

Health & Safety Policy

Complete Fixing Solutions Limited

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DOCUMENT CONTROL

Employees are encouraged to bring to the attention of the senior management, in which in their opinion, this policy appears inadequate. All such comments will be passed to our Health & Safety Manager for consideration and review.

This Policy and Arrangements will be continually reviewed and updated to reflect best practice and changes in legislation. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

A copy of the health and safety policy will be available to all employees.

#	Name	Date
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INTRODUCTION

This policy document has been prepared to define the way that Complete Fixing Solutions Limited's intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and to detail the organisation and arrangements set up to carry out that policy.

Complete Fixing Solutions Limited's Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

HEALTH AND SAFETY POLICY STATEMENT OF INTENT

This policy document states Complete Fixing Solutions Limited's commitment to achieve and maintain the highest health, safety and environmental standards across all aspects of the company.

We are committed to preventing injury and ill health to employees and others who may be affected by our operations, and to protecting the environment at all times.

The company recognises the importance of health, safety and welfare at work and will comply with its statutory obligations as stated within the Health & Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and additional Safety, Health and Environmental legislation to;

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Provide adequate resources to comply with statutory requirements with regards to the health, safety and welfare of all those affected by its activities.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company. All Directors, Managers, Supervisors and Foremen will enforce this Policy.

The Managing Director, Mr David O'Brien is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

Signed:



David O'Brien (Managing Director)

Date:

22nd June 2023

ii. LIST OF RELEVANT STATUTORY PROVISIONS

The Company will comply with the following legislation when carrying out its undertakings, as well as any other legislation not listed below, but may be relevant from time to time:

- The Health and Safety at Work etc. Act 1974.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- The Construction (Design & Management) Regulations 2015.
- Employers Liability (Compulsory Insurance) Act 1969 & Regulations 1998.
- The Regulatory Reform (Fire Safety) Order 2005
- The Dangerous Substances & Explosive Atmospheres Regulations 2002.
- The Control of Pollutions Act 1974 and amendment 1989
- The Control of Lead at Work Regulations 2002.
- The Health and Safety (First Aid) Regulations 1981 as amended
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- The Work at Height Regulations 2005
- The Control of Asbestos Regulations 2012.
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Electricity at Work Regulations 1989.
- The Environmental Protection Act 1990.
- The Management of Health and Safety at Work Regulations 1999.
- The Manual Handling Operations Regulations 1992 (as amended)
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The Provision and Use of Work Equipment Regulations 1998.
- The Supply of Machinery (Safety) Regulations 2008 & amendment Regulations 2011
- The Health & Safety (Signs & Signals) Regulations 1996.
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Health and Safety (Consultation with Employees) Regulations 1996.

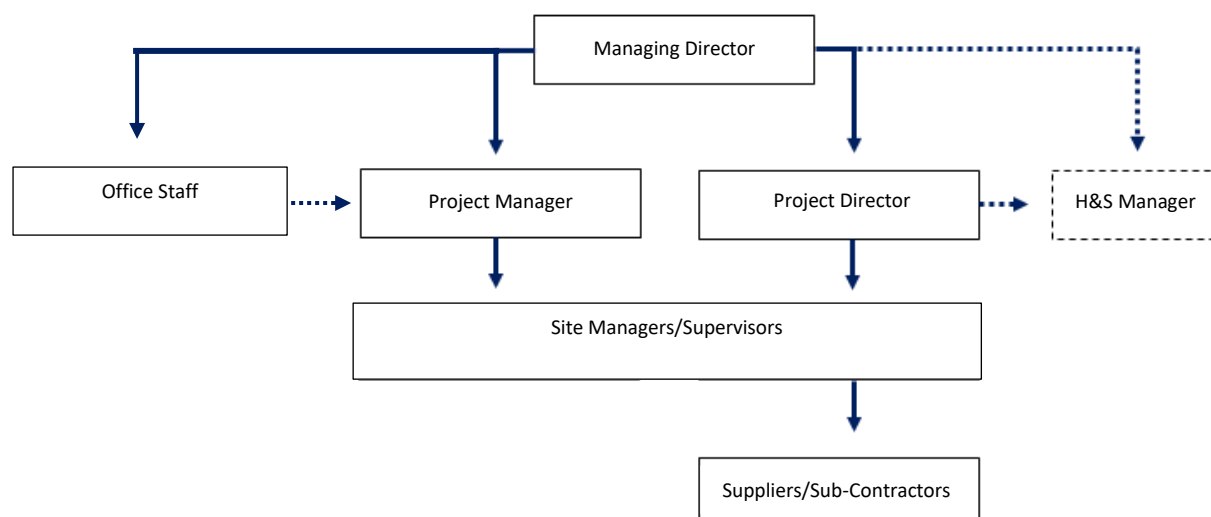
iii. GENERAL ORGANISATION

Arrangements for health, safety and welfare will be organised by Complete Fixing Solutions Limited. Mr David O'Brien, Managing Director has overall responsibility for health and safety.

The Managing Director has appointed a Health & Safety Manager (Mr Milton Walcott) who is responsible for monitoring the Company's Health and Safety Policy and for dealing with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare throughout the Company are welcomed from any employee and should be forwarded to the Health & Safety Manager.

iv. Organisation Flowchart



v. GENERAL RESPONSIBILITIES

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by the Health & Safety Manager will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be made aware of and have up to date knowledge of the legislation, best practice and equipment relevant to their work activities.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

vi. CONSULTATION

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations (HSCER) 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

vii. OBJECTION ON GROUNDS OF SAFETY

The company will not allow employees to undertake activities for which they are not adequately trained and experienced. If the situation arises, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his employer and this could give rise to an objection on safety grounds to undertaking the work.

2. RESPONSIBILITIES

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

i. RESPONSIBILITIES OF DIRECTORS

The overall responsibility for co-ordinating Health and Safety rests with the Directors but specific duties are delegated to others according to their experience, training and position within the hierarchy. Each individual person has a duty of care to himself as well as to all those they encounter during any part of the working day. The Directors will ensure that this Policy is applied throughout the Company as well as being adopted by all operatives, sub-contractors and visitors to premises where contracts are undertaken. Due to the size of the organisation and the number of projects that may be undertaken at any one time there will be situations within the company when employees may be relied upon to undertake the Health and Safety responsibilities of others. In this respect the Directors of Complete Fixing Solutions Limited Ltd. will often adopt the role of Contract Managers together with the associated responsibilities.

Under the guidance of the Directors effective accident prevention and safety training programmes are developed and procedures introduced to bring about a Safe and Healthy working environment. They will also ensure that, as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the Company Health and Safety requirements. Training received by all employees will be entered in their personal training record file, this will be reviewed, and any further training needs will be established. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

The Directors of Complete Fixing Solutions Limited Ltd. in order to ascertain the quality of the Company Health and Safety culture will randomly undertake S.M.B.W.A's "Safety Management by Walking About" this will entail visiting work sites and noting for themselves areas of safety in which they feel the Company requires the allocation of resources and secondly to establish the feelings of the workforce to the company's strategies and standards with regard to Health and Safety.

The Directors each has a responsibility to ensure that adequate funds and time are allocated throughout the Company with regards to safety and health and that: -

- At all times consideration is given to health and safety in order that risks are reduced to levels which are as low as is reasonably practicable.
- Health and safety is an agenda item at all board meetings
- Statistics are regularly checked with an aim of continuous improvement.
- There is continued communication between all persons within the organisation and with the external safety consultants to ensure best practice is followed and expert advice sought.
- This Policy is implemented by all, and individuals meet their responsibilities.
- Directors shall enforce the company disciplinary procedures in relation to breaches of health & safety policy, procedure or practice and should act upon the Health & Safety Managers recommendations in respect of such breaches.
- The Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- They will create and maintain a strong, positive and enthusiastic Health and Safety culture throughout the Company.

Ultimately the Directors are to ensure that management set a good example and adequate time and resources are made available to ensure the competence of all staff with regards to Health and Safety and that there is co-ordination, co-operation and communication between all employees to achieve a uniform health and safety culture throughout the hierarchy of the organisation.

ii. RESPONSIBILITIES OF HEALTH & SAFETY MANAGERS

The responsibility of the Health and Safety Consultants is to monitor changing Health and Safety Legislation and good working practices with an aim of advising and recommending revisions, modifications and amendments to the existing Health and Safety Policy, documentation and systems of work to enhance the Health and Safety culture and comply with the existing and/or new legislation.

In addition, the Health and Safety Consultants will undertake to perform those duties laid out below when requested or should the necessity arise:

- Provide an interpretation of safety legislation so that the Company fully understands the actions required in order to meet the legislation.
- To advise on and prepare, if requested, Health and Safety documentation.
- To carry out periodic Health and Safety Audits to ensure compliance of Complete Fixing Solutions Limited Ltd. with set procedures and legislative obligations.
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented.
- To, where requested, investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Complete Fixing Solutions Limited Ltd. may be involved.
- To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 2013.
- To give guidance on training required ensuring continued competency and maintain a training programme.

The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery, systems of work or processes which he considers presents hazards to the operators or to other personnel and to bring to the immediate attention of a Director details of such actions.

iii. RESPONSIBILITIES OF QUANTITY SURVEYORS

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, i.e., the Construction (Design and Management) Regulations (CDM) 2015, are complied with as they apply to the Company activities.
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them.
- To promote safe working methods by providing detailed information and instruction to all employees and subcontractors.
- Provide adequate information to enable safety management systems to be implemented to control working at height including the design of scaffold and other working platforms to reduce the risk as far as it is reasonably practicable the risk of any persons being injured from falling from height or being struck by falling materials.
- Provide adequate information, as required, to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.
- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Construction Phase Plan.
- Set a personal example and carry out your own work in a safe manner, i.e., take precautions when working on or near public roads, and use personal protective equipment issued by the Company to protect health and safety.

Ensure that the requirements of CDM are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed “CDM Co-ordinator” and “Principal Contractor” (PC) in the development of the company’s response to requirements of the initial and on-site Health and Safety Plan.

Ensure that, when the company is undertaking work as a contractor to a “PC”, the necessary health and safety information and competence assessment is collated and provided for inclusion in the tender response and the PC’s Construction Phase Health and Safety Plan.

Ensure necessary information effectively meets the requirements of the Construction Phase Health and Safety Plan, in particular, the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.

Before tenders are submitted, bring to the attention of the manager, any contract involving extremely hazardous materials, in particular, lead, asbestos or isocyanates.

Determine at the planning stage:

- The most appropriate order and method of work.
- Access and temporary works provisions (scaffolding, suspended scaffolds, staging’s, etc.).
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
- Storage facilities.
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
- Provision of adequate lighting and safe method of electrical distribution.
- Hazards arising from underground and overhead services.
- Welfare facilities required.
- Fire precautions.
- Any particular, training or instruction required for site personnel.
- Operations which may result in noise levels where action is necessary.
- Areas on sites where safety helmets must be worn and include in the Construction Phase Health and Safety plan.
- Set a personal example when visiting site by wearing appropriate protective clothing.
- Notifications to local authorities, police, etc. as required by company policy.

Ensure contractors are assessed in terms of their health & safety competence and that they provide details of their health & safety policy and procedures and that these comply with the standards set by the company.

Assess the risks and provide written instructions in unusual situations not covered by CFS policy to establish working methods and sequences.

Obtain risk assessments from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.

Ensure, so far as is reasonably practicable, that work once started is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.

Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily. Review both CFS method statements and those of contractors, and precautions with site management and the Safety Team before work starts.

Take appropriate action when notified of disregard on site of the Safety Team’s advice. Ensure that the Safety Team is notified of all new sites, giving as much notice as possible. Instruct the Safety Team of any special circumstance which will require site inspections which are outside of the normal schedule.

Develop a strong concern for the safety of those that the Company engages on site and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is always paramount. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.

- Ensure that all employees and sub-contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. Be pro-active and prevent accidents from happening.
- At the start of every project ensure that all persons are inducted and provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project, at a later date, are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters.
- Ensure that adequate personal protective equipment is available on site, provided, worn when appropriate, replaced when damaged and is stored in an orderly fashion.
- Stop any unsafe or potentially unsafe working practices immediately and notify the Contract Manager &/or Health & Safety Manager if personnel of a sub-contractor persistently breach health and safety rules.
- Ensure that a tidy site, workplace and storage area, are maintained, heat, light and ventilation are adequate, and materials not needed are removed or stored in an orderly fashion.
- Prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.
- Ensure that each project under your control has adequate emergency procedures, fire-fighting equipment and first aid kit, and a trained First Aider or appointed person where required by law. If work is undertaken without your presence on site, ensure that those requirements which are normally shared are available to those on site.
- Work equipment is to be maintained in a fit state. Equipment requiring repairs must remain safely out of use until such time as repairs that may be required are completed.
- If for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities at your site, immediately refer the matter to the Contract Manager or to a Director. Wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary.
- Never, under any circumstances, allow works to proceed in an unsafe manner and report all accidents to the Contracts Manager &/or Health & Safety Manager immediately after they happen. Ensure that any accidents are fully documented without delay.
- To set a good example while attending sites and to ensure that all site rules are considered, and correct Personal Protective Equipment is worn at all times where necessary.
- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.
- Above all else understand and accept that those whom you manage are likely to have or be involved in accidents if you personally do not take positive steps to prevent them.

The Site Manager / Site Supervisors must also determine at the contract stage:

- That all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessment.
- That flammables are stored in a suitable environment with adequate fire-fighting equipment to hand.
- That a tidy site is maintained, and areas of works cordoned off and adequate signage erected.
- The delivery and safe stacking of materials to prevent obstruction of access and egress routes.
- That arrangements are made between employees, sub-contractors the Clients employee's, and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- That adequate supplies of personal protective equipment are available.
- That the safety of third parties is considered at all time before the commencement of any activity on site and to ensure that the site is left in a safe and secure manner at the end of each working day.
- That there are suitable and sufficient risk assessments for any hazardous situation and that controls are adequately implemented.

All employees of the Company are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations (Amended) 2003. This is to ensure their own safety, the safety of others and to generally co-operate with CFS, to enable the Company to carry out its Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

Due to the size of the organisation and the number of projects that may be undertaken within the company when site managers or foremen are not required on a project. In these situations, employees will be relied upon to adopt the Health and Safety responsibilities of those persons to ensure the overall safety of the project

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors must:

- Read and understand the Company Health & Safety Policy and comply with its requirements and develop a personal concern for the safety of yourself and others who may be affected by your activities.
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact a Director immediately.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first,
- Do not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it and report any damaged plant or equipment. Keep all tools and plant in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.
- Be aware that site emergency procedures would have been established. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Always keep the workplace tidy, to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. nails protruding from timber or cables unsafely located.
- Do not play dangerous practical jokes or partake in "horseplay". Always consider how your acts or omissions may impinge on the Health and Safety of others.
- Report any injury, which results from an accident at work, even if the injury does not stop you working.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.
- Regard Health and Safety information and training as your right. Ask the Site Managers / Site Supervisor / Contract Supervisors for it and do not start work until you are satisfied as to its adequacy. Ask for and expect to receive a toolbox talk on any work and Health and Safety matters you feel unsure about.
- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.
- Specifically labour, supplied by 'Labour Only Subcontractors' or any Temporary Workers must:
 - a) Be competent for their tasks with regard to Health and Safety (i.e. have sufficient levels of training and experience to carry their work out safely)
 - b) Attend any compulsory Site Safety Induction(s) prior to commencement of work on behalf of CFS
- Labour supplied by Labour Only Subcontractors or any Temporary Workers shall not be permitted to work without supervision by Complete Fixing Solutions Limited Director.

Above all else understand and accept that you are likely to cause or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.

viii. RESPONSIBILITIES OF DUTY HOLDERS – CONSTRUCTION, DESIGN & MANAGEMENT REGULATIONS (CDM) 2015

All persons appointed to positions to meet the requirements of CDM Regulations, which place duties on the client, Principal Designer, designer, Principal Contractor and contractors, will comply with those duties imposed upon them.

Depending on the nature of the appointment, those duties will include:

- Provision of relevant information for initial assessments following feasibility study and the intention to build.
- Selection of competent duty holders in accordance with CDM2015.
- Carrying out risk assessments of all relevant activities.
- Competent selection of relevant external/ internal personnel.
- Formulation of the pre-tender information pack
- Formulation of construction phase Construction Phase Plan (where applicable).
- Continual monitoring of construction phase Construction Phase Plan.
- Ensure implementation of the construction phase Construction Phase Plan by the project management team.
- Making available information for the Health and Safety File.
- Identifying the needs of continued and adequate training.
- Ensuring that all health and safety requirements are met.
- Notification of projects to Health and Safety Executive.
- Advising on compliance, so that no breach of the Regulation occurs.

The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations (CDM) 2015.

ix. RESPONSIBILITIES OF ALL EMPLOYEES

In this Health and Safety Policy, employees are regarded as being any person who is employed by the Company irrespective of the method of payment made to that person - direct employees, those on 25% deduction or with a 715-tax certificate are all regarded as employees.

Due to the size of the organisation and the number of projects that may be undertaken at any one time there will be situations whereby employees will be relied upon to adopt the Health and Safety responsibilities of those persons above their standard position in the hierarchy to ensure that are able to meet their statutory responsibilities and to ensure the overall safety of the project.

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular: -

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair nor modification permitted unless express authority is given. Damage to equipment should be notified to the relevant Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents or near misses to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).

x. RESPONSIBILITIES OF APPROVED SUBCONTRACTORS AND THEIR EMPLOYEES

All Subcontractors will be expected to comply with the Company Health and Safety Policy of Complete Fixing Solutions Limited Ltd. and must submit their own Health and Safety documentation to Complete Fixing Solutions Limited for verification this will include as a minimum, risk assessments, method statements, COSHH assessments, Health and Safety Policy, Insurance details and any details of training undertaken by operatives.

Contractors are expected to read this Health and Safety Policy and will be expected to be fully aware of what is required of them whilst working on sites.

- All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others whom may be present in the work area and comply with any safety instruction given to them by the Site Manager / Site Supervisors / Contract Supervisors or any other representative of Complete Fixing Solutions Limited Ltd.
- Sub-contracting works to other contractors is not permitted without supervision by a Complete Fixing Solutions Director.
- All plant and equipment brought into a work area by Subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any certificates available for checking. All operatives must be adequately trained in the use of such equipment and where appropriate have available any certificates of competence.
- All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.
- Any injury sustained, near miss, dangerous occurrence or damage caused by Subcontractors employees must be reported immediately to the Site Manager / Site Supervisors / Contract Supervisors.
- Subcontractors when informed of any hazards or defects will be expected to take immediate action to implement given controls.
- Welfare facilities will be available at sites as well as extinguishers and first aid personnel, in circumstances where this is not possible Complete Fixing Solutions Limited Ltd. will make alternate arrangements with contractors. Subcontractors when undertaking works on the behalf of Complete Fixing Solutions Limited will be required to comply with the Construction (Design and Management) Regulations 2007.
- Subcontractors undertaking hot works for Complete Fixing Solutions Limited Ltd. are to provide additional, suitable fire extinguishers at all times, which are to be directly to hand at the work site.
- Complete Fixing Solutions Limited Ltd. will provide COSHH assessments for any material or substance supplied for use on site. Contractors are to provide COSHH assessments for materials provided for their own use.
- Subcontractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- It is the Policy of Complete Fixing Solutions Limited Ltd. that all operatives, contractors, subcontractors and persons within the works area wear the protective clothing or equipment appropriate to the works being undertaken or as requested by the Site Manager / Site Supervisors / Contract Supervisors or any other representative of the Company.
- Subcontractors are required to ensure that copies of all risk assessments, method statements, COSHH assessments and any other Health and Safety documentation are available for inspection by Complete Fixing Solutions Limited. Such assessments must be provided before work is due to commence and in sufficient time to allow consideration of the controls implemented.
- Subcontractors are to provide appropriate protective clothing and safety equipment and to ensure that their employees always use both clothing and equipment when required by the PPE assessment or as advised by the Site Manager / Site Supervisors / Contract Supervisors or other representative of the Company.

xi. RESPONSIBILITIES OF OFFICE PERSONNEL INCLUDING CONTRACT STAFF

- To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.
- To monitor, control and correct the Health and Safety actions of any persons under your control and to ensure Health and Safety is always given top priority.
- To ensure the free flow of information and that all who report to you are kept fully up to date on any matters relating to Health and Safety.
- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- To pay attention to ensuring that Health and Safety matters are effectively communicated to those at the workplace.
- To help maintain a comprehensive office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented and passed without delay to the Health and Safety Manager
- Ensure that safe systems of work are used and that there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the Company employs.
- To assist the Directors to ensure that accidents and incidents are fully investigated, and the causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given, and the records kept in good order.
- To ensure that the office is kept clean/ tidy, escape routes are always kept clear and frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly or immediately corrected, when possible.
- To become aware of emergency procedures and to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Report any incidents that may, if not corrected subsequently cause an accident.
- Provide the Directors with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.
- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.
- Report to line managers any dangerous equipment, practice or events which are likely to give rise to an accident.

xii. RESPONSIBILITIES OF FIRE MARSHALS

CFS designated Fire Warden and their nominated deputies have been appointed for each area of the premises. In the event of fire, the fire wardens are responsible for ensuring that their areas are evacuated and then report this information to the designated person in charge at the assembly point.

All fire wardens have undergone training and are deemed competent in knowledge and ability.

The principle duties of the fire warden are as follows:

- Take appropriate and effective action if a fire occurs.
- Ensure that escape routes are clear and available for use
- Identify fire hazards in the workplace
- Record and report their observations

3. HEALTH & SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for several purposes, which are listed in the Schedules to the Acts. The Environmental Agency and the Health and Safety Executive Management Committee (formerly HSC) may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACoP's remain in force until they are modified or repealed.

i. DUTIES OF A SUB-CONTRACTORS UNDER CDM

In the main Complete Fixing Solutions Limited will perform the role of Sub-Contractor under The Construction (Design & Management) Regulations 2015.

Complete Fixing Solutions Limited acknowledge that Sub-Contractors have an important role in managing health and safety risks during the construction phase so must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Complete Fixing Solutions Limited understands that as sub-contractor we must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, when working on projects involving more than one contractor, CFS will:

- coordinate our work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Where a CFS is the only contractor working on a project, we will ensure a construction phase plan is drawn up and communicated before setting up the site.

ii. LIABILITY INSURANCE

In recognition of its statutory and common law duties, the Company has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed, and available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors, within the office and on all sites where practicable/applicable.

4. GENERAL ARRANGEMENTS FOR HEALTH & SAFETY

The general details of Complete Fixing Solutions Limited arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual

i. ACCIDENT INVESTIGATION

Complete Fixing Solutions Limited (together with the Independent Health and Safety Consultants when required) will undertake a thorough investigation of any accidents. Accidents will be investigated to ensure that suitable controls are implemented. Controls and safe systems of work will be implemented with the aim identifying the cause of the accident and preventing recurrence, removing the hazard and reducing the risk. All necessary actions to achieve this and prevent such re-occurrence will be communicated to the appropriate staff.

ii. ACCIDENT PROCEDURE AND RIDDOR

The Directors together with the Health and Safety Manager/consultants of Complete Fixing Solutions Limited will ensure the reporting of all injuries and dangerous occurrences in accordance with RIDDOR. In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Company has instituted a chain of command for reporting accidents, diseases and dangerous occurrences to the Health and Safety Consultants who will notify the Health and Safety Executive. In the first instance Complete Fixing Solutions Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment. Information, instruction, training and supervision will be provided as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

Following an incident on site, the site management will ensure the person injured is transported to a hospital for treatment if required and if not to ensure that they are provided with adequate First Aid on site before recommending that they visit their Doctor, then:

FIRST AID INCIDENT

- Ensure the safety and absence of risk in association with the cause of the accident.
- Write up the incident in the accident book.
- Inform the Contract Manager / Directors immediately and provide a copy of the accident book details.
- Ensure that you appoint only competent personnel to undertake tasks.
- Ensure Health & Safety Manager is notified of the accident
- Further accident investigation should be carried out by either the appropriate Line Manager or the Health & Safety Manager as deemed suitable

RIDDOR INCIDENT

- If an employee, a labour only contractor or a subcontractor attends hospital as a result of an injury sustained while at work, telephone the Directors immediately.
- If a person does not arrive for work following a "First Aid Incident" as outlined above, telephone the Directors immediately.
- As soon as is practicable bring to the office a copy of the Accident Book details together with a report e.g. as a minimum:
 - a) Name and address of injured person(s)
 - b) Telephone number Date, time and place of accident(s)
 - c) A full explanation of the circumstances leading to the accident(s)
 - d) Name of injured person(s) employer(s)

iii. ASBESTOS - DEALING WITH UNIDENTIFIED ASBESTOS

The owners of buildings have a duty to investigate and make safe any areas where the presence of Asbestos is known or suspected. Under the Control of Asbestos at Work Regulations 2006 a plan will be required to be kept by the companies stating the exact location of known asbestos together with its type, state, condition and an action plan to deal with it if it is a hazard to health. A management plan will also be required to be produced to reduce the risk to any person who may be exposed to the substance while working in the premise.

The presence of Asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the year 2000 will contain asbestos materials i.e. insulation boards, corrugated roof sheets, cement guttering and boilers and associated pipe work and lagging.

All Complete Fixing Solutions Limited Site managers and site operatives must complete UKATA accredited Asbestos Awareness Training. This training does not qualify persons to undertake any form asbestos or any other asbestos related works.

Complete Fixing Solutions Limited are not authorised to work with any asbestos containing materials.

No work should be carried out which is likely to expose workers to asbestos unless an adequate assessment of exposure has been made.

If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the works is discovered then the following procedure MUST BE FOLLOWED

- STOP WORK
- SECURE OR CORDON OFF THE AREA
- CONTACT THE SITE MANAGER OR HEALTH & SAFETY CONSULTANT

The Client / CDM Coordinator will be informed, and they must protect the area from any further damage and release of fibres. Then they must give an order or call in a competent person to assess the material to confirm if it is asbestos.

If asbestos is confirmed, only a Licensed Contractor will be employed for the removal, encapsulation and disposal of asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other contractors will be advised and clearance certificates will be available, and work can continue with caution in case any further un-identified asbestos is found.

iv. ALCOHOL, DRUGS & SMOKING

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences.

Anyone found smoking in an area other than designated smoking areas will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures. Smoking on site or client's premises, company vehicles, offices and other prohibited areas as designated under the Smoke Free 2007 Regulations is strictly forbidden and will be subject to immediate disciplinary measures. Employees, labour only contractors & subcontractors are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the Policy of Complete Fixing Solutions Limited Ltd. that any person who is taking medication, prescribed or not is to inform their Supervisor if those drugs could affect their performance while at work. Employees etc. are also requested to notify their Supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to the Health and Safety at Work etc. Act 1974. Section 7.

v. COMMUNICATION

Complete Fixing Solutions Limited sees communications between all staff as an essential part of effective Health and Safety management and will endeavour to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of the Company's Health and Safety Policy.

Communication with employees will be in the form of meetings, in memo's, via toolbox talks, by physical example and by way of the Policy Statement. Complete Fixing Solutions Limited embraces with enthusiasm all methods in which employees can participate in the discussion, planning and implementation of Health and Safety. The Directors in particular wish to ensure that employees' Health and Safety views are adequately shared and considered with an aim of continuously improving the general Health and Safety culture in all areas of the company's operations on sites and within domestic premises.

Complete Fixing Solutions Limited aim to work with their Client's Health and Safety representatives and other contractors and employers to ensure that all information and documentation is shared regarding Environmental and Health and Safety standards and is communicated to all relevant employees in order to ensure safe working practices and conditions.

Subcontractors, when used, are further required to ensure that all Health and Safety documentation requested by Complete Fixing Solutions Limited is available for inspection and approval before commencement at work sites. Documentation will be required before the commencement of the works to allow sufficient time for the consideration of controls or for submission to the Client or their CDM Co-ordinator.

vi. COMPLAINTS PROCEDURE

Work undertaken on construction sites or within domestic premises is, by its very nature, an impact on another person or the surrounding environment. Complete Fixing Solutions Limited will work pro-actively to ensure that generic site nuisances are restricted as far as is reasonably practicable. Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded and forwarded directly to the Site Manager / Health and Safety Consultant / Directors.

Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to their Manager. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately they are to outline their complaint in a letter and forward it directly to the Company Director or the Health and Safety Consultant for their consideration whereby a meeting will be arranged to offer appropriate action and controls.

vii. CONFINED SPACES

Complete Fixing Solutions Limited do not have employees trained in the safe entry to confined spaces as there is no expectation of this hazard, however, should a confined space be defined in a risk assessment it will be entered only by operatives with the suitable training required. Confined spaces are any work area defined in The Confined Space Regulations 1997 i.e. any place, including any chamber, tank vat, silo, pit, trench, pipe, sewer, flue or well or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk. Training of relevant employees will be undertaken in accordance with the above Regulations to ensure the safety of all persons entering such confined spaces. Consideration is always to be given to the risk of fume build up or agents of anoxia within premises when running plant, machinery or venting off gasses in the prevention of asphyxiation.

viii. CONSULTATION WITH EMPLOYEES & CONTRACTORS

Complete Fixing Solutions Limited will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the employees before the introduction of new procedures or technology that may affect their working practices with regard to all Health and Safety matters only. Consultation will also occur after the introduction of new statutory information, new or modified work equipment or systems of work and when new substances are to be used that may affect employee health and safety. The consultations will be undertaken on a formal and informal basis e.g. during meetings or toolbox talks, according to the matters being relayed. Where necessary the Company will keep records of the consultations.

All Contractors and Sub-contractors will have access to a copy of the Company Health and Safety Policy and a list of rules and requirements (this is provided at pre-qualification). The contractor / sub-contractor is responsible for acknowledging this and returning the confirmation slip to Beni Builders. The following paragraph may be inserted into contracts to Subcontractors

ix. CONTROL OF CONTRACTORS

All contractors must be approved prior to commencing work on behalf of Complete Fixing Solutions Limited Ltd. No contractor will be permitted to work on behalf of Complete Fixing Solutions Limited unless approval has been confirmed by THE Company director or the Health & Safety Consultants.

The Pre-qualification questionnaire (PQQ) sets out a series of questions for potential contractors to answer regarding their level of competency, capacity and financial standing. The answers to these questions enable Complete Fixing Solutions Limited to produce a short list of suppliers that are likely to be most appropriate for particular projects.

The PQQ assist with reducing the number of potential contractors to those that are genuinely appropriate for the project and have suitable arrangements in place for health and safety.

x. CONTROL OF HAZARDOUS SUBSTANCES (COSHH)

Due to the type of operations undertaken, some hazardous substances are used. However, we will endeavour through our purchasing policy to purchase only those substances that are not hazardous to health.

Complete Fixing Solutions Limited recognises its duties in accordance with the Control of Substances Hazardous to Health Regulations 2005 and will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality. Should hazardous materials not have a suitable replacement the use of such materials will be assessed in accordance with the Regulations and controls implemented to reduce the risk of injury to the lowest level reasonably practicable. The use of those substances subject to the COSHH Regulations 2005, will be restricted and strictly controlled as outlined above together with adequate information, instruction, training and supervision afforded those using the materials.

xi. CORONAVIRUS (COVID-19)

Complete Fixing Solutions (CFS) Limited recognises the importance of ongoing risk management and effective incident response and crisis containment. Our aim is to implement and maintain an effective Crisis Management Plan that helps Complete Fixing Solutions safeguard the safety and welfare of our employees and sub-contractors whilst responding to and recovering from the Coronavirus (COVID-19) Pandemic with maximum efficiency and effectiveness.

Refer to the Coronavirus (Covid-19) Crisis Management Plan for further details.

xii. DISABILITY DISCRIMINATION

It is the policy of Complete Fixing Solutions Limited that no person should be disadvantaged because of disability. In order to accomplish this, the work areas, means of access and welfare facilities will be reviewed and improved if, and when necessary to accommodate disabled staff.

General access is satisfactory for a disabled person. However, much of the work is not suitable for a disabled person to carry out due to both the physical requirements and need to reach machinery controls etc.

A review of the facilities provided will be carried out annually to establish if any area requires modification to enable a disabled person to work.

xiii. DISCIPLINARY PROCEDURE

When there are issues of non-compliance of Health and Safety Regulations the Company will investigate them. The Directors will collate any information from the Health & Safety Manager, and this will be reviewed, and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently, the problems persist then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation which is causing concern in order to give the employee the opportunity to explain and to improve a position. If, subsequently, the problem persists then further, more stringent disciplinary measures may be invoked.

Where the Company is dissatisfied with an employee or sub-contractors' performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade union representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued in accordance with the company disciplinary proceedings.

Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry that will be supervised by the Directors.

- Failure by Contracts Managers / Site Managers / Site Supervisors / Contract Supervisors or those in a Managerial position to notify and explain to employees over whom they have charge the controls in force to eliminate hazards and control risks and the procedures established for their protection and safety.
- Failure by Contracts Managers / Site Managers / Site Supervisors / Contract Supervisors or those in a Managerial position to ensure that operatives over whom they have charge do not comply with the controls in force for projects and associated hazards / risks and the procedures established for their protection and safety. This may be as a result of what they do or fail to do
- Failure to comply with the requirements of this Policy or any other Company Health and Safety procedure.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual or to others.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including:
 - Personal Protective Equipment, First aid provisions/facilities, Welfare facilities, Safety notices or signs
 - Consumption of, or being under the influence of, alcohol or other substances during the course of employment

xiv. DISPLAY SCREEN EQUIPMENT

The use of display screen equipment is not generally considered a high-risk activity, but failure to meet the minimum requirements may lead to serious psychological and physical problems e.g. eye strain, fatigue, stress and Musculoskeletal disorders over the long term.

The Company will undertake assessments to check that the DSE is properly installed in an acceptable environment. DSE users are to co-operate with the Company Policy with regards to DSE equipment and with the assessments to ensure their efficient use and are to report any difficulties or defects that could potentially contribute to a health hazard, this includes the general environment i.e. light and noise.

Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical then at regular intervals afterwards or when visual difficulties are experienced. Where tests show that eyesight correction is needed to carry out work on Display Screen Equipment corrective spectacles required solely for DSE will be obtained for the user by the Company free of charge to the employee. In such circumstances these spectacles must always be worn by the employee when carrying out work on Display Screen Equipment.

xv. EMERGENCY PROCEDURES

The Company will establish and provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them in accordance with the Management of Health and Safety at Work Regulations (Amended) 2003. The prime objective will be to ensure that no employee, sub-contractor or visitor can access any work area until appropriate pro-active plans with regards to emergency evacuation and actions in the event of serious and imminent danger have been taken. This will involve the relating via induction of adequate Health and Safety instructions to those persons entering the areas. The Company will inform operatives of potential dangers, the controls and the emergency procedures.

Employees will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The Emergency Procedures will then provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

xvi. ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive with the proviso that responsibility may be transferred in certain cases to local authorities. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives), information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

xvii. ENVIRONMENTAL CONSIDERATIONS

Complete Fixing Solutions Limited recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, Special Waste Regulations 1996 and other associated statutory provisions.

Controlled Waste will only be released to a Registered Carrier after proof (original only) has been produced by the “authorised person” all parts of the “Waste Transfer” note will be suitably completed with a copy remaining with Complete Fixing Solutions Limited for no less than 2 years. “Special Waste” will only be moved by a “Registered Carrier” after the completion of a “Special Waste Transfer Note” and the pre-notification of the movement to the Environment Agency, a copy of which will be kept by Complete Fixing Solutions Limited for no less than 3 years.

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

xviii. FIRE-FIGHTING EQUIPMENT

Fire-fighting equipment will be located at strategic points throughout the work areas. All equipment supplied by Complete Fixing Solutions Limited will be checked for its availability and worthiness in accordance with current legislation. Arrangements may be made with contractors in situations whereby Complete Fixing Solutions Limited may not have a permanent Site Manager or Supervisor on site to ensure that suitable extinguishers and procedures are in place. Sub-

Contractors and operatives will be relied upon to ensure that during all hot-works a portable extinguisher is to hand, this rule is extended to all work locations including domestic premises.

xix. FIRE SAFETY

Planning for fire must be an integral part of overall preparation and budgeting for the efficient running of construction projects. Clear procedures and standards must be established during the planning phase and adequate resources in terms of time, materials and money must be committed to the prevention of fires.

Most sites have common fire risks and the relevant project specific procedures and arrangements for fire safety must be detailed within the Fire Safety Plan. Each site also has individual circumstances, which require assessment of the fire risk, precautions and procedures, as appropriate, and the following matters must be considered.

- Site conditions and physical characteristics
- Construction sequencing and programme
- Temporary buildings
- Storage of materials
- Site security
- Fire-fighting equipment
- Means of safe evacuation in the event of an emergency

The Fire Safety Plan must be reviewed and re-issued as necessary at the following project stages:

- Prior to commencement of construction
- Prior to commencement of fit-out
- Prior to completion and handover
- When any material circumstances change

Effective steps are taken to ensure that all employees are familiar with the procedure. On smaller sites planning will be undertaken by the Site Manager and communicated to others. On all site's, emergency procedures will be available and a plan in place to ensure that the building is empty and that the emergency services will be contacted.

Employees and contractors are not expected to tackle a fire themselves unless it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building immediately. In this situation operatives are to meet at the predetermined muster point.

xx. FIRST AID

Complete Fixing Solutions Limited will undertake risk assessments and ensure that there are enough competent trained First Aiders or Appointed Persons to meet the first aid requirements and that there are well maintained First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- the number of employees
- the nature of the work in which they are involved
- the size of the operation
- how widely employees are distributed across works areas
- the location of the site and its proximity to medical treatment

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box.

xxi. FLEET SAFETY

Complete Fixing Solutions (CFS) Ltd cares about the life and safety of its employees and those affected by the Company's business activities. As a part of its Occupational Health and Safety Policy, the company management has committed to minimizing the risk of injuries and death resulting from work-related vehicle accidents and encourages its employees to apply these principles during non-business hours.

- Comply with all vehicle and driver safety legislation
- Communicate fleet safety responsibilities and accountabilities to all employees
- Set safety as a criterion for vehicle selection
- Lay down criteria for driver selection
- Ensure vehicle safety features are appropriate for the working environment
- Ensure vehicle safety features are fitted, operational and used in all Company vehicles
- Ensure that all vehicles are operated within their designated load and occupancy limits
- Implement vehicle maintenance procedures to ensure vehicles are safe for use on the road
- Plan routes and journeys including breaks to prevent driver fatigue
- Investigate traffic accidents and implement preventive measures to avoid recurrences
- Review road safety performance and include improvement measures in business plans

In addition, the Company supports the education of drivers to raise awareness about the risks of fatigue or distraction such as using mobile phone, reading maps and setting the navigation system.

The Policy applies to Complete Fixing Solutions Ltd, driving on Company business, but the principles and practices of Fleet Safety are strongly recommended also for contractors and suppliers engaged in business with CFS.

Responsibility for the successful implementation of this policy belongs to every employee of Complete Fixing Solutions Ltd at each level and function of the organization

xxii. FOREIGN WORKERS

Where Complete Fixing Solutions Limited engage the services of any foreign contractors or employ foreign workers for whom English is not their first language, the company's duties to ensure the safety of such workers and the communication of health and safety will be undertaken by developing a range of strategies; Specific health and safety training will be provided to ensure they understand specific workplace hazards and the application of emergency procedures in the event of an accident. Subcontractors working on behalf of Complete Fixing Solutions Limited will be required to adhere to company policy. All foreign workers will be required to provide evidence that they have a legal right to work in the UK through the provision of a work permit or visa - Full UK driving license, and a utility bill.

xxiii. HAND-ARM VIBRATION

It is the buying policy of Complete Fixing Solutions Limited to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Complete Fixing Solutions Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping hammering and drilling. In the first instance mechanical methods will be used not requiring the exposure of the operative e.g. using a plant mounted "pecker" but should the operative be exposed the task will be allocated to several individuals to ensure job rotation and a reduction in the exposure time.

xxiv. HOISTING ACTIVITIES

All hoists will be provided, maintained, operated and used in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. Assurance will be gained to ensure that hoists used will be inspected by the Site Manager / Site Supervisor / Contracts Supervisor at the commencement of each week and a report entered in the site register. Only a trained, authorised hoist operator will be permitted to operate hoists. Only persons over 18 years of age will be permitted to operate hoists or give signals. It is not envisaged that personnel hoists will be required on site but if used they will have a six-monthly certificate. Goods hoists will not be accepted or used on site unless they have been supplied with a yearly inspection test certificate.

xxv. HEALTH SURVEILLANCE

This section refers to health surveillance, as assessed for activities in the business e.g. COSHH, noise, vibration, musculoskeletal affects and stress.

A company form is available to record basic health surveillance observations.

These observation reports will be used by management to assess the requirement for formal health surveillance of the person to be undertaken.

Any comments received by supervisors will be logged on the company "Basic Health Surveillance" record pro-forma and then investigated under the direction of the health and safety manager. Where there is a specific complaint the worker will be referred to a health specialist (initially the company selected medical practitioner) and subsequently as necessary to a specialist e.g. stress councillor, occupational health nurse.

During normal supervisory activities Supervisors make basic enquiries of employees as to any adverse reactions to skin or signs of occupational dermatitis e.g. scaliness or redness of hands due to the use of materials or substances.

It is not perceived from the substances and their proper use (using the controls and precautions in the assessments) that there is a requirement for formal health surveillance.

xxvi. HOT WORKS

Hot work refers to work which involves or produces a naked flame, sparks very hot air or similar and which could be a source of ignition if petroleum vapours were present. It includes (but is not restricted to):

- The use of abrasive cutting discs (metal or concrete)
- Burning or grinding
- Propane torches
- Bitumen boilers
- Welding
- Blowlamps
- Hot air guns

Some hot air welding torches and paint stripping guns will require a permit. There will be co-operation and co-ordination with all operatives and subcontractors regarding these matters. When hot work is being undertaken an approved extinguisher will be at the job site throughout the hot work operation in accordance with the results of a risk assessment. Work will cease an hour before the site closure and propane cylinders will be removed from roof areas.

During the undertaking of Hot Works: -

- all combustible material shall be excluded from an area of 2m of that work
- the item(s) of work will be attended upon until completely cool
- the item(s) of work will be checked again 30 minutes after first perceived to be cool.

xxvii. HOUSEKEEPING

Housekeeping will always be treated as a matter of importance. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Contractors when used are required to remove their own debris and material at the end of the working shift or at any point that it becomes a fire risk, trip hazard or blocks an access and egress route.

xxviii. LADDERS, STEPLADDERS AND TRESTLES

All work undertaken on Ladders, Stepladders and Trestles will be subject to a site-specific risk assessment as required by the Work at Height Regulations 2005.

Ladders will only be used for very light work of a short duration and there will always be three points of contact with the ladder. Ladders will be tied or footed by a second person to ensure stability; alternatively, proprietary “footing” equipment may be utilised. The use of ladders on uneven ground will not be permitted if they are not firmly tied by the stiles or the bottom of the ladder firmly footed or stabilised. The Site Manager / Site Supervisors / Contract Supervisors will oversee all works on site to ensure compliance i.e. that the ladder always remains footed, and ladder is not used incorrectly e.g. upside down etc. The Site Manager / Site Supervisors / Contract Supervisors will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt. A scaffold tower will be used if bulky or heavy items are to be lifted, when necessary they will be lifted by winch or gin wheel. Pole ladders must not have footholds blocked by ledgers or transoms and as with all ladders the angle needs to be 1 in 4. At the top of the ladder the overlap needs to be at least five rungs if a suitable handhold is not provided.

All ladders will be removed to storage once the task is complete or chained to a structure to prevent their use for intrusion by trespassers etc.

Stepladders and Trestles will be CLASS 1 or BS 1129 (timber) or BS 2038 (aluminium) only. Equipment will be checked before use to ensure that it isn't defective. Steps and trestles need to be solid when opened out and placed on a firm footing. They will not be used on scaffolding or towers to gain extra height or where a fall may take a person over a leading edge i.e. a stairwell or roof.

Ladders may only be used as a means of access or for carrying out light duties of short duration subject to the following:

- They must be sound and free from danger (i.e. inspect the ladder before use).
- They should be secured near to the upper end or firmly 'footed' at the base by a second person, alternatively proprietary “footing” equipment may be utilised.
- They should never be left unsecured in a vertical position nor used during periods of high winds.
- They must be fixed at an angle of 75° (or 1 in 4)
- They must extend 1m vertically above the alighting point or work platform to enable correct handholds
- They must not be erected without landing places at least every 9m

Complete Fixing Solutions Limited will ensure that it meets its obligations under the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting operations will be undertaken under the control of an appointed lifting co-ordinator. The lifting coordinator will have the responsibility of the following: -

- Ensure that the lifting equipment is positioned and installed so as to minimise any risks e.g. from the equipment or the load falling or striking people.
- That lifting equipment is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points, etc.) must be suitable.
- That lifting equipment is used safely.
- All lifting operations are planned, organised and undertaken by competent persons (Lifting Plan)
- Lifting equipment is marked with any appropriate information to be considered for its safe use, e.g. safe working loads (SWL)
- Lifting accessories, e.g. slings, clamps, strops, chains, hooks, etc., are similarly marked
- Ensure that lifting equipment and lifting accessories are subject to a periodic test of thorough examination – 12 monthly for general lifting equipment, 6 monthly for equipment used for lifting people and 6 monthly for lifting accessories or at intervals laid down in an examination scheme drawn up by a competent person.
- Ensure that the appropriate action is undertaken as a result of the information contained within the test of thorough examination report.

In compliance with BS 7121-3 2000, the Lifting Co-ordinator will obtain information on wind conditions prior to any lifting operations commencing e.g. by obtaining local weather forecasts or by using an anemometer. This information will be collated with the crane manufacturers recommended wind speed operating limits. The lifting operation will be halted, or the crane secured in an out of service condition as appropriate. The following other factors will be taken into consideration: -

- The direction of the wind acting on the crane structure
- The direction of the wind acting on the load
- The shape, area and weight of the load, and
- The likelihood of wind gusts

The factors above may entail stopping the lifting operation below the wind speed limits specified by the crane manufacturer. These factors will be considered in any instance where there is a requirement for accuracy of placement of the load.

Often in the course of our business, people are sent into a working situation on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required. Where lone working is required, a risk assessment shall be carried out and appropriate controls defined and implemented. We must ensure that lone workers are not placed at more risk than other employees, so each individual assignment must be examined to assess all risks by considering certain points and guidelines.

If working alone cannot be avoided, extra care must be taken to ensure that the lone worker does not put themselves in any unnecessary danger. The tasks which must never be undertaken while working alone are those which involve any form of entry into a confined space, and any form of work involving live electrical conductors (even if you are qualified to do so).

Tasks which are best avoided when working alone if this is possible, include:

- Welding, burning and other hot work
- Handling dangerous substances
- Working at height
- Work involving excessive manual handling

Employees who have been appointed a lone working task must inform their contracts manager or site manager/supervisor if they have a medical condition which may make you unsuitable for lone working. To ensure lone workers are first aid trained, access to adequate first aid facilities, have all the relevant emergency and nominated person contact numbers and have access to a fully charged mobile phone.

Regular communication to be undertaken between the lone worker and the nominated person. Arrangements will be made between the project manager and the lone worker prior to works commencing.

If the nominated person receives no phone call at the arranged time, they will try to make contact with the lone worker. If no contact can be made, the nominated person will escalate this and attempt to get the nearest trade or manager/supervisor to attend their location to check on lone workers safety. The last point of call will be to the emergency services.

Standards Required

The following regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations Regulations 1992.
- Construction (Design and Management) Regulations 2015

Planning

All work will be tendered for or negotiated considering the above Regulations. All site managers or Site Foremen will ensure that materials are landed as close as possible by machine or truck to the work site. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads. A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

Supervision

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical, and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials which cause injury to hands. Safety footwear will always be worn on site, and supervisory staff will dismiss from the work site any employee or employee of a subcontractor wearing unsuitable footwear. The Site Manager / Site Supervisors / Contract Supervisors will not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

Safe System of Work

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads must be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and using lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

xxxii. MOBILE ELEVATED WORKING PLATFORMS (MEWPs)

Powered access platforms may be used instead of scaffolding, especially for short duration maintenance tasks. When using such equipment Complete Fixing Solutions Limited will ensure that:

- Operatives are adequately trained in the use of such equipment
- Copies of statutory test and examination certificates for the equipment are available for inspection on site
- Operatives will use harnesses within the platform
- When not in use, the unit is left in a safe position and is immobilised
- Where an assessment requires that additional controls be implemented a fenced compound and signage will be supplied

xix. NOISE AT WORK

It is the policy of Complete Fixing Solutions Limited to comply with the Control of Noise at Work Regulations 2005 insofar as they affect our own employees and those not in the employ of Complete Fixing Solutions Limited.

The initial control is that steps will be taken to procure equipment that emits low noise levels and to further reduce noise by systems, as a final defence suitable and sufficient ear protection will be provided to employees.

Hearing damage, results from over exposure to noise. Complete Fixing Solutions Limited undertake to, so far as reasonably practicable: -

- Reduce noise at source
- Use sound dampening devices
- Reduce the time that operatives are exposed to the noise
- Issue PPE, instructions, information and training
- Designate ear protection zones and post signage accordingly

The Site Manager / Site Supervisor / Contract Supervisor will ensure that any static plant to be installed on site is planned to take account of the effects of noise on the employees or third parties.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered the Site Manager / Site Supervisor / Contract Supervisor will ensure that full information is obtained before work commences on the levels of noise likely to be produced. Any measures to reduce noise levels to below levels considered to be safe will be planned and implemented, if this is not practicable, suitable hearing protection equipment will be selected for use by personnel.

Instruction and training will be provided to Contract Manager / Site Manager / Site Supervisor / Contract Supervisor and operatives required to work with plant or equipment which is likely to result in exposure to high noise levels. Adherence to the Control of Noise at Work Regulations 2005 will be ensured.

Where necessary specialist consultants will be appointed to provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise
- Regularly monitor noise levels
- Give advice on noise control measures
- Arrange for individual monitoring of exposure
- Provide training and instruction for personnel

xx. PLANT AND EQUIPMENT MAINTENANCE

The company will ensure that all work equipment & plant is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with the PUWER 98 Regulations will be the minimum standard required. The Company has a statutory duty to maintain and inspect its plant and equipment and avoid risks to health and safety. The Company will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required; these will need to consider the operational needs as well as health and safety considerations and the possible impact of the environment. Also allowances must be made for the aptitude and skill of the operator.

Management may use:

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance
- Improvement maintenance.

The Company will provide adequate supervision, information, training and instruction to ensure compliance with company safety procedures and current legislation.

The Company will develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum. Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and then at regular intervals, lifting plant is to be inspected weekly and a register kept of the inspections. Operatives must report all faults, damage, defects or malfunctions to their Supervisor and must not use defective equipment or plant. Defective equipment / plant will be immobilised and identified as awaiting repair.

xxi. PERSONAL PROTECTIVE EQUIPMENT

PPE identified as necessary after an assessment of the various activities, will be supplied free of charge by the Company. Staff will be outfitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Complete Fixing Solutions Limited will operate an ongoing policy of monitoring equipment use. It will be a disciplinary matter if members of staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall always wear a hi-vis vest, safety helmet and safety footwear when required by Complete Fixing Solutions Limited. Other PPE may be required according to the risk assessment and in accordance with the site rules.

xxii. PREGNANT WORKERS AND NURSING MOTHERS

The employee must inform Complete Fixing Solutions Limited in writing that they are pregnant, breast feeding or have given birth within the preceding six months, this must be supported by a medical certificate as soon as practicable. The certificate must be from a registered medical practitioner or registered midwife. All Female employees will be informed of this policy when they start work or as soon as is reasonably practicable.

The employer of pregnant and nursing mothers has a statutory duty to carry out a specific risk assessment of the employees while at work. Appropriate measures will be taken as a result of the assessments i.e. variation of working hours or conditions, or the offer of alternative work.

If this is not possible, paid leave, for as long as is necessary, to protect her health and safety and that of her child will be provided. Specific consideration will also be made with regards to manual handling tasks throughout the term of the pregnancy. The risk of injury from lifting is increased considerably in the three months before and after birth. Managers will ensure that pregnant and nursing mothers do not carry out manual handling tasks during this period. Suitable facilities will be provided for any pregnant or nursing mother to rest.

Complete Fixing Solutions Limited will keep a copy of the medical certificate and risk assessments within the pregnant or nursing mother's personal file. The employee will also be given a copy of the risk assessment of their work. If at any time the pregnant or nursing mother is concerned about any working practice, they must seek guidance from a competent person i.e. a medical practitioner, midwife or a qualified health and safety advisor.

xxiii. PROTECTION OF OTHER PERSONS IN WORK AREAS

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, signage, barriers, screens etc. will be provided to prevent ingress and ensure their protection. Complete Fixing Solutions Limited undertake several tasks and operations in domestic premises, during these activities all reasonable controls will be implemented to ensure the safety of the occupier and third parties in accordance with the assessment.

Where the occupants of domestic premises are old or infirm if has been established that the use of dustsheets for the protection of floor finishes will cause a trip hazard to the occupants. Therefore dust sheets will not be used in these circumstances and an alternative method of protection sought that will not provide such a trip hazard, In the rare circumstances that a dust sheet is the only method suitable for protection purposes then the area of work is to be segregated from use by the occupants by way of appropriate signage, barriers or cones or any combination thereof.

xxiv. PURCHASING POLICY

Complete Fixing Solutions Limited recognises its duties in accordance with various Regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on the Health, Safety and Welfare during their use, storage, handling and transportation. Complete Fixing Solutions Limited has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

Examples:

- Complete Fixing Solutions Limited will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality with a less hazardous substance. Consideration will also be given to ensure that where practicable substances which are hazardous to the environment will also be replaced by less hazardous chemicals when available.
- Equipment and machines will be compared not only by price but also on features including ergonomics, noise, vibration, usability, suitability for the task, adequate guarding and ease of maintenance and inherent hazards.
- Choice of Personal Protective Equipment too will not be limited to cost but assessed on quality and suitability for the protection it is to afford the wearer, it will also be compatible with other PPE and comply with standards.
- Office furniture and equipment will be purchased after consideration has been given to: Ergonomics, fire rating, sustainable resources etc.

xxv. RECORD KEEPING

Suitable records must be kept in an accurate and retrievable form.

A copy of the up to date 'Employers/Public Liability Insurance' certificate is to be held on site.

As a minimum requirement, details of all workplace injuries must be recorded in the Accident Book (Form B1510). Records must be kept for at least three years from the date of entry. In the event of more serious accidents and injuries there are reporting requirements under RIDDOR 2012. These regulations require records of reportable injuries, diseases and dangerous occurrences to be kept for at least three years.

Records should be made of all accidents and incidents investigations. These should record not only the details of the event, but all relevant findings of the investigation, including details of:

- The accident or incident
- All injuries and injured persons.
- All witnesses
- Causes of the accident/incident
- Corrective actions to prevent reoccurrence.

It is well established that training is a requirement of nearly all health and safety legislation. Training records provide a useful checklist for ensuring that employees receive all the necessary training at the appropriate time for the appropriate task. Training records are to be kept for 6 years from the date of training.

In accordance with legislation, Complete Fixing Solutions Limited must record the significant findings of their risk assessment. The written record should represent an effective statement of hazards and risks. The records must be retrievable for use by management in reviews, safety representatives, employees and enforcing officers. Records must be kept for a prescribed minimum period, as described under specific regulations.

Complete Fixing Solutions Limited will maintain an up-to-date health record for each individual employee placed under health surveillance. This record is to contain the information approved by the HSE.

- Surname
- Forenames
- Gender
- Date of birth
- Permanent address and post code
- National insurance number
- Date when present employment started
- Results of all other health surveillance procedures and the date on which and by whom they were carried out.
- Conclusions of the medical practitioner, occupational health nurse or other suitably qualified or person

Personnel Protective Equipment. Complete Fixing Solutions Limited has a duty to provide PPE in the work place. Further to this Complete Fixing Solutions Limited will take all reasonable steps to ensure that PPE provided is worn and used appropriately.

To support this Complete Fixing Solutions Limited are required to keep appropriate records of:

- The issue of items of PPE
- Maintenance details for items of PPE (to be kept for 5 years)
- Records of training

xxvi. RISK ASSESSMENTS

The Company will carry out on-going risk assessments for operations in accordance with The Management of Health and Safety at Work Regulations 1999 (as amended). The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous, and assessments will be updated as required by situations or statutory requirements. Method Statements and Risk Assessments will be requested from contractors before operations commence on site to ensure that hazards are fully considered and controlled. Risk Assessments will be in two distinct types

- For Maintenance or Minor Works (completed by the operative)
- Detailed Assessment for Project/construction Work (completed by the project management team)

xxvii. RISK MANAGEMENT

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows: -

- Identification of the risks.
- Assessments of the risks.
- Identification of methods and practices of working to reduce the risks.
- Assessment of the reduced risk levels.
- Implementation of practices and procedures identified in risk assessments.
- Monitoring and control of risk and risk reduction procedures.

xxviii. SAFETY CONSULTANCY

Complete Fixing Solutions Limited appoint Health and Safety Consultants to advise management when requested on matters relating to Safety and Health i.e., relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

xxix. SAFETY INSPECTIONS, MONITORING AND SAFETY AUDITS

Regular inspections of work sites are undertaken by Contracts Managers, Site Manager / Site Supervisor / Contract Supervisor and the Health and Safety Manager with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations, Approved Codes of Practice and Company guidelines.

The Health and Safety Manager will be appointed to randomly undertake formal inspections of places of work to ascertain that all work equipment is suitably maintained and where applicable that assessments and controls are present and adequate. Electrical equipment will be checked for damage and wear in accordance with the Provision and Use of Work Equipment Regulations 1998 together with general Health and Safety matters e.g. blocked access and egress routes, DSE placement and working practices.

Standards Required

All Work at Height will be subject to a site-specific risk assessment as required by the Work at Height Regulations 2005

Only personnel who are properly trained and competent will be permitted to erect, alter or dismantle scaffolding and mobile towers. All scaffolding and mobile towers must conform to the Work at Height Regulations 2005.

Planning

All work involving scaffolds will be tendered out and negotiated for considering the above standards and the requirements of the Management of Health and Safety at Work Regulations (Amended) 2003. The Site Manager / Site Supervisor / Contract Supervisor will ensure that mobile towers are used safely taking into account floors, ceiling heights, roof members, type of work etc. Training will be provided to operatives required to carry out inspections and to operatives required to erect, alter, or dismantle mobile towers.

Supervision

Trained operatives will erect all mobile towers unless they are under the direct supervision of competent persons. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless competent to do so. Operatives required to use mobile tower scaffolds will be instructed in safe use and movement of equipment. Mobile tower scaffolds will be inspected at 7-day intervals or after any event likely to affect its strength, if they remain in the same position, by a competent person and records of inspections entered into a register, which will remain on site.

Safe System of Work

The following precautions will be complied with:

- Towers will be vertical and will be tied to the structure where required.
- Towers will not be used in adverse weather conditions.
- Scaffold towers must not be used or moved on sloping, uneven or obstructed surfaces.
- Towers will always be moved from ground level and no person will remain on the platform while it is being moved and materials and tools will be removed or secured. The safe working load of the platform will not be exceeded. When moving scaffold towers the height will be reduced to 2 ½ times the minimum base dimension to ensure stability

The working area in which the scaffold will be used will be checked for openings, ducts, steps etc. and for overhead obstructions particularly overhead electricity cables. All bracing members and guard rails / toe boards will be fitted with wheels locked into position while the platform is in use and outriggers or stabilisers extended where applicable. Heights of the towers will not exceed 3 ½ times the height to effective minimum base dimension when used internally and 3 times the height to effective minimum base dimension when used for external works. Operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds will wear safety helmets.

All employees are requested to inform the Management if at any time they feel that due to personal matters, an increase in workload, or an accumulation of symptoms they feel they may be suffering from the effects of stress while at work. There is an "open door" policy at Complete Fixing Solutions Limited to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted, and a suitable solution can be found. All employees are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement; to wait often causes unnecessary anguish, which may result in long term effects.

xxxii. TRAINING

All employees are to be trained in accordance with the Management of Health and Safety at Work Regulations (Amended) 2003. Where operatives are required to carry out key tasks they will be provided with the necessary training.

Complete Fixing Solutions Ltd will ensure that all operatives and contractors are competent and trained to the recognised acceptable levels required to undertake their job in a safe manner. Additional Health and Safety training will be provided for employees;

On recruitment and when exposed to new or changed risks refresher training will also be given as appropriate. On site Toolbox talks will cover all aspects of Safe Site Working Procedures and specific contract requirements.

Complete Fixing Solutions Ltd undertake to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to employees will be provided and paid for by Complete Fixing Solutions Limited in the interests of Health and Safety, training will be mandatory with records of training being kept within the office.

Complete Fixing Solutions Ltd has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of the training is to raise competency, health and safety awareness and to ensure that the obligations of Complete Fixing Solutions Ltd in these matters are fully complied with. A Training Plan or Matrix will be compiled and updated to formalise training needs for employees.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to their Manager any areas where they feel they require training or retraining in Health and Safety matters.

On site inductions will include familiarisation with the place of work e.g. welfare facilities, emergency procedures, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment. Toolbox talks will be undertaken on general topics or hazards that have been introduced to the site since induction.

xxxiii. VIBRATION

Complete Fixing Solutions Limited will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS), which can be caused by exposure to vibration.

These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Training and information for employees on risks from vibration and the measures in place to reduce these risks
- Providing health surveillance where the risk assessment shows that this is appropriate.

This will enable Complete Fixing Solutions Limited to satisfy its obligations under the Control of Vibration at Work Regulations (2005) and the Management of Health and Safety at Work regulations (1999).

xxxiv. VIOLENCE TO STAFF

The Company will assess and evaluate the work and the workplaces of the staff to identify possible “at risk” staff and to implement effective procedures and precautions to protect them from possible violence whilst at work. Staff will familiarise themselves with all arrangements outlined by Complete Fixing Solutions Limited to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work, these will differ in each situation the Contract Manager / Site Manager / Site Supervisor / Contract Supervisor and operatives will agree on how to handle scenarios and use appropriate safeguards.

Where there is any suspicion that a violent situation may occur, the operatives will contact the Contract Manager / Site Manager / Site Supervisor / Contract Supervisor and seek assistance before undertaking any work or compromising their position. All violence or abuse towards staff i.e. verbal or physical intimidation, threat or assault by a member of the public or third party in circumstances arising out of or in the course of their employment, will be investigated by the Company and as appropriate reported to the Police the Client and Local Authorities.

xxxv. WELFARE FACILITIES, SITE ACCOMMODATION

Projects undertaken differ in their duration from extremely short term to medium duration with Complete Fixing Solutions Limited as the Principal Contractor supplying all welfare facilities. On larger projects any site accommodation and temporary buildings required by Complete Fixing Solutions Limited will be agreed with the Client before being placed on site. When permanent welfare facilities are not available for some or all the contract period then by agreement of the interested parties’ suitable sanitary facilities and water supply will be arranged with the Client. In some cases, a portable washstand and chemical type closet unit may be placed on site as a temporary facility.

Welfare arrangements will be provided as required by the Construction (Design and Management) Regulations 2007. Facilities will include the provision of shelter, toilets and washing facilities. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone) and for raising the alarm and applying First Aid.

xxxvi. WORK EQUIPMENT

Complete Fixing Solutions Limited will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has maintenance log this log is to be kept up to date. Complete Fixing Solutions Limited will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order and the Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

When work equipment is hired Complete Fixing Solutions Limited will ensure that instructions are received in its safe use and that no attempt to use any plant is made unless operatives feel competent in its safe operation.

Where work equipment is found to be faulty repairs will be carried out before the equipment is issued. All plant found to be faulty is to be given to the Contract Manager / Site Manager / Site Supervisor / Contract Supervisor:

- Arrangements are made to ensure that it cannot be inadvertently or unscrupulously taken back into service.
- The piece of equipment is returned to the main office with suitable warning that it requires repair.
- The piece of equipment is returned to the Hire Company with suitable warning that it requires repair, or
- Repaired on site, only by a qualified and competent person.

Portable Appliance Testing

All portable appliances are to be tested yearly and should display a valid PAT sticker that shows the date of testing and when the next test is due.

A general visual inspection is to be undertaken by staff before work with a formal inspection being undertaken quarterly by a competent person.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and then weekly entering the findings of the inspection in a register.

Operatives must report all faults, damage, defects or malfunctions to the Contract Manager / Site Manager / Site Supervisor / Contract Supervisor and are not to use it until the fault is rectified. Defective equipment must be immobilised and identified as awaiting repair. There is a strict code with regards to the misuse of work equipment which may result in the suspension of employment.

The Project Director or Project Manager will ensure that all machines provided, or purchased, for use on site, comply fully with the above standards. He will ensure, in conjunction with the appropriate Site Manager, that the following arrangements are planned:

- Barriers and covering for machines are provided to prevent unauthorised access to machine and weather protection for operator where necessary.
- Suitable level base providing good footing is available in working area of machine.
- Extraction facilities are provided.
- Training is provided for operators

The Site Manager is responsible for ensuring that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working. Any defects in machines, floors, barriers, lighting arrangements etc., noted or reported, must be attended to immediately and work stopped if the defect could affect safety. All cutters will be sharpened, as required and a check made that guards, push-sticks are correctly adjusted or used.

The Site Manager must not permit any machine to be used for work for which it is not designed, or which is prohibited by regulations.

xxxvii. WORKING IN OCCUPIED PREMISES

Where the Company is involved with work in occupied premises care will be taken for the health and safety of the Occupier whilst the work is in progress. Complete Fixing Solutions Limited will operate within the conditions of the Client's Contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works. Company operatives will wear any security / ID card required when necessary. The operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier or considered appropriate for the protection of the tenants by Complete Fixing Solutions Limited Ltd.

During the work the operatives will not leave any materials or debris where it may become a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations, at all times they will be carried out with care and consideration.

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

Emphasis will be placed upon:

- Fire evacuation routes
- The position and location of fire-fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building.
- Maintaining fire compartmentation standards.
- Any special requirements identified by the Occupier or Client.
- Reducing noise and dust nuisances,
- Permit to work conditions.

xxviii. WORKING WITH ELECTRICITY

It is Complete Fixing Solutions Limited's policy that no person in its employ is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out.

The following factors will be considered when determining whether work with live conductors is justified:

- When it would not be practicable to carry out the work with the conductor's dead (e.g. testing purposes);
- If making the system dead will create hazards for other users of the system, or for continuously operating plant, etc;
- The need to comply with other statutory requirements;
- The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

Complete Fixing Solutions Limited recognises that statutory legislation only permits persons at work to be near live conductors if it is not possible to do the work at a safe distance. Additionally, any persons whose presence near the live conductors is not necessary should be removed to a safe distance to ensure that they are not at risk of injury

xxxix. WORK AT HEIGHT

Complete Fixing Solutions Limited will often be required to work at height therefore any work at height is to be restricted to those employees who have been trained properly and are experienced in such work.

Complete Fixing Solutions Limited will on all occasions adhere to the procedures and practices required by The Work at Height Regulations 2005 and will do all that is reasonably practicable to prevent anyone falling where working at height cannot be avoided.

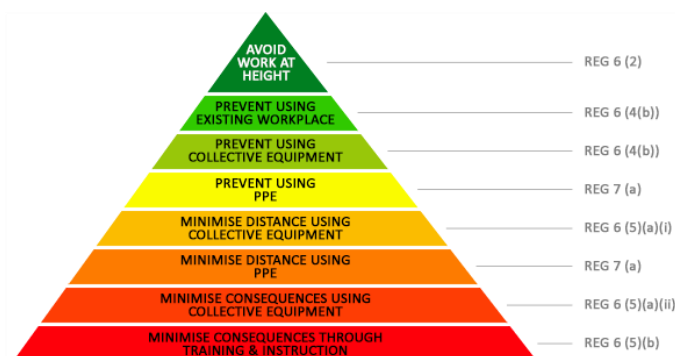
Complete Fixing Solutions Limited will abide by the hierarchy set out below for managing and selecting equipment for work at height.

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where risk of fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Complete Fixing Solutions Limited and all its employees will ensure: -

- All work at height is properly planned and organised by way of risk assessment and method statements.
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place/location where work at height is carried out is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

To ensure the correct planning and organisation of all work at height Complete Fixing Solutions Limited will take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Works Regulations.



A 'young person' is anyone under the age of 18. Under the Management of Health and Safety at Work Regulations employers have a responsibility to ensure that young people employed by them are not exposed to risks due to a lack of experience or maturity, as they are more likely to be unaware of risks in the workplace.

When CFS employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons as required by the Management of Health and Safety at Work Regulations (Amended) 2003.

CFS will inform the parents or legal guardians of any person under 18 years old of the legal obligation that such an employee must comply with all Complete Fixing Solutions Limited Health and Safety Procedures and Policy

CFS will provide the appropriate supervision to ensure that the young person undertake their tasks safely. No young person, under 18 years of age will be permitted to undertake any work unless they are directly supervised by a fully competent person.

What to expect from young people?

Construction employers should expect a young person to demonstrate a core set of 'employability' or 'work readiness' skills, to provide the confidence that they will be able to carry-out their role safely and effectively.

Managers responsible for employing Young Persons must ensure that they are work ready

Work readiness means having a positive attitude, and a keenness to learn and contribute to the business. Whilst recognising that for many 16 or 17-year olds this may be their first job, any young person applying for a position should:

- Understand the company and role they are applying for
- Be able to submit a CV demonstrating relevant skills
- Be punctual, well-mannered and appropriately dressed at all times
- Be able to communicate and present themselves with confidence
- Follow the instructions of their employer and supervisor
- Effectively manage their own time to complete assigned tasks
- Respect their colleagues and work as part of a team
- Understand the behaviours expected of them and act accordingly
- Apply the knowledge gained from the training and information provided
- Effectively manage their personal life to ensure they can carry out their role

Managers responsible for employing Young Persons must ensure they have functional literacy, numeracy and ICT skills

Functional skills are the practical English, Maths, and Information and Communications Technology (ICT) skills young people need to work effectively and follow safe working practices on site.

Defining Functional Skills

To be functionally literate, a young person must be able to:

- Read and understand basic texts – drawing out relevant information
- Construct properly spelt, grammatically correct writing that is suitable for the audience
- Understand oral communications and react appropriately
- Communicate clearly and make themselves properly understood
- To be functionally numerate, a young person must have confidence to:
- Resolve day to day problems and make decisions using numbers
- Use mental arithmetic
- Spot errors and rogue figures
- Understand percentages and ratios