, must always be entered in the Accident Book and forwarded to the Health & Safety Manager at the company head office.

8.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), require specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the Health and Safety Executive (HSE). Mr Chris Hamilton is nominated as the "responsible person" in accordance with the Regulations to make these reports.

8.3 The person in charge of the work must report all injury accidents or dangerous occurrences to the Production Director and Health & Safety Manager by telephone.

8.4 The Health & Safety Manager will hold documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of the Company will be kept for record purposes.

8.5 Any accident or dangerous occurrences involving a contractor will be investigated by their organisation and reported under their own reporting procedure. However, Martin Grant Homes Limited may also investigate independently dependent upon the severity.

8.6 The Health & Safety Manager along with other relevant parties will carry out investigations of company serious accidents and dangerous occurrences.

9. Welfare and First-Aid Facilities

9.1 Welfare and sanitary facilities provided at the company's premises are to the standards required under the Workplace (Health, Safety and Welfare) Regulations. On sites the Site Manager, in consultation with the Construction/Senior Site Manager, is responsible for ensuring that suitable and sufficient facilities are available and, where necessary, will make arrangements for our employees to use the client's or principal contractors' facilities.

9.2 The Site Manager will ensure that suitable and sufficient first aid provisions are available in line with the risk assessment and make arrangements for inspection and restocking.

9.3 The names of those persons trained and certified in first aid will be displayed within the Office and on each site.

9.4 In the absence of trained first-aid personnel the company will nominate an 'appointed person' to take charge of the first-aid equipment and facilities, to replace missing or defective items and to summon assistance if required.

10. Safety Rules

10.1 The Company site safety rules are designed to provide safe operating practices and procedures that form the Company Policy, and must be strictly adhered to by all employees, contract staff and contractors. Wilful disregard by any person may be considered sufficient cause for immediate dismissal.

10.2 Safety rules and advice covering specific work areas and/or systems of work will be attached to site specific Method Statements produced by the specialist contractor and approved by the Site Manager.

11. Work Equipment

11.1 The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations.

11.2 It is the responsibility of the Site Manager to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used.

11.3 The Site Manager is responsible for ensuring the users of new plant and equipment have been given sufficient instruction, information and training in order that any such plant or equipment may be used safely.

11.4 Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported to their line manager.

11.5 ALL portable and transportable electrical equipment is maintained, tested and inspected in accordance with HSE guidance HSG 107 "Maintaining portable and transportable electrical equipment". For site operations, this must be undertaken at least every 3 months. The Site Manager will also ensure that adequate records of formal inspection and testing are kept.

11.7 The Manager in charge of the office will ensure that fixed electrical installations and wiring is inspected in accordance with the requirements of the Institute of Electrical Engineers Wiring Regulations, 18th Edition.

11.8 Scaffolding is to be inspected and recorded before first use and at intervals not exceeding seven days thereafter. Additionally, in the case of mobile scaffold towers they must not be used unless they have been inspected after first-erection or re-erection and on site within the previous seven days. The responsibility for ensuring that these inspections are conducted and recorded rests with the relevant Site Manager. Additionally, excavations, temporary works, plant and equipment are also to be inspected in line with statutory requirements and records provided for inspection.

12. General hazards, risk assessment and controls

12.1 The Management of Health and Safety at Work Regulations and other Regulations require that risk assessments are to be carried out by employers and that the significant findings from the assessments are brought to the attention of those at risk.

12.2 The Company will use THSP Risk Management to assist in the control of common hazards associated with work activities.

12.3 The Site Manager will carry out an ongoing assessment of the risks as required by the Regulations. Where significant risks have been identified on work to be carried out by the Company a written generic assessment will be available.

12.4 The Site Manager will make the assessment site-specific, considering local risk factors. When appropriate, risk assessments will consider additional risks to any young person who may be employed.

12.5 Where appropriate, others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.

12.6 Generic risk assessments made and kept by the Company will be reviewed by the Health & Safety Committee at annual intervals or whenever it is suspected that they may no longer be valid.

12.7 Training will be given to employees where a need is identified by the risk assessment. Employees will be made aware of the findings of the assessments and the required control measures.

12.8 Any necessary plant, equipment, monitoring, hygiene and welfare facilities, and protective clothing and equipment specified in the risk assessment must be present at the relevant location before the task is carried out.

12.9 Risk assessments will always be considered when planning works.

12.10 Risk assessments may identify the need for medical examinations, or health surveillance. Whenever this is the case the records of any health surveillance, medical or other individual health record which may be required will be kept securely in personnel files held by the Company and will be kept for 40 years after the date of the last entry as required by law.

13. Office work and display screen equipment

13.1 The Departmental Head is responsible for risk assessments of office work, including those for display screen equipment in the Office.

13.2 The Departmental Head will arrange an annual health and safety audit of their area of responsibility.

14. Manual handling operations

14.1 All manual handling operations having a risk of injury which are carried out by Company employees will be identified and recorded by the Site Manager, Senior Site Manager, Construction Manager or Departmental Head. Information on manual handling and generic assessments can be found in the Health & Safety Management System. Where these operations cannot be avoided, specific assessments will be made, and procedures developed to minimise the risks. Selection of appropriately capable staff will then take place, followed by any necessary training, information and instruction. All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.

14.2 All employees will be issued with HSE leaflet INDG 143 "*Manual Handling - a short guide for employers*" on induction which gives basic guidance on manual handling techniques.

15. Personal protective equipment

15.1 The provision of personal protective equipment (PPE) is only acceptable when the hazard cannot be controlled by other means. An assessment will be carried out by the Senior Site Manager or Site Manager in charge of the work to ensure that any PPE provided is suitable and provides adequate protection against any hazard identified.

15.2 The Site Manager in charge of the work will ensure that employees are given sufficient training, which will include the selection, use and maintenance of personal protective clothing and equipment where it is required.

15.3 The Site Manager in charge of the work will ensure that suitable arrangements are provided for the storage of PPE.

16. Control of substances hazardous to health (COSHH)

16.1 It is the policy of the company to adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out within the Control of Substances Hazardous to Health Regulations. Namely:

- design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- consider all relevant routes of exposure (inhalation, skin absorption and ingestion) when developing control measure.
- control exposure by measures that are proportionate to the health risk.
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- check and review regularly all elements of control measures for their continuing effectiveness.
- inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
- ensure that the introduction of control measures does not increase the overall risk to health and safety.

16.2 Information on materials used in the Company's work will be obtained from the manufacturer, supplier or contractor. The Company makes use of the THSP Risk Management COSHH database and will submit any new substance it uses to THSP Risk Management for assessment. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment. COSHH assessments for the Company's work with applicable substances will be prepared. They will be reviewed annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid. The Site Manager responsible for the work will then make the assessments site-specific.

16.3 The implementation of control measures for hazardous substances used at work will be considered in the following order of precedence:

- **Hazard elimination** using alternative working methods.
- **Substitution** replace substance with a non or less hazardous substance.
- **Segregation** automation or enclosure of process/operator.
- **Use of procedures** use of engineering controls and other safe systems of work e.g., mechanical ventilation.
- **Use of warning systems** warning notices, proper labelling of containers and instructions.
- **Use of Personal Protective Equipment** must be adequate and used as last resort if other controls are impractical or cannot be implemented.



16.4 Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, or the material has been analysed, and an assessment made of the risks involved in the operation. Where appropriate, others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.

16.5 The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.

- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
- Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, gases or vapours.
- Hazardous substances should not be used in areas where food is being eaten.
- Good personal hygiene practices must be observed.
- Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers and barrier creams.
- Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
- Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
- Read the data sheet, container labels and detailed health and safety information before using any chemical products.

17. Fire and emergency precautions

17.1 The Health & Safety Manager is responsible for fire and emergency precautions and assessments in the Company office. He will ensure that all reasonable steps have been taken to comply with the Regulatory Reform (Fire Safety) Order which will include:

- identification of potential fire hazards in the premises.
- identification of people who may be at risk.
- evaluation of the risk.
- production of a written fire risk assessment and fire-emergency plan to remove, reduce or control the risks.
- ensuring an adequate means of escape in the event of a fire.
- ensuring that escape routes are kept clear.
- sufficient firefighting appliances are available and properly maintained.
- an adequate means of warning in the case of a fire is available.
- provide suitable information, instruction and training to staff.

- review the assessment annually or when conditions change and revise, as necessary.

17.2 The Site Manager responsible for the work will ensure that adequate firefighting equipment is available on site. He will liaise with relevant parties to ensure that adequate fire and emergency procedures are in place before the start of the contract.

18. Arrangements for Special Hazards

18.1 Site operations are carried out in line with the Construction Industry Training Board (CITB) document GE700 which is used as the basis for the Site Managers Site Training Scheme (SMSTS) qualification which all our site managers acquire. However, there are a number of special hazards, which have potentially serious consequences which have been identified as 'high risk' in the Company's risk assessments. They include:

- Work at Height
- Asbestos
- Noise and Vibration
- Scaffolds
- Step Ladders
- Work on live electrical systems
- Lone working
- Working in confined spaces
- Traffic Management & Pedestrian segregation

18.2 These activities will require a specific risk assessment to be made prior to the commencement of work. The Site Manager will have the responsibility for making these specific risk assessments for site with the Departmental Director undertaking the same for office-based operations and staff.

18.3 The Site Manager may operate a 'permit to work' system to govern our activities in situations where our work interfaces cause a potential significant risk. This will need to be considered when we are carrying out risk assessments.

18.4 All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.

18.5 Asbestos. At the planning or pre-construction stage of the contract, the Construction/Senior Site Manager will ensure that suitable and sufficient enquiries are made about presence of asbestos. A full Refurbishment and Demolition Survey will be carried out prior to any works commencing on site where demolition or refurbishment works form part of the contract. Any works involving the removal of asbestos will only be undertaken by licenced contractors with all operatives working for demolition contractors, ground workers or organisations working on existing building fabric requiring to have undertaken an asbestos awareness course within the last year certificated by UKATA.

Dependent upon the potential of asbestos being present, our Site Manager will attend the 'Duty to Manage' or 'Awareness' course certificated by UKATA.

Any employee discovering material that is suspected of containing asbestos is to stop work immediately and inform the Site Manager in charge of the job.

18.6 Noise at work is subject to the Control of Noise at Work Regulations. Noise assessments will be undertaken by the contractors and monitored by the Site Manager. Environmental noise will be monitored by the Site Manager as necessary to ensure compliance with the planning consent and section 60 environmental notice.

18.7 Hand arm vibration (HAV) is not normally a significant hazard in work undertaken by this company. Hand-held power tools are used for short duration during installation and maintenance work and only for a small proportion of working hours. Hammer action drills are used, but normally for less than 30 minutes trigger time in any one-day. It is considered that the action level is not likely to be approached during normal work activity, but contractors will monitor their workforce, as necessary.

18.8 Scaffolds are only to be erected, altered, or dismantled by competent scaffolders in accordance with SG4, TG20 and BS EN 12811. The Site Manager inspects the works with the scaffolder and attains a handover certificate which is filed on site for review and inspection. Statutory inspections are undertaken and logged on site by a competent person and the use of Scaff Tags at ladder access points from base lifts supports the management system.

18.9. Class 1 Industrial Ladders and Step Ladders will only be used as working platforms for work of short duration and low risk, or where there are existing site features that cannot be altered to permit the use of other means of access. Steps and ladders will be used in accordance with the guidance found in HSE Guidance *HSG 150 – Health and Safety in Construction*, and only after the risks and suitability for the operation have been assessed.

18.10. Live electrical work is only to be carried out in exceptional circumstances under the authorisation of the Production Director. The circumstances for live work will be assessed using HSE Guidance - *HS(G) 85 - Electricity at work- safe working practices*. A written safe system of work will be produced before the work starts. All electrical systems must be proved dead before work starts. NO assumptions about the state of any system are to be made without positive verification - all circuits must therefore be assumed to be live unless it is established, they are dead.

18.11 Lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker. Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance. All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance. Lone working will not be allowed where there is any significant risk of exposure to live conductors.

18.12. Confined spaces such as ducts, manholes, sewers and deep excavations, are not to be entered until a risk assessment has been carried out and a safe system of work has been drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.

18.13 Work at height will only be carried out where it is not reasonably practicable to carry out the work otherwise than at height. Specific risk assessments will be carried out for all such work and will only be undertaken by competent people. The work must be carefully planned and supervised to ensure that it is carried out in a safe manner. Work equipment enabling work at height to be carried out will always be selected on the basis that collective protection measures will be given priority over personal protection measures and account will be taken of any other relevant factors that may affect safety such as the location of the work, ease of access, consequences of a potential fall, the duration and frequency of use, emergency rescue/evacuation and any additional risks posed by the selection of a particular item of work



equipment. Edge protection will always be provided where practicable when there is a risk of personal injury as a result of falling. Where it is not reasonably practicable to provide edge protection, other collective protective measures such as soft-landing systems will be used. Finally, where these are not practicable personal fall arrest and or restraint equipment must be used. The advice of the Health & Safety Manager should be obtained before work starts if there is any doubt about the precautions required in particular circumstances.

18.14 Traffic Management & Pedestrian Segregation will be designed at planning consent stage and amended prior to construction phase to ensure that it meets the site requirements. A design drawing will be produced and placed on site adjacent to the signing in position, with the contents being briefed to all site persons during the site induction. As the construction phase progresses, updates of the plans will be produced and briefed, as necessary.

Management and segregation routes will be monitored for both compliance and effectiveness daily by the Site Manager as well as during visits by the Health & Safety Manager and Safety Advisors.

19. Stress

19.1 The Health and Safety Executive defines stress as *"the adverse reaction people have to excessive pressure or other types of demand placed on them"*. The company recognises that workplace stress can affect the health and safety of all employees and also recognises the need to identify and reduce the potential for workplace stressors occurring as a result of workplace and other influences. All employees are encouraged to raise issues of concern about stress with the Health & Safety Manager who will take all such matters seriously and arrange for the appropriate support as circumstances dictate.

20. Company vehicles

20.1 The Company will maintain company vehicles at intervals recommended by the manufacturers. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle unroadworthy. It is the driver's responsibility to ensure that loads are properly secured, and the vehicle is not overloaded. Drivers of company vehicles are expected to drive in a safe and considerate manner. Drivers who fail to comply with the provisions of the Road Traffic Act will be subject to disciplinary action.

Under no circumstances must hand-held mobile telephones be used whilst driving a company vehicle. All drivers must pull over to the side of the road and switch off the engine before either answering or making calls. Hands-free kits may be used at the driver's discretion, but calls should be kept as short as possible, and drivers should not allow themselves to be distracted.

21. Smoking

21.1 It is the policy of this company that all our employees have a right to work in a smoke-free environment.

21.2 Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and in company vehicles.

21.3 It is expected that other employers or persons controlling premises where company employees may be working will comply with their duty in enforcing this legal requirement.

21.4 On construction sites, a designated smoking area may be made available, details of which will be included within the site induction.

22. Environmental impact

22.1 The Company recognises that its activities may have environmental implications, and therefore pursues a policy designed to minimise environmental damage. The Company's operations will be managed and organised so as to reduce as far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be considered in planning applications.

23. Information for employees and others

23.1 Our contractors and other relevant parties will be given a copy of this Policy Statement on request.

23.2 Employees will be asked to read this Policy Statement on joining the Company as part of their induction training. Their attention will also be drawn to the generic risk assessment system.

24. CDM compliance and Design safety

24.1 It will be our practice to fully comply with the requirements of the Construction (Design and Management) Regulations and employ THSP Risk Management as a consultant for notifiable projects.

24.2 Those preparing designs on our behalf will follow the designer's duties as defined within the Approved Code of Practice to the Construction (Design & Management) Regulations.

24.4 The guiding principles for all designs prepared by us will be to design to avoid risks to health and safety as far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design. Only persons competent to produce designs will be permitted to do so.

24.5 The Planning & Technical Director/Manager has the final responsibility for design safety matters and is to ensure the competence of any external designer used.

APPENDIX 1 – SITE SAFETY RULES

1. The Site Manager is the Site Safety Manager and any instructions given by them must always be followed.
2. All operatives must report to the Site Manager upon first arrival on site and attend the Site Safety Induction at which time they will be given a label with the induction number that is to be affixed to their hard hat.
3. All operatives must sign in prior to commencing work on site and record their relevant details. They must also sign out when leaving site.
4. All operatives must wear safety footwear, hard hat and high visibility jacket / vest and any other Personal Protective Equipment appropriate for the work they are undertaking.
5. A Tee shirt must be worn as a minimum under a Hi-Viz. Shorts will only be permitted in accordance with a site-specific risk assessment provided by the trade contractor and if worn MUST be designed as work wear and be of knee length.
6. All safety helmets on site to be White apart from Forklift drivers and Banksmen who will wear Red and approved supervisors who will wear Black, unless otherwise approved in writing by the Production Director. Approved liner inserts are the only permissible means of additional headwear in conjunction with a safety helmet.
7. Excavations and scaffolding are to be inspected prior to use by a competent person. Any operative found working in an unsafe excavation or on an unsafe scaffold will be asked to leave site.
8. Make yourself familiar with the traffic management plan and keep to the pedestrian routes when walking around the site adhering to the 2m social distancing rule.
9. Drying and canteen facilities will be found in the site compound. Anyone found defacing or abusing these facilities will be asked to leave site. NO breaks are to be taken within construction area.
10. All accidents, however small, should be reported to the Site Manager and entered on an accident report form located in the site office.
11. All plant hire, machinery, power tools etc. should only be used by a suitably qualified or trained person authorised to use such equipment. A copy of their CSCS/CPCS card or equivalent must be given to the site manager before work starts.
12. Reversing plant must be controlled by a banksman where necessary All plant must be parked in a safe manner.
13. Anyone found on site to be under the influence of alcohol or drugs will be disciplined, removed from the site and not allowed to return.
14. All electrical tools and equipment used on site must be 110V or battery powered and regularly tested and inspected.
15. No children are allowed on site, either during or after working hours. This includes the children of MGH Staff, Contractors and Suppliers. (The only exception is on pre-arranged visits – e.g., school visits).
16. No operative shall interfere or misuse any equipment or device which has been provided for safe working, including Personal Protective Equipment (PPE). Scaffold may only be altered by qualified and certificated scaffolders.
17. Edge protection, security fencing and pedestrian routes may only be modified with the express permission of the Martin Grant Homes Site Manager. Any items moved must be returned to its original position as soon as practicable.
18. All ladders must be secured when in use. When not in use they are to be put back in the site compound or closed off.
19. Scaffolding must never be overloaded and loading bays cleared as soon as possible. Brick guards are to be used if materials are to be stacked on scaffold.
20. All walkways are to be kept clear of materials and rubbish to prevent trip hazards.
21. If anyone is undertaking hot work, they must ensure they have 2 fire extinguishers with them before commencing work and be in possession of a permit to work that will be issued by the Site Manager.
22. Any excavation deeper than 1.2m must be shored with a means of access and egress provided. If the ground conditions warrant, excavations less than 1.2m must be shored. Protection must be put in place to prevent falls into excavations and must be left in a safe condition.



23. When you leave your workstation, you must ensure it is always left in a safe condition and kept tidy. Dwellings are to be swept out and arisings deposited in a bin or tipping skip and the dwelling left in a suitable condition for follow - on trades. Stage payments will not be approved for dwellings not cleaned out after works have been completed and will be subject to contra charge if not actioned in accordance with MGH's Terms and Conditions.
24. Any machinery, plant or delivery vehicles must be driven at less than 5 mph taking into account site/weather conditions. Items driven on the public highway must be plated, taxed and insured with evidence provided to the site manager before use.
25. Sub-contractors will only park in designated areas.
26. No personal radios are allowed on site and general radios may only be used with agreement of the Site Manager.
27. Mobile phones are only to be used in a place of safety.
28. Smoking is only permitted in designated areas as indicated on the Site Management Plan.

Additional Rules during Coronavirus Pandemic

All staff have a legal and moral obligation to protect the safety of themselves and other at all times whilst at work. Please always apply common sense and courtesy to others on this site.

29. All operatives must report to the Site Manager prior to commencing work on site who will record your details. Upon completion of your shift, you must report to the Site Manager before leaving.
30. You must not leave site at any time unless you have finished your shift.
31. Social distancing of at least 2 metres must be complied with at all times. If these cannot be achieved, you are to discuss with your supervisor so that alternative arrangement can be discussed and agreed.
32. Use of the drying and canteen facilities will be available during allocated times only, as agreed with the Site Manager, to ensure that social distancing and cleaning protocols can be met.
33. Breaks are not to be undertaken within construction area but are permitted in private vehicles. No rubbish is to be left/thrown outside and is to be placed directly in the skips provided.
34. Should you become unwell with potential Coronavirus19 symptoms, you are to return to your vehicle and contact your supervisor immediately by phone so arrangements can be made for you to safely leave site. Under no circumstances are you to report to the site office, welfare facilities or construction areas at this time.
35. All plant, tools and machinery must be cleaned before, during and after use by each operator in accordance with latest Government advice.
36. All walkways are to be kept clear of materials and rubbish to prevent trip hazards and be used to allow 2m social distancing to be achieved. No passing is allowed unless the route is wide enough for social distancing criteria to be met.
37. During the Coronavirus Pandemic, all permits will be completed fully by the MGH Site Management, but compliance will remain with the operative and supervisor.
38. Works within plots are to be planned and undertaken to ensure single person operation. If this is not achievable due to 2 people requirements to undertake the task, then specific safety measures will need to be approved beforehand. Lack of planning or time restraints will not be valid reason for multiple persons.
39. Operatives must always work with due regard for our existing customers and the environment, and in full compliance with current Coronavirus19 guidance.